



City of Tarpon Springs, Florida

Board of Commissioners
324 East Pine Street
Tarpon Spring, Florida 34689
(727) 938-3711

<http://www.ctsfl.us/agenda.htm>

REGULAR SESSION AGENDA TUESDAY, JUNE 24, 2025 6:30 PM - CITY HALL AUDITORIUM

CALL TO ORDER

ROLL CALL

REFLECTION

PRESENTATION OF COLORS: TARPON SPRINGS PUBLIC SAFETY HONOR GUARD

PLEDGE OF ALLEGIANCE (5 Minutes)

PROCLAMATIONS (5 Minutes)

1. LGBTQ Recognition Month (**Mayor John Koulianos**)
2. Independence Day (**Mayor John Koulianos**)

SPECIAL PRESENTATION (10 Minutes)

3. Promotion of Assistant Police Chief Taureen Mathis (**Jeff Young Police Chief**)

PUBLIC COMMENTS (20 Minutes)

CONSENT AGENDA (5 Minutes)

4. Attorney Fees: Unice Salzman P.A. Invoice 87251 87252 (**Andrew Salzman City Attorney, Charles Rudd City Manager**)
5. Satisfaction/Release of Liens (**Irene Jacobs City Clerk**)
6. Authorization of Back Patio Installation at Craig Park Recreation Center (**Jamie Taylor Recreation Superintendent, Charles Rudd City Manager**)
7. Florida Department of Agriculture and Consumer Services Grant #31316 Amendment (**David Gilson Building Development Director, Shannon Brewer Municipal Arborist, P.J. Harbert Grant Project Specialist**)
8. Reject All Bids for File No. 250143-B-AS, Aeration Basin Cleaning & Debris Removal Services (**LaTishia Smith Assistant Public Services Director, Ray Page Utilities Superintendent, Janina Lewis Procurement Services Director**)
9. Increase File No. 240166-C-AS, Motorola Radio Equipment and Maintenance (**Scott Young Fire Chief, Jeff Young Police Chief, Janina Lewis Procurement Services Director**)
10. Increase File No. 250091-C-PH, Electrical Services (**Bob Robertson Interim Public Works Director, Brandon Crum Facility Management Superintendent, Janina Lewis Procurement Services**)

BUSINESS ITEMS

11. Award File No. 250171-C-PH, Purchase of Police Department Vehicles/Vessel (**Jeff Young Police Chief, Janina Lewis Procurement Services Director**) (5 Minutes)
12. Financing CIP Projects (**Ron Harring Finance Director, Charles Rudd City Manager**) (10 Minutes)
13. Appointment(s) to Code Enforcement Board (**Irene Jacobs City Clerk**) (5 Minutes)

14. Appointment(s) to Tarpon Springs Housing Authority Board (**Irene Jacobs City Clerk**) (5 Minutes)
15. Discussion and Direction on Number of Vac-Con Trucks to Purchase and Finance (**Ron Harring Finance Director, Charles Rudd City Manager**) (15 Minutes)
16. Discussion on Increasing the Use of the Internal Auditor Function (**Mayor John Koulianos**) (5 Minutes)
17. Discussion and Direction on Riverside Courts (**Charles Rudd City Manager**) (**DEFERRED TO JULY 8, 2025**)

ORDINANCES AND RESOLUTIONS

18. **Resolution 2025-46**; Public Works Reorganization (**Bob Robertson, Interim Public Works Director; Charles Rudd, City Manager**) (10 Minutes)
19. **Resolution 2025-42**; Revising the Rules of Procedure for the Board of Commissioners (**Andrew Salzman City Attorney, Irene Jacobs City Clerk**) (10 Minutes)

BOARD AND STAFF COMMENTS (10 minutes)

ADJOURNMENT (Estimate 8:30 pm)

City of Tarpon Springs, Florida

PROCLAMATION

WHEREAS, our Nation was founded on the principal of equality and freedom for all people, and those rights continue to evolve as society changes and new challenges come to light for many Americans; and

WHEREAS, the uprising at the Stonewall Inn, Greenwich Village, New York City, on June 28, 1969, was a milestone for LGBTQ freedom and change; and

WHEREAS, for over 50 years, the month of June has been established nationwide as a time to honor those citizens that stood against the discriminatory laws at Stonewall and elsewhere; and

WHEREAS, every American should live without fear of prejudice, discrimination, violence, and hatred based on race, ethnicity, religion, and gender orientation; and

WHEREAS, the month of June has become nationally recognized as a time to acknowledge how the LGBTQ community and individuals have overcome adversity and are contributing to the diversity and the richness of American society; and

WHEREAS, the City of Tarpon Springs celebrates and accepts its diverse LGBTQ community and individuals that includes people of all races, ethnicities, religions, and professions; and

WHEREAS, the City of Tarpon Springs strives to be a community at large where everyone is appreciated for our differences and uniqueness rather than remaining divided as are many other places within our Nation.

NOW, THEREFORE, I, John M. Koulianos, by virtue of the authority vested in me as Mayor of the City of Tarpon Springs, Florida, do hereby proclaim the month of June 2025 as

Tarpon Springs LGBTQ Community Recognition Month

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Tarpon Springs, Florida to be affixed this 24th day of June 2025.

City Clerk & Collector

Mayor

City of Tarpon Springs, Florida

PROCLAMATION

WHEREAS, of all the days in the year, the primary one to us – as a nation – is the 4th of July, the anniversary of the signing of our Declaration of Independence; and

WHEREAS, this holiday commemorates our gained freedoms from which commemoration of all other holidays and observations is made possible; and

WHEREAS, on this day we renew our allegiance to the Union, to the principles of self-government, and to the spirit of freedom, which is the source of its strength, deeply aware that in many quarters of the globe this freedom continues to be threatened; and

WHEREAS, on this day we renew our allegiance to the United States of America, democracy, and freedom, and are grateful we can come together as a community to observe this special day; and

WHEREAS, on Friday, July 4, 2025, the City of Tarpon Springs acknowledges Independence Day in our beautiful Craig Park with our annual picnic for our residents and visitors as we celebrate our independence; and

WHEREAS, on Friday, July 4, 2025, the City of Tarpon Springs will hold its annual fireworks display that is a part of this Independence Day tradition.

NOW, THEREFORE, I, John M. Koulianos, by virtue of the authority vested in me as Mayor of the City of Tarpon Springs, Florida, do hereby proclaim July 4, 2025, as

Independence Day

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Tarpon Springs, Florida to be affixed this 24th day of June 2025.

City Clerk & Collector

Mayor

UNICE SALZMAN, P.A.
ATTORNEYS AT LAW
1815 Little Road, 2nd Floor
Trinity, Florida 34655
727-723-3772
Tax I.D No. 59-3664875

City of Tarpon Springs
324 E. Pine St.
Tarpon Springs FL 34689

Attn: Charles Rudd

Page: 1
June 02, 2025
Account No: 1924-0000M
Invoice No: 87251

City of Tarpon Springs/General



<u>Description</u>			<u>Hours</u>	
04/22/2025	MXG	Prepare for and attends Tarpon Springs City Commission meeting and CRA meeting.	4.50	742.50
05/05/2025	AJS	Review correspondence from Attorney Robinson regarding Mendoza litigation; Review correspondence from Deputy City Clerk regarding subpoena; Review Public Records Response regarding Investigator Dusher; Review correspondence from Attorney Aungst regarding TRE; Review correspondence from Tracey Norris and Deputy City Clerk regarding 718 Haven Place; Review Filing on Smith-Gillespie; Review correspondence from Janina Lewis; Review and analysis of Bid documents and contract regarding Elfers Spur Trail; Prepare e-mail to Janina Lewis.	4.80	1,080.00
	AJS	Prepare for and analysis of Heritage Preservation Board Meeting.	1.50	337.50
05/06/2025	AJS	Prepare for and attend office meetings; Review correspondence from Denise Ramirez; Conference with Denise Ramirez, (3x); Conference with Chief Jeff Young; Prepare e-mail to Code Inspector Mike Rolleston regarding Code Enforcement.	4.00	900.00
05/07/2025	AJS	Review correspondence from Janina Lewis; Review and analysis of Tetra Tech Amendment; Prepare e-mail to Janina Lewis; Review Hulslander Complaint; Prepare e-mail to Trish Hickey; Review correspondence from Attorney Draper regarding Purchase Agreement; Review correspondence from Lisa Coggi regarding Purchase Agreement; Review correspondence from Janina Lewis; Review and analysis of Construction Management Agreement; Review and analysis of RFQ documents for construction management; Review correspondence from Deputy City Clerk; Conference with Deputy City Clerk regarding several issues.	4.60	1,035.00
05/08/2025	AJS	Review correspondence from Chief Young regarding scene photographs and reports; Review correspondence from Tracey Norris; Analysis of same regarding subpoena and Memorandum of Understanding; Review Amended Easement Agreement regarding Anclote Harbor; Prepare e-mail to Renea Vincent; Prepare for and attend Code Enforcement Board Meeting; Attend meeting with City Clerk and Deputy City Clerk; Conference with Investigator		

City of Tarpon Springs/General

			Hours	
		Durham.	4.20	945.00
05/09/2025	AJS	Review correspondence from and prepare an email to Renea Vincent regarding easement; Review correspondence from Patty Hall; Review and analysis of Parts contract; Prepare e-mail to Patty Hall regarding legal sufficiency.	2.70	607.50
05/12/2025	AJS	Review correspondence from Patty Hall; Review and analysis of Sidewalk Improvement Program documents; Prepare e-mail to Patty Hall; Review correspondence from Anela Saday; Review and analysis of Invitation to Bid documents for Effluent Testing; Prepare e-mail to Anela Saday.	4.20	945.00
05/13/2025	AJS	Prepare for and attend Office Hours; Conference with Resident, City Manager, Renea Vincent, Deputy Building Official and Mayor Koulianos regarding Change of Contract; Conference with Mayor Koulianos; Conference with Commissioner DiDonato; Conference with City Clerk regarding Agenda.	4.40	990.00
	AJS	Prepare for and attend Board Meeting.	5.50	1,237.50
05/14/2025	AJS	Attend Witness Investigation.	5.00	1,125.00
05/16/2025	AJS	Review correspondence from Anela Saday; Review and analysis of Bid documents regarding Force Main Flow K Restoration; Prepare e-mail to Anela Saday; Review correspondence from Jamie Taylor; Review and analysis of Vendor Application; Prepare e-mail to Jamie Taylor; Review correspondence from Anela Saday; Analysis of termination letter; Prepare e-mail to Anela Saday; Review Redline documents regarding Master Lease Purchase Agreement; Review correspondence from Bob Robertson; Analysis of Issue; Prepare e-mail to Bob Robertson regarding trees; Review correspondence from Lynn Goldstein regarding tort claim.	4.80	1,080.00
05/19/2025	AJS	Attend meeting with City Clerk and Deputy City Clerk regarding several issues; Review correspondence from Janina Lewis; Review and analysis of Software Agreement; Review correspondence from Miranda Hunter, (numerous); Review correspondence from Lynn Goldstein regarding Young; Review correspondence from Patty Hall; Review and analysis of Pre-Bid documents for Fire Alarm Panel; Prepare e-mail to Patty Hall.	4.40	990.00
05/20/2025	AJS	Prepare for and attend Workshop; Review correspondence from David Gilson; Analysis of Issue; Prepare e-mail to David Gilson regarding Liability Release.	3.30	742.50
05/21/2025	AJS	Review correspondence from Janina Lewis; Review and analysis of updated Procurement Guidelines; Prepare e-mail to Janina Lewis; Review and analysis of Boys Club Amended Agreement; Prepare e-mail to City Manager; Review documents; Conference with Attorney Hillard regarding Patsalides; Prepare e-mail to City Manager, Police Chief, Fire Chief and Renea Vincent.	4.20	945.00
05/22/2025	AJS	Review and analysis of Lime Huey Lift Station documents and contract; Prepare e-mail to Anela Saday; Review correspondence from and prepare an email to City Manager regarding Boys Club revisions to Agreement; Review correspondence from Patty Hall; Review Parks Grounds Maintenance		

			Hours	
		documents; Prepare e-mail to Patty Hall; Review correspondence from Patty Hall; Review and analysis of Annual Street Resurfacing documents; Prepare e-mail to Patty Hall; Review correspondence from City Manager regarding Resident issue.	4.20	945.00
05/27/2025	AJS	Telephone conference with Commissioner Esiner; Analysis of Procedural issue; Review e-mail from Deputy City Clerk; Telephone conference with Mayor Koulianos regarding procedure for meeting; Review correspondence from Pat McNeese; Review and analysis of land use issue; Prepare e-mail to Pat McNeese regarding same.	5.30	1,192.50
	AJS	Prepare for and attend Commission Meeting.	2.80	630.00
05/28/2025	AJS	Review Notice of Claim; Review correspondence from Jay Glover regarding Purchase Agreement; Review correspondence from Deputy City Clerk regarding Code Matter.	0.40	90.00
05/29/2025	AJS	Review correspondence from Florida League regarding Castleworks; Review and prepare resolution regarding financing; Review correspondence from Ron Harring regarding same; Review Filing regarding Valencia.	0.60	135.00
05/30/2025	AJS	Review correspondence from Patty Hall; Review and analysis of Products and Supplies documents; Prepare e-mail to Patty Hall; Review correspondence from Patty Hall; Review and analysis of Vactor Trucks Purchase documents; Prepare e-mail to Patty Hall; Review correspondence from Janina Lewis regarding change orders; Review Master Lease Purchase Agreement and Schedule, Resolution, comments; Review correspondence from Ron Harring; Review correspondence from Jay Glover regarding same; Review correspondence from Janina Lewis; Review and analysis of Alert System documents; Prepare e-mail to Janina Lewis.	3.80	855.00
	AJS	Review correspondence from Chief Jeff Young; Review and analysis of Memorandum of Understanding; Prepare e-mail to Chief Young; Review correspondence from Florida League regarding Lang.	0.70	157.50
		For Current Services Rendered	79.90	17,707.50
		Total Current Work		17,707.50
		Balance Due		<u>\$17,707.50</u>

UNICE SALZMAN, P.A.
ATTORNEYS AT LAW
1815 Little Road, 2nd Floor
Trinity, Florida 34655
727-723-3772
Tax I.D No. 59-3664875

City of Tarpon Springs
324 E. Pine St.
Tarpon Springs FL 34689

Page: 1
June 02, 2025
Account No: 1924-0016M
Invoice No: 87252

Attn: Charles Rudd

City of Tarpon Springs/Smith-Gillespie, David



Description

			Hours	
05/21/2025	AJS	Review Complaint; Prepare Notice of Appearance; Prepare Answer and Affirmative Defenses.	3.00	525.00
		For Current Services Rendered	3.00	525.00
		Total Current Work		525.00
		Balance Due		\$525.00

OFFICE OF THE CITY CLERK

INTER-DEPARTMENTAL MEMO

TO: HONORABLE MAYOR AND BOARD OF COMMISSIONERS

SUBJECT: SATISFACTION/RELEASE OF LIENS REGULAR SESSION June 24, 2025

Authorization is requested for the Mayor to execute Satisfaction and/or Release of Lien for the properties listed below. All monies owed the City for delinquent utility liens, street, and/or lot mowing assessments including interest and/or penalties, or administrative fees have been paid in full.

OWNER'S NAME	TYPE OF LIEN	ACCOUNT NUMBER
Climarcela K. Ahrens Antonio L. Collins Makisha Burgess Kahazea A. Collins	Utility Lien	82509-271304216
Scott West Katty West Glenda Carolina Zambrano Velez Juan Pablo Loor Tuarez	Utility Lien	82517-271102081
Michael Noble	Utility Lien	82203-271204003
Heras Family Real Estate Trust	Code Enforcement	20-80000379



Public Services Department

Memorandum

Date: June 18, 2025
To: Mayor and Board of Commissioners
Through: Charles Rudd, City Manager
From: Jamie Taylor, Recreation Superintendent
Subject: Request for Authorization of Back Patio Installation at Craig Park Recreation Center

Recommendation

Authorize the installation of a back patio at the Craig Park Recreation Center.

Background

The Craig Park Recreation Center offers a wide range of youth-to-senior activities, adult exercise classes, special events like the Tarpon Arts Festival, and facility rentals for events such as baby showers, memorial services, and birthday parties. The proposed porch will improve both the aesthetics of the area and the functionality for recreation facility users and park visitors alike.

Increased facility rental revenues are anticipated, along with a better experience for activity participants in senior open painting and our youth art classes.

Attached is the packet the Heritage Preservation Board received and subsequently approved at the June 2, 2025 Heritage Preservation Board meeting. Additionally, there is an image of the current view of the west side of the building and the proposed patio, and the Certificate of Appropriateness from the City's Principal Planner, Caroline Lanford.

A security camera will be mounted on the exterior of the facility to allow for real-time surveillance by the police department to address any inappropriate or illegal activities.

Funding

Funds were approved in the current fiscal year recreation budget with the item specifically labeled "Craig Park Back Patio". City staff will be installing the patio.



APPLICATION ADDENDUM
CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

INSTRUCTIONS

Please complete the form fully and submit with the associated development application, **DIGITALLY** through the Planning and Zoning online application portal (goPost/ePlan).

1. GENERAL INFORMATION

PROJECT NAME Recreation Center
ADDRESS/LOCATION 5 Beekman Lane
TAX PARCEL NUMBER(S) 12-27-15-46926-721-0010

2. TYPE OF PROPOSED ACTIVITY *(Check all that apply)*

- | | | |
|--------------------------------------|--|---|
| ☐ Demolition | ☐ New Construction | ☐ Driveway |
| ☐ Renovation | ☐ Structural Addition | ☒ Other: <u>Patio</u> |
| ☐ Relocation* | ☐ New Roof | |

* If Relocation, please indicate new location:

NEW PROPERTY LOCATION OR ADDRESS		
LEGAL DESCRIPTION (ATTACH ADDITIONAL SHEETS IF NECESSARY)		
TAX PARCEL NUMBER(S)	CURRENT DESIGNATIONS OF PROPERTY	
	LAND USE CATEGORY	ZONING DISTRICT

3. GENERAL BUILDING INFORMATION

YEAR BUILT 1936	ARCHITECTURAL STYLE Masonry Vernacular	PORCHES ☒ YES ☐ NO
ORIGINAL USE Recreation Center	PRESENT USE Recreation Center	PROPOSED USE Recreation Center
ROOF TYPE & MATERIAL Gable, Composition Shingle		EXTERIOR SIDING MATERIAL

(1) Previous Additions or Modifications *(Please describe and include dates)*

Circa 1950 shed roof concrete block addition at the east end
1990 Windows replaced



(2) Description of Proposed Work

Construct a new 16 x 50 composite patio on the north side of the contributing structure.

(3) For relocation or demolition, describe the property's physical condition, steps taken to save the property and whether renovation would be economically feasible.

3. HERITAGE PRESERVATION BOARD REVIEW STANDARDS

In reviewing an application for a Certificate of Appropriateness, the Board shall consider the following standards for review, per [LDC Section 109.01\(B\)](#).

- (1) The height and width of any proposed alteration or new construction shall be consistent with that of adjacent contributing structures and with those structures of similar character and architectural style found throughout the immediate neighborhood or the district.
- (2) The width and height of windows, doors, and entries shall be consistent the character of the building's original architectural style. Repair and replacement of missing architectural features such as windows, mullions, doors, entries, hand rails, etc., should be based on accurate duplications, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements form other buildings or structures.
- (3) The relationship of a structure within an historic or cultural preservation district to the open space between it and the street and to other buildings or scenic views, vistas or streetscapes characterizing the area, shall be protected through a site plan review process addressing setbacks, roof lines, garage placement, parking and access analysis and the use of landscaping.
- (4) The shape and texture of the roof shall replicate the shape, texture and type of roof distinguishing the building's original architecture and on structures of similar style and age within the Historic and Cultural Preservation District.



CITY OF TARPON SPRINGS

PLANNING & ZONING DEPARTMENT

324 E. Pine Street, Tarpon Springs, FL 34689
(727) 942-5611 / planning@ctsf.us

- (5) The size and mass (or shape) of the building after alteration shall be reflective of the building's original architectural style. The size and mass (or shape) of the proposed structure (new construction) should reflect the character of contributing buildings within the District as well as those immediately surrounding the subject property and shall include review of architectural elements such as roof lines, fenestration, and other components of façade design.
- (6) Landscaping shall be utilized as a means to enhance the architectural character and appearance of the structure or traditional cultural property and to protect and define open spaces and pedestrian ways within Historic and Cultural Preservation Districts.
- (7) Distinctive architectural features shall be repaired rather than replaced, wherever possible. Architectural details, including color, materials, texture, and site lighting shall be treated so as to make the building, structure, or traditional cultural property consistent with the property's original architectural style and character. New materials should replicate the material being replaced in composition, design, color, texture and other visual qualities.
- (8) All buildings, structures, sites and traditional cultural properties shall be recognized as products of their own time. Alteration, modifications or other changes to a structure or traditional cultural property shall not attempt to create an earlier appearance than the original date of construction. Changes which may have taken place in the course of time are evidence of the history and development of the subject property and may have acquired significance in their own right. This significance shall be recognized and respected.
- (9) The renovation of contributing structures in an historic or cultural district or designated sites shall meet the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
- (10) The proposed project shall conform with the other requirements of this Code and be in compliance with the applicable goals, objectives, and policies of the Comprehensive Plan.
- (11) The impact upon archaeological sites shall preserve the integrity of the site.

4. SIGNATURE(S)/AUTHORIZATION

APPLICANT/PROPERTY OWNER/AGENT SIGNATURE(S):

The information included in and with this application is completely true and correct to the best of my knowledge. Further, I understand that a detailed property management plan may be requested as a part of this application.


(Applicant's Signature)

5/20/25
(Date)

(Property Owner's Signature)

(Date)

(Agent's Signature)

(Date)







From: [William Vinson](#)
To: [Caroline Lanford](#)
Subject: Re: Craig Park / Recreation Center Patio Application
Date: Wednesday, May 21, 2025 12:51:55 PM

Warning: Unusual sender <bill@wlvinson.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Thank you for the more detailed description and graphic illustration of the proposed project. Now we don't have to attend the meeting. We have no objection to the proposal.

Bill & Lynda Vinson

On Wed, May 21, 2025 at 11:05 AM Caroline Lanford <clanford@ctsfl.us> wrote:

Good morning, Mr. Vinson,

Please see the attached application to construct a 16'x50' composite patio at the Rec Center at Craig Park. Feel free to email me any questions you may have.

Sincerely,

Caroline Lanford, AICP CTP

Principal Planner

City of Tarpon Springs – Planning & Zoning

clanford@ctsfl.us

727.942.5611

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William L. Vinson
144 N. Spring Blvd.
Tarpon Springs, FL 34689
Cell: 727-420-2842
email: Bill@WLVinson.com



Renea Vincent, AICP, CPM
Director

City of Tarpon Springs, Florida

Planning and Zoning Department
324 E Pine Street
Tarpon Springs FL 34689
(727) 942-5611

June 4, 2025

Mr. Jamie Taylor
5 Beekman Lane
Tarpon Springs, FL 34689
(jtaylor@ctsfl.us)

**RE: Certificate of Appropriateness – 5 Beekman Lane
Application #25.36**

To Whom it May Concern,

This letter serves to inform you that the City of Tarpon Springs Heritage Preservation Board, at their regular meeting of June 2, 2025, approved your request to construct a patio at the contributing structure at 5 Beekman Lane. The following conditions of approval were specified:

1. The Certificate of Appropriateness will expire in three (3) years if a building permit has not been issued for the project.

Please note that it is your responsibility to supply a copy of this letter with the application for a building permit when it is submitted. In the meantime, if you have any questions, please do not hesitate to contact me at 727-938-3711, ext. 2379.

Sincerely,

Caroline Lanford, AICP CTP
Principal Planner

cc: File #25.36







Project Administration Department

324 East Pine Street
Tarpon Springs FL 34689
(727) 942-5638

Memorandum

Date: June 6, 2025
To: Mayor, Board of Commissioners, and City Manager
Through: David Gilson, Building Development Director
From: P.J. Harbert, Grant Project Specialist
Shannon Brewer, Municipal Arborist
Subject: Florida Department of Agriculture and Consumer Services Grant #31316

Recommendation

Approval is recommended for the Mayor or his designee per City resolution to execute a standard grant agreement amendment with the Florida Department of Agriculture and Consumer Services. The purpose of this amendment is to extend the length of the agreement from 06/30/25 to 11/30/25.

