



Meeting Date: Jun 13, 2016

From (Dept.): Community Development

Signature: [Signature]  
Department Director

Approved for  
Agenda: [Signature]  
City Manager

**Official Use Only**

Reviewed by  
City Attorney: \_\_\_\_\_

Council Action: \_\_\_\_\_

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

**Subject:** BID #2015-06 BUILDING INSPECTION SERVICES - CONTRACT - AGR2016-20

**Request for Approval:**

**Summary Explanation and Background:**  
BID2015-06 presented at Council workshop 11/4/15. Staff recommended negotiating the 90/10 (90% vendor/10% City) to the current rate of 80%/20%. At workshop, Council agreed and instructed staff to go forward with negotiation, and this does not need to come back to Council (attached). Staff negotiated the terms to 80/20 successfully. The vendor submitted the contract after a few months, AGR2016-20 attached. Staff sent to City Attorney, a few changes were made, contractor signed and returned for city signatures. Staff was then notified by the Clerk that this package needs to go back to Council for formal motion to approve and authorization for Mayor to sign.

**Fiscal Information:**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Project No.  
(if applicable)

**Amount:** \_\_\_\_\_

**Procurement Method:** BID #2015-06

**Purchase Requisition Number:** \_\_\_\_\_

**Recommended Action:** Staff recommends Council approval and authorization for Mayor to sign agreement.

Initiated by: EE / tam

11/4/2015 Workshop

Following Eddie's review of the only bid received of which staff recommended it remain at 80%. Council asked staff to negotiate from 90% to 80%, and look at the Code Enforcement as well. Staff does the ride around, and the inspectors do the enforcement.

*At 8:48:34 p.m. Chuck Dillon, said let me just pick up on Mr. Evans' comment, I do not know that this needs to come back before us. We've said what we want, we are aware of it go forth and do it. [in the background Mayor agreed]. Eddie interjected and made sure everyone was in the loop.*

**CONTRACT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT** made and entered into this 13 June, 2016, by and between **THE CITY OF DUNNELLON FLORIDA**, a Florida Municipal Corporation, hereinafter referred to as "CITY" and **FLORIDA MUNICIPAL SERVICES, INC.**, a Florida corporation, hereinafter referred to as "CONTRACTOR."

**WITNESSETH**

**WHEREAS**, the CITY is a Florida Municipal Corporation; and

**WHEREAS**, CONTRACTOR is in the business of providing licensed and certified professionals to perform Building Code Administration, Plans Examination and Code Compliance Inspections on an as-needed basis for the CITY and elsewhere in the State of Florida; and

**NOW THEREFORE** in consideration of the premises, and in consideration of the mutual conditions, covenants and obligations hereafter expressed, it is agreed as follows:

1. **Recitals.** THAT the foregoing recitals are true and correct and constitute a material inducement to the parties to enter into this Agreement.
2. **Specific Provisions.** THAT the parties hereby agree to the following specific provisions:
  - a. **Description of Work.** The CONTRACTOR shall be responsible for providing the services described in the Scope of Services, which is attached hereto as Exhibit "A" and incorporated herein by reference. Unless specifically excluded, the CONTRACTOR shall provide all permits, labor, materials, equipment and supervision necessary for the completion of the work described herein. Any conflict between the terms and conditions in the body of this Agreement and the terms and conditions set forth in Exhibit "A" shall be resolved in favor of the body of this Agreement.
  - b. **Payment.** In consideration of the performance of this Agreement, the CITY agrees to pay CONTRACTOR for all permits issued, at the rate or basis described in Exhibit "A," which is attached hereto and incorporated herein by reference.
  - c. **Commencement and Completion.** The CONTRACTOR will be required to commence work under this Agreement 13 June, 2016 and to continue to provide services for the duration of this Agreement. This Agreement shall be for a period of two years (2) from the date hereof. CITY shall have the option to renew this Agreement for two (2) additional two-year periods per the terms delineated in Exhibit A with all other terms and conditions to remain in effect.
  - d. **Termination.**
    - i. **Termination at Will:** This Agreement may be terminated by the CITY or CONTRACTOR at any time without cause by giving written notice not less than 30 days by the CITY and 60 days by the CONTRACTOR, prior to the date of termination; provided that this provision shall relieve either party from its obligations of this Agreement through the date of the actual termination. At the time of termination, collected and uncollected permit fees shall be proportionally paid to the contractor as provided herein for services rendered through the date of termination. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

- e. **Project management.** The Project Manager for the CONTRACTOR shall be: Michael T. Causley, FLORIDA MUNICIPAL SERVICES, INC., Building Official, (or his successor). The Project Manager for the CITY shall be Lonnie Smith, Director of Community Development (or his successor).
- f. **Notices.** All notices to the parties under this Agreement shall be in writing and sent certified mail to:
  - i. CITY:                           The City of Dunnellon  
                                          Attn: Lonnie Smith  
                                          Dir. of Community Development  
                                          20750 River Drive  
                                          Dunnellon, Florida 34431
  - CONTRACTORS: Florida Municipal Services, Inc.  
                                          Attn: Michael T. Causley, President  
                                          18001 Gulf Boulevard  
                                          Redington Beach, Florida 33708

**Insurance.**

- i. The CONTRACTOR agrees to maintain such insurance as will fully protect both the CONTRACTOR and the CITY from any and all claims under any Workers Compensation Act or Employers Liability Laws, and from any and all other claims of whatsoever kind or nature, made by anyone whomsoever, that may arise from operations carried on under this Agreement, either by the CONTRACTOR, any subcontractor, or by anyone directly or indirectly engaged or employed by either of them.
- ii. The insurance required by the terms of this Agreement shall in no event be less than: (a) Workers' Compensation (unless exempt) with Employers' Liability with a limit of \$100,000.00 each accident, \$100,000.00 each employee, \$500,000.00 policy limit for disease; (b) Commercial General Liability (CGL) insurance with a limit of not less than \$1,000,000.00 each occurrence; if such CGL insurance contains a general aggregate limit, it shall apply separately to this project in the amount of \$600,000.00; CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground exposures, personal injury and advertising injury; fire damage liability shall be included at \$100,000.00.
- iii. The CONTRACTOR shall furnish the CITY with copies of endorsements, which are to be signed by a personal authorized by that insurer to bind coverage on its behalf. The CITY is to be specifically included as an additional insured or loss payee on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30 days prior to said expiration date. The policy shall provide a 30 day notification clause in the event of cancellation or modification to the policy. All endorsements must be on file with and approved by the CITY before commencement of any work activities.

3. **General Provisions.** THAT the parties hereby agree to the following general provisions:

- a. **Representations of the Contractor.** The CONTRACTOR represents that is has sufficient manpower and technical expertise to perform the services contemplated by this Agreement in a timely and professional manner consistent with the standards of the industry in which the CONTRACTOR operates, and that all technical personnel have State of Florida license and certification within their discipline(s).

- b. **Representations of the CITY.** The CITY represents that it is duly organized and existing as a Municipal Corporation political subdivision of the State of Florida. Further, the CITY has the full power and authority to enter into the transactions contemplated by this Agreement and has the ownership and/or control over the property which is the subject of this Agreement or which shall be serviced thereby.
- c. **Personal nature of Agreement.** The CONTRACTOR hereby warrants that it has the necessary technical expertise and training to perform its duties as outlined in this Agreement. The parties acknowledge that the CITY places great reliance and emphasis upon the knowledge, expertise and personal abilities of the CONTRACTOR. Accordingly, this Agreement is personal and the CONTRACTOR shall not assign or delegate any rights or duties hereunder without the specific written consent of the CITY. In the event the CONTRACTOR requires the services of any subcontractor or professional associate in connection with the work to be performed under this Agreement, the CONTRACTOR shall obtain the written approval of the CITY Project Manager prior to engaging such subcontractor or professional associate.
- d. **Independent contractor.**
- i. It is specifically agreed that the CONTRACTOR is deemed to be an independent contractor and not a servant, employee, joint adventurer or partner of the CITY for the purposes set forth in this subsection and it is further agreed that no agent, employee, or servant of the CONTRACTOR shall be deemed to be the agent, employee, or servant of the CITY. Accordingly, none of the benefits, if any, provided by the CITY to its employees, including but not limited to compensation insurance and unemployment insurance are available from the CITY to the employees, agents or servants of the CONTRACTOR. The CONTRACTOR will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants and subcontractors during the performance of this Agreement; the CONTRACTOR shall not be deemed to be an agent of the CITY pursuant to Florida Statute 468.619(5). Although the CONTRACTOR is an independent contractor, the work contemplated herein must meet the approval of the CITY and shall be subject to the CITY's general right of inspection to secure the satisfactory completion thereof. The CONTRACTOR agrees to comply with all Federal, State and municipal laws, rules and regulations that are now or may in the future become applicable to the CONTRACTOR, the CONTRACTOR's business, equipment or personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations. The CITY will not be held responsible for the collection of or the payment of taxes or contributions of any nature on behalf of the CONTRACTOR.
- ii. The CONTRACTOR agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement.
- e. i. **Acceptance of work product, payment and warranty.** Upon receipt of a periodic work product, together with an invoice sufficiently itemized to permit audit, the CITY will diligently review same. Payment, found to be due the CONTRACTOR, will be paid to the CONTRACTOR within fifteen (15) days after the date of receipt of the invoice. The CONTRACTOR warrants that the data utilized by the CONTRACTOR (other than as provided by the CITY) is from a source, and collected using methodologies, which are generally recognized in the CONTRACTOR's industry or profession to be a reliable basis and foundation for the CONTRACTOR's work product. The CONTRACTOR shall notify the CITY in writing should it appear, in the CONTRACTOR's professional judgment that the data or information provided by the CITY for use in the CONTRACTOR's work product is incomplete, defective or unreliable. The CONTRACTOR guarantees to amend, revise or correct to the satisfaction of the CITY any error appearing in the work as a result of the CONTRACTOR's failure to comply with the warranties and representations contained herein. Neither inspection nor payment, including final payment by the CITY shall relieve the CONTRACTOR from its obligations to do and complete the work product in accordance with this Agreement.

- f. **Public records.** All records prepared or maintained by the CONTRACTOR in accordance with the Scope of Services (Exhibit "A"), shall be deemed to be public records. The CONTRACTOR shall allow public access to such documents and materials in accordance with the provisions of Chapter 119, Florida Statutes. Should the CONTRACTOR assert any exemptions to the requirements of Chapter 119 and related statutes, the burden of establishing such exemption, by way of injunctive or other relief as provided by law, shall be upon the CONTRACTOR. The CITY reserves the right to unilaterally cancel this Agreement for refusal by the CONTRACTOR to allow public access to all such documents, subject to the Provisions of Chapter 119, Florida Statutes, and made or received by the CONTRACTOR in conjunction with this Agreement. All documents hereinabove referred to shall be maintained and kept for public inspection at the Dunnellon City Hall.

4. **Miscellaneous Provisions.** the parties hereby agree to the following miscellaneous provisions:

- a. **Discrimination.** That the CONTRACTOR shall assure that no person shall be excluded, on the grounds of race, color, creed, national origin, handicap, age or sex, from participation in, denied the benefits of, or be otherwise subjected to discrimination in any activity under this Agreement. The CONTRACTOR shall take all measures necessary to effectuate these assurances.
- b. **Severability.** That, should any term or provision of this Agreement be held, to any extent, invalid or unenforceable, as against any person, entity or circumstance during the term hereof, by force of any statute, law, or ruling of any forum of competent jurisdiction, such invalidity shall not affect any other term or provision of this Agreement, to the extent that the Agreement shall remain operable, enforceable and in full force and effect to the extent permitted by law.
- c. **Entire Agreement.** That this Agreement states the entire understanding between the parties and supersedes any written or oral representations, statements, negotiations or agreements to the contrary. CONTRACTOR recognizes that any representations, statements or negotiations made by the CITY staff do not suffice to legally bind the CITY in a contractual relationship unless they have been reduced to writing, authorized and signed by the authorized CITY representatives.
- d. **Construction.** Should any provision of this Agreement be subject to judicial interpretation, it is agreed that the court interpreting or considering such provision will not apply the presumption or rule of construction that the terms of this Agreement be more strictly construed against the party which itself or through its counsel or other agent prepared the same, as all parties hereto have participated in the preparation of the final form of this Agreement through review by their respective counsel, if any, and/or the negotiation of specific language and therefore the application of such presumption or rule of construction would be inappropriate and contrary to the intent of the parties.
- e. **Attorney's Fees.** In the event of any litigation to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs which are directly attributed to such litigation both at the trial and appellate level.
- f. **Waiver.** The indulgence of either party with regard to any breach or failure to perform any provision of this Agreement shall not be deemed to constitute a waiver of the provision or any portion of this Agreement, either at the time the breach or failure occurs or at any time throughout the term of this Agreement. The review of, approval of, or payment for any of CONTRACTOR's work product, services, or materials shall not be construed to operate as a waiver of any of the CITY's rights under this Agreement, or of any cause of action the CITY may have arising out of the performance of this Agreement.
- g. **Force Majeure.** Notwithstanding any provisions of this Agreement to the contrary, the parties shall not be held liable if failure or delay in the performance of this Agreement arises from fires, floods, strikes, embargos, acts of the public enemy, unusually severe weather, outbreak of war, restraint of government, riots, civil commotion, force majeure, act of God, or for any other cause of the same character which is unavoidable through the exercise of due care and beyond the control of the parties. This provision shall not apply if the "Scope of Work" of this Agreement

specifies that performance by the CONTRACTOR is specifically required during the occurrence of any of the events herein mentioned.

