



## VILLAGE OF NORTH PALM BEACH REGULAR SESSION AGENDA - **REVISED**

VILLAGE HALL COUNCIL CHAMBERS  
501 U.S. HIGHWAY 1

THURSDAY, SEPTEMBER 14, 2023  
7:00 PM

David B. Norris  
Mayor

Susan Bickel  
Vice Mayor

Darryl C. Aubrey  
President Pro Tem

Mark Mullinix  
Councilmember

Deborah Searcy  
Councilmember

Chuck Huff  
Village Manager

Leonard G. Rubin  
Village Attorney

Jessica Green  
Village Clerk

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### INSTRUCTIONS FOR "WATCH LIVE" MEETING

To watch the meeting live please go to our website page (link provided below) and click the "Watch Live" link provided on the webpage:

<https://www.village-npb.org/CivicAlerts.aspx?AID=496>

### ROLL CALL

### INVOCATION - MAYOR

### PLEDGE OF ALLEGIANCE - VICE MAYOR

### ADDITIONS, DELETIONS, AND MODIFICATIONS TO THE AGENDA

### AWARDS AND RECOGNITION

1. Proclamation – Arbor Day
2. Proclamation – Diaper Needs Awareness Week

### COUNCIL BUSINESS MATTERS

#### STATEMENTS FROM THE PUBLIC, PETITIONS AND COMMUNICATIONS

Members of the public may address the Council concerning items on the Consent Agenda or any non agenda item under Statements from the Public. **Time Limit: 3 minutes**

Members of the public who wish to speak on any item listed on the Regular Session or Workshop Session Agenda will be called on when the issue comes up for discussion. **Time Limit: 3 minutes**

Anyone wishing to speak should complete a Public Comment Card (on the table at back of Council Chambers) and submit it to the Village Clerk prior to the beginning of the meeting.

#### DECLARATION OF EX PARTE COMMUNICATIONS

**PUBLIC HEARINGS AND QUASI-JUDICIAL MATTERS**

- 3. 1ST READING OF ORDINANCES 2023-15 AND 2023-16 AD VALOREM TAX MILLAGE RATE AND BUDGET** Consider a motion to adopt on first reading Final Ad-Valorem Tax Millage Rate and Approved Fiscal 2023-2024 Village Budget.

**CONSENT AGENDA**

*The Consent Agenda is for the purpose of expediting issues of a routine or pro-forma nature. Councilmembers may remove any item from the Consent Agenda, which would automatically convey that item to the Regular Agenda for separate discussion and vote.*

- 4. RESOLUTION** – Approving a Tenth Amendment to the Agreement for Grant Services with RMPK Funding, Inc. with a compensation for Fiscal Year 2023 that shall not exceed \$20,000; and authorizing execution of the Tenth Amendment.
- 5. RESOLUTION** – Authorizing the submission of an application for State Aid to Libraries Grant Funding; and authorizing execution of the Grant Agreement.
- 6. RESOLUTION** – Amending Resolution No. 2022-100 to modify the purchase of police vehicles from Duval Ford to remove the purchase of one Ford Expedition at a cost of \$54,424 and add the purchase of one Ford F-150 Super Crew Hybrid at a cost of \$46,140 resulting in a revised total purchase price of \$245,268; and authorizing the Village Manager to take all actions necessary to effectuate the purchase.
- 7. RESOLUTION** – Approving a \$10,000 increase to the Blanket Purchase Order with Tire Soles of Broward, Inc. for a total amount of \$60,000 for the purchase of tires for Village Vehicles in the Public Works Department.
- 8. RESOLUTION** – Approving a Fourth Amendment to the Contract with AK Building Services, Inc. for janitorial services to extend the term for three additional months at a total cost not to exceed \$38,497.11; and authorizing execution of the Fourth Amendment.
- 9. RESOLUTION** – Approving a proposal from Briggs Golf Construction, Inc. for re-sodding at the North Palm Beach Country Club Golf Course at a total cost of \$22,650; and authorizing execution of the Contract.
- 10.** Receive for file Minutes of the Planning Commission meeting held 6/6/23.
- 11.** Receive for file Minutes of the Library Advisory Board meeting held 6/27/23.
- 12.** Receive for file Minutes of the Golf Advisory Board meeting held 7/10/23.
- 13.** Receive for file Minutes of the Recreation Advisory Board meeting held 7/11/23.
- 14.** Receive for file Minutes of the Planning Commission meeting held 7/11/23.
- 15.** Receive for file Minutes of the Library Advisory Board meeting held 7/25/23.

**OTHER VILLAGE BUSINESS MATTERS**

- 16. MOTION** – Approving or denying the acceptance of cash donations from the Friends of the Library in excess of \$25,000 for Fiscal Year 2024 and approving or denying the solicitation of donations (sponsorships) for the Anchors Aweigh Fishing Tournament, the Halloween Festival, and Heritage Day.
- 17. RESOLUTION – MASTER PLANNING CONTRACT** Consider a motion to adopt a resolution approving a Contract with Team Plan, Inc. to develop a Master Plan for Osborne Park and the Community Center at a total cost not to exceed \$60,000, and authorizing execution of the Contract.
- 18. RESOLUTION – FIREHOUSE KITCHEN AND BATH RENOVATIONS CONTRACT** Consider a motion to adopt a resolution accepting a proposal from Stuart A. Fortunato, Inc. for Firehouse Kitchen and Bathroom Renovations at the Public Safety Building at a cost not to exceed \$108,180; authorizing execution of the Contract; and approving a Budget Amendment to fund the project.

- 19. RESOLUTION – ADOPTING AND CERTIFYING THE NON-AD VALOREM ASSESSMENT ROLL FOR THE STORMWATER MANAGEMENT UTILITY ASSESSMENT** Consider a motion to adopt a resolution adopting and certifying the Non-Ad Valorem Assessment Roll for the Stormwater Management Utility Assessment for parcels of real property within the corporate limits of the Village.

**COUNCIL AND ADMINISTRATION MATTERS**

**MAYOR AND COUNCIL MATTERS/REPORTS**

**VILLAGE MANAGER MATTERS/REPORTS**

**REPORTS (SPECIAL COMMITTEES AND ADVISORY BOARDS)**

**ADJOURNMENT**

If a person decides to appeal any decision by the Village Council with respect to any matter considered at the Village Council meeting, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (F.S. 286.0105).

In accordance with the Americans with Disabilities Act, any person who may require special accommodation to participate in this meeting should contact the Village Clerk's office at 841-3355 at least 72 hours prior to the meeting date.

This agenda represents the tentative agenda for the scheduled meeting of the Village Council. Due to the nature of governmental duties and responsibilities, the Village Council reserves the right to make additions to, or deletions from, the items contained in this agenda.

**VILLAGE OF NORTH PALM BEACH**  
**Leisure Services**

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TO: Honorable Mayor and Council  
THRU: Chuck Huff, Village Manager  
FROM: Zakariya M. Sherman, Director of Leisure Services  
DATE: September 14, 2023  
SUBJECT: **PROCLAMATION – Arbor Day**

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As part of the Village's 2023 Tree City USA application, in order to be recognized and certified by the Arbor Day Foundation as a Tree City USA Community, the Village Council must proclaim the last Friday in April as Arbor Day and urge all citizens to celebrate Arbor Day, plant new trees, and to support efforts to protect our trees and woodlands.

In FY24, the Village will celebrate Arbor Day in January to coincide with Florida's Arbor Day. Last year, the Village celebrated Arbor Day in April at the community garden with members from the Environmental Committee, Garden Club, members of the community, staff and Council. Staff and volunteers hosted rock painting, arts & crafts, radish tasting, a tree giveaway, a bike parade, face painting, a presentation by a master gardener, a cookout, and a performance by the North Palm Youth Symphony.

**Recommendation:**

**Village Administration seeks Council approval of the Arbor Day Proclamation in support of Arbor Day, Friday, April 26, 2024.**



**VILLAGE OF NORTH PALM BEACH  
FINANCE DEPARTMENT**

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TO: Honorable Mayor and Council  
THRU: Chuck Huff, Village Manager  
FROM: Samia Janjua, Director of Finance  
DATE: September 14, 2023  
SUBJECT: **ORDINANCE – 1st Reading of Final Ad Valorem Tax Millage Rate; and 1st Reading of Approved Fiscal Year 2023-2024 Village Budget**

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The attached Ad Valorem Tax Ordinance and Annual Budget Ordinance have been prepared for Council's use in setting the Village's Ad Valorem Tax Millage Rate and Annual Budget for the upcoming 2023-24 fiscal year. Council's budget and millage rate adjustments will be incorporated into Budget Summary and Notice of Proposed Tax Increase advertisements that will be published in the Palm Beach Post prior to the Village's final Ad Valorem Tax Millage Rate and Annual Budget hearing on September 28, 2023.

The attached Ordinances establish and adopt the Village's Fiscal Year 2023-2024 budget and set its annual millage rate at **\$6.9000 mils. This millage rate is 11.51% above the Village's Fiscal Year 2023-2024 Rolled-Back Rate of \$6.1876 mils.**

This year's Budget Ordinance provides for the following appropriations:

- \$700,194 to be transferred to the Capital Projects Fund to finance the General Fund's Capital Improvement Plan;
- \$725,000 to be transferred to the Special Projects Fund to finance some safety-related capital projects; and
- \$450,000 to be transferred to the Country Club Fund for the following items:
  - \$350,000 to finance the Pool & Tennis operations; and
  - \$100,000 for the contribution towards the community share of the Country Club Renewal & Replacement Fund

The attached Ordinances have been prepared and/or reviewed by the Village Attorney for legal sufficiency.

**Recommendation:**

**The Administration recommends Council actions as outlined below:**

1. Attorney reads title of Ordinance establishing and adopting an Ad Valorem tax millage rate for the fiscal year commencing 10/1/23 and ending 09/30/24.
2. Attorney reads title of Ordinance adopting a budget for the fiscal year commencing 10/01/23 and ending 09/30/24.

3. Motion to adopt an Ordinance establishing the Ad Valorem Tax Millage Rate as required by Statute.
4. Motion to adopt an Ordinance adopting the Budget for Fiscal Year 2023-2024.
5. Staff presentation on BOTH Ad Valorem Tax Millage Rate and Budget.
6. Mayor Opens Public Hearing on BOTH Ad Valorem Tax Millage Rate and Budget.
7. Public Comment.
8. Mayor closes public hearing on BOTH Ad Valorem Tax Millage Rate and Budget.
9. Council discussion on BOTH Ad Valorem Tax Millage Rate and Budget.
10. Motion to Establish Ad Valorem Tax Millage Rate and Council vote on Ad Valorem Tax Millage Rate.
11. Mayor publicly announces: (1) rolled back rate; (2) percentage INCREASE over rolled back rate; (3) millage rate to be levied.
12. Council vote on Motion to Adopt Ordinance establishing the Ad Valorem Tax Millage Rate on 1<sup>st</sup> reading.
13. Council vote on Motion to Adopt Ordinance adopting the Budget on 1<sup>st</sup> reading.

1 **ORDINANCE NO. 2023-\_\_\_**

2  
3 AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF  
4 NORTH PALM BEACH, FLORIDA, ESTABLISHING AND ADOPTING THE  
5 FINAL LEVY OF AD VALOREM TAXES FOR THE FISCAL YEAR  
6 COMMENCING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024;  
7 PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE  
8 DATE.

9  
10 WHEREAS, the Village Council and Village Administration of the Village of North Palm Beach,  
11 having reviewed the budget for the fiscal year commencing October 1, 2023 and ending September  
12 30, 2024 (“Fiscal Year 2023/2024”), have established a millage rate to finance said budget and  
13 meet the needs and requirements of the Village and its residents.

14  
15 NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE  
16 OF NORTH PALM BEACH, FLORIDA as follows:

17  
18 Section 1. The Village Council hereby establishes and adopts an ad valorem tax operating  
19 millage rate of 6.9000 mils for Fiscal Year 2023/2024 and an ad valorem debt service millage rate  
20 of 0.000 mils for a total ad valorem tax millage rate of 6.9000 mils or \$6.90 per one thousand  
21 dollars of taxable assessed property value. This millage rate is 11.51% above the rolled back rate  
22 of 6.1876 mils.

23  
24 Section 2. All ordinances or parts of ordinances and resolutions or parts of resolutions in  
25 conflict herewith are hereby repealed to the extent of such conflict.

26  
27 Section 3. This Ordinance shall be effective immediately upon adoption and implemented as  
28 of October 1, 2023.

29  
30 PLACED ON FIRST READING THIS 14<sup>th</sup> DAY OF SEPTEMBER, 2023.

31  
32 PLACED ON SECOND, FINAL READING AND PASSED THIS 28<sup>th</sup> DAY OF  
33 SEPTEMBER, 2023.

34  
35  
36  
37 (Village Seal)

\_\_\_\_\_  
MAYOR

38  
39  
40 ATTEST:

41  
42 \_\_\_\_\_  
43 VILLAGE CLERK

44  
45 APPROVED AS TO FORM AND  
46 LEGAL SUFFICIENCY:

47  
48 \_\_\_\_\_  
49 VILLAGE ATTORNEY

**ORDINANCE NO. 2023-\_\_\_\_\_**

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, ADOPTING THE ANNUAL BUDGET OF THE VILLAGE OF NORTH PALM BEACH FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024 AND AUTHORIZING ALLOCATIONS, APPROPRIATIONS AND EXPENDITURES IN ACCORDANCE WITH THE BUDGET AND AS AUTHORIZED BY LAW; APPROVING A COMPREHENSIVE PAY PLAN AND AUTHORIZING THE VILLAGE MANAGER TO MAKE TEMPORARY APPOINTMENTS TO BUDGETED POSITIONS; APPROVING A MASTER FEE SCHEDULE; PROVIDING FOR THE CREATION OF GOVERNMENTAL FUNDS WHEN NECESSARY; PROVIDING FOR THE RECEIPT OF GRANTS OR GIFTS; PROVIDING PROCEDURES FOR BUDGET AMENDMENTS; PROVIDING FOR THE LAPSE OF OUTSTANDING ENCUMBRANCES AND THE RE-APPROPRIATION OF UNEXPENDED APPROPRIATIONS FOR THE PRIOR FISCAL YEAR; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 14, 2023 and September 28, 2023, the Village Council conducted duly advertised public hearings to review the proposed Annual Budget for the fiscal year commencing October 1, 2023 and ending September 30, 2024 (“Fiscal Year 2023/2024”) and has adopted a final Annual Budget to meet the needs and requirements of the Village and its residents for the upcoming fiscal year.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The proposed Annual Budget for Fiscal Year 2023/2024 attached hereto as Exhibit “A” and incorporated herein by this reference is hereby adopted and established as the Village of North Palm Beach’s Annual Budget for Fiscal Year 2023/2024.

Section 2. The amounts allocated in the Annual Budget for expenditure effective October 1, 2023 are authorized in accordance with the purposes as set forth in the Annual Budget.

Section 3. The Annual Budget includes an appropriation in the amount of \$700,194 to be transferred to the Capital Projects Fund to finance the General Fund’s Capital Improvement Plan; an appropriation in the amount of \$725,000 to be transferred to the Special Projects Fund to finance certain safety-related capital projects and an appropriation of \$450,000 to be transferred to the Country Club Fund to both finance pool and tennis operations and contribute toward the community share of the Country Club Renewal and Replacement Fund.

Section 4. Except as otherwise provided herein, the Annual Budget establishes limitations on expenditures by fund, and the total appropriation of each fund may not be increased or decreased without specific authorization by a duly enacted Ordinance effecting such amendment or transfer.

1 Section 5. The Comprehensive Pay Plan, as set forth in the Annual Budget, is hereby  
2 approved. In the event that an authorized position is vacant and monies are available within a  
3 department's salary appropriation to fund a temporary appointment to the vacant position, the  
4 Village Manager may appoint a temporary employee to fill said vacant position for a period not to  
5 exceed 90 days. Said temporary appointment may be renewable for an additional 90-day period  
6 and may only be made for the period pending the filling of the authorized position by a permanent  
7 employee. The pay for a temporary employee shall be within the pay scale of an approved Village  
8 Pay Plan position. The Village Council may revise the Comprehensive Pay Plan by Resolution  
9 during the Fiscal Year without need to amend this Ordinance.

10  
11 Section 6. The Master Fee Schedule for Fiscal Year 2023/2024, as set forth in the Annual  
12 Budget, is hereby approved and adopted. The Village Council may revise the Master Fee Schedule  
13 by Resolution during the Fiscal Year without need to amend this Ordinance.

14  
15 Section 7. When the Village receives monies from any private or governmental source by gift,  
16 grant, contribution, or revenue share, to which there is attached as a condition of acceptance any  
17 limitation regarding the use or expenditure of the monies received, the funds so received need not  
18 be shown in the Annual Budget nor shall the Budget be subject to amendment or expenditure as a  
19 result of the receipt of said monies. Said monies shall only be disbursed and applied toward the  
20 purposes for which said funds were received. All monies received as contemplated by this section  
21 shall be segregated and accounted for based on Generally Accepted Accounting Principles  
22 (GAAP) and where appropriate, placed into separate and individual Governmental Fund accounts  
23 from which monies are disbursed and applied in accordance with the terms and conditions of the  
24 gift, grant, or contribution.

25  
26 Section 8. The omnibus appropriation and expenditure authorization set forth herein may be  
27 temporarily or permanently suspended by Resolution of the Village Council if at any time it  
28 appears that the projected revenue supporting the above-described budget is below anticipated  
29 levels or may be temporarily or permanently suspended by Resolution of the Village Council for  
30 any other reason or purpose deemed proper by the Village Council.

31  
32 Section 9. Except as otherwise provided herein, in the event a variation from the total budget  
33 appropriation is or becomes necessary, such variation shall only become legally effective upon the  
34 adoption of an amending Ordinance consistent with Florida Statutes, the Village Charter and the  
35 Village Code of Ordinances.

36  
37 Section 10. All outstanding encumbrances for Non-Capital and Capital Expenditures on  
38 September 30, 2023 shall lapse at that time, and all unexpended Capital Expenditure encumbrances  
39 and appropriations and other encumbrances specifically designated to be carried over to the  
40 subsequent year may be added to the corresponding approved 2023/2024 available budget balances  
41 and be simultaneously re-appropriated for expenditure, as previously approved in the 2022/2023  
42 Fiscal Year.

43  
44 Section 11. If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for  
45 any reason held by a court of competent jurisdiction to be unconstitutional, inoperative, or void,  
46 such holding shall not affect the remainder of this Ordinance.

1 Section 12. All ordinances or parts of ordinances and resolutions or parts of resolutions in  
2 conflict herewith are hereby repealed to the extent of such conflict.

3  
4 Section 13. This Ordinance shall be effective immediately upon adoption and shall be  
5 implemented October 1, 2023.

6  
7 PLACED ON FIRST READING THIS 14<sup>th</sup> DAY OF SEPTEMBER, 2023.

8  
9 PLACED ON SECOND, FINAL READING AND PASSED THIS 28<sup>th</sup> DAY OF  
10 SEPTEMBER, 2023.

11  
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13  
14 (Village Seal)

\_\_\_\_\_  
MAYOR

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17 ATTEST:

18  
19 \_\_\_\_\_  
20 VILLAGE CLERK

21  
22 APPROVED AS TO FORM AND  
23 LEGAL SUFFICIENCY:

24  
25 \_\_\_\_\_  
26 VILLAGE ATTORNEY

# Combined Budget Summary (General Fund & Enterprise Funds)

FY 2024

This is a combined budget summary for the General Fund, Country Club Fund and the Stormwater Utility Fund.

Combined Budget Summary		FY 2023 Adopted Budget	FY 2024 Tentative Budget	% increase / (decrease)	\$ increase / (decrease)
Millage Rate ( <i>General Fund Only</i> )		\$7.00 mils	\$6.90 mils	-1.43%	(\$0.10) mils
Budgeted Positions	Full-Time	156	154	-2	N/A
	Part-Time	108	123	+15	
<b>Revenues</b>					
Ad-Valorem Taxes		\$19,719,991	\$22,124,856	12.20%	\$2,404,865
Non Ad-Valorem Assessment		500,000	500,000	0%	0
Other Taxes		3,262,979	3,467,650	6.27%	204,671
Permits, Fees & Special Assessments		2,990,500	3,221,500	7.72%	231,000
Intergovernmental Revenue		1,730,142	1,869,505	8.06%	139,363
Charges for Services		8,011,105	8,737,775	9.07%	726,670
Judgements, Fines & Forfeitures		92,950	89,450	-3.77%	(3,500)
Miscellaneous Revenues		207,930	743,022	257.34%	535,092
Transfers In		482,550	450,000	-6.75%	(32,550)
<b>Total Revenues</b>		<b>\$37,363,147</b>	<b>\$41,546,758</b>	<b>11.20%</b>	<b>\$4,183,611</b>
<b>Expenses</b>					
General Government		\$3,798,695	\$4,165,355	9.65%	\$366,660
Public Safety		12,142,013	13,469,559	10.93%	1,327,546
Public Works		6,221,170	6,653,832	6.95%	432,662
Community Development		1,695,666	2,025,854	19.47%	330,188
Leisure Services		2,893,594	3,435,405	18.72%	541,811
Reserves & Contingencies		414,682	250,000	-39.71%	(164,682)
Debt Service		2,327,786	2,129,559	-8.52%	(198,227)
Transfers Out		1,162,350	1,875,194	61.33%	712,844
Golf		4,269,079	4,919,644	15.24%	650,565
Clubhouse Grounds		630,783	629,952	-0.13%	(831)
Pool		450,392	531,350	17.98%	80,958
Tennis		924,737	917,392	-0.79%	(7,345)
Food & Beverage		20,000	22,000	10.00%	2,000
Country Club Administration		412,200	521,662	26.56%	109,462
<b>Total Expenses</b>		<b>\$37,363,147</b>	<b>\$41,546,758</b>	<b>11.20%</b>	<b>\$4,183,611</b>
<b>Net</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>

# General Fund Budget Summary

FY 2024

The General Fund is used to account for most of the day-to-day operations of the Village, which are financed from property taxes, fees, licenses, permits, fines and forfeitures, intergovernmental and other general revenue. A brief budget summary is provided below. Please see the detail on the following pages for explanations on revenues and expenses.

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Tentative Budget	% Increase / (Decrease)	\$ Increase / (Decrease)
<b>Revenues:</b>						
Ad-Valorem Taxes	\$17,629,392	\$17,833,603	\$19,719,991	\$22,124,856	12.20%	\$2,404,865
Other Taxes	3,115,451	3,309,469	3,262,979	3,467,650	6.27%	204,671
Permits, Fees & Special Assessments	2,892,597	3,213,087	2,990,500	3,221,500	7.72%	231,000
Intergovernmental Revenue	1,826,787	1,937,864	1,730,142	1,869,505	8.06%	139,363
Charges for Services	1,367,896	1,613,801	1,550,075	1,533,950	-1.04%	(16,125)
Judgements, Fines & Forfeitures	112,877	133,271	92,950	89,450	-3.77%	(3,500)
Miscellaneous Revenues	510,730	241,171	201,630	713,022	253.63%	511,392
Other Sources	1,682,018	1,215,113	0	0	0.00%	\$0
<b>Total Revenues</b>	<b>\$29,137,747</b>	<b>\$29,497,379</b>	<b>\$29,548,267</b>	<b>\$33,019,933</b>	<b>11.75%</b>	<b>\$3,471,666</b>
<b>Expenditures:</b>						
General Government	\$3,504,047	\$3,609,176	\$3,798,695	\$4,165,355	9.65%	\$366,660
Community Development	1,295,219	1,440,597	1,695,666	2,025,854	19.47%	330,188
Public Safety	10,550,874	11,298,292	12,142,013	13,469,559	10.93%	1,327,546
Public Works	5,456,227	5,224,934	5,721,170	6,153,832	7.56%	432,662
Leisure Services	1,709,542	2,445,685	2,893,594	3,435,405	18.72%	541,811
Reserves & Contingencies	1,753,325	1,218,442	240,682	0	-100.00%	(240,682)
Transfers Out	899,280	3,038,550	1,162,350	1,875,194	61.33%	712,844
Debt Service	1,597,170	1,755,047	1,894,097	1,894,734	0.03%	637
<b>Total Expenditures</b>	<b>\$26,765,685</b>	<b>\$30,030,722</b>	<b>\$29,548,267</b>	<b>\$33,019,933</b>	<b>11.75%</b>	<b>\$3,471,666</b>
<b>Net</b>	<b>\$2,372,062</b>	<b>(\$533,343)</b>	<b>\$0</b>	<b>\$0</b>		



# Enterprise Funds Budget Summary

FY 2024

The Village has two Enterprise Funds: The Country Club Fund and the Stormwater Management Utility Fund. A brief description and budget summary for each is fund is provided below:

## Country Club

The Country Club is an Enterprise Fund used to account for operations of the Village's Golf & Country Club, where the costs of providing goods and services to the general public on a continuing basis are primarily financed or recovered through user charges. The Country Club accounts for the following operations: Country Club Administration, Clubhouse Grounds, Golf, Tennis, Pool and Food & Beverage.