Background

This is a three-phased project consisting of hiring a consultant to develop a comprehensive Urban Forestry Management Plan using community values identified during the creation of the Comprehensive, Strategic, Sustainability, and Stormwater Action Plans. The scope of work includes an equitable community engagement framework using the City's Sustainability Advisory Committee as the sounding board and steering committee for the formulation of community vision and goals. The revised plan was taken before the Technical Review Committee and is awaiting comments from the Sustainability Committee.

Funding

Funding is provided through the Florida Department of Agriculture and Consumer Services as part of the Managing Community Forestry grants program. The City received \$15,000 for Phase 2 funding with a 1:1 match.

The amended agreement document is attached.

The City Attorney has reviewed this document.

David R. Gilson Digitally signed by
David R. Gilson
Date: 2025.06.06
10:14:51 -04'00'



WILTON SIMPSON
COMMISSIONER

CONTRACT AMENDMENT

Please Respond To: Florida Forest Service
Forest Management
3125 Conner Boulevard
Tallahassee, FL 32399

City of Tarpon Springs
324 E. Pine Street
Tarpon Springs, FL 34689

RE: Amendment of Contract # 31316 dated 08/23/24.

This letter, upon execution by both parties and attachment to the original contract shall serve to amend said contract. The contract shall be amended as follows:

Amendment 1

Pursuant to Section B. 2, this AGREEMENT is extended.

Page 1, Paragraph 4:

ARTICLE B: EFFECTIVE DATE/TERM

1. The effective date of this AGREEMENT shall commence upon execution and, unless sooner terminated or canceled, shall end on the 30th day of November 2025 ("Term").

NO OTHER PROVISIONS OF THIS CONTRACT ARE AMENDED OR OTHERWISE ALTERED BY THIS AMENDMENT.

Joey B. Hicks

Joey B. Hicks
Director of Administration
Department of Agriculture
and Consumer Services

4/16/2025

(Date)

(Signature)

(Title)

(Company)

(Date)

Certificate Of Completion

Envelope Id: F937E87E-DC17-4C94-9A6C-4999B29DBA7B

Status: Sent

Subject: Please DocuSign: FDACS CONTRACT #31316 CITY OF TARPON SPRINGS AMENDMENT

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Beverlie Bechette

AutoNav: Enabled

407 South Calhoun Street

Envelopeld Stamping: Enabled

Mayo Building, SB-8

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Tallahassee, FL 32399-0800

Beverlie.Bechette@fdacs.gov

IP Address: 164.51.45.242

Record Tracking

Status: Original

April 16, 2025 | 09:50

Holder: Beverlie Bechette

Beverlie.Bechette@fdacs.gov

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Florida Department of Agriculture and Consumer Services

Location: Docusign

Status: Original

May 2, 2025 | 15:14

Holder: Joseph Duncan

Joseph.Duncan@fdacs.gov

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Florida Department of Agriculture and Consumer Services

Location: Docusign

Signer Events

Signature

Timestamp

Joey B. Hicks

joey.hicks@fdacs.gov

Director of ADministration

Director of Administration

Security Level: Email, Account Authentication (None)

Joey B. Hicks

Signature Adoption: Pre-selected Style

Using IP Address: 164.51.45.242

Sent: April 16, 2025 | 09:52

Viewed: April 16, 2025 | 10:01

Signed: April 16, 2025 | 10:01

Electronic Record and Signature Disclosure:

Not Offered via Docusign

SHANNON BREWER

SBREWER@CTSFL.US

Security Level: Email, Account Authentication (None)

Sent: April 16, 2025 | 10:01

Resent: April 30, 2025 | 09:59

Resent: May 2, 2025 | 14:56

Viewed: June 6, 2025 | 08:19

Electronic Record and Signature Disclosure:

Accepted: April 16, 2025 | 11:54

ID: 266c98e3-9439-4a95-8c67-14afeefe9029

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Carbon Copy Events	Status	Timestamp
Beverlie Bechette Beverlie.Bechette@fdacs.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: May 2, 2025 15:14 Viewed: May 2, 2025 15:14 Signed: May 2, 2025 15:14
TODD LITTLE Todd.Little@fdacs.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: April 16, 2025 10:01
CONTRACTS Contracts@fdacs.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: April 19, 2022 10:10 ID: 5695f407-15b9-4d70-aded-c5e1c7791665		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	April 16, 2025 09:52
Certified Delivered	Security Checked	June 6, 2025 08:19
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Crahsoft OBO Florida Department of Agriculture and Consumer Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Crahssoft OBO Florida Department of Agriculture and Consumer Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: salena.yarbrough@freshfromflorida.com

To advise Crahssoft OBO Florida Department of Agriculture and Consumer Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at salena.yarbrough@freshfromflorida.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Crahssoft OBO Florida Department of Agriculture and Consumer Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to salena.yarbrough@freshfromflorida.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Crahssoft OBO Florida Department of Agriculture and Consumer Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to salena.yarbrough@freshfromflorida.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Crahsoft OBO Florida Department of Agriculture and Consumer Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Crahsoft OBO Florida Department of Agriculture and Consumer Services during the course of your relationship with Crahsoft OBO Florida Department of Agriculture and Consumer Services.



Memorandum

Date: June 24, 2025
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Anela Saday, Senior Procurement Analyst
Subject: Reject All Bids for File No. 250143-B-AS, Aeration Basin Cleaning & Debris Removal Services (**LaTishia Smith Assistant Public Services Director, Ray Page Utilities Superintendent, Janina Lewis Procurement Services Director**)

Recommendation

Reject all bids for File No. 250143-B-AS, Aeration Basin Cleaning and Debris Removal Services. Furthermore, approve to rebid the project for the Public Services Department – Advanced Wastewater Treatment Facility (AWTF).

Background

On May 12, 2025, the Procurement Services Department posted Invitation to Bid No. 250143-B-AS. The solicitation closed on May 28, 2025, with three (3) bids received. After reviewing the bids for responsiveness to the solicitation requirements, the low bidder and second low bidder did not meet all the specifications of the Bid. This was in part due to a scrivener's error in one of the specifications (3.2) that created some confusion in the scope of work. AWTF identified a large accumulation of sand and grit located on the bottom of an aeration basin that needs to be removed prior to installing new and larger supplemental aeration equipment currently on order. This project is a phased approach; the first step is to clean the basin while in operation to avoid damaging new equipment installed and preventing permit non-compliance.

Funding

N/A

Strategic Plan Objective

N/A



Public Services Department

Memorandum

Date: June 17, 2025

To: Janina Lewis, Procurement Services Director

Through: Thomas Kiger, Public Services Director
LaTishia Smith, Assistant Public Services Director
Raymond Page, Utilities Superintendent

A handwritten signature in black ink, appearing to be "J. Lewis", is written over the "Through:" line.

From: Robert Marcincuk, Wastewater Division Manager

Subject: Reject all aeration basin cleaning bids received, rescope, and re-advertisement of ITB No. 250143-B-AS

Recommendation:

After reviewing the three (3) aeration basin cleaning bids received for responsiveness to the solicitation requirements and internal discussions we recommend rejecting all bids received, rescoping and readvertising this solicitation.

Background:

The AWTF has identified a large accumulation of sand & grit located on the bottom of aeration basin that needs to be removed prior to installing new and larger supplemental aeration equipment on order. This project is a phased approach; the first step is to clean basin while in operation to avoid damaging new equipment installed and avoiding permit non-compliance. Existing aeration equipment is not sufficient to take one aeration basin out of service without daily degradation of effluent quality. Once new aeration equipment is installed we will be able to maintain permit compliance with only one basin in service and proceed with future basin cleaning.

The low bidder and second low bidder do not meet all the specifications of bid solicitation specifications. This in part was due to a scrivener's error in one of the specifications that created some confusion during this solicitation.

Funding:

Funds are available in budgeted treatment facility account 402-4603-536-63.00 under Aeration Basin project WS2514



CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615

INVITATION TO BID

AERATION BASIN CLEANING AND DEBRIS REMOVAL SERVICES

FOR THE CITY OF TARPON SPRINGS

Date: May 12, 2025

Bid No.: 250143-B-AS

Sealed bids will be received electronically by the City of Tarpon Springs, Procurement Services, 324 East Pine Street, Tarpon Springs, FL 34689, documents can be obtained from the Bonfire website at <https://ctsfl.bonfirehub.com/opportunities>, all documents and attachments must be uploaded by the date and time indicated:

3:00 p.m., May 28, 2025

at which time bids will be publicly opened and read aloud for:

Basin Cleaning and Debris Removal Services for the City of Tarpon Springs

Bids and all addenda shall be available only through <https://ctsfl.bonfirehub.com/opportunities>).

Instructions to Bidders

Submission and Receipt of Bids

Submitting electronically through the online procurement services of BonfireBidder.

Bidders who are E-Bidding for the first time, the City of Tarpon Springs uses a Bonfire procurement portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.

Submissions received after the ITB Due Date and time shall not be considered. It is the sole responsibility of the Bidder to ensure that its solicitation response is uploaded before such date and time. Tarpon Springs Procurement Services shall not be responsible for delays caused by any power outages or internet failures. No exceptions will be made.

Note: It is strongly recommended to upload your response in adequate time to assure that it will post on the day prior to the closing date.

Preparation of Bids

Bids will be prepared in accordance with the following:

- a. The enclosed Bid Form is to be used in submitting your bid. All information required by the Bid form shall be furnished. The bidder shall print or type its name and manually sign the schedule and each continuation sheet on which an entry is made. Bids having any erasures or corrections must be initialed by the bidder in ink. Bids shall be signed in ink. All bid amounts shall be typewritten or filled in with ink.
- b. Electronic Signatures. The Bid documents may be executed with an electronic signature technology and such electronic signature shall act as the Parties' legal signatures on this bid and shall be treated in all respects as an original handwritten signature.
- c. All bids must be signed with the firm's name and by an officer or employee having authority to bind the company or firm by vendor's signature.
- d. Unit price shall be shown and where there is an error in extension of price, the unit price shall govern.
- e. Proposed service/delivery times must be shown and shall include Saturdays, Sundays, and Holidays (if applicable).
- f. Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- g. Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, services as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as result of failure or omission on the part of the bidder to make the necessary examinations and investigations or failure to fulfill in every detail the requirements of the contract documents will be accepted as a basis for varying the requirements of City or the compensation to the vendor.
- h. Bidders are advised that all City contracts are subject to all legal requirements provided for in any Procurement Resolutions or Policies of City and State and Federal Statutes.
- i. The bidder shall retain a copy of all bid documents for future reference.

Explanations to Bidders

All questions or requests for additional information are required to be in writing and may be e-mailed to purchasing@ctsfl.us.

Questions must be submitted, in writing, not later than May 19, 2025.

Any verbal responses to questions or changes or additions to the Scope of Services or any part of this ITB shall not be binding on the City or its representatives. Only changes or additions made by Addenda issued by the City of Tarpon Springs through <https://ctsfl.bonfirehub.com/opportunities> should be considered for your bid submittal.

Compliance

Failure to comply with the ITB in full may be cause for rejection of bid. Bids must conform to the scope of services and terms and conditions. Bids must be returned on the forms provided. Nonconformance with these instructions is grounds for rejection of bid.

Rejection of Bids

The City reserves the right to accept or reject any and all bids or parts of bids, waive minor informalities, and request rebids on the material or services described in the ITB.

Ex Parte Communication. In order to ensure fair evaluation of bids, ex parte communication initiated by bidders is prohibited from the time the responses are opened until a final decision has been made. No bidder may initiate communication with any City Commissioner or any City official, staff, or employee who is participating in the evaluation process. Any and all communication initiated by a bidder after the responses are opened must be in writing to:

Janina Lewis, CPPO, NIGP-CPP
Procurement Services Director
City of Tarpon Springs
Procurement Services
PO Box 5004
Tarpon Springs, FL 34688-5004
727-937-1766 Fax
jlewis@ctsfl.us.

The City may, however, initiate communication with any bidder in order to obtain additional information or clarification necessary for fair evaluation of their bid. Ex parte communication initiated by a bidder may disqualify that bidder from consideration for this or future ITBs.

Janina Lewis, CPPO, NIGP-CPP
Procurement Services Director

JL:as

SECTION 1 - INSTRUCTIONS

1.1 COMMENCEMENT OF WORK. If bidder begins any billable work prior to the City's final approval and execution of the contract, bidder does so at its own risk.

1.2 RESPONSIBILITY TO READ AND UNDERSTAND. Failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission or discrepancy in this solicitation, the vendor must immediately and in any case not later than seven (7) business days in advance of the due date notify the contact on page one (1). The City is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

1.3 FORM AND CONTENT OF BIDS. Unless otherwise instructed or allowed, bids shall be submitted on the forms provided. An original and the designated number of copies of each bid are required. Bids, including modifications, must be submitted in ink, typed, or printed form and signed by an authorized representative. Please line through and initial rather than erase changes. If the bid is not properly signed or if any changes are not initialed, it may be considered non-responsive. In the event of a disparity between the unit price and the extended price, the unit price shall prevail unless obviously in error, as determined by the City. The City may require that an electronic copy of the bid be submitted. The bid must provide all information requested and must address all points. The City does not encourage exceptions. The City is not required to grant exceptions and depending on the exception, the City may reject the bid.

1.4 SPECIFICATIONS. Technical specifications define the minimum acceptable standard. When the specification calls for "Brand Name or Equal," the brand name product is acceptable. Alternates will be considered upon demonstrating the other product meets stated specifications and is equivalent to the brand product in terms of quality, performance and desired characteristics.

Minor differences that do not affect the suitability of the supply or service for the City's needs may be accepted. Burden of proof that the product meets the minimum standards or is equal to the brand name, product, is on the bidder. The City reserves the right to reject bids that the City deems unacceptable.

1.5 MODIFICATION/ WITHDRAWAL OF BID. Written requests to modify or withdraw the bid received by the City prior to the scheduled opening time will be accepted and will be corrected after opening. No oral requests will be allowed. Requests must be addressed and labeled in the same manner as the bid and marked as a MODIFICATION or WITHDRAWAL of the bid. Requests for withdrawal after the bid opening will only be granted upon proof of undue hardship and may result in the forfeiture of any bid security. Any withdrawal after the bid opening shall be allowed solely at the City's discretion.

1.6 DEBARMENT DISCLOSURE. If the vendor submitting this bid has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the bidder shall include a letter with its bid identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment.

1.7 RESERVATIONS. The City reserves the right to reject any or all bids or any part thereof; to rebid the solicitation; to reject non-responsive or non-responsible bids; to reject unbalanced bids; to reject bids where the terms, prices, and/or awards are conditioned upon another event; to reject individual bids for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities or form errors in any bid. The City may seek clarification of the bid from bidder at any time, and failure to respond is cause for rejection. Submission of a bid confers on bidder no right to an award or to a subsequent contract. The City is charged by its Charter to make an award that is in the best interest of the City. All decisions on compliance, evaluation, terms and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.

1.8 OFFICIAL SOLICITATION DOCUMENT. Changes to the solicitation document made by a bidder may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition or specification unless specifically acknowledged and agreed to by the City. The copy maintained and published by the City shall be the official solicitation document.

1.9 COPYING OF BIDS. Bidder hereby grants the City permission to copy all parts of its bid, including without limitation any documents and/or materials copyrighted by the bidder. The City's right to copy shall be for internal use in evaluating the proposal.

1.10 CONTRACTOR ETHICS. It is the policy of the City to promote courtesy, fairness, impartiality, integrity, service, professionalism, economy, and government by law in the Procurement process. The responsibility for implementing this policy rests with each individual who participates in the Procurement process, including Bidders and Contractors. To achieve the purpose of this Article, it is essential that Bidders and Contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:

- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
- b. Intentionally invoice any amount greater than provided in Contract or to invoice for Materials or Services not provided.
- c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification or other requirement of a City Contract.

1.11 GIFTS. The city will accept no gifts, gratuities or advertising products from bidders or prospective bidders and affiliates. The city may request product samples from vendors for product evaluation.

1.12 PROTESTS AND APPEALS. If a Bidder believes there is a mistake, impropriety, or defect in the solicitation, believes the City improperly rejected its proposal, and/or believes the selected proposal is not in the City's best interests, the Bidder may submit a written protest. All protests and appeals are governed by the City of Tarpon Springs Purchasing Policy and Procedures. If any discrepancy exists between this Section and the Purchasing Policy, the language of the Purchasing Policy controls.

Protests based upon alleged mistake, impropriety, or defect in a solicitation that is apparent before the bid opening must be filed with the Procurement Officer no later than five (5) business days before Bid Opening. Protests that only become apparent after the Bid Opening must be filed within ten (10) business days of the alleged violation of the applicable purchasing ordinance. The complete protest procedure can be obtained by contacting the Procurement

Services Department.

1.13 EVALUATION PROCESS. Bids will be reviewed by the Procurement Services Department and representative(s) of the respective department(s). The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.

1.14 PRESENTATIONS/INTERVIEWS. The bidder must provide a formal presentation/interview upon request.

1.15 CRITERIA FOR EVALUATION AND AWARD. The City evaluates three (3) categories of information: responsiveness, responsibility, and price. All bids must meet the following responsiveness and responsibility criteria to be considered further.

a) Responsiveness. The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.

b) Responsibility. The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bids, past performance, references (including those found outside the bid), compliance with applicable laws- including tax laws, bidder's record of performance and integrity - e.g. has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified. A bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. City staff may also use Dun & Bradstreet and/or any generally available industry information. The City reserves the right to inspect and review bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.

c) Price. We will then evaluate the bids that have met the requirements above.

1.16 COST JUSTIFICATION. In the event only one response is received, the City may require that the bidder submit a cost proposal in sufficient detail for the City to perform a cost/price analysis to determine if the bid price is fair and reasonable.

1.17 CONTRACT NEGOTIATIONS AND ACCEPTANCE. Bidder must be prepared for the City to accept the bid as submitted. If bidder fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject bid or revoke the award, and may begin negotiations with another bidder. Final contract terms must be approved or signed by the appropriately authorized City official(s). No binding contract will exist between the bidder and the City until the City executes a written contract or purchase order.

1.18 NOTICE OF INTENT TO AWARD. Notices of the City's intent to award a Contract are posted to Procurement's website located at <https://ctsfl.bonfirehub.com/opportunities>. It is the bidder's responsibility to check the City of Tarpon Springs's bid posting website at <https://ctsfl.bonfirehub.com/opportunities> to view relevant bid information and notices.

1.19 BID TIMELINE. Dates are tentative and subject to change.
Release ITB: May 12, 2025

Advertise City website/ <https://ctsfl.bonfirehub.com/opportunities>: May 12, 2025
Bids due: May 28, 2025
Award recommendation: June 24, 2025

1.20 CONE OF SILENCE. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

SECTION 2-STANDARD TERMS AND CONDITIONS

2.1 DEFINITIONS. Uses of the following terms are interchangeable as referenced: "vendor, contractor, supplier, proposer, company, parties, persons", "purchase order, PO, contract, agreement", "city, Tarpon Springs. agency, requestor, parties", "bid, proposal, response, quote".

2.2 INDEPENDENT CONTRACTOR. It is expressly understood that the relationship of Contractor to the City will be that of an independent contractor. Contractor and all persons employed by Contractor, either directly or indirectly, are Contractor's employees, not City employees. Accordingly, Contractor and Contractor's employees are not entitled to any benefits provided to City employees including, but not limited to, health benefits, enrollment in a retirement system, paid time off or other rights afforded City employees. Contractor employees will not be regarded as City employees or agents for any purpose, including the payment of unemployment or workers' compensation. If any Contractor employees or subcontractors assert a claim for wages or other employment benefits against the City, Contractor will defend, indemnify and hold harmless the City from all such claims.

2.3 SUBCONTRACTING. Contractor may not subcontract work under this Agreement without the express written permission of the City. If Contractor has received authorization to subcontract work, it is agreed that all subcontractors performing work under the Agreement must comply with its provisions. Further, all agreements between Contractor and its subcontractors must provide that the terms and conditions of this Agreement be incorporated therein.

2.4 ASSIGNMENT. This Agreement may not be assigned either in whole or in part without first receiving the City's written consent. Any attempted assignment, either in whole or in part, without such consent will be null and void and in such event the City will have the right at its option to terminate the Agreement. No granting of consent to any assignment will relieve Contractor from any of its obligations and liabilities under the Agreement.

2.5 SUCCESSORS AND ASSIGNS, BINDING EFFECT. This Agreement will be binding upon and inure to the benefit of the parties and their respective permitted successors and assigns.

2.6 NO THIRD-PARTY BENEFICIARIES. This Agreement is intended for the exclusive benefit of the parties. Nothing set forth in this Agreement is intended to create, or will create any benefits, rights, or responsibilities in any third parties.

2.7 NON-EXCLUSIVITY. The City, in its sole discretion, reserves the right to request the materials or services set forth herein from other sources when deemed necessary and appropriate. No exclusive rights are encompassed through this Agreement.

2.8 AMENDMENTS. There will be no oral changes to this Agreement. This Agreement can only be modified in a writing signed by both parties. No charge for extra work or material will be allowed unless approved in writing, in advance, by the City and Contractor.

2.9 TIME OF THE ESSENCE. Time is of the essence to the performance of the parties' obligations under this Agreement.

2.10 COMPLIANCE WITH APPLICABLE LAWS.

a. General. Contractor must procure all permits and licenses and pay all charges and fees necessary and incidental to the lawful conduct of business. Contractor must stay fully informed of existing and future federal, state, and local laws, ordinances, and regulations that in any manner affect the fulfillment of this Agreement and must comply with the same at its own expense. Contractor bears full responsibility for training, safety, and providing necessary equipment for all Contractor personnel to achieve throughout the term of the Agreement. Upon request, Contractor will demonstrate to the City's satisfaction any programs, procedures, and other activities used to ensure compliance.

b. Drug-Free Workplace. Contractor is hereby advised that the City has adopted a policy establishing a drug-free workplace for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor will require a drug-free workplace for all Contractor personnel working under this Agreement. Specifically, all Contractor personnel who are working under this Agreement must be notified in writing by Contractor that they are prohibited from the manufacture, distribution, dispensation, possession, or unlawful use of a controlled substance in the workplace. Contractor agrees to prohibit the use of intoxicating substances by all Contractor personnel and will ensure that Contractor personnel do not use or possess illegal drugs while in the course of performing their duties.

c. Federal and State Immigration Laws. Contractor agrees to comply with the Immigration Reform and Control Act of 1986 (IRCA) in performance under this Agreement and to permit the City and its agents to inspect applicable personnel records to verify such compliance as permitted by law. Contractor will ensure and keep appropriate records to demonstrate that all Contractor personnel have a legal right to live and work in the United States.

(i) As applicable to Contractor, under this provision, Contractor hereby warrants to the City that Contractor and each of its subcontractors will comply with, and are contractually obligated to comply with, all federal immigration laws and regulations that relate to their employees (hereinafter "Contractor Immigration Warranty").

(ii) A breach of the Contractor Immigration Warranty will constitute as a material breach of this Agreement and will subject Contractor to penalties up to and including termination of this Agreement at the sole discretion of the City.

(iii) The City retains the legal right to inspect the papers of all Contractor personnel who provide services under this Agreement to ensure that Contractor or its subcontractors are complying with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any such inspections.

(iv) The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any subcontractor to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verification performed.

(v) Neither Contractor nor any subcontractor will be deemed to have materially

breached the Contractor Immigration Warranty if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by Sections 274A and 274B of the Federal Immigration and Nationality Act.

d. Nondiscrimination. Contractor represents and warrants that it does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and represents and warrants that it complies with all applicable federal, state, and local laws and executive orders regarding employment. Contractor and Contractor's personnel will comply with applicable provisions of Title VII of the U.S. Civil Rights Act of 1964, as amended, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), and applicable rules in performance under this Agreement.

2.11 SALES/USE TAX, OTHER TAXES. Contractor is responsible for the payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's services under this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes or business license fees as required. If any taxing authority should deem Contractor or Contractor employees an employee of the City or should otherwise claim the City is liable for the payment of taxes that are Contractor's responsibility under this Agreement, Contractor will indemnify the City for any tax liability, interest, and penalties imposed upon the City. The City is exempt from paying state and local sales/use taxes and certain federal excise taxes and will furnish an exemption certificate upon request.

2.12 AMOUNTS DUE THE CITY. Contractor must be current and remain current in all obligations due to the City during the performance of services under the Agreement. Payments to Contractor may be offset by any delinquent amounts due the City or fees and charges owed to the City.