- h. **Headings.** All headings are for clarification only and are not to be used in any judicial construction of this Agreement or any paragraph.
- i. **Binding Nature of Agreement.** This Agreement shall be binding upon the successors and assigns of the parties hereto.
- j. **Law; Venue.** This Agreement is being executed in the **City of Dunnellon**, Florida and shall be governed in accordance with the laws of the State of Florida. Marion County, Florida shall be the venue of any action thereon.
- k. **Indemnification.** The CONTRACTOR agrees to indemnify and hold harmless the CITY from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorney's fees and costs, but only to the extent caused by, arising out of, or relating to the work of CONTRACTOR.

**IN WITNESS WHEREOF**, the parties hereto have signed and sealed this agreement on the day and date first written above.

**THE CITY OF DUNNELLON  
CITY COUNCIL**

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

ATTEST:

APPROVED AS TO FORM AND CONTENT FOR  
THE RELIANCE OF THE CITY OF DUNNELLON  
ONLY:

\_\_\_\_\_  
SEAL  
Clerk  
CITY COUNCIL

By: \_\_\_\_\_  
CITY ATTORNEY

**FLORIDA MUNICIPAL SERVICES, INC.**



WITNESS

By: \_\_\_\_\_  
Michael T. Causley  
President

## EXHIBIT A

### SCOPE OF SERVICES

Provide in accordance with the requirements set forth in Chapter §468 Florida Statutes certified Building Official, Plans Examiner(s) and Inspector(s), to perform mandatory building code administration, plan reviews and inspections associated with any of the general building, structural, mechanical, electrical and plumbing building components and code enforcement on behalf of the CITY as their agent so as to reasonably assure compliance with the Florida Building code, local administrative and technical amendments, in accordance with the following:

CONTRACTOR shall provide these services payable as follows:

#### Building Permits:

- For permit fees up to \$100,000.00 (cumulative per year), CONTRACTOR will be compensated 80% of each permit fee, with 20% retained by the CITY.
- For permit fees equal to and greater than \$100,001.00 (cumulative per year), CONTRACTOR will be compensated 75% of each permit fee, with 25% retained by the CITY.

#### Code Enforcement:

CONTRACTOR will be compensated \$35.00 per hour for services rendered during regular business hours, with a minimum of 3 hours per dedicated trip. Should staff be in the City for other duties, the fee will be \$35.00 per hour for the Code Enforcement portion of their visit.

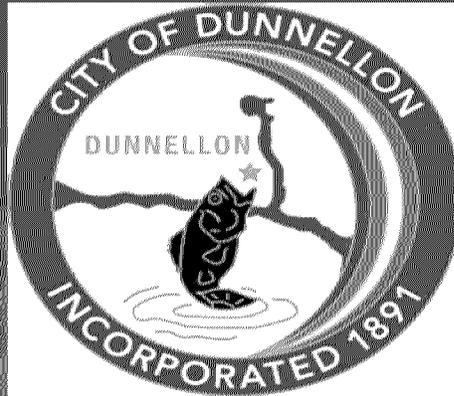
Personnel will be provided as needed and during mutually agreed upon times to maintain office hours for the CITY's Building Department. Additionally, CONTRACTOR's personnel will be available to the CITY via cell phone during all normal business hours, at a minimum from 8 a.m. to 5 p.m. during the work week, and effectively 24 hours per day, 7 days per week.

Specifically included in CONTRACTOR's stipulated fees will be all wages, payroll burden, employee benefits, vehicles, fuel, and worker's compensation, liability and automobile insurance associated with the required technical personnel.

Specifically excluded and to be provided by the CITY will be all office facilities and consumables, utilities, office telephone, and copier/fax.

**RFP NO. 2015-06  
BUILDING INSPECTION  
SERVICES FOR  
RESIDENTIAL &  
COMMERCIAL PROPERTIES**

**PRESENTED TO**



**ORIGINAL**

**NOVEMBER 2, 2015, 3:00 PM**

**PRESENTED BY:**



1671 S Royal Drive, Homosassa, FL 34448

Ph: 352-628-7904 Fax: 352-628-7758

Contact Person: Walter F. Brown

Email: [wfbrown@tampabay.rr.com](mailto:wfbrown@tampabay.rr.com)

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Florida Municipal  
Services, Inc.

*Building Department  
Services and Solutions*

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Tab 1  
Letter of Interest



October 28, 2015

City of Dunnellon  
20750 River Drive  
Dunnellon, FL 34431

**RE: BID NO. 2015-06 Building Inspection Services for Residential & Commercial Properties**

Florida Municipal Services, Inc., herein after referred to as FMS, is pleased to submit the following Response to provide the City of Dunnellon, herein after referred to as the City, building inspection services for residential & commercial properties on an as-needed basis. The scope of services includes, but is not limited to, fulfilling the duties of building official, plans examiners and inspectors. Services will include the areas of building, commercial electrical, mechanical, plumbing and fire.

**WHO WE ARE**

FMS, an M.T. Causley, Inc. company, is dedicated exclusively to providing residential and commercial inspections and plan review services. Our workforce consists of licensed and experienced building officials, inspectors, plans examiners, code enforcement officers, floodplain managers, administrative and permitting staff boasting many years of successful experience. Although we have offices located throughout the state, our main office, located in Homosassa, will manage services to the City and coordinate staff as needed. Our clients rely on FMS to provide continuous, uninterrupted services regardless of vacations, illnesses, increase in workloads or special projects. Therefore, a primary and secondary team of professionals has been designated to assist the City.

**UNDERSTANDING AND APPROACH**

FMS understands that the City desires to secure a qualified firm to provide building inspection services for residential and commercial properties. MTC is committed and will work diligently to ensure the needs of the City are met, providing services in a timely fashion and within budget, while optimizing the level of service to the City.

October 28, 2015 (continued)

As a result, FMS will designate a primary and alternate team of qualified individuals to review plans and perform inspections. Staff will provide services on behalf of and solely for the benefit of the City based on their knowledge, belief and professional judgment. A dedicated project manager will be assigned to the City to ensure services are performed within the designated time frame and meeting the City's requirements.

## **EXPERIENCE**

FMS has assisted many cities and counties, including the City, with turn-key building department services, supplemental services and disaster assessment services. In some cases, we've assisted with the establishment of several building departments including the development of ordinances, drafting extensive Fee Schedules, creating necessary departmental forms and implementing new computer systems. These agencies have relied on FMS to enforce Building Codes to protect public health, safety and general welfare in relation to the construction of buildings. For the past five years, FMS has assisted the City with building code administration, plans examination and code compliant inspections. Working with the City has allowed us to familiarize ourselves with City staff, homeowners, contractors, developers and property owners.

Our professional team's experience and background is unparalleled. In addition to having contractor licenses in their respective trades, our team has worked in various building departments prior to joining the FMS family. Staff has undergone rigorous examinations and training giving them a profound knowledge of the Florida Building Code, National Electrical Code, Florida Fire Protection Code, etc. Our professional team is licensed by the Florida Department of Business and Professional Regulations and together hold over 30 different types of licenses. Because of their many years in the construction industry, FMS's staff has extensive experience with a wide range of new and existing construction including residential developments, single family homes, multi-family residential projects, mixed-use buildings, high-rise, silos, colleges, K-8 and high schools, as well as hospitals, court facilities and air reserve bases.

## **OUR COMMITMENT**

FMS is dedicated to meeting the needs of our clients, not the financial demands of stockholders. Focused on exceeding the expectations of our clients, we are committed to providing efficient, prompt, and excellent customer service guaranteeing performance at an optimal level. Capable of providing a wide range of services, we focus on the individual needs of our clients and tailor our services to meet those needs. FMS is committed to providing commercial and residential building inspections and plan review services to the City of Dunnellon.

October 28, 2015 (continued)

FMS's focus and dedication to customer service allows us to provide inspections and plans review services at a superior level, impossible for our competitors to replicate. With the many years of experience, qualified, licensed staff pool, wide range of services available, impeccable reputation, multiple locations and dedication to customer service, positions Florida Municipal Services in a league of their own and therefore, is the best qualified firm to assist the City of Dunnellon with building inspection services for residential and commercial properties.

Sincerely,

A handwritten signature in cursive script that reads "Walter F. Brown".

Walter F. Brown  
President

Contact information:

Walter F. Brown  
6171 S. Royal Drive  
Homosassa, FL 34448  
Phone: (352) 628-7904  
Email: [wfbrown@tampabay.rr.com](mailto:wfbrown@tampabay.rr.com)

Tab 2  
Company Profile

# Company Profile

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

Established in 2008, FMS was founded around the principles of excellence, quality, and service. With a main office located in Homosassa, FMS is familiar with the City of Dunnellon and has worked with local contractors, homeowners and local municipalities for over ten years. The principals and key professional staff bring with them long histories of experience and success in the public sector.

Recently, FMS became an M.T. Causley company further expanding it's personnel and resources. M.T. Causley, Inc. is a state-wide firm established solely to provide building department services. Its main focus is on building department administration, plans review and inspection services. Combining forces with M.T. Causley has empowered FMS with new capabilities and ever expanding horizons.

FMS has designated a primary and alternate team of professionals to provide the requested services. Staff consists of experienced, highly-respected building officials, plans reviewers and inspectors that are well-versed in all phases of the construction industry, backed by many years of experience in their respective trades. The designated team counts with the support of more than 120 qualified individuals to ensure uninterrupted services. Regardless of vacation, sick-days and training seminars, the City will be sufficiently staffed at all times. The combined experience, flexibility and dependability of the FMS team provides a tremendous asset to our clients. Whether working as a supplemental force or supplying a complete turn-key operation, our staff has the ability and is explicitly tasked with the responsibility to blend in seamlessly to represent you through professional and courteous service.

FMS supplies staff with vehicles, cellular telephones and two-way radios. As a result of the transportation and technology available to our staff, the need to physically "check-in" at our offices is eliminated. Staff will report to the City as assigned and will be available to meet with permit holders, contractors, architects and developers. Plans review and inspection reports may be transmitted by fax, phone or e-mail. FMS is in close proximity to City Hall and distance does not exceed more than one hour of travel time. The estimated distance is 26 miles.

## QUICK FACTS

- ◆ Staff located throughout Marion and Citrus Counties
- ◆ More than 120 qualified professionals
- ◆ Proficient in building department administration, plan review and inspections
- ◆ 7 years in business
- ◆ FMS is not a **certified minority** business

# Qualifications, Experience & Expertise

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

Since its inception seven years ago, FMS's primary focus continues to be customer satisfaction. Mr. Brown has an active, hands-on approach to each agency we assist and acts as the project manager. Consequently, FMS has never sold, assigned or transferred any agreement, nor has it ever been barred from performing services. Our clients are confident that services will be delivered on-time utilizing a cost-effective approach.

FMS's sole purpose is to provide building department services and has proven its competence by successfully assisting over 10 cities and counties with a wide range of services.

To meet the individual needs of each client, FMS maintains a wide range of qualifications ranging from building officials, plans examiners, inspectors, and engineers to general contractors, sub-contractors and flood plain managers. Unlike other firms, our staff has the ability to cross-cover when necessary, allowing for uninterrupted services.