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Tentative Budget	% increase / (decrease)	\$ increase / (decrease)
<b>Revenues:</b>						
Charges for Services:						
Golf	\$4,749,401	\$5,476,835	\$5,392,850	\$6,097,325	13.06%	\$704,475
Pool	180,029	210,920	209,700	265,000	26.37%	55,300
Tennis	699,116	854,828	858,480	841,500	-1.98%	(16,980)
Food & Beverage	311,307	315,700	365,000	343,000	-6.03%	(22,000)
Miscellaneous	19,734	37,119	6,300	30,000	376.19%	23,700
Transfers In	274,000	378,550	482,550	450,000	-6.75%	(32,550)
<b>Total Revenues</b>	<b>\$6,233,588</b>	<b>\$7,273,952</b>	<b>\$7,314,880</b>	<b>\$8,026,825</b>	<b>9.73%</b>	<b>\$711,945</b>
<b>Expenditures:</b>						
Golf	\$3,378,459	\$3,957,505	\$4,269,079	\$4,919,644	15.24%	\$650,565
Pool	363,820	311,817	450,392	531,350	17.98%	80,958
Tennis	651,453	733,644	924,737	917,392	-0.79%	(7,345)
Food & Beverage	13,659	19,748	20,000	22,000	10.00%	2,000
Club Administration	336,981	346,588	412,200	521,662	26.56%	109,462
Clubhouse Grounds	457,786	523,236	630,783	629,952	-0.13%	(831)
Debt Service	433,689	433,689	433,689	234,825	-45.85%	(198,864)
Reserves & Contingencies	0	100,000	174,000	250,000	43.68%	76,000
<b>Total Expenditures</b>	<b>\$5,635,847</b>	<b>\$6,426,226</b>	<b>\$7,314,880</b>	<b>\$8,026,825</b>	<b>9.73%</b>	<b>\$711,945</b>
<b>Net</b>	<b>\$597,741</b>	<b>\$847,726</b>	<b>\$0</b>	<b>\$0</b>		

## Stormwater Management Utility Fund

The Stormwater Management Utility Fund is an enterprise fund into which all revenues from the Stormwater Management Utility Assessments, grants, and other funding sources are deposited and expenditures relating to the stormwater management system are paid. The amount of the Stormwater Management Utility Assessment is based on the estimated amount of stormwater runoff generated by impervious surfaces located on parcels of real property within the Village.

	<b>FY 2022 Actual</b>	<b>FY 2023 Adopted Budget</b>	<b>FY 2024 Tentative Budget</b>	<b>% increase/ (decrease)</b>	<b>\$ increase / (decrease)</b>
<b>Revenues:</b>					
Non Ad-Valorem Assessment	\$479,459	\$500,000	\$500,000	0%	\$0
Investment	3,239				
<b>Total Revenues</b>	<b>\$482,698</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>-0%</b>	<b>\$0</b>
<b>Expenditures:</b>					
Public Works	\$100,212	\$500,000	\$500,000	0%	\$0
<b>Total Expenditures</b>	<b>\$100,212</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>0%</b>	<b>\$0</b>
<b>Net</b>	<b>\$382,486</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>

**VILLAGE OF NORTH PALM BEACH  
VILLAGE MANAGER'S OFFICE**

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TO: Honorable Mayor and Council  
THRU: Chuck Huff, Village Manager  
FROM: Zakariya M. Sherman, Director of Leisure Services  
DATE: September 14, 2023  
SUBJECT: **RESOLUTION** – Approval of a Tenth Amendment to an Agreement for professional grant preparation and management services with RMPK Funding, Inc.

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RMPK Funding Inc has been very successful in obtaining and managing grant funding for the Village since 2013. Not only has RMPK assisted in identifying and submitting grant applications, RMPK has updated status reports, managed commencement and closing procedures and submitted grant amendments and grant period extensions. A percentage of the cost to retain RMPK can be reimbursed through grant funding.

Based upon past performance, Village Staff is recommending that the Village Council waive the written quotation process and extend the agreement for another one-year term. The cost for this contract amendment is \$20,000 (\$5,000 per quarter) and shall be effective October 1, 2023 through September 30, 2024.

The Village has had a contractual relationship with RMPK for over nine years. It should be noted that Ryan Ruskay, RMPK's President, is the son of former Village staff member, Russ Ruskay.

The attached Resolution has been prepared/reviewed by the Village Attorney for legal sufficiency.

**Account Information:**

Fund	Department	Account Number	Account Description	Amount
General Fund	Parks and Recreation	A8028-33190	Professional Services	\$20,000.00

**Recommendation:**

**Village Staff requests Council consideration and approval of the attached Resolution approving a Tenth Amendment to the Agreement for Grant Services with RMPK Funding, Inc. at a cost not to exceed \$20,000, with funds expended from Account No. A8028-33190 (Parks and Recreation – Professional Services), and authorizing the Mayor and Village Clerk to execute the Tenth Amendment in accordance with Village policies and procedures.**

## RESOLUTION 2023-\_\_\_\_\_

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING A TENTH AMENDMENT TO THE AGREEMENT FOR GRANT SERVICES WITH RMPK FUNDING, INC. AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE TENTH AMENDMENT; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, through the adoption of Resolution 2013-05, the Village Council approved an Agreement for Grant Services for RMPK Funding, Inc.; and

WHEREAS, through the adoption of Resolution Nos. 2014-25, 2015-22, 2016-52, 2017-67, 2018-92, 2019-134, 2020-71, 2021-87, and 2022-74, the Village Council extended the term of the Agreement and modified the compensation for additional fiscal years through September 30, 2023; and

WHEREAS, the parties wish to enter into a Tenth Amendment to the Agreement to again extend the term for an additional one-year period through September 30, 2024 and add a provision required by Florida law; and

WHEREAS, the Village Council determines that the adoption of this Resolution, including the waiver of any conflicting purchasing policies and procedures, is in the best interests of the residents and citizens of the Village of North Palm Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified and incorporated herein.

Section 2. The Village Council hereby approves the Tenth Amendment to Agreement for Grant Services with RMPK Funding, Inc., a copy of which is attached hereto and incorporated herein, and authorizes the Mayor and Village Clerk to execute the Tenth Amendment on behalf of the Village. The compensation for Fiscal Year 2023 shall not exceed \$20,000.00, with funds expended from Account No. A8028-33190 (Parks & Recreation – Professional Services).

Section 3. All resolutions or parts of resolution in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

(Village Seal)

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

**TENTH AMENDMENT TO AGREEMENT FOR  
GRANT SERVICES**

This Tenth Amendment is made as of the \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the Village of North Palm Beach, Florida, a Florida municipal corporation (“VILLAGE”) and RMPK Funding, Inc., a Florida corporation (“CONSULTANT”), whose FEIN is 20-609342.

**RECITALS**

**WHEREAS**, the VILLAGE and CONSULTANT entered into an Agreement for grant preparation and management services dated February 14, 2013 (“Agreement”); and

**WHEREAS**, Section 2(A) of the Agreement provides that the term of the Agreement may be extended upon written agreement of the parties; and

**WHEREAS**, through the execution of an Amendment to the Agreement (“First Amendment”) dated April 10, 2014, the parties extended the term through February 14, 2015; and

**WHEREAS**, through the execution of a Second Amendment to the Agreement (“Second Amendment”) dated February 26, 2015, the parties extended the term through September 30, 2016; and

**WHEREAS**, through the execution of a Third Amendment to the Agreement (“Third Amendment”) dated September 8, 2016, the parties extended the term through September 30, 2017; and

**WHEREAS**, through the execution of a Fourth Amendment to the Agreement (“Fourth Amendment”) dated September 21 2017, the parties extended the term through September 30, 2018; and

**WHEREAS**, through the execution of a Fifth Amendment to the Agreement (“Fifth Amendment”) dated October 25, 2018, the parties extended the term through September 30, 2019; and

**WHEREAS**, through the execution of a Sixth Amendment to the Agreement (“Sixth Amendment”) dated December 12, 2019, the parties extended the term through September 30, 2020; and

**WHEREAS**, through the execution of a Seventh Amendment to the Agreement (“Seventh Amendment”) dated November 12, 2020, the parties extended the term through September 30, 2021; and

**WHEREAS**, through the execution of an Eighth Amendment to the Agreement (“Eighth Amendment”) dated October 11, 2021, the parties extended the term through September 30, 2022; and

**WHEREAS**, through the execution of a Ninth Amendment to the Agreement (“Ninth Amendment”) dated September 22, 2022, the parties extended the term through September 30, 2023; and

**WHEREAS**, through the execution of a Ninth Amendment to the Agreement (“Ninth Amendment”) dated September 22, 2022, the parties extended the term through September 30, 2023; and

**WHEREAS**, the VILLAGE and CONSULTANT wish to again extend the term of the Agreement, subject to the additional terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the mutual promises set forth in the Agreement and this Tenth Amendment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the VILLAGE and CONSULTANT agree as follows:

1. The Agreement is hereby extended through September 30, 2024, at which time the Agreement shall automatically expire unless extended by written agreement of the parties.

2. The VILLAGE shall pay to CONSULTANT the sum of \$20,000 for services rendered during Fiscal Year 2024 (October 1, 2023 through September 30, 2024). The Village shall remit payment to CONSULTANT on a quarterly basis. The first quarterly payment of \$5,000 shall be due on October 15, 2023, with remaining quarterly payments due on or before January 15, 2024, April 15, 2024, and July 15, 2024.

3. CONSULTANT warrants and represents that CONSULTANT and all sub-consultants are in compliance with Section 448.095, Florida Statutes, as may be amended. CONSULTANT has registered to use, and shall continue to use, the E-Verify System (E-Verify.gov) to electronically verify the employment eligibility of newly hired employees and has received an affidavit from each sub-consultant stating that the sub-consultant does not employ, contract with or subcontract with an unauthorized alien. If the VILLAGE has a good faith belief that CONSULTANT has knowingly violated Section 448.09(1), Florida Statutes, the VILLAGE shall terminate this Agreement pursuant to Section 448.095(2), Florida Statutes, as may be amended. If the VILLAGE has a good faith belief that a sub-consultant has knowingly violated Section 448.09(1), Florida Statutes, but CONSULTANT has otherwise complied, it shall notify CONSULTANT, and CONSULTANT shall immediately terminate its agreement with the sub-consultant.

4. All provisions of the Agreement, as amended, to the extent not specifically modified herein, shall remain in full force and effect. In the event of a conflict between the terms of this Tenth Amendment and the Agreement, as previously amended by the First through Ninth Amendments, the terms of this Tenth Amendment shall control.

IN WITNESS WHEREOF, the parties hereto have made and executed this Tenth Amendment as of the day and year first above written.

**RMPK FUNDING, INC.**

BY: \_\_\_\_\_  
Ryan A. Ruskay, President

**VILLAGE OF NORTH PALM BEACH**

BY: \_\_\_\_\_  
David Norris, Mayor

ATTEST:

BY: \_\_\_\_\_  
Jessica Green, Village Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: \_\_\_\_\_  
Village Attorney

**VILLAGE OF NORTH PALM BEACH**  
**Public Library**

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TO: Honorable Mayor and Council  
THRU: Chuck Huff, Village Manager  
FROM: Zakariya M. Sherman, Director of Library  
DATE: September 14, 2023  
SUBJECT: **RESOLUTION** – FY 2024 State Aid to Libraries Grant Funding Application

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The North Palm Beach Public Library has been a member of the Library Cooperative of the Palm Beaches since 2007. It is now time to submit the Village’s application for State Aid for FY 2023-2024.

State Aid was successfully applied for and received during this current fiscal year with an award of \$15,229. State Aid is based on the amount the Village expended for library services two fiscal years prior to the fiscal year the grant is distributed – in this case, FY 2021-2022. Samia Janjua, Finance Director, provided the relevant fiscal information.

There are no spending restrictions for this money; it is considered Library revenue. An appropriate budget revenue line will be used to reflect receipt of these funds. The State will issue the aid as an electronic funds transfer (EFT) payment paid directly to the Village by June 30, 2024.

Village Administration is requesting that Council provide the required certifications and approve the filing of the State Aid to Libraries Grant Funding Application. Administration is also seeking Council approval of the State Aid to Libraries Grant Agreement, the FY 2023-2024 library plan of services (Exhibit “A”), and the FY 2024-2028 library long range plan (Exhibit “B”) in support of the Village’s application. The FY 2024-2028 library long range plan was approved by the Library Advisory Board on July 25, 2023.

The attached Resolution has been prepared and/or reviewed for legal sufficiency by the Village Attorney.

**Account Information:**

<b>Fund</b>	<b>Department</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
General Fund	Library	A2127-03111	Cooperative Member State Aid	\$13,223 State Estimate

**Recommendation:**

**Village Staff recommends Council consideration and approval of the attached Resolution authorizing the filing of a State Aid to Libraries Grant funding application, including authorizing members of Village Administration to take all steps necessary to apply for and receive such funding, and approving the execution of the State Aid to Libraries Grant Agreement, annual plan of services, and long-range plan in accordance with Village policies and procedures.**



## RESOLUTION 2023-\_\_\_\_\_

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING THE SUBMISSION OF AN APPLICATION FOR STATE AID TO LIBRARIES GRANT FUNDING; PROVIDING THE REQUIRED ASSURANCES AND CERTIFICATIONS; AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT; APPROVING AN ANNUAL PLAN OF SERVICES AND LONG-RANGE PLAN; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 257, Florida Statutes, authorizes municipalities to file applications for State Aid to Libraries Grant Funding; and

WHEREAS, the Village Council wishes to authorize the filing of an application for State Aid to Libraries Grant Funding, provide the required certifications necessary for the receipt of such funding; and approve the annual plan of services long-range plan required as part of the application process; and

WHEREAS, the Village Council determines that the adoption of this Resolution benefits the public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, as follows:

Section 1. The foregoing recitals are ratified and incorporated herein.

Section 2. The Village Council authorizes members of Village Administration and the appropriate Village Officials to take all steps necessary to apply for and receive State Aid to Libraries Grant Funding, including the filing of all required application forms, preparing the required supporting documentation, and executing the State Aid to Libraries Grant Agreement, a copy of which is attached hereto and incorporated herein. The Village Council further authorizes the Mayor to execute the Certification of Hours, Free Library Service and Access to Materials.

Section 3. The Village Council hereby approves the annual plan of services attached hereto as Exhibit "A" and the long-range plan attached hereto as Exhibit "B," which are incorporated herein by reference, and authorizes the submission of these documents in support of the Village's State Aid to Libraries Grant Funding Application.

Section 4. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 5. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

(Village Seal)

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

**STATE AID TO LIBRARIES GRANT  
AGREEMENT BETWEEN  
THE STATE OF FLORIDA, DEPARTMENT OF STATE  
AND  
North Palm Beach Village Council for and on behalf of North Palm Beach Public  
Library**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the North Palm Beach Village Council for and on behalf of North Palm Beach Public Library, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2023-24 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

**1. Grant Purpose.** This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, Florida Statutes, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2021 - September 30, 2022.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2021 through June 30, 2024. The Grantee shall:

- o Have a single administrative head employed full time by the library's governing body;
- o Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- o Provide access to materials, information and services for all residents of the area served; and
- o Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task :

Payment will be a fixed price in the amount of 100% of the grant award for the period October 1, 2021 through June 30, 2024. The Grantee will:

- o Have expended funds to provide free library service during the period October 1, 2021 - September 30, 2022;
- o Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2021 - September 30, 2022 only;
- o Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement;
- o Provide the Certification of Credentials for the Single Administrative Head; and
- o Provide a Certification of Hours, Free Library Service and Access to Materials.

c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).

2. **Length of Agreement.** This Agreement covers the period of October 1, 2021 to June 30, 2024, unless terminated in accordance with the provisions of Section 28 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2021) and concludes with the end of the State of Florida's current fiscal year (June 30, 2024).
3. **Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2021 – September 30, 2022) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications regarding this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

**For the Division of Library and Information Services:**

Tom Peña, Grant Programs Supervisor  
Florida Department of State  
R.A. Gray Building  
Mail Station # 9D  
500 South Bronough Street  
Tallahassee, FL 32399-0250  
Phone: 850.245.6620  
Email: thomas.pena@dos.myflorida.com

**For the Grantee:**

Julie Morrell

North Palm Beach Public Library  
303 Anchorage Drive North Palm Beach Florida 33408  
Phone: 561.841.3373  
Email: jmorrell@village-npb.org

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the “Fiscal Year 2023-24 State Aid to Libraries Final Grants” document (Attachment B), which shall be paid by the Division in consideration for the Grantee’s minimum performance as set forth by the terms and conditions of this Agreement. Payment will be a fixed price in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization Form (form number DFS-AI-26E, rev 3/2022), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit [myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-deposit-vendors.pdf?svrsn=eff728cf\\_16](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-deposit-vendors.pdf?svrsn=eff728cf_16). The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit [fvendor.myfloridacfo.com](https://vendor.myfloridacfo.com). **A copy of the Grantee’s Florida Substitute Form W-9 must be submitted by the Grantee to the Division before or with the executed Agreement.**
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.

9. **Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, webpages, programs, etc., created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, administered by the Florida Department of State’s Division of Library and Information Services.”

10. **Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (as of October 2022), incorporated by reference, which

are available online at [myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337\\_2](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2).

Grant funds may not be used for the purchase or construction of a library building or library quarters.

11. **Travel Expenses.** The Grantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
12. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service's Reference Guide for State Expenditures (as of October 2022) [myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337\\_2](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2), incorporated by reference.
13. **Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of "Department of State" and mailed directly to the following address: Florida Department of State, Attention: Thomas Peña, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
14. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year. Audits must be submitted on the DOS Grants System at [dosgrants.com](https://dosgrants.com).
15. **Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the closeout of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
16. **Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
17. **Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
18. **Noncompliance.** Any Grantee that is not following Florida Statutes or rules, the terms of the grant agreement, Florida Department of

State (DOS) policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other DOS Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. DOS Divisions include the Division of Arts and Culture, the Division of Elections, the Division of Historical Resources and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any DOS grant may be released.

- 19. Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
  - b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
  - c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
  - d) The name of the account(s) must include the grant award number;
  - e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
  - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).
- 20. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- 21. Lobbying.** The Grantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
- 22. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 23. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.

- 24. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
  - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
  - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
  - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- 25. Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.
- 26. No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
- 27. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
- 28. Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee shall be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
- 29. Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party, nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.

- 30. Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.
- 31. Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.
- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
  2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- 32. Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
- 33. Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
- 34. Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act (8 USC 1324(a) (as of April 2019)), incorporated by reference. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
- 35. Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
- 36. Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 ([ada.gov](http://ada.gov) (as of January 2020)), incorporated by reference).
- 37. Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of



Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

**38. Entire Agreement.** The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Florida Single Audit Act Requirements (Attachment A)
- c) Fiscal Year 2023-24 State Aid to Libraries Final Grants (Attachment B)

**The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.**

**Grantee:**

**Department of State**

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

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

Chair of Governing Body or Chief Executive Officer

Amy L. Johnson, Director  
Division of Library and Information Services  
Department of State, State of Florida

\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Chief Financial Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTACHMENT A**  
**FLORIDA SINGLE AUDIT ACT REQUIREMENTS**

**AUDIT REQUIREMENTS**

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

**Monitoring**

In addition to reviews of audits conducted in accordance with 2 *CFR* 200, Subpart F - Audit Requirements, and section 215.97, *Florida Statutes (F.S.)*, as revised (see Audits below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 *CFR* 200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

**Audits**

**Part I: Federally Funded**

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 *CFR* §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 *CFR* 200, Subpart F - Audit Requirements. Exhibit 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 *CFR* 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 *CFR* 200.514, will meet the requirement of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 *CFR* 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 *CFR* 200, subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 *CFR* 200, subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

**Part II: State Funded**

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2) *F.S.*

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017 and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, *F.S.*; Rule Chapter 69I-5 *F.A.C.*, State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), *F.S.* This includes submission of a financial reporting package as defined by Section 215.97(2) *F.S.*, and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017 and thereafter), an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)

<http://www.myfloridacfo.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

<http://www.leg.state.fl.us/>

### **Part III: Report Submission**

1. Copies of reporting packages for audits conducted in accordance with 2 *CFR* 200, Subpart F - Audit Requirements, and required by PART I of this agreement shall be submitted, when required by 2 *CFR* 200.512, by or on behalf of the recipient directly to each of the following:
  - A. The Department of State via the DOS Grants System at <https://dosgrants.com>
  - B. The Federal Audit Clearinghouse (FAC) as provided in 2 *CFR* 200.6 and section 200.512  
  
The FAC's website prides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.
2. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:
  - A. The Department of State via the DOS Grants System at <https://dosgrants.com>

B. The Auditor General's Office at the following address:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

3. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 *CFR* 200.512, section 215.97 *F.S.* and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 *CFR* 200, Subpart F - Audit Requirements or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### **Part IV: Record Retention**

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

## **EXHIBIT – 1**

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

Not applicable.

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED  
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not applicable.

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

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

Not applicable.

**SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:**

Florida Department of State, State Aid to Libraries;  
CSFA Number. 45.030  
Award Amount: See Attachment B.

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED  
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

**ATTACHMENT B**  
**Fiscal Year 2023-24 State Aid to Libraries Final Grants**

## Library Plan of Services FY 2023-2024 Exhibit A

### Goals and Objectives

In the coming year, the Library plans to achieve the following goals and objectives:

#### Strategic Goal: Quality of Life

##### Department Goal:

Make our services and collection more accessible to our patrons

##### Objectives:

- a. Bring more awareness of our programs and services to the community through social media and informational booths at Village-sponsored events.
- b. Partner with Parks and Recreation to offer more programming throughout the Village.
- c. Offer new and advertise current resources for homeschool families.
- d. Install and manage Little Libraries at each of the Village's playgrounds, providing easy access to diverse reading materials, and refreshing them with new and engaging resources.

Department Goal: Promote health and well-being through library programming and materials

##### Objectives:

- a. Offer wellness workshops and seminars on topics such as mental health, stress management, nutrition, and physical fitness to support patrons in leading healthy lives.
- b. Create a collection of health-related materials, including books, DVDs, and online resources, to empower community members to take charge of their health.
- c. Partner with healthcare providers and local wellness centers to offer educational programs within the library.

##### Department Goal:

Implement services that meet the needs of the community

##### Objectives:

- a. Develop a comprehensive STEM program for children and teens, fostering interest, skill development, and interactive learning experiences.
- b. Continue to host author talks and adult speakers on a wide range of topics.
- c. Continue partnership with schools and daycare in the area to include library card sign up, class visits, summer reading and volunteer opportunities for teens.
- d. Continue participation in community activities such as Heritage Day Parade, Halloween, Veterans Day Ceremony, Trolley Rides, and Holiday Tree Lighting.

#### Strategic Goal: People and Organizational Excellence

##### Department Goal:

Continuously improve the way the Library operates

##### Objectives:

- a. Increase Friends of the Library revenues by spreading awareness of who they are and what they do for the Library.
- b. Continue updated policies and procedures.
- c. Continue recruiting teen volunteers for afterschool activities and summer reading.