2.13 OPENNESS OF PROCUREMENT PROCESS. Written competitive proposals, replies, oral presentations, meetings where vendors answer questions, other submissions, correspondence, and all records made thereof, as well as negotiations or meetings where negotiation strategies are discussed, conducted pursuant to this Invitation to Bid (ITB), shall be handled in compliance with Chapters 119 and 286, Florida Statutes.

Proposals or replies received by the City pursuant to this ITB are exempt from public disclosure until such time that the City provides notice of an intended decision or until 30 days after opening the proposals, whichever is earlier. If the City rejects all proposals or replies pursuant to this ITB and provides notice of its intent to reissue the ITB, then the rejected proposals or replies remain exempt from public disclosure until such time that the City provides notice of an intended decision concerning the reissued ITB or until the City withdraws the reissued ITB. A proposal or reply shall not be exempt from public disclosure longer than 12 months after the initial City notice rejecting all proposals or replies.

Oral presentations, meetings where vendors answer questions, or meetings convened by City staff to discuss negotiation strategies, if any, shall be closed to the public (and other proposers) in compliance with Chapter 286 Florida Statutes. A complete recording shall be made of such closed meeting. The recording of, and any records presented at, the exempt meeting shall be available to the public when the City provides notice of an intended decision or until 30 days after opening proposals or final replies, whichever occurs first. If the City rejects all proposals or replies pursuant to this ITB and provides notice of its intent to reissue the ITB, then the recording and any records presented at the exempt meeting remain exempt from public disclosure until

such time that the City provides notice of an intended decision concerning the reissued ITB or until the City withdraws the reissued ITB. A recording and any records presented at an exempt meeting shall not be exempt from public disclosure longer than 12 months after the initial City notice rejecting all proposals or replies.

In addition to all other contract requirements as provided by law, the contractor executing this agreement agrees to comply with public records law.

PUBLIC RECORDS CUSTODIAN

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
410 NORTH RING AVENUE
TARPON SPRINGS, FL 34689
727-942-5614
CITYCLERK1@CTSFL.US**

The contractor's agreement to comply with public records law applies specifically to:

- a) Keep and maintain public records required by the City of Tarpon Springs (hereinafter "public agency") to perform the service being provided by the contractor hereunder.
- b) Upon request from the public agency's custodian of public records, provide the public agency 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 for in Chapter 119, Florida Statutes, as may be amended from time to time, or as otherwise provided by law.
- c) Ensure that the 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 contractor does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

e) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

f) The contractor hereby acknowledges and agrees that if the contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

g) A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes.

h) If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

I) A notice complies with subparagraph (h)2. if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.

2.14 AUDITS AND RECORDS. Contractor must preserve the records related to this Agreement for five (5) years after completion of the Agreement. The City or its authorized agent reserves the right to inspect any records related to the performance of work specified herein. In addition, the City may inspect any and all payroll, billing or other relevant records kept by Contractor in relation to the Agreement. Contractor will permit such inspections and audits during normal business hours and upon reasonable notice by the City. The audit of records may occur at Contractor's place of business or at City offices, as determined by the City.

2.15 BACKGROUND CHECK. The City may conduct criminal, driver history, and all other requested background checks of Contractor personnel who would perform services under the Agreement or who will have access to the City's information, data, or facilities in accordance with the City's current background check policies. Any officer, employee, or agent that fails the background check must be replaced immediately for any reasonable cause not prohibited by law.

2.16 SECURITY CLEARANCE AND REMOVAL OF CONTRACTOR PERSONNEL. The City will have final authority, based on security reasons: (i) to determine when security clearance of Contractor personnel is required; (ii) to determine the nature of the security clearance, up to and including fingerprinting Contractor personnel; and (iii) to determine whether or not any individual

or entity may provide services under this Agreement. If the City objects to any Contractor personnel for any reasonable cause not prohibited by law, then Contractor will, upon notice from the City, remove any such individual from performance of services under this Agreement.

2.17 DEFAULT.

a. A party will be in default if that party: (i) is or becomes insolvent or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's capability to perform under the Agreement; (ii) is the subject of a petition for involuntary bankruptcy not removed within sixty (60) calendar days; (iii) conducts business in an unethical manner or in an illegal manner; or (iv) fails to carry out any term, promise, or condition of the Agreement.

b. Contractor will be in default of this Agreement if Contractor is debarred from participating in City procurements and solicitations in accordance with the City's Purchasing Policy and Procedures Manual.

c. Notice and Opportunity to Cure. In the event a party is in default then the other party may, at its option and at any time, provide written notice to the defaulting party of the default. The defaulting party will have thirty (30) days from receipt of the notice to cure the default; the thirty (30) day cure period may be extended by mutual agreement of the parties, but no cure period may exceed ninety (90) days. A default notice will be deemed to be sufficient if it is reasonably calculated to provide notice of the nature and extent of such default. Failure of the non-defaulting party to provide notice of the default does not waive any rights under the Agreement.

d. Anticipatory Repudiation. Whenever the City in good faith has reason to question Contractor's intent or ability to perform, the City may demand that Contractor give a written assurance of its intent and ability to perform. In the event that the demand is made and no written assurance is given within five (5) calendar days, the City may treat this failure as an anticipatory repudiation of the Agreement.

2.18 REMEDIES. The remedies set forth in this Agreement are not exclusive. Election of one remedy will not preclude the use of other remedies. In the event of default:

a. The non-defaulting party may terminate the Agreement, and the termination will be effective immediately or at such other date as specified by the terminating party.

b. The City may purchase the services required under the Agreement from the open market, complete required work itself, or have it completed at the expense of Contractor. If the cost of obtaining substitute services exceeds the contract price, the City may recover the excess cost by: (i) requiring immediate reimbursement to the City; (ii) deduction from an unpaid balance due to Contractor; (iii) collection against the proposal and/or performance security, if any; (iv) collection against liquidated damages (if applicable); or (v) a combination of the aforementioned remedies or other remedies as provided by law. Costs includes any and all, fees, and expenses incurred in obtaining substitute services and expended in obtaining reimbursement, including, but not limited to, administrative expenses, attorneys' fees, and costs.

c. The non-defaulting party will have all other rights granted under this Agreement and all rights at law or in equity that may be available to it.

d. Neither party will be liable for incidental, special, or consequential damages.

2.19 CONTINUATION DURING DISPUTES. Contractor agrees that during any dispute between the parties, Contractor will continue to perform its obligations until the dispute is settled, instructed to cease performance by the City, enjoined or prohibited by judicial action, or otherwise required or obligated to cease performance by other provisions in this Agreement.

2.20 TERMINATION FOR CONVENIENCE. The City reserves the right to terminate this Agreement in part or in whole upon thirty (30) calendar days' written notice.

2.21 TERMINATION FOR CONFLICT OF INTEREST Florida Statutes Section 112. Pursuant to F.S. Section 112, the City may cancel this Agreement after its execution, without penalty or further obligation, if any person significantly involved in initiating, securing, drafting, or creating the Agreement for the City becomes an employee or agent of Contractor.

2.22 TERMINATION FOR NON-APPROPRIATION AND MODIFICATION FOR BUDGETARY CONSTRAINT. The City is a governmental agency which relies upon the appropriation of funds by its governing body to satisfy its obligations. If the City reasonably determines that it does not have funds to meet its obligations under this Agreement, the City will have the right to terminate the Agreement without penalty on the last day of the fiscal period for which funds were legally available. In the event of such termination, the City agrees to provide written notice of its intent to terminate thirty (30) calendar days prior to the stated termination date.

2.23 PAYMENT TO CONTRACTOR UPON TERMINATION. Upon termination of this Agreement, Contractor will be entitled only to payment for those services performed up to the date of termination, and any authorized expenses already incurred up to such date of termination. The City will make final payment within thirty (30) calendar days after the City has both completed its appraisal of the materials and services provided and received Contractor's properly prepared final invoice.

2.24 NON-WAIVER OF RIGHTS. There will be no waiver of any provision of this agreement unless approved in writing and signed by the waiving party. Failure or delay to exercise any rights or remedies provided herein or by law or in equity, or the acceptance of, or payment for, any services hereunder, will not release the other party of any of the warranties or other obligations of the Agreement and will not be deemed a waiver of any such rights or remedies.

2.25 INDEMNIFICATION/LIABILITY.

a. To the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold the City, its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys', witnesses', and expert witnesses' fees, and expenses incident thereto, relating to, arising out of, or resulting from: (i) the services provided by Contractor personnel under this Agreement; (ii) any negligent acts, errors, mistakes or omissions by Contractor or Contractor personnel; and (iii) Contractor or Contractor personnel's failure to comply with or fulfill the obligations established by this Agreement.

b. Contractor will update the City during the course of the litigation to timely notify the City of any issues that may involve the independent negligence of the City that is not covered by this indemnification.

c. The City assumes no liability for actions of Contractor and will not indemnify or hold Contractor or any third party harmless for claims based on this Agreement or use of Contractor-provided supplies or services.

Nothing contained in this section shall be considered a waiver of the City of Tarpon Springs' rights and protections under sovereign immunity and Florida Statute 768.28.

2.26 WARRANTY. Contractor warrants that the services and materials will conform to the requirements of the Agreement. Additionally, Contractor warrants that all services will be performed in a good, workman-like and professional manner. The City's acceptance of service or materials provided by Contractor will not relieve Contractor from its obligations under this warranty. If any materials or services are of a substandard or unsatisfactory manner as determined by the City, Contractor, at no additional charge to the City, will provide materials or redo such services until in accordance with this Agreement and to the City's reasonable satisfaction.

Unless otherwise agreed, Contractor warrants that materials will be new, unused, of most current manufacture and not discontinued, will be free of defects in materials and workmanship, will be provided in accordance with manufacturer's standard warranty for at least one (1) year unless otherwise specified, and will perform in accordance with manufacturer's published specifications.

2.27 THE CITY'S RIGHT TO RECOVER AGAINST THIRD PARTIES. Contractor will do nothing to prejudice the City's right to recover against third parties for any loss, destruction, or damage to City property, and will at the City's request and expense, furnish to the City reasonable assistance and cooperation, including assistance in the prosecution or defense of suit and the execution of instruments of assignment in favor of the City in obtaining recovery.

2.28 NO GUARANTEE OF WORK. Contractor acknowledges and agrees that it is not entitled to deliver any specific amount of materials or services or any materials or services at all under this Agreement and acknowledges and agrees that the materials or services will be requested by the City on an as needed basis at the sole discretion of the City. Any document referencing quantities or performance frequencies represent the City's best estimate of current requirements, but will not bind the City to purchase, accept, or pay for materials or services which exceed its actual needs.

2.29 OWNERSHIP. All deliverables, services, and information provided by Contractor or the City pursuant to this Agreement (whether electronically or manually generated) including without limitation, reports, test plans, and survey results, graphics, and technical tables, originally prepared in the performance of this Agreement, are the property of the City and will not be used or released by Contractor or any other person except with prior written permission by the City.

2.30 USE OF NAME. Contractor will not use the name of the City of Tarpon Springs in any advertising or publicity without obtaining the prior written consent of the City.

2.31 PROHIBITED ACTS. Pursuant to Florida Constitution Article II Section 8, a current or former public officer or employee within the last two (2) years shall not represent another organization before the City on any matter for which the officer or employee was directly concerned and personally participated in during their service or employment or over which they had a substantial or material administrative discretion.

2.32 FOB DESTINATION FREIGHT PREPAID AND ALLOWED. All deliveries will be FOB destination freight prepaid and allowed unless otherwise agreed.

2.33 RISK OF LOSS. Contractor agrees to bear all risks of loss, injury, or destruction of goods or equipment incidental to providing these services and such loss, injury, or destruction will not

release Contractor from any obligation hereunder.

2.34 SAFEGUARDING CITY PROPERTY. Contractor will be responsible for any damage to City real property or damage or loss of City personal property when such property is the responsibility of or in the custody of Contractor or its employees.

2.35 WARRANTY OF RIGHTS. Contractor warrants it has title to, or the right to allow the City to use, the materials and services being provided and that the City may use same without suit, trouble or hindrance from Contractor or third parties.

2.36 PROPRIETARY RIGHTS INDEMNIFICATION. Without limiting the foregoing, Contractor will without limitation, at its expense defend the City against all claims asserted by any person that anything provided by Contractor infringes a patent, copyright, trade secret or other intellectual property right and must, without limitation, pay the costs, damages and attorneys' fees awarded against the City in any such action, or pay any settlement of such action or claim. Each party agrees to notify the other promptly of any matters to which this provision may apply and to cooperate with each other in connection with such defense or settlement. If a preliminary or final judgment is obtained against the City's use or operation of the items provided by Contractor hereunder or any part thereof by reason of any alleged infringement, Contractor will, at its expense and without limitation, either: (a) modify the item so that it becomes non-infringing; (b) procure for the City the right to continue to use the item; (c) substitute for the infringing item other item(s) having at least equivalent capability; or (d) refund to the City an amount equal to the price paid, less reasonable usage, from the time of installation acceptance through cessation of use, which amount will be calculated on a useful life not less than five (5) years, plus any additional costs the City may incur to acquire substitute supplies or services.

2.37 CONTRACT ADMINISTRATION. The contract will be administered by the Procurement Administrator and/or an authorized representative from the using department. All questions regarding the contract will be referred to the administrator for resolution. Supplements may be written to the contract for the addition or deletion of services. Payment will be negotiated and determined by the contract administrator(s).

2.38 FORCE MAJEURE. Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, fire, explosion, legislation, and governmental regulation. The party whose performance is so affected will within five (5) calendar days of the unforeseeable circumstance notify the other party of all pertinent facts and identify the force majeure event. The party whose performance is so affected must also take all reasonable steps, promptly and diligently, to prevent such causes if it is feasible to do so, or to minimize or eliminate the effect thereof. The delivery or performance date will be extended for a period equal to the time lost by reason of delay, plus such additional time as may be reasonably necessary to overcome the effect of the delay, provided however, under no circumstances will delays caused by a force majeure extend beyond one hundred-twenty (120) calendar days from the scheduled delivery or completion date of a task unless agreed upon by the parties.

2.39 COOPERATIVE USE OF CONTRACT. The City has entered into various cooperative purchasing agreements with other Florida government agencies, including the Tampa Bay Area Purchasing Cooperative. Under a Cooperative Purchasing Agreement, any contract may be extended for use by other municipalities, school districts and government agencies in the State of Florida with the approval of Contractor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.

Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City is not responsible for any disputes arising out of transactions made by others.

2.40 FUEL CHARGES AND PRICE INCREASES. No fuel surcharges will be accepted. No price increases will be accepted without proper request by Contractor and response by the City's Procurement Division.

2.41 NOTICES. All notices to be given pursuant to this Agreement must be delivered to the parties at their respective addresses. Notices may be (i) personally delivered; (ii) sent via certified or registered mail, postage prepaid; (iii) sent via overnight courier; or (iv) sent via facsimile. If provided by personal delivery, receipt will be deemed effective upon delivery. If sent via certified or registered mail, receipt will be deemed effective three (3) calendar days after being deposited in the United States mail. If sent via overnight courier or facsimile, receipt will be deemed effective two (2) calendar days after the sending thereof.

2.42 GOVERNING LAW, VENUE. This Agreement is governed by the laws of the State of Florida. The exclusive venue selected for any proceeding or suit in law or equity arising from or incident to this Agreement will be Pinellas County, Florida.

2.43 INTEGRATION CLAUSE. This Agreement, including all attachments and exhibits hereto, supersede all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed.

2.44 PROVISIONS REQUIRED BY LAW. Any provision required by law to be in this Agreement is a part of this Agreement as if fully stated in it.

2.45 SEVERABILITY. If any provision of this Agreement is declared void or unenforceable, such provision will be severed from this Agreement, which will otherwise remain in full force and effect. The parties will negotiate diligently in good faith for such amendment(s) of this Agreement as may be necessary to achieve the original intent of this Agreement, notwithstanding such invalidity or unenforceability.

2.46 SURVIVING PROVISIONS. Notwithstanding any completion, termination, or other expiration of this Agreement, all provisions which, by the terms of reasonable interpretation thereof, set forth rights and obligations that extend beyond completion, termination, or other expiration of this Agreement, will survive and remain in full force and effect. Except as specifically provided in this Agreement, completion, termination, or other expiration of this Agreement will not release any party from any liability or obligation arising prior to the date of termination.

2.47 PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING -- F.S. 287.05701: Bidders are hereby notified of the provisions of section 287.05701, Florida Statutes, as amended, that the City will not request documentation of or consider a Bidder's social, political, or ideological interests when determining if the Bidder is a responsible Bidder. Bidders are further notified that the City's governing body may not give preference to a Bidder based on the Bidder's social, political, or ideological interests.

SECTION 3 - SCOPE OF SERVICES

INTRODUCTION

The City of Tarpon Springs, Florida (City), is seeking bids from qualified Bidders to remove and properly dispose of an estimated 600 cubic yards of sediment in the south aeration basin at the Advanced Wastewater Treatment Facility (AWTF), 201 Pine Street, Tarpon Springs, FL 34689.

3.1 SERVICES SUMMARY DESCRIPTION

3.1.1 Successful Bidder (Contractor) will remove and dispose of debris and sediment in the south aeration basin at the City of Tarpon Springs, Advanced Wastewater Treatment Facility. See Bid EXHIBITS. Aeration basin must remain fully operational during the sediment removal process. It is understood that some sediment may not be accessible due to basin configuration and location of existing equipment.

3.2 Debris Removal

Debris being loaded and transported will be as free from water as possible to minimize spillage on ground and/or inflate weight of hauling liquids. The City will remove all liquid contents within one (1) foot of the bottom of basins prior to the Contractor's arrival and will provide a pre-determined staging area for the work to be completed. A preconstruction meeting is required to discuss logistics and review the project details prior to scheduling work. Contractor shall clean up any spillage and return work area to a preconstruction condition after completion of project.

3.2.1 Contractor will transport sediment removed from aeration basin to an approved Class 1 receiving facility pursuant to all local and Florida Department of Environmental Protection (FDEP) disposal requirements: <https://floridadep.gov/waste/permitting-compliance-assistance/content/transporters-hazardous-and-universal-wastes> Disposal location must be identified and disclosed within bidders' respective Bid responses. See Bid Attachments for basin location and drawings (Exhibits A-C)

3.3 Bid Proposal

Bidders' proposed pricing shall include all labor, travel time, tools, equipment, fuel, hoses, and vehicles, etc., need to efficiently remove and responsibly dispose of all sediment pursuant to all local and FDEP requirements (linked above).

3.3.1 Certified weight slips shall be used to document each load transported. Bid pricing shall be based on price per ton of dewatered sediment removed and adjusted based on actual volume removed, without exceeding the contracted dollar amount. Any increases must have written approval from City.

3.4 Hours

Work shall be performed during the hours of 7:00 a.m. and 5:00 p.m. local time, Monday through Friday, excluding City observed holidays. All activities must be coordinated with the project manager or designated City representative in advance to prevent interference with continuity of AWTF operations.

3.5 Personnel

Contractor's personnel shall carry identification at all times and wear clothing representative of the Contractor's name and not the City. Personnel shall wear personal protective equipment (PPE) and closed-toe footwear while on City property.

3.6 Equipment

Contractor shall provide all the equipment necessary to successfully complete the scope of services herein.

3.7 Protection of Property

Contractor shall take every precaution to protect City and personal property from damage. Contractor shall rectify any and all damage that occurs to any building, apparatus, equipment or other City-owned or privately-owned property as a result of the activities of contractor employees in performing the work described by these specifications. Such repairs shall take place within 24 hours of the occurrence. In the case of a failure on the part of the Contractor to repair or otherwise rectify the damage, the City may proceed to repair or restore the aforementioned damage and the cost of said repairs shall be deducted from monies due to the Contractor. In the event that parts or materials are not available, Contractor shall arrive at an agreement with the City as to when repairs are to be implemented. Should this circumstance arise, Contractor shall make suitable temporary repairs, as necessary to ensure AWTF operations or security are not affected. Such repairs shall be affected by the Contractor at no cost to the City.

3.8 Workmanship

Any and all discrepancies found in the work performed resulting from these specifications shall be rectified within a 48-hour period.

3.9 Safety

Contractor shall take all necessary precautions to assure that no injury occurs to any person or persons during work performed. The Contractor shall be responsible for the safe conduct of contractor personnel during the accomplishment of the work specified herein.

3.10 Required Bidder Submittals:

To ensure compliance with these requirements Bidders must submit:

- a. References - Provide five (5) references from present or former clients, complete with contact persons telephone number and email address. References shall be work performed within the last three (3) years.
- b. Licenses, Certifications, etc.: A list of documents proving ability or authorization to perform the work specified herein.

SECTION 4-GENERAL CONDITIONS

4.1 BEGINNING AND END DATE OF INITIAL TERM. This is a one-time services contract, effective from the date of award through successful completion of the contracted services. If the commencement of performance is delayed because the City does not execute the contract on the start date, the City may adjust the start date, end date and milestones to reflect the delayed execution.

4.2 EXTENSION. The City reserves the right to extend the term of this contract, provided however, that the City shall give written notice of its intentions to extend this contract no later than thirty (30) days prior to the expiration date of the contract.

4.3 RENEWAL. At the end of the initial term of this contract, the City may initiate renewal(s) as provided. The decision to renew a contract rest solely with the City. The City will give written notice of its intention to renew the contract no later than thirty (30) days prior to the expiration.

4.4 PRICES. All pricing shall be firm for the initial term of one (1) year; except where otherwise provided by the specifications, and include all transportation, insurance and warranty costs. The City shall not be invoiced at prices higher than those stated in any contract resulting from this bid.

The Contractor certifies that the prices offered are no higher than the lowest price the Contractor charges other buyers for similar quantities under similar conditions. The Contractor further agrees that any reductions in the price of the goods or services covered by this bid and occurring after award will apply to the undelivered balance. The Contractor shall promptly notify the City of such price reductions.

During the sixty (60) day period prior to each annual anniversary of the contract effective date, the Contractor may submit a written request that the City increase the prices for an amount for no more than the twelve month change in the Consumer Price Index for All Urban Consumers (CPI-U), US City Average, All Items, Not Seasonally Adjusted as published by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/ppi/home.htm>). The City shall review the request for adjustment and respond in writing; such response and approval shall not be unreasonably withheld.

At the end of the initial term, pricing may be adjusted for amounts other than inflation based on mutual agreement of the parties after review of appropriate documentation. Renewal prices shall be firm for at least one year, and may be adjusted thereafter as outlined in the previous paragraph.

BID FORM

BID NO. 250143-B-AS BASIN CLEANING AND DEBRIS REMOVAL SERVICES

BIDDER _____

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with City of Tarpon Springs to provide all Services specified and in accordance with the other terms and conditions of the Contract Documents.

This Bid will remain subject to acceptance for ninety (90) days after the day of Bid opening.

1. In submitting this Bid, Bidder represents that:

- a. Bidder has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

<u>Date</u>	<u>Number</u>	<u>Date</u>	<u>Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- b. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
- c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

BID FORM PRICING
BID NO. 250143-B-AS
BASIN CLEANING AND DEBRIS REMOVAL SERVICES

PRICING TAB - SEE PRICING SHEET OF BID SOLICITATION IN BONFIRE

Bidder acknowledges that all applicable licenses (City, County, State, and Federal) have been obtained and shall provide proof immediately upon request.

Payment: We accept Visa for payment: ____ Yes ____ No. Payment must be processed in ____ days after receipt of proper invoice or services accepted (whichever is the latter).

Price Extension for Additional Units:

The City, through its Procurement Services Director may during the next twelve months require additional units depending on the City's requirements and availability of funds. Bidders are requested to indicate below the number of months they will extend their bid prices, terms and conditions and the number of additional units they will provide after award of this bid by the City, if applicable.

_____ months for _____ additional units after award of this bid.
(Number) (No. of Units*)

Note: The decision by the bidder to extend or not to extend their prices will NOT be considered in the award of this bid.

* Please insert of number of unit (not to exceed the bid quantity).

Bidder: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____ Email: _____

Printed Name and Title

Authorized Signature

Date

List at least 5 References

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES WHICH ARE SIMILAR IN SCOPE TO THIS PROJECT:

1. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
2. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/:	
Phone Number	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
3. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/:	
Phone Number	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	
4. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	

5. Project/Contract Name:	
Dollar Value:	
Contact Name:	
Email/Phone Number:	
Agency/Company Name:	
Address:	
Date completed/or if in Progress:	

QUESTIONNAIRE

This questionnaire must be completely filled out and returned as part of your bid/proposal. Failure to do so may result in disqualification of your bid/proposal. Evaluation of this questionnaire is a prime factor in the award of this Agreement.