FMS's mission is to meet the needs when and where our clients need us. Our reputation supports the fact that FMS can provide efficient, effective, professional, and ethical services in a timely manner and strive to work with all clients to achieve a high-quality level of service.

Although the City will have a designated team of plan examiners and inspectors, one of the outstanding benefits that the City will have at their disposal is the ability of our team members to cross-cover when necessary. Should it be necessary to replace staff, FMS will make the changes within 24-hour notice of request.

Our team of fully accredited professionals can perform all functions required in the governmental construction/development permitting process. The professional team is licensed by the State of Florida Department of Business and Professional Regulation (DBPR) and together hold over 30 different types of certifications, including:

- ◆ Structural Engineer
- ◆ Building Official

# Qualifications, Experience & Expertise

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

- ◆ Commercial and Residential Inspectors (Building, Electrical, Mechanical, Plumbing, Fire, Gas, HUD, 1&2 Family)
- ◆ Plans Examiners (Structural, Building, Electrical, Mechanical, Plumbing, Fire, 1&2 Family)
- ◆ ADA Accessibility Inspector and Plans Examiner
- ◆ Code Enforcement Officer
- ◆ Coastal & Floodplain Construction Inspector
- ◆ LEED Inspector
- ◆ Special Inspector
- ◆ SREF Plans Examiner and Inspector
- ◆ Threshold Inspector
- ◆ Architect
- ◆ Contractors (Certified General, Roofing, Mechanical, Electrical, Plumbing)

Our veteran team, most of which have held contractor licenses, displays vast knowledge of each individual trade. Because of their many years in the construction industry, FMS staff has extensive experience providing plans review and inspection services to a wide range of projects including:

- ◆ Residential developments
- ◆ Multi-family dwellings
- ◆ LEED Buildings
- ◆ Hospitals
- ◆ College facilities
- ◆ Air-reserve bases
- ◆ Commercial office buildings
- ◆ High-rise buildings
- ◆ Large commercial retail developments
- ◆ Parking garages
- ◆ Cement plants
- ◆ Housing Authorities
- ◆ Single-family homes
- ◆ Retirement communities
- ◆ Historical buildings
- ◆ Medical Examiners office
- ◆ Refrigerated buildings

Tab 3  
Project Team

# Team Experience

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

To meet the needs of the City, FMS has designated a primary and alternate team of professionals to provide plan review and inspection services. Each member of the designated team has over ten years of experience in the construction industry and in their respective trades. As an M.T. Causley company, FMS has the support of over one hundred and twenty employees to aid in the event of an emergency or natural disaster.

**Robert Kegan** has been designated as the primary inspector and plans examiner. Mr. Kegan has over thirty years of experience and is **licensed as a building, electrical, mechanical and plumbing plans examiner and inspector**. Prior to joining the FMS family, Mr. Kegan worked with Sumter County Building Department for five years where he later retired. During his tenure, he served as the Building Official. Since joining the FMS family, he's assisted several building departments including, but not limited to, the Cities of Belleview, Bradenton Beach, Gulport and Treasure Island.

**Walter Brown** will provide additional support when needed. Mr. Brown also has over thirty years of experience in the construction industry. Mr. Brown is licensed as a building code administrator, multi-certified inspector, floodplain manager and a **building, electrical, mechanical and plumbing plans examiner**. Mr. Brown has assisted the Cities of Gretna, Cedar Key, Coleman, Fanning Springs as well as the Towns of Glen Ridge and Inglis by carrying out the roles of building and zoning official, plan examiner and inspector. He's also assisted these municipalities with creating and enforcing Land Development Regulations.

The City will also have at their disposal **Brando Dimovski, and Allen Luzader**. These gentlemen are licensed **1&2 family inspectors**.

Working for more than 30 years in the construction industry, **Mr. Dimovski** has gained comprehensive experience in the commercial and residential construction field. Mr. Dimovski has carried out the role of various positions ranging from building official to plans examiner and Inspector for various cities and counties. Government agencies has allowed Mr. Dimovski to progressively increased his construction experience and understanding of the Florida Building Code.

# Team Experience

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Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

**Mr. Luzader** has more than 10 years of experience within all facets of the construction industry and has worked with different cities within the State of Florida throughout his career. As a **licensed 1&2 family inspector**, Mr. Luzader has conducted residential technical field inspections in the disciplines of building, electrical, mechanical, and plumbing assuring that the work complies with all applicable codes.

Mr. Dallas Riker will be responsible for providing code enforcement services, if the City desires such service. Mr. Riker has experience working with several cities and is familiar with the process required to obtain permits and the required inspections.

Individual professional qualifications including, but not limited to, education, licenses, certifications, and years of experience, are detailed in each team member's resume found on the following pages.

# Robert E. Kegan, Jr.

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

With an impeccable career in the construction industry, Mr. Kegan has experience with Building Department Administration. Over the past 30 years, Mr. Kegan has been dedicated to working with several cities and counties throughout Florida. During his tenure, Mr. Kegan has served in the capacity of Building Official, Inspector, Plans Examiner, and Code Enforcement Officer. Most recently, Mr. Kegan retired from Sumter County Building Department where he served as the Building Official for the past five years.

Over the course of his career, Mr. Kegan has been responsible for the plan review and inspection of hundreds of residential and commercial projects.

## Municipal Experience:

- ◆ **Sumter County, Bushnell, FL** - Building Official, Inspector, Plans Examiner
- ◆ **City of Mount Dora, Mt. Dora, FL** - Building Official, Fire Inspector
- ◆ **City of Parkland, Parkland, FL** - Building Official, Volunteer Fire-fighter
- ◆ **City of Tamarac, Tamarac, FL** - Deputy Building Official
- ◆ **City of Coral Springs, Coral Springs, FL** - Building Inspector
- ◆ **City of Plantation, Plantation, FL** - Building Inspector
- ◆ **Town of Palm Beach, Palm Beach, FL** - Plans Examiner
- ◆ **City of Bradenton Beach, Bradenton Beach, FL** - Building Official
- ◆ **City of Gulfport, Gulfport, FL** - Multi-Certified Inspector & Plans Examiner
- ◆ **City of Treasure Island, Treasure Island, FL** - Building Official
- ◆ **City of Inverness, Inverness, FL** - Building Official
- ◆ **City of Cedar Key, Cedar Key, FL** - Building Official
- ◆ **City of Coleman, Coleman, FL** - Building Official
- ◆ **City of Belleview, Belleview, FL** - Building Official

**Building, Code Administrator  
Inspector, Plans Examiner  
Fire Inspector/Plans Examiner  
Contractor**

**Years of Experience: 30+**

## EDUCATION:

Florida State Fire College

Barry University, N. Miami

Broward Community College

Daytona Beach Community College  
of Architecture

## STATE OF FLORIDA LICENSES:

Building Official, BU92

Standard Inspector, BN237

Standard Plans Examiner, PX115

Fire Inspector/Plans Examiner,  
84162

Certified General Contractor,  
CGC027755

License information obtained from  
[www.myfloridalicense.com](http://www.myfloridalicense.com)

## Licensee Details

### Licensee Information

Name: **KEGAN, ROBERT E JR (Primary Name)**  
(DBA Name)

### License Information

License Type: **Building Code Administrator**  
Rank: **Building Code A**  
License Number: **BU92**  
Status: **Current,Active**  
Licensure Date: **03/15/1994**  
Expires: **11/30/2015**

**Special Qualifications** **Qualification Effective**  
**Standard**

### License Information

License Type: **Standard Plans Examiner**  
Rank: **Plans Examiner**  
License Number: **PX115**  
Status: **Current,Active**  
Licensure Date: **03/15/1994**  
Expires: **11/30/2015**

**Special Qualifications** **Qualification Effective**

**Building**  
**Electrical**  
**Mechanical**  
**Plumbing**

### License Information

License Type: **Standard Inspector**  
Rank: **Inspector**  
License Number: **BN237**  
Status: **Current,Active**  
Licensure Date: **03/15/1994**  
Expires: **11/30/2015**

**Special Qualifications** **Qualification Effective**

**Building**  
**Commercial Electric**  
**Mechanical**  
**Plumbing**  
**Residential Electric**

# Branko Dimovski

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

Working for more than 30 years in the construction industry, Mr. Dimovski has gained comprehensive experience in the commercial and residential construction field. Mr. Dimovski has carried out the role of various positions range from Building Official to Plans Examiner and Inspector for various cities and counties. Working with many different government agencies has allowed Mr. Dimovski to progressively increase his construction experience and understanding of the Florida Building Code.

## Municipal Experience:

- ♦ **Marion County**, Ocala, FL - Building Plans Examiner & Inspector, 1&2 Family Inspector for the County including, but not limited to, the Town of McIntosh
- ♦ **Orange County**, Orlando, FL - Building Plans Examiner & Inspector
- ♦ **Pasco County**, New Port Richey, FL
- ♦ **Hernando County**, Brooksville, FL - Building Inspector for the County including the City of Spring Hill
- ♦ **City of Tampa**, Tampa, FL - Building Plans Examiner & Inspector
- ♦ **City of Clearwater**, Clearwater, FL - Building Inspector
- ♦ **City of St. Petersburg**, St. Petersburg, FL - Building Inspector for the City. Also performed Threshold Inspection Services for special projects
- ♦ **Sumter County**, Bushnell, FL - Building Inspector for the County including, but not limited to, the City of Webster
- ♦ **Citrus County**, Inverness, FL - Building Plans Examiner & Inspector
- ♦ **Lake County**, Tavares, FL - Building Plans Examiner & Inspector
- ♦ **City of Mascotte**, Mascotte, FL - Building Plans Examiner & Inspector
- ♦ **City of Groveland**, Groveland, FL - Building Plans Examiner & Inspector
- ♦ **City of Minneola**, Minneola, FL - Building Plans Examiner & Inspector
- ♦ **Town of Eatonville**, Eatonville, FL - Building Plans Examiner & Inspector
- ♦ **City of Crystal River**, Crystal River, FL - Building Plans Examiner & Inspector

**Building Code Administrator  
Building, Coastal Construction &  
1&2 Family Inspector,  
Building & 1&2 Family  
Plans Examiner**

**Years of Experience 30+:**

## STATE OF FLORIDA LICENSES

Building Code Administrator, BU1637

Standard Inspector, BN3394

Standard Plans Examiner, PX1647

Standard 1&2 Family Plans

Examiner, SFP113

Certified General Contractor,  
CGC034800

## ICC LICENSES

Certified Building Official, 5181320-  
CB

Residential Combination Inspection,  
5181320-RS

Building Plans Examiner, 5181320-  
B3

Building Inspector, 5181320-B5

Coastal Construction and Floodplain  
Inspector, 5181320-C1

Licensing information obtained at  
[www.myfloridalicense.com](http://www.myfloridalicense.com)

## Licensee Details

### Licensee Information

Name: **DIMOVSKI, BRANKO** (Primary Name)

### License Information

License Type: **Standard Plans Examiner**

Rank: **Plans Examiner**

License Number: **PX1647**

Status: **Current,Active**

Licensure Date: **10/05/1999**

Expires: **11/30/2015**

**Special Qualifications** **Qualification Effective**

### Building

### License Information

License Type: **Standard 1 and 2 Family Dwelling Plans SFP**

Rank: **Std 1&2 Fam Exa**

License Number: **SFP113**

Status: **Current,Active**

Licensure Date: **11/21/2002**

Expires: **11/30/2015**

### License Information

License Type: **Standard Inspector**

Rank: **Inspector**

License Number: **BN3394**

Status: **Current,Active**

Licensure Date: **12/18/1998**

Expires: **11/30/2015**

**Special Qualifications** **Qualification Effective**

### Building

**Coastal Construction** **07/16/2002**

**1&2 Family Dw**

### License Information

License Type: **Building Code Administrator**

Rank: **Building Code A**

License Number: **BU1637**

Status: **Current,Active**

Licensure Date: **10/28/2008**

Expires: **11/30/2015**

# Allen R. Luzader

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

Mr. Luzader has more than 10 years of experience within all facets of the construction industry and has worked with different cities within the State of Florida throughout his career. Mr. Luzader has conducted residential technical field inspections in the disciplines of building, electrical, mechanical, and plumbing assuring that the work complies with all applicable codes.