## Exhibit “B”

# Long-Range Plan (FY2024 - FY2028)

## Charting NPBPL’s Future

### Goal 1: Create Young Readers and Learners

- a) Provide resources and programs that support early learning and school readiness.
  - Offer collections that support a wide range of interests and ability levels.
  - Empower parents and caregivers to emphasize the five early learning literacy practices with their children.
  - Foster cooperative and exploratory play through interactive learning spaces.
- b) Promote reading for enjoyment.
  - Share stories with passion during school visits and in the library.
  - Continue life-changing programs such as baby, toddler, and family storytime.
  - Engage the community in our efforts.
  - Explore the possibility of conducting storytime in the parks, offering and engaging and interactive reading experience in an outdoor setting.
  - Install Little Free Libraries in the parks to be maintained by the library, with one placed at each playground to provide easy access to books for children and families.

### Goal 2: Enrich Lives

- a) Ensure access to new and popular material quickly and in a variety of formats for all ages.
  - Focus on new, popular, and best-selling materials, as well as large-print, ebooks, audiobooks, and patron requests.
- b) Offer an active calendar of entertaining and educational events in which to engage members of our community.
  - Provide hands-on opportunities for patrons to develop their creativity, build problem-solving skills, and gain first hand exposure to emerging technologies.
  - Focus resources on topics of greater interest.
- c) Provide High-speed internet access, wireless printing, self-service stations, hotspots for checkout, computers and equipment, to meet community needs and improve service.
- d) **Publicize free access to library’s special-interest resources** such as Ancestry Genealogy, MyHeritage, Heritage Quest, ABCmouse, and language learning software.

- e) Employ friendly, service-oriented staff, able to initiate conversations, build relationships, recognize fundraising opportunities, and connect patrons with their interests.
- f) Increase awareness and utilization of the cloudLibrary platform to provide patrons with a diverse and extensive collection of ebooks and audiobooks.
- g) Review library policies and procedures annually to ensure convenient, efficient service.
- h) Explore opportunities for future mobile outreach to underserved residents including homebound senior citizens to enhance quality of life and access.
  - Provide services and collections outside the building.

### Goal 3: Support Education

- a) Maintain collaborative relationships with local educators to support literacy efforts.
  - Coordinate to ensure all new students receive library cards.
  - Promote print materials.
  - Teach students how to find quality information for their studies and plentiful materials for pleasure reading.
  - Continue to provide field trip/tours of the library.
- b) Provide supplemental support for both home school and public/private school curricula.
  - Support school based initiatives and projects by providing extra resources to augment existing school collections.
  - Ensure every parent and teacher is aware of the ability of the library to provide students with access to ebooks and audiobooks and language learning software.
- c) Offer essential support after school hours.
  - Provide homework help and learning opportunities that foster problem solving, creativity and innovation, collaboration and communication, and teamwork.
  - Foster teen engagement by providing volunteer opportunities, establishing a teen advisory board, and developing leadership skills.

### Goal 4: Maximize Spaces

- a) Develop framework for periodic evaluations of interior building aesthetics and layout, technology and equipment requirements, and maintenance.
- b) Provide family-orientated, comfortable, atmosphere that draws people together for meetings, programs, and socialization.

- c) Make it easier for people to discover library materials, programs, and services on the website, and to make donations.
- d) Improve the discoverability of physical materials in the library through layout planning and consistent branding efforts.
- e) Update emergency plans and train staff on procedures.

## Goal 5: Celebrate local

- a) Raise awareness in the community about the impact of the library and the valuable opportunities and resources it provides.
  - **Expand library's presence in** community through targeted outreach and participation in Village-wide events.
  - Engage community through social media, Village newsletter and website.
  - Coordinate activities with the Friends of the Library to promote library services and raise funds for library programs and initiatives.
  - Market library resources and services to educators, students and their families.
  - Train staff to encourage monetary and material donations.
  - Train staff to be effective promoters of the library's resources and services.
- b) Promote library as valuable resource center with high speed internet, office equipment, technology, and work/meeting space to support lifelong learning and development.
- c) Collaborate with community groups and individuals in offering library programs and community events.
  - Utilize local expertise.
  - Utilize skillsets from other Village departments.
- d) Develop community engagement strategy that promotes volunteerism and encourages active participation in library programs and services.
- e) Continue to preserve historical collections and promote their use.
  - Continue to digitize new materials.
  - Conduct periodic local history talks and discussions.

**2023-24 ESTIMATED AWARDS FOR STATE AID TO LIBRARIES GRANTS**

<b>COUNTY/MUNICIPALITY</b>	<b>OPERATING GRANT</b>	<b>EQUALIZATION GRANT</b>	<b>TOTAL GRANT</b>
ALACHUA	\$283,812	N/A	\$283,812
BAKER	\$2,429	\$39,690	\$42,119
BAY	\$39,351	N/A	\$39,351
BRADFORD	\$7,060	\$230,859	\$237,919
BREVARD	\$305,102	N/A	\$305,102
BROWARD	\$1,022,122	N/A	\$1,022,122
CALHOUN	\$6,389	\$211,015	\$217,404
CHARLOTTE	\$84,497	N/A	\$84,497
CITRUS	\$58,328	N/A	\$58,328
CLAY	\$60,434	N/A	\$60,434
COLLIER	\$139,834	N/A	\$139,834
COLUMBIA	\$16,356	\$480,041	\$496,396
DESOTO	\$3,245	\$52,391	\$55,636
DIXIE	\$3,315	\$109,232	\$112,548
DUVAL / JACKSONVILLE	\$583,838	N/A	\$583,838
ESCAMBIA	\$91,431	N/A	\$91,431
FLAGLER	\$21,345	N/A	\$21,345
FRANKLIN	\$3,994	\$64,035	\$68,029
GADSDEN	\$9,555	\$309,762	\$319,317
GILCHRIST	\$2,619	\$42,907	\$45,527
GLADES	\$1,328	\$21,838	\$23,167
GULF	\$2,320	\$37,393	\$39,713
HAMILTON	\$6,282	\$205,771	\$212,052
HARDEE	\$2,768	\$44,790	\$47,558
HENDRY	\$8,218	\$131,678	\$139,897
HERNANDO	\$45,159	\$480,041	\$525,199
HIGHLANDS	\$11,788	\$179,338	\$191,126
HILLSBOROUGH	\$837,520	N/A	\$837,520
HOLMES	\$1,352	\$22,324	\$23,676
INDIAN RIVER	\$63,335	N/A	\$63,335
JACKSON	\$6,388	\$103,405	\$109,793
JEFFERSON	\$7,891	\$259,574	\$267,465
LAFAYETTE	\$1,453	\$48,107	\$49,561
LAKE	\$145,746	N/A	\$145,746
LEE	\$472,870	N/A	\$472,870
LEON	\$93,770	N/A	\$93,770
LEVY	\$3,130	\$50,289	\$53,419
LIBERTY	\$1,537	\$50,869	\$52,406
MADISON	\$6,815	\$223,886	\$230,702
MANATEE	\$122,855	N/A	\$122,855
MARION	\$95,446	N/A	\$95,446
MARTIN	\$77,132	N/A	\$77,132

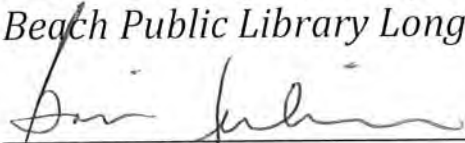
MIAMI-DADE	\$1,174,683	N/A	\$1,174,683
MONROE	\$51,371	N/A	\$51,371
NASSAU	\$28,007	N/A	\$28,007
OKALOOSA	\$64,990	N/A	\$64,990
OKEECHOBEE	\$6,929	\$110,312	\$117,241
ORANGE	\$592,149	N/A	\$592,149
OSCEOLA	\$121,645	N/A	\$121,645
PALM BEACH	\$767,066	N/A	\$767,066
PASCO	\$131,383	N/A	\$131,383
PINELLAS	\$556,849	N/A	\$556,849
POLK	\$217,009	N/A	\$217,009
PUTNAM	\$9,063	\$140,255	\$149,318
SAINT JOHNS	\$101,154	N/A	\$101,154
SAINT LUCIE	\$86,912	N/A	\$86,912
SANTA ROSA	\$36,210	N/A	\$36,210
SARASOTA	\$213,993	N/A	\$213,993
SEMINOLE	\$111,334	N/A	\$111,334
SUMTER	\$50,268	N/A	\$50,268
SUWANNEE	\$22,180	\$480,041	\$502,221
TAYLOR	\$3,208	\$52,017	\$55,225
UNION	\$2,498	\$82,668	\$85,166
VOLUSIA	\$296,771	N/A	\$296,771
WAKULLA	\$5,972	\$97,055	\$103,027
WALTON	\$16,426	N/A	\$16,426
WASHINGTON	\$6,832	\$223,653	\$230,485
ALTAMONTE SPRINGS	\$7,395		\$7,395
BOYNTON BEACH	\$47,262		\$47,262
DELRAY BEACH	\$38,670		\$38,670
FORT MYERS BEACH	\$18,114		\$18,114
HIALEAH	\$31,704		\$31,704
LAKE PARK	\$6,322		\$6,322
LAKE WORTH BEACH	\$7,549		\$7,549
LANTANA	\$4,281		\$4,281
MAITLAND	\$11,903		\$11,903
NEW PORT RICHEY	\$16,318		\$16,318
NORTH MIAMI	\$15,475		\$15,475
NORTH MIAMI BEACH	\$19,209		\$19,209
NORTH PALM BEACH	\$13,223		\$13,223
OAKLAND PARK	\$13,939		\$13,939
RIVIERA BEACH	\$16,565		\$16,565
SANIBEL	\$31,330		\$31,330
WEST PALM BEACH	\$72,019		\$72,019
WILTON MANORS	\$9,882		\$9,882
WINTER PARK	\$44,376		\$44,376

Total	<b>\$9,860,599</b>	<b>\$4,585,235</b>	<b>\$14,445,834</b>
<b>Multicounty Grants</b>			
HEARTLAND LIBRARY COOPERATIVE			\$450,000
NEW RIVER PUBLIC LIBRARY COOPERATIVE			\$323,680
NORTHWEST REGIONAL LIBRARY SYSTEM			\$350,000
PAL PUBLIC LIBRARY COOPERATIVE			\$350,000
PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM			\$336,853
SUWANNEE RIVER REGIONAL LIBRARY SYSTEM			\$350,000
THREE RIVERS REGIONAL LIBRARY SYSTEM			\$347,705
WILDERNESS COAST PUBLIC LIBRARIES			\$350,000
<b>Total</b>			<b>\$2,858,238</b>
<b>Grand Total</b>			<b>\$17,304,072</b>

**North Palm Beach Public Library  
Long Range Plan  
2024-2028**

**Approval of the Library Advisory Board**

At a meeting held on July 25, 2023 the North Palm Beach Public Library Advisory Board voted to approve the *North Palm Beach Public Library Long Range Plan 2024-2028*.



July 25, 2023

Bonnie Jenkins, Chairperson

North Palm Beach Public Library Advisory Board

**FLORIDA DEPARTMENT OF STATE**  
**DIVISION OF LIBRARY AND INFORMATION SERVICES**  
**STATE AID TO LIBRARIES GRANT APPLICATION**  
**Certification of Hours, Free Library Service and Access to Materials**

The North Palm Beach Village Council, governing body for the North Palm Beach Public Library hereby certifies that the following statements are true for the time period October 1, 2021 through June 30, 2024:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provides access to materials, information and services for all residents of the area served; and
- Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system).

**Signature**

\_\_\_\_\_  
Chair, Library Governing Body

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Typed)



**VILLAGE OF NORTH PALM BEACH  
PUBLIC WORKS DEPARTMENT**

TO: Honorable Mayor and Council  
 THRU: Chuck Huff, Village Manager  
 FROM: Keith Davis, Fleet Manager  
 DATE: September 14, 2023  
 SUBJECT: **RESOLUTION – Amending Resolution No. 2022-100 to Modify Police Vehicle Purchase**

Through the adoption of Resolution No. 2022-100 on November 14, 2022, the Village Council approved the purchase of four (4) Police Vehicles at a total cost of \$253,552.00. The purchase included the following vehicles:

Description	Duval Ford/Chevrolet		Dana Safety Supply		Total Cost
	Vehicle	Price	Quote #	Price	
K 9 Unit	2023 Chevrolet Tahoe	\$42,650.00	462967	\$22,510.00	\$65,160.00
Supervisor Unit	2023 Chevrolet Tahoe	\$42,650.00	462966	\$19,135.00	\$61,785.00
Supervisor Unit	2023 Chevrolet Tahoe	\$42,650.00	462966	\$19,135.00	\$61,785.00
Detective Unit	2022 Ford Expedition	\$54,424.00	463018	\$10,398.00	\$64,822.00
<b>Total</b>		<b>\$182,374.00</b>		<b>\$71,178.00</b>	<b>\$253,552.00</b>

The vendor, Duval Ford, has notified the Village that the 2022 Ford Expedition at a cost of \$54,424.00 is no longer available. In consultation with the North Palm Beach Police Department, Staff decided to move to the Ford F-150 Super Crew hybrid at a cost of \$46,140.00 (with pricing established in the existing Florida Sheriff's Association Contract No. 22-VEL30.0). This change will result in a net savings to the Village of \$8,284.00. The cost of equipping the vehicle to Village specifications will not change.

Village staff is requesting Council consideration and approval to remove the purchase of one (1) 2022 Ford Expedition at a cost of \$54,424.00 and add the purchase of one (1) Ford F-150 Super Crew hybrid at a cost of \$46,140.00. The purchase will remain with the same vendor Duval Ford, LLC as previously authorized in Resolution No. 2022-100.

**Account Information:**

Fund	Department	Account Number	Account Description	Amount
Special Projects Fund	Special Projects Fund Expense	Q5541-66410	Automotive	\$54,424
Change in Cost as described above				(8,284)
<b>Revised Total Cost</b>				<b>\$46,140</b>

The attached Resolution has been prepared and/or reviewed by the Village Attorney for legal sufficiency.

**Recommendation:**

**Village Staff requests Council consideration and approval of the attached Resolution amending Resolution No. 2022-100 to modify the purchase of police vehicles from Duval Ford pursuant to pricing established in the Florida Sheriff's Association Contract to add the purchase one (1) Ford F-150 Super Crew hybrid at a cost of \$46,140; remove the purchase of one (1) 2022 Ford Expedition at a cost of \$54,424; and authorize the Village Manager to take all steps necessary to effectuate the purchase.**

## RESOLUTION 2023-\_\_\_\_\_

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING RESOLUTION NO. 2022-100 TO MODIFY THE PURCHASE OF POLICE VEHICLES FROM DUVAL FORD PURSUANT TO PRICING ESTABLISHED IN AN EXISTING FLORIDA SHERIFF'S ASSOCIATION CONTRACT TO REMOVE THE PURCHASE OF ONE FORD EXPEDITION AND ADD THE PURCHASE OF ONE FORD F-150 SUPER CREW HYBRID; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, through the adoption of Resolution No. 2022-100 on November 14, 2022, the Village Council approved the purchase of four vehicles for the Village Police Department: three 2023 Chevrolet Tahoe SUV's from Duval Chevrolet and one 2022 Ford Expedition SUV from Duval Ford pursuant to pricing established in an existing Florida Sheriffs Association Contract (FSA 22-VEL30.0 (Pursuit, Administrative and Other Vehicles)), each equipped to Village specifications by Dana Safety Supply, Inc. pursuant to pricing established in an existing City of Miami Contract (Bid No. 1301386(26) (Purchase and Installation of Municipal Vehicle Equipment, Citywide)); and

WHEREAS, because the Ford Expedition SUV is no longer available, Staff is recommending the substitution of a Ford F-150 Super Crew hybrid; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby amends Resolution No. 2022-100 to remove the purchase of the 2022 Ford Expedition (at a cost of \$54,424.00) and add the purchase of a Ford F-150 Super Crew hybrid (at a cost of \$46,140.00) from Duval Ford pursuant to pricing established in an existing Florida Sheriffs Association Contract (FSA 22-VEL30.0 (Pursuit, Administrative and Other Vehicles), resulting in a revised total purchase price of \$245,268.00, with funds expended from Account No. Q5541-66410 (ARPA Expense – Automotive). The Village Council further authorizes the Village Manager to take all actions necessary to effectuate the purchase.

Section 3. To the extent not expressly modified herein, all other provisions of Resolution No. 2022-100 shall remain in full force and effect.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

(Village Seal)

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK



Village of North Palm Beach

<b>Prepared for:</b>	<b>Contract Holder</b>	<b>8/22/2023</b>
Village of North Palm Beach Keith Davis <a href="mailto:kdavis@village-npb.org">kdavis@village-npb.org</a>	Duval Ford Jared Davis (Work) 904-381-6595 (Mobile) 904-343-4451 <a href="mailto:jared.davis@duvalmotor.com">jared.davis@duvalmotor.com</a> 5203 Waterside Dr Jacksonville, FL 32210	

PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL

Pricing through Florida Sheriff's Association 22-VEL30.0 / 22-VEH20.0 contracts. Please note any items in red as they may require additional customer information or clarification. When submitting purchase order, please note billing address, delivery address, and any titling instructions. Thank you!

\$90

Rate/Hr

Labor Hours.

	Code	Equipment	UNIT PRICE	EXTENDED	
Parts Quantity	SPEC 171	<b>Ford F-150 Super Crew Hybrid (W1E)</b>	\$ 41,386.00	\$ 41,386.00	
	YZ/AS	Oxford White exterior /Dark Slate vinyl, 40/20/40	\$ -	\$ -	
	99D/44H	3.5L PowerBoost Full Hybrid/10-spd automatic	\$ -	\$ -	
	XL6	3.73 Electronic locking axle	\$ -	\$ -	
	534	Complete Trailer Tow Package to incl heavy-duty bar, ball, pin and clip	\$ 1,624.00	\$ 1,624.00	
	18B	Black platform running boards	\$ 249.00	\$ 249.00	
	96W	Spray-in bedliner	\$ 594.00	\$ 594.00	
	942	Daytime Running Lamps	\$ 44.00	\$ 44.00	
		RKE	Additional Programmed Integrated Key Transmitter Fob	\$ 365.00	\$ 365.00
		TINT 2	Tint all windows including windshield strip	\$ 460.00	\$ 460.00
		WT4	Weather Tech 1st and 2nd Row Floor Mats	\$ 346.00	\$ 346.00
		TAG	New FL Tag	\$ 125.00	\$ 125.00
		TTO	Tag and title processing and handling fee, processed locally and affixed to vehicle prior to delivery	\$ 48.00	\$ 48.00
	1	NSO	Non-scheduled option: Stock transfer from cancellation	\$ 899.00	\$ 899.00
	NOTE	QUOTE FOR REVISED PO 102057; <b>Unscheduled order</b>			

**UNIT COST** **\$ 46,140.00**

**TOTAL QUANTITY** **1** **TOTAL PURCHASE** **\$ 46,140.00**

**VILLAGE OF NORTH PALM BEACH  
PUBLIC WORKS DEPARTMENT**

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TO: Honorable Mayor and Council  
THRU: Chuck Huff, Village Manager  
FROM: Keith Davis, Fleet Manager  
DATE: September 14, 2023  
SUBJECT: **RESOLUTION – Approval to increase the FY 2023 Blanket Purchase Order issued to Tire Soles of Broward, Inc. to \$60,000**

---

Village Staff is recommending Village Council consideration and approval of the attached Resolution increasing the FY 2023 blanket purchase order issued to Tire Soles of Broward, Inc. to \$60,000.

The Village uses Tire Soles of Broward, Inc. for tires. Through the adoption of Resolution No. 2023-29 on April 13, 2023, the Village Council approved a \$25,000 increase in the blanket purchase order issued to Tire Soles of Broward, Inc. for a total of \$50,000 for Fiscal Year 2023. Year to date, the Village has spent \$50,000.00 with this vendor year on tires. The Fleet division anticipates additional tires may be needed before the end of the fiscal year. These tires are critical to the Police Department, Fire Department and Solid Waste Department to continue providing uninterrupted services to the residents of the Village of North Palm Beach.

Village Staff is requesting a \$10,000 increase in the blanket purchase order issued to Tire Soles of Broward, Inc., bringing the total amount to \$60,000 for the current fiscal year.

The attached Resolution has been prepared and/or reviewed by the Village Attorney for legal sufficiency.

**Account Information:**

Fund	Department / Division	Account Number	Account Description	Amount
General	Public Works/ Fleet	A5522-35221	Tires & Tubes	\$60,000

**Recommendation:**

**Village Staff requests Council consideration and approval of the attached Resolution increasing the Fiscal Year 2023 blanket purchase order issued to Tire Soles of Broward, Inc. to \$60,000, with funds expended from Account No. A5522-35221 (Fleet – Tires & Tubes), in accordance with Village policies and procedures.**

## RESOLUTION 2023-\_\_\_\_\_

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING A BLANKET PURCHASE ORDER FOR THE PUBLIC WORKS DEPARTMENT WITH TIRE SOLES OF BROWARD, INC. IN THE TOTAL AMOUNT OF \$60,000 FOR THE PURCHASE OF TIRES FOR VILLAGE VEHICLES; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village’s Purchasing Policies and Procedures authorize the use of blanket purchase orders for materials purchased over a certain period of time not to exceed a single fiscal year; and

WHEREAS, through the adoption of Resolution No. 2023-29 on April 13, 2023, the Village Council approved a \$25,000 increase in the blanket purchase order issued to Tire Soles of Broward, Inc. (for a total amount of \$50,00) for the purchase of tires for Village vehicles; and

WHEREAS, Village Staff estimates that an additional \$10,000 will be required for the current fiscal year; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves a \$10,000 increase in the blanket purchase order issued to Tire Soles of Broward, Inc. for a total amount of \$60,000 for Fiscal Year 2023, with funds expended from Account No. A5522-35221 (Public Works/Fleet – Tires & Tubes).

Section 3. All resolutions or parts of resolution in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

(Village Seal)

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

**VILLAGE OF NORTH PALM BEACH  
PUBLIC WORKS DEPARTMENT**

---

TO: Honorable Mayor and Council

THRU: Chuck Huff, Interim Village Manager

FROM: Chad Girard, Public Works Director  
James Anthony, Facilities Manager, Public Works

DATE: September 14, 2023

SUBJECT: **RESOLUTION – Approving a Fourth Amendment to the Janitorial Services Contract with AK Building Services, Inc. to extend the term for an additional three months through December 31, 2023.**

---

Village Staff is requesting Council consideration and approval of the attached Resolution approving a Fourth Amendment to the existing Contract for Janitorial Services with AK Building Services, Inc. to extend the term for an additional three (3) months through December 31, 2023.

The current Contract expires on September 30, 2023. The extension of the Contract through the end of the calendar year will provide additional time to add specificity to cleaning duties and requirements for the new RFP. To date, AK Building Services has performed at a level acceptable for renewal consideration.

**Account Information:**

<b>Fund</b>	<b>Department/ Division</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
General Fund	Public Works/ Facilities Country Club	A5522-33491 L8059-33491	Contractual Services	\$38,497.11

The attached Resolution and Fourth Amendment have been prepared and/or reviewed for legal sufficiency by the Village Attorney.

**Recommendation:**

**Village Staff recommends Council consideration and approval of the attached Resolution approving a Fourth Amendment to the Contract for Janitorial Services with AK Building Services, Inc. to extend the term for an additional three (3) month period at a cost not to exceed \$38,497.11, with funds expended from Account No. A5522-33491 and L8059-33491 (Public Works/Country Club – Contractual Services), and authorizing the Mayor and Village Clerk to execute the Fourth Amendment in accordance with Village policies and procedures.**

## RESOLUTION 2023-\_\_\_

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING A FOURTH AMENDMENT TO THE CONTRACT WITH AK BUILDING SERVICES, INC. FOR JANITORIAL SERVICES TO EXTEND THE TERM FOR THREE ADDITIONAL MONTHS AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE FOURTH AMENDMENT ON BEHALF OF THE VILLAGE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, through the adoption of Resolution No. 2018-06 on January 25, 2018, the Village Council awarded a Contract for municipal facilities janitorial services to AK Building Services, Inc.; and

WHEREAS, through the adoption of Resolution No. 2019-22 on March 14, 2019, the Village Council executed an Amendment to the Contract to include additional space within the Community Development Department and modify the compensation; and

WHEREAS, through the adoption of Resolution No. 2020-70 on November 12, 2020, the Village Council executed a Second Amendment to the Contract to include additional space within the North Palm Beach Country Club Clubhouse facility and modify the compensation; and

WHEREAS, through the adoption of Resolution No. 2022-82, the Village Council executed a Third Amendment to the Contract to extend the term for an additional one-year period through Fiscal Year 2023 and modify the compensation to reflect increases in the minimum wage and the cost of supplies; and

WHEREAS, the parties wish to extend the Contract for an additional three months to allow the Village sufficient time to issue a competitive solicitation; and

WHEREAS, the Village Council determines that the approval of a Fourth Amendment to the Contract is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves a Fourth Amendment to the Contract for Municipal Janitorial Services with AK Building Services, Inc., a copy of which is attached hereto and incorporated herein, and authorizes the Mayor and Village Clerk to execute the Fourth Amendment on behalf of the Village. The total cost shall not exceed \$38,497.11, with funds expended from Account Nos. A5522-33491 (Public Works/Facilities – Contractual Services) and Account No. L8059-33491 (Country Club – Contractual Services). In approving the Fourth Amendment, the Village Council waives any conflicting purchasing policies and procedures.