1. Please state the full, legal name (including any d/b/a) of your firm and provide contact information

Company Name:		
Contact Name:		
Address:		
Address:		
City:	State:	Zip:
Telephone:		Fax:
E-Mail Address:		Website:

2. How long has your firm been in business? _____

3. How long has your firm provided these services? _____

4. Annual gross revenues of your firm? (Check the appropriate box)
☐ under \$100,000 ☐ \$100,000 - \$499,000 ☐ \$500,000 - \$999,000
☐ \$1,000,000 - \$2,000,000 ☐ over \$2,000,000

5. How many full and part-time employees do you currently employ?
Full-time: _____ Part-time: _____

6. Provide information on your employee staffing by category and the number of employees in each category.

Category	# of employees

7. Who will be supervising the services to be performed under this Agreement and what are their qualifications, years of experience, number of years employed with your firm, etc.?

8. What tools, vehicles and equipment currently owned by your firm will be utilized to provide the requirements of this Agreement?

9. List additional equipment your firm will require to provide services to the City and when and how you plan to acquire the equipment.

10. Have you had a contract terminated by a customer in the past 3 years? _____ If yes, please explain.

11. Provide a copy of your firm's Occupational License No. with the Expiration Date (if applicable).

12. Provide a copy of your firm's Federal Employer Tax ID certificate (W9).

13. Provide a copy of all your current insurance coverages for General Liability, Automobile and Workers' Compensation.

14. Provide evidence of a certification through Pinellas County Licensing Board (if applicable).

15. Provide documentation that your firm is registered with the Florida Division of Corporations to do business within the state of Florida.

DRUG FREE WORKPLACE FORM

PREFERENCES TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS UNDER SECTION 287.087, FLORIDA STATUTES.

1. This statement is submitted with the attached Bid/Proposal.
2. Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:
 - a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
 - b. Inform employees about the dangers of drug abuse in the workplace, the business'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.
 - c. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
 - d. In the statement specified in subsection (a), 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, violation of Chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
 - e. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
 - f. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

VENDOR'S PRINTED NAME: _____

AUTHORIZED SIGNATURE: _____

MINIMUM INSURANCE REQUIREMENTS

Contractor shall carry the following minimum types and amounts of insurance at its own expense, for the contract period:

- A. Prior to the time Contractor is entitled to commence any part of the project, work, or services under this contract, Contractor shall procure, pay for, and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to Procurement Services for the City of Tarpon Springs of a Certificate of Insurance executed on a standard ACORD form, listing all coverage and limits, expiration dates and terms of policies, and all endorsements whether or not required by the City. The insurance requirements shall remain in effect throughout the term of this Contract, or any Contract extension.
 - 1) Workers' Compensation limits as required by law; Employers' Liability Insurance of not less than \$1,000,000 for each accident.
 - 2) Comprehensive General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering the liability assumed under indemnification provisions, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$2,000,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an occurrence basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
 - 3) Comprehensive Automobile and Truck liability covering owned, hired, and non-owned vehicles with minimum limits of \$1,000,000 each occurrence, and property damage of not less than \$100,000 each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence basis, such insurance to include coverage for loading and unloading hazards.
 - 4) \$500,000 combined single limits, personal injury and/or bodily injury, including death, and property damage liability bodily injury, including death, and property damage liability insurance as an excess of the primary coverage required above.
- B. Each Insurance Policy shall include the following conditions by endorsement to the policy:
 - 1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal, or any material change in coverage's or limits, a notice thereof shall be given to the City by certified mail to: City of Tarpon Springs, Procurement Services, P.O. Box 5004, Tarpon Springs, Florida, 34688-5004. Contractor shall also notify City, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.

- 2) Companies issuing the insurance policy, or policies, shall have no recourse against City for payment of premiums or assessments for any deductibles which all are at the sole assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- 3) The term "CITY" shall include all Authorities, Boards, Commissions, Divisions, Departments, and offices of City and individual members, employees thereof in their official capacities, and/or while acting on behalf of the City.
- 4) **City of Tarpon Springs shall be endorsed to the required policy or policies as an additional insured or additional named Insured.**
- 5) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by City to any such future coverage, or to City's Self-Insured Retentions of whatever nature.

AGREEMENT EXHIBIT CERTIFICATION

The CITY OF Tarpon Springs (City), a municipal corporation with principal offices located at 324 East Pine St, Tarpon Springs FL, 34689, and CONTRACTOR executing this document by and through its authorized agent

The following terms are hereby added to the original Agreement:

1. Scrutinized Companies

By execution of this Agreement, in accordance with the requirements of F.S. 287.135 and F.S. 215.473, Contractor certifies that Contractor is not participating in a boycott of Israel. Contractor further certifies that Contractor is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, nor has Contractor been engaged in business operations in Syria. Subject to limited exceptions provided in state law, the City will not contract for the provision of goods or services with any scrutinized company referred to above. In accordance with Section 287.135, Florida Statutes as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local government entity for goods or services of:

1.1. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

1.2. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

1.2.1. Is on the Scrutinized Companies with Activities in Sudan List of the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or

1.2.2. Is engaged in business operations in Syria.

1.3. Submitting a false certification, or being placed on a list created pursuant to Section 215.473, Florida Statutes relating to scrutinized active business operations in Iran after Contractor has submitted a certification, shall be deemed a material breach of contract. The City shall provide notice, in writing, to Contractor of the City's determination concerning the false certification. Contractor shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If Contractor does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

2. E-Verify

As a condition precedent to entering into this Agreement, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Agreement. City, Contractor, or any subcontractor/subconsultant who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity. City, upon good faith belief that a subcontractor knowingly violated the provisions of this section; but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor. An agreement or contract terminated under the provisions of

this section is not a breach of contract and may not be considered such. Any agreement or contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Agreement by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section; requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

ATTEST

Company Name

Signature of Corporate Secretary

Signature

Type/Print Name of Corporate Secy.

Type/Print Name

Date

Date

(CORPORATE SEAL)

Affidavit of Compliance with Anti-Human Trafficking Laws

In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

1. Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking".

The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: _____, 20____ Signed: _____

Entity: _____ Name: _____

Title: _____

Affidavit of Compliance with Foreign Entity Laws

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(1), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. (Only applicable if purchasing real property) Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: _____, 20__

Signed: _____

Entity: _____

Name: _____

Title: _____

VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LIST

Respondent Vendor Name: _____

Proposer/Contractor FEIN: _____

Proposer/Contractor's Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more that are on either the Scrutinized Companies with Activities in Sudan list, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector lists which are created pursuant to s. 25.473 Florida Statute (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 Florida Statute (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to s. 287.135 Florida Statute (Current Edition), the submission of a false certification may subject company to civil penalties, attorney's costs, and/or other costs and does not have business operations in Cuba or Syria.

Certified by: _____

Who is authorized to sign on behalf of the above-referenced company.

Print Name and Title: _____

Date: _____



Memorandum

Date: June 24, 2025
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Patricia Hall, Senior Procurement Analyst
Subject: Increase File No. 240166-C-AS, Motorola Radio Equipment and Maintenance (**Scott Young Fire Chief, Jeff Young Police Chief, Janina Lewis Procurement Services Director**)

Recommendation

Increase File No. 240166-C-AS, Motorola Radio Equipment and Maintenance, utilizing the State of Florida Alternate Contract Source No. 43190000-22-NASPO-ACS with Motorola Solutions, Inc. (Motorola) from an estimated annual amount of \$90,000 to \$95,000, an increase of \$5,000, through September 30, 2025, for the Police and Fire Departments.

Background

On September 17, 2024, the BOC awarded Contract File No. 240166-C-AS for the Police (PD) and Fire (FD) Departments for the period of August 1, 2024 through July 31, 2025 in an amount not to exceed \$90,000 (see attached memo). In order to align contract dates, this request is to increase the amount by \$5,000 and extend the contract end date an additional two (2) months.

The Florida Alternate Contract Source No. 43190000-22-NASPO-ACS is effective through December 31, 2026. The purpose of this contract is to provide the City with a reliable communications network for its first responders. The consolidation of services and equipment to a single annual contract is reflected in the requested not to exceed amount. Purchase orders will only be issued against approved budgets.

Funding

Repairs and Maintenance – 001-1102-522.46-00
Equipment/Operating Supplies – 001-1102-522.52-00

Strategic Plan Objective

N/A



Tarpon Springs Fire Rescue

444 HUEY AVE. SOUTH, TARPON SPRINGS, FLORIDA 34689
PHONE: (727) 938-3737 FAX: (727) 934-0598



CRAIG MISENER
Deputy Chief
Operations / EMS
cmisener@tsfr.us

SCOTT YOUNG
Fire Chief
syoung@tsfr.us

RICHARD WALSH
Deputy Chief
Administration
rwalsh@tsfr.us

MEGAN ARAYA
EM Coordinator
Floodplain Administrator
maraya@tsfr.us

KEVIN WODRICH
Fire Marshal
kwodrich@tsfr.us

To: Janina Lewis, Procurement Services Director

From: Scott Young, Fire Chief *SY*
Jeff Young, Police Chief

Date: May 30, 2025

Re: Request to increase current Contract File No. 240166-C-AS (BPO# 250018) for Motorola Solutions, Inc.

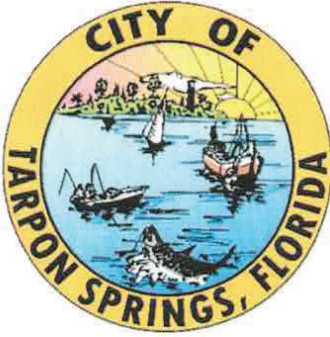
The Fire Department is requesting an increase to Contract File No. 240166-C-AS (BPO# 250018), utilizing the State of Florida Alternate Contract Source No. 43190000-22-NASPO-ACS with Motorola Solutions, Inc., in the amount of \$5,000.00 from \$15,000.00 to \$20,000.00 to pay for the remaining months of equipment and repairs through the contract period until September 30, 2025.

Motorola has consistently proven to be a reliable and trusted partner in delivering essential public safety communication products and services to the City's first responders. To ensure uninterrupted communication between the County 911 System and our field crews, it is critical to have a maintenance agreement in place. Motorola Solutions, Inc. is the sole Motorola Authorized Service Center providing maintenance and support to government and public safety agencies within Pinellas County.

FY25 Funding

Repairs & Maintenance_001-1102-522.46-00

Equipment/Operating Supplies_001-1102-522.52-00



CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
THRU: Janina Lewis, CPPO, NIGP-CPP, Procurement Services Director *jl*
FROM: Anela Saday, CPPB, NIGP-CPP, Senior Procurement Analyst *AS*
DATE: 09/17/2024
SUBJECT: Ratify Increase to File No. 240003-C-AS, Motorola Radio Equipment and Maintenance, utilizing State of Florida Alternate Contract Source No. 43190000-22-NASPO-ACS

RECOMMENDATION:

Ratify an increase to File No. 240003-C-AS, Motorola Radio Equipment and Maintenance, utilizing the State of Florida Alternate Contract Source No. 43190000-22-NASPO-ACS with Motorola Solutions, Inc. (Motorola) by \$20,000, from \$70,000 to \$90,000; furthermore, award File No. 240166-C-AS, from August 1, 2024 through July 31, 2025 in an estimated amount not to exceed \$90,000 for the Police and Fire Departments. Purchase orders will only be issued against approved budgets.

BACKGROUND:

On September 19, 2023, the BOC awarded Contract File No. 240003-C-AS for the Police (PD) and Fire (FD) Departments. In 2024, PD standardized to Motorola for all its communication equipment to improve compatibility and interchangeability with PD's existing equipment. The requested increase is needed to pay for remaining invoices through the FY24 contract term. The purpose of this contract is to provide the City with a reliable communications network for its first responders. Approval of the new contract (240166-C-AS) will ensure uninterrupted service for the City's public safety communications infrastructure (see attached memo). The consolidation of services and equipment to a single annual contract is reflected in the requested not to exceed amount.

FUNDING: FY24 & FY25 budgets; 001-1002-521.4600 and 001-1002-521.5200 - PD
FY25 budget; 001-1102-522.4600 and 001-1102-522.5200 - FD

Accepted by: _____

City Manager

Attest _____

City Clerk



TARPON SPRINGS POLICE DEPARTMENT

MEMORANDUM

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

To: Janina Lewis, Procurement Services Director

From: Jeffrey P Young, Chief of Police *JY*

Date: September 5, 2024

Ref: Ratify Increase for Motorola Radio Equipment and Maintenance, Contract File No. 240003-C-AS and Award Contract File No. 240166-C-AS

The Police Department (PD) is requesting to ratify an increase to Contract File No. 240003-C-AS, Motorola Radio Equipment and Maintenance, utilizing the State of Florida Alternate Contract Source No. 43190000-22-NASPO-ACS with Motorola Solutions, (Motorola) in the amount of \$20,000 and to award a new Contract, File No. 240166-C-AS in the amount of \$75,000, effective August 1, 2024 through July 31, 2025.

Motorola has been a reliable partner in providing critical public safety communication products and services to the City's first responders. PD recently standardized to Motorola for all its communication equipment to improve compatibility and interchangeability with PD's existing equipment, while reducing associated costs for training, accessories, and parts. Approval of this ratification to increase File No. 240003-C-AS will provide needed funds to pay for remaining invoices through the FY24 contract term. Additionally, approval of a new contract (240166-C-AS) will ensure uninterrupted service for the City's public safety communications infrastructure. As part of the standardization effort, PD is consolidating its Motorola services for dispatch and device combo services, equipment, training, and maintenance into a single annual contract. This consolidation is reflected in the requested annual amount for the new contract. Utilizing the State of Florida Alternate Source Contract will continue to provide discounted pricing through the new contract term.

PD has funds budgeted in the FY 2024 and FY25 budgets for this purchase.

Funding: 001-1002-521.46-00 and 001-1002-521.52-00

JY



444 S. HUEY AVENUE, TARPON SPRINGS, FL 34689 - PHONE: (727) 938-2849
WWW.TSPD.US

"A Full Service Accredited Law Enforcement Agency"





Tarpon Springs Fire Rescue

444 HUEY AVE. SOUTH, TARPON SPRINGS, FLORIDA 34689
PHONE: (727) 938-3737 FAX: (727) 934-0598



CRAIG MISENER
Deputy Chief
Operations / EMS
cmisener@tsfr.us

MEGAN ARAYA
EM Coordinator
Floodplain Administrator
maraya@tsfr.us

SCOTT YOUNG
Fire Chief
syoun@tsfr.us

RICHARD WALSH
Deputy Chief
Administration
rwalsh@tsfr.us

KEVIN WODRICH
Fire Marshal
kwodrich@tsfr.us

To: Janina Lewis, Procurement Services Director
From: Scott Young, Fire Chief *SY*
Date: September 6, 2024
Re: FY25 Motorola Solutions, Inc.

Recommendation

Authorize a contract for radio and pager (Motorola) equipment and maintenance to Motorola Solutions, Inc. not to exceed the annual amount of \$15,000.00.

Background

Both the Police and Fire Department use pagers and radios daily. It is imperative that an equipment and maintenance agreement is in place to maintain the equipment to keep lines of communication between the County 911 System and our crews in the field. Motorola Solutions, Inc. is the only Motorola Authorized Center providing maintenance to Government and Public Safety customers in Pinellas County.

FY25 Funding

Repairs & Maintenance_001-1102-522.46-00

Equipment/Operating Supplies_001-1102-522.52-00

[Handwritten signature]



Memorandum

Date: June 24, 2025
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Patricia Hall, Senior Procurement Analyst
Subject: Increase File No. 250091-C-PH, Electrical Services (**Bob Robertson Interim Public Works Director, Brandon Crum Facility Management Superintendent, Janina Lewis Procurement Services**)

Recommendation

Increase File No. 250091-C-PH, Electrical Services, utilizing the City of St. Petersburg Contract No. IFB-24-160, with LEW Electrical Services in an annual estimated amount of \$50,000 through September 30, 2025 for the Public Works Department – Facilities Maintenance Division.

Background

On December 23, 2024, File No. 250091-C-PH was administratively awarded for an annual estimated amount not to exceed \$24,500. The City has been using LEW Electrical Services for sports field lighting repairs and would like to continue doing so for the remainder of this fiscal year.

The purpose of this contract is to provide electrical services on an as-needed basis for repairs to sports field lighting and other miscellaneous repairs beyond the capability of the Facilities Division (see attached memo). This contract was competitively solicited by the City of St. Petersburg and is available for use by any local public entity.

Funding

Funding will be identified as repairs are needed.

Strategic Plan Objective

N/A



CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

To: Janina Lewis, Procurement Services Director

Through: Bob Robertson, Interim Public Works Director 

From: Brandon Crum, Facility Management Superintendent 

Date: June 17, 2025

Subject: Increase to Award File No. 250091-C-PH to LEW Electrical Services approve utilizing the City of St. Petersburg contract No. IFB-24-160 for sports field lighting.

Recommendation:

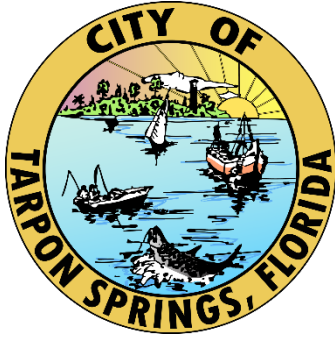
Approve an increase to Award File No. 250091-C-PH to LEW Electrical Services approve utilizing the City of St. Petersburg contract No. IFB-24-160 for sports field lighting in the amount of \$50,000 throughout the remainder of FY25.

Background:

The City started using LEW Electrical Services in February of this year for sports field lighting repairs. In that time LEW has made multiple repairs for the City in a timely and efficient manner. The City would like to continue using LEW for sports field light repairs for the remainder of the Fiscal Year and will need additional funding to do so.

Funding:

Funding will be identified as repairs are needed as this is a citywide contract.



CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

MEMORANDUM

TO: Janina Lewis, CPPO, NIGP-CPP, Procurement Services Director
FROM: Patty Hall, CPPB, Senior Procurement Analyst
DATE: 12/23/2024
SUBJECT: Administrative Approval to Award File No. 250091-C-PH, Electrical Services, Utilizing the City of St. Petersburg Contract No. IFB-24-160

RECOMMENDATION:

Award File No. 250091-C-PH, Electrical Services, utilizing the City of St. Petersburg Contract No. IFB-24-160, with LEW Electrical Services in an annual estimated amount not to exceed \$24,500.00 through December 22, 2026, for the Public Works Department – Facilities Division.

BACKGROUND:

The purpose of this contract is to provide electrical services on an as-needed basis for repairs to sports field lighting and other miscellaneous repairs beyond the capability of the Facilities Division (see attached memo).

Approved: Janina Lewis
Janina Lewis, CPPO, NIGP-CPP
Procurement Services Director

Date of Approval: 12/26/2024

A RESOLUTION ACCEPTING THE BID AND APPROVING THE AWARD OF THREE-YEAR AGREEMENTS WITH A TWO-YEAR RENEWAL OPTION TO EVERINGHAM ELECTRIC, INC. AND LEW ELECTRICAL SERVICES FOR ELECTRICAL MAINTENANCE AND REPAIR SERVICES FOR A TOTAL COMBINED AMOUNT FOR THE AGREEMENTS NOT TO EXCEED \$1,500,000; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Procurement & Supply Management Department issued IFB No. 24-160 on June 4, 2024 for electrical maintenance and repair services; and

WHEREAS, the Procurement & Supply Management Department received five (5) bids in response to IFB No. 24-160; and

WHEREAS, Everingham Electric, Inc. and LEW Electric Services, the lowest responsive and responsible bidders, has met the requirements of IFB 24-160; and

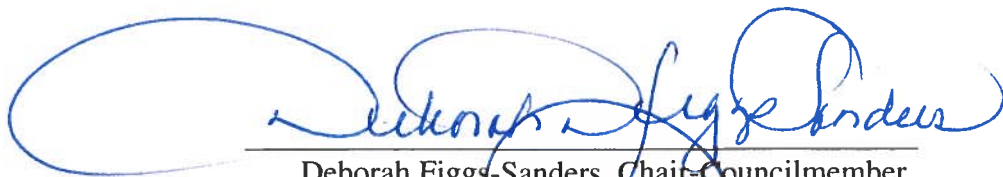
WHEREAS, the Procurement & Supply Management Department recommend approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the award of three-year agreements with a two-year renewal option to Everingham Electric, Inc. and LEW Electrical Services for electrical maintenance and repair services at a total combined amount for the agreements not to exceed \$1,500,000 is hereby approved.

BE IT FURTHER RESOLVED that the Mayor or his designee is hereby authorized to execute all documents necessary to effectuate this transaction.

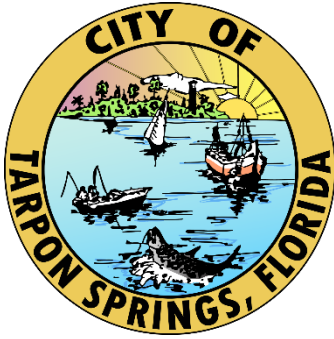
This resolution shall become effective immediately upon its adoption.

Adopted at a regular session of the City Council held on the 11th day of July 2024.


Deborah Figgs-Sanders, Chair-Councilmember
Presiding Officer of the City Council

ATTEST: 
Chan Srinivasa, City Clerk





CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
THRU: Janina Lewis, CPPO, NIGP-CPP, Procurement Services Director
FROM: Patty Hall, CPPB, Senior Procurement Analyst
DATE: 6/24/2025
SUBJECT: Award File No. 250171-C-PH, Purchase of Police Department Vehicles/Vessel

RECOMMENDATION:

Award File No. 250171-C-PH, Purchase of Police Department Vehicles/Vessel through the Sourcewell Contract Nos. 2025 091521-NAF and 032824-NAF with Alan Jay Fleet Sales in an estimated amount not to exceed \$375,405.00 for the Police Department; furthermore, authorize the Procurement Services Department to competitively solicit bids for a patrol vessel and trailer at an estimated cost of \$130,000.00.

BACKGROUND:

On November 16, 2021, Sourcewell entered into a four (4) year agreement with National Auto Fleet Group for the purchase of automobiles, SUVs, vans and light trucks with related Equipment and accessories. The contract was further extended through November 8, 2026. Sourcewell is a municipal national contracting agency. Sourcewell's contracts have been awarded by virtue of a public competitive process and are made available for use by local governments. Alan Jay Fleet Sales is an authorized dealer of National Auto Fleet Group. This contract is needed to procure four (4) Chevy Tahoes for the Police Department (see attached memo).

FUNDING: Funding will be provided from account No. 130-1090-521.64-00/Project No. PS2511

Accepted by: _____ Attest _____
City Manager City Clerk



TARPON SPRINGS POLICE DEPARTMENT

MEMORANDUM

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

To: Mayor Koulianos and Board of Commissioners

Through: Janina Lewis, Procurement Services Director
Charles Rudd, City Manager

From: Jeffrey P. Young, Chief of Police 

Date: 06/12/2025

Ref: Police Department Vehicle/Vessel request – Impact Fund

Recommendation:

To approve the purchase of 4 Chevrolet police package Tahoes and a patrol vessel with police package, fully equipped.

Background:

Over the past several years, the Tarpon Springs Police Department has increased its staffing by 4 positions, but did not increase its fleet to accommodate the positions. The purchase of these 4 Tahoes will help get the police department's fleet to a sustainable number in comparison with the authorized staffing, while allowing some spare vehicles for use during maintenance or mechanical failures.

The City of Tarpon Springs has a large coastline and several bodies of water, including Craig Park, Sunset Beach, Fred Howard Park, the Anclote River, and Kramer, Spring & Whitcomb Bayous. This includes many areas of ingress and egress from the city. The purchase of this vessel will allow for the enforcement of no wake zone violations, BUI enforcement, as well as visibility to increase safety for our citizens and tourists who visit Tarpon Springs. In accordance with procurement procedures, a competitive bid process will identify vessel manufacturer and final cost.



