

# **City of Quincy**

City Hall

404 West Jefferson Street

Quincy, FL 32351

[www.myquincy.net](http://www.myquincy.net)



## **Meeting Agenda**

**Tuesday, July 22, 2014**

**6:00 PM**

**City Hall Commission Chambers**

## **City Commission**

**Derrick Elias, Mayor (Commissioner District Three)**

**Micah Brown, Mayor Pro-Tem (Commissioner District Two)**

**Keith Dowdell (Commissioner District One)**

**Andy Gay (Commissioner District Four)**

**Daniel McMillan (Commissioner District Five)**

**AGENDA FOR THE REGULAR MEETING OF  
THE CITY COMMISSION OF  
QUINCY, FLORIDA  
Tuesday  
July 22, 2014  
6:00 PM  
CITY HALL CHAMBERS**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

**Special Presentations by Mayor or Commission**

**Approval of the Minutes of the previous meetings**

1. Approval of Minutes of the 07/08/2014 Regular Meeting  
(Sylvia Hicks, City Clerk)

**Public Hearings as scheduled or agendaed**

**Public Opportunity to speak on Commission propositions – (Pursuant to Sec. 286.0114, Fla. Stat. and subject to the limitations of Sec. 286.0114(3)(a), Fla. Stat.)**

**Resolutions**

**Reports by Boards and Committees**

**Reports, requests and communications by the City Manager**

2. Shelfer Street Drainage Ditch  
(Mike Wade, Interim City Manager; Reggie Bell, Interim Public Works Director)
3. Interlocal Fire and Rescue Service Agreement  
(Mike Wade, Interim City Manager; Scott Haire, Fire Chief)
4. RFP for Internet/Phone/ Web Page Service  
(Mike Wade, Interim City Manager)
5. Quincy Byrd Landfill Cell 9 Closure  
(Mike Wade, Interim City Manager; Bernard Piawah, Building and Planning Director)

6. 90 Day Old Account Status Report Update  
(Mike Wade, Interim City Manager; Ann Sherman, Customer Service Director)
7. QPD Traffic Enforcement Report  
(Mike Wade, Interim City Manager; Walter McNeil, Police Chief)
8. QFD Monthly Report  
(Mike Wade, Interim City Manager; Scott Haire, Fire Chief)
9. \*Financials/P-Card Statement  
(Mike Wade, Interim City Manager; Joe Weil, Accountant III)

**Other items requested to be agendaed by Commission Member(s), the City Manager and other City Officials**

**Comments**

- a) City Manager
- b) City Clerk
- c) City Attorney
- d) Commission Members

**Comments from the audience**

**Adjournment**

\*Item(s) Not in Agenda Packet

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
JULY 8, 2014  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, July 8, 2014, with Mayor Commissioner Elias presiding and the following present:

Commissioner Micah Brown  
Commissioner Daniel McMillan  
Commissioner Gerald A. Gay, III  
Commissioner Keith A. Dowdell

Also Present:

Interim City Manager Mike Wade  
Interim City Attorney John A. Grant  
City Clerk Sylvia Hicks  
Police Chief Walt McNeil  
Customer Service Director Ann Sherman,  
Parks and Recreation Director Gregory Taylor  
Planning Director Bernard Piawah  
Interim Public Works Director Reginald Bell  
CRA Manager Regina Davis  
Fire Chief Scott Haire  
Account Control Analyst Catherine Robins  
Acting Human Resources Director Bessie Evans  
Police Officer Harold Barber  
Sergeant At Arms Assistant Chief Glen Sapp

**Call to Order:**

Mayor Commissioner Elias called the meeting to order, followed by invocation and the Pledge of Allegiance.

**Special Presentation by Mayor or Commission** – none

**Approval of the Minutes of the previous meeting**

*Approval of Minutes of the June 10, 2014 Regular Meeting*

Commissioner Gay made a motion to approve the minutes of the June 10, 2014 regular meeting with corrections if necessary. Commissioner Dowdell seconded the motion. The aye were unanimous

## *Approval of Minutes of the June 24, 2014 Regular Meeting*

Commissioner Gay made a motion to approve the minutes of the June 24, 2014 regular meeting with corrections if necessary. Commissioner Brown seconded the motion. The ayes were unanimous.

## **Public Hearings as scheduled or agended**

**Public Opportunity to speak on Commission propositions – (Pursuant to Sec. 286.0114, Fla. Stat. and subject to the limitations of Sec. 286.0114(3)(a), Fla. Stat)**

## **Resolutions**

*Resolution No. 1315-2014 Memorandum of Agreement with Florida Department of Transportation (FDOT)*

Reginald Bell, Interim Public Works Director presented to the Commission a MOA from FDOT and staff recommended to accept the MOA. Commissioner Gay made a motion to approve option 1: accept the MOA with Florida Department of Transportation for the amount of \$27,044.80 per year for the next two years. Commissioner Brown seconded the motion. The ayes were unanimous.

## **Reports by Boards and Committees**

### **Reports, request and communications by the City Manager**

*Quincy Shuttle Bus Service RFP*

Bernard Piawah Building and Planning Director reported to the Commission that the workshop was held and only one person attended the meeting. He stated that he rode the bus for three days and only a few people rode the bus. Commissioner McMillan stated that he was disappointed that no one showed up for the workshop. Commissioner Dowdell asked why the people did not show up at the workshop. Mr. Piawah stated he can't say he don't know why the people didn't come to the meeting. It was advertised in the paper, and on WQTN, and was distributed by the Code Enforcement Officer. Commissioner Gay made a motion to move forward with the RFP. Commissioner Brown seconded the motion. Commissioner Gay amended his motion to include with or without the subsidy from the City, three and five day service, and match the number of riders to accommodate the mode of transportation. Commissioner Brown amended his seconded. The ayes were unanimous.

*Tentative Property Tax Millage Rate*

Commissioner McMillan made a motion to approve option 1: adopt a proposed tentative millage rated of 4.6561 mills which produces \$971,896 in ad valorem revenue. Commissioner Brown seconded the motion. The ayes were unanimous.

*Quincy Fire Department Monthly Report – No comments.*

**Other items requested to be agended by Commission Member(s), the City Manager and other City Officials.**

**Comments:**

*City Manager*

Interim City Manager Mike Wade reported that a property owner on Earnest Streets is complaining that the runoff from the City has caused erosion on their property. The owner has offered for the City to purchase the property below the appraised value he stated that the City could get two buildable lots. The Manager stated that we have already made a repair on Crawford Street in the amount of \$15,000 it is also a natural drainage area. He stated that some of the drainage comes from the TCC building, US 90 and the City streets. The manager stated we could purchase the property for approximately \$10,000. The Attorney stated that we may have some liability. Commissioner Gay asked if we had an engineer to conduct an analysis. The Attorney stated that the statutes of limitations are four years. Commissioner Dowdell stated that there is a similar situation on Shelfer Street and the family is getting frustrated. Commissioner McMillan stated the he has a problem with just purchasing land just because water runs across it he would like more time he is not ready to act on the matter. Commissioner Dowdell stated that the City is not abiding by the agreement of the easement on Shelfer Street we are not maintaining it. Commissioner Dowdell requested this item be agended for the next meeting. Mayor Elias stated that he is not ready to take any action.

*Interim City Attorney*

Interim City Attorney Grant reported to the Commission that a hearing has been set for the end of the month for Code Enforcement. Commissioner McMillan asked how you move forward when a property is in probate or foreclosure and requested an opinion. The Attorney stated an order is given access a fine issue a lien then the property can be foreclosed. Commissioner McMillan stated he don't want to foreclose people are struggling. Commissioner McMillan asked what can be done about abandon building. The Attorney stated that foreclosure is the most stringent.

*City Clerk - none*

*Commissioners*

Commissioner Brown requested maintenance on Cooper Street.

Commissioner Brown asked when all the interim positions would be filed.

Commissioner Brown stated that at the intersection of Martin Luther King Jr. Boulevard and Stewart Street there is a huge dip in the road that may cause some damage. The Manager stated that he would look into me matter.

Commissioner Dowdell reported that the City is not maintaining Thomas Alley.

Commissioner Dowdell asked the Manager if he had spoken to Mr. Larkin. The Manager replied no but he would give him a call. Commissioner Dowdell stated that he had also tried to call Mr. Larkin and he had not returned his call.

Commissioner Dowdell stated that he had not received the documents that he had requested. The Manager stated that Commissioner Dowdell had requested an extensive amount of information and staffing is very limited going through five years is a lot of information. Commissioner Dowdell stated that the policy states 30 days and he feels neglected. The Manager stated he would review the policy and it's only fair a reasonable for staff to pull the information. Mayor Elias asked the Human Resources Director is August 30<sup>th</sup> the date she can get the information to Commissioner Dowdell. Commissioner Dowdell stated that he was not going to wait until August to receive them and this is the last time he was going to ask.

Commissioner Dowdell made a motion to issue a RFP for the City Manager. Commissioner Brown seconded the motion. Upon roll call by the Clerk the ayes were Commissioners Brown and Dowdell. Nays were Commissioners McMillan, Gay, and Elias. The motion did not carry. Commissioner Dowdell stated that you are violating the Charter with that vote.

Commissioner Dowdell asked the Manager about the termination of the Executive Assistant to the City Manager in that we were moving in a new direction. Mayor Elias stated that is not a Commission item that is for the Manager. Mayor Elias stated that just a minute ago you accused us of violating the Charter one can say that is a Manager's item and we have already discussed. Mayor Elias asked the Manager if he had reasons to terminate the employee. The Manager replied yes. Commissioner Dowdell stated he doesn't understand why she was released and what the new direction is. Commissioner McMillan stated that when the Commission voted to terminate the services of Mr. Mclean that was a change in management and is a new direction. Commissioner Dowdell asked what the direction is. Commissioner McMillan stated he doesn't know what the direction is.

Commissioner Gay asked the status of the Audit. The Manager stated he would get an update and email the status to the Commission. Commissioner Gay requested a biweekly update of the audit.

Commissioner Gay stated he don't normally make an issue of other Commissioners district but in Hillcrest Cemetery people is using it as a cut thru and asked that we close the gate at the Solomon Dairy Road entrance he stated this is the second request. Commissioner Gay stated that commercial vehicles are seen driving thru the cemetery causing damages to our streets. Commissioner McMillan stated that he totally agrees with Commissioner's Gay comments. Commissioner McMillan stated that the people use that as a walking trail. The Manager stated that he had spoken with the personnel at Public Works regarding keeping the gate closed. The Manager stated he would speak with Mr. Bell the Interim Director of Public Works to install signs. Commissioner Gay request that a latch is placed on the gate.

Commissioner Gay stated that there is continuous speeding in the City and especially on King Street and stated that the Police Department needs to issue speeding tickets to slow some of the people down. He stated this is the second or third request and he knows it is a manpower issue.

Commissioner McMillan asked the Manager if he could give Commissioner Dowdell some of the information that he requested prior to the August 30<sup>th</sup> date. The Manager stated he would.

Triangle Park the weeds are growing up through the mulch/wood chips and the equipments needs to be pressure washed. Commissioner McMillan stated that on August 5 there will be an event at the park called National Nights Out.

Commissioner McMillan announced that a Community Meeting will be held for District V Monday, July 21, 2014 at 6:00 p.m. in the City Commission Chambers.

Commissioner McMillan stated that the bleachers at Corry Field are roped off and football season is coming soon he would rather us taken them down for safety purposes.

Commissioner McMillan requested an update on telecommunication.

Commissioner McMillan reported that Big Bend Rebar has been a loyal customer of the City and they were very unhappy with the telecommunication service they received.

Commissioner McMillan stated the City should own the domain not an individual, we will open ourselves up for liability not being able to provide service.

Mayor Elias asked that Attorney Larkin be present at the next meeting.

Mayor Elias reported that he was contacted by Big Bend Rebar regarding their problem.

Mayor Elias stated that three weeks ago he reported that at 415 B W Roberts the ditch needs cleaning up as well as the lot on Stanley Street.

Mayor Elias stated that he had received a call from a customer that was cut off but in fact had already paid their utility bill. He also stated that they called the afterhour's number and did not get what they needed. Something needs to be done about the after hour service. The Interim City Manager stated he would check on it.

Mayor Elias asked if we had someone to spray for mosquitoes. The Interim City Manager stated he had spoken with Mr. Bell a few weeks ago regarding that matter. Mr. Bell stated that we have someone to spray we have to have some to make a complaint. Mayor Elias stated District III needs spraying.

Mayor Elias asked of the budget schedule. The Interim City Manager stated that he would provide one.

Patrick Ward Fletcher of 1022 West King Street came before the Commission and his concern was speeding on King Street. He told the Commission that someone had passed him on King Street which is a no passing zone. Mr. Fletcher stated that is very dangerous.

Minister Alphonzo Figgers of 215 North Chalk Street had the following concerns: He did ride the shuttle bus with Mr. Piawah and true there were only a couple of riders. But he stated that the bus service is needed in the City. Mr. Figgers stated that Mr. Wade took on all the



problems of the City is trying to move forward and be transparent and should be considered for the Manager position to create some stability despite of what has transpired with the prior City Manager and the Executive Assistant. Mr. Wade is doing a good job under the conditions.

The Commission agreed to hold an Executive Session Tuesday, July 22, 2014 at 4:30 in the City Commission Chambers.

Commissioner Gay made a motion to adjourn. Commissioner McMillan seconded the motion. There being no further business to discuss the meeting was adjourned.

APPROVED:

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Derrick D. Elias  
Presiding Officer of the City Commission  
and of the City of Quincy, Florida

ATTEST:

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Sylvia Hicks  
Clerk of the City of Quincy and  
Clerk of the City Commission there

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: July 22, 2014

Date Submitted: July 18, 2014

To: Honorable Mayor and Members of the Commission

From: Mike Wade, Interim City Manager  
Reggie Bell, Interim Public Works Director

Subject: Shelfer Street Drainage Ditch

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**Issue:**

The city maintains an open ditch storm water outfall system located at the intersection of Hamilton Street and South Shelfer Street. Two property owners adjacent to the open ditch have requested that the city install drainage pipe and cover the open ditch.

**Background:**

Storm water is conveyed from the area along South Shelfer Street and discharges into an open ditch on the southern right of way of the intersection of Hamilton Street and Shelfer Street. The ditch then runs south for over 1000 feet to an outfall point. In April 1989 the property owner and the City of Quincy entered into an agreement whereas the property owner granted the city a perpetual storm water drainage outfall ditch easement for the purpose of maintaining, repairing, reconstructing, using and operating the existing storm water drainage outfall ditch. City crews periodically cut the vegetation on the slopes and perform maintenance on the ditch. Two property owners that are adjacent to the ditch and are relatives of the original party of the agreement have approached the city on a number of occasions requesting that pipes be installed in the ditch and the ditch be covered up with fill material.

**Analysis:**

Staff reviewed several options in response to the property owners' request. The options include continuing to maintain the ditch as it is currently maintained, installing a four foot high chain-link fence, or installing pipe in the ditch. Three different pipe types were reviewed in an effort to determine the most economically feasible solution. All of the piping solutions were expensive and appear to be cost prohibitive at this time. This work was not budgeted in the current fiscal year.

## **Options:**

The following options were evaluated:

1. Install approximately 1150 lineal feet of 4 foot high chain-link fence. Estimated cost is \$20,000.
2. Install approximately 575 lineal feet of bituminous coated corrugated metal pipe. This type of pipe is generally expected to last 30 – 40 years. Estimated cost is \$130,000
3. Install ADS plastic pipe for a distance of approximately 575 feet. Because of size limits on this type of pipe it would require two side by side runs of 575 feet each for a total of 1150 feet of pipe. Estimated cost is \$200,000.
4. Install approximately 575 lineal feet of 4' x 8' concrete box culvert. This matches the type of structure that is currently in place at Hamilton Street but this is the most costly solution. Estimated cost is \$240,000.
5. Continue to maintain the ditch in the same manner as is currently performed. There is no additional cost.

## **Recommendation:**

Staff recommendation is to fund option 1 in the FY 14-15 budget.

## **Attachments:**

- Easement Agreement
- Property Location
- Picture of Ditch
- Estimates

357/482

A G R E E M E N T

THIS INDENTURE made this 12<sup>th</sup> day of APRIL, A.D. 1989, by and between JOHN SMART and his wife, MARY SMART, of 1839 HAMILTON STREET, Quincy, Florida 32351, parties of the FIRST PART, and the CITY OF QUINCY, a municipal corporation organized and existing under the laws of the State of Florida and located in Gadsden County, Florida, of P. O. Box 1619, Quincy, Florida 32351, party of the SECOND PART.

W I T N E S S E T H :

That the said parties of the FIRST PART, for a valuable consideration, the receipt whereof is hereby acknowledged, do by these presents, grant, bargain, sell and convey unto the said party of the SECOND PART, its successors and assigns forever, a perpetual storm water drainage outfall ditch easement upon, over, above, through and across the following described lands in the City of Quincy, County of Gadsden and State of Florida, to-wit:

The West half of the Southeast Quarter of the Northeast Quarter of Section 14, Township 2 North, Range 4 West.

ALSO:

The West third of the Southwest Quarter of the Northeast Quarter of Section 14, Township 2 North, Range 4 West. All of the above recorded in Deed Book "PPP" pg. 534, public records of Gadsden County, Florida.

ALSO:

Begin 660 feet South of the Northeast Corner of the Northwest Quarter of the Northeast Quarter of Section 14, Township 2 North, Range 4 West and thence run South 578 feet, thence run West 376.2 feet, thence run North 443 feet, thence run East 335 feet, thence run North 135 feet, thence run East 41.2 feet back to P.O.B. Deed recorded in Official Records "42" P. 232, Public Records of Gadsden County.

for the purpose of maintaining, repairing, reconstructing, using and operating, upon, under, over, above, through and across same, the existing storm water drainage outfall ditch with the necessary appurtenances and access thereto and for the purpose of doing any and all matters and things that are legal and lawful and that may be reasonably necessary in connection with the maintaining, repairing, reconstructing, using and operating of said existing storm water drainage outfall ditch; Provided however, that the said party of the SECOND PART agrees to keep the spillway open and flowing at the

DOCUMENTARY STAMP TAX PAID 55¢ DATE 4-17-89  
NICHOLAS THOMAS, CLERK OF CIRCUIT COURT  
GADSDEN COUNTY, FLORIDA  
BY Gregory Parrish DC.

South end of said outfall ditch at the request of the said parties of the FIRST PART and the said party of the SECOND PART joins in the execution of this agreement expressly for the purpose of accepting and covenanting this term and condition.

IN WITNESS WHEREOF, the said parties hereto have caused this instrument to be signed and sealed the date first above written.

Signed and sealed in the presence of:

Sterling George  
Ferry Jackson

John Smart (SEAL)  
JOHN SMART

Mary Smart (SEAL)  
MARY SMART

Parties of the FIRST PART

CITY OF QUINCY, FLORIDA

BY: Melvin V Barber  
Presiding Officer of the City Commission of the City of Quincy, Florida

Party of the SECOND PART

8902839

357 482-483

BY: Nicholas Thomas  
Clerk of the City of Quincy and  
Clerk of the City Commission, thereof

REC. NICHOLAS THOMAS, CLERK  
GADSDEN CO., FLORIDA

STATE OF FLORIDA

COUNTY OF GADSDEN

'89 APR 17 PM 3 01

The foregoing instrument was acknowledged before me this 17th day of April, A.D. 1989, by JOHN SMART and his wife MARY SMART

FILED, RECORDED AND  
RECORD VERIFIED  
NICHOLAS THOMAS, CLERK CIR. CRT  
GADSDEN COUNTY, FLA.