Section 3. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.



Section 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

(Village Seal)

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

## **FOURTH AMENDMENT TO CONTRACT**

THIS FOURTH AMENDMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the VILLAGE OF NORTH PALM BEACH, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as VILLAGE and AK BUILDING SERVICES, INC., a Florida corporation, hereinafter referred to as CONTRACTOR, whose Federal I.D. is 26-3509119.

WHEREAS, the VILLAGE and CONTRACTOR executed a Contract dated January 25, 2018 (“Contract”) to provide all services necessary for municipal facility janitorial services as required under the Request for Proposals issued by the VILLAGE; and

WHEREAS, the VILLAGE and CONTRACTOR executed an Amendment to the Contract dated March 14, 2019 to include additional space within the Community Development Department and adjust the compensation accordingly; and

WHEREAS, the VILLAGE and CONTRACTOR executed a Second Amendment to the Contract dated November 12, 2020 to include the North Palm Beach Country Club and adjust the compensation accordingly; and

WHEREAS, the VILLAGE and CONTRACTOR executed a Third Amendment to the Contract dated September 22, 2022 to extend the term of the Contract for an additional year and provide for an increase in compensation; and

WHEREAS, the parties wish to again amend the Contract to extend the term for an additional three months to allow the VILLAGE to complete a new competitive solicitation for municipal facility janitorial services.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in the Contract, as amended, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the VILLAGE and CONTRACTOR agree as follows:

1. The foregoing recitals are ratified and incorporated herein.
2. Article 2 of the Contract is hereby amended to extend the term for an additional three (3) months through December 31, 2023.
3. All other provisions of the Contract, as previously amended, shall remain in full force to the extent not expressly modified herein.

*[Remainder of page intentionally blank – signatures on next page]*

IN WITNESS WHEREOF, the VILLAGE and CONTRACTOR hereto have made and executed this Second Amendment as of the day and year first above written.

**CONTRACTOR:**

**AK BUILDING SERVICES, INC.**

BY: \_\_\_\_\_  
MARK CEDAR, PRESIDENT

**VILLAGE OF NORTH PALM BEACH**

BY: \_\_\_\_\_  
DAVID NORRIS, MAYOR

**ATTEST:**

BY: \_\_\_\_\_  
JESSICA GREEN, VILLAGE CLERK

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

BY: \_\_\_\_\_  
VILLAGE ATTORNEY

## VILLAGE OF NORTH PALM BEACH COUNTRY CLUB - GOLF OPERATIONS

---

TO: Honorable Mayor and Council

THRU: Chuck Huff, Village Manager  
Samia Janjua, Finance Director  
Beth Davis, General Manger Country Club

FROM: Allan Bowman, Head Golf Professional

DATE: September 14, 2023

SUBJECT: **RESOLUTION – Approving a Proposal from Briggs Golf Construction, Inc. for resodding at the Golf Course in the amount of \$22,650.00, authorizing execution of a Contract, and waiving the Village’s purchasing policies and procedures.**

---

Village Staff is requesting Council approval of a Contract with Briggs Construction, Inc. for the re-sodding of a select area in the 14<sup>th</sup> fairway at the North Palm Beach Country Club golf course in the amount of \$22,650.00. Approval of this Contract requires a waiver of the Village’s purchasing policies and procedures.

Briggs Construction performed work earlier this summer as part of the Country Club’s summer golf course projects. Approval of this project will take the vendor over the \$25,000 annual threshold (and would require written quotes), but will remain under the \$50,000 annual threshold (which would require a competitive solicitation. The select area(s) in the fairway will total 14,400 square feet and the sod will be laid via sod rolls, thereby allowing for the quickest healing and minimal seams.

The selection of Briggs Golf Construction, Inc. satisfies two important requirements for the Village of North Palm Beach:

1. Briggs Construction was a sub-contractor for BrightView for the summer golf course projects. The selection of this company is critical to create a seamless and consistent product on the golf course, which is imperative for our reputation as a top 30 municipal golf course in the United States.
2. In dealing with the contractor directly and eliminating the intermediary, Bright View, the Village will realize a 10%-15% savings on the project.

Timing of the project is urgent. The 14<sup>th</sup> fairway has been prepped and the existing grass has been sprayed and been prepared for removal. Due to pending summer storms and the demand for sod (heavy rains can close the sod farms located in the middle of the state for days and possibly weeks), Staff has a very small window to complete this project. A limited number of square feet of sod is has just become available.

### **History:**

The Nicklaus Design team has approved Briggs Golf Construction as a preferred vendor. The 14<sup>th</sup> hole on the golf course has had much intrusion of common Bermuda grass (it has bullied the way through the Latitude 36 grass) which is a non-desired playing surface from the golf fairway.

In order to remedy the situation and prevent further intrusion in this area, this area will be re-sodded.

**Account Information:**

<b>Fund</b>	<b>Department</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
Enterprise	Golf Maintenance	L8045-35222	Sod	\$ 22,650.00

The attached Resolution and Contract have been prepared and/or reviewed for legal sufficiency by the Village Attorney.

**Recommendation:**

**Village Staff requests Council consideration and approval of the attached Resolution approving a Proposal from Briggs Golf Construction, Inc. for resodding at the Country Club Golf Course at a cost of \$22,650.00, with funds expended from Account No. L8045-35222 (Golf Maintenance – Sod), authorizing the Mayor and Village Clerk to execute a Contract for such services, and waiving the Village’s purchasing policies and procedures.**

## RESOLUTION 2023-\_\_\_\_\_

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING A PROPOSAL FROM BRIGGS GOLF CONSTRUCTION, INC. FOR RESODDING AT THE NORTH PALM BEACH COUNTRY CLUB GOLF COURSE AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CONTRACT FOR SUCH SERVICES; WAIVING THE VILLAGE'S PURCHASING POLICES AND PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Briggs Golf Construction, Inc. has provided a proposal for the replacement of approximately 14,400 square feet of sod on the 14<sup>th</sup> fairway at the North Palm Beach Country Club Golf Course, and Village Staff recommended accepting the proposal submitted by Briggs; and

WHEREAS, the Village Council determines that adoption of this Resolution is in the best interests of the residents of the Village of North Palm Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA, as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby approves and accepts the proposal from Brigs Golf Construction, Inc. for resodding at the North Palm Beach Country Club at a total cost of \$22,650.00, with funds expended from Account No. L8045-35222 (Golf Course Maintenance – Sod). The Village Council further authorizes the Mayor and Village Clerk to execute a Contract for such services, a copy of which is attached hereto and incorporated herein by reference.

Section 3. In approving this Contract, the Village Council hereby by waives all conflicting provisions of the Village's purchasing policies and procedures.

Section 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

(Village Seal)

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK



BRIGGS GOLF CONSTRUCTION, INC.  
13636 150<sup>th</sup> Court  
Jupiter, Florida 33478  
Phone 561 575-2338

## Proposal

DATE: August 2, 2023  
ATT: Allan Bowman  
PROJECT: Renovation of wear areas, approximately 14,400 square feet

*We are pleased to submit the following proposal for above referenced project:*

### ***Scope of Work:***

- Strip sod, haul spoils off site
- Install owner supplied 50/50 rootzone mix
- Rough grade / finish grade
- Install owner supplied Bimini sod

### ***Construction Cost:***

- Stripping, grading, grass preparation, and installation of sod – approximately 14,400 square feet at \$1.25 per square foot = \$18,000.00
- Remove of 9 loads of spoils at \$350 per load = \$3,150.00
- Mobilization = \$1,500.00

***TOTAL PROPOSAL \$22,650.00***

A signed copy of this proposal and 20% \$4,530.00 must be received by BRIGGS GOLF CONSTRUCTION, INC. for this project to be scheduled, and for work to begin. Thank you for your attention to this matter.

Grassing: Since Bermuda grasses and grasses in general are living plants, they are subject to inconsistencies and unique requirements. We hope that our turf meets your expectations; however, we cannot guarantee the performance for the grass since we are not involved in the daily maintenance of the grass. We do guarantee that the grass is alive when we deliver it and alive after installation. Bermuda grass hybrids are subject to changes as they age, the reasons for this are unclear. Scientific data is not available to evaluate, predict or define accurately turf performance or quality.

No plans, permits, engineering, testing, or bonds are included unless specifically stated.

The job is expected to proceed smoothly, barring inclement weather. Rain will delay all work on the fields.

Any alteration or deviation in above Proposal involving extra costs will be executed only by written or verbal "change order" and will become an Extra Charge over and above the proposed amount. (This Proposal is good for 30 days from above date).

Due care shall be taken around cart paths and curbs. Contractor assumes no responsibility for cart paths or curbing.

The owner shall locate and expose all irrigation piping and flag all irrigation heads, valves, catch basins, and any other appurtenances. Briggs Golf Construction, Inc. will not be responsible for any items that are not flagged or marked correctly.

The owner shall locate and expose all utilities.

Owner to pay for all necessary Federal, State and/or Local Permits. No plans, engineering, testing, or bonds are included unless specifically stated.

Proposal is based on one (1) mobilization charge. Delays caused by the Owner or others which result in job interruption could involve extra charges for the moving of equipment on and off the job site.

Only those items specifically stated in our proposal are included in the prices quoted for the proposal. Any additional work requested will be on a "per unit price," or on a "time and materials" basis subject to the work performed.

This proposal is put forth in good faith as we understand the plans or the discussions between us, as to the work to be performed.

*This proposal becomes a contract when acceptance below is signed by an authorized agent of each party.*

**By: Frank Giapopelli:**

\_\_\_\_\_

**Accepted by:**  
(Print Name - Title)

\_\_\_\_\_  
North Palm Beach CC

**By:**

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

**Date of Acceptance:**

\_\_\_\_\_

Email: Abowman@village-npb.org

\*\*\*Invoices are to be paid upon receipt. Any cost incurred because of nonpayment, including interest that will accrue at the highest rate allowed by law, service charges, attorney's fees, all costs, and attorneys' fees and costs on appeal for collecting same, will be sustained by customer.

\_\_\_\_\_



## CONTRACT

THIS CONTRACT is made as of the \_\_\_\_ day of \_\_\_\_\_, 2023 by and between the VILLAGE OF NORTH PALM BEACH, municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as VILLAGE, and BRIGGS GOLF CONSTRUCTION, INC. a Florida corporation, hereinafter referred to as CONTRACTOR.

WHEREAS, the VILLAGE is need of services and materials for the re-sodding of a select area of the 14<sup>th</sup> fairway at the North Palm Beach Country Club Golf Course; and

WHEREAS, CONTRACTOR has previously performed work at the Golf Course, and CONTRACTOR has provided the VILLAGE with a cost proposal to perform the work; and

WHEREAS, the VILLAGE wishes to retain CONTRACTOR to perform the work outlined in its proposal, pursuant to the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the mutual representations and obligations herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### ARTICLE 1. SERVICES OF CONTRACTOR.

CONTRACTOR shall perform the services set forth in in its Proposal dated August 2, 2023, attached hereto as Exhibit "A" and incorporated herein by reference ("Work"). In the event of a conflict between the terms of the Proposal and this Contract, the terms of this Contract shall control. CONTRACTOR shall perform the Work to that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its vocation practicing in the same or similar locality at the time such services are performed.

### ARTICLE 2. TERM OF CONTRACT.

The term of this Contract shall commence upon the VILLAGE's issuance of a Notice to Proceed and shall remain in effect until CONTRACTOR completes all services within the scope of this Contract to the satisfaction of the VILLAGE, unless otherwise terminated in accordance with Article 8. CONTRACTOR shall complete the Work within ninety (90) calendar days after the issuance of the Notice to Proceed.

### ARTICLE 3. COMPENSATION AND METHOD OF PAYMENT.

A. The VILLAGE agrees to compensate CONTRACTOR in accordance with CONTRACTOR's Proposals in an amount not to exceed Twenty-Two Thousand Six Hundred and Fifty Dollars and No Cents (\$22,650.00).

B. CONTRACTOR shall invoice the VILLAGE on a monthly basis based on the percentage of work performed. Invoices received from CONTRACTOR pursuant to this Contract will be reviewed and approved by the VILLAGE's representative, indicating that the Work has been provided and rendered in conformity with the Contract and then will be sent to the Finance Department for payment. CONTRACTOR will invoice the VILLAGE in advance for each payment period. Invoices will normally be paid within thirty (30) days following the VILLAGE representative's approval.

C. Work undertaken or expenses incurred that exceeds an amount set forth in the Proposals without prior written authorization from the VILLAGE shall be the liability of the CONTRACTOR.

D. CONTRACTOR waives consequential or incidental damages for claims, disputes or other matters in question arising out of or relating to this Contract.

E. In order for both parties herein to close their books and records, CONTRACTOR will clearly state "final invoice" on CONTRACTOR's final/last billing to the VILLAGE. This certifies that all Work has been properly performed and all charges have been invoiced to the VILLAGE. Since this account will thereupon be closed, any and other further charges if not properly included in this final invoice are waived by CONTRACTOR. The VILLAGE will not be liable for any invoice from CONTRACTOR submitted thirty (30) days after the provision of the Work.

#### **ARTICLE 4. INSURANCE.**

A. Prior to execution of this Contract by the VILLAGE, CONTRACTOR shall provide certificates evidencing insurance coverage as required hereunder. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that CONTRACTOR has obtained insurance of the type, amount, and classification as required for strict compliance with this Article and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the VILLAGE'S representative. Compliance with the foregoing requirements shall not relieve CONTRACTOR of its liability and obligations under this Contract.

B. CONTRACTOR shall maintain, during the life of this Contract, Commercial General Liability insurance in the amount of \$1,000,000.00 in aggregate to protect CONTRACTOR from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by CONTRACTOR or by anyone directly employed by or contracting with CONTRACTOR.

C. CONTRACTOR shall maintain, during the life of this Contract, comprehensive automobile liability insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect CONTRACTOR from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by CONTRACTOR or by anyone directly or indirectly employed by CONTRACTOR.

D. The parties to this Contract shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes. In the event that a party does not carry Workers' Compensation Insurance and chooses not to obtain same, then such party shall, in accordance with Section 440.05, Florida Statutes, apply for and obtain an exemption authorized by the Department of Insurance and shall provide a copy of such exemption to the VILLAGE.

E. All insurance, other than Worker's Compensation, to be maintained by CONTRACTOR shall specifically include the VILLAGE OF NORTH PALM BEACH as an "**Additional Insured**".

**ARTICLE 5. PERSONNEL.**

A. CONTRACTOR represents that it has, or will secure at its own expense, all necessary personnel required to perform the Work under this Contract. Such personnel shall not be employees of or have any contractual relationship with the VILLAGE.

B. All of the Work required hereunder shall be performed by CONTRACTOR or under its supervision, and all personnel engaged in performing the Work (including subcontractors) shall be fully qualified and, if required, authorized or permitted under state and local law to perform such Work.

C. All of CONTRACTOR's personnel (and all subcontractors) while on VILLAGE premises, will comply with all applicable requirements governing conduct, safety, and security, provided, however, that CONTRACTOR shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work.

**ARTICLE 6. INDEMNIFICATION.**

A. To the fullest extent permitted by applicable laws and regulations, CONTRACTOR shall indemnify and save harmless and defend the VILLAGE, its officials, agents, servants, and employees from and against any and all claims, liability, losses, and/or causes of action arising out of or in any way related to the services furnished by CONTRACTOR pursuant to this Contract, including, but not limited to, those caused by or arising out of any act, omission, negligence or default of the CONTRACTOR and/or its subcontractors, agents, servants or employees.

B. CONTRACTOR shall not be required to indemnify the VILLAGE, its officials, agents, servants and employees when the occurrence results solely from the wrongful acts or omissions of the VILLAGE, its officials, agents, servants and employees. The terms of this Section shall survive completion of all services, obligations and duties provided for in this Contract as well as the termination of this Agreement for any reason.

C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against either the VILLAGE or CONTRACTOR, nor shall this Contract be construed a waiver of sovereign immunity beyond the waiver provided in § 768.28, Florida Statutes.

**ARTICLE 7. INDEPENDENT CONTRACTOR.**

CONTRACTOR is, and shall be, in the performance of services pursuant to this Contract, an independent contractor and not an employee, agent or servant of the VILLAGE. All persons engaged in any services performed pursuant to this Contract shall at all times, and in all places, be subject to CONTRACTOR's sole discretion, supervision and control, and CONTRACTOR shall exercise sole control over the means and manner in which its employees, consultants and subcontractors perform such services.

**ARTICLE 8. TERMINATION.**

This Contract may be terminated by CONTRACTOR upon ten (10) days' prior written notice to the VILLAGE's representative in the event of substantial failure by the VILLAGE to perform in accordance with the terms of this Contract through no fault of CONTRACTOR. It may also be terminated, in whole or in part, by the VILLAGE, with or without cause, upon ten (10) days' written notice to the CONTRACTOR. Unless CONTRACTOR is in breach of this Contract, CONTRACTOR shall be paid

for Work rendered to the VILLAGE's satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the VILLAGE, CONTRACTOR shall:

- A. Stop work on the date and to the extent specified;
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work;
- C. Transfer all work in progress, completed work, and other materials related to the terminated work to the VILLAGE; and
- D. Continue and complete all parts of the work that have not been terminated.

#### **ARTICLE 9. SUCCESSORS AND ASSIGNS.**

The VILLAGE and CONTRACTOR each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the VILLAGE nor CONTRACTOR shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the VILLAGE which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the VILLAGE and CONTRACTOR.

#### **ARTICLE 10. ACCESS AND AUDITS.**

CONTRACTOR shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the Work for at least three (3) years after completion of this Contract. The VILLAGE shall have access to such books, records, and documents as required in this ARTICLE for the purpose of inspection or audit during normal business hours, at CONTRACTOR's place of business. In no circumstances will CONTRACTOR be required to disclose any confidential or proprietary information regarding its products and service costs.

#### **ARTICLE 11. ENFORCEMENT COSTS.**

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses (including taxes) even if not taxable as court awarded costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

#### **ARTICLE 12. PROTECTION OF WORK AND PROPERTY.**

A. CONTRACTOR shall continuously maintain adequate protection of all Work from damage, and shall protect the VILLAGE's property and adjacent private and public property from injury or loss arising in connection with the Contract. Except for any such damage, injury, or loss, except that which may be directly due to errors caused by the VILLAGE or employees of the VILLAGE, the CONTRACTOR shall provide any necessary materials to maintain such protection.

B. CONTRACTOR will also take every necessary precaution to ensure the safety of the VILLAGE, public and other guests and invitees thereof at or near the areas where work is being accomplished during and throughout the completion of all work.

**ARTICLE 13. NOTICE.**

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the VILLAGE shall be mailed to:

Village of North Palm Beach  
Attn: Village Manager  
Village Hall  
501 U.S. Highway One  
North Palm Beach, FL 33408

and if sent to the CONTRACTOR shall be mailed to:

Briggs Golf Construction, Inc.  
Attn: Frank Giacomelli, President  
13636 150<sup>th</sup> Court North  
Jupiter, FL 33478

The foregoing names and addresses may be changed if such change is provided in writing to the other party.

**ARTICLE 14. ENTIRETY OF CONTRACTUAL AGREEMENT.**

The VILLAGE and CONTRACTOR agree that this Contract, including all documents referenced herein, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

**ARTICLE 15. TERMINOLOGY AND CAPTIONS.**

All pronouns, singular, plural, masculine, feminine or neuter, shall mean and include the person, entity, firm or corporation to which they relate as the context may require. Wherever the context may require, the singular shall mean and include the plural and the plural shall mean and include the singular. The term "Contract" as used herein, as well as the terms "herein", "hereof", "hereunder", "hereinafter" and the like mean this Contract in its entirety and all exhibits, amendments and addenda attached hereto and made a part hereof. The captions and paragraph headings are for reference and convenience only and do not enter into or become a part of the context of this Contract, nor shall such headings affect the meaning or interpretation of this Contract.

**ARTICLE 16. PREPARATION.**

This Contract shall not be construed more strongly against either party regardless of who was more responsible for its preparation.

**ARTICLE 17. MATERIALITY.**

All provisions of the Contract shall be deemed material. In the event CONTRACTOR fails to comply with any of the provisions contained in this Contract or exhibits, amendments and addenda attached hereto, said failure shall be deemed a material breach of this Contract and VILLAGE may at its option and without notice terminate this Contract.

**ARTICLE 18. EXHIBITS AND CONTRACT DOCUMENTS.**

All exhibits and other documents referred to in this Contract form an essential part of this Contract. The exhibits and other documents, if not physically attached, should be treated as part of this Contract and are incorporated herein by reference.

**ARTICLE 19. LEGAL EFFECT.**

This Contract shall not become binding and effective until approved by the Village Council of the Village of North Palm Beach.

**ARTICLE 20. SURVIVABILITY.**

Any provision of this Contract which is of a continuing nature or imposes an obligation which extends beyond the term of this Contract shall survive its expiration or earlier termination.

**ARTICLE 21. WAIVER OF SUBROGATION.**

CONTRACTOR hereby waives any and all rights to Subrogation against the VILLAGE, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONTRACTOR shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which a condition to the policy specifically prohibits such an endorsement, or voids coverage should CONTRACTOR enter into such an agreement on a pre-loss basis.

**ARTICLE 22. WARRANTY.**

CONTRACTOR warrants that all Work, including goods and services, provided under this Contract will be free of defects in material and workmanship for a period of one (1) year following completion of the Work and successful final inspection, or as otherwise stated in the Proposals. Should any Work fail to comply with this warranty during the warranty period of one (1) year, upon written notification from the VILLAGE, CONTRACTOR shall immediately repair or replace said defective materials and/or workmanship at CONTRACTOR's sole expense.

**ARTICLE 23. REPRESENTATIONS/BINDING AUTHORITY.**

The persons executing this Contract represent that they have the full power, authority and legal right to execute and deliver this Contract and perform all of its obligations under this Contract.

**ARTICLE 24. GOVERNING LAW, VENUE AND REMEDIES.**

A. This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Contract will be held in Palm Beach County.

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

C. The VILLAGE and CONTRACTOR **knowingly, voluntarily and intentionally waive any right they may have to a trial by jury** with respect to any litigation arising out of or in connection with this Contract.

**ARTICLE 25. FEDERAL AND STATE TAXES.**

The VILLAGE is exempt from federal tax and state sales tax and use taxes. Upon request, the VILLAGE shall provide an exemption certificate to CONTRACTOR. CONTRACTOR is not exempt from paying sales tax to its suppliers for materials used to fulfill its obligations under this Contract, nor shall CONTRACTOR be authorized to use the VILLAGE's tax exemption number in securing such materials.

**ARTICLE 26. INSPECTOR GENERAL**

CONTRACTOR is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Contract, and in furtherance thereof, may demand and obtain records and testimony from CONTRACTOR and its subcontractors. CONTRACTOR understands and agrees that in addition to all other remedies and consequences provided by law, the failure of CONTRACTOR or its subcontractors to fully cooperate with the Inspector General when requested may be deemed by the VILLAGE to be a material breach of the Contract Documents justifying termination.