444 S. HUEY AVENUE, TARPON SPRINGS, FL 34689 - PHONE: (727) 938-2849

WWW.TSPD.US

"A Full Service Accredited Law Enforcement Agency"





TARPON SPRINGS POLICE DEPARTMENT MEMORANDUM

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

The Police Department is requesting the following fully equipped police vehicles and vessel:

(4) 2026 Chevy Tahoe Police (9C1 PPV):	\$375,405.00
	\$93.851.25/unit

Patrol vessel, motor, various specified equipment, and trailer	Estimated cost:
*Competitive Bid Process	\$130,000.00

Total purchase for (4) vehicles and (1) Vessel fully outfitted: **\$505,405.00**

Funding: Police Impact Fund (130-1090-521.64-00) / Project #PS2511

Prepared by: Major John Gibson



444 S. HUEY AVENUE, TARPON SPRINGS, FL 34689 - PHONE: (727) 938-2849

WWW.TSPD.US

"A Full Service Accredited Law Enforcement Agency"





Awarded Contract

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

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	56756-8
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-991-4693	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
8/18/2024

QUICK QUOTE SHEET

REVISED QUOTE DATE
12/20/2024

REQUESTING AGENCY	TARPON SPRINGS, CITY OF			
CONTACT PERSON	DERRICK HARRIS		EMAIL	DHARRIS@CTSFL.US
PHONE	727-942-5629 Ext. 2229	MOBILE 727-916-2658	FAX	

SOURCEWELL CONTRACT # 2025 091521-NAF & 032824-NAF

www.NationalAutoFleetGroup.com

MODEL	CC10706 1FL	MSRP	\$55,659.00
2025 CHEVY TAHOE 2WD 9C1 POLICE			
CUSTOMER ID	POLICE PATROL	CONTRACT PRICE	\$50,562.00

BED LENGTH

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
GAZ	Summit White	\$0.00
H1T	Jet Black, Cloth seat trim	\$0.00
L84	Engine, 5.3L EcoTec3 V8	\$0.00
MHU	Transmission, 10-speed automatic	\$0.00
1FL	OPTIONS Commercial Preferred Equipment Group	\$0.00
5T5	Seats, front cloth and second row vinyl	\$0.00
6C7	Lighting, red and white front auxiliary dome	\$165.00
6N5	Switches, rear window inoperative	\$52.00
6N6	Door locks and handles, inside rear doors inoperative	\$57.00
9G8	Headlamps, Daytime Running Lamps and automatic headlamp control delete	\$45.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
C6C	GVWR, 7400 lbs. (3357 kg)	\$0.00
CTB	Intersection Automatic Emergency Braking	\$0.00
DRZ	Rear Camera Mirror, inside rearview auto-dimming	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GU5	Rear axle, 3.23 ratio	\$0.00
PQA	1FL Safety Package	\$820.00
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel	\$0.00
TQ5	IntelliBeam, automatic high beam on/off	\$0.00
UEU	Forward Collision Alert	\$0.00
UFB	Rear Cross Traffic Braking	\$0.00
UHY	Automatic Emergency Braking	\$0.00
UKI	Blind Zone Steering Assist	\$0.00
UKM	Lane Keep Assist	\$0.00
UKT	Front Pedestrian and Bicyclist Braking	\$0.00
UOW	Side Bicyclist Alert	\$0.00
URW	Audio system, 17.7" diagonal advanced color LCD display	\$0.00
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit	\$0.00
Z56	Suspension Package, heavy-duty, police-rated.	\$0.00
FACTORY OPTIONS		\$1,139.00

ESTIMATE

Enforcement One Inc.
381 Roberts Rd
Oldsmar, FL 34677

sales@enforcementone.com
+1 (727) 816-9833
www.enforcementone.com



CITY OF TARPON SPRINGS

Bill to

City of Tarpon Springs
Finance Dept.
PO Box 5004
Tarpons Springs, FL 34688

Ship to

City of Tarpon Springs
City of Tarpon Springs
Fleet
Michael Vecchione
325 E Pine St
Tarpon Springs FL 34688

Estimate details

Sales Rep: Nathan Spece

Estimate no.: 4515

Estimate date: 04/16/2025

#	Product/service	Mark Up	Description	Quantity	Rate	Amount
1.			Chevy Tahoe			
2.	EB2****		FL FSA 0124 LEGACY WCX 54" C399 CCTL6 C399SP SA315P SAK1	1	\$2,850.00	\$2,850.00
3.	CEM16		WeCanX 16 OUTPUT EXPANSION MOD	2	\$144.00	\$288.00
4.	CEXAMP		WeCanX EXTERNAL AMPLIFIER	1	\$202.80	\$202.80
5.	SA315P		SA315P SPEAKER, BLACK PLASTIC	1	\$172.80	\$172.80
6.	SAK1		SA-315 MOUNT KIT UNIVERSAL	1	\$0.00	\$0.00
7.	Chowler		WCX LOW FREQUENCY SIREN SYSTEM	1	\$382.80	\$382.80
8.	HWLRB32		New! Howler Mounting Bracket for 2021 Chevy Tahoe	1	\$0.00	\$0.00
9.	TCRWX6		WeCanX TRACER 6-LAMP HOUSING	2	\$864.25	\$1,728.50

10. TCRb54A	TRACER MTG KIT 2021 TAHOE OVER	2	\$58.08	\$116.16
11. OEWD54	ION OUTER EDGE WC DUO 21 TAHOE Mounted on Spoiler	1	\$932.40	\$932.40
12. TLI3JC	ION T-SERIES LINEAR TRIO R/B/W Tag Lights	2	\$115.20	\$230.40
13. TLI2J	ION T-SERIES LINEAR DUO R/B Hatch Up Lights	2	\$85.20	\$170.40
14. HATCHKIT	Qty 2 White / Red dome lights with 3 way switch	1	\$150.00	\$150.00
15. PSJ02FCR	STRIP-LITE+ DUO FLASHR RED/BLU	2	\$87.60	\$175.20
16. PSBKT90	STRIP-LITE+ 90 DEG MT KIT Rear QTR Glass	2	\$16.90	\$33.80
17. U180D	DUO Red /White U-Series 180 Degree Linear Super LED Surface Mount Round Lighthouse	2	\$195.78	\$391.56
18. U180E	DUO Blue/White U-Series 180 Degree Linear Super LED Surface Mount Round Lighthouse	2	\$195.78	\$391.56
19. U18054	WHELEN UNDER MIRROR LIGHT BRACKETS (PAIR) Mirror Lights	1	\$22.17	\$22.17
20. I2D	DUO LINEAR ION RED/WHITE BLK	1	\$98.40	\$98.40
21. I2E	DUO LINEAR ION BLUE/WHITE BLK Forward Facing Push Bumper	1	\$98.40	\$98.40
22. PSD02FCR	STRIP-LITE+ DUO FLASHR RED/WHT	1	\$87.60	\$87.60
23. PSE02FCR	STRIP-LITE+ DUO FLASHR BLU/WHT Sides of Push Bumper	2	\$115.10	\$230.20
24. MPBB	MICRO PIONEER BAIL MT 12V BLK Mounted on Push Bumper	2	\$334.75	\$669.50
25. 36-4045	Elite Push Bumper 2021 Tahoe	1	\$488.89	\$488.89
26. 36-4045WC	Push Bumper Elite Wire Cover	1	\$34.31	\$34.31
27. 36-6015W2	WESTIN WHELEN 2 ION LIGHT CHANNEL	1	\$34.31	\$34.31
28. PKG-VSX-1800-TAH-PM-1	Package - Wide VSX Console With Front Printer Mount For Laptop Docking Stations For 2021-2024 Chevrolet Tahoe PPV & SSV	1	\$1,448.00	\$1,448.00
29. C-EBX-WHE-1	VSX Console - Equipment Bracket Kit For Front Tray Siren Light Control -	1	\$6.00	\$6.00

Whelen

30. C-EB25-MXP-1P	1-Piece Equipment Mounting Bracket, 2.5" Mounting Space, Fits Motorola XPR 4550	1	\$0.00	\$0.00
31. C-EB30-APR-1P	1-Piece Equipment Mounting Bracket, 3" Mounting Space, Fits Motorola APX- 4500 Remote Radio	1	\$0.00	\$0.00
32. C-ARPB-146	Brother Pocketjet 4200 Series Printer Mount With Accessory Pocket & Tall Armrest	1	\$310.50	\$310.50
33. UT-1001	Universal Rugged Cradle For Approximately 11"-14" Computing Devices	1	\$243.50	\$243.50
34. PS-21TH-SC-OS-RL-FX	Tahoe Single cell with poly window; half cage, kick panel w/ foot pocket, emergency escape panel, replacement plastic seat with OS seatbelts, replacement PS door panel, rear partition POLY window & DS fire cubby.	1	\$2,316.60	\$2,316.60
35. WG-21TH-PS	2021-24 Tahoe passenger side window guard, welded bars (ordered separately with TAHOE single cell kit)	1	\$136.25	\$136.25
36. WS-21TH-HATCH	2021-24 Tahoe 2021-24 Suburban hatch window screen; square-hole punched	1	\$133.50	\$133.50
37. GM-SGRF-SC	Universal dual weapon mount for single-cell Ford PIU, F150 and Tahoe	1	\$251.00	\$251.00
38. GL-SC1	Shotgun lock w/No. 2 key	1	\$108.25	\$108.25
39. GL-SC-6	Universal weapon lock	1	\$162.75	\$162.75
40. AC-21TH-CPMNT-T	2021-24 Tahoe tilt-up cargo mount with electronics tray, 5-piece system; features 2" wire-pass through hole on the side wall of tilt mount making it easy to pass through a harness.	1	\$721.25	\$721.25
41. CP-GB443212-TL	44" W x 32" L x 12" H w/2 DL locking handle Carpet top	1	\$1,309.75	\$1,309.75
42. Install	Installation of Customer Supplied Items: Motorola Camera System Motorola Self Contained Radio Motorola Dual Remote Head Radio Cradle Point Modem Angel Armor Door Panel Stop Stick	1	\$0.00	\$0.00
43. CH27.1.Clearwater.Core	911 Circuits Custom Harness for Clearwater PD	1	\$1,404.50	\$1,404.50

44. Shipping	Shipping	1	\$750.00	\$750.00
45. MISC	Wires, Loom, Connectors, Ect	1	\$150.00	\$150.00
46. Install	Installation	62.5	\$95.00	\$5,937.50
Total			\$25,369.51	

Note to customer

This estimate is not guaranteed. The price named in the estimate is an approximation of the project requirements as described by the client. The actual cost may change after all of the project elements have been negotiated and finalized. The client will be informed of any changes in cost in advance.

This estimate is valid for 30 days.

Accepted date

Accepted by

04/17/2025

TARPON SPRINGS, CITY OF
P O BOX 5004
TARPON SPRINGS, FL 34689

RE: Motorola Quote for QTY 12 APX 4500 REMOTE

Dear Greg Clark,

Motorola Solutions is pleased to present TARPON SPRINGS, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide TARPON SPRINGS, CITY OF with the best products and services available in the communications industry. Please direct any questions to Karen DiMarco at kdimarco@emciwireless.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Karen DiMarco

Motorola Solutions Manufacturer's Representative

**MOTOROLA SOLUTIONS**QUOTE-3094889
QTY 12 APX 4500 REMOTEBilling Address:
TARPON SPRINGS, CITY OF
P O BOX 5004
TARPON SPRINGS, FL 34689
USShipping Address:
TARPON SPRINGS, CITY OF
444 S HUEY AVE
TARPON SPRINGS, FL 34689
USQuote Date:04/17/2025
Expiration Date:06/16/2025
Quote Created By:
Karen DiMarco
kdimarco@emciwireless.comEnd Customer:
TARPON SPRINGS, CITY OF
Greg Clark
gclark@tspd.us
727-938-2849Contract: 19860 - NASPO 00318
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
	APX™ 4500 Enhanced						
1	M22URS9PW1BN	APX4500 ENHANCED 7/800 MHZ MOBILE	12	\$2,202.00	27.0%	\$1,607.46	\$19,289.52
1a	G24AX	ENH: 3 YEAR ESSENTIAL SVC	12	\$216.00	0.0%	\$216.00	\$2,592.00
1b	GA09008AA	ADD: GROUP SERVICES	12	\$165.00	27.0%	\$120.45	\$1,445.40
1c	G831AD	ADD: SPKR 15W WATER RESISTANT	12	\$66.00	27.0%	\$48.18	\$578.16
1d	G996AS	ENH: OVER THE AIR PROVISIONING	12	\$110.00	27.0%	\$80.30	\$963.60
1e	G67DQ	ADD: REMOTE MOUNT O2 APXM	12	\$327.00	27.0%	\$238.71	\$2,864.52
1f	QA02812AE	ADD: P25 9600 TRUNKING W/ INTEROPERABILITY	12	\$2,277.00	27.0%	\$1,662.21	\$19,946.52
1g	GA00804AA	ADD: APX O2 CH (GREY)	12	\$541.00	27.0%	\$394.93	\$4,739.16
1h	G444AH	ADD: APX CONTROL HEAD SOFTWARE	12	\$0.00	0.0%	\$0.00	\$0.00
1i	G335AW	ADD: ANT 1/4 WAVE 762-870MHZ	12	\$15.00	27.0%	\$10.95	\$131.40
1j	GA01767AG	ADD: RADIO AUTHENTICATION	12	\$110.00	27.0%	\$80.30	\$963.60
1k	W22BA	ADD: STD PALM MICROPHONE APX	12	\$79.00	27.0%	\$57.67	\$692.04



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
1l	QA09113AB	ADD: BASELINE RELEASE SW	12	\$0.00	0.0%	\$0.00	\$0.00
1m	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	12	\$0.00	0.0%	\$0.00	\$0.00
1n	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	12	\$0.00	0.0%	\$0.00	\$0.00
	APX™ Radio Management	RADIO MANAGEMENT					
2	T7914A	RADIO MANAGEMENT ONLINE	1	\$0.00	0.0%	\$0.00	\$0.00
2a	UA00049AA	ADD: RADIO MANAGEMENT LICENSES ONLINE	12	\$110.00	27.0%	\$80.30	\$963.60
	Product Services						
3	LSV00Q00203A	DEVICE INSTALLATION	12	\$250.00	0.0%	\$250.00	\$3,000.00
	Product Services						
4	LSV00Q00202A	DEVICE PROGRAMMING	12	\$85.00	0.0%	\$85.00	\$1,020.00
Grand Total						\$59,189.52(USD)	

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - # 36-1115800

Electronic Maintenance & Communications, Inc.
3708 Sparta Road
Sebring, FL 33870
(800) 226-7470
EIN: 59-3060334



Quote Number: 10036-0

Quote Date: 04/16/2025
Quote Expiration: 05/16/2025

Bill to:
City of Tarpon Springs
PO Box 5004
Tarpon Springs, Florida 34688

Ship to:
City of Tarpon Springs
324 East Pine St.
Tarpon Springs, Florida 34689

Prepared By:
Jim Conaway
(813) 400-1012
jconaway@emciwireless.com

Quantity	Part Number	Description	Your Price	Line Total
12	EMTP100409	XPR 5550e 136-174 MHz 45W 1000 CH Mobile Radio (GPS BT/WiFi - Capable)	\$ 1,098.20	\$ 13,178.40
12	EMTP100441	Standard Compact Microphone for VHF & UHF	\$ 0.00	\$ 0.00
12	EMTP101923	Standard 5 Year SMA & Software	\$ 0.00	\$ 0.00
12	EMTP101954	Standard 5 Year Warranty	\$ 0.00	\$ 0.00
12	EMTP100404	Standard Power Cable for VHF & UHF	\$ 0.00	\$ 0.00
12	EMTP100406	Standard Model Box for VHF & UHF	\$ 0.00	\$ 0.00
12	EMTP100445	Standard Mounting Bracket for VHF & UHF (Low Profile)	\$ 0.00	\$ 0.00
12	EMTP100468	151-162 MHz 1/4 Wave Antenna Kit (VHF Quarterwave)	\$ 39.99	\$ 479.88
1	EMTP101654	Freight	\$ 40.00	\$ 40.00

Project Total: \$ 13,698.28

Terms & Conditions of Quotation and Sale:

1. Acceptance

- a. Purchaser may sign the Seller's quotation and/or issue a valid purchase order with Seller listed as the vendor.
- b. All quotations are subject to confirmation by the Seller on receipt of any order and the Seller reserves the right to refuse any order.
- c. Quotations provided by the Seller will only remain valid for the period as indicated in the quotation after which the Seller reserves the rights to requote if requested by the Purchaser to proceed further.

2. Title

- a. Title to the Goods shall remain vested in the Seller and shall not pass to the Purchaser until all sums due to the Seller under the Contract have been paid in full.

3. Quotation

- a. All quotations, indication of costs, and financial commitments given or made by the Seller are based on the assumption of the validity of the information provided being fully accurate and correct in all circumstances. The Seller maintains the right at any stage to re-negotiate any contract, cost agreement, or any other relevant commitment should any information provided by the Purchaser fail to be fully valid, accurate, and correct.
- b. Change Orders will need to be processed for additional out-of-scope material and labor, or other required deviations from quotation.

4. Payment Terms

- a. Unless otherwise agreed in writing, all sums payable in respect of the Seller must be paid in the full amount as indicated by the invoice in accordance with the payment terms listed.
- b. All payments to the Seller shall be made in USD.
- c. If payment is not made in accordance with clause 4a, the Seller reserves the right to charge a late payment fee of 1.5% per month, or lesser amount required by law, on amounts not paid.
- d. A convenience fee may be applied to payments over \$5,000.00 that are made utilizing a credit card.
- e. Seller will have the right to make delivery in installments, each of which may be separately invoiced and paid as billed without regard to subsequent deliveries.
- f. Seller reserves the right in its absolute discretion to refuse to grant credit.

5. Taxes

- a. The Purchaser shall reimburse the Seller for all taxes or other charges which the Seller may be required to pay to any government (national, state, or local) upon the sale or transportation of the Goods.
- b. If Purchaser is tax exempt, a tax exemption certificate must be provided to Seller.

6. Delivery

- a. If transport is arranged by the Seller, the risk in the Goods shall pass to the Purchaser at the time of the delivery at the said delivery point.
- b. If transport is arranged by the Purchaser, risk in the Goods shall pass to the Purchaser immediately after the Goods pass out of the control of the Seller, or its authorized agents.
- c. Unless otherwise included in the quotation, freight will be Prepaid & Add to invoice.

7. Return Policy

- a. Customers may return equipment within thirty (30) days of the shipment date. The equipment must be in its original condition and packaging. Please note that a restocking fee of thirty percent (30%) of the original purchase price will be applied to all returns.
- b. Refunds are not available for any services that have been rendered, including FCC licensing, programming, and installation.
- c. Due to hygienic considerations, returns are not accepted for items such as earpieces, boom microphones, headsets, etc.

Additional Comments:

Prices are valid until 05/16/2025

Accepted By: _____

Date: _____

03/10/2025

TARPON SPRINGS POLICE DEPT, CITY OF
PO BOX 5004
TARPON SPRINGS, FL 34689

RE: Motorola Quote for 12 M500-V700

Dear Steve Gassen,

Motorola Solutions is pleased to present TARPON SPRINGS POLICE DEPT, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide TARPON SPRINGS POLICE DEPT, CITY OF with the best products and services available in the communications industry. Please direct any questions to Justin Dulgar at Justin.Dulgar1@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Justin Dulgar
Regional Sales Manager



QUOTE-3039482
12 M500-V700

Billing Address:
TARPON SPRINGS POLICE DEPT,
CITY OF
PO BOX 5004
TARPON SPRINGS, FL 34689
US

Shipping Address:
TARPON SPRINGS POLICE DEPT,
CITY OF
336 N RING AVE
TARPON SPRINGS, FL 34689
US

Quote Date:03/10/2025
Expiration Date:06/08/2025
Quote Created By:
Justin Dugar
Regional Sales Manager
Justin.Dugar1@
motorolasolutions.com
8124834183

End Customer:
TARPON SPRINGS POLICE DEPT, CITY
OF
Steve Gassen
sgassen@tspd.us
727-919-7648

AGREEMENT: WG AGREEMENT

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
M500							
1	WGW00502	M500 EXTENDED WARRANTY	12	4 YEAR	\$894.00	\$600.00	\$7,200.00
2	WGB-0708A	M500 ICV SYSTEM W/ RCAM, V300 WIFI DOCK*	12		\$7,893.75	\$6,315.00	\$75,780.00
V700							
3	WGA00640-KIT1	V300/V700, DESKTOP USB DOCK CHGR/UPLD KIT	12		\$250.00	\$200.00	\$2,400.00
4	SWV07S03593A	SOFTWARE ENHANCEMENTS	12	5 YEARS	Included	Included	Included
5	LSV07S03512A	ESSENTIAL SERVICE W/ACC DMG AND ADV REPLACEMENT	12	5 YEARS	\$531.25	\$350.00	\$4,200.00
6	WGB-0740A	V700 BODY WORN CAMERA VERIZON READY	12		\$1,612.50	\$995.00	\$11,940.00
7	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	12		\$137.50	\$110.00	\$1,320.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc. 500 West Monroe, United States - 60661 - #: 36-1115800



Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
8	WGA00668-KIT	V700 LOCKING MOLLE MNT WITH BWC BOX	12		Included	Included	Included
	VideoManager EL or EX: Video Evidence Management						
9	WGP02400-520	VIDEOMANAGER EL, BODY WORN CAMERA ANNUAL LICENSE	12	1 YEAR	\$243.75	\$195.00	\$2,340.00
10	WGP02400-510	VIDEOMANAGER EL, IN-CAR VIDEO SYSTEM ANNUAL LICENSE	12	1 YEAR	\$243.75	\$195.00	\$2,340.00

Grand Total

\$107,520.00(USD)

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc. 500 West Monroe, United States - 60661 - #: 36-1115800

Pricing Summary

		Payment Term	Upfront Sale Price	
Upfront Costs*				
			\$102,840.00	
Upfront Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$4,680.00	
Sub Total:			\$107,520.00	
		Payment Term	Sale Price	Annual Sale Price
Sub Total:				\$0.00
Grand Total System Price (Inclusive of Upfront and Annual Costs)				\$107,520.00

*Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc. 500 West Monroe, United States - 60661 - #: 36-1115800

source|inc.

WIRELESS SOLUTIONS

Source, Incorporated of Missouri
17850 W 99th Street
Lenexa, KS 66219
United States

(913) 663-2700

Estimate 25147

Sales Agent
Clemons

Shipping Information
FedEx Ground®

Bill To
Raquel Hull
CITY OF TARPON SPRINGS
324 E. PINE STREET
PO BOX 5004
Tarpon Springs, FL 34689
United States

Ship To
Steve Gassen
City of Tarpon Springs Police
Dept.
444 S. Huey Ave.
Tarpon Springs FL 34689
United States

PO #	Date	Expires	Terms
	4/16/2025	5/16/2025	Net 30

Quantity	Item	Rate	Amount
12	7279928 _R MA01-0920-C7A-NA, 1-yr NetCloud Mobile Essentials Plan and R920 router with WiFi (300Mbps modem), no AC power supply or antennas, North America, 7279928 _R	\$923.00	\$11,076.00
12	3774498 170635-000, a IBR series vehicle power adapter, 3774498	\$24.99	\$299.88

Subtotal	\$11,375.88
Processing Fee	
Estimated Shipping	\$76.38
Estimated Tax	\$0.00
Total	\$11,452.26



25147

Source Inc Terms and Conditions

Upon receiving this estimate please click here, to review [Source Inc's Terms and Conditions](#). Please note all credit card transactions will be charged a 3.5% processing fee. Source Inc will not pay any 3rd Party Billing fee's.

1 of 1

No image available
at this time

VEHICLE ARMOR AVAIL BALLISTIC DOOR PANEL

Mfr Part No.: 01-00354
Contractor Part No.: 01-00354
Manufacturer: ANGEL ARMOR
Contract No.: GS-07F-0512T (ends: Jul 31, 2027)
MAS Schedule/SIN: MAS/339113PA
Country of Origin: UNITED STATES OF AMERICA

 Disaster Purchasing items

 Cooperative Purchasing items

[Report incorrect product information \(Login Required\)](#)

Price
\$792.40 EA
Shipping not included

Qty: 1

Add to cart

sold and shipped by
DANA SAFETY SUPPLY, INC.

Product Details

Description Provided by DANA SAFETY SUPPLY, INC.

VEHICLE ARMOR AVAIL BALLISTIC DOOR PANELS GM SUV NEWER MODELS NIJ 0108.01 LEVEL IIIA Chevy, Tahoe PPV, Level IIIA FRONT DOOR DRIVER SIDE (2021-NEWER MODELS)

1.0L X 1.0W (IN)

Compare Available Sources

Instructions: Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below.

◆ Indicates when volume discounts are offered.