BY: Nicholas Thomas

Marva P. George  
Notary Public  
My Commission Expires:

STATE OF FLORIDA

COUNTY OF GADSDEN

Notary Public  
State of Florida at Large  
My Commission Expires Nov 3 1991

The foregoing instrument was acknowledged before me this 17th day of April, A.D. 1989, by MELVIN V BARBER and SYLVESTER WOODWARD, the Presiding Officer and Clerk, respectively, of the City Commission of the CITY OF QUINCY, a Florida municipal corporation, on behalf of said corporation.

Sylvester Woodward  
Notary Public  
My Commission Expires:

Notary Public, State of Florida at Large  
My Commission Expires Aug. 16, 1989

2 LARGE PARCELS  
 PER D.B. PPP/534

SEC. COR.



Gadsden County Property Appraiser	
Parcel: undefined Acres:	
Name:	Land Value:
Site:	Building Value:
Salv:	Misc Value:
	Just Value:
	Assessed Value:
Mail:	Exempt Value:
	Taxable Value:



The Gadsden County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. PLEASE NOTE THAT THE PROPERTY APPRAISER MAPS ARE FOR ASSESSMENT PURPOSES ONLY NEITHER GADSDEN COUNTY NOR ITS EMPLOYEES ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS ---THIS IS NOT A SURVEY---

Date printed: 07/18/14 : 09:27:46





<b>Budgetary Estimate-Utility Department</b>
<b>Project Title:Shelfer St. Ditch</b>
<b>Date Submitted: 1/7/14</b>
<b>Produced By: Mo Cox</b>

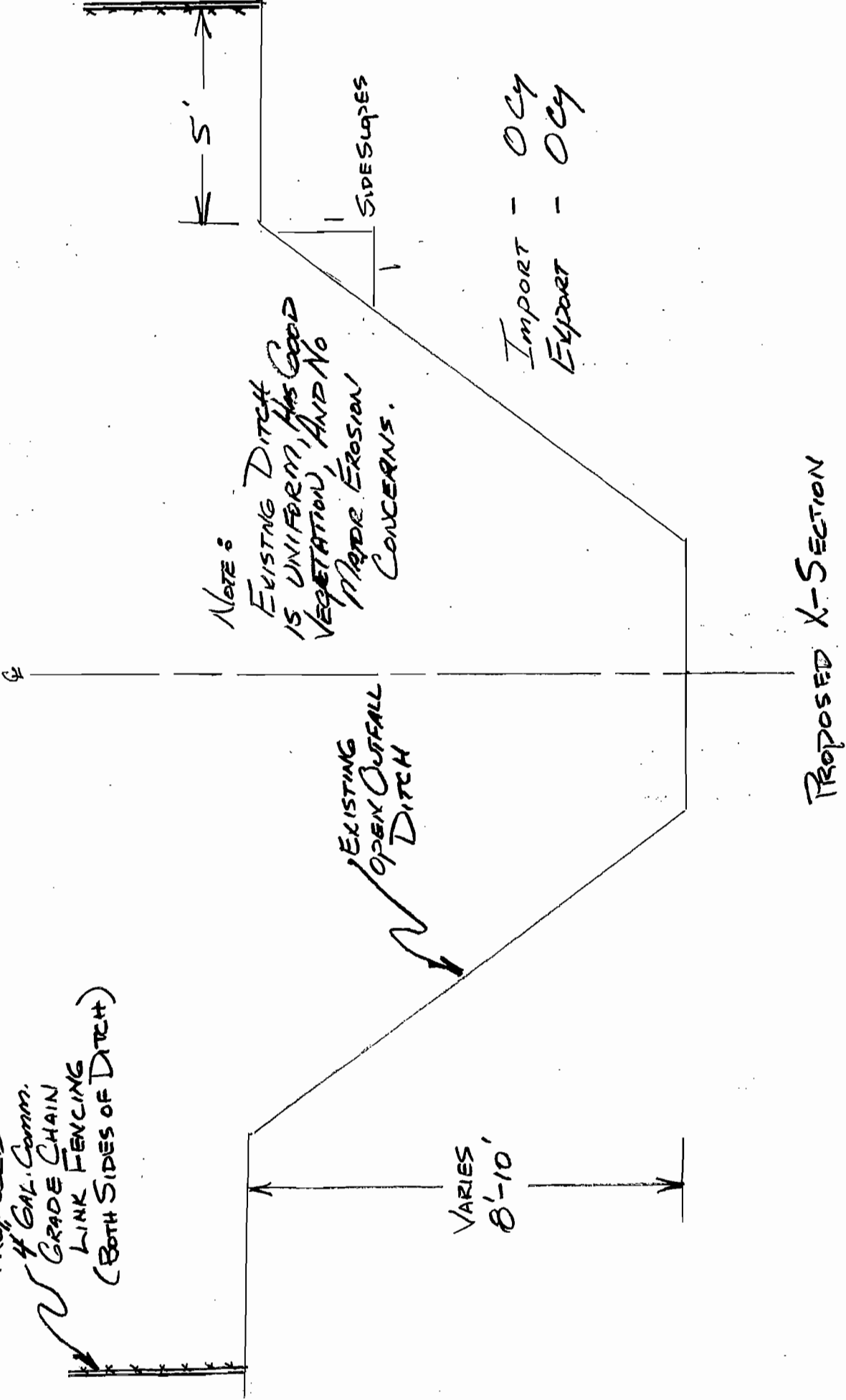
**Notes/Exclusions: Option #1 - Fencing the Ditch**  
 This project research is being performed at the request of the neighborhood. Funding for this project has yet to be determined. City will perform all work with the exception of the fence installation. (Private Contractor)

Item	Description	Quantity	Unit	Unit Cost	Ext. Cost
1	Mobilization	1.00	LS	\$ 1,500.00	\$ 1,500.00
2	Survey (Utilities)	1.00	LS	\$ -	\$ -
3	Construct Energy Dissipator (PW)	400.00	SF	\$ 16.00	\$ 6,400.00
4	4' Com. Grade Chain Link Fence w/Bracing	1150.00	LF	\$ 9.50	\$ 10,925.00
					\$ -
					\$ -
					\$ -
					\$ -
<b>Totals</b>					<b>\$ 18,825.00</b>



ILLUSTRATION # 1  
FENCING ESTIMATE

PROPOSED  
# GAL. CORRUGATED  
GRADE CHAIN  
LINK FENCING  
(BOTH SIDES OF DITCH)



NOTE:  
EXISTING DITCH  
IS UNIFORM, HAS GOOD  
VEGETATION, AND NO  
MADE EROSION  
CONCERNS.

Import - 0 cy  
Export - 0 cy

PROPOSED X-SECTION

**Budgetary Estimate-Utility Department****Project Title:Shelfer St. Ditch****Date Submitted: 1/7/14****Produced By: Mo Cox****Notes/Exclusions: Option #2 - CMP Piping**

This project resarch is being performed at the request of the neighborhood. Funding for this project has yet to be determined. Labor and equipment used in this project will be both City and County forces. If privately bid out, anticipate increases in over cost reflected in this estimate.

Item	Description	Quantity	Unit	Unit Cost	Ext. Cost
1	Mobilization	1.00	LS	\$ 1,500.00	\$ 1,500.00
2	Survey (Utilities)	1.00	LS	\$ -	\$ -
3	Construction Easement	1.00	LS	\$ 300.00	\$ 300.00
4	Demolition	1.00	LS	\$ 3,000.00	\$ 3,000.00
5	6x10 Junction Box	1.00	EA	\$ 9,000.00	\$ 9,000.00
6	7' CMP w/Bituminous Coated	575.00	LF	\$ 140.00	\$ 80,500.00
7	7' CMP Bands	23.00	EA	\$ 215.00	\$ 4,945.00
8	Import (Fill)	2172.00	CY	\$ 7.30	\$ 15,855.60
9	7' MES	1.00	EA	\$ 2,500.00	\$ 2,500.00
10	Reclaimate Construction Easement	1.00	LS	\$ 7,500.00	\$ 7,500.00
11	Sod	20000.00	SF	\$ 0.23	\$ 4,600.00
					\$ -
					\$ -
					\$ -
					\$ -
<b>Totals</b>					<b>\$ 129,700.60</b>

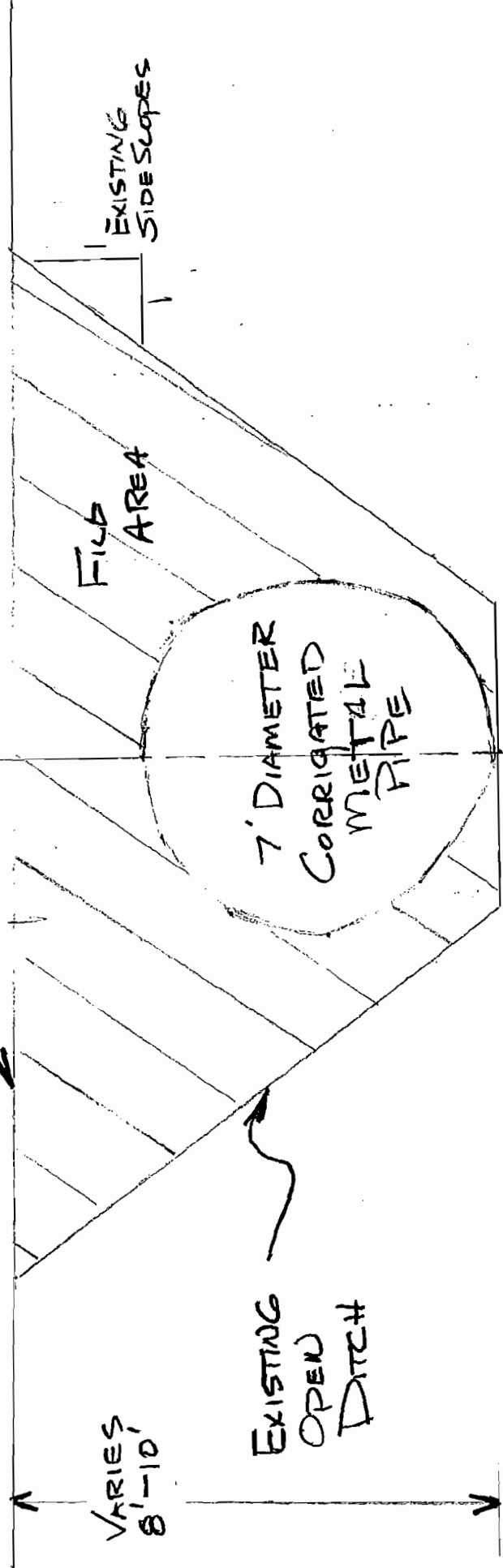
1/2

ILLUSTRATION #2  
 CMP PIPING  
 ESTIMATE

$$\begin{aligned}
 \text{Export} &= 0 \text{ Cy} \\
 \text{Import} &= \frac{[(6 \times 9) \times (2 \times 9)] - [(4608 - 144)] \times 575}{27} \\
 &= \frac{(117 - 32) \times 575}{27} \\
 &= 2172 \text{ Cy}
 \end{aligned}$$

5040

SOIL



PROPOSED X-SECTION

**Budgetary Estimate-Utility Department**

Project Title:Shelfer St. Ditch

Date Submitted: 1/7/14

Produced By: Mo Cox

**Notes/Exclusions: Option #3 - ADS Piping**

This project resarch is being performed at the request of the neighborhood. Funding for this project has yet to be determined. Labor and equipment used in this project will be both City and County forces. If privately bid out, anticipate increases in over cost reflected in this estimate.

Item	Description	Quantity	Unit	Unit Cost	Ext. Cost
1	Mobilization	1.00	LS	\$ 1,500.00	\$ 1,500.00
2	Survey (Utilities)	1.00	LS	\$ -	\$ -
3	Construction Easement	1.00	LS	\$ 300.00	\$ 300.00
4	Demolition	1.00	LS	\$ 3,000.00	\$ 3,000.00
5	6x10 Junction Box	1.00	EA	\$ 9,000.00	\$ 9,000.00
6	DBL. 60" ADS	1150.00	LF	\$ 135.00	\$ 155,250.00
7	7' CMP Bands	0.00	EA	\$ 215.00	\$ -
8	Import (Fill)	2022.00	CY	\$ 7.30	\$ 14,760.60
9	DBL 5' MES	2.00	EA	\$ 1,250.00	\$ 2,500.00
10	Reclaimate Construction Easement	1.00	LS	\$ 7,500.00	\$ 7,500.00
11	Sod	20000.00	SF	\$ 0.23	\$ 4,600.00
					\$ -
					\$ -
					\$ -
					\$ -
<b>Totals</b>					<b>\$ 198,410.60</b>

ILLUSTRATION # 3

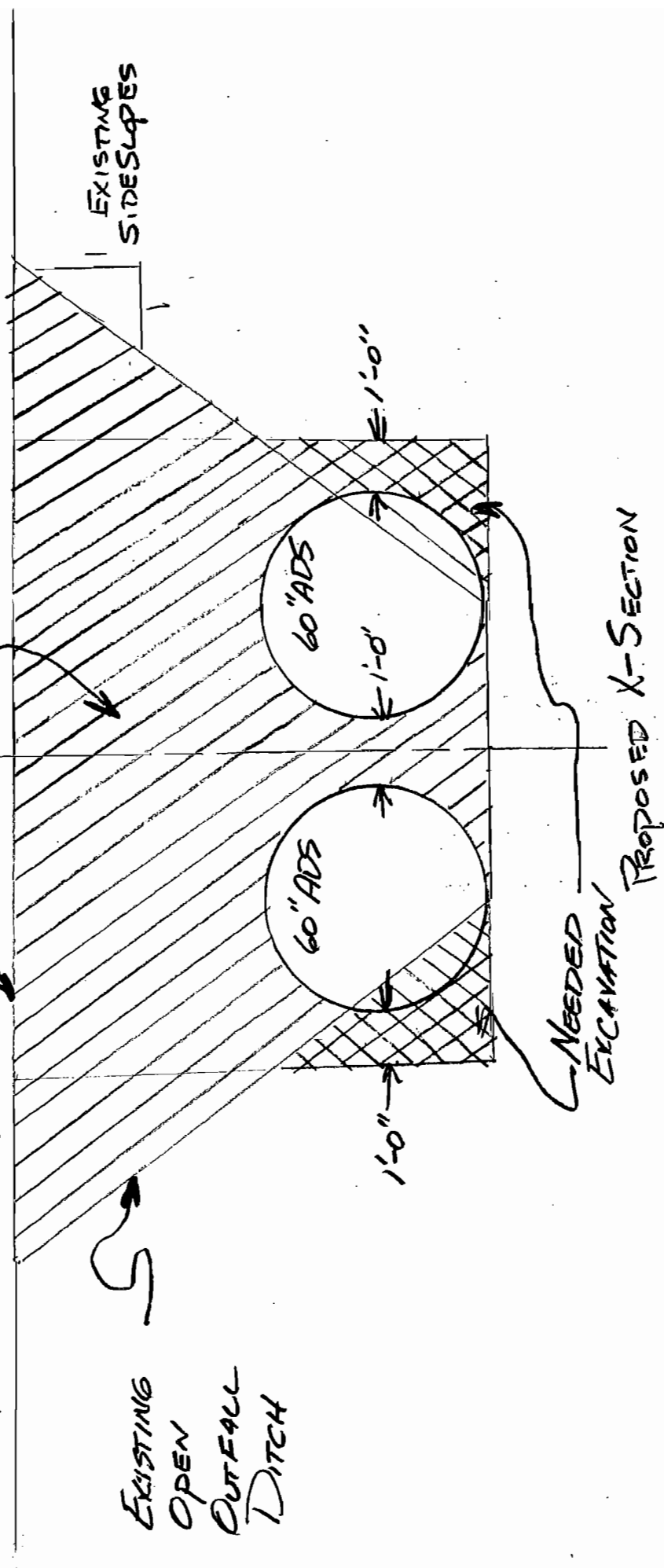
ADS PIPING ESTIMATE

$$\text{Export} = \frac{(4.5 \times 3.5) 575}{27} = 402 \text{ Cy}$$

$$\text{Import} = \left[ \frac{(13 \times 9) (3 \times 5)}{27} - \left[ \frac{(5700 \div 144)}{27} \right] 575 \right] - \frac{(117 + 17.5 \frac{27}{27} - 39.625) 575}{27}$$

$$= 2424 \text{ Cy}$$

$$\text{TOTAL IMPORT} = 2022 \text{ Cy } 500$$



EXISTING  
OPEN  
OUTFALL  
DITCH

FILL AREA

EXISTING  
SIDESLOPES

60" ADS

60" ADS

NEEDED  
EXCAVATION  
PROPOSED X-SECTION

1'-0"

1'-0"

1'-0"

**Budgetary Estimate-Utility Department**  
**Project Title:Shelfer St. Ditch**  
**Date Submitted: 1/7/14**  
**Produced By: Mo Cox**

**Notes/Exclusions: Option #4 - 4x8 Box Culvert**  
This project research is being performed at the request of the neighborhood. Funding for this project has yet to be determined. Labor and equipment used in this project will be both City and County forces. If privately bid out, anticipate increases in over cost reflected in this estimate.

Item	Description	Quantity	Unit	Unit Cost	Ext. Cost
1	Mobilization	1.00	LS	\$ 1,500.00	\$ 1,500.00
2	Survey (Utilities)	1.00	LS	\$ -	\$ -
3	Construction Easement	1.00	LS	\$ 300.00	\$ 300.00
4	Demolition	1.00	LS	\$ 3,000.00	\$ 3,000.00
5	6x10 Junction Box	1.00	EA	\$ 9,000.00	\$ 9,000.00
6	4x8 Box Culvert	575.00	LF	\$ 350.00	\$ 201,250.00
7	7' CMP Bands	0.00	EA	\$ 215.00	\$ -
8	Import (Fill)	1733.00	CY	\$ 7.30	\$ 12,650.90
9	DBL 5' MES	0.00	EA	\$ 1,250.00	\$ -
10	Reclaimate Construction Easement	1.00	LS	\$ 7,500.00	\$ 7,500.00
11	Sod	20000.00	SF	\$ 0.23	\$ 4,600.00
					\$ -
					\$ -
					\$ -
					\$ -
<b>Totals</b>					<b>\$ 239,800.90</b>



**CITY OF QUINCY**

**CITY COMMISSION AGENDA REQUEST**

**MEETING DATE:** July 22, 2014  
**DATE OF REQUEST:** July 10, 2014  
**TO:** Honorable Mayor and Members of the City Commission  
**FROM:** Mike Wade, City Manager  
Scott Haire, Fire Chief  
**SUBJECT:** Interlocal Fire and Rescue Service Agreement

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**Statement of Issue:**

This is a request to accept the negotiated terms of a new 4 year Interlocal Fire and Rescue Service Agreement between the City of Quincy and Gadsden County.

**Background:**

In January, 2014, Fire Chief Scott Haire met with Mr. Tommy Baker, Director of Gadsden EMS and Mr. Andre Walker, Gadsden County Fire Coordinator to discuss operational items in the Interlocal Agreement for Fire and Rescue Services.