**ARTICLE 27. PUBLIC RECORDS.**

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (561) 841-3355; [NPBCLERK@VILLAGE-NPB.ORG](mailto:NPBCLERK@VILLAGE-NPB.ORG); OR 501 U.S. HIGHWAY ONE, NORTH PALM BEACH, FL 33408.

In performing services pursuant to this Contract, CONTRACTOR shall comply with all relevant provisions of Chapter 119, Florida Statutes. As required by Section 119.0701, Florida Statutes, CONTRACTOR shall:

1. Keep and maintain public requires required by the VILLAGE to perform the service.

2. Upon request from the VILLAGE's custodian of public records, provide the VILLAGE with a copy the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the CONTRACTOR does not transfer the records to the VILLAGE.
4. Upon completion of the Contract, transfer, at no cost, to the VILLAGE all public records in possession of CONTRACTOR or keep and maintain public records required by the VILLAGE to perform the services. If CONTRACTOR transfers all public records to the VILLAGE upon completion of the Contract, CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONTRACTOR keeps and maintains public records upon completion of the Contract, CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the VILLAGE, upon request from the VILLAGE's custodian of public records, in a format that is compatible with the information technology systems of the VILLAGE.

#### **ARTICLE 28. E-VERIFY**

CONTRACTOR warrants and represents that CONTRACTOR and all subcontractors are in compliance with Section 448.095, Florida Statutes, as may be amended. CONTRACTOR has registered to use, and shall continue to use, the E-Verify System (E-Verify.gov) to electronically verify the employment eligibility of newly hired employees and has received an affidavit from each subcontractor stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien. If the VILLAGE has a good faith belief that CONTRACTOR has knowingly violated Section 448.09(1), Florida Statutes, the VILLAGE shall terminate this Contract pursuant to Section 448.095(2), Florida Statutes, as may be amended. If the VILLAGE has a good faith belief that a subcontractor has knowingly violated Section 448.09(1), Florida Statutes, but CONTRACTOR has otherwise complied, it shall notify CONTRACTOR, and CONTRACTOR shall immediately terminate its contract with the subcontractor.

#### **ARTICLE 29. CONVICTED VENDOR LIST/BOYCOTT OF ISRAEL**

As provided in section 287.135, Florida Statutes, CONTRACTOR certifies that it and any authorized subcontractors are not participating in a boycott of Israel. CONTRACTOR further certifies that it and its affiliates have not been placed on the Convicted Vendor List under section 287.133, Florida Statutes. The VILLAGE and CONTRACTOR agree that the VILLAGE shall have the right to immediately terminate this Contract if CONTRACTOR, its authorized subcontractors or affiliates have been placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, or has been placed on the Convicted Vendor List maintained by the State of Florida.

*Remainder of page blank – signatures on next page*



IN WITNESS WHEREOF, the VILLAGE and CONTRACTOR hereto have made and executed this Contract as of the day and year first above written.

**CONTRACTOR:**

**BRIGGS GOLF CONSTRUCTION, INC.**

BY: \_\_\_\_\_

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

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

**VILLAGE OF NORTH PALM BEACH**

BY: \_\_\_\_\_

DAVID NORRIS  
MAYOR

ATTEST:

BY: \_\_\_\_\_

JESSICA GREEN  
VILLAGE CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

BY: \_\_\_\_\_

VILLAGE ATTORNEY



**VILLAGE OF NORTH PALM BEACH  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY JUNE 6, 2023**

Present: Donald Solodar, (Chairman)  
Cory Cross, (Vice Chair)  
Thomas Hogarth, (Member)  
Jonathan Haigh, (Member)

Len Rubin, (Village Attorney)  
Caryn Gardner-Young, (Community Development Director)

Absent: Kathryn DeWitt, (Member)  
Nathan Kennedy, (Member)  
Scott Hicks, (Member)

Council Member: Susan Bickel, (Vice Mayor)

## **I. CALL TO ORDER**

Chairman Solodar called the meeting to order at 6:30 PM.

### **A. ROLL CALL**

All members of the Planning Commission were present except Kathryn DeWitt, Nathan Kennedy and Scott Hicks.

## **II. PUBLIC COMMENT FOR NON-AGENDA ITEMS**

Chris Ryder (118 Dory Road South)

He addressed the Board Members regarding video and audio recordings that were not posted on the Village's website. He expressed concerns about the lack of transparency and the loss of the small-town feeling in the Village since 2020.

The Planning Commission thanked Mr. Ryder for his comments.

## **III. APPROVAL OF MINUTES**

None

## **IV. DECLARATION OF EX PARTE COMMUNICATIONS**

There were no Ex Parte Communications declared by the Board.

## **V. QUASI-JUDICIAL MATTERS / PUBLIC HEARING**

Attorney Len Rubin swore in all persons speaking.

### **A. SITE PLAN AND APPEARANCE REVIEW**

#### **1. 2545 Northlake Blvd. Building Paint Colors and Sign Face Change**

The property owner submitted an application to amend the existing building paint colors, change the existing monument sign face and existing building sign face for the property located on the north side of Northlake Blvd.

The applicant representative, David Keller, provided the petitioner's presentation. The applicant began painting their canopy an orange color but was asked to stop operations. Alex Ahrenholz helped the applicant create a more acceptable color scheme. The new color scheme was given to the Planning Commission for review. No comments were made.

Caryn Gardner-Young presented information on the project and recommendations. Village staff confirmed that the request is consistent with the appearance plan and meets the Village code requirements.

The Planning Commission requested confirmation of the color scheme of the main building. Both David Keller and Caryn Gardner-Young confirmed the request.

There were no comments from the public.

Motion: Thomas Hogarth moved to approve the application with staff's conditions. Seconded by Jonathan Haigh. Motion passed unanimously (4-0).

## **2. 701 Northlake Blvd. – Monument Sign Face Change**

The property owner submitted an application to change the existing monument sign face.

The applicant's representative, Lisa Marder, presented her request for a monument sign face change.

The Planning Commission members discussed the existing sign's hedge heights and the need to see the address of the site. The applicant's representative stated that the hedges deflect irrigation systems, affecting the sign, and these issues have been ongoing for the past twelve (12) years. The Planning Commission and applicant reached an agreement to trim the hedges to enhance visibility of the street numbers on the building.

There were no comments from the public.

Motion: Cory Cross moved to approve the application with staff's conditions. Seconded by Jonathan Haigh. Motion passed unanimously (4-0).

## **3. 821 Prosperity Farms Rd (St Claire) – Modular Buildings**

The property owner submitted an application to add two (2) modular buildings for additional classroom space.

Joe Colome, the applicant representative, provided the petitioner presentation. The applicant requested two temporary modular classroom buildings for a timeframe of two (2) to five (5) years. The buildings will accommodate the needed space for art rooms and other similar uses. The location will be on the north

**Minutes of Village Planning Commission Regular Meeting held on June 6, 2023**

side of the existing school, out of view of the public. The applicant agreed to all staff recommendations and conditions of approval.

The Community Development Project Manager, Corey O’Gorman, detailed the use of the modular buildings to expand the curriculum, not to increase the number of students. He explained that an added buffer zone, as well as landscaping around the modular buildings to the west, would be added to block impacts to the nearby single-family homes. In addition, the petitioner would add a pathway from the school to the modular buildings, along with lighting and drainage. No further improvements would be made. He commented that the absence of an increase in students does not warrant the need for additional parking spaces. Mr. Gorman also explained that the distance of the modular buildings from Prosperity Farms Rd. keeps them out of view.

Mr. Cross asked for confirmation of the modular buildings’ distance from the existing ball field structure. The applicant confirmed that the site plan indicating a one hundred twelve (112) foot distance was correct.

Mr. Cross asked for clarification on which walkway will be used to access the modular buildings. The applicant confirmed the path used as shown on the architectural drawings.

Mr. Cross questioned the addition of seven (7) new trees and one (1) hedge based on the current landscaping that exists. The applicant confirmed the existing landscaping and stated that the new landscaping is situated where no current landscaping exists. The applicant also noted that the buffer is not required by code, but the landscape buffer would address any adverse impacts from his request.

Mr. Cross questioned how the addition would affect parking. The applicant stated that the Village’s code does not require additional parking since there are no additional students.

Mr. Haigh asked for consideration of a tree to be removed. The applicant stated that they would confirm if the tree is within their property line and look into it.

Mr. Hogarth questioned if the modular buildings would be leased or owned. The applicant stated that they would be leased.

Mr. Hogarth questioned if the modular building colors will match the school. The applicant confirmed the colors will match.

Mr. Solodar proposed the structures be ready by August when classes begin. The applicant confirmed the buildings will be ready for classes to start in August.

There were no comments from the public.

Motion: Motion made by Thomas Hogarth to approve the application with staff’s conditions. Seconded by Cory Cross. Motion passed unanimously (4-0).

**B. RECOMMENDATIONS TO VILLAGE COUNCIL**

**1. Accessory Structures**

Village-initiated zoning text amendment to the C-MU US-1 mixed-use zoning district.

Ms. Gardner-Young presented to the Planning Commission the regulations and updates to the code based on the recommendations of the Residential Ad-Hoc Committee and the Village Attorney.

Village staff requested additional building setbacks for the C-MU Zoning District such as six (6) story buildings being set back seventy-five (75) feet from easements or from rear property lines when applicable. An additional ten (10) foot setback would be required for every story beyond six (6) stories. Examples were provided for buildings of different stories. Staff recommended approval of the proposed Ordinance.

Public Comments:

Chris Ryder (118 Dory Road South)

He addressed the Planning Commission regarding proper discussion of the comprehensive plan with the Village community. Mr. Ryder questioned the Planning Commission on the development of C-MU district.

Corey Cross questioned Village staff regarding Mr. Ryders's comments. Village Attorney, Len Rubin, responded that Senate Bill 250, which has not been enacted yet, prohibits certain land development regulations; thus, preventing Village staff from working with the other zoning districts mentioned. Mr. Rubin explained that the C-MU district is different, and the Village staff does have the capability to make progress on the C-MU district.

Corey Cross also questioned the size of lots and whether the setbacks for C-MU lots could be increased to mitigate potential future concerns. Mr. Cross questioned if seventy-five (75) foot setbacks are adequate and asked for setbacks to start at 100 feet. Mr. Rubin explained that the current situation allows for development without rendering it impossible.

Mr. Hogarth and Mr. Haigh agreed with the assessment by Village staff for C-MU lot setback distances.

Jonathan Haigh commented on buffering zone increases, which can be another tool to fix C-MU zones.

Motion: Cory Cross moved to accept staff proposed ordinance. Seconded by Thomas Hogarth. Motion passed unanimously (4-0).

## **VI. COMMISSION MEMBER COMMENTS**

The Planning Commission asked if there was an update on the bridge replacement project. Len Rubin did not have an update to provide and commented that one would be provided in the future.

Donald Solodar expressed concern regarding the site plan petition for 200 Yacht Club Drive. Caryn Gardner-Young stated the petition would be brought to the Planning Commission.

## **VII. STAFF UPDATES**

**Minutes of Village Planning Commission Regular Meeting held on June 6, 2023**

- The normal meeting for July 4<sup>th</sup> will be moved to July 11<sup>th</sup>, the following Tuesday, due to the July 4<sup>th</sup> holiday
- The Village provided the outgoing Chair and Vice Chair from the last Planning Commission meeting a Certificate of Appreciation for their time and service to the Village.

**VIII. ADJOURNMENT**

The meeting adjourned at 7:18 PM.

Minutes typed by Christian Boylan

**VILLAGE OF NORTH PALM BEACH**  
**LIBRARY ADVISORY BOARD MEETING MINUTES**  
**DATE: June 27<sup>th</sup>, 2023**

**CALL TO ORDER**

Chair Bonnie Jenkins called the meeting to order at 7:01 pm.

**ROLL CALL**

Julie Morrell, Library Manager  
Bonnie Jenkins, Chair  
Christine DelGuzzi, Vice Chair  
Darryl Aubrey, Village Council President Pro-Tem  
Susan Bickel, Village Council Vice Mayor  
Leslie Metz, Member (attending by telephone)  
Carolyn Kost, Member  
Phyllis Wissner, Member  
Brad Avakian, Secretary  
Kelly Marino, member of the public  
Lily Loveland, member of the public (arrived late)  
Kate DeWitt, member of the public (arrived late)  
Absent – Tina Chippas, Member

**APPROVAL OF MINUTES**

Phyllis Wissner moved to accept the Minutes for May 23<sup>rd</sup>, 2023 meeting, motion seconded by Carolyn Kost.  
Motion passed unanimously.

**PUBLIC COMMENTS**

No public comments, Mrs. Marino stated she was there to listen.

**MANAGER'S REPORT**

Library Manager Julie Morrell reported the following:

- Facilities: The remaining shelving for the main floor has been delivered and was installed. A couple end panels were missing and will come with the next delivery. New self-checkout pods that were supposed to replace damaged pods were delivered damaged again. Vendor apologized and will try to expedite redelivery. One of the self-checkout machines was damaged during storm due to power surge; machine was under warranty and Envisionware is sending a new one and surge protectors will be added to all to prevent this from occurring again.
- Children's Programming: Library Manager Morrell stated there are four storytimes each week with an average of 52 parents and children attending. Storytime is expanding a lot. New storytime series is called All Together Now, which is the summer reading theme and guest readers from different community occupations such as police officer, firefighter, and sanitation sometimes pop-in as guest reader; the kids really love it. About 43 children and parents attending. Storytime with the Junior League has stopped for the summer and will likely pick up again in the fall. TCS has summer school classes in session but opted not to visit the Library over the summer. Library still holding Children's Arts and Crafts are weekly on Thursdays and about 11 kids and parents attend (for younger children). Children's Art Appreciation is still going on and is held on the third Friday of the month at 3:00 and there are more attendees for this program, about 18 parents and children. Library started new program called Snack Attack Program on June 7<sup>th</sup> and 38 kids and parents attended. It was well-received; kids created healthy snacks for themselves and some ate things they had never eaten before (including some interesting combinations such cream cheese and peanut butter

and dipping grapes in it). There will be another Snack Attack Program in July which will feature pita bread and the Library hopes to continue the program into the school year. Busch Wildlife Presentation on June 15<sup>th</sup> Busch Wildlife brought several native species of animals such as an owl, a possum, and a baby alligator (alligator is named Linguini). 95 people attended throughout the presentation; attendees got to see the animals and learn about them and the new facility that is opening soon. Busch Wildlife is coming back in July for second show more geared towards preschoolers. Cox Science Center came and did program called Investigating Insects on June 8<sup>th</sup>. 50 kids and parents attended and saw live beetles and critters that the Science Center brought and learned about the role insects play in the environment. Attendees played game and tried on "bug-eyed glasses" to see the world as bugs do. The program was very popular. Science Eye, which does a lot of homeschool programs, did a craft with coffee filters and markers to make butterflies. Lesson taught about how butterflies can camouflage in the rainforest. 76 kids attended.

- Teen Programming: The Library is trying crafts for older kids ("tweenage" 10 to 14 year olds). Salt/sugar scrub activity was very successful on June 7<sup>th</sup>, with 36 attendees. On June 14<sup>th</sup>, kids made sand art keychains (32 in attendance). On June 21<sup>st</sup>, 32 tweens painted rocks and took them home to hide them.
- Adult Programming: Knit and Crochet meet every Monday with an average of 12 people. Great Courses has stopped for the summer and will pick up again in October during season. Yoga with Mi Sun in Veteran's Park averages about 7 people. Microsoft 1 class with Donna Parsons was held June 10<sup>th</sup> and 10 people attending; people liked the opportunity to learn computer skills. Ms. Parsons has gone up north for the summer but will be back in October and may offer continuation of the course. Book Club was held June 1<sup>st</sup> – *Horse* by Geraldine Brooks. Members in attendance agreed that it was a good book. 17 people attended the Book Club Meeting. Senior Appreciation Bingo was on June 14<sup>th</sup> with 9 seniors attending.
- Results of Long-Range Plan Survey: The Long-range plan survey ran for one month and 124 people responded. Sandwich board signs were up at Anchorage Park and just inside the community center building. Over 90 people responded to the email, which was sent to 4,916 patrons. About 18% of people who clicked the link completed the survey. Library Manager Morrell offered the following highlights: 80% of patrons were satisfied or very satisfied with the Library's current programs for adults and 81% for youth. When asked what kind of programs people would like to see, the top requests were wellness and mindfulness programs, local history talks, and technology and digital literacy classes. 73% of patrons hear about programs through the printed newsletter. 90% of patrons are satisfied or very satisfied with the adult facilities and 83% for the youth facilities. 94% of patrons are satisfied or very satisfied with the Library's staff's customer service skills and 97% feel that staff are approachable and helpful. 66% of patrons would be willing to pay additional taxes to support the Library's budget. Many patrons want more eBooks and the Library plans to push more advertising for CloudLibrary and Libby. There were two or three requests for free little libraries and some requests for more storytime programs in the parks. There were also multiple requests that the Library not to ban books. [Printouts of survey results were provided to all in attendance.]
- Friends of the Library: Friends of the Library will not meet again until the fall; last meeting was April 17<sup>th</sup>, 2023.
- Circulation: E-Circulation is still up; audiobooks are now surpassing e-books on CloudLibrary.

#### **OLD BUSINESS**

None.

[Chair Jenkins allowed member of the public who arrived during the Manager's Report to announce her presence.]

#### **NEW BUSINESS**

- Result of Long-Range Plan Survey: (also discussed in the Librarian's Report) Chair Jenkins asked if Library Manager Morrell wanted to go into more depth as to the results and Library Manager Morrell said they were happy with the results and would focus on email more in the future rather than signage.



- Revised Draft of Long-Range Plan: Library Manager Morrell reported that the Long Range Plan is coming due. Based on survey results, Library plans to focus more on e-books and patron requests, and wants to publicize access to special interest resources like Ancestry, MyHeritage, HeritageQuest, ABC Mouse, and language learning software. There were not a lot of survey responses with regards to these resources, so the Library wants to make sure people know that they are available. Some survey responses indicated that there could be more resources for that homeschool families; Library will look into homework help and access to newspapers for historical newspapers and Palm Beach Post. Member of public commented that her homeschooled daughter would benefit from access to newspapers. Member Kost stated she was surprised to see that 37 people want the Library to do wine tastings; Library Manager Morrell mentioned that patrons have expressed an interest in related programs. Discussion between members about pros and cons and required permits. Member Kost and Member Wissner discussed the survey responses to accessing the library and parking issues; Library Manager Morrell stated that patrons sometimes have trouble with parking when school is getting out or when a popular storytime event/programming is happening in the library. [Chair Jenkins allowed member of the public who arrived during the New Business portion of the meeting to announce her presence.] Library Manager Morrell asked if the Board wanted to vote to accept the Plan or needed more time to review, and stated that it is needed to the State by August. Chair Jenkins recommended that the Board table it and revisit the draft in July. Member Wissner moved to table, motion seconded by Member Avakian, passed unanimously. Member Kost commented that there should be more publicity and marketing of Library services and Library Manager Morrell discussed possibilities of promoting the Library at Village events.
- Library Display Policy: Current display policy was provided to all in attendance. Library Manager Morrell said the Policy was written to give the purpose of displays and to give staff guidance on how to create displays for each month. Library Manager Morrell stated that from time to time there are comments about various displays such as Black History, the Holocaust, Kwanzaa, and Pride. Library is looking to rewrite the Policy to make it more succinct and clear. Other libraries have policies that are only one or two pages and they vary on what they include in the policy – some only Federal Holidays, some only for upcoming events. Library Manager Morrell stated that she will be looking for input when a draft of a rewrite is presented, probably at the next meeting, and asked if anyone had comments about the Policy as it is currently. Chair Jenkins commented that her experience having written numerous policies has taught her that they are better when succinct; Chair Jenkins also commented that event-driven displays can be more beneficial to patrons and the shorter the better. Vice Chair DelGuzzi commented that it is great to bring awareness to children of various other events and noted that Banned Book Week is not included. Discussion between members about what holidays are currently listed and that different people in the community might relate to different displays in different ways.

Chair Jenkins opened the floor to comments from the public since two members of the public arrived at the meeting after the time normally slated for public comment. Mrs. DeWitt stated that she would love to see more of a mission statement or a purpose behind why the Library is doing the displays and the overall purpose because she thinks the purpose of a display should be to connect kids with good literature that they might not otherwise pull off the shelf; Mrs. DeWitt stated that she can think of a dozen books that would be wonderful for kids to read relating to Black History Month, Valentine’s Day, or Women’s History Month, and explained that her kids have been very into the moon and space and found a dozen books of real stories at a different library, including one that taught them that the first living creature to go to space was a dog; Mrs. DeWitt stated that might be a good theme and that the purpose should be to connecting kids to good literature not empty/silly books like Diary of a Wimpy Kid or Captain Underpants; Mrs. DeWitt mentioned that April Fools Day was listed on the Display Policy as well as Mardi Gras, and stated that she doesn’t know if there are a lot of good Mardi Gras books for kids, and that while things like Star Wars Day are funny and catchy she thinks the purpose of the Library is to connect kids with good books and that she wants Library to be mindful of what they are connecting kids to, and that in the nine years she has lived in the Village she has not seen a lot of adult displays; she stated that the Library should be connecting kids to

things that are appropriate for their age and acknowledged that the Library has a teen section; Mrs. DeWitt stated that displays should look at the lowest age group when deciding what to bring in for displays and stated that she thinks it is inappropriate to bring in adult topics in displays when babies and brews are also invited to the area, and that if more of a criteria was developed then everything can filter through that. Mrs. Marino stated that the Library should make an effort to put literature that is not below level and that it is hard to find modern literature that has a greater vocabulary and in-depth relationships, and that the displays can help with this by offering suggestions for books with multiple age levels. Chair Jenkins thanked the individuals for their input.

**MEMBER COMMENTS**

Nothing further.

**STAFF COMMENTS**

None.

**ADJOURNMENT**

Meeting adjourned at 7:37 pm.

The next meeting will be Tuesday, July 25<sup>th</sup>, 2023, at 7:00 pm in the Obert Room.

Respectfully submitted by Brad Avakian

VILLAGE OF NORTH PALM BEACH  
GOLF ADVISORY BOARD  
Minutes of July 10, 2023

I. CALL TO ORDER

A. The meeting was called to order by Chairman Steve Mathison at 6:00 p.m.

II. ROLL CALL

A. <u>Board:</u>	Present	Absent
Stephen Mathison – Chairman	X	
Rich Pizzolato – Vice Chairman	X	
Curtis Witters – Secretary	X	
Landon Wells – Member	X	
Orlando Puyol – Member	X	
Sandra Felis – Member	X (By phone)	
Karen O’Connell – Member	X (By phone)	
B. <u>Staff Members:</u>		
Allan Bowman, Director of Golf	X	
Beth Davis, General Manager	X	
Lenore Dingle, Membership Coordinator		
C. <u>Council Members:</u>		
Darryl Aubrey		
Susan Bickel		
Mark Mullinix		
David Norris	X	
Deborah Searcy		

D. Public Present:

III. APPROVAL OF MEETING MINUTES

Minutes of the May 8, 2023 GAB Meeting were approved 7-0.

IV. ADMINISTRATIVE REPORTS

Golf Report. Allan Bowman, Director of Golf, delivered his report.

Allan told the Board that after four and one-half years since we renovated the golf course it is in great condition and that he fully expects it to be in excellent condition by January 1<sup>st</sup> of 2024.

Pace of Play.

Data from our GPS shows that the average pace of play for a round on our course is 4 hours and 20 minutes. However, the pace of play slows to 4 hours and 40 minutes for rounds starting after 11:00 a.m.

Allan made the following recommendations.

Rules and Regulations will define a slow round as those that exceed 4 hours and 15 minutes and those will be in violation of our Pace of Play policy. There is some concern and observation that some of the golfers who walk the course fall way behind the stated pace of play. Violators may have their name(s) posted at some point in the future as violators of our policy.

To address the issue of slow play, we will create and use a pace of play card that will be administered by the starter to encourage groups to record the time when the group completes 6, 12, and 18 holes (awareness is a big part of the education process).

Going forward, our application for membership will include a reference to the pace of play issue, as well as other items, and the applicant will be required to acknowledge their understanding of the issues.

After discussion by the Board, a motion to approve Allan's recommendations was approved by a vote of 7-0.

Financial Update.