Price/Unit◆	Contractor◆	Socio	Deliv Days◆	FOB/Shipping◆
\$792.40 EA	DANA SAFETY SUPPLY, INC.		30 days shipped ARO	O-CONUS,AK,PR,HI



RFP #091521
REQUEST FOR PROPOSALS
for
Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Proposal Due Date: September 15, 2021, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than September 15, 2021, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	July 28, 2021
Pre-proposal Conference:	August 25, 2021, 10:00 a.m., Central Time
Question Submission Deadline:	September 8, 2021, 4:30 p.m., Central Time
Proposal Due Date:	September 15, 2021, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	September 15, 2021, 6:30 p.m., Central Time See RFP Section V.G. "Opening"

I. ABOUT SOURCEWELL

A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements, and results in cooperative purchasing solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities¹;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly-funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

¹ Pursuant to HAR §3-128-2, the State of Hawaii, Department of Accounting and General Services, State Procurement Office, on behalf of the State of Hawaii and participating jurisdictions, has provided notice of its Intent to Participate in the solicitation as a participating entity.

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
- Members of the Rural Municipalities of Alberta (RMA) and their represented Associations: MASH (municipalities, academic institutions, schools and hospitals) and MUSH (municipalities, universities, schools and hospitals) sectors, and other governmental agencies eligible to use the Sourcewell contracts. MASH and MUSH sector refers to regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities, including but not limited to represented associations, Saskatchewan Association of Rural Municipalities ("SARM"), Association of Manitoba Municipalities ("AMM"), Local Authorities Services/Association of Municipalities Ontario ("LAS/AMO", excluding the cities of Toronto and Ottawa), Nova Scotia Federation of Municipalities ("NSFM"), Federation of Prince Edward Island Municipalities ("FPEIM"), Municipalities Newfoundland Labrador ("MNL"), Union of New Brunswick Municipalities ("UNBM"), North West Territories Association of Communities ("NWTAC") and their members. RMA Participants may include all not-for-profit agencies for Canadian provinces and territories.

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In the United States each state-level procurement department receives notice for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

II. SOLICITATION DETAILS

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories, including, but not to be limited to:
 - a. Vehicles of the following types and classifications:
 - i. Automobiles: mini, subcompact, compact, coupe, sedan, and full-size;
 - ii. Sport Utility Vehicles: cross-over, light duty, and heavy duty;
 - iii. Vans: passenger and cargo;
 - iv. Trucks: light duty, half ton, three-quarter ton, and one ton; and
 - v. Vehicles of the varieties described in subsections 1. a. i – iv. above, with upfitting designed for Public Safety applications, such as equipment, lighting, technology, and accessories.
 - b. A wide range of vehicles by: 1) engine type, to include conventional internal combustion, natural gas or propane autogas, hybrid or alternative fuel, and electric powered solutions; 2) seating or cargo configurations, drive train options, and trim levels; and, 3) optional equipment offerings.
 - c. Proposers may include related equipment, accessories, supplies, parts, and services to the extent that the solutions are an incidental portion of the response.
2. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:
 - a. Ambulance and Emergency Medical Transport Vehicles, with Related Equipment, Accessories, And Supplies (RFP #022118);
 - b. Firefighting Apparatus, with Related Equipment, Accessories, and Supplies (RFP #022818);
 - c. Class 4-8 Chassis with Related Equipment, Accessories, and Services (RFP #060920);
 - d. School Buses with Related Accessories, Supplies, Parts, and Services (RFP #063020); and,
 - e. Electric Vehicle Supply Equipment and Related Services (RFP #042221).

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four years, with an optional one year extension that may be offered based on the best interests of Sourcewell and its Participating Entities.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$300 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the

contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
4. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.

2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. and Canadian dollars (as applicable).
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Supplier Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the

Sourcewell Procurement Portal Supplier Account. The proposer is solely responsible to check the “MY BIDS” section of the Sourcewell Procurement Portal Supplier Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer’s proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer’s complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer’s sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell’s support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Supplier Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

G. OPENING

The Opening of proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to “All” or “Closed.” The solicitation status will automatically change to “Closed” after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
 - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities’ use.
 - A proposer’s sales and service network to assure availability of product supply and coverage to meet Participating Entities’ anticipated needs.
- Total evaluation scores.
- The attributes of proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals.

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

B. AWARD(S)

Award(s) will be made to the proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days' following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal's content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



8/5/2021

Addendum No. 1

Solicitation Number: RFP 091521

Solicitation Name: Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

We manufacture service bodies and do not sell complete vehicles. Can we bid our product as an accessory to the bid?

Answer 1:

Refer to RFP Section II. B. 1. c., "Proposers may include related equipment, accessories, supplies, parts, and services to the extent that the solutions are an incidental portion of the response." A proposal that does not include complete vehicles, of the types described in RFP Section II. B. 1. a., will be deemed non-responsive.

End of Addendum

Acknowledgement of this Addendum to RFP 091521 posted to the Sourcewell Procurement Portal on 8/5/2021, is required at the time of proposal submittal.



8/8/2021

Addendum No. 2

Solicitation Number: RFP 091521

Solicitation Name: Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Are you accepting leasing options for this bid?

Answer 1:

Refer to RFP Section II. B. for the description of the requested equipment, products, and services. Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired by participating entities. A proposer may submit their complete line of equipment, products, or services that are applicable to the scope of this RFP. It is left to the discretion of each proposer to articulate their ability to serve Sourcewell participating entities.

End of Addendum

Acknowledgement of this Addendum to RFP 091521 posted to the Sourcewell Procurement Portal on 8/8/2021, is required at the time of proposal submittal.



8/23/2021

Addendum No. 3

Solicitation Number: RFP 091521

Solicitation Name: Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

I would like to see an example of line-item pricing for Sourcewell. Please provide.

Answer 1:

In the competitive process, Sourcewell cannot conduct research for, or expressly identify resources that may be relevant to, a proposer. A proposer may review a sampling of past pricing proposals within the current awarded contract documentation available on the Sourcewell website. Navigate to the following address:

<https://www.sourcewell-mn.gov/contract-search> and use the list or search functions.

Question 2:

Where can I get a copy of the current contract pricing for the brand of vehicles that I offer?

Answer 2:

Each Sourcewell solicitation represents a separate and distinct opportunity. For examples of current Sourcewell-awarded contracts, refer to the link provided in Answer No. 1 above. Currently active contracts offering similar solutions were awarded under solicitation numbers 120716 and 060920.

End of Addendum

Acknowledgement of this Addendum to RFP 091521 posted to the Sourcewell Procurement Portal on 8/23/2021, is required at the time of proposal submittal.



8/26/2021

Addendum No. 4

Solicitation Number: RFP 091521

Solicitation Name: Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

The manufacturer that I represent has not developed pricing for the 2022 model year vehicles. Should pricing be presented for 2021 and 2022 models that have pricing, and a TBD associated with 2022 models that have yet to be priced by the manufacturer?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to articulate and propose the pricing approach that aligns with its business methods and satisfies the requirements of RFP Section III. – Pricing. Proposals are evaluated based on the criteria stated in the RFP.

Refer also to the Sourcewell contract template for additional details on the process for requesting a product or pricing change during the term of an awarded contract. A downloadable version of the contract template is found on the Bid Details page for this solicitation within the Sourcewell Procurement Portal.

End of Addendum

Acknowledgement of this Addendum to RFP 091521 posted to the Sourcewell Procurement Portal on 8/26/2021, is required at the time of proposal submittal.



9/7/2021

Addendum No. 5

Solicitation Number: RFP 091521

Solicitation Name: Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

We are requesting a clarification on Table 4 and Table 5. Could we include a reference from a fleet management company or a supplier we use?

Answer 1:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine how to best demonstrate the ability to serve Sourcewell participating entities and satisfy all requirements of the questionnaire tables.

Question 2:

Is it acceptable to provide a redline of the entire Sourcewell template contract?

Answer 2:

A request for modification to the Sourcewell contract template may only be submitted with a proposal. To request a modification to the template Contract terms, conditions, or specifications, a Proposer must complete and submit the Exceptions to Terms, Conditions, or Specifications Form, which is found as the final Table of Step 1 in the proposal submission process. A proposer may elect to include additional supporting materials in its discretion.

Question 3:

Could a video be uploaded as additional content?

Answer 3:

It is left to the discretion of each proposer to determine the method it deems best suited to submit its relevant information in a timely fashion through the Sourcewell Procurement Portal. Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule (RFP Section V. D.), and all relevant information should be included in the proposal (RFP Section II., G.).

Question 4:

Can you elaborate on line item 71? Is there a list of subcategory titles that can be used for reference?

Answer 4:

It is left to the discretion of the proposer to identify subcategory descriptors that may be relevant to the proposer's offered equipment, products, and services.

End of Addendum

Acknowledgement of this Addendum to RFP 091521 posted to the Sourcewell Procurement Portal on Tuesday, September 7, 2021 6:58 PM, is required at the time of proposal submittal.



9/8/2021

Addendum No. 6

Solicitation Number: RFP 091521

Solicitation Name: Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

With the ongoing supply chain delays related to Covid, microchip shortages, and across-the-industry shortages of raw materials, we respectfully request an extension to the submittal deadline.

Answer 1:

No extension of the due date is contemplated at this time.

Question 2:

In what format would you like financial stability to be verified?

Answer 2:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine how to best demonstrate its financial stability and satisfy all requirements of the questionnaire tables.

End of Addendum

Acknowledgement of this Addendum to RFP 091521 posted to the Sourcewell Procurement Portal on 9/8/2021, is required at the time of proposal submittal.



CONTRACT EXTENSION

Contract Number: 091521-NAF

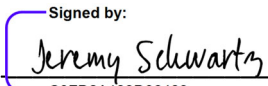
Sourcewell	and	National Auto Fleet
202 12th Street Northeast		490 Auto Center Dr
P.O. Box 219		
Staples, MN 56479		Watsonville, California
(Sourcewell)		(Vendor) 95076-3726

have entered into Contract Number: 091521-NAF
for the procurement of: Automobiles, SUVs, Vans, and Light Trucks with Related Equipment and Accessories

The Contract has an expiration date of 2025-11-08 , but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell’s Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of 2026-11-08 . All other terms and conditions of the Contract remain in full force and effect.

Sourcewell

Signed by:

C0FD2A139D06489...

Authorized Signature

Jeremy Schwartz

Name

Chief Operating and Procurement Officer

Title

5/29/2025 | 12:25 PM CDT

Date

Signed by:

FACBB5730C1E467...

Authorized Signature

Jesse Cooper

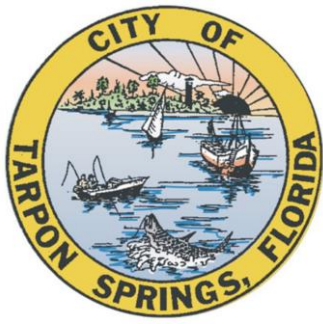
Name

Fleet Manager

Title

5/30/2025 | 10:38 AM CDT

Date



City of Tarpon Springs, Florida

Office of the City Clerk & Collector

P.O. Box 5004
410 North Ring Avenue
Tarpon Springs, Florida 34688-5004
(727) 942-5614
Fax (727) 942-5619

MEMORANDUM

BOC MEETING: JUNE 24, 2025

TO: HONORABLE MAYOR AND BOARD OF COMMISSIONERS

THROUGH: IRENE S. JACOBS, CMC, CITY CLERK & COLLECTOR

FROM: K. MICHELE MANOUSOS, CMC, DEPUTY CITY CLERK & COLLECTOR

SUBJECT: **APPOINTMENT(S) –Code Enforcement Board**

Background: There are currently five vacancies on the Board due to members being termed out and resignation(s).

The following Board action is requested:

MOVE ALTERNATE #2 STEVEN OGLE, AS A REGULAR MEMBER TO FILL THE EXPIRED TERM OF JANICE TELLIER. THIS TERM WILL EXPIRE NOVEMBER 1, 2027; AND

APPOINT _____*_____ TO FILL THE EXPIRED TERM OF JULIE WADE, THIS TERM WILL EXPIRE NOVEMBER 1, 2026; AND

APPOINT _____*_____ TO FILL THE EXPIRED TERM OF THOMAS WEEKES, THIS TERM WILL EXPIRE NOVEMBER 1, 2026; AND

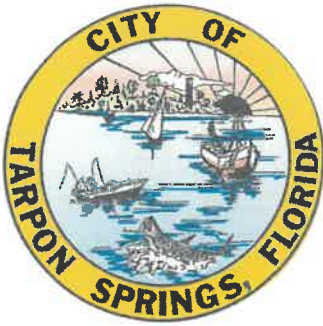
APPOINT _____*_____, TO FILL THE UNEXPIRED TERM OF MIKE ROLLESTON, REGULAR MEMBER. THIS TERM WILL EXPIRE NOVEMBER 1, 2025; AND

APPOINT _____*_____ TO FILL THE VACANT ALTERNATE #1 POSITION; THIS TERM WILL EXPIRE NOVEMBER 1, 2026; AND

APPOINT _____*_____ TO FILL THE UNEXPIRED TERM OF STEVEN OGLE, ALTERNATE # 2 POSITION; THIS TERM WILL EXPIRE NOVEMBER 1, 2025.

*Please select from the application(s) on file from the following individuals who have expressed an interest in serving on this Board.

Applicant's Choice of Board						
Application	Name	1st Choice	2nd Choice	3rd Choice	4th choice	ACADEMY Attendee
2/9/24	George Steffen	Code Enforcement	Heritage Preservation			
2/22/24	Audrey Merriex	Code Enforcement				
8/16/24	Ethan J. Abercrombie	Code Enforcement				
10/1/25	Robert Paul	Code Enforcement	Board of Adjustment	Planning & Zoning		
1/23/25	Carl J. Demotses	Code Enforcement	Library Board			2016
5/5/25	Margaret (Pegg) Kern	Code Enforcement				
6/17/25	Penny Lambrianos	Code Enforcement				



City of Tarpon Springs, Florida

Office of the City Clerk & Collector

P.O. Box 5004
410 North Ring Avenue
Tarpon Springs, Florida 34688-5004
(727) 942-5614
Fax (727) 942-5619

MEMORANDUM

BOC MEETING: JUNE 24, 2025

TO: HONORABLE MAYOR AND BOARD OF COMMISSIONERS

THROUGH: IRENE S. JACOBS, CMC, CITY CLERK & COLLECTOR 

FROM: K. MICHELE MANOUSOS, CMC, DEPUTY CITY CLERK & COLLECTOR 

SUBJECT: APPOINTMENT(S) – Housing Authority Board

BACKGROUND:

This office was notified that the resident member who was appointed in March has declined the appointment.

BOARD ACTION

TO APPOINT ANTHONY MOJICA, TO FILL THE UNEXPIRED TERM OF KATHERINE BLEVINS (**RESIDENT MEMBER**). THIS TERM EXPIRES NOVEMBER 22, 2025.

****Please select from the application(s) on file from the following individual(s) who have expressed an interest in serving on this Board.***

Current Board Applicants						
Applicant's Choice of Board						
Application Date	Name	1st Choice	2nd Choice	3rd Choice	4th choice	ACADEMY Attendee
5/22/25	Anthony Mojica	Housing Authority				

Michele Manousos

From: Robbin Redd <robbin.redd@tarponhousing.com>
Sent: Thursday, May 22, 2025 4:52 PM
To: Michele Manousos
Cc: Paula Papow; Pamela Chekmazov
Subject: Fw: Anthony Mojica - Application for City Board - Resident Commissioner
Attachments: Anthony Mojica - Application for Service on City Board or Committee - 5-22-25.pdf

External sender <robbin.redd@tarponhousing.com>

Make sure you trust this sender before taking any actions.

Hi Michele,

A resident left this application in our drop box. Let me know if it is placed on City Council agenda so I can be sure to attend. It is for the Resident Commissioner seat. He lived on our properties on Harrison St.

The candidate that applied and was approved, Katie Blevins, sent me a message that she is passing on the opportunity in April due to her personal schedule.

Thanks

Robbin Redd, Executive Director
Tarpon Springs Housing Authority
Local Community Housing Corporation
500 S. Walton Avenue
Tarpon Springs, FL 34689

Cell: 813-405-7005
Office: 727-937-4411
Fax: 727-279-2814

email: robbin.redd@tarponhousing.com
website: www.tarponhousing.com



All email to and from the Tarpon Springs Housing Authority is subject to the Florida Public Records laws, Chapter 119, Florida Statutes. All email communications made or received by the Authority members or staff are considered public records and are retained. And, upon request, will be made available to the public and media.

From: Kim Rossi <kim.rossi@tarponhousing.com>
Sent: Thursday, May 22, 2025 4:00 PM

To: Robbin Redd <robbin.redd@tarponhousing.com>

Subject: Anthony Mojica - Application for City Board - Resident Commissioner

Hello Robbin.

Mr. Mojica, dropped off his resident commissioner application in the drop box.

I put the original on your desk, but am sending you a copy so you have it.

Have a good evening.

Sincerely.

Kim Rossi

Office Administrator

Tarpon Springs Housing Authority

500 S. Walton Ave.

Tarpon Springs, FL 34689

727-937-4411, Ext. 205

Fax: 727-279-2814

Email: Kim.rossi@tarponhousing.com

All email to and from the Tarpon Springs Housing Authority is subject to the Florida Public Records laws, Chapter 119, Florida Statutes. All email communications made or received by the Authority members or staff are considered public records and are retained. And, upon request, will be made available to the public and media.

HOUSING AUTHORITY BOARD

NAME	TERM	TERM DATE	CONTACT INFORMATION
Linda Herring	4	11/22/2026	919 Hunter Lane, TS
Arlene Sullivan	2	11/22/2025	1403 Ventnor Avenue, TS
<i>*Filled expired term of T. Kontodiakos</i>			arlenesullivan@verizon.net
Jacqueline C. Malone	3	11/22/2025	313 Bay Street, TS
			jcmalone@tampabay.rr.com
Carmen Lake	2	11/22/2028	1017 Greenleaf Way, TS
<i>*filled unexpired term of D. Garvey*</i>	1*	11/22/2024	auditorwiz@gmail.com
Mary Delasin	2	11/22/2028	1504 Pointe Tarpon Blvd
<i>*Harry Wellman filled unexpired term</i>	1*	11/22/2024	mzdelasin@gmail.com
VACANT	1*	11/22/2025	
Karen Gallagher			
<i>*Filled unexpired term M. Giancola</i>			
VACANT	1*	11/22/2025	
Katherine Blevens			
<i>Resident Member</i>			

Updated: 04/01/2025

NO ALTERNATES ON THIS BOARD



RECEIVED

MAY 22 2025

City Clerk's Office
City of Tarpon Springs

Application for Service on a City Committee or Board

Citizens Academy Graduate: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____

BUSINESS/CELL PHONE: _____

DATE OF BIRTH: _____

EMAIL ADDRESS: _____

DRIVERS LICENSE: Please attach a copy of your Drivers License with this application
(City Clerk's Office will retain copy only)

ARE YOU A CITY RESIDENT? YES: ☒ NO: _____

HOW LONG HAVE YOU BEEN A CITY RESIDENT? 9 Mos

LIST PERSONAL REFERENCES:

TELEPHONE NUMBERS:

- | | | |
|---|------------------------|---------------------|
| 1 | <u>Ernesto Rojas</u> | <u>727 858 0545</u> |
| 2 | <u>Jaira Rodriguez</u> | <u>813 735 2981</u> |

(PLEASE NOTE: All applicants may be subject to a background check. Also, if appointed to certain boards you will be required to complete and file a Financial Disclosure Form, per Florida Statute)

LIST THREE BOARDS YOU ARE INTERESTED IN SERVING ON, AND REASONS WHY YOU ARE INTERESTED IN PARTICIPATING ON THESE BOARDS: (List in order of preference)

1 BOARD: Housing Resident Commissioner INTEREST LEVEL: High
If given the opportunity, I would like to participate
in discussions, planning and have a hand in helping the community

2 BOARD: _____ INTEREST LEVEL: _____

3 BOARD: _____ INTEREST LEVEL: _____

(Continued)

ARE YOU AVAILABLE TO ATTEND EACH MONTH ON A REGULAR BASIS OR ON AN EMERGENCY BASIS AS NEEDED? (See Attached List of Board Meeting Times)

YES: ☒ NO: ☐

EXPAND ON YOUR FORMAL EDUCATION/PROFESSIONAL BACKGROUND AND HOW IT RELATES TO THE WORK OF THE BOARD(S) YOU HAVE LISTED.

I Graduated with a high school diploma in 2011, with the hope to someday pursue a higher education in Psychology or Aviation

DETAIL YOUR EXPERIENCE WORKING WITHIN A COMMITTEE STRUCTURE:

I have yet to have personal experience in this area

DETAIL YOUR EXPERIENCE IN ARTICULATING A COMPLEX THOUGHT IN A PUBLIC FORUM:

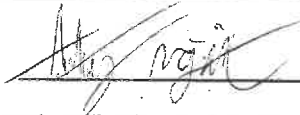
My personal goal in pursuing this position is to be a voice for those who share the need that the opportunity of having a President. Is a working father of a family of 5, housing was a blessing of hope in a dark time,

DO YOU SEE ANY REAL OR PERCEIVED CONFLICT OF INTEREST BETWEEN YOUR OCCUPATION/ BUSINESS INTEREST AND THE WORK OF THE BOARDS YOU HAVE LISTED?

YES: ☐ NO: ☒

IF YES, PLEASE EXPLAIN:

SIGNATURE:



DATE:

05/21/25

Please return completed application to the City Clerk's Office:

Mailing Address:

City of Tarpon Springs
Attn: City Clerk's Office
P.O. Box 5004

or

Physical Address:

410 N. Ring Avenue

or

E-Mail Address:

cityclerk1@ctsf1.us

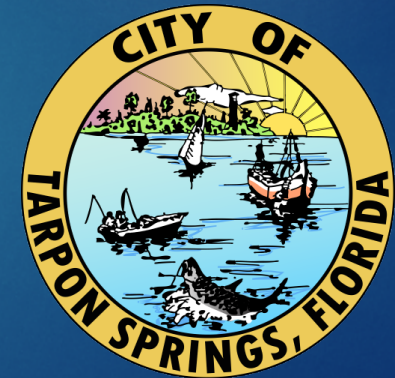
Tarpon Springs, FL 34688-5004

Vacuum Truck Replacement Proposal

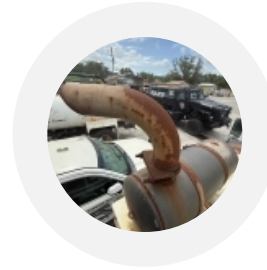
CITY OF TARPON SPRINGS, BOC REGULAR MEETING JUNE 24, 2025

Prepared by Marco Villagomez, Solid Waste Supervisor and Jake Schaff, Fleet Technician – Interim Fleet Supervisor

City of Tarpon Springs, Public Works Department



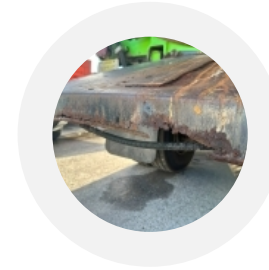
Current Vac Truck Fleet Condition



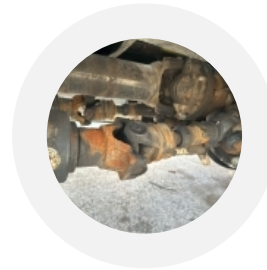
Asset #5322 – 19 years old (2006 Vac-Con)

Asset #6301 – 12 years old (2013 Aquatech)

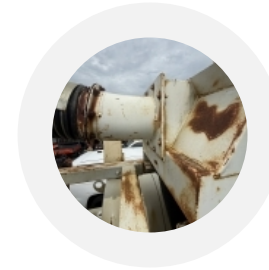
(Useful life up to 10 years)



Environmental conditions negatively impact truck components & longevity, accelerating wear.



Age, rust, corrosion, heat, salt, UV damage, worn parts & failing truck components.



Frequent breakdowns, safety risks, extended downtime & costly repairs.