All agreed to strike item #3 from the current contract moving forward into the 2015-2019 Interlocal Agreement. This item concerned the placing of a Quincy firefighter into the St. John fire station for 12 hours per day. Quincy will continue to respond as "automatic aid" to this area for fire calls and rescue.

Mr. Walker asked that when we respond to the County that our mobile radios are switched over to the County channel so that we can effectively communicate with County responders. Chief Haire told them we would implement a policy immediately to handle that request. Since that time QFD has been dispatched and remains on the County-wide fire channel. There have been no negative issues since switching to this channel.

Cost for the new interlocal agreement was discussed. Mr. Baker indicated that any increases be tied to the CPI index. After operational items were worked out by the three, a meeting was set up by the County and City manager to discuss the cost of the contract.



On July 9, 2014 a meeting including Mr. Robert Presnell (County Manager), Mr. Mike Wade (City Manager) and Scott Haire (Fire Chief) was held. At the meeting, discussion began with options for a 4-year interlocal agreement versus a 2-year interlocal agreement. Mr. Presnell wanted to see a 2-year agreement in place so that all fire departments county-wide would be on the same cycle for negotiations beginning fiscal year 2017. Mr. Wade indicated that the City of Quincy was more interested in longer terms and that a 4-year agreement would put Quincy back on schedule with the other fire departments in 2018.

It was decided after much discussion that both parties would ask for a 4-year interlocal agreement beginning with the same contract price as the current contract (\$405,000 annually) and automatically adjusted at the beginning of each fiscal year of the contract by the annual average CPI.

**Options:**

1. Vote to approve the Interlocal Fire and Rescue Service Agreement as agreed upon by staff to commence on October 1, 2014 and continue through September 30, 2018.
2. Vote not to approve the Interlocal Fire and Rescue Service Agreement as agreed upon by staff and send the process back to staff to re-negotiate conditions of the Agreement.

**Recommended Option**

Option 1

**Attachments:**

1. Current Interlocal Fire and Rescue Services Agreement (FY 2009-2014)
2. Proposed Interlocal Fire and Rescue Services Agreement (FY 2015-FY 2018)

**INTERLOCAL FIRE AND RESCUE SERVICE AGREEMENT BETWEEN  
THE CITY OF QUINCY, FLORIDA, AND GADSDEN COUNTY, FLORIDA**

THIS INTERLOCAL FIRE AND RESCUE SERVICE AGREEMENT is made this first day of October, 2009, by and between the City of Quincy, Florida, hereinafter referred to as "the City of Quincy" and Gadsden County, hereinafter referred to as "County", as follows:

WITNESSETH

WHEREAS, the City of Quincy maintains a fire department capable of providing fire and rescue service outside the City of Quincy's corporate boundaries, and

WHEREAS, residents of Gadsden County residing outside the City of Quincy's corporate boundaries are in need of fire and rescue service and fire and rescue service is a service the County believes would be beneficial to the health and welfare of residents living in the unincorporated areas of the County, and

WHEREAS, the City of Quincy and the County recognize that it would be beneficial to both parties to utilize a single fire and rescue service for the City of Quincy and unincorporated County in the immediate vicinity.

NOW, THEREFORE, in consideration of the following and the mutual obligations of the parties contained herein the parties agree as follows:

1. The City of Quincy fire department will provide automatic aid to the areas of Gretna, St John/Robertsville, Wetumpka and Midway for structure fires and life threaten situations.
2. The City of Quincy fire department will provide mutual aid fire and rescue service, upon request to all other volunteer fire departments.
3. The City of Quincy fire department will provide enhanced fire response plus services to a County selected volunteer fire department (St. John/Robertsville) in the following manager:
  - A. Quincy will provide one full-time firefighter for a 12 hour shift at a volunteer fire station.
  - B. The County/volunteer fire department will provide a volunteer firefighter to work with Quincy's full-time firefighter for the chosen 12 hour shift.
  - C. The County/volunteer fire department is responsible for providing coverage for the remaining 12 hours.
  - D. For the chosen 12 hour shift the full-time firefighter will be housed at the designated existing volunteer station and will use that station's equipment.
  - E. During the chosen 12 hour shift, the full-time firefighter will be incident commander.
4. The City of Quincy shall provide a copy of the STATE OF FLORIDA fire incident report to the Fire Coordinator and the State Fire Marshall's Office with completed information within the time required by law following the report of a County fire incident.

5. The County shall insure against liability for Quincy's Fire Department while providing fire and rescue service outside the corporate boundaries of the City of Quincy. The City of Quincy shall maintain Workers' Compensation insurance in accordance with State law.
6. The County shall provide a serviceable vehicle/tanker owned and insured by the County during the term of this agreement to be used by the Quincy Fire Department to respond to all fire and rescue calls within the City and the service area as defined in Section 1, at no charge by the County to the City of Quincy. The City of Quincy shall be liable for routine maintenance and minor repairs, and all fuel, but all major repairs, which involve single-item costs exceeding \$1,000, shall be the responsibility of the County. In the event a major repair is required that will result in downtime exceeding seven (7) days for the vehicle furnished by the County; the County shall furnish a qualified temporary replacement fire service vehicle until the repairs are completed. .
7. The City of Quincy agrees that funds received from the County under this Agreement shall be used only for costs associated with providing fire and rescue services. Because there is a mutual benefit derived from using all available the City of Quincy and the County equipment and resources on fires, equipment and resources used shall not be restricted by geographic boundaries.
8. The City of Quincy shall maintain financial records of expenditures of the Quincy Fire Department within the guidelines of the State of Florida Uniform Accounting System for Local Governments, shall no later than the 10<sup>th</sup> day after the end of each quarter provide the County copies of the list of all Quincy Fire Department expenditures for the quarter and quarterly reports of fire activity within the unincorporated limits of the County in a form that is uniform throughout the County.
9. The County shall pay the City of Quincy a total of \$405,000 per year in four equal quarterly payments, for the quarter of October through December, January through March, April through June and July through September, upon submission of a request for payment by the City. Any and all payments made by the County and to the City of Quincy for the provision of fire and rescue services shall be used only for expenses of the Quincy Fire Department and an accurate accounting of all funds is required. Unexpected balances shall be deposited by the City of Quincy in a Fire Reserve Fund, and the City of Quincy will report the balance to the County. At the end of the third year the agreement will be open to negotiate a CPI increase for the fourth year of the agreement. Except for planned purchases from the fire reserve fund, any single item and/or piece of equipment used solely for fire and rescue service costing \$1,000 and above which are purchased with Gadsden funds shall be the property of Gadsden County. All such items and equipment shall be placed on County of Gadsden Inventory, as policy permits.
10. The parties agree that documents related to this Agreement are subject to inspection and copying pursuant to Section 119.07(1), Florida Statutes, and Section 24(a), Art. I, of the State Constitution.

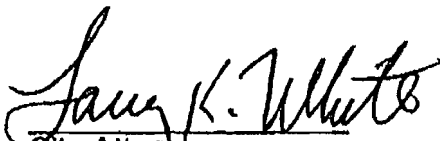
11. This Agreement shall remain in force for a period of four year(s), from October 1, 2009 through September 30, 2014.

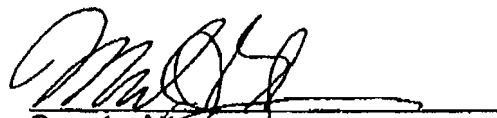
12. Either party may terminate this Agreement in total, with or without cause, by providing six month's written notice to the other party of its intent to terminate and if the six month's termination is not provided during the fifth year, the Agreement will continue from year to year if written notice of termination is not given.

DONE this 13th day of October, 2009.

Approved as to Form

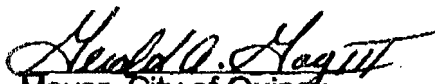
Approved as to Form

  
City Attorney

  
County Attorney

CITY OF QUINCY, FLORIDA

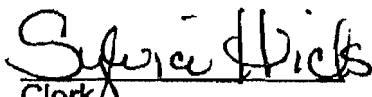
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS

  
Mayor, City of Quincy

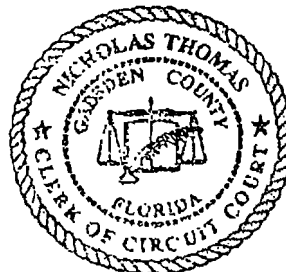
  
Chairman, Gadsden County Board of County Commissioners

ATTEST:

ATTEST:

  
Clerk

  
Deputy for  
Clerk of Circuit Court



INTERLOCAL FIRE AND RESCUE SERVICE AGREEMENT BETWEEN  
THE CITY OF QUINCY, FLORIDA AND GADSDEN COUNTY, FLORIDA

THIS INTERLOCAL FIRE AND RESCUE SERVICE AGREEMENT is made this first day of October, 2014 by and between the City of Quincy, Florida, hereinafter referred to as "the City of Quincy" and Gadsden County, hereinafter referred to as "County", as follows:

WITNESSETH

WHEREAS, the City of Quincy maintains a fire department capable of providing fire and rescue service outside the City of Quincy's corporate boundaries, and

WHEREAS, residents of Gadsden County residing outside the City of Quincy's corporate boundaries are in need of fire and rescue service, and fire and rescue service is a service the County believes would be beneficial to the health and welfare of residents living in the unincorporated areas of the County, and

WHEREAS, the City of Quincy and the County recognize that it would be beneficial to both parties to utilize a single fire and rescue service for the City of Quincy and unincorporated County in the immediate vicinity.

NOW, THEREFORE, in consideration of the following and the mutual obligations of the parties contained herein the parties agree as follows:

1. The City of Quincy Fire Department will provide automatic aid to the areas of Gretna, St. John/Robertsville, Wetumpka, Midway, and Interstate 10 from Mile Marker 173 (Greensboro Exit) to Mile Marker 193 (East County Line) for structure fires, accidents and other life-threatening situations.
2. The City of Quincy Fire Department will provide mutual aid fire and rescue service upon request to all other volunteer fire departments.
3. The City of Quincy shall provide a copy of the STATE OF FLORIDA fire incident report to the Fire Coordinator and the State Fire Marshal's Office with completed information within the time required by law following the report of a County fire incident.
4. The County shall insure against liability for Quincy's Fire Department while providing fire and rescue service outside the corporate boundaries of the City of Quincy. The City of Quincy shall maintain Worker's Compensation insurance in accordance with State law.
5. The County shall provide a serviceable vehicle/tanker owned and insured by the County during the term of this agreement to be used by the Quincy Fire Department to respond to all fire and rescue calls within the City and the service area as defined in Section 1, at no charge by the County to the City of Quincy. The City of Quincy shall be liable for routine maintenance and minor repairs, and all fuel, but all major repairs, which involve single-item costs exceeding \$1,000, shall be the responsibility of the County.

In the event a major repair is required that will result in downtime exceeding seven (7) days for the vehicle furnished by the County, the County shall furnish a qualified temporary replacement fire service vehicle until the repairs are completed.

6. The City of Quincy agrees that funds received from the County under this Agreement shall be used only for costs associated with providing fire and rescue services. Because there is a mutual benefit derived from using all available City of Quincy and County equipment and resources on fires, equipment and resources shall not be restricted by geographic boundaries.
7. The City of Quincy shall maintain financial records of expenditures of the Quincy Fire Department within guidelines of the State of Florida Uniform Accounting System for Local Governments, shall no later than the 10<sup>th</sup> day after the end of each quarter provide the County copies of the list of all Quincy Fire Department expenditures for the quarter and quarterly reports of fire activity within the unincorporated limits of the County in a form that is uniform throughout the County.
8. The County shall pay the City of Quincy a total of \$405,000 in four equal quarterly payments, for the quarter of October through December, January through March, April through June and July through September, in the first year of the Agreement upon submission of a request for payment by the City. Each subsequent year, an automatic adjustment will be made to the Agreement beginning each October 1<sup>st</sup>, based upon the average consumer price index of the previous 12 months. Any and all payments made by the County and to the City of Quincy for the provision of fire and rescue services shall be used only for expenses of the Quincy Fire Department and an accurate accounting of all funds is required. Unexpected balances shall be deposited by the City of Quincy in a Fire Reserve Fund, and the City of Quincy will report the balance to the County.
9. Except for planned purchases from the fire reserve fund, any single item and /or piece of equipment used solely for fire and rescue service costing \$1,000 and above which are purchased with Gadsden funds shall be the property of Gadsden County. All such items and equipment shall be placed on County of Gadsden Inventory, as policy permits.
10. The parties agree that documents related to this Agreement are subject to inspection and copying pursuant to Section 119.07(1), Florida Statutes, and Section 24(a), Art. I, of the State Constitution.
11. This Agreement shall remain in force for a period of four year(s), from October 1, 2014 through September 30, 2018.
12. Either party may terminate this Agreement in total, with or without cause, by providing six month's written notice to the other party of its intent to terminate and if the six month's termination is not provided during the fourth year, the Agreement will continue from year to year if written notice of termination is not given.

DONE this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Approved as to Form

Approved as to Form

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
County Attorney

CITY OF QUINCY, FLORIDA

GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Mayor, City of Quincy

\_\_\_\_\_  
Chairmen, Gadsden County of Board of County Commissioners

ATTEST:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Clerk of Circuit Court

**CITY OF QUINCY**  
**CITY COMMISSION AGENDA REQUEST**

**MEETING DATE:** July 22, 2014  
**DATE OF REQUEST:** July 18, 2014  
**TO:** Honorable Mayor and Members of the City Commission  
**FROM:** Mike Wade, Interim City Manager  
**SUBJECT:** RFP for Internet/Phone/Web Page Services

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**Statement of Issue:**

The information provided herein concerns the supply of VOiP phone service/Internet services/support services for the City of Quincy in the future. The staff has been directed to attain the above services to improve current status of existing City provided services as well as provide a positive impact on current budgetary deficiencies.

**Background:**

Recent discussions in regular meetings by the City Commission has determined that our current City provided phone/internet services have and continue to be too costly with no real expectations of expanding revenues. The City Commission has directed City staff to develop a RFP for those services and bring it back to them for approval prior to it being advertised to vendors.

**Staff Recommendation:**

Enclosed in your agenda packet is the RFP which has been developed and proofed for VOiP phone services and internet services. Upon approval by the City Commission, staff will proceed with advertising said RFP. As soon as tomorrow, July 23<sup>rd</sup>, this document will be advertised on the WEB as well as being sent through the League of Cities. Also, it will be posted in the Tallahassee Democrat by Friday. Proposed receipt date of the enclosed RFP is the 15<sup>th</sup> of August with a contract date no later than September 23<sup>rd</sup>, 2014 in time to implement by the new Fiscal year.

**Options:**

1. Vote to approve RFP and projected schedule.



2. Give direction as to changes to be made in the RFP and bring back to the Commission in two weeks.

**Recommended Option**

Option 1

# CITY OF QUINCY, FLORIDA REQUEST FOR PROPOSAL



## Citywide VOIP Phone and Internet Services RFP [2014002](#) July 22, 2014

The City of Quincy is requesting proposals for Voice Over IP (VOIP) Phone System hosting and internet services. Submittals will be received until 5:00 pm on August 15, 2014. Bids received after August 15, 2014 may not be considered and it is the responsibility of the bidding firm to have its Proposal submitted before the deadline.

The RFP submittal (1 original, 3 copies) and a CD or memory stick containing the entire submittal formatted to be read with Microsoft® software products or Adobe® PDF software must be delivered to City Hall in a sealed package, clearly marked on the outside and addressed to:

**City of Quincy**  
**VOIP RFP**  
404 West Jefferson Street  
Quincy, Florida 32351  
Office: (850) 618-0030

### **CONTACT**

Questions regarding this RFP must be directed in writing to the City representative below. The City prefers all written questions to be emailed to the contact below with the subject, "VOIP RFP Question". Questions received within three (3) days of the bid closing may be addressed at the discretion of the City.

#### **City of Quincy representative contact information:**

Mr. Mike Wade  
Interim City Manager  
mwade@myquincy.net  
Office: (850)618-0030

**OVERVIEW**

The City of Quincy currently utilizes AT&T BPX legacy phones, dedicated Centrex, and direct analog lines and seeks to implement a managed or hosted VOIP phone system that would provide a centralized phone solution across all 14 City locations. In addition, the City seeks an internet circuit which it will distribution across its network for all building locations and web hosting services to provide a virtual server for its internet and intranet web pages.

**ANTICIPATED SCHEDULE**

July 23, 2014	Request for Proposals Advertised
July 29, 2014	RFP Q&A Session
August 15, 2014	RFP Opening Date (5:00 pm Deadline for Proposals)
September 23, 2014	Vendor Selection and Commission Approval
October 1, 2014	Project Begins
October 30, 2014	Project Completed

**PRE-PROPOSAL MEETING**

**To assist vendors with insight into what type of environment the City currently has and what type of phone solution and services we are looking for City staff will be hosting a Q&A session for vendors on July 29, 2014 at 2:00pm EST, at the City Hall Commission Chambers, 404 West Jefferson Street, Quincy, Florida. This will be an open workshop for prospective vendors concerning this RFP.**

**SCOPE OF SERVICES**

The City of Quincy is seeks qualified potential vendors to provide a centralized phone system that meet the City’s daily operational needs while providing disaster recovery and business continuity. The RFP is to solicit offers from qualified vendors who can provide managed high quality, competitively priced communications including Voice Over IP (VOIP) telephone, Internet, and City webpage hosting. This RFP is for products and services for existing networks/systems, with the inclusion of the ‘Telephone Service’ portion of the bid is designed to replace our existing telephone system and related services. The ‘Internet’ portion of the bid is intended to replace our existing internet connection and ‘web hosting’ services relates to requirements involving virtual server offerings needed to host the City’s websites.

Intent

The Scope of Work is an integral part of this RFP and as such, successful Vendors will need to address all requirements within this RFP document, Exhibits, and Attachments not just items contained in this section. The intent of this document is to set forth requirements the requirements of the system’s performance. This Scope of Work and the details within this RFP are to be used as a general guide and are not intended to be a complete list of all work necessary to complete the project. It is intended to include all labor and materials, equipment, tools, and transportation necessary for the proper implementation of the project and to require the complete performance of the Vendor’s work in spite of any omission of specific reference to any minor component of the project, and to act as a guide to the Vendor so that all necessary items and costs necessary for the project will be incorporated into proposal pricing. Vendors shall provide pricing to include all required hardware, software, mounting apparatus, cabling, installation, licenses, and training. The system shall be fully operation at the completion of the installation with seamless implementation into the City’s business processes.

Telephone System Architecture

The successful vendor will provide broad experience in all areas of centralizing department phone systems, implementing features, installation, and providing additional items as necessary to complete the project successfully. It is the full responsibility of vendors to ensure that all Hardware, Software and materials needed to install a Phone System be compatible and have complete functionality with the City’s current configuration and interface with all aspects of the City’s procedures in accepting inbound and outbound phone calls. With this in mind, the City seeks vendors to provide pricing meeting either meeting one or both of the following options:

OPTION 1: Telephone system is a complete turn-key. The guideline here is that everything is provided and managed by the vendor. All equipment will be purchased from the vendor; the vendor will be responsible for routing telephone traffic between facility locations to whatever head end systems are needed by the vendor. The City will only be responsible for “inside wiring” between the vendor’s equipment and phone handset at each location. The specification details in Attachment A pertain mainly to this option and this is most desired option for the City.