## Municipal Experience:

- ♦ **Gilchrist County**, Trenton, FL - Building County
- ♦ **City of Largo**, Largo, FL - 1&2 Family Dwelling Inspections
- ♦ **City of Gulfport**, Gulfport, FL - 1&2 Family Dwelling Inspections
- ♦ **City of Bradenton Beach**, Bradenton Beach, FL - 1&2 Family Dwelling Inspections
- ♦ **City of Anna Maria**, Anna Maria, FL - Building Official and 1&2 Family Dwelling Inspections
- ♦ **Village of Wellington**, Wellington, FL - 1&2 Family Dwelling Inspections
- ♦ **City of Treasure Island**, Treasure Island, FL - 1&2 Family Dwelling Inspections
- ♦ **City of Venice**, Venice, FL - 1&2 Family Dwelling Inspections
- ♦ **City of Key West**, Key West, FL—1&2 Family Dwelling Inspections

## Professional Experience:

- ♦ **Gilchrist County Courthouse**, Trenton, FL— Renovation of existing building and construction of addition.

**1 & 2 Family Dwelling Inspector**  
**Certified Residential Contractor**

*Years of Experience: 10+*

## STATE OF FLORIDA LICENSES:

Standard Inspector, BN3890

Certified Residential Contractor,  
CRC1328419

Licensing information obtained at  
[www.myfloridalicense.com](http://www.myfloridalicense.com)

## Licensee Details

### Licensee Information

Name: **LUZADER, ALLEN R (Primary Name)**  
(DBA Name)

### License Information

License Type: **Standard Inspector**  
Rank: **Inspector**  
License Number: **BN3890**  
Status: **Current,Active**  
Licensure Date: **07/21/2000**  
Expires: **11/30/2015**

**Special Qualifications** **Qualification Effective**  
**1&2 Family Dw**

# Dallas Riker

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

Although relatively new to the FMS family, Mr. Riker has resulted in an invaluable asset to the firm. Mr. Riker carries out the role of permit technician for several cities and has gained extensive knowledge of several permitting softwares. His responsibilities include, but not limited to, schedule and coordinate inspections, in-take plans and applications in addition to verify permit applications are complete. Property owners and contractors enjoy working with Mr. Riker because of his ability to empathize and his ability to working with others.

Mr. Riker understands the needs of the contractors and property owners and is able to answer questions and assist with completing applications and other required forms.

## Municipal Experience:

- ◆ **City of Cedar Key**, Cedar Key, FL
- ◆ **City of Chiefland**, Chiefland, FL
- ◆ **City of Dunnellon**, Dunnellon, FL
- ◆ **City of Fanning Springs**, Fanning Springs, FL
- ◆ **City of Williston**, Williston, FL
- ◆ **City of Coleman**, Coleman, FL

**Permit Technician/  
Customer Service**

**Years of Experience:12**

## EDUCATION:

**Associates Degree, Computer  
Drafting, ITT**

Tab 4  
References

# Company Project Experience

**Florida Municipal  
Services, Inc.**

*Building Department  
Services and Solutions*

Since its establishment in 2008, FMS has been dedicated exclusively to providing commercial and residential inspection and plan review services to cities and counties throughout Florida. The following is a list of projects FMS has been awarded in the past five years.

City/County	Dates of Service	Responsibilities	Contact Person
<b>BELLEAIR, Town of</b>	10/7/14 - 10/06/16	As needed plan review, inspection and building official services	JP Murphy 727.588.3769
<b>CEDAR KEY, City of</b>	2/13/13 - 05/31/16	Building department services in addition to fire plan review and inspection services	Bill Robertson 352-543-5192
<b>CHIEFLAND, City of</b>	4/8/13 - 04/07/16	Building department services in addition to fire plan review and inspection services	Mary Elzey 352-493-6711
<b>COLEMAN, City of</b>	3/18/12 - 3/17/16	Complete building department services	Akiko Teagle 352-748-1017
<b>DUNNELLON, City of</b>	5/20/10 - ongoing	Plan review and inspection services	Teresa Malmberg 352-465-8503
<b>FANNING SPRINGS, City of</b>	3/11/10 - ongoing	Plan review and inspection services in addition to fire plan review and inspection services	Sheila Watson 352-463-2855
<b>REDINGTON BEACH, Town of</b>	4/1/15 - 04/01/17	Plan review and inspection services	Missy Clark P: 727.391.3875
<b>INVERNESS, City of</b>	10/1/12 - ongoing	Plan review and inspection services	Dale Malm 352-726-2611
<b>NORTH REDINGTON BEACH, Town of</b>	4/1/15 - 04/01/17	Plan review and inspection services	Mari Campbell P:727.391.4848
<b>WILLISTON, City of</b>	3/2/12 - 03/24/16	Plan review and inspection services in addition to fire plan review and inspection services	Scott Lippmann 352-528-3060

## Tab 5

# Previous Work Experience

# Previous Work Experience

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

FMS has dedicated its resources on exceeding the expectations of clients and is committed to providing excellent customer service. Our commitment to service has allowed us to assist municipalities with a wide range of services. Services include:

- ◆ **Establishment of Building Department Services** - Services include, but are not limited to, development of ordinances, drafting extensive Fee Schedules, creating departmental forms, as well as implementing and training of new computer systems. A building official, plans examiners, inspectors and permit technician(s) are provided to effectively operate the building department.
- ◆ **Complete Building Department Services** - A building official is provided to oversee the overall administration of the department. Licensed staff is provided to perform plans review and inspection services, and permit staff. Services are provided either on a percentage of fees or hourly basis.
- ◆ **Supplemental Building Department Services** - Services range from as-needed, on-call to meet daily needs, to long-term consistent coverage for building officials, plans examiners, inspectors, office managers, permit technicians, and code enforcement officers.
- ◆ **Plan Review and Inspection Services for Special Projects** - Plans review and inspection services are provided for special projects such as hotels, retail centers, and housing developments. This provides developers, contractors and owners prompt and efficient services, but does not require the building department to hire additional staff for short-term projects.
- ◆ **Emergency Services**
- ◆ **Disaster Assessment Services**
- ◆ **Code Compliance Services**
- ◆ **Public Works Inspections**
- ◆ **Planning and Zoning Services**
- ◆ **Construction Management Services**
- ◆ **Code Enforcement Services**

Examples of services provided are detailed on the following pages.

# Previous Work Experience

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Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

## ***Supplemental Building Department Services***

### ***City of Dunnellon, Dunnellon, FL***

Dates of service: 2010 - on-going

After exploring other options, the City found that FMS efficiently fulfilled their need for building department services. Since 2010, FMS has inspected and reviewed thousands of residential and commercial properties for compliance with State, City, County and local codes. The contract has continuously been renewed due to the superior level of service provided and our ability to better understand the City's requirements and tailor our services accordingly. Working with the City for past several years, has allowed us to create a rapport with City staff, homeowners, contractors, developers and property owners.

### **Other agencies:**

Williston County, 2013 - 2016

City of Cedar Key, 2013 - 2016

City of Chiefland, 2013 - 2016

Town of Belleair, 2014 - 2016

## ***Establishment of Building Department Services***

Town of Redington Beach, 2015 - 2017

Town of North Redington Beach, 2015 - 2017

City of Coleman, 2012 - 2016

City of Fanning Springs, 2010 - ongoing

## ***Complete Building Department Services***

City of Coleman, 2012 - 2016

## Tab 6

# Riverfront and Waterway Building Experience

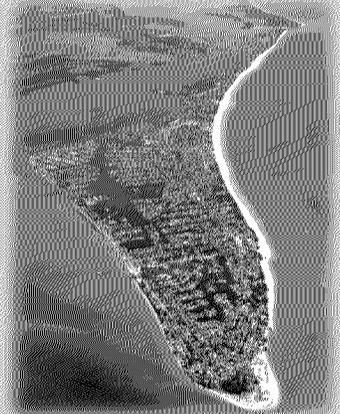
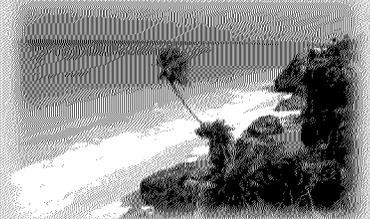
# Riverfront & Waterway Experience

Florida Municipal  
Services, Inc.

*Building Department  
Services and Solutions*

FMS has experience working with riverfront and waterway communities and the special requirements associated. In addition to the City, FMS and M.T. Causley have also assisted the following communities:

- ◆ City of Anna Maria
- ◆ City of Bradenton Beach
- ◆ City of Boca Raton
- ◆ City of Cedar Key
- ◆ City of Coral Gables
- ◆ City of Dunnellon
- ◆ City of Fanning Springs
- ◆ City of Inverness
- ◆ City of Key West
- ◆ City of Largo
- ◆ City of Marathon
- ◆ City of Miami
- ◆ City of Miami Beach
- ◆ City of North Miami Beach
- ◆ City of North Bay Village
- ◆ City of Stuart
- ◆ City of Treasure Island
- ◆ City of West Palm Beach
- ◆ Palm Beach County
- ◆ Town of Belleair
- ◆ Town of Jupiter
- ◆ Town of Juno Beach
- ◆ Town of Palm Beach
- ◆ Town of Redington Beach
- ◆ Town of North Redington Beach
- ◆ Village of Islamorada
- ◆ Village of Palmetto Bay
- ◆ Village of Tequesta



Tab 7

Cost

# Cost

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

## **Percentage Breakdown:**

Although the RFP states that the cost for providing services on behalf of the City will be 100% of the fees collected, FMS would like to suggest the following percentage breakdown:

- ◆ For permit fees up to \$100,000.00, FMS will be compensated 90% of each permit fee.
- ◆ For permit fees equal to and greater than \$100,001.00, FMS will be compensated 85% of each permit fee.

## **Code Enforcement Services:**

FMS will be compensated \$35 per hour for services rendered during regular business hours.

## **Additional Services**

In the event a permit holder request services beyond normal business hours, including but not limited to, weekends, holidays and after hours, services will be billed additionally based on a mutually agreed upon hourly rate payable by the permit holder.

## **Fee Schedule:**

FMS proposes to utilize the Fee Schedule found on the following pages that is currently in place.

**SCHEDULE 'A'**  
**CITY OF DUNNELLON**

**Building Fee Schedule**

- I. All new construction, alterations, remodeling, renovations, etc., requiring a building permit shall pay fees as follows, subject to a minimum fee requirement of \$120.00:
- |                                 |                                                                                                                                                                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Standard Construction        | Residential Construction: 1% of construction costs<br>Commercial Construction: 1.5% of construction costs*<br><b>*Estimated permit fees over \$1,000.00 value subject to 25% permit fees due at time of submittal. Non-refundable</b> |
| B. Plan Review                  | \$25.00 First two (2) hours<br>\$15.00 each additional hour                                                                                                                                                                           |
| C. Mobile Homes                 | 1% cost of home plus separate permits for trades                                                                                                                                                                                      |
| D. Lawn Irrigation & Fence only | \$100.00 flat fee                                                                                                                                                                                                                     |
| E. Demolition Permits           | 1% of contract amount or \$100.00 per thousand square feet, whichever is greater                                                                                                                                                      |
| F. Administration Fee           | \$50.00                                                                                                                                                                                                                               |
- II. Fees for re-inspection, re-permitting, time extensions, and miscellaneous fees shall be as follows:
- A. A re-inspection fee of \$50.00 shall be charged for all re-inspections that result from the work on a Corrective Action Notice not being completed, inspection called for before the work is done, and other re-inspections. If further re-inspections are required for the same Corrective Action Notice, the fees shall be: \$75.00 for the second re-inspection; \$150.00 for each subsequent re-inspection. All re-inspection fees shall be paid prior to re-inspection.
- B. Re-permitting fees shall be the full permit fee, except for projects lacking only a final inspection; said fee shall be \$120.00.
- C. Extensions: \$50.00\*\* (two maximum, up to 90 days each)  
**\*\*Application must be made prior to permit expiration date.**
- |                                                        |                                                     |
|--------------------------------------------------------|-----------------------------------------------------|
| D. Revision to approved plans:                         | \$75.00 plus \$0.25 per square foot of revised area |
| E. Replacement permit inspection card:                 | \$25.00                                             |
| F. Certification of additional plans:                  | \$75.00 per set                                     |
| G. Occupational Inspection – Change of Type Occupancy: | \$75.00                                             |
| H. Change of Contractor:                               | \$50.00                                             |
| I. Certificate of Occupancy:                           | \$50.00                                             |

- III. Other permits not listed above: Standard Construction fees apply
- IV. After the fact permits: Double permit fees