Cost of Inaction



Rising & frequent repair costs



Greater liability & safety risks



Obsolescence & parts scarcity

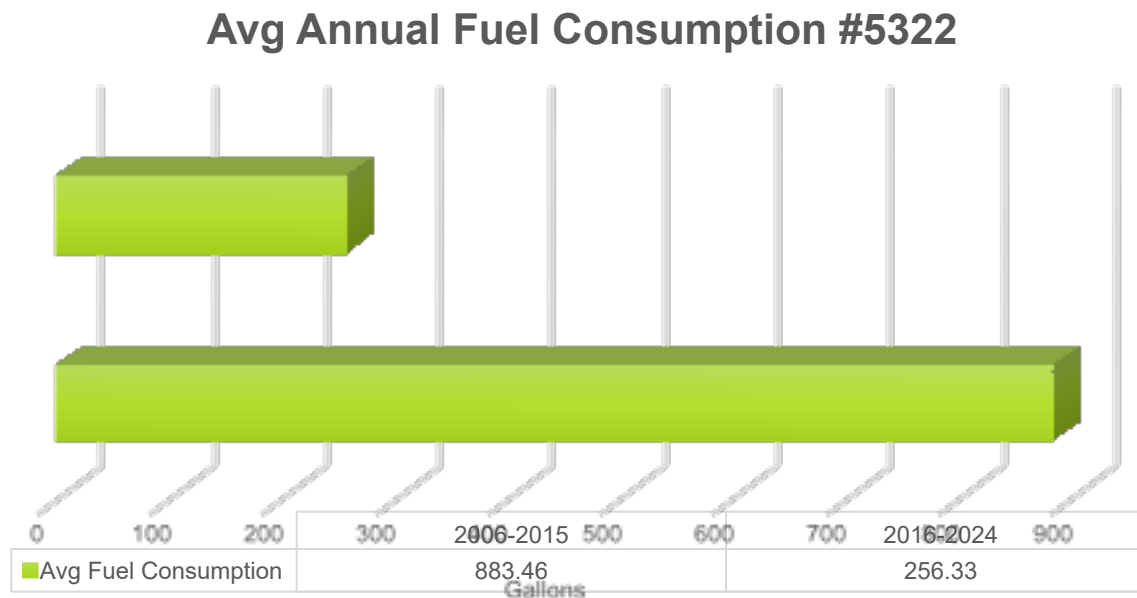


Extended downtimes & service delays



Non-Compliance penalties

Increased Downtime = Increased Costs



2006 Truck Asset #5322

Purchase Price: \$171,102

Downtime projected to increase rapidly with continued use.

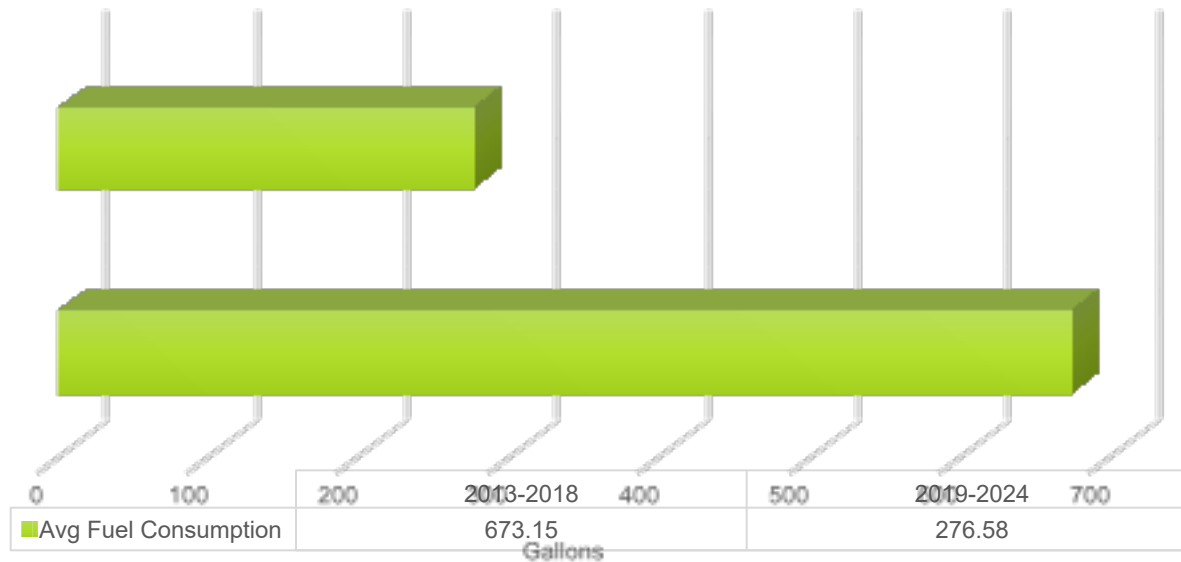
Life-To-Date R&M: \$108,666

Projected R&M 2025: \$12,074

Projected R&M 2026: \$13,281

Diminishing Returns

Avg Fuel Consumption #6301



2013 Truck Asset #6301

Purchase Price: \$157,482

Downtime projected to increase rapidly with continued use.

Life-To-Date R&M: \$159,451

Projected R&M 2025: \$40,560

Projected R&M 2026: \$44,616

New Vactor Trucks

Improved Safety & Reliability

- Backup cameras, stability controls, emergency shut-off switch & high-visibility LED lights
- Expected service life 10-15 years
- Multiple warranties on vehicle components
- Rapid deployment boom
- Heavy duty truck chassis

New 2026 Vactor 2100i



Offered Price \$542,768 per unit (limited time offer)
Includes \$12,717 discount per unit thru Sourcewell

Funding

How We Can Afford This

- Flexible Financing - Low 3.47% interest rate on the lease
- Departments capital budget allocation
- Both trucks planned for replacement
- EST auction value \$60,000 - \$70,000 for both assets based on age & condition

Repair vs. Replacement

Key Factors	Old (Assets 5322 & 6301)	New (2 units)
Repairs & Maintenance	EST \$110,531	EST \$40,000
Purchase Price	Owned	\$1,085,536
Downtime	Frequent & extensive	Minimal to none
Total Cost	EST \$110,531	\$1,125,536
2-YR (2025 & 2026) projection (2 units)		

Key Benefits

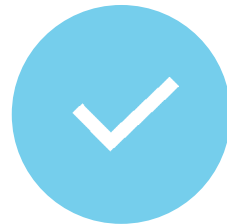
Why now is the right time.



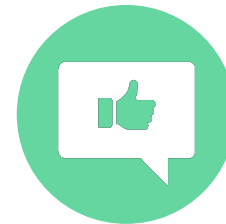
- ✓ Savings: \$25,434 thru Sourcewell Contract
- ✓ Savings: \$41,790 If approved now
- ✓ 3.47% interest rate on lease purchase



- ✓ Uphold safety and regulatory compliance
- ✓ Prompt emergency response



- ✓ Operational efficiency
- ✓ Improve productivity
- ✓ Maintain proper PM



- ✓ See a benefit for money spent
- ✓ A cleaner, safer City

***New unit price released 6/16/2025: \$563,663. If approved today, vendor will honor original price.**

Path to Purchase



01

BOC Approval

02

Order placed
by end of Q3
or early Q4

03

Trucks in
service within
6-7 months

Your approval will move us forward.

Let's Invest in the Future

Better value for money spent

Safer, efficient operations

Improved reliability & productivity

Clean, modern fleet

Thank you.

Questions?



324 East Pine Street
Tarpon Springs FL 34689
(727) 942-5638

Memorandum

Date: June 17, 2025
To: Mayor & Board of Commissioners
Through: Tabatha Adkins, Human Resources Director
From: Charles Rudd, City Manager
Subject: Resolution 2025-46 Public Works Department Re-Organization

Proposed Re-organization for Public Works

With the recent retirement of the Public Works Director an opportunity has arisen to:

1. Evaluate the current organizational structure to provide for a more balanced distribution of duties
2. Provide an opportunity for existing supervisors to step up into a higher-level management role and create advancement opportunities, and
3. Provide for future succession planning

The City is in process of recruiting for a new Public Works Director. Several candidates have been interviewed, but to date the position remains unfilled. The City is continuing the interview process as new candidates apply. Project Administration Director, Bob Robertson, continues to serve as the Interim Public Works Director.

The re-organization will be position-neutral, as outlined below:

1. Create two divisions within the department, each to be headed by an Assistant Public Works Director and functional reporting areas as follows:
 - a. Assistant Public Works Director
 - i. Solid Waste & Yard Waste
 - ii. Fleet Maintenance
 - iii. Buildings & Grounds Maintenance
 - b. Assistant Public Works Director
 - i. Administrative
 - ii. Parks & Parkways
 - iii. Streets & Stormwater
 - iv. Marina
2. Reclassify two existing supervisors to serve as "dual role" assistant directors.
 - a. Marco Villagomez (Retain direct supervision of Solid/Yard Waste division)

- b. Brandon Crum (Assume responsibilities for Public Works administrative functions and direct supervision of the Marina/Waterfront personnel)
3. Adjust the annual salary for both individuals to \$91,195

Current and Proposed Organizational charts and Job Description are attached for reference.

Financial Impacts:

The projected increase in the personnel budget for these two positions for the remainder of the fiscal year is approximately \$7,953. Factoring in the retirement of the former Public Works director in April 2025, the Public Works payroll budget for the remainder of fiscal year 2025 will not be negatively impacted.

Recommendation:

Approve the proposed Public Works reorganization with an effective date of July 1, 2025.

ATTACHMENTS

- Resolution 2025-46
- Existing & Proposed Organizational Charts
- Proposed Job Description, Assistant Public Works Director

RESOLUTION No. 2025-46

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, APPROVING ORGANIZATIONAL STRUCTURAL CHANGES IN THE PUBLIC WORKS DEPARTMENT, PROVIDING FOR POSITION DESCRIPTION OF “ASSISTANT PUBLIC WORKS DIRECTOR”, REASSIGNING CURRENT PERSONNEL; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Tarpon Springs desires to provide the most effective and efficient services to the public; and

WHEREAS, conditions, trends and needs evolve within the Organization, a review and assessment of staffing resources is important to ensure continued success; and

WHEREAS, there is an immediate need to adjust the organizational reporting structure of the Public Works Department to provide for future succession planning and development of internal management staff; and,

WHEREAS, the City Manager recommends that the proposed change be made to the City’s organizational structure in order to maintain responsive and efficient services; and

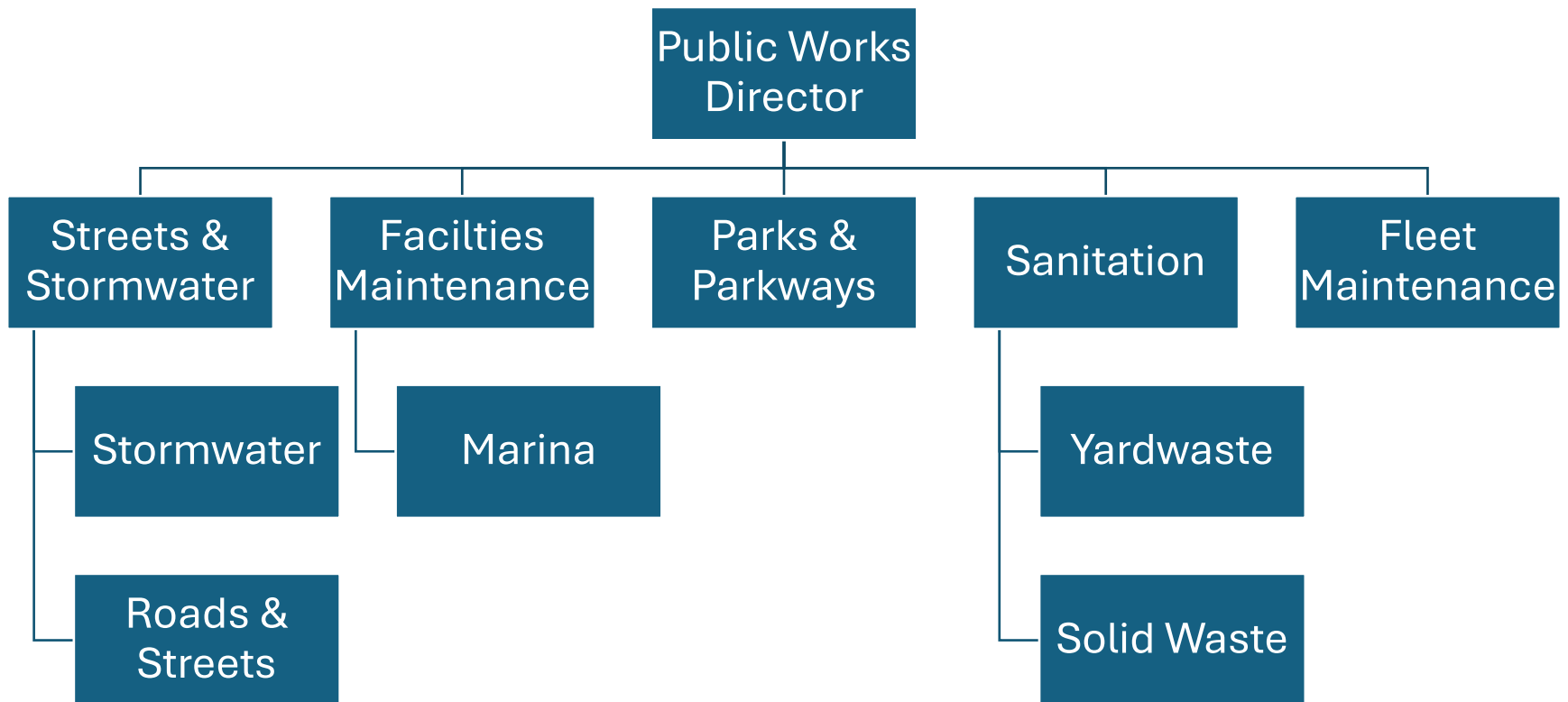
WHEREAS, it is requested that the Board of Commissioners approve the change as recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:

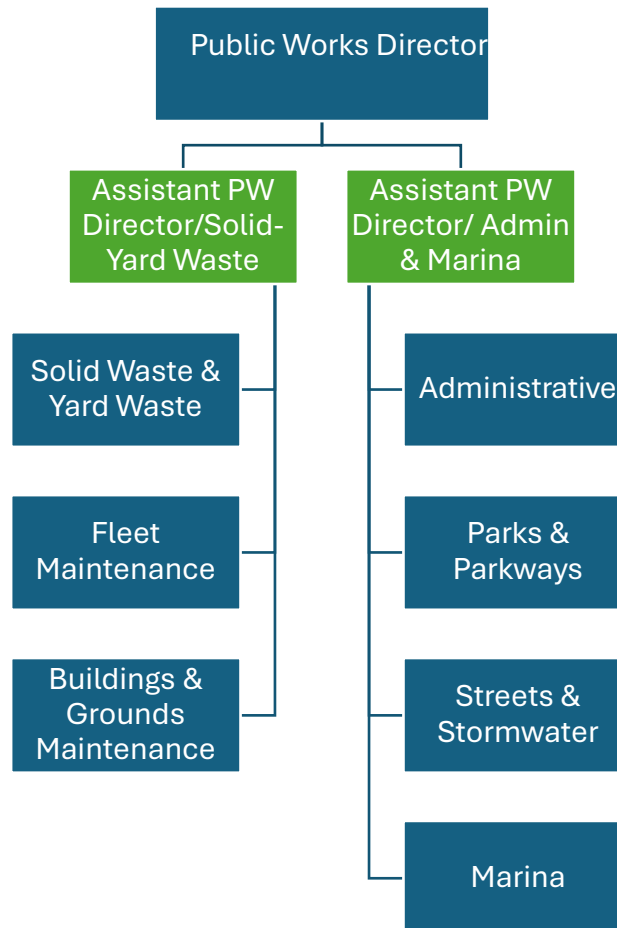
Section 1. Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpon Springs, the City Manager does hereby recommend, and the Board of Commissioners does hereby approve certain changes in the City’s organization, as detailed in the memorandum and updated organizational charts attached hereto and incorporated herein by reference.

Section 2. This resolution shall become effective July 1, 2025.

PUBLIC WORKS DEPARTMENT
CURRENT ORGANIZATIONAL CHART



PUBLIC WORKS DEPARTMENT
PROPOSED ORGANIZATIONAL CHART



CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: ASSISTANT PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
DEPT. HEAD: PUBLIC WORKS DIRECTOR
FLSA STATUS: EXEMPT
LAST REVISION: JUNE 2025 (NEW)

GENERAL STATEMENT OF JOB

Under limited direction and supervision of the Public Works Director, coordinates and supervises the daily operations, as assigned, of Facilities Maintenance, Fleet Maintenance, Yard Waste, Solid Waste, Buildings & Grounds Maintenance, the Marina, Parks & Parkways and Streets & Stormwater divisions of the Public Works Department. Serves as the Director, as assigned, in the absence of the Public Works Director.

ESSENTIAL FUNCTIONS

1. GENERAL OPERATIONS

- 1.1. Supervises subordinate staff which includes instructing, assigning, reviewing and planning work of others; maintaining productivity, quality, performance and safety standards; coordinating activities, job orders/work requests; allocating personnel; employee evaluations; and recommending disciplinary actions and discharges.
- 1.2. Adheres to and is responsible for assure that City/departmental rules, regulations, policies and procedures are properly carried out.
- 1.3. Attends meetings as required.
- 1.4. Coordinates the prioritized maintenance needs of assigned divisions and/or projects.
- 1.5. Develops and recommends standard methods and procedures to ensure proper operation of assigned divisions.
- 1.6. Reviews, interprets, and assigns work orders to subordinates as required. Manages the work order system.
- 1.7. Routinely inspects work performed in assigned divisions to maintain schedules, productivity, safety standards, etc.
- 1.8. Maintains records and documents including work orders, maintenance records, invoices, blueprints, job applications, performance evaluations, and general office correspondence.
- 1.9. Utilizes various types of equipment and tools and office equipment such as computers, calculators and general office supplies.
- 1.10. Maintains payroll, which includes maintaining timecards, sick and vacation forms, attendance records; departmental reports and disciplinary actions.
- 1.11. Coordinates and supervises the adherence to all established policies, rules and regulations of the Public Works Department.
- 1.12. Oversees, directs and supervises the administration of all divisions that may be assigned by the Public Works Director
- 1.13. Makes field inspections of department sites and operations to be aware of current projects and operational problems.
- 1.14. Develops, plans and implements departmental goals and objectives, recommends and administers policies and procedures.
- 1.15. Oversees and supervises lead staff in each division which includes instructing, assigning, reviewing and planning the work of others; maintaining standards; coordinating activities; allocating personnel.

2. PROJECT MANAGEMENT

- 2.1. Assists the Public Works Director with project management as may be directed.

3. PUBLIC RELATIONS

- 3.1 Works with other departments to work out special problems and to address specific concerns.

- 3.2 Confers with the public to solve special problems and to address specific concerns.
- 3.3 Responds to citizen inquiries and complaints in a timely and courteous manner.
- 3.4 Ensures that all employees are cognizant of creating good public relations in the performance of their duties.

QUALIFICATIONS: (minimum and preferred):

LICENSURE

Valid Florida Class Drivers' License

EDUCATION

Bachelor's degree in an applicable field of study required.

EXPERIENCE

Prefer at least 5 years of demonstrated experience in any combination of the following areas: Facilities Maintenance, Fleet Maintenance, Solid Waste, Yard Waste, Buildings & Grounds Maintenance, Parks and Parkway management, Streets & Stormwater and Marina management, Public Works administration, Budgeting, and Capital Improvements Planning. At least 3 years of supervisory experience preferred.

A combination of training, education and experience will be considered in this position

ADMINISTRATIVE SKILLS

General Office Skills: compile statistics, research information, prepare reports, develop project schedules and budgets operations; personal computer operations including standard Microsoft Office applications and Adobe Acrobat.

Communication Skills: Ability to communicate effectively in writing, and in person, present to projects and program information to elected officials

EQUIPMENT, MACHINES & TOOLS USED

General Office Equipment: personal computer and calculator.

Tools/Machines: motor vehicle operations, miscellaneous powered equipment and miscellaneous hand tools as required.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances. Subject to deadlines.

Handles emergency or crisis situations. Subject to many interruptions.

Subject to travel and occasional irregular hours. Occasional pressure due to multiple calls and inquiries

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height 10 ft..		✓		
Reach above shoulder level		✓		
Crouch		✓		

Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LEFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 20 lbs.				
11 to 50 lbs.			✓	

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.

Employee's Signature

Date

Print Name

RESOLUTION 2025-42

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, REVISING THE RULES OF PROCEDURE FOR THE BOARD OF COMMISSIONERS; REPEALING ALL RESOLUTIONS IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVED DATE.

WHEREAS, the Board of Commissioners of the City of Tarpon Springs, Florida, in accordance with Section 8 of the Charter of the City of Tarpon Springs shall determine its own rules of procedure (attached) in order to conduct business; and

WHEREAS, the Board of Commissioners desires to conduct City business effectively and efficiently in accordance with the law; and

WHEREAS, the Board of Commissioners deems that it is desirable to revise its certain rules of procedure adopted under Resolution 2023-25 pertaining to the conduct of its business and to repeal any previously existing resolutions establishing or addressing rules of procedure.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA:

Section 1. That the following rules of procedure are hereby established and declared to be in effect immediately upon passage of this Resolution, said Resolution or procedure to remain in effect until rescinded, altered or modified by subsequent Resolution of the Board of Commissioners.

Section 2. That all other resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. That if any provision or part of this resolution is declared invalid or unenforceable as a matter of law, the offending portion shall be stricken, and all other provisions shall remain valid and enforceable.

**RULES OF PROCEDURE
OF THE BOARD OF COMMISSIONERS
OF THE CITY OF TARPON SPRINGS**

ARTICLE I. GENERALLY:

1. First Order of Business

- (a) Within ten (10) days of a newly elected official taking office, he or she shall:
 - 1. Schedule a time to watch the four (4) hour online Florida League of Cities Sunshine Law and Public Records course at City Hall and shall receive their certificate as evidence of such training.
 - 2. Read and sign these Rules of Procedure adopted by the Board of Commissioners.
 - 3. Read and sign the City's adopted policies and procedures relating to text messages, social media, City email, and public records.
- (b) It shall be the responsibility of each individual elected official to ask the appropriate City personnel, through the City Manager, any questions or otherwise inquire regarding such materials to ensure that he or she understands their respective duties and responsibilities to the City and to the public as it relates to these matters.

2. Appointment of Vice Mayor; Presiding Member in Case of Absences:

At the first meeting of the Board of Commissioners in April of each year, the City Commission, by resolution, shall appoint a Vice Mayor. If both the Mayor and Vice Mayor are absent for any meeting, the most senior member of the City Commission shall preside at such meeting.

The Commission shall select a Vice-Mayor at the first meeting in April. The following nomination and selection process shall be used for the annual selection of the Vice Mayor:

- (a) The nomination process shall be explained to the Commission and to the public by the Mayor or Parliamentarian.
- (b) The Chair opens the floor for nomination.
- (c) Each member of the Commission, upon recognition by the Chair, shall have a right to- place a nomination for the honorary office of Vice Mayor the name of any other Commissioner or themselves before nominations are closed.
- (d) When all nominations have been made, the Chair will announce and declare nominations closed.
- (e) If only one Commissioner is nominated, that person will be declared by the Chair to be elected and shall serve until a successor is elected.
- (f) If more than one nomination has been made, selection of Vice Mayor will be accomplished by motion.
- (g) If no nominations are made or if no nominee is elected by a majority vote, the most senior Commissioner shall be appointed as Vice Mayor.

3. Filling of Vacancies to City Commission:

In the event of a vacancy on the City Commission which may be filled by appointment by the Board of Commissioners, pursuant to the City Charter, nominations to fill said vacancy shall be solicited at a regular ~~session-meeting~~.

The following nomination and selection process shall be used for the selection of a Commissioner:

- (a) The nomination process shall be explained to the Commission and to the public by the Mayor or Parliamentarian.
- (b) The Chair opens the floor for nomination.
- (c) Each member of the Commission, upon recognition by the Chair, shall have a right to place a nomination for Commissioner before nominations are closed.
- (d) When all nominations have been made, the Chair will so announce and declare nominations closed.
- (e) If only one Commissioner is nominated, that person will be declared by the Chair to be appointed and shall serve until a successor is elected.
- (f) If more than one nomination has been made, selection of the Commissioner will be accomplished by motion.

4. Requests for Information:

All requests for information from city staff or of the City Manager shall be coordinated through the office of the City Manager. In no event shall any member of the City Commission issue direct orders to any member of the city staff under the City Manager, City Clerk, City Attorney, or Internal Auditor. The City Manager, City Clerk, City Attorney, and Internal Auditor shall respond to all reasonable requests for information and opinions made by any individual Commissioner as well as a majority of the Board of Commissioners. However, individual requests by City Commissioners not in, or which require an unusual amount of time to answer, must first be approved by a majority vote of the Board of Commissioners. Information requested by any individual Commissioner of any charter officer shall be submitted to that Commissioner only, but such officer may, in his or her discretion, provide copies thereof to the remainder of the Board of Commissioners.