OPTION 2: Telephone system utilizes either all or some portion of the City’s network between facilities. The guideline here is that the City would work with the vendor to utilize any existing network fiber and switches at the City facilities. The City would also be responsible for “inside wiring” between the vendor’s equipment and phone handset at each location. The vendor needs to state what additional information is needed to determine the viability of this option.

#### Internet

The City is also seeking proposals for minimum 100Mb download and 20Mb upload Internet connection. The Internet service that is proposed should be able to support a multitude of devices, including, but not limited to desktop and laptop computers, mobile tablets, cell phones with Wi-Fi capabilities. Support up to 300 simultaneous users/device sessions across our City Area Network. The internet circuit shall be terminated within the DMARC of the MLK Substation, located at Industrial Drive, Quincy, Florida 32351. The awarded vendor shall provide an Internet Ethernet connection (minimum 100/1000Mbps) hand-off to the City’s network infrastructure. The City desires for the internet service to also be “turn-key”; therefore the vendor will need to specify the equipment and services it will supply to securely provide internet connectivity to the City. In addition, please state if the vendor provides support or managed services for firewalls and VPN connections. As part of these services, the City is also looking to procure web site hosting, if these services are part of the internet services pricing, please indicate, “Included” in the Exhibit A pricing schedule under Web Hosting and if Web Hosting is not provided or offered by the vendor, indicate “No Bid”.

#### Web Hosting

The City of Quincy is looking to partner with a vendor that can provide access to a hosting subscription service that grants us access to a Virtual Private Server. The City is looking to use this subscription service to host our public facing website and staff based Intranet. A full list of programming and service requirements for the virtual server is given in Attachment A. The City prefers all web hosting or virtual server services to be provided on month-to-month basis and prices should be quoted as such. If a minimum contract is required, please state as such in the vendor proposal of services.

#### Telephone and Internet Service Vendors

For those vendors that are able to offer both VOIP and Internet bundled services can provide pricing for both telephone services and internet services. For other vendors bid on the desired service and label the other services as “No Bid”.

#### System Components

All components used in the upgrade shall be new and unused in current production. Refurbished, Used, demonstrator, prototype or discontinued models are not acceptable. The equipment shall be the manufacturer’s standard. The vendors equipment shall be equipped with the manufacturer’s standard equipment and accessories which are included as standard in the published specifications for the unit. No such item of equipment or component shall be removed or omitted for reason that it was not specified in the proposal. Any accessories not specifically mentioned herein but necessary to furnish a complete engineered unit ready for use, shall be included. City reserves the right to substitute any equipment from vendor’s proposal dependent on pricing and City budget structure. Hardware must allow for distribution of voice, video, or data signal to other buildings within the City as necessary. Capacity must allow for all users. The items requested within this RFP for eligible products and services must be

itemized. (Note: It is the vendor's responsibility to check for updates and corrections prior to submitting bids/quotations.)

#### System Installation and documentation

It is the responsibility of the awarded vendor to conduct a thorough site survey to determine which components may require hardware, and to procure and install all such necessary hardware. At the end of the project, the vendor will provide system documentation that encompasses all equipment users' manuals, system connectivity diagrams, and other information as required by the City.

#### System Acceptance

Following installation of the Phone System upgrades, the City will work with the Vendor to insure successful acceptance of equipment, installation, design and programming of the installed Phone system. System acceptance will insure each element of the installed system performs as required by the scope of work and contract and as expected by City staff. Evaluation of system feature performance and system accuracy will be evaluated as a part of the project acceptance in accordance with all applicable standards.

#### Proposer Support and Service Requirements

This part of the proposal reflects planning, engineering, design, implementation, servicing and maintenance support requirements for the proposed services during the length of agreement and / or warranty period. Proposer(s) must attach a copy of the proposed solution, service and maintenance policies and procedures to which the Proposer(s) will adhere during the length of the agreement. The City of Quincy is actively seeking a sole vendor to commit to supporting this project, both operational and technical, for a minimum of 3 years. The sole vendor shall be the same vendor who plans, engineers, designs and implements the project.

The City minimally requires the levels of support in the following primary areas. All Proposer(s) must present their proposed level of support within the areas and requirements presented below. They are:

1. Operational support – Proactive and dynamic support of the short and long-term critical operation and maintenance of the Proposer(s) provided solution. This includes engineering, design, implementation, troubleshooting, servicing and maintenance. Utilizing ongoing monitoring techniques that will diagnose problems and allow for circumstance sensitive recovery procedures acceptable to the City. Operational support must meet all required service levels as defined, specified and proposed.
2. Technical support -Provide ongoing assessment and troubleshooting support of the Proposer(s) solution and services.

#### Response Time and Service Hours

1. Proposer(s) submitting solutions shall furnish service technicians to respond to emergency requests with a four hour response time. Proposer(s) shall present procedures for responding to emergencies, including the number of qualified and trained technical staff within the immediate region in direct support of the City. Proposer(s) must acknowledge their clear understanding of the City's requirements and their commitment to meet the same.
2. Proposer(s) submitting shall furnish around the clock service, 24 hours per day/7 days a week / 365 days per year, including City weekend and holiday schedules and provide necessary service procedures and qualified personnel available throughout the year in support of the City's Phone System, Internet, and Web Hosted Services.

### Performance Guarantee

Proposer(s) guarantees that services acquired or already in use during the term of the resulting Agreement will:

1. Perform to the City's satisfaction or, at the City's option, will be replaced at no charge to the City. There will be no removal charge on services removed because of nonperformance.
2. Proposer(s) must present their proposed services configuration and contingency plan that will support a "no downtime" scenario.
3. Successful Proposer(s) must identify and present problem resolution and escalation procedures.

### Preventive Maintenance

Maintenance and service including regularly scheduled non-disruptive preventative maintenance work must be performed by the Proposer(s)' designated service representatives only. The City must be advised with ample lead time (minimum of 5 business days or longer so we can plan for the event, emergencies will be handled as such and handled through the established escalation process) of any network services maintenance activity which will require downtime of network facilities and/or services. Proposer(s) and City will mutually determine when the desired maintenance window will occur.

### Delivery and Installation

Proposed Phone System services shall be completely provided and installed by the successful Proposer(s).

Proposer(s) must specify time required for complete installation of services conversion, testing and acceptance.

Proposed Phone System services shall conform to all applicable Federal, State, Regional, Local, and Industry codes.

Proposed Phone System services must conform to all Federal, State and Local codes and regulations, pertaining to services and installation.

### Warranty

Following installation and Phone System installation acceptance by the City of Quincy, the warranty period shall begin. The equipment and installation shall be guaranteed by the vendor for a minimum of one year. Additional warranty options will be considered by the City and should be submitted with the vendor's proposal.

The Vendor shall insure continued functioning and compliance of all equipment and programming, during the warranty period agreed upon, at no cost to the City. Any equipment that fails during the warranty period shall be replaced with a spare until failed unit is repaired or replaced with a fully functioning unit by the vendor. All warranty repairs and replacement should be provided free of charge and in a timely manner.

### Contract

Vendors are expected to provide proposals and associated agreements for a 3-year term. The City of Quincy plans on signing agreements prior to the end of the 2014 Fiscal year, thus vendors are expected to include all and any promotional offerings that run thru the end of the 2014 Fiscal year. Vendors are advised to craft agreements with the consideration that this type of solution is being bid and it is important to note that, although agreements can be signed prior, the actual purchase of services, labor or maintenance cannot officially take place until October 1<sup>st</sup> 2014. In addition, vendors must provide the City with a legal agreement clause that permits the City to terminate the contract with 60 days prior notice, if the City deems it to be within our best interest.

Facilities

Please take note that the City of Quincy consists of 14 facilities. Building locations are as follows:

- **City Hall**  
404 West Jefferson Street  
Quincy, Florida 32351
- **Quincy Fire Station 1**  
20 North Adams  
Quincy, Florida 32351
- **Utilities Department**  
423 West Washington Street  
Quincy, Florida 32351
- **Customer Service Department**  
320 West Jefferson Street  
Quincy, Florida 32351
- **Police Department**  
East Jefferson Street  
Quincy, Florida 32351
- **Public Works Department**  
Selman Road  
Quincy, Florida 32351
- **Recreation Department**  
122 North Graves Street  
Quincy, Florida 32351
- **Quincy Fire Station 2**  
95 Corporate Court  
Quincy, Florida 32351
- **Utilities Warehouse**  
1006 North Adams Street  
Quincy, Florida 32351
- **Utilities/OMI**  
300 G.F. &A. Drive  
Quincy, Florida 32351
- **MLK SubStation**  
Industrial Drive  
Quincy, Florida 32351
- **Kelly Campbell Center**  
Cooper Street  
Quincy, Florida 32351
- **King Street Pool**  
West King Street  
Quincy, Florida 32351
- **Jackson Heights Pool**  
South Key Street  
Quincy, Florida 32351

**EXHIBITS INCLUDED**

- Exhibit A – Pricing
- Exhibit B – Public Entity Crimes Statement
- Exhibit C – Drug Free Workplace Certification
- Attachment A – Detailed Specifications
- Attachment B- RFP Questions for Vendors

**QUALIFICATIONS**

Qualified vendors must be licensed or authorized to provide the requested products and services; that demonstrate the technical and professional capacity to deliver the products and services described or requested in this RFP; and that have demonstrated a successful history of satisfactory product delivery or service provision with regard to these products and services. In addition the City will consider the following factors:

- A company with at least five (5) years’ experience in providing, installing and maintaining a Phone System environment.

- Be licensed to conduct business in the State of Florida.
- Demonstrate to the satisfaction of the City that the Proposer has adequate financial resources, experience personnel, and expertise to perform the required services.
- Experience with Local Governments

The City reserves the right to request additional information or to meet with vendors to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation. This is to include demonstrations of vendor's solutions.

The City reserves the right to reject any and all proposals. The City reserves the right to accept or reject in part or in whole any proposal submitted, and to waive any technicalities or informalities for the best interest of the City. The City reserves the right to award based upon individual line items, sections or total proposal. The City may also accept or reject any of the alternates that may be set forth in a proposal. The City may reject the proposal of a vendor who is not, in the opinion of the City, in a position to satisfactorily perform the contract. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such vendor fails to satisfy that such vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

### **PROPOSAL PACKAGE**

The Proposal Package submitted by each Bidder shall include the following minimum information:

- Cover Letter
- Bidder's Proposal Details
  - Itemization of all system components
  - Bidder's responses to Attachment A and Attachment B
  - Service and maintenance policies
- Qualifications and Experience
  - Description of similar projects
  - Three (3) current written references directly related to the requirements of this RFP
- Evidence of required Licenses/Certifications/Certificates of Insurance to legally provide services requested
- Pricing – Exhibit A- Attach further itemization as necessary.
- Public Entity Crimes Statement - Exhibit B
- Drug Free Workplace Certification - Exhibit C

Vendors that do not address each section listed above may be considered as non-responsive bidders by the City.

### **BID EVALUATION**

Although the cost of the product/service is of primary concern, the ability to accommodate growth and change and the total cost of operation (TCO) within the City are, in many ways, more important. Do not assume the lowest bid will be awarded the project.

To achieve this goal, bids will be evaluated on several factors.

- Prices/charges
- Prior experience
- Understanding of needs
- Financial stability
- Personnel qualifications
- Ability to upgrade and adapt to technological advances



- Completeness of response and adherence to bid specifications
- Summary of project implementation plan.

### **AWARD**

All proposals will be considered on proposal merit and based upon the results of the Bid Evaluation. The City shall award to the most responsive and qualified proposer whose proposal is determined to be the most advantageous to the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the proposal process.

### **BOND REQUIREMENTS**

No Bid Bonds are required.

### **INSURANCE REQUIREMENTS**

Insurance requirements are outlined in the General Conditions of this Request for Proposal. The Bidder must provide proof of Workers Compensation and General Liability Insurance upon award of the bid.

## **GENERAL CONDITIONS OF REQUEST FOR PROPOSALS**

### **1. PREPARATION OF PROPOSAL**

- a. REQUEST FOR PROPOSAL shall be prepared in accordance with the following:
- b. The enclosed Proposal Form, attached hereto as "Exhibit A", shall be used when submitting your REQUEST FOR PROPOSAL.
- c. All information required by the Proposal Form shall be furnished. The PROFESSIONAL/CONTRACTOR shall print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
- d. Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- e. Alternate Proposals will not be considered unless authorized by the REQUEST FOR PROPOSAL.
- f. PROFESSIONAL/CONTRACTORS will not include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
- g. The PROFESSIONAL/CONTRACTOR shall make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the PROFESSIONAL/CONTRACTOR of conditions that exists or may hereafter exist as a result of failure or omission on the part of the PROFESSIONAL/CONTRACTOR to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes.
- h. Prices quoted must be FOB City of Quincy, Florida with all transportation charges prepaid unless otherwise specified in the REQUEST FOR PROPOSAL.
- i. Deliveries are to be FOB Destination unless otherwise specified in the REQUEST FOR PROPOSAL.
- j. Deliveries are to be made during regular business hours.
- k. Proposals shall be valid for a minimum of ninety (90) days, unless otherwise stated on the REQUEST FOR PROPOSAL.

### **2. SUBMISSION OF PROPOSALS**

- a. Proposals and changes thereto shall be enclosed in sealed envelopes & addressed as instructed on the Proposal Form. The name and address of the PROFESSIONAL/ CONTRACTOR, the date and hour of the REQUEST FOR PROPOSAL opening and the material or service shall be placed on the outside of the envelope.
- b. REQUEST FOR PROPOSAL must be submitted on the forms furnished. Electronic proposals will not be considered unless as allowed by the City and stated in REQUEST FOR PROPOSAL.

### **3. REJECTION OF PROPOSALS**

- a. The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City shall be the sole judge of the submittals. The City's decision shall be final.

### **4. WITHDRAWAL OF PROPOSALS**

- a. Proposals may not be withdrawn after the time set for the opening for a period of time as specified.
- b. Proposals may be withdrawn prior to the time set for the opening. Such request must be in writing.

### **5. LATE PROPOSALS**

- a. REQUEST FOR PROPOSAL and modifications received after the time set for the opening will not be considered.

- b. Modifications in writing received prior to the time set for the opening will be accepted.

**6. LOCAL, STATE, AND FEDERAL COMPLIANCE**

- a. FIRMS/CONTRACTORS shall comply with all local, state, and federal directives, orders and laws as applicable to the REQUEST FOR PROPOSAL and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA as applicable to this contract.
- b. A "Public Entity Crimes Statement", in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as Exhibit "B", must be received at the time of the proposal.
- c. A "Drug Free Workplace Certification" attached hereto as Exhibit "C", must be received at the time of the proposal.
- d. The City of Quincy requires that the PROFESSIONAL/CONTRACTOR selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations.

**7. COLLUSION**

- a. The PROFESSIONAL/CONTRACTOR, by affixing their signature to the Proposal Form, agrees to the following:

"The PROFESSIONAL/CONTRACTOR certifies that their REQUEST FOR PROPOSAL is made without previous understanding, agreement, or connection with any person, firm or corporation making a Proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

**8. AWARD OF REQUEST FOR PROPOSAL**

- a. The REQUEST FOR PROPOSAL will be awarded to the qualified PROFESSIONAL/CONTRACTOR with the best value Proposal who's Proposal, conforming to the REQUEST FOR PROPOSAL, is most advantageous to the City of Quincy, price and other factors considered.
- b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
- c. A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful PROFESSIONAL/CONTRACTOR shall result in a binding contract without further action by either party.
- d. Unless otherwise noted in the specifications, the length of the agreement shall be one year, with 2 one year renewals possible based on the mutual consent of the parties.
- e. Upon award, for construction projects, the Contractor will be required to complete/execute the City's Contract and General Conditions for Construction Services.

**9. NOT RESPONSIBLE FOR COSTS**

- a. The City shall not be responsible for any cost incurred by a prospective PROFESSIONAL/CONTRACTOR in responding to this REQUEST FOR PROPOSAL.

**10. BONDS**

If Proposal is greater than \$200,000 a Bid Bond and Payment and Performance Bond is required. For proposals less than \$200,000, the City can waive the requirement as it deems necessary. The requirement of any bonds is stated within the REQUEST FOR PROPOSAL.

**BID BOND:**

- a. If the Base Bid or the Base Bid plus the sum of any alternates fall into the criteria above requiring a Bid Bond, the bidder shall enclose a Certified Check or Bid Bond with each bid. A Certified Check or Bid Bond shall be for an amount not less than five percent (5%) of the Bid price and shall be made payable to the CITY OF QUINCY as a guarantee that the Bidder will not withdraw its bid for a period of ninety (90) calendar days after Bid closing time. Bid Bonds or Certified Checks will be returned to unsuccessful bidders within 10 days of bid award. Successful bidders will receive their Certified Check or Bid Bond after the contract/agreement has been signed and a Performance and Payment Bond is received.

**PERFORMANCE AND PAYMENT BONDS:**

- a. In the event the Contract is awarded to the Bidder, Bidder will thereafter enter into a written contract with the CITY OF QUINCY and furnish a Payment and Performance Bond in an amount equal to the contract price. The form of the bonds shall be in accordance with Section 255.05 of Florida Statutes. Failing to do so, Bidder shall forfeit its bid security. Payment and Performance Bond shall be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida. The following exceptions to bidder providing Performance and Payment Bonds are as follows: In lieu of the Performance and Payment Bonds, a contractor may file with the City an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in part II of chapter 625, Florida Statutes. Any such alternative form of security shall be for the same purpose and be subject to the same conditions as those applicable to the bonds. The value of an alternative form of security shall be in the amount of the bid.

**11. PUBLIC INFORMATION**

- a. All information contained in this Proposal is public information, and as such will be handled in accordance with the Florida Statutes.

**12. ADDITIONAL INFORMATION**

- a. The City reserves the right to require Firms to provide references and information on previous similar experience prior to award of the contract.

**13. QUESTIONS**

- a. Any questions about the REQUEST FOR PROPOSAL should be communicated per instructions in the REQUEST FOR PROPOSAL.

**14. INDEMNIFICATION AND INSURANCE**

INDEMNIFICATION

The PROFESSIONAL/CONTRACTOR agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature,

including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the PROFESSIONAL/CONTRACTOR, its agents, officers, contractors, subcontractors, employees, or anyone else employed or utilized by the PROFESSIONAL/CONTRACTOR in the performance of this Agreement. The PROFESSIONAL/CONTRACTOR's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the PROFESSIONAL/CONTRACTOR against the City and the PROFESSIONAL/CONTRACTOR hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

INSURANCE

The PROFESSIONAL/CONTRACTOR shall not commence any Work until he has obtained all of the following applicable types of insurance and such insurance has been approved by the CITY, has named the CITY as an additional insured, except for Worker's Compensation Coverage, nor shall the PROFESSIONAL/ CONTRACTOR allow any Subcontractor to commence Work on his subcontract until all similar insurance required of the Subcontractor has been so obtained.

Such insurer shall have a currently valid Certificate of Authority issued by the State of Florida, Department of Insurance authorizing it to write insurance policies in the State of Florida and be doing business in the State of Florida. Insurers shall have at least a Policy Holders Rating of A-, and Financial Rating of Class VI as identified in the latest issue of "Best's Key Rating Guide" unless otherwise accepted by the CITY in writing.