**Planning Fees:**

A.	Voluntary Annexation	\$500.00
B.	Re-Zoning	\$500.00
C.	Small Scale Comp. Plan Amendment ( ≤ 10 acres)	\$1,200.00
D.	Large Scale Comp. Plan Amendment ( > 10 acres)	\$2,500.00
E.	Variance	\$500.00
F.	Special Exception Use	\$750.00
G.	Vacation of Plat	\$750.00
H.	Abrogation	\$750.00
I.	Concurrency Application	\$1,000.00
J.	Developer's Agreement	\$6,000.00
K.	Amendment to Developer's Agreement	\$3,000.00
L.	Site Plan	
	i. First 10,000 square feet	\$250.00
	ii. Each additional 10,000 square feet or portion thereof	\$150.00 (maximum \$2,500.00)
M.	Minor Site Plan (improvements to existing site)	\$500.00
N.	Subdivisions	
	i. Pre-Conceptual Plan	\$300.00
	ii. Preliminary Plat	
	• First 15 lots	\$250.00
	• 16 lots or more	\$500.00
	• Plus – per lot or parcel	\$25.00
	iii. Improvement (Construction) Plan Review	\$600.00
	• Plus – per 100 feet of roadway	\$30.00
	iv. Final Plat	
	• First 15 lots	\$250.00
	• 16 lots or more	\$500.00
	• Plus – per lot or parcel	\$25.00
	v. PUD (Required if Site Plan Approval was not part of the PUD Comp. Plan Amendment)	\$2,500.00
O.	Admin. Appeal to the City Council	\$250.00
P.	D.R.I.	\$15,500.00
Q.	Written Zoning Verification	\$50.00
R.	Administration Permit Fee	\$50.00
S.	Contractor Registration	\$20.00

Fees Are Due Upon Submittal And Are Non-Refundable, Unless The Application Is Withdrawn In Writing, Within Five (5) Business Days Of Submittal (Not Including City-Observed Holidays), Unless Otherwise Approved By The City Manager Or By Majority Vote Of The City Council.

## Zoning Fees:

A.	Change of Occupant/Occupancy	
i.	Fire Code Inspection	
a)	Less than or equal to 1,000 sq. ft.	\$65.00
b)	1,001 - 3,000 sq. ft.	\$85.00
c)	3,001 or greater sq. ft.	\$100.00 + \$0.01 per sq. ft.
ii.	Building Code Inspection	\$75.00
iii.	Water Department Grease Trap Insp.*	\$30.00
iv.	Water Department Backflow Valve Insp.*	\$30.00
B.	Annual Fire Inspection	
i.	Fire Code Inspection	
a)	Less than or equal to 1,000 sq. ft.	\$65.00
b)	1,001 - 3,000 sq. ft.	\$85.00
c)	3,001 or greater sq. ft.	\$100.00 + \$0.01 per sq. ft.
C.	Daily Use (Seasonal 30 day term or Annual 365 day term)	
i.	Permit Fee	\$100.00
i.	Fire Code Inspection	
a)	Less than or equal to 1,000 sq. ft.	\$65.00
b)	1,001 - 3,000 sq. ft.	\$85.00
c)	3,001 or greater sq. ft.	\$100.00 + \$0.01 per sq. ft.
iii.	Tent Permit Fee	\$100.00
iv.	Sign	\$100.00
D.	Home Occupation**	\$100.00
E.	Not For Profit Funds Solicitation Permit	\$0.00
F.	Public Use	\$100.00
i.	Refundable Trash Deposit	\$300.00
G.	Right of Way	\$100.00
H.	Sign	\$100.00
I.	Special Event	
i.	Permit Fee	\$100.00
ii.	Tent	\$100.00
iii.	Refundable Trash Deposit	\$300.00
iv.	Special Event Vendor Permit	\$30.00
J.	Certificate of Appropriateness	\$100.00
K.	Tent / Inflatable for use with another Zoning Permit	\$100.00
i.	Fire Code Inspection	
a)	Less than or equal to 1,000 sq. ft.	\$65.00
b)	1,001 - 3,000 sq. ft.	\$85.00
c)	3,001 or greater sq. ft.	\$100.00 + \$0.01 per sq. ft.
ii.	Refundable Trash Deposit	\$300.00

L.	Tent / Inflatable – Stand Alone Permit	\$100.00
i.	Fire Code Inspection	
a)	Less than or equal to 1,000 sq. ft.	\$65.00
b)	1,001 - 3,000 sq. ft.	\$85.00
c)	3,001 or greater sq. ft.	\$100.00 + \$0.01 per sq. ft.
ii.	Refundable Trash Deposit	\$300.00
M.	Lien Search	\$50.00 first 2 hours due upon submittal \$25.00 each additional hour or part thereof
N.	After the Fact Permit (Failure to Comply)	Double Permit Fee
O.	Administrative Fee	\$50.00

\*In accordance with and subject to separate City of Dunnellon Utility Fee Resolution

\*\*Upon adoption of City of Dunnellon Ordinance #ORD2011-11

**Fire Department Fees:**

A.	Fire safety inspection for facilities 1,000 sq. ft. or less not to exceed two (2) hours inspection time	\$65.00
B.	Fire safety inspection for facilities 1,001 – 3,000sq. ft. not to exceed two (2) hours inspection time	\$85.00
C.	Fire safety inspection for facilities greater than 3,001 sq. ft. not to exceed two (2) hours inspection time	\$100.00 + \$0.01 per sq. ft.
D.	Annual fire safety inspection fee Provided no changes have been made to size & floor plan (This includes Class ‘C’ Mercantile businesses who either lease or sublease a room or portion of a room and who pass an annual inspection)	\$50.00
E.	Installation or removal of fuel storage tanks and dispensers:	
i.	Initial tank or dispenser	\$85.00
ii.	Each additional tank or dispenser	\$35.00
F.	Fire alarm inspection	\$85.00
G.	Fire sprinkler system:	
i.	Initial system riser	\$250.00
ii.	Each head	\$0.75
H.	Fire extinguishing system (other than fire sprinklers):	
i.	Initial system	\$85.00
ii.	Each head	\$10.00
I.	Liquefied petroleum gas refilling	\$85.00
J.	Flammable/Combustible liquids spray booth	\$85.00

K.	Standpipe systems (wet/dry)	\$85.00
L.	Cryogenic tank	
	i. One (1) – three (3) tanks	\$85.00
	ii. Each additional tank	\$45.00
M.	Storage of hazardous substances	
	i. One (1) – three (3) tanks	\$85.00
	ii. Each additional tank	\$55.00
N.	Re-inspection fee for each additional trip where the previous inspection was ordered for information purposes only. This includes phone consultations. All assessed re-inspection fees must be paid prior to issuance of a Certificate of Occupancy	\$35.00
O.	Complaint Response for Fire Inspection	
	i. Founded	\$100.00
	ii. Founded Serious	\$200.00
	iii. Repeat Complaints	Triple original fee

**Additional Fee Schedule For Class A and Class B Mercantile and Assembly Facilities:**

A.	A rate of twenty-five percent (25%) of the regular building permit fees adopted by the City Council for new construction. This fee includes one consultation with the builder/architect and one final inspection prior to occupancy.	\$75.00 minimum
	Additional consultations or inspections	
	Two (2) hour minimum - Plan review not included	\$35.00 per hour

**Fee Schedule Plans Review:**

A.	Commercial plans review	
	i. First two (2) hours	\$75.00
	ii. Each additional hour	\$35.00

**Failure to comply with above fee schedule**

**Double Permit Fees**

**All City of Dunnellon Permits/Fees Are Subject to Recovery of Costs Incurred which may include, but are not limited to: attorney costs, engineering costs, and advertising costs.**

**All City of Dunnellon Permits/Fees are subject to an Administrative Fee as listed.**

## Tab 8

# Code Enforcement Experience

# Code Enforcement Services

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**Florida Municipal  
Services, Inc.**

*Building Department  
Services and Solutions*

FMS will designate a code enforcement officer with the goal of protecting property rights and land value, ensuring health and safety, and encouraging citizens to observe and maintain a higher quality of life.

Staff will be responsible for investigating alleged violations and validating complaints and enforcing compliance with the City's codes and regulations. Staff will also be responsible for providing prosecutorial services before a special magistrate.

FMS and M.T. Causley's combined efforts assist the following municipalities with code enforcement services:

- ◆ City of Marathon
- ◆ Monroe County
- ◆ Village of Palmetto Bay
- ◆ City of Homestead

Cost associated with code enforcement services is found in Tab 7, Cost.

## Tab 9

# Supervision and Turnaround

# Supervision and Turnaround

Florida Municipal  
Services, Inc.

Building Department  
Services and Solutions

Walter Brown has been designated as the project manager for the City. Mr. Brown will maintain a clear line of communication with the City Manager to ensure the City's needs are met and that FMS is exceeding customer satisfaction.

Additionally, Mr. Brown will routinely meet with the designated staff to discuss ways services can be optimized. Arrangements will be made to ensure proper coverage is provided in the event of vacations or training seminars. Furthermore, Mr. Brown will ensure staff's certifications are current and that staff is performing services within the realm of their certifications.

## Turnaround time for plan checks

The following chart describes FMS's turn-around time for plan checks.

Type of Job	Turnaround Time First Check	Turnaround Time Re-check
<b>Residential</b>		
New Construction	<u>3 working days</u>	<u>2 working days</u>
Addition	<u>3 working days</u>	<u>2 working days</u>
Remodel	<u>3 working days</u>	<u>2 working days</u>
<b>Non-Residential</b>		
New Construction	<u>5 working days</u>	<u>5 working days</u>
Addition	<u>5 working days</u>	<u>5 working days</u>
Remodel	<u>5 working days</u>	<u>5 working days</u>

Tab 10  
Certificate of Insurance



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/28/2015

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

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

<b>PRODUCER</b> Brown & Brown of Florida, Inc. dba T.R. Jones & Co. 1780 N Krome Ave Homestead FL 33030	<b>CONTACT NAME:</b> Maria Dewar-Woolcock <b>PHONE (A/C, No, Ext):</b> (305) 247-5121 <b>E-MAIL ADDRESS:</b> mwoolcock@bbinsfl.com	<b>FAX (A/C, No):</b> (305) 248-8543
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Florida Municipal Services, Inc. 18001 Gulf Blvd Redington Shores FL 33708	<b>INSURER A:</b> Continental Casualty Company <b>NAIC #</b> 20443	
	<b>INSURER B:</b> Transportation Insurance Company      20494	
	<b>INSURER C:</b> Commerce and Industry Insurance Co      19410	
	<b>INSURER D:</b> Comp Options Insurance Company      10834	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 2015 Master      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			C5095130196	2/28/2015	2/28/2016	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Employee Benefits \$ 1,000,000
B	<b>AUTOMOBILE LIABILITY</b>			C5095130974	2/28/2015	2/28/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
C	<b>UMBRELLA LIAB</b>			EBU068404683	2/28/2015	2/28/2016	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$ 5,000,000
	DED	RETENTION \$					\$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			CWC1000531	6/7/2015	6/7/2016	PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

<b>CERTIFICATE HOLDER</b>  City of Dunnellon 20750 River Drive Dunnellon, FL 34431	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  T Jones Jr./CARKNO

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Tab 11  
Required Forms

**SWORN STATEMENT UNDER SECTION 287.133 (3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES  
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO  
ADMINISTER OATHS.**

1 This sworn statement is submitted to the CITY OF DUNNELLON by

(Print individual's name and title)

for Florida Municipal Services

(Print name of entity submitting sworn statement) whose business address is 6171 S Royal Drive

Homosassa, FL 34448

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn Statement \_\_\_\_\_

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt of a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime, or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (Indicate which statement applies.)

Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (ATTACH A COPY OF THE FINAL ORDER).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR A CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this 29 day of October

2015

Personally known

Or produced identification

Notary Public-State of

My commission expires

(Printed, typed, or stamped name of notary public.)