For June:

Golf fees are up by \$30,000.

Range revenue is down by \$1,000.

Merchandise revenue is up by \$3,000.

Golf rounds were up by 800, the result of going to 9-minute intervals for tee times.

The year-to-date numbers are:

Golf fees are up by \$500,000.

Range revenue is up by \$30,000.

Merchandise revenue is up by \$50,000.

With 5,750 rounds, we are up by 1,000.

V. DISCUSSION TOPICS

Ned Daffan, a former member of the Club, spoke to the Board concerning his application for membership. His letter to the Board is attached to these minutes.

The Board discussed the request of Mr. Daffan and determined that it could take no action regarding the request.

Allan spoke to the Board concerning the June projects completed on the course.

The aeration went well; the holes are healing well and the cores showed that the greens are healthy.

Tree trimming continues.

A tree was removed on hole 17.

Invasive vegetation to the right of the tee box on the 8<sup>th</sup> hole was removed.

The new white tee box on the 14<sup>th</sup> hole was sodded.

The retaining wall to the right of tee box on the 5<sup>th</sup> hole is nearly complete.

Sod is being installed on the 15<sup>th</sup> hole, on the lake bank.

The banks on the lake between the 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup> holes are being reinforced and water plants will be placed in the lake.

We intend to install a screen between the driving range and the 10<sup>th</sup> hole. It will serve to prevent errant practice shots from the range from hitting golfers on the 10<sup>th</sup> hole.

Bids for the screen are being sought.

## VI. ADJOURNMENT

The meeting was adjourned at 7:03 p.m.

The next meeting will be August 14, 2023.

Minutes by Curtis L. Witters, Secretary.

Meeting with NPBCC golf committee 7/10/23

My name is Ned Daffan and I live at 818 Lakeside Drive just across route 1 from the North Palm Beach Golf course. I want to thank the committee for giving me a few minutes to make a request for your consideration.

I was a member of the NPBCC for 11 years from 2006 – 2017. During the last part of that time the previous maintenance crew began using Milorganite fertilizer which caused me repeated allergic reactions to my lower legs where the turf would spray up on my legs. I tried wearing double socks, long pants, even neoprene diving socks but nothing would prevent my legs from breaking out. I tried for over a year to have the maintenance crew tell me when they were going to apply the Milorganite but they would never inform me. The repeated exposure resulted in skin cancer on my shins which I had treated with radiation to remove. Because of this I had to resign my membership for medical reasons in 2018.

Since the new maintenance company has started at North Palm they do not appear to be using Milorganite but instead are using a different type of fertilizer. I have played the course several times with no allergic reaction. I am requesting the committee consider allowing me renew my membership based on the fact that the only reason I resigned was due to medical problems that I could not prevent.

I know there is a significant waiting list of people wanting to join the club but I feel my situation is somewhat unique and hope you agree that it deserves some consideration by your committee.

Thank you very much for your time.

Ned Daffan

**Village of North Palm Beach**  
**Recreation Advisory Board Meeting**  
**MINUTES**  
**July 11, 2023 at 7:00 pm**  
**Anchorage Park**

- 1) **Call to Order:** Chair Budnyk
- 2) **Roll Call:** Rita Budnyk, Leigh Arwood, Christi Chane, Ashley Knieriemen, Stephen Heiman, Jennifer Gold Dumas, and Zak Sherman. Mia St. John Absent (she let staff know in advance). Council Representative not present.
- 2) **Approval of Minutes:** Jennifer Dumas makes the motion to approve minutes from June; Rita Budnyk seconds.
- 3) **Public Comments:** Karen Marcus - Wants to know update on youth sports – dates, coaches, what sports, etc. Is the info being sent out? Discussed an annual schedule going out. How do we improve communication? Discussed making sure the website is updated. Suggestions were made to hold coaches’ meetings and recruit volunteers for coaching positions. It was noted that there has been a rebuilding period since 2021 in terms of sports participation and online registration is now available.
- 4) **Director’s Report:** Thor-guard Lightning Signs: It was brought to attention that Thor-guard Lightning signs are being installed at Anchorage, Osborne, and the Community Center. These signs will provide information on the different horn blasts, addressing a common query from residents. Playground Maintenance: Updates were provided regarding upcoming playground maintenance at Anchorage Park. The scheduled date for the maintenance work was confirmed as July 21. The work includes mulch removal, swing adjustments, and raising the shade structure to ensure safety. It was noted that the Village was not covering the cost of the maintenance, as it was being done to address inspection issues. Recycling Bin Upgrades: Plans were discussed to order new blue lids for the recycle bins. These lids would have smaller holes and be specifically labeled for cans and bottles only. Boat Ramp Project: Updates were provided on the boat ramp project. Staff awaiting revised proposal from Sea Diversified, after which the village would proceed with engineering plans and permits. The timeline for the project was still uncertain, but efforts were being made to start the work before the end of 2024. The estimated cost of the boat ramp project, according to staff estimates, was approximately \$200,000. Seacoast Potable Water: Staff hired Seacoast to provide water service to the Community Center, replacing the problematic well water with high salinity content. The well water had caused damage to outdoor equipment and the turf. Haverland is currently working on repairing the



field, and once completed, the irrigation system will be connected to a backflow preventer for improved water management. Master Planning: During the council meeting on August 10, there will be presentations for the Master planning for Osborne Park and the Community Center. The Village rejected the previous process and wants to hear the presentations themselves before making a decision. The presentations will begin at 7:00 p.m., possibly 7:30 p.m. after public comments. Steven Poh and Zak will facilitate the presentations by three different companies. Facility Rental Form: There is a new form for facility rental that has been shortened to one page, with the front for filling out information and the back for fees. Some tweaks have been made to the form, including highlighting important information in red at the bottom. A staff member will guide people through the rental process, and a security deposit will now be kept if there is a failure to comply with park rules. Other Updates: Additional updates included the removal of invasive species along the southern border of Anchorage Park, a new apple pitch hedge adjacent the Anchorage Park playground, the recent incident concerning the Seacoast pipe burst, summer camp updates, the installation of a new playground spin piece and door at the Community Center, library renovations and survey, progress on the community garden application renewals, and the completion of the fireworks event. Details were provided on each topic, highlighting key points and relevant information. Rita asked when Zak is going to speak with St. Claire's about using their fields. Zak reached out this week and noted that Rita Kissel was taking another position elsewhere. Stephen asked if the rangers can issue one day passes or if residents have to come into the office during normal business hours. Zak said that they have to come in to the building for now but that staff has discussed mobile options for permits/passes.

- 5) **New Business:** New members on the board are being asked if they are willing to volunteer and help with an upcoming event on August 6. The event will include fishing, a captain's meeting, and a dinner. Former board members will most likely return to support the event, and everyone was fine with that. The details will be emailed to everyone, and there will be opportunities for teenagers to assist as well. The fishing tournament will start at 6:00 a.m., with weigh-ins from 12:00 p.m. to 3:00 p.m. There will also be a kids' derby from 2:00 p.m. to 3:00 p.m. The food will start at 5:00 p.m., followed by prize distribution and awards for volunteering. There will be various tasks available for volunteers throughout the day.
  
- 6) **Old Business:** Rita – Public Comment from Tim Daley – He said that at Lake Park Marina they put stickers on tongue side. Also said the new ramp should be pressure washed every 2 weeks for safety reasons. Zak then discusses points from last meeting to get final consensus: (1) During the discussion on boat ramp stickers, the board agreed to prorate the cost for stickers purchased midway through the year. The consensus was to charge half the price for the remaining months of the year. (2) There was also a question about refunding a sticker if someone already purchased one before getting a dry storage or wet slip spot. While some members were in favor of refunding, others felt it was unnecessary given the small amount of money involved.

The issue was that there were no written rules for such cases, which could raise questions during audits. The board decided to establish written rules stating that no refund would be given in these situations. Rita makes a motion for no refund on the ramp decal once someone gets a wet slip or storage spot. Leigh seconds. The motion passes unanimously. (3) Sale of Boat at lease renewal time or at any point during the lease year: Stephen says that someone shouldn't have to show a bill of sale at 2 months...just intent and good faith. Zak is going to massage the verbiage about "2 months to buy a boat." (4) Sale of Boat & Relinquishment of Storage Spot: The Board discusses what happens when someone sells their boat, relinquishes their storage spot, and how much time the new owner has to remove it from the lot, since there is no transferability of spaces. On this matter, the Board again expresses support for giving the new owner 5 business days. (5) Placement of Boat Ramp Stickers: The current rule requires the sticker to be visible from the rear of the vehicle and permanently affixed, causing concerns for some vehicle owners. The suggestion was made to follow the county's approach, which involves affixing the sticker on the driver's side trailer tongue or bow stand to ensure visibility and adherence to the rules. Staff prefers the sticker one place or another. Waterways Board recommended the trailer tongue during a discussion at their last meeting (although they did not have a quorum). Stephen made a motion to put sticker on the driver side of the trailer tongue. Rita seconds. Motion passes. (6) The issue of individuals owning multiple vessels was raised, and it was discussed whether they should be charged for each sticker or be given multiple stickers for their boats. Currently, when residents come in to buy a sticker and they own more than vehicle it's buy 1 get 1 free. The Board was okay with that but said that the cost for the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>, etc. (if ever needed) should be minimal per each (possibly just the cost of the sticker, since (if council approves the ordinance change) residents would have to affix them to multiple trailers as opposed to one or two vehicles.

Tornado Update: The recent tornado damage at the Community Center was discussed. The field had suffered significant damage, and it was mentioned that the Village would be redoing the field entirely. This would involve replacing all existing sod, soil, and repairing the irrigation system. Concurrently, three softball fields would be converted into turf fields to allow for additional soccer fields. The field and court lighting was being redone as well. The estimated cost for the tornado-related repairs, including field restoration and new lights, was provided. Insurance claims were being pursued to offset some of the expenses. There was an update on dealing with the insurance company regarding damaged lights and field repairs. Insurance is deducting percentages based on the condition of the lights and field, even if a small portion is still functional. Various repairs and maintenance projects were mentioned, such as roof repairs, fence quotes, concrete pad removal, trail and sidewalk fixes, and Verizon tower maintenance.

**7) Member Comments:** None.

8) **Staff Comments:** None.

9) **Adjournment:** Meeting adjourns at 8:24p.m. Stephen Heiman makes motion; Rita Budnyk seconds.



**VILLAGE OF NORTH PALM BEACH  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY JULY 11, 2023**

Present: Donald Solodar, (Chairman)  
Cory Cross, (Vice Chair)  
Thomas Hogarth, (Member)  
Jonathan Haigh, (Member)  
Kathryn DeWitt, (Member)  
Nathan Kennedy, (Member)

Len Rubin, (Village Attorney)  
Caryn Gardner-Young, (Community Development Director)  
Charles Huff, (Village Manager)

Absent: Scott Hicks, (Member)

Council Member: Dr. Deborah Searcy, (Councilmember)

## **I. CALL TO ORDER**

Chairman Solodar called the meeting to order at 6:32 PM.

### **A. ROLL CALL**

All members of the Planning Commission were present except Scott Hicks.

## **II. PUBLIC COMMENT FOR NON-AGENDA ITEMS**

### Bob Starkie (36 Yacht Club Drive)

He addressed the Board Members regarding the 200 Yacht Club Drive project resubmittal. He asked for extra attention on the plans, more community outreach, and the proposed rental units to be approved for one year leases. Bob also requested a new traffic study be done by the Village.

## **III. APPROVAL OF MINUTES**

- A. May 2, 2023 Minutes – Misspelling of Cory Cross to be corrected. Motion to approve minutes by Cory Cross, seconded by Jonathan Haigh. Motion passed unanimously 6-0.
- B. June 6, 2023 Minutes - Motion to approve minutes by Kathryn DeWitt, seconded by Thomas Hogarth. Motion passed unanimously 6-0.

## **IV. DECLARATION OF EX PARTE COMMUNICATIONS**

There were no Ex Parte Communications declared by the Board.

## **V. QUASI-JUDICIAL MATTERS / PUBLIC HEARING**

Attorney Len Rubin swore in all persons speaking.

**A. SITE PLAN AND APPEARANCE REVIEW**

**1. 628 Southwind Circle Elevator Room Expansion**

The property owner submitted an application to expand the existing building's elevator room. The applicant representative, Craig Perkins, provided the petitioner's presentation.

Caryn Gardner-Young presented information on the project and recommendations. Village staff confirmed that the request is consistent with the appearance plan and meets the Village code requirements.

The Planning Commission requested clarification on the purpose of the addition, and asked for clarification on the fire wall and roof. Craig Perkins responded to the comments.

There were no comments from the public.

Motion: Thomas Hogarth moved to approve the application with staff's conditions. Seconded by Nathan Kennedy. Motion passed unanimously (6-0).

**2. 1200/1208 Marine Way Building Paint Colors**

The property owner submitted an application to change the exterior color schemes for the buildings. The vendor's representative, Kathleen Bruno, presented her request for the color change.

Caryn Gardner-Young presented information on the project and recommendations. Village staff confirmed that the request is consistent with the appearance plan and meets the Village code requirements.

Public Comment:

Pat Friedman (1208 Marine Way) – spoke in opposition, stating that one of the buildings had already been painted without the approval. Pat expressed concern over the existing lights that shine onto the building, and the ability to change the colors of the lights, which in turn reflects onto the building. Pat asked for conditions to be put on the approval to prohibit the lights changing color, particularly during/after holidays.

Jackie Guthart (1200 Marine Way) – spoke in opposition, mirroring some of Pat Friedman's comments on the brightness of the white of the building and existing lighting.

The Planning Commission members discussed the public comments made about the existing exterior lighting, with Len providing an excerpt from the Village Code. The Planning Commission determined they cannot add conditions about the lighting to the painting approval, and any concerns over the lights should be addressed by Code Compliance.

Motion: Cory Cross moved to approve the application with staff's conditions. Seconded by Jonathan Haigh. Motion passed unanimously (6-0).

### **3. 118 Yacht Club Drive Fence Installation**

The property owner submitted an application to install a white PVC fence on the side and rear yards of 118 Yacht Club Drive. The applicant representative, Craig Beynon, provided the petitioner's presentation.

Caryn Gardner-Young presented information on the project and recommendations. Village staff confirmed that the request is consistent with the appearance plan and meets the Village code requirements.

The Planning Commission asked for clarification on any future need for fencing around the rest of the property. The applicant indicated hedges were present and no other areas were expected to need fencing.

There were no comments from the public.

Motion: Nathan Kennedy moved to approve the application with staff's conditions. Seconded by Thomas Hogarth. Motion passed unanimously (6-0).

### **4. 120 Lehane Terrace Exterior Building Colors**

The property owner submitted an application to change the exterior building and stairway awnings color scheme of the property at 120 Lehane Terrace. The applicant representative, John Johnson, provided the petitioner's presentation.

Caryn Gardner-Young presented information on the project and recommendations. Village staff confirmed that the request is consistent with the appearance plan and meets the Village code requirements.

The Planning Commission asked for clarification on adjacent property color schemes, the railing color/material, the proposed plank panel location and material, and the doorways being closed in as part of the project. The applicant answered all questions.

There were no comments from the public.

Motion: Cory Cross moved to approve the application with staff's conditions. Seconded by Kathryn DeWitt. Motion passed unanimously (6-0).

## **VI. COMMISSION MEMBER COMMENTS**

Kathryn Dewitt indicated a paint color and sign change to the La Bamba restaurant without approval.

Thomas Hogarth proposed an annual mail out of code requirements, or other notifications to community/businesses. Caryn discussed a potential workshop as an idea.

**VII. STAFF UPDATES**

- Charles Huff gave an update to the US1 bridge replacement project, requested at the previous meeting.
- Len provided an update to new legislation SB250, and the impact it has on the Village Code.
- Next meeting dates of August 1<sup>st</sup> and September 12<sup>th</sup> were confirmed between Planning Commission and staff.

**VIII. ADJOURNMENT**

The meeting adjourned at 7:32 PM.

Minutes typed by Kacy Morrone

**VILLAGE OF NORTH PALM BEACH  
LIBRARY ADVISORY BOARD MEETING MINUTES  
DATE: July 25<sup>th</sup>, 2023**

**CALL TO ORDER**

Chair Bonnie Jenkins called the meeting to order at 7:01 pm.

**ROLL CALL**

Julie Morrell, Library Manager  
Bonnie Jenkins, Chair  
Christine DelGuzzi, Vice Chair  
David Norris, Village Council Mayor  
Phyllis Wissner, Member  
Brad Avakian, Secretary (attending by phone)  
Kate DeWitt, member of the public  
Absent – Tina Chippas, Member  
Absent – Leslie Metz, Member  
Absent – Carolyn Kost, Member

**APPROVAL OF MINUTES**

Phyllis Wissner moved to accept the Minutes for June 27<sup>th</sup>, 2023 meeting, motion seconded by Christine DelGuzzi. Motion passed unanimously.

**PUBLIC COMMENTS**

No public comments, Mrs. DeWitt stated she would like to circle back to public comments after the Manager's Report.

**MANAGER'S REPORT**

Library Manager Julie Morrell reported the following:

- Facilities: Envisionware has sent two new self-checkout machines; IT department installed them with surge protections; Library is still waiting on third version of self-checkout pods. Walls of upstairs bathroom will be patched and repainted; yellowing ceiling tiles will also be replaced.
- Children's Programming: An average of 42 parents and kids attend four storytimes per week; guest readers come on Mondays, including Councilmember Deborah Searcy most recently. Junior League storytime stopped for the summer but they are interested in coming back in the fall to continue Saturday morning storytimes. Library Orientation activities planned for TCS visits starting again soon. Children's Arts and Crafts averages about 16 kids and parents; Children's Art Appreciation averages 14 kids and parents. Second Snack Attack program was a success ("breakfast funny face man"). Loggerhead Marineline Center came June 29<sup>th</sup> to teach children about how veterinarians care for the turtles at the facility. Busch Wildlife brought animals for a program geared towards



younger children on July 7<sup>th</sup>; 92 kids and parents attended. Florida Fish and Wildlife brought animals for a program on July 13<sup>th</sup>. Professor McGonagall performer put on a show for children with trivia, stories, and magic tricks that highlighted the magic of having a library card. Reptile Show on July 15<sup>th</sup> had 102 attendees.

- Teen Programming: Teen volunteers helped with shelving and other tasks. Tween Crafts included encouraging notes hidden in books (supervised by staff). Tweens made a collage and friendship bracelets.
- Adult Programming: Knit and Crochet attracted some younger attendees. Donna Parsons coming back for Microsoft and Powerpoint classes as well as computer safety to teach seniors how to spot scams. Book Club had 21 attendees to discuss Ordinary Grace by William Kent Krueger. Bingo Night continues second Wednesday of every month. Bob Gebbia donated photo notecards to be sold with proceeds going entirely to the Friends of the Library.
- Statistics: E-Magazines are now included in E-Circulation report; numbers look good.

At conclusion of Manager's Report, Chair Jenkins allowed for further public comments: Mrs. DeWitt stated that her reason for attending today's meeting was for the Display Policy.

#### **NEW BUSINESS**

- None.

#### **OLD BUSINESS**

- Long-Range Plan: Chair Jenkins and Library Manager Morrell discussed how the Plan was developed, including goals being achieved and updated, and Manager Morrell stated that state funding was dependent on the development, approval, and submission of a long-range plan. Phyllis Wissner moved to accept the Long-Range Plan, motion seconded by Christine DelGuzzi. Motion passed unanimously.
- Library Displays Policy Draft: Library Manager Morrell reported that the policies of other libraries were taken into consideration; Palm Beach County system informed staff that they do not currently have a display policy in place but requested to see the policy of North Palm Beach Library when final. Chair Jenkins supports the policy being succinct. Vice Chair DelGuzzi discussed the language in the policy mentioning potentially controversial topics as well as objectionable topics. Chair Jenkins expressed that these issues can be addressed in the reconsideration section of the policy and that the emphasis should be on the purpose of connecting patrons with literature. Secretary Avakian (via phone) expressed that avoiding potentially objectionable topics should not conflict with the mission of inclusivity. Chair Jenkins agreed and stated that comments from the Board are basically consistent. Public Comment in

response to discussion of Library Display Policy Draft – Mrs. DeWitt stated that she appreciated that the draft is more concise, but that some sentences seemed out of place and stated that the criteria should stand by itself; Mrs. DeWitt stated it would be nice to see a mission statement and pointed to mention of current trends as being difficult to be connected to rich literature in a reactionary environment. Chair Jenkins responded by differentiating a policy statement from a mission statement and asked whether the Village Attorney should review the draft. Vice Chair DelGuzzi inquired as to whether Mrs. DeWitt has any resources to help highlight high-caliber literature for children and Mrs. DeWitt mentioned a local librarian that runs a private library with an emphasis on “living books” typically written in the 1940s/1960s that bring young readers to higher level than books written today. Vice Chair DelGuzzi mentioned that difficult reads can alienate a young reader and emphasized that silly, light-hearted books like Captain Underpants can help build a love of reading. Mrs. DeWitt stated that she believes a library should have a span more than just surface-level books and include richer books such as The Secret Garden; Vice Chair agreed that The Secret Garden pulls you in. Mrs. DeWitt added that board books are often included in displays because they are easier to stand up. Chair Jenkins asked for a motion to table; Mrs. DeWitt requested that she offer further comment and mentioned a lack of separation between the children’s section and the teen section. Board Members and Mrs. DeWitt discussed the challenge of separating teen section from children’s section and the appropriateness of displays to the public. Mrs. DeWitt also inquired about changing business days to calendar days in the draft. Vice Chair DelGuzzi made a motion to table consideration of the draft, motion seconded by Phyllis Wissner. Motion passed unanimously.

**MEMBER COMMENTS**

Nothing further.

**STAFF COMMENTS**

None.

**ADJOURNMENT**

Meeting adjourned at 7:34 pm

Respectfully submitted by Brad Avakian

**VILLAGE OF NORTH PALM BEACH**  
**Leisure Services**

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TO: Honorable Mayor and Council

THRU: Chuck Huff, Village Manager

FROM: Zakariya M. Sherman, Director of Leisure Services

DATE: September 14, 2023

SUBJECT: **MOTION – Approving the Acceptance of Cash Donations from the Friends of the Library in excess of \$25,000 for Fiscal Year 2024 and approving the solicitation of donations (sponsorships) for the Anchors Aweigh Fishing Tournament, the Halloween Festival, and Heritage Day**

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On July 13, 2023, Village Council adopted Resolution 2023-53, establishing the Village's donation policy. The policy mandates that donations exceeding \$25,000 in cash or equivalent items must receive Village Council approval. It further requires Village Council for Village officials, employees, and volunteers to solicit donations for any Village sponsored activity or event when the fundraising activities are expected to exceed \$10,000.

The Friends of the Library, as part of their annual tradition, diligently raise and donate funds to the Library for programming, furniture, and other equipment and supplies. These contributions have significantly enriched the Library facility and programs, including but not limited to:

- Supporting the library's Summer Reading Program, which features weekly programs encouraging reading and special guest performances.
- Transforming library spaces with comfortable furniture, shelving, tables, and more to create inviting environments for residents.
- Providing vital equipment and supplies that sustain our afterschool programming and a wide array of engaging children's activities.

To further enhance program and facility support Leisure Services Staff seeks Village Council authorization to accept donations valued at more than \$25,000 from the Friends of the Library.

Additionally, throughout the year, Leisure Services Staff actively seek sponsorships for various programs, such as the Anchorage Aweigh Fishing Tournament, Halloween Festival, and Heritage Day. Leisure Services Staff seeks Council approval of the solicitation of donations for these events.

**Recommendation:**

**Village Staff recommends Council consideration and approval of a Motion allowing Leisure Services Staff to accept donations Valued Over \$25,000 for the Library, specifically including donations from Friends of the Library, and approving the solicitation of donations and sponsorships for the Anchors Aweigh Fishing Tournament, the Halloween Festival, and Heritage Day.**

## RESOLUTION 2023-53

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, ADOPTING A DONATION POLICY FOR THE VILLAGE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village currently has not policy governing the acceptance of donations to the Village or the solicitation of donations for the benefit of the Village; and

WHEREAS, Village Staff recommended the adoption of a Donation Policy to establish a formal process for the acceptance, documentation, and distribution of donations made to the Village; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are hereby ratified and are incorporated herein.