The PROFESSIONAL/CONTRACTOR's insurance, and the insurance of any other party bound to the PROFESSIONAL/CONTRACTOR, shall be considered primary. The CITY's insurance, if any, shall be considered excess, as may be applicable to claims which arise out of indemnifications, insurance, certificates of insurance and any additional insurance provisions. Certificates of Insurance acceptable to the City of Quincy for the PROFESSIONAL/CONTRACTOR's insurance must be received within five (5) days of Notification of Selection and at time of signing Agreement.

Certificates of Insurance and the insurance policies required will include a provision that policies, except Workers' Compensation, are primary and noncontributory to any insurance maintained by the PROFESSIONAL/CONTRACTOR. Certificates of Insurance and the insurance policies required shall contain a provision under General Liability, Auto Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of the City of Quincy.

Certificates of Insurance and the insurance policies required shall contain a provision under General Liability, Auto Liability and Excess Liability to include the City of Quincy as Additional Insured, including Completed Operations (Form CG 20 10 and CG 20 37 or equivalent). Other Additional Insured forms might be acceptable but only if modified to include ongoing and completed operations. A copy of the endorsement to the policy shall be provided with the certificate of insurance. All Certificates of Insurance shall be dated and shall show the name of the insured PROFESSIONAL/ CONTRACTOR, the specific job by name and job number, the name of the insurer, the policy number, its effective date and its termination date and a list of any exclusionary endorsements.

All of the above referenced Insurance coverage is required to remain in force for the duration of the project and for the duration of the warranty period. Accordingly, at the time of submission of final application for payment, PROFESSIONAL/CONTRACTOR shall submit an additional Certificate of Insurance evidencing continuation of such coverage. The failure of the City of Quincy to demand certificates of insurance and endorsements evidencing the required insurance or to identify any deficiency in contractors coverage based on the evidence of insurance provided by the contractor shall not be construed as a waiver by the City of Quincy of contractor's obligation to procure, maintain and pay for required insurance.

The insurance requirements set forth herein shall in no way limit Contractors liability arising out of the work performed or related activities. The inclusions, coverage and limits set forth herein are minimum inclusion, coverage and limits. The required minimum policy limits set forth shall not be construed as a limitation of PROFESSIONAL/CONTRACTOR's right under any policy with higher limits, and no policy maintained by the PROFESSIONAL/CONTRACTOR shall be construed as limiting the type, quality or quantity of insurance coverage that PROFESSIONAL/CONTRACTOR should maintain. PROFESSIONAL/CONTRACTOR shall be responsible for determining appropriate inclusions, coverage and limits, which may be in excess of the minimum requirements set forth herein.

The failure of PROFESSIONAL/CONTRACTOR to fully and strictly comply at all times with the insurance requirements set forth herein shall be deemed a material breach.

#### Loss Deductible

If the insurance of any PROFESSIONAL/CONTRACTOR or any subcontractor contains deductible(s), penalty (s) or self-insured retention(s), the PROFESSIONAL/CONTRACTOR or Subcontractor whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

#### Subcontractor's Insurance

PROFESSIONAL/CONTRACTOR shall require each of his Subcontractors to likewise purchase and maintain at their expense Commercial General Liability insurance, Workers' Compensation and Employer's Liability coverage, Automobile Liability insurance and Excess Liability insurance coverage meeting the same limit and requirements as the PROFESSIONAL/CONTRACTOR 's insurance. PROFESSIONAL/CONTRACTOR shall also obtain from each subcontractor a written indemnification in form and substance identical to the indemnity as set forth in Part 1 above.

#### Certificate of Insurance

The CITY shall be furnished proof of insurance coverage as follows:

- The name of the insured PROFESSIONAL/CONTRACTOR, the specific job by name and job number, the name of the insurer, the number of the policy, its effective date, and its termination date.
- Statement that the insurer will mail notice to the CITY and a copy to the CITY'S REPRESENTATIVE at least thirty (30) days prior to any material changes in provisions, cancellation, renewal, or non-renewal of the policy.
- Certificate of Insurance shall be in the form as approved by the CITY and such Certificate shall clearly state all the coverage's required in this Article.
- If requested by the CITY, the PROFESSIONAL/CONTRACTOR shall furnish complete copies of his and his Subcontractor's insurance policies, forms and endorsements; and
- Receipt of certificates or other documentation of insurance or policies or copies of policies by the PROFESSIONAL/CONTRACTOR or by any of its representatives which indicate less coverage than required by the Contract Documents does not constitute a waiver of the PROFESSIONAL/CONTRACTOR's obligations to fulfill the requirements of this Article.

#### Workers' Compensation Insurance

The PROFESSIONAL/CONTRACTOR shall take out and maintain Workers' Compensation and Employer's Liability Insurance for all his employees connected with the Work of this Project, and in case any Work is sublet, the PROFESSIONAL/CONTRACTOR shall require the Subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the PROFESSIONAL/CONTRACTOR. Such insurance shall comply with the Florida Workers' Compensation Law.

The PROFESSIONAL/CONTRACTOR shall purchase and maintain at the contractor's expense Workers' Compensation and Employer's Liability insurance coverage for the life of this Subcontract.

The Limits of this insurance shall not be less than the following limits:

Part One – Workers’ Compensation Insurance – Unlimited Statutory Benefits as provided in the Florida Statutes

And

Part Two – Employer’s Liability Insurance

Bodily Injury by Accident	\$100,000 Each Accident
Bodily Injury by Disease	\$500,000 Policy Limit
Bodily Injury by Disease	\$100,000 Each Employee

In case any class of contract at the Project Site is not protected under the Workers' Compensation statute, the PROFESSIONAL/CONTRACTOR shall provide adequate insurance, satisfactory to CITY for the protection of employees not otherwise protected.

Liability Insurance

The PROFESSIONAL/CONTRACTOR shall take out and maintain Commercial General Liability and Commercial Automobile Liability Insurance as shall protect CITY from claims for damage for bodily injury and personal injury, including accidental death, as well as claims for property damages which may arise from operating under this Agreement, whether such operations are by himself or by anyone directly or indirectly employed by him, and the amount of such insurance shall be minimum limits as follows:

Commercial General Liability

The PROFESSIONAL/CONTRACTOR shall purchase and maintain at the PROFESSIONAL/CONTRACTOR’s expense Commercial General Liability insurance coverage (ISO or comparable Occurrence Form) (Modified Occurrence or Claims Made forms are not acceptable).

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Fire Damage Limit (any one fire)	\$ 50,000
Medical Expense Limit (any one person)	\$ 5,000
Products & Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit (other than Products & Completed Operations) Applies Per Project	\$2,000,000

General liability coverage shall continue to apply to “bodily injury” and to “property damage” occurring after all work on the Site of the covered operations to be performed by or on behalf of the additional insured’s has been completed and shall continue after that portion of “your work” out of which the injury or damage arises has been put to its intended use.

- Coverage shall include premises, operations, products, completed operations, independent contractors, contractual liability covering this Agreement, contracts and leases, broad form property damage coverage’s, personal injury and bodily injury.
- If Umbrella or Excess liability coverage is used to satisfy the requirements of this Section, it shall not be more restrictive than the underlying insurance policy coverage’s.

Commercial Automobile Liability:

The PROFESSIONAL/CONTRACTOR shall purchase and maintain at the contractor's expense Automobile Liability insurance coverage.

The Limits of this insurance shall not be less than the following limits: Combined

Single Limit	\$1,000,000 Each Accident
OR	
Split Limits	\$ 500,000 Bodily Injury-Per Person \$1,000,000 Bodily Injury-Per Accident \$ 500,000 Property Damage-Per Accident

Covered Automobiles shall include any auto owned or operated by the insured PROFESSIONAL/CONTRACTOR, insured PROFESSIONAL/CONTRACTOR including autos which are leased, hired, rented or borrowed, including autos owned by their employees which are used in connection with the business of the respective contractor. Coverage shall include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-CITY and hired automobiles and employee non-ownership use.

Property Insurance

This additional coverage will be required if the contract includes construction of or additions to above-ground buildings or structures, or installation of machinery or equipment, the PROFESSIONAL/ CONTRACTOR shall provide Builder's Risk insurance or an Installation Floater. The minimum amount of insurance shall be 100% of the completed value of such addition(s), building(s), or structure(s), or the installed replacement cost of value.



**EXHIBIT A  
PRICING SCHEDULE  
CITY OF QUINCY RFP**

Name: \_\_\_\_\_

Federal Taxpayer ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Accounting Contact:

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**EXHIBIT A (Continued)**  
**PRICING SCHEDULE**  
**CITY OF QUINCY RFP**

Schedules to Bid

Telephone System - OPTION 1: \_\_\_\_\_

Telephone System - OPTION 2: \_\_\_\_\_

Internet: \_\_\_\_\_

Web Hosting: \_\_\_\_\_

Instructions to Vendor on Attachments

1. Vendors are to provide itemized pricing as an addendum to this Exhibit.
2. Vendors are to provide any exceptions or limitation as an addendum to this Exhibit.

**EXHIBIT B  
TO GENERAL CONDITIONS TO RFP**

**CITY OF QUINCY, FLORIDA SWORN STATEMENT 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 with Bid, Proposal or Contract for \_\_\_\_\_.
2. This sworn statement is submitted by (entity) \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) Federal Employer Identification Number (FEIN) is \_\_\_\_\_ ( If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number \_\_\_\_\_.)
3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(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 proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records 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.
6. 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 City of Quincy, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly

convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. 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 the state or of the United States with the legal power to enter into a binding contract for provision of goods or 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.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor 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. (Please attach a copy of the final order.)

\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

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

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

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_, and is personally known to me, or has provided \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission expires:

**EXHIBIT C**  
**TO GENERAL CONDITIONS TO RFP**  
**CITY OF QUINCY**

**DRUG-FREE WORKPLACE CERTIFICATION**

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

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

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (TYPED OR PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

**ATTACHMENT A**  
**SPECIFICATION DETAILS**  
**CITY OF QUINCY RFP**

**Telephone Service**

**Solution Requirements:**

**1. Phones and Phone Services**

- a. Vendor must allow us to retain our existing phone numbers, currently provided via our DID blocks, Centrex lines and POTs/Analog lines. Phone numbers currently not used but contained within our DID blocks should be reserved by the vendor for future use by the City of Quincy. A detailed list of phone numbers, type of phone lines needed (digital VOIP line vs. Analog line), locations and notes on our current system DID and phone number allocation will be provided on request.
- b. The City will need fourteen (14) Custom Call Routes, one for each facility's main number.
- c. Eight (8) locations will need the Auto Attendant. Connectivity by extensions will be provided within substructures. All other locations will need direct lines.
- d. Phone system components, provider backbone, and voicemail systems shall have 99.99% availability.
- e. All digital phone subscriptions and direct analog line service packages must include unlimited local and long distance calls, with the following exceptions:
  - i. Elevator Emergency Line – This Analog line will only be making local 911 automated calls and an appropriate service package should be put in place to reduce cost.
- f. Vendor shall provide an agile means of changing both Digital VOIP Subscriptions and Analog line service on a month-to-month basis. For example, as the City tracks usage on a digital subscription or Analog line service, the City should be able to change the service based on City need. Vendor must be able to make changes to VOIP digital subscriptions immediately and provide prorated subscription billing charges. With Analog/POTs lines, vendor must be able to make changes no more than 30 days after the request is made by the City.
- g. Unlimited local and domestic long distance is to be at a set price or simply included as part of a set price per digital VOIP hosted subscription and analog line service.
- h. Specialized music and advertising/messages on hold, as programmed by the City of Quincy representatives.
- i. All outgoing calls shall display as the facility's designated 'main line' to external users.
- j. Minimum of 60 digital VOIP Phones with the following specs and features:
  - i. Provider shall offer a Receptionist Screen option to monitor calls
  - ii. At least 12 line/speed dial keys (Keys may be virtual software based)
  - iii. Color LCD Display,
    1. Must be at least 3.5" or larger
    2. Must be at least 320x240 resolution, high definition (HD) screen resolutions are preferred.
    3. Must be gesture-based, multi-touch capable
  - iv. Customizable screen saver (allowing an image of our choosing)

- v. On-screen virtual keyboard
- vi. Adjustable base height
- vii. Dual USB (2.0 compliant or better) ports for media and storage applications
- viii. Dedicated hard keys for Home, headset, mic mute and speakerphone
- ix. Context Sensitive Soft Keys (customizable soft keys is preferred)
  - x. Visual Conference Management (3-Way Calling)
  - xi. Time and Date Display
  - xii. User selectable Ring Tones
  - xiii. User-configurable Contact Directory
  - xiv. Global contact directory that can be set once by an administrator and all phones have access to this Global list, but only admins or designated department managers can change global directory information for their departments.
  - xv. Call history, including missed, placed and received calls
  - xvi. Headset support
    - 1. Must have dedicated RJ-9 Headset Port
    - 2. Hearing Aid Compatibility
    - 3. ADA Compliant
    - 4. Supports USB Headsets
  - xvii. Power Management
    - 1. Must support Power over Ethernet (PoE) (IEEE 802.3at)
    - 2. Energy-saving smart motion detector enables the screen to go into power-save mode when no one is in the office (this feature is desired, but is not required).
- k. Minimum of 7 Analog lines or greater as specified by the City
  - i. Analog lines must be Analog only; digital lines converted to analog lines are not acceptable.
  - ii. Vendor shall be able to supply traditional analog phone service for security, fire and fax.
- l. Minimum of 38 VOIP Subscriptions with the following feature package (referred here forth as 'Base Package')
  - iii. 3-Way Calling Anonymous Call Rejection Assistant Toolbar
  - iv. Automatic Callback
  - v. Call Forwarding Always
  - vi. Call Forwarding Busy
  - vii. Call Forwarding No Answer
  - viii. Call Forwarding Not Reachable
  - ix. Call Logs
  - x. Call Park
  - xi. Call Pickup
  - xii. Call Return
  - xiii. Call Transfer
  - xiv. Call Waiting
  - xv. Caller ID Name and Number
  - xvi. Direct Inward Dialing
  - xvii. Directed Call Pickup w/ Barge In

- xxviii. Directed Call Pickup w/ Barge In (Exempt)
- xix. Do Not Disturb
- xx. Last Number Redial
- xxi. Music or pre-recorded advertisements on Hold
- xxii. Priority Alert
- xxiii. Privacy
- xxiv. Push to Talk
- xxv. Speed Dial 100
- xxvi. Speed Dial 8
- xxvii. Unlimited Local and Long Distance calls
- xxviii. Voice Mail
- xxix. Voicemail to email capability and compatible with Office 365
- m. Minimum of 8 VOIP Subscriptions with the following feature package
  - xxx. Shall include all features mentioned in the 'Base Package' above,
  - xxxi. Call Forwarding Selective
  - xxxii. Call Manager
  - xxxiii. Call Notify
  - xxxiv. CommPilot Express or similar solution and functionality
  - xxxv. Directed Call Pickup
  - xxxvi. Enhanced Call Detail Reporting
  - xxxvii. Multiple Call Arrangement
  - xxxviii. Remote Office
  - xxxix. Selective Call Acceptance
    - xl. Selective Call Rejection
    - xli. Sequential Ring
    - xlii. Shared Call Appearances
    - xliii. Simultaneous Ring

**2. Infrastructure, Migration and Administration Requirements**

- a. Vendor shall provide a single provider for both facility locations. This includes both Telco provider and VOIP solution.
- b. Vendor shall utilize and manage their own network infrastructure and hosted VOIP solution.
- c. For those vendors able to offer a bundled phone solution with Internet Access, the following requirements shall apply in addition to those covered specifically in the RFP Scope and later in this Attachment.
  - i. On the Vendor's Bill Statement all Internet based charges must be contained on line items that are clearly separate from voice related service, installation and maintenance.
- d. There should be one party and one contact responsible for transport the hosted system
- e. Most end-user options, phone configurations, and admin configuration changes can be done via web interface.
- f. Provider is to manage router and POE switch for hosted phone system. Phones will connect directly to vendors provided POE switch, and will NOT share data connection or VLANs with



other networked devices. Switches do not need to be Gigabit transfer capable at the port level, 10/100 Mbps is an acceptable switch port speed.

- g. Digital Phone connections will not be shared with City Networked devices or existing City network subnets/VLANs. The City will provide all wiring from the end user work area to the termination points for both digital VOIP Ethernet connections (which are terminated at CAT5e certified patch panels at both facilities) and direct analog/Centrex lines (which terminate on a 110 punch block at both facilities). It is possible that the City can provide rack space at both locations for the necessary router and switching equipment.
- h. The City Hall has a Main Distribution Frame (MDF) and one (1) Intermediate Distribution Frame (IDF) and the MLK Substation has an MDF. vendor should plan on the appropriate equipment for the distribution of VOIP service between the MDF and the IDF at the City Hall. The City can provide CAT5e Ethernet runs between MDF and IDF for interconnectivity of VOIP switching equipment.
- i. Hosted phone system shall link all City facilities on one system. We realize this may require a separate circuit, however it is also important to note that we are currently using a single 10 Gb fiber connection between facilities and trunking multiple VLANs between locations, so it may be viable to trunk an additional VLAN between facilities to accommodate VOIP digital subscription based communications.
- j. The City will be responsible for providing all wiring related to interconnections between vendor and City equipment and all in-house wiring and termination points.
- k. In the case that the City selects a solution that includes bundled Internet access, the Vendor will work with the City's project manager to provide both physical and logical interconnections for City network access to the Vendor provided Internet circuit/connection.
- l. Vendor's backbone must be no less than 10Gb.
- m. Vendor's circuit to our facilities must be a T1 or greater.
- n. Vendor must have a minimum of 2 or more backbone carriers
- o. Vendor must have a disaster recovery plan in place and at least 2 geographic locations. Geographic locations shall be at least in 2 different U.S. States. Disaster recovery facilities shall fully support the proposed hosted phone solution. Recovery time, in the case of a disaster should be no more than 4 hours.

### **3. Support and Response Requirements**

- a. Vendor hosted solution and support center should ping (once every 10 seconds or less) on premise equipment that is installed and managed by the vendor as part of the hosted solution to determine operational status and health of phone solution.
- b. Provider should have local area technicians and account management
- c. Vendor shall maintain a Local Area Support Office with a 25 mile radius, which shall have the capability of providing support with onsite service and training.
- d. 24/7/365 repair and technical support, including 4 hour response time for Critical class issues, which shall include:
  - xliv. Loss of billing-office wide

- xlvi. Loss of system wide call processing
- xlvi. Call processing capacity loss of 50% or greater per site
- xlvi. Loss of service to 5 lines or greater
- xlvi. Support center should be immediately notified when a communication/hardware failure takes place, or a critical class issue occurs. In turn, pre-defined City of Quincy representatives should be immediately notified via email when a communication or hardware failure occurs and impacts communication services or phone features/functions.
- e. Provider must supply training at customer site. Training shall be coordinated with the City's project manager and shall consist of the following sessions:
  - xlvi. One (1) training session for IT/ Phone Administrators
    - l. Two (2) training sessions for staff

#### **4. Business Viability Requirements**

- a. Sales revenue must be at least 500 million or greater
- b. Vendor must be in the phone solution business for at least 10 years.