5. Individual Opinions:

- (a) Individual members of the City Commission must not represent their own views or recommendations as those of the City Commission unless the majority of the Board of Commissioners has officially voted to approve such action. City Commissioners making recommendations or expressing their views not then approved by a majority of the Board of Commissioners shall indicate that such is expressed as a private citizen. Public statements or opinions should contain no promises to the public that may be construed to be binding on the city.
- (b) Individual members of the City Commission shall refrain from expressing their position on a matter to be considered at an upcoming Commission meeting. Commission members are encouraged to consider the input/comments of the other Commission members and the public before expressing their position on matters to be considered at Commission meetings.
- (c) If any Mayor or Commissioner wishes to provide additional information or explanation, it is to be given to the City Manager to be added in the agenda backup, in order to be available to the public.

6. Mail:

All mail to the Mayor and the Commissioners arriving at City Hall received pursuant to law or in connection with the transaction of official business by the City of Tarpon Springs shall be copied immediately and provided to the other Commissioners and made available to the press, with the following exceptions:

- (a) Mail from governmental agencies, addressed to the Mayor, clearly intended for the chief administrative officer of the city which requires administrative action or staff action, will be delivered to the City Manager with informational copy to the Mayor.
- (b) Publications and lengthy agenda materials for other boards upon which the Mayor or Commissioners serve will not be copied. Only the agendas will be circulated. However, upon request of the Mayor or any Commissioner, the supporting documentation for any particular item on such agenda shall be provided to the Mayor or requesting Commissioner.
- (c) Mail with the words similar to "Personal," "Confidential" or "For the Addressee Only" will be delivered unopened to the addressee. All other mail will be opened by the Board of Commissioners Office secretary.
- (d) The Mayor receiving individually addressed mail will be responsible for replying, asking the Board of Commissioners Office secretary, City Clerk, City Manager or City Attorney to reply, or placing the matter on the agenda for formal Commission consideration.
- (e) The City Manager will be responsible for seeing that mail addressed to the Mayor or other City Commissioners is properly answered or placed on the agenda.
- (f) The City Manager will answer individual complaint letters.
- (g) The City Manager will discuss malicious mail with the Mayor and respond accordingly.

7. Use of Office; Expenditure of Funds:

- (a) The use of the office of the City Commission shall be allocated in such a way that all Commissioners have equal and free access to the use thereof, including the files and documents located therein. The Mayor shall have priority for the use of the Commission office. All long-distance telephone calls, postage, and use of the city supplies shall be logged appropriately. All documents which are provided by law to be public records shall be made available to any person for inspection and copying, subject to the provisions of F.S. Ch. 119, and other applicable provisions of law. Each Commissioner shall be entitled to reasonable assistance from the secretary for the City Commission. Each Commissioner shall also be entitled to business cards paid for at the expense of the city.
- (b) The expenditure of other funds budgeted for use by the City Commission, such as for flowers, donations, and the like, shall be authorized by the Mayor and City Manager.

8. Files and Public Records:

- (a) Files and records kept by individual members of the Board of City Commission shall be delivered to the City Clerk upon the termination of such individual's term of office, if such files and records have been kept in City Hall or other buildings publicly owned or used. All such files and records kept outside of city owned or used property may be kept by the Mayor or such individual Commissioner at the termination of his or her term of office, so long as it is understood that the city owns such records. Files and records may be subject to Chapter 119, Florida Statutes.
- (b) The Mayor and City Commissioners shall utilize their official City email address to conduct all business inherent with their position. Each individual shall be responsible for transferring and preserving all communications relevant to their respective positions to a City searchable database. This shall include but not be limited to, all voicemail, text messages, instant messages, Facebook, Twitter, and Instagram posts, comments, and messages that are used to communicate, transmit, or formalize knowledge regarding City business. The Mayor and each Commissioner shall be responsible for ensuring that such messages are appropriately archived with the City upon leaving office.
- (c) By the fifteenth (15) of each month, the Mayor and each Commissioner shall ensure that their respective files and archives are up to date. No public records shall be destroyed unless done so in accordance with the State of Florida's Record Retention Schedule, and accordingly approved, reported and documented by the City Clerk.

9. Social Media Policy:

- (a) For the purposes of this policy, the following definitions shall apply:
1. Social Media: this term shall include all ~~forms-ways~~ of communication with others via the internet or through applications on mobile devices, including but not limited to, the use of Facebook, YouTube, Twitter, Nextdoor, or Instagram; communications on blogs, bulletin boards, neighborhood chats, wikis, chatrooms, and online journals; file sharing; and items posted in the comment sections to stories published on-line by traditional media outlets.
 2. Prohibited Applications: this term shall encompass all applications defined pursuant to Fla. Stat. § 112.22(1)(f), including all internet applications deemed by the State of Florida Department of Management Services to present a security risk in the form of unauthorized access to or temporary unavailability of the City's records, digital assets, systems, networks, servers, or information, and any internet application created, maintained, or owned by a foreign principle that participates in activities such as collecting keystrokes or sensitive personal, financial, proprietary or business data; ransomware deployment, cyber-espionage against a public employer; conducting surveillance and tracking users; or using algorithmic modification to conduct disinformation or misinformation campaigns.
- (b) No elected official may download, maintain, or install any prohibited application on a City-owned device; nor may an elected official remotely access any City- owned and maintained database on any device that has a prohibited application. The City shall refer to the Department of Management Services' official list, published quarterly, to identify the prohibited applications. The City shall update its devices within fifteen (15) days of the Department's quarterly publication.
- (c) Social media posts by elected officials regarding City business are considered public records in accordance with the law and must be preserved as such. Elected officials are prohibited from posting about City business on any prohibited application. Elected official are solely responsible for archiving social media posts as public records in accordance with the requirements of this Resolution. Elected officials must be clear that they are posting as individuals, and may not represent their posts as the official views of the City unless specifically directed by an act of the Commission or allowed pursuant to law or policy. Elected officials are expected to be courteous when interacting on social media with the public, other officials, and government representatives. Elected officials shall not Pposting materials that could be construed as malicious, obscene, or threatening, or that might constitute harassment or bullying. Elected officials may not use their City e-mail address to register for social networks or blogs. Officials may not evade these guidelines by posting anonymously, requesting others to post on their behalf, or posting under an assumed or false screen name.

10. Appointments to Ad Hoc Committees:

- (a) The Board of Commissioners may establish by resolution such ad hoc committees as it deems appropriate. Each Ad Hoc Committee shall consist of at least *five* members. The name, purpose, number of members and duration of an ad hoc committee shall be as established by the Board of Commissioners.
- (b) Each Commissioner may appoint one member to Ad Hoc Committees. Any members not initially appointed, replacements, alternates, or ex- officio members shall be nominated and selected as follows: Each member of the City Commission may submit one nomination for each vacant seat of an Ad Hoc Committee. Each Commissioner shall be entitled to one vote for each vacant seat. In the event that no nominees obtain a majority vote, a runoff of the nominees for each vacant seat beginning with groups of those receiving the most votes will take place immediately.

11. Annual Review of Rules of Procedure:

The Board of Commissioners shall review these Rules of Procedure for any desired updates in June of each year.

ARTICLE II. AGENDA:

1. Agenda Preparation:

The City Manager, City Clerk, City Attorney or the Mayor or any Commissioner may place an item on the regular agenda for action. Matters placed on the agenda by the Mayor or any Commissioner must be related to the adoption or implementation of matters of policy. The deadline for necessary information shall be 12:00 p.m. on the Wednesday preceding the Tuesday meeting. Agendas shall be distributed no later than 5:00 p.m. on the Thursday preceding the Tuesday meeting. The City Manager will advise the Board of Commissioners by telephone of any agenda materials added after the agenda package is made public.

2. Order of Items; ~~Consent~~ of Agenda:

(a) The order of the agenda shall be as follows:

- Call to order by Mayor
- Roll call by City Clerk
- Reflection and Pledge of Allegiance
- Special Presentations
- Proclamations
- Public comments (are for Special Presentations, Proclamations, Consent Agenda Items, and all other items that are not items on the agenda)
- Commission Committee updates (first meeting of each quarter (January, April, July and October))
- ~~Proclamations.~~
- Consent Agenda
- ~~Special Consent Agenda.~~ Business Items
- Ordinances and Resolutions (Public Hearings) ~~(must start at 7:30 p.m.). The Commission may complete the agenda item it is addressing before starting the public hearings at 7:30 p.m.~~
- ~~Resolutions, Presentations; and~~ (All second reading Ordinances would be listed first under this section of the agenda).
- Staff and Board Comments

The Mayor may defer order regarding public comments

- (b) At the meeting, the Mayor may deviate from the agenda upon request of any affected citizen, or a public official, or other consultants for exigent circumstances as long as the Board of Commissioners are in agreeance.
- (c) The City Manager is directed to prepare a consent agenda listing therein those items deemed by the City Manager to be noncontroversial (Minutes, Satisfactions, Attorney Invoices, and other items). Prior to the approval of the items on the consent agenda, any item therein may be withdrawn by a City Commissioner, the City Manager, the City Attorney, or City Clerk. Such withdrawal shall be nondebtable. After such items have been withdrawn from the consent agenda, the Board of Commissioners may consider a motion to adopt the items listed in the consent agenda in a single motion.

3. Quasi-judicial Hearings:

The following procedure and order of appearance will be followed to conduct quasi-judicial hearings and may be modified at the direction of the Commission in any specific proceeding.

- Introduction of item; explanation of quasi-judicial procedures; inquiry as to ex-parte ~~communications~~ ~~contacts~~ and conflicts of interest; swearing of witnesses.
- If appropriate, the Ordinance/item will be read by the City Attorney, by title only.
- Motion/Second to place the item on the table. The Mayor has flexibility to call for a motion after the public hearing.
- Staff presentation.
- Commission questions of staff.
- Cross examination of staff by applicant and affected parties.
- Applicant's presentation (are limited to fifteen (15) minutes. If additional time is needed, then a consensus of the majority of the Board of Commissioners is needed).
- Commission questions of applicant.
- Cross examination by staff or affected parties.
- Affected parties' presentation.
- Commission questions of affected parties.
- Cross examination by staff or applicant.
- Open public hearing for comments by proponents and then opponents.
- Applicant's rebuttal.
- Staff response and summary.
- Close the public hearing.
- Commission discussion.
- Roll call vote.

4. Staff Duties:

The City Manager shall prepare the order of items on the agenda. The City Manager shall take all necessary steps to avoid unnecessary duplication of supporting documentation for items on the agenda. Each item placed on the agenda shall have sufficient supporting documentation to enable the City Commissioners to prepare for discussion on that item.

5. Modifications:

No item placed on the agenda may be removed without the consent of the person placing such item on the agenda. The Mayor may declare that such item is deleted or deferred, and no vote shall be required in that event. An Addendum to the agenda may be prepared with the approval of the Mayor or City Manager prior to any session of the City Commission. At the time during the meeting when an item is called, and the affected person is not yet present, the Mayor may delay hearing on the matter until a reasonable time has elapsed, in order to afford such person an opportunity to be present during such hearing.

6. Distribution of Agenda Packets:

The agenda packet is made available to the members of the City Commission at a predesignated location or electronically, as soon as possible. The City Manager shall be responsible for notifying affected individuals of a particular item on the agenda. Such notice need not be in writing but may be by telephone if conditions warrant.

ARTICLE III. MEETINGS:

1. Time of Meetings; Duration:

- (a) The Board of Commissioners shall meet in regular session on the ~~first~~ second and ~~third~~ fourth Tuesdays of each month at 6:30 p.m., in the City Commission Chambers in City Hall. The Mayor or simple majority of the Board of Commissioners or the City Manager may call a special session, work session or open public hearing. The time for such meeting shall be set forth in the notice thereof. A minimum of 24 hours' notice shall be required before any special session, work session or open public hearing of the City Commission. Work sessions are primarily designed for information gathering and guidance, and no formal commission decision approving or disapproving an item may be made. Should the Board of Commissioners wish to provide guidance or direction on a work session agenda item to the City Manager, City Clerk or City Attorney it will be done by a vote of the majority of the Board of Commissioners. Only staff members shall be included in the work session discussion, unless prior arrangements are made through the City Manager, City Clerk or City Attorney. The exception to the *staff members only* requirements to allow city consultants, city engineers and similar type experts to make presentations and answer questions from the Board of Commissioners. The Board of Commissioners shall hear input on work session agenda items once they are placed on a regular or special meeting Board of Commissioners agenda. An open public hearing may be called on an item or items upon which the commission seeks public input or comment. Such hearings are intended mostly for the Commission to receive public input. Staff members and consultants hired by the city may be included in the open public hearings for purposes of making a presentation upon which the public may comment or provide input. Staff and consultants hired by the city may be called upon to answer questions of the public at an open public hearing.
- (b) Meetings shall begin promptly at 6:30 p.m., unless otherwise noticed. Meetings shall end no later than 11:00 p.m., unless a simple majority votes to continue past such time.
- (c) In the event a public hearing cannot be concluded at the meeting scheduled, the Mayor shall, at such meeting, continue said public hearing to a date and time certain if possible. If no time and date certain is possible at such public hearing, notices of such public hearing as required by law shall again be given. In the event that an applicant has elected to defer an item prior to a meeting, the Mayor shall first announce at the beginning of the meeting that such item is deferred and the reason for such deferment. The Mayor shall also state the date at which such item shall be considered.
- (d) The Board of Commissioners may alter the schedule of regular session meetings due to holidays or other reason by a simple majority vote at a public meeting with a minimum of 24 hours' notice.

2. Notice of Special Meetings:

The City Manager shall cause the local press and social media to be notified in the event of a special meeting with reasonable notice to the press under the circumstances. All publication requirements as provided in Florida Statutes shall be strictly adhered to.

3. Seating Arrangement on the Dais:

The Mayor shall sit in the center of the dais with the City Manager being seated to the Mayor's left. The City Attorney shall be seated at the Mayor's right. The Vice Mayor shall sit at the left of the City Manager, and the most senior member of the remaining three Commissioners shall sit at the immediate right of the City Attorney. The next senior member of the City Commission shall sit at the far left of the Commission table. The newest Commissioner shall sit at the far right of the Commission table along with the Chief of Police.

4. Reflection:

The Mayor may invite any clergyman present or any member of the Board of Commissioners or City Attorney to give the reflection at a Regular Session.

5. Minutes:

The City Clerk shall prepare the minutes of the preceding meeting including work sessions, for approval at the following regular session, whenever possible. The minutes shall not be read in full, but shall only be approved in their entirety, subject to corrections made by the City Commission. Any Commissioner may desire a verbatim transcript of a portion of any meeting. In the preparation of the minutes of any meeting, the City Clerk may, in the Clerk's discretion, state the general topic of discussion, rather than a summary of the comments of each speaker and each Commissioner. The minutes shall fully and thoroughly set forth the precise action taken by the City Commission. Prior to the approval of the minutes, the City Clerk is authorized to correct such defects in grammar or clarify the intent of any particular motion if such was reasonably contemplated.

6. Points of Order:

The Mayor shall determine all points of order, subject to the right of any Commissioner to appeal to the City Commission. If any appeal is taken, the question shall be "shall the decision of the Mayor be sustained?" The City Attorney shall be the parliamentarian of the City Commission, whose recommendation shall be considered on all such appeals. All meetings shall be subject to Robert's Rules of Order.

7. Waiver of Rules:

The vote of a simple majority of the City Commission may waive any provision of these rules at any meeting. Whether or not the Board of Commissioners formally waives the Rules of Procedure, failure to strictly adhere to the Rules of Procedure shall not be grounds to invalidate any action of the Commission.

8. Public Comments; Preservation of Order and Decorum:

- (a) Members of the public may participate in regular and special meetings of the Board of Commissioners by Zoom and telephone subject to the restrictions set forth below.
- (b) The City Manager shall note on the agenda, and the Mayor shall inform members of the public that no speaker shall have the right to address the Board of Commissioners for more than ~~four~~ three (3) minutes on any particular item. During agenda items other than Public Comment, members of the public present at the meeting may donate their time to extend the speaker's time but such donation shall forfeit the donator's right to speak. The speaker shall identify the person who donated his/her time. The donation shall extend the speaker's time an additional two (2) minutes. In no event shall the speaker's time be extended beyond ~~six (6)~~ five (5) minutes of total speaking time. Those speakers attending by Zoom or phone shall have the right to address the Board of Commissioners for no more than two (2) minutes at Public Comment and no more than two (2) minutes for each agenda item. No donated time will be permitted for speakers attending by Zoom or by phone. Any deviation from this rule must be approved by the consensus of a majority of the Board.
- (c) Each person addressing the City Commission shall approach the podium, shall give his or her name and address in an audible tone of voice. All remarks shall be addressed to the City Commission as a body, and not to any member thereof. All speakers, including City Commission shall be recognized by the Mayor. No person, other than members of the City Commission and the person having the floor shall be permitted to enter into any discussion, either directly or through members of the City Commission. No questions shall be asked to individual Commission members, except through the Mayor. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the City Commission may be requested to leave the meeting and may forthwith be barred from further attendance at that meeting.
- (d) ~~Members of the public may email the Board of Commissioners their public comments through the City website at <https://www.ctsfl.us/comment/>. These public comments shall be limited to 1500 characters (approximately 2 minutes). The e-mailed public comments shall be read out loud during the appropriate /related agenda item. Alternatively, if you do not wish your email to be read at a public meeting, contact the Board of Commissioners at [soc@ctsfl.us](mailto:boc@ctsfl.us).~~ Members of the public may email the Board of Commissioners at [soc@ctsfl.us](mailto:boc@ctsfl.us). These emails do not get read or placed in the record unless they are read or placed into the record by the Mayor or Commissioners.
- (e) The Mayor shall preserve order and decorum and shall prevent attacks on personalities or the impugning of motives of Commission members or others, and shall prevent digression from the question under discussion. The Mayor shall ensure that no boisterous conduct, such as cheering, clapping, or the like, shall be permitted during debate. The Chief of Police or his or her designee ~~ate~~ shall be the sergeant-at-arms of the City Commission.

9. Board and Staff Comments:

At the conclusion of the agenda, individual Commissioners, the City Manager, City Clerk, and City Attorney may announce to members present or make comments for the record about items not set forth on the agenda. However, no person shall be permitted to raise controversial issues involving substantial contemplation unless such items shall first be placed on the agenda for consideration. In the case of notice required to any particular individual, no person shall be permitted to discuss such item, without the opportunity for the affected person to be notified in advance.

10. Signs:

No signs of any kind are permitted at public meetings, unless they are for presentation purposes only.

Article IV. ORDINANCES AND RESOLUTIONS

1. Definitions; General Requirements for Adoption:

Each ordinance or resolution shall be introduced in writing and shall embrace but one subject and matters properly connected therewith. The subject shall be clearly stated in the title. A proposed ordinance or resolution shall be read by the City Attorney by title only unless the Mayor or any Commissioner desires that such ordinance or resolution be read in full. Resolutions may be adopted on first reading. The City Clerk shall also place in such notice that a verbatim transcript of such hearing may be required by any person appealing a decision made by the Board of Commissioners. After the adoption of any emergency ordinance, the City Clerk shall publish the title of such ordinance in a duly qualified newspaper, advising the public that such ordinance has been adopted as an emergency ordinance.

2. General Procedure for Adoption of Ordinances:

(a) The procedure for approval of ordinances on first reading (except emergency ordinances and quasi-judicial matters) shall be as follows:

- Mayor directs City Attorney to read the ordinance by title only on first reading (unless a Commissioner desires that the ordinance be read in full)
- At the first public reading of an ordinance, the City Attorney will state the date of the second reading.
- Comments from the City Manager and staff.
- Comments from the public.
- Motion to approve.
- Second on the motion.
- Discussion and question by City Commission; and
- Roll call vote.

(b) The procedure at public hearing (second reading) shall be as follows:

- Mayor directs City Attorney to state the date of publication of the pertinent notices of public hearing, and a reading of the ordinance by title only on the second reading (unless any Commissioner desires that the ordinance be read in full).
- Comments from the City Manager and staff.
- Comments from the citizens most directly affected.
- Comments from other members of the public.
- Questions from the City Commission.
- Close of public hearing.
- Motion to approve.
- Second on the motion.
- City Commission discussion and debate.
- Mayor states debate closed; and
- Roll call vote.

In the event of a continuance of the public hearing, the Mayor shall state such for the minutes.

3. Procedure for Adoption of Resolutions:

The following procedure shall apply for the adoption of resolutions:

- Mayor directs City Attorney to read resolution by title only (unless a Commissioner desires that such resolution be read in full).
- Comments from the City Manager and staff.
- Comments from the affected property owners, if any.
- Comments from the public.
- Motion to approve.
- Second on the motion.
- City Commission discussion and questions; and Roll call vote.

4. Procedure for Adoption of Unique Resolutions or Ordinances:

The procedure for adoption of special types of ordinances and resolutions, such as annexation ordinances, resolutions or ordinances calling elections, ordinances considering the rezoning of land area greater than five percent of the total land area of the city, ordinances establishing revised business tax receipts, resolutions adopting the millage rate and the budget, resolutions considering special assessments, and any other special or unique ordinance or resolution, shall be as required by general law. The failure to provide public notice required by these rules shall not invalidate the action taken, if such notice is not required by Florida Statute or eCity ordinance. The budget of the City may be adopted by ordinance or by resolution.

5. Motions; Procedure for Voting:

- (a) All motions shall be set forth in the affirmative. No motion shall be considered which states that the Commission "not take action". A motion to "table" an action is permitted. A motion to table an item, if passed, shall serve to defer the item indefinitely until the Commission decides to reconsider the item. All motions shall require a second. Motions and seconds may be withdrawn or amended with the approval of the proponents thereof.
- (b) A roll call vote will be held on every motion. The City Clerk shall call the roll in order of inverse seniority, with the Mayor voting last. The Mayor shall declare the results of any vote, noting the Commissioners voting against the motion.
- (c) The Mayor may make a motion or second any motion but, prior thereto, shall pass the gavel to the Vice Mayor or the most senior member of the Commission present at such time. In the event that the Mayor passes the gavel, the Mayor shall not chair the discussion of the particular item until the vote is announced. In no event shall the Commissioner making a motion or a second to a motion chair the discussion on that motion.
- (d) The City Attorney is the Parliamentarian.

6. Reconsideration:

Any member of the Commission who voted with the prevailing side may *move* to reconsider any action of the entire Commission, provided that the motion be made at the same meeting at which the action was taken. A motion to reconsider shall be in order at any time during the meeting at which the action was taken, except when a motion on some other subject is pending. No motion to reconsider shall be made more than once on any subject or matter at the same meeting. Motions to reconsider made after the meetings may only be approved upon a finding that new evidence or a mistake of fact exists. When a motion for reconsideration is adopted, the matter shall be placed on the next available agenda, and all public notice requirements shall be met. The reconsideration of Land Development Code applications shall be made in accordance with the requirements of 218.00 of the Land Development Code. Commission action may be rescinded by a majority vote.

7. Post-Adoption Procedures:

- (a) In the event an ordinance or resolution is passed, such ordinance or resolution shall be signed by the Mayor and Board of Commissioners, attested by the City Clerk, and approved as to form and legal sufficiency by the City Attorney. The City Clerk shall also state the vote of each individual Commissioner on such ordinance or resolution. However, memorial resolutions shall be signed in duplicate by all members of the City Commission ~~and in black ink~~. The City Clerk is authorized to determine which member of the bereaved family shall be entitled to receive the duplicate original memorial resolution. Thereafter, the City Clerk shall secure the original of such ordinance or resolution in a vault or other secure location to ensure that injury or deterioration to such original document is minimized.
- (b) The City Clerk shall receive a copy of all documents presented or distributed at any meeting, and the original of any such document whenever possible. Copies of the pertinent ordinance or resolution shall be distributed by the City Clerk to all affected departments. The City Clerk shall number the ordinance or resolution in consecutive order of adoption, commencing with the first meeting in January of each year, and ending with the last meeting in December of each year, even though the action taken at the first meeting in January shall be by the Board of Commissioners of the previous year. The City Clerk shall also send a copy of such ordinance to the Company the City uses for codification into the Code of Ordinances of the City. The Code Book can be found electronically; however, hard copies are kept in the City Clerk's Office (City Clerk & Public Viewing), Auditorium, City Manager's Office, and the Library in the event ~~if~~ the Code Book cannot be accessed electronically.