Bonded Thru Budget Notary Services

NON-COLLUSION AFFIDAVIT

State of Florida County of Citrus

Before me, the undersigned authority, personally appeared Walter F. Brown after being by me first duly sworn, deposes and says of his/her personal knowledge that: who,

a. He/She is President of Florida Municipal Services the proposer that has submitted a proposal to perform work for the following: Building Inspection Services for Residential & Commercial Properties  
RFP No.: 2015-06 Title: Commerical Properties

b. He/She is fully informed respecting the preparation and contents of the attached Request for Proposals, and of all pertinent circumstances respecting such solicitation. Such proposal is genuine and is not a collusive or sham proposal.

c. Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other proposer, firm, or person to submit a collusive or sham proposal in connection with the solicitation and contract for which the attached proposal has been submitted or to refrain from proposing in connection with such solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm, or person to fix the price or prices in the attached proposal or any other proposer, or to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed contract.

d. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Walter F. Brown  
(Signature)  
Sworn to and subscribed before me this 29 day of October 2015.

Personally known

Or produced identification

Notary Public-State of FLORIDA

My commission expires NOV 01 2016

ROBERT ALBARRAN  
MY COMMISSION # EE 020768  
EXPIRES NOV 01 2016  
(Printed Name of Notary Public.)  
Denies These Budget Notary Services

**CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all firms must disclose if any City of Dunnellon elected officials, employee(s), or board members is also an owner, corporate officer, agency, employee, etc., of their firm.

Indicate either "yes" (a City employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES \_\_\_\_\_ NO  X  \_\_\_\_\_

NAME(S)

POSITION(S)

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Name of Firm

Florida Municipal Services

Signature

Walter S. ...

## INDEMNIFICATION

The successful proposer shall indemnify and hold harmless the City and its officers, employees, agents, and instrumentalities from any and all liability, losses, or damages, including attorney's fees and costs of defense, which the City or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the agreement by the successful proposer or its employees, agents, servants, partners, or principals.

The successful proposer shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon.

The successful proposer expressly understands and agrees that any insurance protection required by the Agreement or otherwise provided by the successful proposer shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City or its officers, employees, agents, and instrumentalities as herein provided.



\_\_\_\_\_  
Signature (Provider Representative)

\_\_\_\_\_  
President

\_\_\_\_\_  
Title

\_\_\_\_\_  
Walter F. Brown

\_\_\_\_\_  
Printed Name (Provider Representative)

\_\_\_\_\_  
Florida Municipal Services

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
October 29, 2015

\_\_\_\_\_  
Date

Tab 12  
Financials

**FLORIDA MUNICIPAL SERVICES INC  
STATEMENT OF REVENUES AND EXPENSES  
INCOME TAX BASIS**

	Twelve Months Ended December 31, 2014		Twelve Months Ended December 31, 2013	
		%		%
<b>Sales</b>				
SALES	\$ 117,553.36	100.00	\$ 218,036.94	100.00
Less Returns & Allowances	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Sales</b>	<u>117,553.36</u>	<u>100.00</u>	<u>218,036.94</u>	<u>100.00</u>
<b>Gross Profit</b>	<u>117,553.36</u>	<u>100.00</u>	<u>218,036.94</u>	<u>100.00</u>
<b>Operating Expenses</b>				
ADVERTISING/PROMOTIONAL	154.62	0.13	0.00	0.00
BANK CHARGES	44.36	0.04	68.30	0.03
CONTRACT LABOR	0.00	0.00	35.00	0.02
CONTRIBUTIONS & DONATIONS	0.00	0.00	774.50	0.36
DEPRECIATION	2,568.12	2.18	4,951.72	2.27
DUES & SUBSCRIPTIONS	120.00	0.10	150.00	0.07
RENTAL EQUIPMENT	0.00	0.00	685.53	0.31
POSTAGE	72.41	0.06	356.33	0.16
GENERAL INSURANCE	5,064.43	4.31	3,597.82	1.65
VEHICLE INSURANCE	0.00	0.00	207.04	0.09
INTERNET EXPENSE	0.00	0.00	1,704.86	0.78
LEGAL & ACCOUNTING	400.00	0.34	625.00	0.29
OFFICE SUPPLIES	594.08	0.51	6,873.73	3.15
OPERATING SUPPLIES	207.81	0.18	0.00	0.00
MEALS & ENTERTAINMENT	89.52	0.08	162.84	0.07
WAGES & SALARIES	55,393.46	47.12	4,845.00	2.22
OFFICERS SALARIES	32,222.28	27.41	54,254.12	24.88
TAXES - FICA	0.00	0.00	4,521.09	2.07
TAXES - SUTA	0.00	0.00	477.35	0.22
TAXES - FUTA	0.00	0.00	113.07	0.05
TAXES & LICENSES	273.75	0.23	556.20	0.26
TELEPHONE	2,342.43	1.99	3,182.53	1.46
UTILITIES	1,036.42	0.88	0.00	0.00
TRAVEL	325.00	0.28	9,946.00	4.56
VEHICLE EXPENSE	4,701.96	4.00	4,168.66	1.91
TRAINING & SEMINARS	29.96	0.03	187.00	0.09
MISCELLANEOUS EXPENSE	<u>415.26</u>	<u>0.35</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Operating Expenses</b>	<u>106,055.87</u>	<u>90.22</u>	<u>102,443.69</u>	<u>46.98</u>
<b>Operating Income (Loss)</b>	<u>11,497.49</u>	<u>9.78</u>	<u>115,593.25</u>	<u>53.02</u>
<b>Other Income (Expense)</b>				
<b>Net Income (Loss) Before Taxes</b>	<u>11,497.49</u>	<u>9.78</u>	<u>115,593.25</u>	<u>53.02</u>

Restricted for Management's Use Only

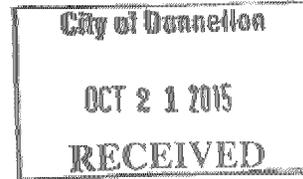
**FLORIDA MUNICIPAL SERVICES INC  
STATEMENT OF REVENUES AND EXPENSES  
INCOME TAX BASIS**

	Twelve Months Ended December 31, 2014	%	Twelve Months Ended December 31, 2013	%
Net Income (Loss)	<u>\$ 11,497.49</u>	<u>9.78</u>	<u>\$ 115,593.25</u>	<u>53.02</u>

Restricted for Management's Use Only

# AFFIDAVIT OF PUBLICATION

**Star-Banner**  
Published – Daily  
Ocala, Marion County, Florida



STATE OF FLORIDA  
COUNTY OF MARION

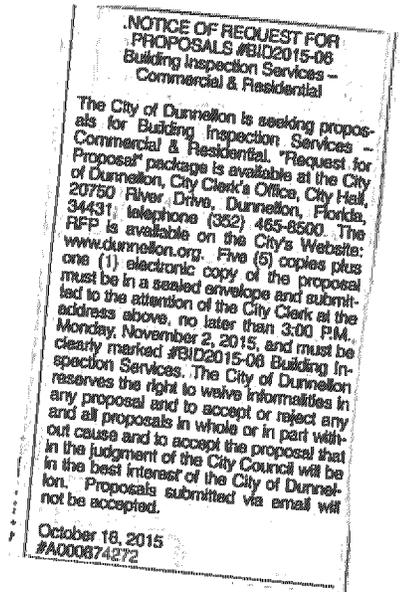
Before the undersigned, a Notary Public of Said County and State, Harmeny Miller who on oath says that they are an authorized employee of the Star-Banner, a daily newspaper published at Ocala, in Marion County, Florida; that the attached copy of advertisement, being a notice in the matter of

**NOTICE OF REQUEST FOR PROPOSALS #BID2015-06 Building Inspection Services Commercial & Residential** The City of Dunnellon is seeking proposals for Building Inspection Services Commercial & Residential. Request for Proposal package is available at th

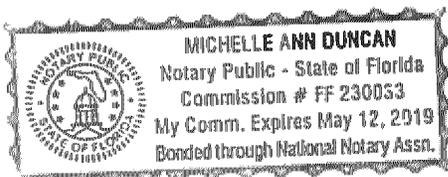
was published in said newspaper in the issues of:

10/16 1x

Affiant further says that the said STAR-BANNER is a daily newspaper published at Ocala, in said Marion County, Florida, and that the said newspaper has heretofore been continuously published in said Marion County, Florida, daily, and has been entered as second class mail matter at the post office in Ocala in said Marion County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the person of securing this advertisement for publication in the said newspaper.



Sworn to and subscribed before me this 16th day of October, A.D., 2015



Michelle Ann Duncan  
Notary Public  
**Michelle Ann Duncan**  
(Print, Type or Stamp Name of Notary Public)

Ad #: A000874272

# Star-Banner

## CLASSIFIED ADVERTISING

2121 SW 19th Ave Rd, Ocala, FL 34474  
352.732.9565 fax: 352.867-4126

### CLASSIFIED ADVERTISING RECEIPT

CITY OF DUNNELLON-330  
N/A  
20750 RIVER DR

Dunnellon, FL 34431

Account: 100400  
Phone: (352)465-8500  
P.O. #:  
Ad Taken By: O050  
Receipt printed: 10/14/2015

Order Number	Class Number	Start Run	End Run	Run Times	Lines	Description
A000874272	0001	10-16-15	10-16-15	2	31	NOTICE OF REQUEST FOR PROPOSALS #BID2015-06 Building Inspection Services Commercial & Residential The City of Dunnellon is seeking proposals for Building Inspection Services Commercial & Residential. Request for Proposal package is available at th

Payment Detail	Pay Date	Type	Card or Check #	Card	Exp	Amount
Current Payment						
Order Price						\$ 64.48
Total Payments						\$ 0.00
<b>Balance</b>						<b>\$ 64.48</b>

**Ocala Star Banner**  
(352) 732-9565 Classified (352) 867-4010 Credit  
<http://www.starbanner.com>

### Ocala Star Banner's Copy

CITY OF DUNNELLON-330  
N/A  
20750 RIVER DR

Dunnellon, FL 34431

Account: 100400  
Phone: (352)465-8500  
P.O. #:  
Ad Taken By: O050  
Receipt printed: 10/14/2015

Order Number	Class Number	Start Run	End Run	Run Times	Lines	Description
A000874272	0001	10-16-15	10-16-15	2	31	NOTICE OF REQUEST FOR PROPOSALS #BID2015-06 Building Inspection Services Commercial & Residential The City of Dunnellon is seeking proposals for Building Inspection Services Commercial & Residential. Request for Proposal package is available at th

Payment Detail	Pay Date	Type	Card or Check #	Card	Exp	Amount
Current Payment						
Order Price						\$ 64.48
Total Payments						\$ 0.00

<b>Balance</b>	<b>=</b>	<b>\$ 64.48</b>
----------------	----------	-----------------

October 14, 2015

**TO: Ocala Star Banner, Legal Ads**

Please publish the following legal ad in the legal ad section of your newspaper on Friday, October 16, 2015. Please provide proof prior to publication and proof of publication:

**NOTICE OF REQUEST FOR PROPOSALS #BID2015-06  
Building Inspection Services – Commercial & Residential**

The City of Dunnellon is seeking proposals for Building Inspection Services – Commercial & Residential. "Request for Proposal" package is available at the City of Dunnellon, City Clerk's Office, City Hall, 20750 River Drive, Dunnellon, Florida, 34431; telephone (352) 465-8500. The RFP is available on the City's Website: [www.dunnellon.org](http://www.dunnellon.org). Five (5) copies plus one (1) electronic copy of the proposal must be in a sealed envelope and submitted to the attention of the City Clerk at the address above, no later than 3:00 P.M., Monday, November 2, 2015, and must be clearly marked #BID2015-06 Building Inspection Services. The City of Dunnellon reserves the right to waive informalities in any proposal and to accept or reject any and all proposals in whole or in part without cause and to accept the proposal that in the judgment of the City Council will be in the best interest of the City of Dunnellon. Proposals submitted via email will not be accepted.

Thank you,  
*Teresa Malmberg*  
Community Development  
City of Dunnellon

City of Dunnellon, Florida



**REQUEST FOR PROPOSALS  
BID #2015-06**

**BUILDING INSPECTION SERVICES FOR  
RESIDENTIAL AND COMMERCIAL PROPERTIES**

**PROPOSAL SUBMISSION DEADLINE:  
MONDAY, NOVEMBER 2, 2015  
3:00 P.M. E.S.T.**

CITY OF DUNNELLON  
REQUEST FOR PROPOSALS  
BUILDING PERMITTING AND INSPECTION SERVICES

In order to provide the highest possible level of customer service to property owners and contractors and to provide for locally-based building inspections, the City is asking for comparative bids to assure we will continue to provide an excellent level of service as our area grows.