#### **Internet Access**

##### **o Internet Access**

- We are seeking proposals for Minimum 100Mb download and 20Mb upload Internet connection.
- The Internet service that is proposed should be able to support a multitude of devices, including, but not limited to desktop and laptop computers, mobile tablets, cell phones with Wi-Fi capabilities
- Support up to 300 simulations users/device sessions across our City Area Network, servicing two facilities (main facility and north branch).
- Single Internet connection shall be terminated within the DMARC of the MLK SubStation , located at Industrial Drive, Quincy, Florida 32351.
- The awarded vendor shall provide an Internet Ethernet connection (minimum 100/1000Mbps) hand-off to the City's network infrastructure.
- Include backbone configuration diagram to nearest Tier-1 backbone.
- Provide 99.99% uptime guarantee.
- Vendor shall have a network monitoring process in place with field engineer dispatch process and customer cell phone alerting process.
- Vendor shall provide access to Internet use statistics via an easy to use web interface.
- Vendor shall provide end-to-end maintenance on equipment and software used to deliver Internet services. An itemized list of all equipment and software shall also be provided to the City.
- Support of common business communication and security protocols. This includes, but is not limited to:
  - o IPsec, including L2TP inside of IPsec
  - o Site-to-Site VPN
  - o SSL with encryption
  - o 3DES
  - o PPTP
  - o AES 256 encryption

## **Web Hosting**

The City of Quincy is looking to partner with a vendor that can provide access to a hosting subscription service that grants us access to a Virtual Private Server. The City is looking to use this subscription service to host our public facing website and staff based Intranet. Both websites would be developed using Drupal as the content management framework.

The following requirements are intended to assist vendors with providing a 'good fit' in their RFP responses.

### **Hardware Specifications of Virtual Server**

- 50 GB of dedicated Solid State Drive (SSD) Storage
- Unlimited Monthly Data Transfer
- 4 GB or greater of Dedicated Memory
- 4 or more CPU Cores and at least 2 Ghz per core
- Free Domain Name for life (includes single domain name transfer), as long as we host with vendor.
- Minimum of 2 Public Facing IP Addresses
- Month-to-month contract only - preferred
- Free SSL Certificate, as long as we host with vendor.

### **Platform, Remote Access and Management Features**

- **OS** - Virtual Windows Server platform must be based on Windows Server 2012 or 2008 R2 operating systems.
- **Web Based Administration** - WebSitePanel Control Panel or equivalent
- **Virtual Platform** - Hyper-V or VMWare Solutions are preferred, but equivalent solutions will be considered.
- **Administrative Access** shall include full access to the Windows VM for at least 3 Administrators. There should be no limitations on what services we can provide or what applications we may install.
- **Domain Migration Assistance** - Vendor shall provide technical assistance, at no additional charge, to assist with Domain Migration.
- **Hosting Accounts** - Vendor shall provide a solution that allows for unlimited hosting accounts to be created as long as we stay within our purchased storage space.
- **DNS** - Vendor shall provide us administrative remote access to a domain name server, for the purpose of configuring DNS resolution of registered domain name.
- **Virtual DVD Access** - Vendor shall provide the City with the ability to remotely mount a DVD iso image via web interface, which will allow the virtual server OS access to the mounted DVD iso.
- **Virtual Platform** - Hyper-V or VMWare Solutions with dedicated memory are preferred, but equivalents will be considered.
- **Remote Desktop Protocol** – City administrators should be allowed to access the server remotely using RDP.

### **Features and Services within each created virtual account**

- **Billing Suite solution** - An example would be WHMCS
- **Domain Aliases** shall be unlimited
- **Subdomains** shall be unlimited
- **FTP Accounts** shall be unlimited
- **Scheduled Tasks Support** - For example, the web scheduler would allow us to easily setup events where the server will visit a page on our website at a certain time during the day or month. As an example, this feature is useful with Calendar software that alerts the owner of an upcoming task. With the web scheduler, you can setup a schedule to run the application's alert mechanism every minute whether you should receive an email for an upcoming event or not.
- **File MIME Types** - The Vendor shall allow us to specify what file extensions are used for which purposes, e.g. an html extension would run a php application.
- **Custom Error Pages** - Vendor shall provide a solution that allows the City to define our own custom error pages, which are used to present website visitors with a custom message when they reach sections of our website that are inaccessible. E.g. Custom message when a visitor experiences a 'Page not found' error page.
- **File Manager** - The file manager shall allow us to quickly and easily add, edit, move and remove files to our website via a web based control panel.
- **Virtual Platform and file level Backups** - Vendor shall perform weekly backups and shall restore key files and/or entire virtual platform upon City representative request. Restorations should be completed no more than 4 hours after initial contact via email, web based ticketing system, voicemail and/or direct phone conversation with vendor support.
- **Advanced Web Server Statistics** - Vendor shall provide a solution that generates advanced web server statistics and associated graphics. The solution should be able to update results on the fly to get accurate by the minute statistics of our website.

#### Development Features and Services

- **Dreamweaver Compatible** - CS6 and higher versions.
- **Drupal Support** - Latest version of 7 and higher.
- **Apache** - Latest version of 2 and higher.
- **MySQL 5 Databases with PDO (PHP Data Objects)** - Unlimited
- **ODBC DSN Setup** - Unlimited
- **MSSQL 2012 Databases** - Unlimited
- **Remote Access to MSSQL DBs** - The City shall be able to remotely access our MSSQL databases using SQL Server Management Studio.
- **MSSQL Reporting Services** - Virtual Server OS shall support MSSQL Reporting services. This service shall contain design tools which will allow the City to author reports accommodating any reporting need.
- **Crystal Reports** - Virtual Server OS shall support Crystal Reports.
- **Full Trust Application Support** - City installed applications must be granted full trust on the virtual server platform.
- **PHP 5** – Servers must provide access to both PHP 4 and PHP 5.
- **Perl** – Servers must provide access to the latest version of Perl.

- **Python** – Server must provide access to the latest version of Python.
- **SSI** – Servers must be able to use SSI to parse files with the extension .shtml and the behavior must be custom configurable via the administrative web interface.
- **CGI** – Servers must be able to support CGI to allow for the addition of interactive applications to the City developed website.
- **Access Databases** – The City shall be allowed to add or create new Access databases and grant access to/from any web based developed access process.
- **Streaming Audio and Video** – Servers must allow the streaming of Windows Media Player and QuickTime files over HTTP.

### **Security and Disaster Recovery Requirements**

- **SAS 70 Type II Certified** - This is the minimum level of SAS certification that the vendor has achieved by an independent auditor.
- **DDoS Attack Response** - Once a DDoS attack is detected and confirmed by the NOC, the affected traffic shall be routed through a DDoS mitigation Service, which will filter out the attack traffic and allow legitimate traffic to continue.
- **Secured Entrance/Exit** - Vendor shall take industry standard precautions to prevent undesirables from physical perimeter and internal NOC access.
- **Redundant Carriers** - Vendor shall have multiple Tier 1 Bandwidth providers in place, which shall be utilized for both incoming and outgoing traffic to/from the City's virtual platform, website and associated programs and services.
- **Network Monitoring** - Vendor shall provide 24x7x365 redundant monitoring capabilities from server-oriented response centers in at least two different cities, as well as centralized network monitoring from both location NOCs. City representatives shall have the option of being notified immediately in the case of any type of failure (logical or physical) that would cause interruption to the City's virtual hosted website and platform.
- **Firewall** - Vendor shall use Firewall technology to block unnecessary ports to City virtual platform and web resources.
- **Brute Force Detection** - Virtual server shall be setup with brute force detection engine. City representatives should have the option of being notified via email when a brute force attack is identified.
- **Nightly Security Updates** – Virtual server OS shall have security updates applied on a nightly

**ATTACHMENT B**  
**VENDOR RFP QUESTIONS**  
**CITY OF QUINCY RFP**

The Vendor is to address the following questions as part of the response to this RFP. If the question is answered in the Vendor's proposal, state as such and provide the page number reference.

1. What other equipment might the City need to lease/rent and how much for each item for a 3 year contract? (Such as power adapter, wall mount, premium phone, conference phone, etc.)
2. Does that include first year Warranty/Maintenance?
3. What reliability and support levels are provided in your proposed SLA for both VOIP telephone and internet services? Is this your highest SLA?
4. How much is the yearly maintenance of that equipment after the first year?
5. For equipment under a recurring fee structure, are replacement and upgrades provided without charge after the first year?
6. How will service provider provide 24x7x365 monitoring and assure network stability?
7. Where is the service provider's engineering and support team located?
8. How does the provider provide Quality of Service (QoS) for preferential treatment of voice calls over data traffic?
9. Does your service offering provide firewall and VPN support?
10. How do you support E911 service?
11. Does your offering provide an IVR solution?
12. Will you provide all local, long distance, toll free and International calling for all IP phones? Describe.
13. Does your solution allow for users to answer incoming calls on either the IP phone or at a remote designation, such as a mobile phone?
14. Does your solution include integration of voice mail? If yes, can voice mail be delivered to email?
15. Does your solution include the capability to fax without the need for analog lines?
16. How much are the handsets for a 3 year term versus a direct purchase?
17. Can any vendor's handsets work on your VOIP system? Please provide information about phone set models supported by your solution.
18. What are the costs for the VPN WAN and any other necessary circuits/network?
19. Internet Costs- Summarize all of your costs—monthly and Non-recurring, monthly extended costs, including all taxes and surcharges.
20. Hosted IP Telephone Service: Summarize all of your costs – monthly and Non-recurring, monthly extended costs, including all taxes and surcharges. Include Local Number Portability charges, Receptionist User, Standard User, Fax, Auto Attendant, E911 Support for Emergency Location Identification and any other additional costs to include for a total communication package.
21. What are the costs for ongoing moves or changes?
22. What ACD features are provided by the VOIP solution and what support is provided to the City to aid in the setup and support of ACD functions?
23. Describe the network redundancy provided by your solution to the City? Are the telephone and internet circuits fully redundant with failover hardware and separate communications paths?

## CITY OF QUINCY

### CITY COMMISSION AGENDA REQUEST

MEETING DATE: July 22, 2014

DATE OF REQUEST: July 16, 2014

TO: Honorable Mayor and Members of the City Commission

FROM: Mike Wade, Manager, City of Quincy  
Bernard O. Piawah, Director, Building and Planning

SUBJECT: Quincy-Byrd Landfill Cell 9 Closure

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#### **Statement of Issue**

This is a request for the Commission's permission to sign the attached contract from Trinity, Inc., to prepare Byrd Landfill permit renewal and Cell 9 Closure application to FDEP. On January 28 an agenda item was presented to the Commission about discussions that the City's staff was having with FDEP regarding the closure of Cell 9 as a land clearing and debris landfill. This is because, while Cell 9 was approved as a Class III landfill to be used for the disposal of household wastes, it was not used as such; it was used instead for the disposal of yard debris. Giving the high expense of closing Cell 9 as a Class III landfill, the City's staff approached DEP asking for alternative methods for closing Cell 9 that will be less expensive. In response, DEP agreed that the City could close Cell 9 as a yard debris landfill provided it can be proven that the waste that was buried at the site was actually yard debris. The attached contract for \$10,110.44 covers Trinity's cost of supervising the excavation of the waste, writing the report and putting together the requisite application for permit renewal. If Cell 9 is determined to contain Class III waste then the cost estimates for the closure of Cell 9 and permit renewal stated above will no longer be applicable and Trinity will send a revised quote.

#### **Background**

Byrd Landfill consists of 11 cells approved under multiple permits. Cells 1 through 9 were approved under a single permit (Permit Number 0127121-003-SF; FDEP ID No. 5729) as Class III landfills for the disposal of household wastes. Cells 10 and 11 were approved under General Permit provision (Permit Number 127121-004-SO; ID No. 5729) for land clearing and debris disposal. While Cells 1 through 8 were used as

Class III landfills as permitted and have since been closed; Cell 9 (which consists of 5.4 acres) was not used as a Class III landfill; instead it was used for the disposal of land clearing debris (LCD). Florida Administrative Code (FAC) 62-701 requires that all permitted and filled landfills be properly closed. Cell 9 is completely filled and needs to be closed as required by State law. (See attached map of landfill).

### **Tasks for Closing Cell 9**

The tasks to be undertaken in order to close Cell 9 are as follows:

1. Trinity will mark four locations in Cell 9 for test pits.
2. The City of Quincy (utilizing City equipment and staff) will excavate to approximately 15 feet at each location.
3. Trinity will document the type of materials recovered from the excavation, prepare a report and submit it to the FDEP.
4. After receiving confirmation from FDEP that only LCD material was disposed of at Cell 9 the City of Quincy will proceed to excavate the leachate tank associated with Cell 9 and puncture the liner at its lowest point.
5. If Cell 9 contains only LCD then it can be closed in accordance with Chapter 62-701.803(8) FAC which states *"Final cover and seeding or planting of vegetative cover shall be placed on each disposal unit within 180 days after final receipt of wastes. Final cover shall consist of a 24-inch-thick soil layer, the upper six inches of which shall be capable of supporting vegetation and shall be graded to eliminate ponding, promote drainage, and minimize erosion. The side slopes of all above-grade disposal areas shall be no greater than three feet horizontal to one foot vertical rise."*
6. The City of Quincy will be responsible for the placement of final cover and seeding.
7. Once Cell 9 has been closed Trinity will prepare and submit the Permit Renewal Application which will include at minimum:
  - a. FDEP Form 62-701-900(1);
  - b. Operations Plan/Contingency Plan, as applicable;
  - c. Updated figures and tables, as applicable;
  - d. Updated groundwater monitoring plan (as the landfill will be in long term care it will be possible to recommend a reduced monitoring plan which should greatly reduce the annual operating costs associated with groundwater sampling and laboratory analysis);
  - e. Cost estimates for long term care (should be significantly reduced since it is not a Class III landfill).



Cost of Closing as a Class III Landfill: If FDEP were to require that Cell 9 be closed as a Class III landfill, in accordance with Florida Administrative Code (FAC) 62-701), since it was permitted as such, according to Trinity, Inc., the estimated cost to the City would be about **\$350,000.00**

Cost of Closing as a LCD Pit: The cost of closing the landfill as a LCD will be minimal: Public Works Department will undertake most of the work. So the cost will be whatever we pay Trinity for supervising the excavation, writing the report and applying for the permit renewal as stated above, plus Public Works' cost of digging the text pits, puncturing holes in the liner and capping the landfill with dirt and seeding it. It is estimated that the financial cost to the City for closing Cell 9 as an LCD will be about **\$15,000.00**.

Savings to the City: According to Trinity, Inc., the money the City will save by closing the landfill as a LCD will be no less than **\$300,000.000**.

**Attachment:**

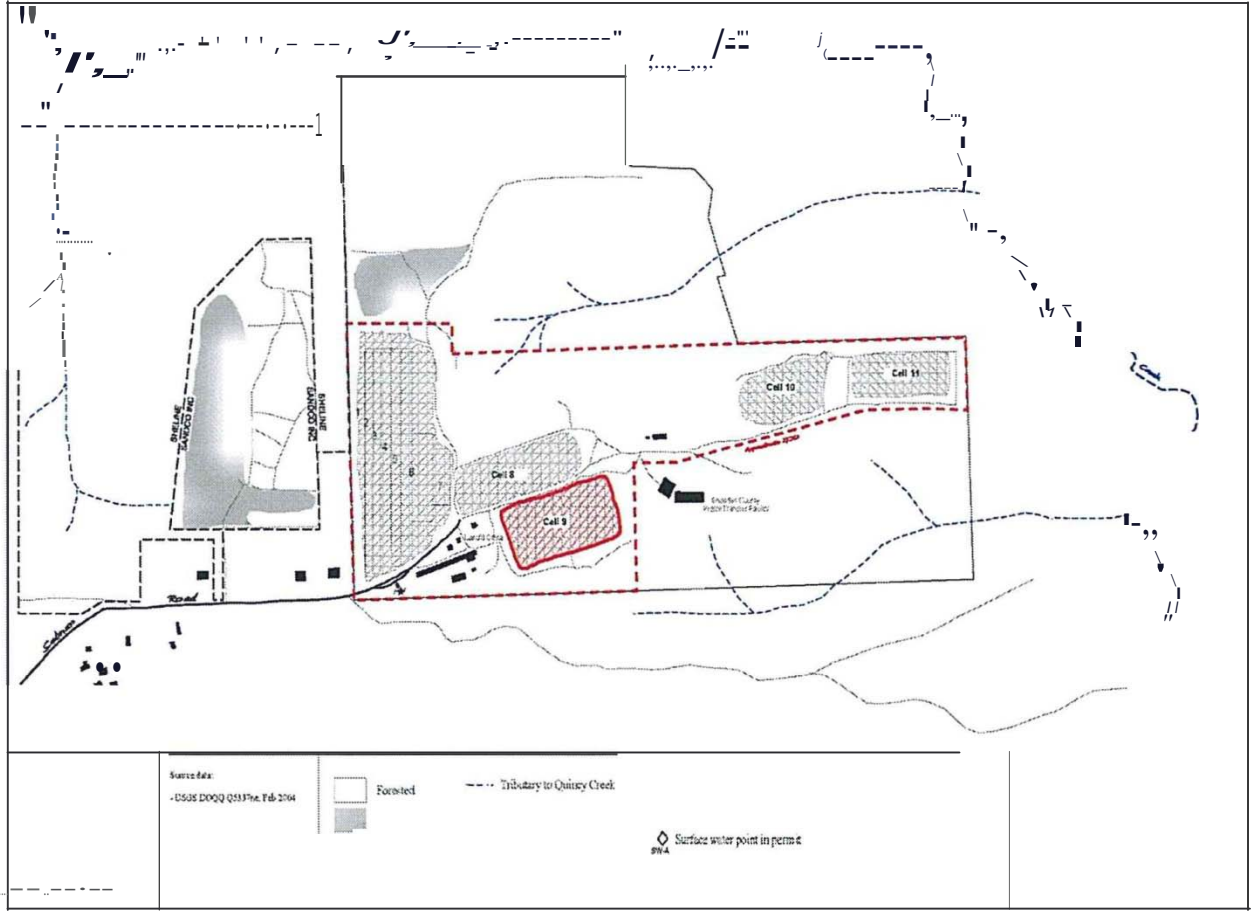
1. Map of Byrd Landfill showing Cell 9
2. Agenda Item of January 28, 2014
3. Trinity contract for the closure of Cell 9

# ATTACHMENT 1

## MAP OF BYRD LANDFILL

### QUINCY

(Cell 9 is highlighted in Red Box)



Thru Analysis & Development Corp

## **ATTACHMENT 2**

### CITY OF QUINCY

#### CITY COMMISSION AGENDA REQUEST

MEETING DATE: January 28

DATE OF REQUEST: January 22, 2014

TO: Honorable Mayor and Members of the City Commission

FROM: Jack L. Mclean, Manager, City of Quincy  
Bernard O. Piawah, Director, Building and Planning

SUBJECT: Report on Quincy-Byrd Landfill Cell 9 Closure

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#### **Statement of Issue**

This agenda item is intended to inform the City Commission of the plan to close Cell 9 of Byrd Landfill. Under state law, Chapter 62-701 landfills should be properly closed in conformance with State law after they have been filled. While Cells 1 through 8 of the landfill have been closed Cell 9 is still unclosed. Although Cell 9 was permitted as a Class III landfill, it was never used as such; that is, the City used it for the disposal of land debris. Giving the high expense of closing a Class III landfill, the City's staff decided to approach the state on alternative ways of closing Cell 9 that will be at a lower cost. After several discussions and meetings, the DEP office at Pensacola, and Tallahassee, has agreed to the City's proposal to not close Cell 9 as a Class III landfill. The discussion below explains the process the City will utilize to close Cell 9 and the cost savings that will accrue to the City.