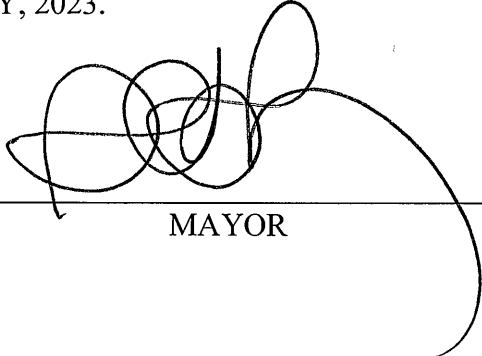
Section 2. The Village Council hereby adopts a Donation Policy, of copy of which is attached hereto and incorporated herein by reference. This Policy may be included in the Village's Accounting Policies and Procedures Manual for Internal Controls.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 13<sup>TH</sup> DAY OF JULY, 2023.



  
MAYOR

ATTEST:

  
VILLAGE CLERK



## **VILLAGE OF NORTH PALM BEACH** **DONATION POLICY**

### **Section 1. Purpose:**

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the Village. This policy provides guidance when individuals, community groups and businesses wish to make donations to the Village and establishes standards for Village employees regarding the solicitation of gifts for Village projects and fundraising activities.

### **Section 2. Types of Donations:**

Donations may be offered in the form of cash, personal property, or real property and fall into one of the two following categories:

- A. *Designated donations* are those donations that the donor specifies for a particular Village department, location or purpose or are collected as part of a fundraising activity approved by the Village Council.
- B. *Undesignated donations* are those donations that are given to the Village for an unspecified use.

### **Section 3. Consistency with the Village's Interest for Designated Donations:**

The Village shall only accept designated donations when they have a purpose consistent with the Village's goals and objectives and are in the best interests of the Village.

### **Section 4. Acceptance of Donations:**

All donations to the Village shall be submitted for consideration for acceptance. Based on the value of the donation as outlined below, appropriate Village Staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation.

- A. Offers of donation of cash or other items valued at \$5,000 or below may be accepted by a Department Director.
- B. Offers of donation of cash or other items valued at more than \$5,000 and up to \$25,000 may be accepted by the Village Manager.

- C. Offers of donations of cash or other items valued at more than \$25,000 must be accepted by the Village Council.
- D. Offers of donations for gratuitous purposes (e.g., holiday gift baskets) to an employee, department, or the Village shall be made available to benefit all employees.

### **Section 5. Acceptance of Designated Donations of Cash or Tangible Items**

Based on the value of the donation offer as outlined in Section 4 above, appropriate Village Staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include, but are not limited to:

- A. Consideration of whether an expenditure is required in order to accept the donation.
- B. Consideration of whether the donation serves a public purpose and meets the Village's goals, objectives, mission, and values.
- C. The potential and extent of the Village's obligation to maintain, match or supplement the donation.

### **Section 6. Acknowledgement of Donations**

- A. A Donation Acceptance Form is required to be completed by the receiving Department Director or the Village Manager and forwarded to the Village Council (if required). No Form shall be required for gifts of food or any gift with an estimated value of \$100.00 or less.
- B. A copy of the Donation Acceptance Form shall be provided to the donor, the Finance Department, and the Village Clerk.

### **Section 7. Declined Donations**

The Village of North Palm Beach reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of the Village to not be in the Village's best interest. The Village shall not accept any donation from a person or entity with a pending application, permit, or approval of any kind.

### **Section 8. Distribution of Donations**

- A. Tangible items will be distributed to the appropriate Village departments for use or, at the discretion of the Department Director or Village Manager, disposed of in an appropriate manner.

- B. Donations of cash for designated donations will be deposited into the appropriate revenue account for the designated Village department.
- C. Donations of cash for undesignated donations will be deposited into the Village's General Fund, provided, however, that undesignated donations in an amount over \$25,000 shall be distributed at the direction of the Village Council.

### **Section 9. Exemptions.**

The provisions of this policy shall not apply to donations from governmental or non-profit agencies or to the donation of vehicles or other equipment to the Police Department or Fire Rescue Department for use in law enforcement or public safety activities.

### **Section 10. Solicitation of Donations**

No elected or appointed Village official, Village employee or Village volunteer shall solicit donations for any program, activity or event sponsored or initiated by the Village where the total amount collected is expected to exceed \$10,000 unless the Village Council has approved the fundraising activity. No donation may be used for the personal financial gain of any Village elected or appointed official or any Village employee.

Solicitation, acceptance, and reporting of gifts to individual elected or appointed officials or Village employees are governed by Chapter 112, Florida Statutes, and the Palm Beach County Ethics Code.



**VILLAGE OF NORTH PALM BEACH  
DONATION ACCEPTANCE FORM**

Name of donor: \_\_\_\_\_

Address of donor: \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of donation: \_\_\_\_\_

\_\_\_\_\_

Donor estimate of current value: \_\_\_\_\_

Potential immediate or initial acquisition or installation cost, any on-going maintenance or replacement cost:

\_\_\_\_\_

\_\_\_\_\_

Intended use: \_\_\_\_\_

Conditions of acceptance or donor designation: \_\_\_\_\_

\_\_\_\_\_

Village Department receiving the donation: \_\_\_\_\_

**APPROVED/DISAPPROVED (as applicable):**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Manager Signature

\_\_\_\_\_  
Date submitted to Council

\_\_\_\_\_  
Date approved by Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Signature

Copies to:

Finance Department  
Village Clerk  
Donor



**VILLAGE OF NORTH PALM BEACH**  
**Leisure Services**

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TO: Honorable Mayor and Members of the Village Council

THRU: Chuck Huff, Village Manager

FROM: Zakariya M. Sherman, Director of Leisure Services

DATE: September 14, 2023

SUBJECT: **RESOLUTION** – Approving a Contract with Team Plan, Inc. for Professional Planning and Design Services to Develop a Master Plan for Osborne Park and Community Center at a Total Cost Not to Exceed \$60,000, and authorizing the Mayor and Village Clerk to execute a Contract for such services in accordance with Village policies and procedures.

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**Background:**

In accordance with Section 287.055, Florida Statutes (“CCNA”), the Village issued a Request for Qualifications for Master Planning for Osborne Park and the Community Center (“RFQ”) on June 1, 2023 in an effort to identify the most qualified firm to provide parks master planning services to the Village.

A Selection Committee consisting of Leisure Services Director Zak Sherman, Director of Public Works Chad Girard, and Superintendent of Parks and Recreation Stephen Poh participated in the initial review of the qualification statements. The following three firms submitted their qualification statements on June 15, 2023:

- Cotleur & Hearing,
- Team Plan Inc., and
- Chen Moore and Associates

Based upon the Committee’s review of the qualification statements submitted by each firm, the Committee shortlisted all three firms and invited each to make a presentation to the Village Council. At its August 10, 2023 meeting, the Village Council evaluated the presentations delivered by the selected firms. The Village Council selected Team Plan, Inc. as the top ranked firm and authorized Staff to commence competitive negotiations with Team Plan and subsequently present a Contract for Park Master Plan services to the Village Council for approval.

**Scope of Work:**

The scope of work for the project will be delivered within 6 to 9 months of the Village’s issuance of a notice to proceed and will include:

- **Background Review:** Begin by reviewing relevant plans and documents to gain a thorough understanding of the current situation.
- **Inventory and Analysis:** Evaluate the current state of park infrastructure, indoor and outdoor facilities, and equipment. This step forms the foundation for subsequent actions.
- **Citizen Engagement:** Develop a comprehensive strategy for involving the community early in the process. This ensures that community input can help shape the analysis and future plans.

- **Community Needs:** Identify current and future needs of the community. This step should be closely tied to citizen engagement to incorporate public feedback.
- **Recreation Trends:** Understand current and anticipated trends in recreation. This step informs planning by taking into account evolving community preferences.
- **Vision Evaluation:** Evaluate short and long-term visions. This should follow the understanding of community needs and trends as it helps set the direction.
- **Best Park Uses:** Determine optimal uses for both parks. This step involves identifying the most suitable uses after setting the vision.
- **Development Potential:** Identify opportunities for development and enhanced utilization. For example, at the Community Center, focus on the Community Center's stage, lobby, offices, and front entry area. This step comes after understanding the vision and optimal uses.
- **Funding Sources:** Identify potential funding sources and strategies. This step involves assessing funding options more effectively once a clear vision and development plan are in place.
- **Deficiency Identification:** Pinpoint shortcomings and propose strategies for improvement. This step is informed by the vision and development plan, as it addresses specific issues.
- **Draft Plan:** Create a preliminary plan and recommendations. This step combines all the previous information to create a comprehensive draft plan.
- **Implementation Phases:** Establish phases and strategies based on priorities. After drafting the plan, break it down into achievable phases.
- **Cost Estimation:** Estimate the costs associated with proposed facilities, infrastructure, and equipment for each phase. This should follow the draft plan to determine the financial aspects.
- **Final Document:** Finally, deliver a well-organized final document suitable for adoption by the Village. This document should incorporate all the previous steps and recommendations.

**Funding:**

Parks and Recreation budgeted \$60,000 for Master Planning services in FY23.

**Account Information:**

Fund	Department	Account Number	Account Description	Amount
General Fund	Parks and Recreation	A8028-33190	Professional Services	\$60,000

The attached Resolution and Contract have been prepared and/or reviewed by the Village Attorney for legal sufficiency.

**Recommendation:**

**Village Staff requests Council consideration and approval of the attached Resolution approving a Contract with Team Plan, Inc. for professional planning and design services to develop a Master Plan for Osborne Park and the Community Center at a total cost not to exceed \$60,000, with funds expended from Account No. A8028-33190 (Recreation – Professional Services), and authorizing the Mayor and Village Clerk to execute a Contract for such services in accordance with Village policies and procedures.**

**RESOLUTION 2023-\_\_\_\_\_**

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING A CONTRACT WITH TEAM PLAN, INC. TO DEVELOP A MASTER PLAN FOR OSBORNE PARK AND THE COMMUNITY CENTER AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE CONTRACT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with Section 287.055, Florida Statutes (“Consultants’ Competitive Negotiation Act”) the Village issued a Request for Qualifications for Master Planning for Osborne Park and the Community Center (“RFQ”); and

WHEREAS, the Selection Committee evaluated the qualification statements submitted in response to the RFQ and requested that the selected firms make presentations to the Village Council; and

WHEREAS, at its August 10, 2023 meeting, the Village Council selected Team Plan, Inc. as its top ranked firm and authorized Staff to negotiate a Contract for park master planning services; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the residents of the Village of North Palm Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and are incorporated herein.

Section 2. The Village Council hereby approves a Contract for Master Planning for Osborne Park and the Community Center with Team Plan, Inc., a copy of which is attached hereto and incorporated herein by reference, and authorizes the Mayor and Village Clerk to execute the Contract on behalf of the Village. The total cost shall not exceed \$60,000.00, with funds expended from Account No. A8028-33190 (Parks and Recreation – Professional Services).

Section 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

(Village Seal)

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

## **CONTRACT**

This Contract is made as of the \_\_\_\_ day of \_\_\_\_\_, 2023 by and between the VILLAGE OF NORTH PALM BEACH, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as VILLAGE, and TEAM PLAN, INC., a Florida corporation, hereinafter CONSULTANT, whose Federal I.D. No is 13-2904652.

WHEREAS, the VILLAGE issued a Request for Qualification (“RFQ”) pursuant to Section 287.055, Florida Statutes (“CCNA”), seeking a qualified firm to provide professional planning and design services to develop a Master Plan for Osborne Park and the Community Center (“Services”); and

WHEREAS, based on the qualification statements submitted in response to the RFQ, the VILLAGE selected CONSULTANT as the most qualified firm to provide the Services; and

WHEREAS, the VILLAGE and CONSULTANT subsequently engaged in contract negotiations, and CONSULTANT has agreed to provide the Services to the VILLAGE in accordance with the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the mutual representations and obligations herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### **ARTICLE 1. SERVICES OF CONSULTANT.**

CONSULTANT shall perform the Services as outlined in CONSULTANT’s “Village of North Palm Beach Master Plan Osborne Park and Community Center – Scope of Work,” a copy of which is attached hereto and incorporated herein by reference. Furthermore, the VILLAGE’s RFQ and CONSULTANT’s Qualification Statement submitted in response to the RFQ are hereby incorporated herein by reference.

### **ARTICLE 2. TERM OF CONTRACT.**

The term of this Contract shall commence upon the VILLAGE’s issuance of a Notice to Proceed and shall remain in effect until CONSULTANT completes all services within the Scope of Work to the satisfaction of the VILLAGE, unless otherwise terminated in accordance with Article 7. CONSULTANT shall complete the Services within nine (9) months of the Notice to Proceed.

### **ARTICLE 3: VILLAGE’S REPRESENTATIVE.**

Unless otherwise specified by the VILLAGE, the VILLAGE’s representative shall be Zakariya Sherman, Director of Leisure Services. The Village Manager or Village Representative shall have the right at all reasonable times during the term of this Contract to inspect or otherwise evaluate the work being performed thereunder and the premises in which it is being performed.

### **ARTICLE 4. COMPENSATION AND METHOD OF PAYMENT.**

A. The VILLAGE agrees to compensate CONSULTANT for completion of the Services in the amount of **Sixty Thousand Dollars and No Cents (\$60,000.00)**.

B. CONSULTANT shall invoice the VILLAGE on a monthly basis based on the Services performed. Invoices received from CONSULTANT pursuant to this Contract will be reviewed and approved by the VILLAGE's representative, indicating that the Services have been provided and rendered in conformity with the Contract and then will be sent to the Finance Department for payment. CONSULTANT will invoice the VILLAGE in advance for each payment period. Invoices will normally be paid within thirty (30) days following the VILLAGE representative's approval.

C. Services undertaken or expenses incurred that exceeds an amount set forth in the Proposal without prior written authorization from the VILLAGE shall be the liability of CONSULTANT.

D. CONSULTANT waives consequential or incidental damages for claims, disputes or other matters in question arising out of or relating to this Contract.

E. In order for both parties herein to close their books and records, CONSULTANT will clearly state "final invoice" on CONSULTANT's final/last billing to the VILLAGE. This certifies that all Services have been properly performed and all charges have been invoiced to the VILLAGE. Since this account will thereupon be closed, any and other further charges if not properly included in this final invoice are waived by CONSULTANT. The VILLAGE will not be liable for any invoice from CONSULTANT submitted thirty (30) days after the provision of the Services.

#### **ARTICLE 5. INDEMNIFICATION.**

A. CONSULTANT, its officers, employees, and agents shall indemnify and hold harmless the VILLAGE, including its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees (at the trial and appellate levels), to the extent caused by the negligence, recklessness or intentionally wrongful conduct of CONSULTANT and other persons employed or utilized by CONSULTANT in the performance of the services under this Contract. The Village agrees to be responsible for its own negligence.

B. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against either the VILLAGE or CONSULTANT, nor shall this Contract be construed as a waiver of sovereign immunity for the VILLAGE beyond the waiver provided in Section 768.28, Florida Statutes.

#### **ARTICLE 6. PERSONNEL.**

A. CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the Services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the VILLAGE.

B. All of the Services required hereunder shall be performed by CONSULTANT or under its supervision, and all personnel engaged in performing the Services shall be fully qualified and, if required, authorized, or permitted under state and local law to perform such Services.

C. All of CONSULTANT's personnel (including subconsultants) while on VILLAGE premises, shall comply with all VILLAGE requirements governing conduct, safety, and security.

## **ARTICLE 7. TERMINATION.**

This Contract may be cancelled by the CONSULTANT upon thirty (30) days' prior written notice to the VILLAGE's representative in the event of substantial failure by the VILLAGE to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the VILLAGE without cause upon thirty (30) days' written notice to the CONSULTANT. The VILLAGE may also terminate this Contract with written notice of cause to the CONSULTANT, who fails to cure such cause within ten (10) days of the receipt of the VILLAGE's notice. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the VILLAGE's satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the VILLAGE, the CONSULTANT shall:

- A. Stop Services on the date and to the extent specified;
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated Services;
- C. Transfer all Services in progress, completed Services, and other materials related to the terminated Services to the VILLAGE; and
- D. Continue and complete all parts of the Services that have not been terminated.

## **ARTICLE 8. FEDERAL AND STATE TAX.**

The VILLAGE is exempt from payment of Florida State Sales and Use Tax. Unless purchased directly by the VILLAGE, CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fill contractual obligations with the VILLAGE, nor is the CONSULTANT authorized to use the VILLAGE's Tax Exemption Number in securing such materials.

## **ARTICLE 9. INSURANCE.**

A. Prior to execution of this Contract by the VILLAGE, CONSULTANT shall provide certificates evidencing insurance coverage as required hereunder. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the CONSULTANT has obtained insurance of the type, amount, and classification as required for strict compliance with this Article and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the VILLAGE'S representative. Compliance with the foregoing requirements shall not relieve the CONSULTANT of its liability and obligations under this Contract.

B. CONSULTANT shall maintain, during the life of this Contract, Commercial General Liability insurance, including Professional Liability Errors and Omissions Insurance/Third Party Crime Coverage in the minimum amount of \$1,000,000.00 per occurrence.

C. The CONSULTANT shall maintain, during the life of this Contract, comprehensive automobile liability insurance in the minimum amount of \$500,00.00 combined single limit for bodily injury and property damages liability to protect the CONSULTANT from claims for damages for

bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the CONSULTANT or by anyone directly or indirectly employed by the CONSULTANT.

D. The parties to this Contract shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes. In the event that a party does not carry Workers' Compensation Insurance and chooses not to obtain same, then such party shall, in accordance with Section 440.05, Florida Statutes, apply for and obtain an exemption authorized by the Department of Insurance and shall provide a copy of such exemption to the VILLAGE.

E. All insurance, other than Worker's Compensation, to be maintained by the CONSULTANT shall specifically include the VILLAGE OF NORTH PALM BEACH as an "Additional Insured".

#### **ARTICLE 10. SUCCESSORS AND ASSIGNS.**

The VILLAGE and CONSULTANT each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the VILLAGE nor CONSULTANT shall assign, sublet, convey, or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the VILLAGE which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the VILLAGE and CONSULTANT.

#### **ARTICLE 11. GOVERNING LAW, VENUE AND REMEDIES.**

A. This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Contract will be held in Palm Beach County.

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

C. The VILLAGE and CONSULTANT **knowingly, voluntarily, and intentionally waive any right they may have to a trial by jury** with respect to any litigation arising out of or in connection with this Contract.

#### **ARTICLE 12. INDEPENDENT CONTRACTOR.**

CONSULTANT is, and shall be, in the performance of services pursuant to this Contract, an independent contractor and not an employee, agent or servant of the VILLAGE. All persons engaged in any services performed pursuant to this Contract shall at all times, and in all places, be subject to CONSULTANT's sole discretion, supervision and control, and CONSULTANT shall exercise sole control over the means and manner in which its employees perform such services.

**ARTICLE 13. ACCESS AND AUDITS.**

CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the Services for at least three (3) years after completion of this Contract. The VILLAGE shall have access to such books, records, and documents as required in this ARTICLE for the purpose of inspection or audit during normal business hours, at CONSULTANT's place of business. In no circumstances will CONSULTANT be required to disclose any confidential or proprietary information regarding its products and service costs.

**ARTICLE 14. NONDISCRIMINATION.**

CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

**ARTICLE 15. ENFORCEMENT COSTS.**

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses (including taxes) even if not taxable as court awarded costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

**ARTICLE 16. SEVERABILITY.**

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 17. MODIFICATIONS OF WORK.**

A. The VILLAGE reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by CONSULTANT of the VILLAGE's notification of a contemplated change, CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the VILLAGE of any estimated change in the completion date, and (3) advise the VILLAGE if the contemplated change shall affect CONSULTANT's ability to meet the completion dates or schedules of this Contract.

B. If the VILLAGE so instructs in writing, CONSULTANT shall suspend work on that portion of the work affected by the contemplated change, pending the VILLAGE's decision to proceed with the change.

C. If the VILLAGE elects to make the change, the VILLAGE shall initiate an amendment to the Contract, and CONSULTANT shall not commence work on any such change until such amendment is executed.



**ARTICLE 18. COMPLIANCE WITH LAWS.**

CONSULTANT shall, in performing the services contemplated by this Contract, faithfully observe and comply with all federal, state and local laws, ordinances and regulations that are applicable to the services to be rendered under this Contract.

**ARTICLE 19. NOTICE.**

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the VILLAGE shall be mailed to:

Village of North Palm Beach  
Attn: Chuck Huff, Village Manager  
501 U.S. Highway One  
North Palm Beach, FL 33408

and if sent to the CONSULTANT shall be mailed to:

Team Plan, Inc.  
Attn: William Whiteford  
824 U.S. Highway One  
North Palm Beach, FL 33408

The foregoing names and addresses may be changed if such change is provided in writing to the other party.

**ARTICLE 20. ENTIRETY OF CONTRACTUAL AGREEMENT.**

The VILLAGE and CONSULTANT agree that this Contract, including all documents referenced herein, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto. In the event of a conflict between this Contract and the VILLAGE's Request for Qualifications and CONSULTANT's Qualification Statement, this Contract shall take precedence with the VILLAGE's Request for Qualifications taking precedence over CONSULTANT's Qualification Statement. All such documents shall be read in a manner so as to avoid a conflict.

**ARTICLE 21. PREPARATION.**

This Contract shall not be construed more strongly against either party regardless of who was more responsible for its preparation.

**ARTICLE 22. SURVIVABILITY.**

Any provision of this Contract which is of a continuing nature or imposes an obligation which extends beyond the term of this Contract shall survive its expiration or earlier termination.

### **ARTICLE 23. WAIVER OF SUBROGATION.**

CONSULTANT hereby waives any and all rights to Subrogation against the VILLAGE, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONSULTANT shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which a condition to the policy specifically prohibits such an endorsement, or voids coverage should CONSULTANT enter into such an agreement on a pre-loss basis.

### **ARTICLE 24. INSPECTOR GENERAL**

CONSULTANT is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Contract, and in furtherance thereof, may demand and obtain records and testimony from CONSULTANT and its subconsultants. CONSULTANT understands and agrees that in addition to all other remedies and consequences provided by law, the failure of CONSULTANT or its subconsultants to fully cooperate with the Inspector General when requested may be deemed by the VILLAGE to be a material breach of the Contract Documents justifying termination.

### **ARTICLE 25. PUBLIC RECORDS.**

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (561) 841-3355; [NPBCLERK@VILLAGE-NPB.ORG](mailto:NPBCLERK@VILLAGE-NPB.ORG); OR 501 U.S. HIGHWAY ONE, NORTH PALM BEACH, FL 33408.

In performing services pursuant to this Contract, CONSULTANT shall comply with all relevant provisions of Chapter 119, Florida Statutes. As required by Section 119.0701, Florida Statutes, CONSULTANT shall:

1. Keep and maintain public records required by the VILLAGE to perform the service.
2. Upon request from the VILLAGE's custodian of public records, provide the VILLAGE with a copy the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the CONSULTANT does not transfer the records to the VILLAGE.

4. Upon completion of the Contract, transfer, at no cost, to the VILLAGE all public records in possession of CONSULTANT or keep and maintain public records required by the VILLAGE to perform the services. If CONSULTANT transfers all public records to the VILLAGE upon completion of the Contract, CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONSULTANT keeps and maintains public records upon completion of the Contract, CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the VILLAGE, upon request from the VILLAGE's custodian of public records, in a format that is compatible with the information technology systems of the VILLAGE.

**ARTICLE 26. PROHIBITION AGAINST CONTINGENT FEES.**

CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Contract and that CONSULTANT has not paid, or agreed to pay, any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon, or resulting from, aware or making of the Contract. For the breach or violation of this provision, the VILLAGE shall have the right to terminate this Contract and its sole discretion, without liability, and to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, fit or consideration.