The City of Dunnellon will accept sealed proposals from qualified firms interested in providing Building Permitting and Inspection Services and other related services. The successful firm shall be expected to expeditiously perform the necessary tasks included in the specifications and must have the capacity to handle multiple projects concurrently. Preference will be given to a firm which also can offer code enforcement services. The successful firm will provide services on an as needed basis throughout the term of the Agreement. The term for the contract will be for two (2) years with options to renew for additional two-year terms.

Proposals may be submitted in person at the Office of the City Clerk, or via U. S. mail or courier service, c/o Office of the City Clerk, 20750 River Drive, Dunnellon, FL 34432. Sealed packages must be plainly marked on the outside as "BID#2015-06, "Building Inspection Services Proposal," along with the firm's name and address. Each envelope must be received no later than the deadline specified below. A proposal submitted by facsimile or other electronic means will not be accepted.

**Deadline for Submitting Proposal**

All proposals must be received **no later than Monday, 3:00 p.m. Eastern Standard Time, November 2, 2015.**

**Withdrawal of Proposal**

A proposal may be withdrawn by a prospective bidder at any time before the proposal submission deadline. All requests to withdraw must be in writing to the Office of the City Clerk, or via U. S. mail or courier service, c/o Office of the City Clerk, 20750 River Drive, Dunnellon, FL 34432.

I. GENERAL CONDITIONS

- A. Submit one (1) clearly marked, manually signed original proposal, three (3) complete copies, and one (1) electronic copy (CD: PDF format).
- B. The City of Dunnellon (herein referred to as the "City") reserves the right to reject any one or all proposals, or any part of any proposal, to waive any informality in any proposal, and to award a contract deemed to be in the best interest of the City.
- C. Direct all questions or inquiries regarding the meaning or interpretation of this request to Lonnie Smith, in writing, at [lsmith@dunnellon.org](mailto:lsmith@dunnellon.org). The deadline to submit questions is October 26th, 2015, at 5:00 p.m., EST. Telephone inquiries will not be accepted. The City shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFP, the City will attempt to notify all prospective firms who have secured same. However, it is the sole responsibility of each firm, prior to submitting proposals, to determine if addenda were issued and to make such addenda a part of the proposals.
- D. From the date of release of this solicitation until award of the contract, no contact with City personnel or elected officials related to this solicitation is permitted. Direct all communications to Lonnie Smith listed above. Any such contact may result in the disqualification of the proposer's submittal.
- E. Each proposer shall become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a proposal is an agreement with all of the items and conditions referred to herein.
- F. Responses will be evaluated on experience, references, staffing capacity, services, fee structure, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, whether Building Official, building inspector, and plan reviewers have familiarity with riverfront, waterway building and development issues, whether the firm can offer code enforcement services as described in this RFP, and any other relevant factors as determined to be in the best interest of the City.
- G. Responses shall be binding upon the proposer and irrevocable for 60 calendar days following the RFP opening date. Any proposal in which a proposer shortens the acceptance period may be rejected.

- H. Neither the City nor its representatives shall be liable for any expenses incurred in the preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of their ability to meet the requirements.
- I. Each proposer is responsible for full and complete compliance with all Federal, State, and local laws, rules, and regulations. Failure or inability on the part of the proposer to comply with such laws, rules, and regulations shall not relieve any proposer from its obligations to honor its proposal and to perform completely in accordance with its proposal.
- J. All prospective bidders will be afforded full opportunity to submit responses to this RFP and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, or disability in consideration for an award of any contract entered into pursuant to this notice.
- K. The City reserves the right to:
  - 1. Request clarification and additional information from any proposer during the evaluation process.
  - 2. Negotiate with the selected bidder(s) to include further services not identified in this RFP.
  - 3. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety.
  - 4. Issue subsequent RFPs based on refinement of concepts proposed in response to this request.
- L. No contract will be awarded to any person, firm, corporation, or other entity that is in arrears or in default to the City upon any debtor contract or that is in default as surety or otherwise upon any obligation to the City, or that has failed to perform faithfully any contract with the City.
- M. No elected official or employee of the City will participate in any decision relating to the agreement that affects his personal interest or relating to any agreement in which he has a personal or pecuniary interest, direct or indirect, in the contract or in the proceeds.
- N. All materials submitted with responses that qualify for exemption from the Public Records Act, Chapter 119, Florida Statutes or other applicable law must be submitted in a separate envelope, clearly identified as "Exempt from Public Disclosure," citing to the specific statute which exempts such material. This envelope must have the firm's name and the RFP number clearly marked on the outside. The City will not accept proposals when the entire document is labeled

as exempt from disclosure. The City's determination of whether an exemption applies shall be final.

- O. All material submitted with the proposals will become the property of the City unless otherwise requested at the time of submission.
- P. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for category two for a period of 36 months from the date of being placed on the convicted vendor list.

## II. TERMS OF AGREEMENT

TERMS OF THE AGREEMENT WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- A. The term of this contract is two (2) years with subsequent options to renew for additional two-year terms, unless any terms and/or conditions are modified pursuant to written agreement of both parties.
- B. The City may terminate the Agreement at any time for cause, and may terminate the Agreement with or without cause by giving at least thirty (30) days prior written notice to the successful bidder ("Building Official"). The Building Official may terminate the Agreement at any time by giving ninety (90) days prior written notice to the City. In the event of termination by mutual agreement, the Building Official shall be compensated for services rendered.
- C. All property, finished and unfinished documents, data, studies and reports prepared by the Building Official become the City's property in the event of termination, and all City data shall be returned to the City upon termination of the Agreement. Building Official's covenant under this subsection shall survive the termination of the Agreement.
- D. All reports, documents, or other written material developed by Building Official in the performance of the Agreement shall be and remain the property of the City without restriction or limitation upon its use or dissemination by the City. Such material shall not be the subject of a copyright application by Building Official.
- E. Building Official shall be deemed an independent contractor as to all work required and not an agent or servant in the employ of the City. The Building Official is, and shall at all times remain as to the City, a wholly independent Building Official. Building Official shall have no power to incur any debt,

obligation, or liability on behalf of the City or otherwise act on behalf of the City as an agent.

- F. Building Official shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the City Manager or his designee. The City Manager or his designee may from time to time assign additional or different tasks or services to the Building Official, provided such tasks are within the scope of services described in this document. However, no additional or different tasks or services will be performed by Building Official other than those specified or those so assigned in writing by the City Manager or his designee.
- G. Building Official covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Building Official under the Agreement, or which would conflict in any manner with the performance of its services hereunder. Building Official further covenants that, in performance of the Agreement, no person having any such interest shall be employed by it. Furthermore, Building Official shall avoid the appearance of having any interest which would conflict in any manner with their performance of services pursuant to the Agreement.
- H. Building Official covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate recipient of services from the City as a result of the performance of the Agreement, or the services that may be procured by the City as a result of the recommendations made by Building Official. Building Official's covenant under this subsection shall survive the termination of the Agreement.
- I. Building Official represents that it has, or will secure at its own expense, all personnel required to perform the services under the Agreement. All services required under the Agreement will be performed by Building Official or under its supervision, and all personnel engaged in the work shall be qualified to perform such services.
- J. Building Official reserves the right to determine the assignment of its own employees to the performance of Building Official's services under the Agreement, but the City reserves the right, for good cause, to require Building Official to exclude any employee from performing services on the City's premises.
- K. Building Official shall keep itself informed of State, Federal, and local laws, ordinances, codes, and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to the Agreement. Building Official shall at all times comply with such laws, ordinances, codes, and regulations. Without limiting the generality of the foregoing, if Building Official is an out-of-state corporation or LLC, it must be qualified or registered to do business in the State of Florida. The City, its officers, and employees shall not

be liable at law or in equity occasioned by failure of Building Official to comply with this subsection.

- L. At all times during the term of the Agreement, Building Official shall have in full force and effect all licenses and certifications required of it by law for performance of the services hereunder.

### III. SCOPE OF SERVICES

A. All permit applications must come through the Community Development Department of the City for site plan approval, confirmation and recording of zoning information, contractor registration verification, and residential/commercial building permitting. The scope of work to be performed by the awarded Building Official may consist of, but not be limited to the following:

1. Provide building code inspectors who conduct inspections of building construction, erection, repair, addition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes as required by law. The inspections shall be for both work performed under City issued permits and for non-permitted work/stop work order situations.
  - a. Firms must be able to provide the following categories of inspection services: building, commercial electrical, mechanical, plumbing, and fire.
  - b. It is the responsibility of the building code inspector to conduct inspections of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems, when permitting is required, to ensure compliance with the Florida Building Code. Each building code inspector must be licensed in the appropriate category as defined in Florida Statute 468.603. The building code inspector's responsibilities will be performed under the direction of the building code administrator or Building Official.
  - c. The Building Official shall provide appropriate personnel to perform the inspections and re-inspections within 24 hours from the time an inspection is requested by a permit applicant.
2. Provide plan reviewers who are qualified to determine that plans submitted for purposes of obtaining building and other permits comply with the building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes.
  - a. Categories of plan reviewers include: building, plumbing, mechanical, electrical, and fire.

- b. It is the responsibility of the plan reviewers to conduct review of construction plans submitted in the permit application to assure compliance with the Florida Building Code. The review of construction plans must be done by the building plans reviewer category as defined in Florida Statute 468.603. The plan reviewers' responsibilities will be performed under the supervision and authority of the building code administrator or Building Official.
  - c. The plans examiner shall attend any required meetings connected with the plan review or field inspection of the projects.
3. Provide a certified building official who will be responsible for signing off on permits, certificates of occupancy, final inspections, etc. The Building Official must be fully certified per the Department of Business and Professional Regulations.
  4. All service providers shall be licensed and certified in accordance with all applicable laws, including but not limited to Florida Statutes 468 and 633.
  5. Work effectively and respectfully with City directors and staff.
  6. Inter-agency coordination as needed.
  7. Provide weekly reports of building and zoning final inspections.
  8. Attend City Council, Planning Commission, Historic Preservation Advisory Board, Tree Board, CRA boards and Code Enforcement meetings as needed.
  9. Perform all other relevant assignments relating to Building Permitting and Inspection Services, as requested.
  10. Maintain records in accordance with local, State, and Federal public records retention requirements.
  11. Building Official shall provide all vehicles, clothing, inspection equipment, computers, cell phones, safety equipment, and other related materials and office equipment necessary to perform the services. Inspectors must carry identification clearly showing they are City authorized inspectors. The cost to provide these materials shall be borne by the Building Official.
  12. The Building Official's inspectors and plan review staff will be expected to attend training on various City policies, if offered, including, but not limited to, procedures, code requirements, and tree protection. Such training will be provided by or through the City, at its cost.

- B. Specific Requirements for Code Enforcement Services: (NOTE: Code enforcement services will be at the City's option to include in the bid award.)
1. Must become familiar with the City's Codes and have the ability to explain the codes to the public.
  2. Conducts on-site inspections (to the extent the code inspector is provided access to the property) and examinations of residential and commercial properties to determine compliance with laws, codes, regulations and ordinances.
  3. Investigates complaints from residents, property owners, businesses, and staff regarding general code violations and zoning violations; schedules routine and follow up inspections and periodic neighborhood surveys to determine violations.
  4. Meets with the complainants, residents, property owners, businesses and staff.
  5. Conducts inspections relating to acts of persons in violation of laws, codes and regulations relating to any environmental factors affecting the life, health and welfare of the community.
  6. Photographs property, prepares and maintains records and written reports of findings; initiates correspondence; follows the procedures of Chapter 162, Florida Statutes, and the City's codes; issues notices of violation.
  7. When necessary, initiates code enforcement hearings before the special magistrate and, as the code inspector, testifies as a witness pertaining to violations during special magistrate code enforcement public hearings.
  8. When necessary, coordinates the securing of dangerous structures and initiates condemnation or demolition proceedings against property owners.
  9. Performs checks of local business tax receipts to ensure that businesses within the City have obtained and maintain such receipts.
  10. Assists with the development of the agenda and minutes for Special Magistrate.
  11. Ensures compliance with Chapter 162 of Florida Statutes.
  12. Responsible for appointment calendars and schedules appointments relative to code enforcement matters; receives and screens calls and refers callers.

13. Prepares forms and composes letters. Files letters, reports and related technical information in the prescribed manner. Assembles information for others' use.