#### **Background**

The City owns and operates the Quincy-Byrd Landfill. The landfill consists of 11 cells approved under multiple permits. Cells 1 through 9 were approved under a single permit (Permit Number 0127121-003-SF; FDEP ID No. 5729) as Class III landfills for the disposal of household wastes. Cells 10 and 11 are approved under General Permit provision (Permit Number 127121-004-SO; ID No. 5729) for land clearing and debris disposal. While Cells 1 through 8 were used as Class III landfills and have since been closed, Cell 9 (which consists of 5.4 acres) was not used as a Class III landfill; instead it was used for the disposal of land clearing debris. Cell 9 is completely filled and needs to be closed as required by State law. (See attached map of landfill).

## Approach to Closing the Landfill

Closing a landfill as a Class III landfill is expensive. In view of that, the City's staff sought DEP's permission to close Cell 9 as a land clearing debris landfill which is a lot cheaper than closing it as a Class III landfill. In response to the City's request, the DEP has agreed that Cell 9 should be closed as a land clearing debris landfill. However they recommend that the City should wait until the current Class III permit for Cell 9 expires on October 6, 2014, after which the City should apply for a land clearing debris permit for Cell 9 and provide documentation, as part of the application, that Cell 9 was indeed used for the disposal of land clearings debris. That means the City will dig test pits or borings and excavate some of the buried wastes to provide evidence that only land clearing debris were deposited in Cell 9. Assuming that only land clearing debris are encountered during that excavation, the DEP will provide approval for the closure of Cell 9 as a land clearing and debris (LCD) pit.

### Resultant Cost Savings

Cost of Closing as a Class III Landfill: If FDEP had required that Cell 9 be closed in accordance with Florida Administrative Code (FAG) 62-701 as Class III landfill since it was permitted as such, according to Trinity, Inc., the estimated cost to the City would be about **\$350,000.00**

Cost Closing as a LCD Pit: The City's staff (i.e., Public Works under the auspices of Mr. Banks) will dig the test pits as part of the Public Works daily activities at little or no additional cost to the city. According to Trinity, Inc., the City will need to puncture the liner at the leachate tank and then cap all of Cell 9 with two feet of soil (the top six-inches must support vegetation) and then plant vegetation on it. The majority of this work can be handled by Mr. Banks using fill material from onsite at a substantial savings to the City of Quincy. So the only expense will be the cost of Trinity's supervision of the excavation from the test pits. Depending on how long it takes to dig the test pits and any unforeseen problems Trinity's cost to the City for field activities, submittal of the LCD permit application, and submittal of the final closure report (which includes a survey) is estimated to be **about \$15,000.00**

Savings to the City: The money the City will save by closing the landfill as a LCP will be no less than **\$300,000.000**, according to Trinity, Inc., which is consistent with Mr. Banks recollection of how much the City spent on previous closures as Class III landfills for area the size of Cell 9.



## Agreement for Professional Services

This Agreement is made and entered into on \_\_\_\_\_ day of \_\_\_\_\_ by and between Trinity Analysis & Development Corp., having its principal place of business at:  
1002 N. Eglin Pkwy Shalimar,  
Florida 32579, hereinafter  
called "Consultant"

and

City of Quincy, having its office at:  
404 W. Jefferson Street  
Quincy, Florida 32351  
hereinafter called "Client"

Whereas, Consultant submitted its Proposal (Proposed 14-0020) dated July 16, 2014; and  
Whereas, Client wishes to retain Consultant for the purpose of proceeding with those certain professional services;  
Now, therefore, in consideration of the premises and the mutual covenants and undertakings of the parties hereto, it is agreed as follows:

### Article 1. Privacy of Proposal and Confidentiality

- a. The information contained in Consultant's Proposal is considered privileged and confidential. Any use or release of this information for purposes other than evaluation of its content as a basis of contract award is prohibited.
- b. During the conduct of services, Consultant and its employees may obtain, directly or indirectly, secret and confidential information proprietary to Client. Accordingly, Consultant agrees, on behalf of itself and its employees, to maintain, as secret and confidential, all said proprietary information and not to disclose it to others or use it without specific authorization from the Client, except as may be required by law.

### Article 2. Scope of Work

- a. Upon execution of this Agreement, the Proposed Scope of Work in Consultant's Proposal shall become the Scope of Work. Services not expressly provided for in the Scope of Work as set forth in the Proposal are excluded from the services to be rendered by Consultant and Consultant assumes no duty to perform such services.
- b. Consultant and Client may at any time, by **mutual written agreement**, make changes within the general scope of this Agreement by additions, alterations, deviations, or omissions from this Agreement.

### Article 3. Payment

Payment for the services rendered by Consultant shall be in accordance with the following:

- a. Consultant shall perform the professional services pursuant to Prop 14-0020 and Client shall compensate Consultant for those professional services in the amount **\$10,110.44**
- b. Consultant will initiate the tasks as set forth in the Proposal upon receipt of a fully executed Agreement and a deposit payment of **\$0.00** from Client.
- c. Consultant will invoice Client monthly (progress invoicing) and/or at Project milestones, at Consultant's discretion. Client agrees to compensate Consultant for its services with timely payment.
- d. Payment shall be made by Client within 45 days of the invoice date. Client shall promptly review Consultant's invoices and if Client disputes any amounts invoiced, Client shall give prompt written notice to Consultant thereof, including the item or items disputed and the basis for the dispute. Client shall in any event pay all amounts invoiced that the Client does not dispute as provided herein. The disputed amount will be credited or billed on the next invoice. Invoiced amounts not paid 45 days of their issuance shall bear interest at a rate of 12% per month on the unpaid balance beginning on the 46 day of issuance and extending until the invoice is paid in full.
- e. In the event of disputed payment, Client and Consultant both reserve their right to suspend work until the dispute is resolved.
- f. In the event of delinquent payment, Client shall pay the actual cost of collection incurred by Consultant.
- g. The compensation for Consultant's services has been agreed to in anticipation of the orderly and continuous progress of the Project through completion. If there are material modifications or changes in the extent of the Project or in the time required for Consultant's services, its compensation and time of performance

shall be equitably adjusted.

- h. Payment for services rendered by Consultant is not contingent upon the outcome of the Project.
- i. If, in the performance of its services, Consultant encounters hazardous materials, or pollutants that pose unanticipated risks, the Scope of Work and Consultant's compensation and time of performance will be reconsidered and this Agreement shall immediately become subject to renegotiation or termination, at Consultant's option. In the event that this Agreement is so terminated, Consultant shall be paid for its fees and charges incurred to the date of such termination, including, if applicable, any additional fees or charges incurred in demobilizing.

#### **Article 4. Consultant's Responsibilities**

- a. Consultant will initiate the tasks as set forth in the Proposal upon receipt of a fully executed Agreement and deposit from Client. Consultant shall proceed with the work diligently and shall faithfully progress the work toward completion.
- b. In performing professional services, Consultant shall use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of the engineering and geologic profession practicing under similar conditions at the same time and in the same or similar locality. Consultant's services shall not be subject to any express or implied warranties whatsoever. It is the intent of Consultant to provide services in accordance with applicable laws and regulations.
- c. Because geologic/hydrogeologic formations and layers are inherently variable and indeterminate in nature, Consultant's services are not guaranteed to discover actual site conditions, including those conditions related to contamination. Consultant's determinations and conclusions are commonly based on interpretation of data from discrete sampling or testing locations that may not represent actual conditions at locations not sampled. If conditions have not been identified by Consultant, such findings shall not be construed as a guarantee of the absence of such conditions, but rather as the qualified findings from the services performed within the scope, limitations, and cost of the project.
- d. Consultant's determinations and conclusions are relative to the time in which its services are rendered. Whether naturally or by other forces, site conditions may change after Consultant's services have been performed. Consultant bears no responsibility for those conditions, nor for conditions not generally recognized as predictable when Consultant's services were performed. Consultant bears no responsibility for conditions it was not authorized to evaluate by Client.
- e. Consultant's services shall not include, unless specifically stated in elsewhere in this Agreement, an independent analysis of work conducted by or information provided by independent laboratories or other independent contractors retained by Consultant in the performance of the services.
- f. Consultant shall not be held responsible for damages or delays in performance (and the direct or indirect costs or consequences arising from such delays) caused by force majeure or other events beyond Consultant's reasonable control. For purposes of this Agreement, force majeure shall include, but not be limited to, adverse weather conditions, floods, epidemics, war, riot, strikes, lockouts and other industrial disturbances, accidents, sabotage, fire, terroristic acts, loss of permits, breakdown of machinery, failure to obtain permits, court orders, acts of God, acts, orders, laws or regulations of any government agency and unavoidable delays in the receipt of laboratory testing results.
- g. It is recognized that other contractors may be retained separately by Client for the project who may provide inputs to the project to be utilized by Consultant. Consultant shall have the right to rely upon the timely receipt, correctness and completeness of said inputs. Consultant shall not be responsible for the acts, errors or omissions of any other contractors working for Client on the Project.
- h. Consultant shall not have the authority to control the work of contractors retained by Client and Consultant shall not have the responsibility for contractor site safety or for the use of safe practices by such contractors.
- i. In the event that samples and/or materials contain or are suspected to contain substances or constituents hazardous or detrimental to health, safety, or the environment as defined by federal, state, or local statutes, regulations, or ordinances, Consultant will, after completion of testing, return such samples or materials to Client, who will be responsible for having such samples and materials properly disposed of in accordance with applicable laws, at its own cost. Client recognizes and agrees that Consultant will at no time assume the ownership or control of said waste.
- j. Client acknowledges that, prior to commencing the work, Consultant has had no role in generating, treating, storing, transporting or disposing of waste materials which may be present at the project site and Consultant has not benefited from the processes that produced any such waste materials. Client agrees that Consultant is not and has no responsibility as a generator or operator or as a storage, treatment, transport or disposal facility (as those terms are defined by the Resource Conservation and Recovery Act, as amended, or any state statute or regulation) for substances or wastes found or identified at the work



sites. Consultant's services shall not include directly or indirectly arranging for the treatment, storage, transport or disposal of waste materials or pollutants, on or off site. Consultant shall not directly or indirectly assume title to, ownership of, or responsibility for such substances or wastes and Client shall indemnify Consultant for and against all claims and liabilities arising or resulting from or in connection with substances or wastes found or identified at work sites (including, without limitation claims and liabilities arising from statutes such as RCRA, CERCLA, SARA, or any other federal or state statutes).

- k. Insurance: Consultant shall carry the following insurance during the performance of its services:
  - Worker's Compensation Insurance with statutory coverage and \$1,000,000 employer's liability coverage.
  - Comprehensive General Liability Insurance with annual aggregate limits of \$1,000,000.
  - Automobile Liability Insurance with annual aggregate limits of \$1,000,000.
  - Professional Liability Insurance with annual aggregate limits of \$1,000,000.
- l. Indemnification: Consultant shall defend, indemnify and hold harmless Client and its officers, employees, servants, agents, successors and assigns from and against any and all liability, claims, demands, suits, actions, third party claims, penalties, fines, debts, accounts, damages, costs, expenses, losses and attorneys' fees (hereinafter referred to collectively as 'Damages') which either directly or indirectly arise out of or result from injury or death to persons, including employees of Client or Consultant, or damage to property of whatever kind and nature, if the injury or damage is caused by any error or omission or negligent act of Consultant or its employees, servants and agents in the performance of Consultant's work under this Agreement. Client shall give prompt notice to Consultant of any such suit, claim, demand or action relating thereto in order to provide Consultant with the earliest opportunity to defend against any actions or proceedings for Damages, but Consultant agrees, however, that any failure on the part of Client to give such notice shall not be deemed a waiver, abrogation or limitation of Consultant's obligation to defend, indemnify and hold harmless Client except to the extent Client unreasonably fails to give prompt notice of any such claim, and such failure to give notice is the sole cause of any actual limitation of Consultant's ability to assert defenses available to it. Indemnification under this provision shall exclude any and all Damages which either directly or indirectly arise out of or result from acts, errors or omissions of Client or any of their officers, employees, servants, agents, consultants or other representatives.

#### **Article 5. Client's Responsibilities**

Client, at its own expense, will:

- a. Provide all criteria and full information as to Client's requirements for the Project.
- b. Furnish Consultant with copies of all existing data, reports, surveys, plans and other materials and information within the possession of Client required for the Project, all of which Consultant may use and rely upon in performing its services under this Agreement.
- c. Arrange for access to and make all provisions for Consultant to enter upon public and private property as required for Consultant to perform its services.
- d. Be responsible, unless otherwise agreed by Consultant, for locating existing underground or covered site utilities, pipelines, tanks and other structures prior to the installation of borings, wells or excavations and be responsible for all claims, liabilities, and damages resulting from the failure to accurately locate same.
- e. Provide to Consultant a description of activities, known or suspected, that were conducted at the site at any time by Client or by any person or entity which would relate to Consultant's services. Client shall identify by name, quantity, location and date any releases of hazardous substances or pollutants.
- f. To the extent required by law, Client shall promptly report all regulated conditions, including, without limitation, the discovery of releases of hazardous substances at the site to the appropriate authorities in accordance with applicable law.
- g. Give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of Consultant's services or any alleged defect in Consultant's services.
- h. Designate an individual or individuals to act as Client's representative(s) with respect to the services to be rendered under this Agreement. Said individual(s) shall each have complete authority to transmit instructions, receive information and interpret and define Client's requirements, decisions, policies, drawings, plans, surveys, data and reports. Client's authorized representative(s) is designated below:

Name: Dr. Bernard O. Piawah  
Address: 404 W. Jefferson Street  
Address: Quincy, Florida 32351  
Phone#: 850-618-0035  
Fax#: 850-627-8103  
Email: bopiawah@myquincy.net



- i. Assume responsibility for unavoidable damage or alteration to the site caused by Consultant's services.
- j. Assume responsibility for personal injuries and property damage caused by Consultant's interference with subterranean structures such as pipes, tanks and utility lines that are not disclosed to or are not accurately disclosed to Consultant by Client in advance.
  - k. In the event that the indemnification undertakings of Client, or any part thereof, are determined by a court of competent jurisdiction to be invalid or unenforceable, this waiver shall be considered severable and shall remain in full force and effect.
- l. Notwithstanding anything else to the contrary herein, the liability of Consultant under this Agreement (whether by reason of breach of contract, tort or otherwise, including under indemnification provisions, if any) shall be limited to the amount of Consultant's fee payable hereunder.
- m. Client acknowledges that Consultant's agreement to the amount of compensation provided for under this Agreement has been negotiated and agreed by reason of Consultant's reliance on the foregoing limitation, indemnification and waiver undertakings of Client.
- n. Sovereign Immunity. Nothing in this Agreement is intended to nor shall be construed to waive the City of Quincy's rights and immunities under the Florida Constitution, Common law, or Florida Statutes §768.28, as amended from time to time.

**Article 6. General Considerations**

- a. **Suspension of Work:** Client and Consultant both reserve the right to suspend work in the event of a breach of any term or provision of this Agreement. Should that dispute result in arbitration, the prevailing party shall be entitled to recover all reasonable costs incurred in the defense the claim, including staff time, court costs, and other claim-related expenses.
- b. **Termination of Agreement:** This Agreement may be terminated by either party by thirty (30) days advance written notice to the other party without cause; by mutual written agreement with the other party; or by either party on five (5) days written notice to the other in the event of substantial failure to perform in accordance with the terms hereof through no fault of the terminating party. If this Agreement is terminated, Consultant shall be paid for the services properly performed by it and reimbursable expenses incurred, to the effective date of termination.
- c. **Delegation of Duties:** Client and Consultant bind themselves and their successors, executors, administrators, assigns and legal representatives to the terms and conditions of this Agreement. Neither Client nor Consultant shall assign this Agreement without the written consent of the other. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- d. **Ownership of Documents:** All documents prepared by Consultant under this Agreement as instruments of service are and shall remain the property of Consultant. Upon payment of all fees for services, costs, and disbursements, all documents furnished to Client which are instruments of service deliverable under this Agreement shall become the property of the Client. Client shall be entitled to reproduce such documents where reproduction is in furtherance of Project purposes. Any other reproduction, publication, distribution or use of such documents or copies is permitted only upon obtaining written consent of Consultant. Client agrees that any documents furnished to Client which are not paid for will be returned to Consultant upon demand and will not be used by Client for any purpose whatsoever.
- e. **Third Party Use or Reliance:** Any reliance on Consultant's work product, including all documents, reports, determinations, and conclusions by a third party is at the sole discretion of said third party, which assumes all risk and responsibility associated therewith. All unauthorized uses of Consultants work product are at the sole risk of the users.
- f. **Venue:** This Agreement shall be deemed to have been entered into and venue for any proceeding arising herefrom shall be in the County of Gadsden State of Florida.

**Article 7. Extent of Agreement**

The terms and conditions hereof represent the entire integrated agreement between Client

and Consultant and supersede all prior negotiations, representations or agreements, either written or oral, for this Project.

In witness whereof, the parties hereto have made and executed this Agreement.

Proposed by:



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Authorized Representative for  
Trinity Analysis & Development Corp.

Date:

7/16/2014

Accepted by:

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Authorized Representative of the City of Quincy

Date:

**City of Quincy  
City Commission  
Agenda Request**

**Date of Meeting:** July 22, 2014

**Date Submitted:** July 16, 2014

**To:** Honorable Mayor and Members of the Commission

**From:** Mike Wade Interim City Manager  
Ann Sherman, Director Customer Service

**Subject:** 90 Day Old Account Status Report Update

**Statement of Issue:**

The Commission requested a Plan of Action for all 90 day old accounts.

**Status:**

All customers both residential and business were notified via certified and standard mail regarding their pay agreement with the City of Quincy.

The total 90 day arrears were **\$171,152.59**. Included in this total are \$25,021.22 from an apartment complex (water issue) and \$16,870.09 from a bankruptcy for a total of **\$49,551.50**. These funds may or may not be collected, however, discussion continues regarding the water issue. The Director and the City Manager met with the apartment representative and additional information was requested by both parties. The representative has since requested additional billing information, which is currently being assembled.

Regarding the bankruptcy issue staff has provided the Attorney with additional information as it relates to collecting a security deposit (Details from the attorney). This request will minimize any additional loss to the City as this account does not have a security deposit while they continue to operate.

The City water customer was included in this total at \$12,550.40, however, after re-evaluating the agreement with the City, this account should not represent a 90 day arrearage as it was to be paid semi-annually and that agreement was met. The original arrearage amount of \$171,152.59 should be reduced to \$158,602.19.

The customer was notified per the Commissioners request that payment will now become due upon receipt of billing rather than semi- annually moving forward. Their bill has been delivered and payment is expected upon receipt.

During the May 22, 2014 meeting staff reported that a total of **\$48,856.86** had been collected representing six customers who brought their account to a zero balance reducing this total to **\$122,295.73**.

As of this report period we have collected **\$17,512.25** for a total of **\$66,367.11** reducing the total arrears to **\$104,783.48**.

Staff continues to monitor payment plans that were agreed upon and we have disrupted services for those customers who have not honored their commitments. We continue to pursue all accounts for delinquency to assure no additional arrearage moving forward.

Q. P. D.  
TRAFFIC ENFORCEMENT REPORT  
TRAFFIC VOLUME ESTIMATE THROUGH QUINCY

Jefferson Street (Highway 90)	55%
Martin Luther King Blvd.	12%
Pat Thomas Parkway (Hwy 267)	25%
King Street	8%

**Monthly Statistics June 01 to July 8th**

The CAD entries were pulled on "**Traffic Enforcement**" and "**Traffic Stops**" from 06/01/2014 to 07/08/2014. The breakdown is as follows:

**"Traffic Enforcement"**

- A total of 48 officer deployments with radars for traffic enforcement were conducted, covering 37 days.
- 12 of the deployments targeted King Street.
- 8 of the deployments targeted Jefferson Street.
- Other noteworthy areas included: Hamilton Street/Virginia Street (6 deployments), Key Street/ 7th Street (3 deployments), and McGee/Lowe St. (3 deployments).

**As a Result of the 48/Radar Traffic Enforcement Efforts**

**"Traffic Stops"**

- A total of 29 citations and 66 warnings were issued during the 37 days.
- 8 citations and 9 warnings were issued in the King Street area
- 8 citations and 35 warnings were issued on Jefferson Street
- Noteworthy areas included: Hamilton Street/Virginia Street (1 warning), Key Street/ 7th Street (2 citations and 3 warnings), and McGee/Lowe St (1 warning), Crawford Street (3 warnings and 1 citation), Adams Street (4 warnings and 1 citation), Martin Luther King Blvd (3 citations and 8 warnings), Pat Thomas Parkway (8 warnings)

The Quincy Police Department identified two areas of complaints from the citizens: McGee at Lowe Street and Key Street at 7th Street warranting traffic enforcement and assigned officers to these areas.

**Statistics for July 8th to July 17th**

**"Traffic Enforcement"**

- A total of 23 directed traffic enforcement deployments were conducted during the period.
- Of those 23 deployments, 18 were targeted for King Street.
- Of those 23 deployments , 0 were target for Jefferson Street
- Noteworthy areas include: Key Street/ 7th Street (2 deployment), and McGee/Lowe St (1 deployment) and 10th Street/4th Street (2 deployments) had traffic enforcement events as well totaling 5 events

Q. P. D.  
TRAFFIC ENFORCEMENT REPORT

**As a Result of the 23/Radar Traffic Enforcement Efforts**

**"Traffic Stops"**

- 5 citations and 32 warnings were issued during the period of July 8<sup>th</sup> –July 17.
- 2 citations issued (**both not speed related**) and 16 warning (**all not for speed related**) were issued in the King Street area.
- 3 citations (**2 for speeding and 1 not speed related**) and 8 warnings (**all not for speed related**) were issued on Jefferson Street. Note these stops were by officers on general patrol.
- 1 warning on Cleveland Street, 1 warning on Elm Street, 2 warning on Key Street, 3 warnings on Martin Luther King Blvd, and 1 warning on Patton Street (all not issued for speed)

During the July 8th to July 17th period, radar was run on the following streets:

King Street

10th Street

Key Street

The non-speed related citations and warning were for violations such as: Faulty equipment, improper lane change, driving in the wrong lane, California roll at stops signs (not coming to a complete stop), running stop signs, following to close, etc...

*QFD Quarterly Activity Report  
April, May, June 2014*

	<u>2014</u>	<u>2013</u>
<b>Total Fire Calls</b>	289	301
City	242	260
County	47	41
<b>Total Man Hours</b>	233 hrs 6 mins	150 hrs 1 min
City	138 hrs 32 mins	98 hrs 30 mins
County	233 hrs 64 mins	97 hrs 84 mins
<b>Type Fire Calls - City</b>		
Structure	1	1
Vehicle	4	8
False Alarm	8	7
Hazard	5	4
Rescue	0	0
Wood & Grass	5	2
Other	24	21
<b>Type Fire Calls - County</b>		
Structure	4	7
Vehicle	15	13
False Alarm	1	0
Hazard	4	2
Rescue	0	1
Woods & Grass	4	2
Other	22	16
<b>Fire Causes</b>		
Accidental	15	15
Undetermined	4	3
Suspicious	2	4
Arson	0	0
<b>Average Response Time</b>		
City	3.41 mins	2.98 mins
County	6.51 mins	7.33 mins
<b>Average Firefighters per Call</b>		
City	3.66	3.44
County	2.99	2.82
<b>Average Time Spent per Call</b>		
City	30.22 mins	28.75 mins
County	38.49 mins	39.93 mins

*QFD Quarterly Activity Report  
April, May, June 2014*

	<b><u>2014</u></b>	<b><u>2013</u></b>
Responses Out of District	5	4
Mutual Aid Responses *	5	5
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	2	16
Fire Safety Inspection	47	16
Fire Investigation	0	0
Plans Review	3	3
Training Man Hours	764 hrs	775 hrs
Hydrants Serviced/Painted	175	482
Utility Turn Ons	192	217
Smoke Detector Installs	1	0





JUL 11 2014

FINANCE

FL CITY OF QUINCY  
XXXX-XXXX-XXXX-5777  
June 05, 2014 - July 04, 2014

Purchasing Card

Company Statement

Account Information	Payment Information	Account Summary
<b>Mail Billing Inquiries to:</b> BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238  <b>Customer Service:</b> 1.888.449.2273 24 Hours  <b>TTY Hearing Impaired:</b> 1.800.222.7365 24 Hours  <b>Outside the U.S.:</b> 1.509.353.6656 24 Hours  <b>For Lost or Stolen Card:</b> 1.888.449.2273 24 Hours	Statement Date ..... 07/04/14 Payment Due Date ..... 07/18/14 Days in Billing Cycle ..... 30 Credit Limit ..... \$250,000 Cash Limit ..... \$250,000 <b>Total Payment Due ..... \$26,466.00</b>	Previous Balance ..... \$25,870.44 Payments ..... -\$25,870.44 Credits ..... -\$60.00 Cash ..... \$0.00 Purchases ..... \$26,525.25 Other Debits ..... \$0.00 Overlimit Fee ..... \$0.00 Late Payment Fee ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$0.75 Finance Charge ..... \$0.00 <b>Current Balance ..... \$26,466.00</b>

Cardholder Activity Summary				
Account Number	Credits	Cash	Purchases and Other Debits	Total Activity
<b>BELL, REGINALD</b> XXXX-XXXX-XXXX-5834 3,500	0.00	0.00	1,712.64	1,712.64
<b>DEPARTMENT, CRA</b> XXXX-XXXX-XXXX-4049 1,500	0.00	0.00	451.86	451.86
<b>DEPARTMENT, FINANCE</b> XXXX-XXXX-XXXX-7227 50,000	0.00	0.00	22,229.73	22,229.73
<b>EVANS, BESSIE</b> XXXX-XXXX-XXXX-2696 500	0.00	0.00	99.00	99.00

2587044 2646600 2646600 4715290003775777

Account Number: XXXX-XXXX-XXXX-5777  
June 05, 2014 - July 04, 2014

**Total Payment Due ..... \$26,466.00**  
**Payment Due Date ..... 07/18/14**

Enter payment amount

\$

Check here for a change of mailing address or phone numbers.  
Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to:  
BANK OF AMERICA



BANK OF AMERICA  
PO BOX 15731  
WILMINGTON, DE 19886-5731



FL CITY OF QUINCY  
404 W JEFFERSON ST  
QUINCY, FL 32351-2328

\*\*N0004358

⑆54999001⑆⑆00050003775777⑈



Check# 1533

Time Period  
06/05/14 - 07/04/14

Due Date: 7/18/2014  
Invoice Date: 7/4/2014  
Invoice #: JUL-2014

BANK OF AMERICA  
P-CARD STATEMENT  
Vendor# 11646

Paid	Vendor#	Department	Vendor Name	Invoice #	Amount	GL#	CK#	Justification
6/9/2014	146105	FINANCE	ALLCOL TECHNOLOGIES INC	1001	1,000.00	508-539-539-30341	182	SYSTEM NETWORK ADMINISTRATIVE SUPPORT
6/10/2014	345	FINANCE	SHERWIN WILLIAMS	6948-4	2,546.36	001-430-541-30530	186	PAINT
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	2,437.61	001-210-521-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	360.00	402-520-535-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	7.68	001-210-521-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	82.58	001-160-512-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	82.58	001-260-513-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	57.81	001-160-512-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	57.81	001-271-513-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	50	001-160-512-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	57.81	402-520-535-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	82.58	403-520-531-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	92.07	404-520-533-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	82.58	404-520-533-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	89.78	405-520-532-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	4.50	001-210-521-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	8.60	001-210-521-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	26.57	001-284-515-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	50.43	001-410-539-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	31.97	403-520-531-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	68.74	408-539-539-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	53.85	001-410-539-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	132.64	403-520-531-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	913.98	001-210-522-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	730.16	001-210-522-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	147.45	001-310-572-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	42.98	001-310-572-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	184.33	408-539-539-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	139.44	400-274-513-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	55.42	001-310-572-30410	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	1,089.20	508-539-539-30491	185	CITY TELEPHONE
6/13/2014	230	FINANCE	TDS TELECOM	MAY2014	168.39	001-210-522-30410	185	CITY TELEPHONE
6/20/2014	9203	FINANCE	SRT SUPPLY	8360800	1,150.00	001-220-521-60644	187	POLICE SUPPLIES, BODY ARMOR, ETC
6/20/2014	9203	FINANCE	SRT SUPPLY	8360801	391.50	001-221-521-60644	187	POLICE SUPPLIES, BODY ARMOR, ETC
6/20/2014	114548	FINANCE	ADT SECURITY SERVICES	272612547	189.02	001-310-572-30343	188	CAMPBELL KELLY CENTER SECURITY
6/20/2014	114618	FINANCE	HD SUPPLY POWER SOULTIONS	2520927-00	4,285.10	403-141-10000	189	UTILITY DEPARTMENT SUPPLIES
6/12/2014	145026	FINANCE	VERIZON	MAY2014	63.72	001-001-519-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	388.31	001-110-511-30491	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	108.04	001-130-519-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	10.62	001-160-512-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	110.97	002-250-552-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	135.21	001-260-513-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	80.02	001-271-513-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	96.62	001-284-515-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	324.46	408-539-539-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	127.13	400-274-513-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	49.00	001-210-522-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	2,259.76	001-210-521-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	598.99	001-410-539-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	54.68	402-520-535-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	54.67	403-520-531-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	54.67	404-520-533-30410	190	CITY CELL PHONE
6/12/2014	145026	FINANCE	VERIZON	MAY2014	54.67	405-520-532-30410	190	CITY CELL PHONE

7/2/2014	114506	FINANCE	RICOH	91970588	66.19	403-520-531-30491	222	MARCH UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	91970588	66.20	402-520-535-30491	222	MARCH UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	91970588	66.20	404-520-533-30491	222	MARCH UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	91970588	66.20	405-520-532-30491	222	MARCH UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	92182912	55.94	403-520-531-30491	222	APRIL UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	92182912	55.94	402-520-535-30491	222	APRIL UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	92182912	55.94	404-520-533-30491	222	APRIL UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	92182912	55.94	405-520-532-30491	222	APRIL UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	92391318	54.53	403-520-531-30491	222	MAY UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	92391318	54.53	402-520-535-30491	222	MAY UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	92391318	54.53	404-520-533-30491	222	MAY UTILITY DEPARTMENT COPIER LEASE
7/2/2014	114506	FINANCE	RICOH	92391318	54.53	405-520-532-30491	222	MAY UTILITY DEPARTMENT COPIER LEASE
6/5/2014	146766	PUBLIC WORKS	EPPES DECORTING CENTER	C84601	212.00	001-440-572-30463		PAINT FOR POOL
6/5/2014	251	PUBLIC WORKS	STONES HOME CENTER	05890365	186.50	001-440-572-30530		REPAIRED SIDEWALKS ON WASHINGTON ST
6/12/2014	251	PUBLIC WORKS	STONES HOME CENTER	05891381	30.35	001-440-572-30463		PAINTING BATHROOM AT SWIMMING POOL
6/26/2014		PUBLIC WORKS	USA REDI MIX - CEMEX CASH	8062567731	116.20	001-440-572-30530		BLADES FOR CITY CUT OFF SAW
6/27/2014	251	PUBLIC WORKS	STONES HOME CENTER	05893406	29.98	001-440-572-30463		FIX FENCE AT RECREATION DEPARTMENT
7/1/2014	251	PUBLIC WORKS	STONES HOME CENTER	05893858	153.00	001-440-572-30530		REPAIRED DRIVEWAY ON 14TH STREET
7/2/2014	268	PUBLIC WORKS	SHIVER DIESEL INJ AND TUR	F56123	984.61	001-440-541-30406		STREET SWEEPER PRESSURE VALUE/TRANS. PUMP
6/10/2014	1121	CRA	WM SUPERCENTER	Jul-2014	48.35	002-250-552-30511		TONER CARTRIDGES
6/23/2014	145470	CRA	PIGGLY WIGGLY	3177397	26.21	002-250-552-30521		BEVERAGES FOR RIVERWAY SOUTH BOARD MTG
6/25/2014		CRA	MAINSTREET CAFE	Jul-2014	250.00	002-250-552-30521		BUSINESSPERSON BREAKFAST
7/2/2014	114427	CRA	FEDEX OFFICE	Jul-2014	127.30	002-250-552-30511		COPY COSTS
6/9/2014	146750	HUMAN RESOURCES	ZIPRECRUITER, INC	Jul-2014	99.00	001-260-513-30343		ONLINE EMPLOYMENT RECRUITER
6/23/2014	1121	FIRE	WM SUPERCENTER	009035	64.05	001-230-522-30521		CLEANING SUPPLIES
7/2/2014		CITY CLERK	EXCUTIVE OFFICE FURNITURE	365503	159.75	001-130-519-30511		DIGITAL RECORDER FOR COMMISSION MEETINGS
7/4/2014	1121	CITY CLERK	WM SUPERCENTER	065255	24.00	001-130-519-30511		FRAMES FOR PROCLAMATIONS
6/11/2014	146716	INFORMATION TECH	WUFOO.COM/CHARGE	Jul-2014	29.95	508-539-539-30491		INSTANT ALERT
6/16/2014	146706	INFORMATION TECH	MYFAX PROTUS IP SOLN.	Jul-2014	10.00	001-310-572-30410		City fax services fee - REC
6/23/2014	146706	INFORMATION TECH	MYFAX PROTUS IP SOLN.	Jul-2014	10.00	408-539-539-30410		City fax services fee - NetQ
	146706	INFORMATION TECH	MYFAX PROTUS IP SOLN.	Jul-2014	10.00	002-250-552-30410		City fax services fee - CRA
	146706	INFORMATION TECH	MYFAX PROTUS IP SOLN.	Jul-2014	10.00	001-260-513-30491		City fax services fee - HR
	146706	INFORMATION TECH	MYFAX PROTUS IP SOLN.	Jul-2014	18.00	001-271-513-30410		City fax services fee - FIN
	146706	INFORMATION TECH	MYFAX PROTUS IP SOLN.	Jul-2014	20.00	001-160-512-30410		City fax services fee - CMO
	146706	INFORMATION TECH	MYFAX PROTUS IP SOLN.	Jul-2014	10.00	001-210-522-30410		City fax services fee - QFD
	146706	INFORMATION TECH	MYFAX PROTUS IP SOLN.	Jul-2014	20.00	001-210-521-30410		City fax services fee - QPD
6/16/2014	145669	INFORMATION TECH	BARRACUDA NETWORKS INC	Jul-2014	200.00	508-539-539-30491		CITY OFFICE SITE BACKUP
6/16/2014	146708	INFORMATION TECH	ALFRESCO SOFTWARE	Jul-2014	94.00	508-539-539-30491		CITY SHAREPOINT SITE
6/16/2014	146708	INFORMATION TECH	INTERNATIONAL TRANSACTION FEE	Jul-2014	0.75	508-539-539-30491		CITY SHAREPOINT SITE-TRANSACTION FEE
6/23/2014	146712	INFORMATION TECH	ADOBE SYSTEM INC.	Jul-2014	19.99	508-539-539-30491		CITY ADOBE SUBSCRIPTION
6/23/2014	146733	INFORMATION TECH	THE SERVINT CORPORATION	Jul-2014	199.00	508-539-539-30491		METER READERS WEB PORTAL
6/23/2014	146709	INFORMATION TECH	ACCUWEATHER INC.	Jul-2014	7.95	508-539-539-30491		WEATHER DATA CITY MANAGERS OFFICE
6/25/2014	146710	INFORMATION TECH	GOTOCITRIX.COM	Jul-2014	49.00	508-539-539-30491		GOTOMEETING
6/26/2014	146712	INFORMATION TECH	ADOBE SYSTEM INC.	Jul-2014	69.99	508-539-539-30491		CITY ADOBE SUBSCRIPTION
7/2/2014	145738	INFORMATION TECH	DT2GO	Jul-2014	75.00	508-539-539-30491		COQ WEBSITE
7/3/2014	146713	INFORMATION TECH	8X8. INC.	Jul-2014	35.04	408-539-539-30310		AFTER HOURS PHONE FOR NETQ
7/3/2014	146713	INFORMATION TECH	8X8. INC.	Jul-2014	35.04	408-539-539-30310		AFTER HOURS PHONE FOR NETQ
7/3/2014	146713	INFORMATION TECH	8X8. INC.	Jul-2014	35.04	408-539-539-30310		HR HOTLINE
6/5/2014	6235	BUILDING & PLANNING	USPS	091018	12.50	001-284-515-30491		Mail grant deliverable for downtown master plan to DEO
6/16/2014	4421	BUILDING & PLANNING	MARRIOTT	Guest#4821	51.36	001-284-515-30491		Parking fee for training - reimbursed by employee
6/11/2014	1121	POLICE	WM SUPERCENTER	056219	209.97	001-220-521-30522		PAINT FOR GRAFFITI
6/18/2014	1121	POLICE	WM SUPERCENTER	062038	9.97	001-220-521-30522		AA BATTERIES FOR DEER CAMERA
6/19/2014	865	POLICE	PGA NATIONAL RESORT & SPA	Jul-2014	(60.00)	001-220-521-30493		ASST POLICE CHIEF & CAPTAIN GILYARD TRAVEL
6/13/2014	1121	PARKS & RECREATION	WM SUPERCENTER	041206	19.87	001-310-522-30491		LOCKS FOR BATHROOM @ KELLY/CAMPBELL
6/18/2014	146737	PARKS & RECREATION	FREDS	Jul-2014	180.25	001-310-572-30526		TOYS AND WATER GAMES FOR THE POOL
6/20/2014	146737	PARKS & RECREATION	FREDS	2705206	26.85	001-440-572-30463		LOCKS FOR KELLY/CAMPBELL BATHROOM
6/20/2014	1121	PARKS & RECREATION	WM SUPERCENTER	005650	3.30	001-440-572-30463		MULCH FOR PLANTS IN FRONT OF REC
6/26/2014	1121	PARKS & RECREATION	WM SUPERCENTER	020259	41.36	001-440-572-30463		BROOMS & DUST PANS FOR KELLY CAMPBELL
6/27/2014	146738	PARKS & RECREATION	WALGREENS	350	6.98	001-310-572-30491		PICTURES PROCESSED FOR REC FOYER AREA
6/30/2014	114548	PARKS & RECREATION	ADT SECURITY	271751335	263.81	001-310-572030491		SECURITY FOR KELLY/CAMPBELL CENTER
			<b>TOTAL CHARGES</b>		<b>26,466.00</b>			
			<b>PAYMENT</b>		<b>(26,466.00)</b>			
			<b>BALANCE</b>		<b>0.00</b>			