#### IV. SUBMITTAL REQUIREMENTS

- A. One (1) clearly marked, originally and manually signed original proposal, three (3) complete copies, and one (1) electronic copy (CD: PDF format).
- B. Provide a letter of interest and introduction. Briefly describe your firm. Include the name, address, email, and phone number of the contact person as well as a summary of your understanding of the scope of services and overall approach to the scope of services. The letter should be signed by an officer of the firm authorized to bind the firm to all commitments made in the proposal.
- C. Company Profile
  - 1. The location of staffing, staffing capacity, and firm resources expected to be made available to serve the City.
  - 2. General capabilities.
  - 3. Number of years in business.
  - 4. Whether the firm is a certified minority business as defined by the Florida Small and Minority Business Assistance Act of 1985.
- D. Experience and Specific Capabilities
  - 1. Qualifications, experience, and expertise of your company as a whole.
  - 2. Provide a description of the firm's personnel who will be assigned to the City's work detailed in the Scope of Services, including each individual's professional qualifications (education, licenses, certifications, etc.), and pertinent experience.
  - 3. Detail the firm's past experience providing services of the type required by the City to other public-sector clients.
  - 4. Explain the experience with riverfront, waterway building, and development issues of personnel who will be assigned to work in the City.
  - 5. Demonstrate how the operation will be supervised and what current quality control policies would be in place for the service.
  - 6. Identify the firm's proximity to City Hall, the firm's ability to provide staffing at City Hall to handle permitting, public contact, and permitting for staff

emergencies or vacations; and the ability for customers to meet at the office of the firm.

7. Provide a statement of credit or other proof of ability to perform based on financial resources.
  8. Provide any other information the firm feels is relevant in evaluating the firm's qualifications.
- E. Provide copies of all licenses and certifications for personnel assigned to the City which are relevant to performing building permit and inspections services.
- F. Provide copies of certifications for personnel assigned to the City, if applicable, for code enforcement services.
- G. Provide a list of at least three (3) municipalities or other government entities for whom you have provided similar services, including the following information:
1. the name of the entity for which the work was performed;
  2. a brief description of the scope of the work;
  3. the time period during which you performed work for the entity; and,
  4. name of the contact person with the entity and current telephone number who can knowledgeably discuss your firm's role and performance in the project.
- H. Proof of insurance and its limits.
- I. Required Forms
1. Public Entity Crimes Statement
  2. Non-Collusion Affidavit
  3. Conflict of Interest Disclosure
  4. Indemnification
- J. Turnaround time for plan checks.
1. Indicate the turn-around time in terms of working days for a first time check. This turnaround time should be measured from the time a plan is received until it is sent back.
  2. Indicate the turnaround time in terms of working days for a re-check. This turnaround time should be measured from the time a plan is received until it is sent back.

3. A table similar to the following shall be submitted.

<b>Type of Job</b>	<b>Turnaround Time First Check</b>	<b>Turnaround Time Re-Check</b>
<b>Residential</b>		
New Construction	_____ working days	_____ working days
Addition	_____ working days	_____ working days
Remodel	_____ working days	_____ working days
<b>Non-Residential</b>		
New Construction	_____ working days	_____ working days
Addition	_____ working days	_____ working days
Remodel	_____ working days	_____ working days

K. Fees Structure

1. The cost for providing these services on behalf of the City will be 100% of the fees collected as set forth in the proposal. No other payments will be made to the Building Official for the services provided.

2. Fee Schedules

a. Indicate the rates for specific services. A table similar to the following shall be submitted.

<b>Services</b>	<b>Initial</b>	<b>Re-inspections</b>
Plumbing Inspection	\$	\$
Electrical Inspection	\$	\$
Building Inspection	\$	\$
Mechanical Inspection	\$	\$
CDBG Consultations and Inspections	\$	\$
Adjudication, Court, Inquiries, Consultations	\$	\$
Other Miscellaneous Costs	\$	\$

b. Indicate proposed fee schedule for residential Plan Review Services. A table similar to the following shall be submitted.

<b>Standard Plan Reviews</b>		
<b>Plan Review</b>	<b>Per Hour(min)</b>	<b>Additional hours</b>
Single family home, unlimited square footage.	\$	\$
Commercial and Multifamily unlimited square footage.	\$	\$

- c. Provide a separate and complete cost breakdown for code enforcement services.

V. EVALUATION PROCESS

- A. Each proposal will be reviewed to determine if it is responsive to the requirements outlined in this solicitation. Only proposals following the requirements of this solicitation will be reviewed. Failure to comply with these requirements may cause the proposal to be declared non-responsive.
- B. Once a firm has been qualified and signed an agreement to provide professional services to the City, it must maintain its availability and keep all licenses and insurance certificates current in order to continue their qualification.
- C. All proposals will be ranked on a scale of one to five, with five being the highest. The ranking sheet and all proposals will then be sent to City Council for final decision and award. The following criteria will be used for the ranking.
  - 1. Project team
  - 2. Quality of submittal
  - 3. References
  - 4. Previous work experience in general
  - 5. Familiarity and experience with riverfront, waterway building and development issues
  - 6. Cost (NOTE: Proposals shall show a separate and complete cost breakdown for Code Enforcement services.)

7. Experience and familiarity with code enforcement procedures under Chapter 162, Fla. Stat.; ability to provide prosecutorial services before a special magistrate; and the cost for the same.

## VI. INSURANCE REQUIREMENTS

A. Proof of insurance will be required at the time of execution of an agreement in conformance with the requirements outlined in this document. During the term of the Agreement, the firm shall maintain in full force and effect, at its own cost and expense, the minimum insurance coverage outlined.

### B. Standard Insurance Coverage

1. The Building Official, building inspectors, plan reviewers, vendors, or suppliers shall not begin work under the Agreement until obtaining all insurance described herein and such insurance has been approved by the City; nor shall the Building Official permit any building inspectors, plan reviewers, vendors, or suppliers to begin work until similar insurance to cover building inspectors, plan reviewers, vendors, or suppliers has been obtained and approved.
2. The minimum insurance coverage and limits required are shown by coverage line below.

### C. Required coverage is as follows:

#### 1. Workers Compensation and Employer's Liability

Workers' compensation insurance providing statutory benefits as required in the state of Florida and employers liability with limits of not less than:

- \$500,000 E.L. Each Accident
- \$500,000 E.L. Disease - Each Employee
- \$500,000 E.L. Disease - Policy Limit

The policy shall include a waiver of subrogation in favor of the City.

The certificate must clearly identify that coverage applies in Florida.

#### 2. Commercial General Liability Insurance

Written on ISO form CG2010 11/85 or CG2010 10/01 or equivalent. The minimum limits of coverage shall be as follows:

- a. \$1,000,000 each occurrence for Bodily Injury and Property Damage
- b. \$2,000,000 General Aggregate
- c. \$2,000,000 Products and Completed Operations

- d. \$1,000,000 Personal and Advertising Injury (with the standard contractual and employee exclusions deleted)
- e. Employees and Volunteers as Additional Insured for both on-going and completed operations
- f. Broad Form Property Damage including underground, explosion and collapse hazards (X,C,U); or no exclusion for Exclusion - Damage to Work Performed by SubBuilding Officials on Your Behalf (CG 22 94 or 22 95)
- g. Blanket Contractual Liability
- h. Independent Building Official's Liability
- i. Additional Insured - Owners, Lessees Or Building Officials - Completed Operations (ISO form CG 20 37)

### 3. Commercial Auto Liability Insurance

Written on ISO form CA 00 01 or equivalent. The minimum limits of coverage shall be as follows:

- Bodily Injury and Property Damage: \$1,000,000 combined single limit
- Any auto coverage includes Hired Auto Liability and Non-Owned Auto Liability.

### 4. Professional Liability Insurance

The scope involves professional services and Professional Liability Insurance is required covering liability for claims that arise from the negligent errors, omissions, or acts of the Building Official, building inspectors, and plan reviewers in the provision of professional services. The policy shall include Contractual Liability coverage and be effective (retroactively, if applicable) from the date of commencement of professional activities in connection with the scope until five (5) years following completion of the scope. A copy of the policy shall be provided to the City upon request.

## D. Other Insurance Requirements

All insurance to be obtained by Building Official, building inspectors, and plans examiners under the foregoing provisions shall be written by insurance companies with an A.M. Best rating of an "A-" or better. All liability and automobile insurance shall contain a severability of interest clause.

## E. Certificate of Insurance

Prior to commencing its performance under the contract, Building Official shall provide the City a Certificate of Insurance evidencing the coverages previously listed. The insurance required hereunder shall be maintained from the commencement of the Agreement until the end of the applicable warranty period.

## F. Waiver of Subrogation

All insurance coverage maintained by the Building Official shall include a waiver of any right of subrogation of the insurers thereunder against the City, employees, insurers, and underwriters, and of any right of the insurers to any set-off or counterclaim or any other deduction, whether by attachment or otherwise, in respect of any liability of any person insured under any such policy. Building Official further waive all claims and all rights of subrogation against the City, employees, insurers and underwriters for loss of, or damage to, Building Official, building inspector, and plans examiner tools, machinery, equipment, material, supplies, or any other losses within the scope of any insurance maintained by Building Official.

## VII. FORMATION OF CONTRACT

1. Upon selection, the final contract amount may be subject to negotiation to determine exact scope of services to be provided and final contract fee amount and a contract outlining all relevant terms shall be executed by both parties.
2. Selection does not guarantee award of the Agreement. In the event the successful bidder and the City fail to agree on terms to be negotiated, the City will choose from the remaining proposals or issue another RFP.
3. Award of an Agreement shall not be final until a written Agreement has been approved by the City Council and entered into between the parties.

**SWORN STATEMENT UNDER SECTION 287.133 (3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES  
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO  
ADMINISTER OATHS.**

1. This sworn statement is submitted to the CITY OF DUNNELLON by

\_\_\_\_\_ (Print individual's name and title)

for

\_\_\_\_\_ (Print name of entity submitting sworn statement) whose business address is

\_\_\_\_\_ and (if applicable) its Federal Employer Identification Number (FEIN) is

If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn Statement: \_\_\_\_\_

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt of a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (ATTACH A COPY OF THE FINAL ORDER).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR A CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Personally known \_\_\_\_\_

Or produced identification \_\_\_\_\_

Notary Public-State of \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed, or stamped commissioned name of notary public.)

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_ County of \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
after being by me first duly sworn, deposes and says of his/her personal knowledge that:  
who,

a. He/She is \_\_\_\_\_ of \_\_\_\_\_,  
the proposer that has submitted a proposal to perform work for the following:

RFP No.: \_\_\_\_\_ Title: \_\_\_\_\_

b. He/She is fully informed respecting the preparation and contents of the attached Request for Proposals,  
and of all pertinent circumstances respecting such solicitation. Such proposal is genuine and is not a collusive  
or sham proposal.

c. Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees, or  
parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or  
indirectly, with any other proposer, firm, or person to submit a collusive or sham proposal in connection with the  
solicitation and contract for which the attached proposal has been submitted or to refrain from proposing in  
connection with such solicitation and contract, or has in any manner, directly or indirectly, sought by agreement  
or collusion or communication or conference with any other proposer, firm, or person to fix the price or prices in  
the attached proposal or any other proposer, or to fix any overhead, profit, or cost element of the proposal price  
or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or  
unlawful agreement any advantage against the City or any person interested in the proposed contract.

d. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion,  
conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives,  
owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
(Signature)  
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Personally known \_\_\_\_\_

Or produced identification \_\_\_\_\_

Notary Public-State of \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed, or stamped commissioned name of notary public.)

**CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all firms must disclose if any City of Dunnellon elected officials, employee(s), or board members is also an owner, corporate officer, agency, employee, etc., of their firm.

Indicate either "yes" (a City employee, elected official, or agency is also associated with your firm), or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES \_\_\_\_\_ NO \_\_\_\_\_

NAME(S)

POSITION(S)

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Name of Firm \_\_\_\_\_

Signature \_\_\_\_\_

## INDEMNIFICATION

The successful proposer shall indemnify and hold harmless the City and its officers, employees, agents, and instrumentalities from any and all liability, losses, or damages, including attorney's fees and costs of defense, which the City or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the agreement by the successful proposer or its employees, agents, servants, partners, or principals.

The successful proposer shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon.

The successful proposer expressly understands and agrees that any insurance protection required by the Agreement or otherwise provided by the successful proposer shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City or its officers, employees, agents, and instrumentalities as herein provided.

\_\_\_\_\_  
Signature (Provider Representative)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name (Provider Representative)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date