**ARTICLE 27. E-VERIFY**

CONSULTANT warrants and represents that CONSULTANT and all subconsultants are in compliance with Section 448.095, Florida Statutes, as may be amended. CONSULTANT has registered to use, and shall continue to use, the E-Verify System (E-Verify.gov) to electronically verify the employment eligibility of newly hired employees and has received an affidavit from each subconsultant stating that the subconsultant does not employ, contract with or subcontract with unauthorized aliens. If the VILLAGE has a good faith belief that CONSULTANT has knowingly violated Section 448.09(1), Florida Statutes, the VILLAGE shall terminate this Contract pursuant to Section 448.095(2), Florida Statutes, as may be amended. If the VILLAGE has a good faith belief that a subconsultant has knowingly violated Section 448.09(1), Florida Statutes, but CONSULTANT has otherwise complied, it shall notify CONSULTANT, and CONSULTANT shall immediately terminate its contract with the subconsultant.

IN WITNESS WHEREOF, the VILLAGE and CONSULTANT hereto have made and executed this Contract as of the day and year first above written.

**CONSULTANT:**

**TEAM PLAN, INC.**

BY: \_\_\_\_\_

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

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

**VILLAGE OF NORTH PALM BEACH**

BY: \_\_\_\_\_  
DAVID NORRIS  
MAYOR

ATTEST:

BY: \_\_\_\_\_  
JESSICA GREEN  
VILLAGE CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

BY: \_\_\_\_\_  
VILLAGE ATTORNEY



TEAM PLAN INC.

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Land Planning ❖ Zoning ❖ Landscape Development ❖ Landscape and Urban Design

**EXHIBIT \_\_\_\_\_**

**VILLAGE OF NORTH PALM BEACH MASTER PLAN  
OSBORNE PARK AND COMMUNITY CENTER - SCOPE OF WORK**

Specific tasks that will be completed by Team Plan Inc. and subconsultants to complete the master plans for Osborne Park and the Village Community Center to the satisfaction of Village staff and the Village Council include, but are not limited to the following:

**Sec. I. General Framework:**

1. Inventory and analyze current park infrastructure, facilities (both indoor and outdoor), and equipment
2. Review plans and other documents as needed to provide background information
3. Identify deficiencies and how they can be corrected, changed, or improved (concepts)
4. Identify potential for development and improved utilization (especially for the Community Center stage, lobby, offices, and front entry area)
5. Identify, describe, and implement a comprehensive strategy and methodology for citizen involvement (public engagement)
6. Identify current and future community needs
7. Identify current and future recreation trends
8. Identify future best uses of both parks
9. Evaluate and identify short and long-range vision
10. Identify potential funding sources and strategies
11. Create Draft Plan and recommendations (conceptual plan)
12. Establish implementation phases and strategy based on priorities
13. Estimate costs of proposed facilities, infrastructure, and/or equipment in each phase
14. Deliver Final Document organized in an easy to read format that can be adopted by the Village (final plan)

**Sec. II. Action Plan:**

1. Project kick-off, existing conditions inventory and analysis
2. Review of plans and documents

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## TEAM PLAN INC.

Land Planning ❖ Zoning ❖ Landscape Development ❖ Landscape and Urban Design

3. Identification of deficiencies and potentialities
4. Public engagement
5. Development and analysis of future trends and needs
6. Development of vision, design guidelines and implementation strategy
7. Master Plan development

### **Sec. III. Development of Final Plans and Supporting Materials:**

1. A summary of existing conditions, deficiencies, potentialities, recreation trends, and community needs
2. Short and long-range visions
3. Charts, graphs, maps and/or other data as needed to support the plan and its presentation to the appropriate audiences (presentations graphics)
4. Financial Plan
5. Action Plan
6. Plan must present a clear and articulate “road map” for the future of both parks
7. A color version of the final Master Plan document with drawings for distribution to the public. The report will also be provided in digital format to the Village
8. A minimum of two (2) meetings with Village Council, one at the time of the presentation of the draft Master Plan, and one at the adoption of the final Master Plan

### **Sec. IV. Progress Reporting:**

1. The consultant and the Village’s Director of Parks and Recreation shall hold progress meetings as often as necessary, but in no case less than once (1) per month, until the final plan is approved by Village Council for the purpose of progress reporting.
2. The Director of Parks and Recreation shall schedule the meetings, as necessary, at key times during the development of the Master Plan.

### **Sec. V. Project Schedule:**

1. The timeline that is projected for the preparation and completion of the Master Plan for the Village of North Palm Beach’s Osborne Park and Community Center is six (6) to nine (9) months from the Village Council’s approval of the Contract.

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**Sec. VI. Work Required by Village:**

Work required by the Village to complete the project, as noted on page 15 of the proposal, is as follows.

1. An abstracted as-built survey with topo information for each site, electronically signed and sealed, in paper and CAD format, is required to accurately draft plans and improvements. If recent surveys are not available, the team can provide survey work at an additional charge. If surveys are not available, the team will require a title report for each site from the Village to ensure any/all encumbrances are identified. The team can assist the Village with obtaining title reports.
2. Assistance posting an on-line survey on the Village website and collecting responses/data.
3. Assistance scheduling workshops and meetings, as necessary.
4. Assignment of one staff person to attend public participation events, as necessary.
5. Assignment of a point-of-contact for the team to coordinate with on a daily or weekly basis.

**Sec. VII. Fee:**

1. The lump sum fee for all services included in the above scope of work is: \$60,000.00, to be billed monthly until completion of the Master Plan.



**MINUTES OF THE REGULAR SESSION  
VILLAGE COUNCIL OF NORTH PALM BEACH, FLORIDA  
AUGUST 10, 2023**

Present: David B. Norris, Mayor  
Susan Bickel, Vice Mayor  
Darryl C. Aubrey, Sc.D., President Pro Tem  
Mark Mullinix, Councilmember  
Samia Janjua, Finance Director  
Len Rubin, Village Attorney  
Jessica Green, Village Clerk

Absent: Deborah Searcy, Councilmember  
Chuck Huff, Village Manager

ROLL CALL

Mayor Norris called the meeting to order at 7:00 p.m. All members of Council were present except Councilmember Searcy who was out of town. All members of staff were present except Village Manager Chuck Huff who was out of town. Finance Director Samia Janjua attended the meeting on behalf of Mr. Huff.

INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Norris gave the invocation and Vice Mayor Bickel led the public in the Pledge.

ADDITIONS, DELETIONS, AND MODIFICATIONS TO THE AGENDA

Mayor Norris announced that Item Number 9 would be moved to after the Consent Agenda and a Resolution to consider the approval of an Amendment to the Contract with Ranger Construction Industries, Inc. for Milling and Resurfacing would be added as Item Number 12 to the agenda.

APPROVAL OF MINUTES

The Minutes of the Regular Session held July 27, 2023 were approved as written.

STATEMENTS FROM THE PUBLIC

John Frerking, 130 Cruiser Road S, expressed his concerns regarding fees that he was charged for yard clippings.



CONSENT AGENDA APPROVED

Councilmember Mullinix moved to approve the Consent Agenda. President Pro Tem Aubrey seconded the motion, which passed with all present voting aye. The following items were approved:

Resolution accepting a proposal from BD Environmental Group, LLC for the installation of Cured In Place Pipe Liners at three locations within the Village at a total cost of \$28,900; and authorizing execution of the Contract.

Resolution accepting a proposal from Inliner Solutions, LLC for the installation of Cured In Place Pipe Liners on Privateer Road at a total cost of \$33,761; and authorizing execution of the Contract.

Receive for file Minutes of the Planning Commission meeting held 5/2/23.

**MOTION** – Consideration of the presentations and approval of a motion accepting the ranking of the firms, as determined through the Council’s evaluation of the completion of a Master Plan for Osborne Park and the Community Center; and authorizing Staff to commence negotiations with the top-ranked firm.

The following firms gave a presentation:

- Team Plan, Inc.
- Cotleur & Hearing
- Chen Moore and Associates

After the conclusion of all three (3) presentations, discussion ensued between Councilmembers and Mr. Rubin regarding the ranking of each firm.

A motion was made by President Pro Tem Aubrey and seconded by Vice Mayor Bickel to rank the firms in the following order:

1. Team Plan, Inc.
2. Cotleur & Hearing
3. Chen Moore and Associates

Thereafter the motion passed with all present voting aye.

PUBLIC HEARINGS AND QUASI-JUDICIAL MATTERS

ORDINANCE 2023-13 CODE AMENDMENT – HOME OCCUPATIONS

A motion was made by Vice Mayor Bickel and seconded by President Pro Tem Aubrey to adopt on first reading Ordinance 2023-13 entitled:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING ARTICLE I, “IN GENERAL,” OF CHAPTER 17, “LICENSES AND MISCELLANEOUS BUSINESS REGULATIONS,” BY AMENDING SECTION 17-3, “HOME OCCUPATIONS,” TO COMPLY WITH FLORIDA LAW; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2023-13 CODE AMENDMENT – HOME OCCUPATIONS *continued*

Mr. Rubin explained that due to the adoption of Florida Statutes Section 559.995, the Village was required to repeal its existing regulations for home occupations and replace them with the restrictions permitted through the new statute. Mr. Rubin discussed and reviewed the changes to the regulations.

Discussion ensued between Councilmembers and Mr. Rubin regarding the changes to the regulations for home occupations.

Thereafter, the motion to adopt on first reading Ordinance 2023-13 passed with all present voting aye.

PUBLIC HEARING AND SECOND READING OF ORDINANCE 2023-10 CODE AMENDMENT – ANCHORAGE PARK LAUNCH RAMP STICKERS

A motion was made by Councilmember Mullinix and seconded by Vice Mayor Bickel to adopt and enact on second reading Ordinance 2023-10 entitled:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING ARTICLE II, “BOAT LAUNCHING AREA,” OF CHAPTER 5, “BOATS, DOCKS AND WATERWAYS,” OF THE VILLAGE CODE OF ORDINANCES BY AMENDING SECTION 5-33 TO MODIFY THE REQUIRED LOCATION FOR ANCHORAGE PARK LAUNCH RAMP STICKERS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Zak Sherman, Director of Leisure Services discussed and explained the reason for the ordinance. The current ordinance states that all vehicles must have a Village launch ramp sticker permanently affixed to the vehicle, visible from behind. The proposed revision would specify that the launch ramp sticker should be permanently affixed to the driver side trailer tongue.

Mayor Norris opened the public hearing.

There being no comments from the public, Mayor Norris closed the public hearing.

Discussion ensued between Councilmembers regarding the language in the ordinance that referenced affixing the launch ramp sticker to the driver side trailer tongue.

A motion was made by Vice Mayor Bickel and seconded by Councilmember Mullinix to amend the language in the ordinance to state that the launch ramp sticker is to be affixed to the driver’s side of the trailer within four (4) feet of the hitch connection.

Thereafter the motion to amend the ordinance passed with all present voting aye.

Thereafter the motion to adopt and enact on second reading Ordinance 2023-10 as amended passed with all present voting aye.

PUBLIC HEARING AND SECOND READING OF ORDINANCE 2023-11 COUNTRY CLUB BUDGET AMENDMENT

A motion was made by Councilmember Mullinix and seconded by Vice Mayor Bickel to adopt and enact on second reading Ordinance 2023-11 entitled:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING THE ADOPTED COUNTRY CLUB BUDGET FOR FISCAL YEAR 2023 TO TRANSFER \$800,000 FROM THE SPECIAL PROJECTS FUND TO THE COUNTRY CLUB CONSTRUCTION AND MAJOR RENOVATION ACCOUNT TO FUND THE REPLACEMENT OF THE TENNIS COURT LIGHTING AND FENCING; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Samia Janjua, Finance Director explained that the purpose of the ordinance was to amend the Country Club Budget to transfer funds from the Special Projects Fund to the Country Club Construction and Major Renovation Fund to fund the replacement of tennis court lighting and fencing at the Country Club tennis courts.

Mayor Norris opened the public hearing.

There being no comments from the public, Mayor Norris closed the public hearing.

Thereafter, the motion to adopt and enact on second reading Ordinance 2023-11 passed with all present voting aye.

PUBLIC HEARING AND SECOND READING OF ORDINANCE 2023-12 CODE AMENDMENT – PEDDLERS OR SOLICITORS

A motion was made by President Pro Tem Aubrey and seconded by Vice Mayor Bickel to adopt and enact on second reading Ordinance 2023-12 entitled:

AN ORDINANCE OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, AMENDING CHAPTER 17, "LICENSES AND MISCELLANEOUS BUSINESS REGULATIONS," OF THE VILLAGE CODE OF ORDINANCES; AMENDING ARTICLE II, "LOCAL BUSINESS TAX," BY AMENDING SECTION 17-33, "BUSINESS TAX SCHEDULE," TO REMOVE THE ANNUAL TAX FOR CANVASSERS AND SOLICITORS; AMENDING ARTICLE VIII, "PEDDLERS AND SOLICITORS," BY AMENDING SECTION 17-88, "LIMITATION ON HOURS FOR PEDDLING OR SOLICITATION," TO MODIFY THE PERMISSIBLE HOURS AND SECTION 17-90, "NOTICE BY PROPERTY OWNERS," TO CLARIFY THE ENFORCEMENT ON PRIVATE PROPERTY; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Rubin discussed and explained that upon adoption of the ordinance on first reading, Council requested revisions to the ordinance which were to revise the permitted hours for peddling and soliciting from 9:00 a.m. to dusk to 9:00 a.m. to 8:00 p.m. for ease of enforcement and for the code to clearly provide that a solicitation/peddling permit be prominently displayed. Mr. Rubin stated that the requested revisions were made to the ordinance that was being presented for consideration of an adoption and enactment on second reading.

PUBLIC HEARING AND SECOND READING OF ORDINANCE 2023-12 CODE AMENDMENT – PEDDLERS OR SOLICITORS *continued*

Mayor Norris opened the public hearing.

There being no comments from the public, Mayor Norris closed the public hearing.

Thereafter, the motion to adopt and enact on second reading Ordinance 2023-12 passed 3 to 1 with Mayor Norris, Vice Mayor Bickel and President Pro Tem Aubrey voting aye and Councilmember Mullinix voting nay.

RESOLUTION 2023-62 – COMMUNITY CENTER ATHLETIC FIELD FENCING

A motion was made by Councilmember Mullinix and seconded by Vice Mayor Bickel to adopt Resolution 2023-62 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA ACCEPTING A PROPOSAL FROM DANIELS FENCE CORP. FOR THE SUPPLY AND INSTALLATION OF NEW FENCING FOR THE COMMUNITY CENTER ATHLETIC FIELD PURSUANT TO PRICING ESTABLISHED IN AN EXISTING MARTIN COUNTY CONTRACT AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CONTRACT FOR SUCH SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

Director of Leisure Services Zak Sherman discussed and explained that the purpose of the resolution was to continue efforts to make repairs and replacements at the Community Center due to tornado damages. Mr. Sherman stated that new fencing would be installed around the Community Center athletic field to replace the damaged fencing and that staff was in the process of seeking reimbursement from the Village’s insurance company to cover the costs.

Discussion ensued between Councilmembers and Mr. Sherman regarding the insurance reimbursement.

Thereafter the motion to adopt Resolution 2023-62 passed with all present voting aye.

RESOLUTION 2023-63 – COUNTRY CLUB TENNIS COURT LIGHTING

A motion was made by President Pro Tem Aubrey and seconded by Councilmember Mullinix to adopt Resolution 2023-63 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, APPROVING A CONTRACT WITH MUSCO SPORTS LIGHTING, LLC FOR THE PURCHASE AND INSTALLATION OF NEW TENNIS COURT LIGHTING AT THE NORTH PALM BEACH COUNTRY CLUB UTILIZING PRICING ESTABLISHED IN AN EXISTING SOURCEWELL AGREEMENT AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE CONTRACT; AND PROVIDING FOR AN EFFECTIVE DATE.

Country Club General Manager Beth Davis explained that the purpose of the resolution was to purchase and install new tennis court LED lighting from Musco Sports Lighting, LLC at cost of \$650,000 pursuant to pricing in an existing Sourcewell Contract. Ms. Davis explained that the current lighting at the tennis courts was in need of emergency replacement due the age and failure of both the aluminum and cement structured light poles.

RESOLUTION 2023-63 – COUNTRY CLUB TENNIS COURT LIGHTING *continued*

Ms. Davis explained that Musco Lighting would demolish the current lighting poles and system before the replacement. The new lighting system has the capability of being controlled through a cell phone and there was a twenty-five (25) year warranty and 24-7 maintenance support from Musco Lighting.

Discussion ensued between Councilmembers and Ms. Davis regarding the cost and features of the proposed new lighting system at the tennis courts.

Thereafter the motion to adopt Resolution 2023-63 passed with all present voting aye.

RESOLUTION 2023-64 – AMENDMENT TO THE CONTRACT FOR MILLING AND RESURFACING

A motion was made by Vice Mayor Bickel and seconded by Councilmember Mullinix to adopt Resolution 2023-64 entitled:

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA APPROVING AN AMENDMENT TO THE CONTRACT WITH RANGER CONSTRUCTION INDUSTRIES, INC. FOR MILLING AND RESURFACING OF SPECIFIED VILLAGE ROADWAYS TO MODIFY THE SCOPE OF SERVICES AND ADJUST THE TOTAL COST AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE THE AMENDMENT; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Public Works Director Chad Girard explained that the milling and resurfacing of various Village roads was underway. Due to resident inquiries and concerns staff was proposing a revision to the scope of services to include milling and resurfacing of Buttonwood Drive and to remove the milling and resurfacing of a cul-de-sac on Fairhaven Place.

Thereafter the motion to adopt Resolution 2023-64 passed with all present voting aye.

MAYOR AND COUNCIL MATTERS/REPORTS

Councilmember Mullinix recommended that residents not be charged for yard clippings.

Mr. Rubin explained that the Village's code requires that fees be charged for yard clippings that are produced by a commercial contractor if they are not hauled away.

Field Operations Manager Marc Holloway discussed and explained the time and cost involved in hauling yard clippings that are not hauled away by landscapers.

Council requested that a workshop regarding the Village code regulating requirements for yard clippings.

VILLAGE MANAGER MATTERS/REPORTS

Mrs. Janjua stated that there were over 250 participants at the Annual Fishing Tournament that took place on Saturday, August 5<sup>th</sup>. Mrs. Janjua thanked Mr. Sherman and his staff for their work in putting together a successful event.

VILLAGE MANAGER MATTERS/REPORTS *continued*

Mrs. Janjua reminded Council that there would was a Budget Workshop scheduled for August 16<sup>th</sup> at 7 p.m.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 8:40 p.m.

  
Jessica Green, MMC, Village Clerk

**VILLAGE OF NORTH PALM BEACH  
PUBLIC WORKS DEPARTMENT**

---

TO: Honorable Mayor and Council

THRU: Chuck Huff, Village Manager

FROM: Chad Girard, Public Works Director  
James Anthony, Facilities Manager

DATE: September 14, 2023

SUBJECT: **RESOLUTION – Accepting a proposal from Stuart A. Fortunato Inc. to renovate the Firehouse Kitchen and Bathrooms at the Public Safety Building and authorizing execution of a Contract**

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Village Staff is requesting Council consideration and approval of the attached Resolution accepting a proposal from Stuart A. Fortunato, Inc. for the renovation of the Firehouse kitchens and bathrooms and authorizing the execution of a Contract.

Background:

This renovation is recommended at this time due to the age of the existing facility and its heavy use. The current kitchen has been in constant use for over twenty years. Three shifts per day call this space home while serving our community as first-responders. This renovation will better utilize the existing space and provide much needed additional storage for each shift.

Purchasing:

On August 22, 2023, the Village issued a Request for Proposal (RFP) for this project, and the Village received three proposals. Based on the Selection Committee's review of the proposals, Stuart A. Fortunato, Inc. provided the lowest cost and highest ranked proposal for this project:

<b>Vendor</b>	<b>Cost</b>
Stuart A. Fortunato Inc.	\$108,180.00
CJ Contracting	\$282,000.00
Big Dog Repair	\$147,674.34

Based on the Selection Committee's review of the proposals, Stuart A. Fortunato Inc. provided the lowest cost and highest ranked proposal for this project.

Funding:

A total of \$100,000 was set aside in the Village's Capital Improvement Plan (CIP) Fund for this project. Funds held in the Village's CIP Fund are transferred to the project account when the item is ready to be purchased. The following budget amendment is required to provide the necessary funding for this project:

**Budget Amendment:**

<b>Account</b>	<b>Description</b>	<b>Use</b>	<b>Source</b>
<b>Capital Projects Fund:</b>			
K5510-66210	Public Safety Building - Construction & Major Renovation	\$108,180	
K5541-66000	Reserve Expenses - Capital		\$108,180
<b>Total Capital Projects Fund</b>		<b>\$108,180</b>	<b>\$108,180</b>

The attached Resolution and Contract have been prepared and/or reviewed for legal sufficiency by the Village Attorney.

**Recommendation:**

**Village Staff recommends Council consideration and approval of the attached Resolution accepting the proposal from Stuart A. Fortunato Inc. to renovate the Firehouse kitchen and bathrooms at the Public Safety Building in an amount not to exceed \$108,180.00, with funds expended from Account Number K5510-66210 (Public Safety Building – Construction & Major Renovation); authorizing the Mayor and Clerk to execute the required budget amendment for this project; and authorizing the Mayor and Village Clerk to execute the Contract in accordance with Village policies and procedures.**



## RESOLUTION 2023-\_\_\_\_\_

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA ACCEPTING A PROPOSAL FROM STUART A. FORTUNATO INC. FOR FIREHOUSE KITCHEN AND BATHROOM RENOVATIONS AT THE PUBLIC SAFETY BUILDING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE A CONTRACT FOR SUCH SERVICES; APPROVING A BUDGET AMENDMENT TO TRANSFER \$108,180 FROM THE CAPITAL RESERVE ACCOUNT TO THE PUBLIC SAFETY BUILDING – CONSTRUCTION AND MAJOR RENOVATION CAPITAL ACCOUNT TO FUND THE PROJECT; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Village Staff issued a Request for Proposals for renovations to the Firehouse kitchen and bathrooms at the Public Safety Building; and

WHEREAS, Village Staff is recommending accepting the highest-ranked and lowest-cost proposal submitted by Stuart A. Fortunato Inc.; and

WHEREAS, in order to fund this capital project, the Village Council wishes to amend the Capital Projects Fund Budget to transfer funds from the Capital Reserve Account to the Public Safety Building – Construction and Major Renovation Capital Account; and

WHEREAS, the Village Council determines that the adoption of this Resolution is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby accepts the proposal submitted by Stuart A. Fortunato Inc. for renovations to the Firehouse kitchen and bathrooms at the Public Safety Building at a cost not to exceed \$108,180.00, with funds expended from Account No. K5510-66210 (Public Safety Building – Construction and Major Renovation). The Village Council further authorizes the Mayor and Village Clerk to execute a Contract for such services, a copy of which is attached hereto and incorporated herein.

Section 3. In order to provide CIP monies to fund this purchase, the Village Council hereby approves the following budget amendment:

**Budget Amendment:**

Account	Description	Use	Source
<b>Capital Projects Fund:</b>			
K5510-66210	Public Safety Building – Construction & Major Renovation	\$108,180	
K5541-66000	Reserve Expenses - Capital		\$108,180
<b>Total Capital Projects Fund</b>		<b>\$108,180</b>	<b>\$108,180</b>

Section 4. The Mayor and Village Clerk are hereby authorized and directed to execute the budget amendment for and on behalf of the Village of North Palm Beach.

Section 5. All resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

(Village Seal)

\_\_\_\_\_

MAYOR

ATTEST:

\_\_\_\_\_

VILLAGE CLERK

## CONTRACT

This Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the VILLAGE OF NORTH PALM BEACH, a Florida municipal corporation, hereinafter referred to as the VILLAGE, and STUART A. FORTUNATO INC., a Florida corporation, hereinafter referred to as CONTRACTOR.

In consideration of the promises and mutual covenants herein contained, it is hereby agreed that CONTRACTOR shall provide to the VILLAGE all goods and services requested under the **Request for Proposals for Firehouse Kitchen and Remodel** and as further stated in CONTRACTOR's Proposal and pursuant to the terms and conditions of this Contract.

### ARTICLE 1. SERVICES OF CONTRACTOR.

A. CONTRACTOR shall provide all goods, services, and equipment necessary for the North Palm Beach Firehouse Kitchen and Bathroom Remodel, as required under the VILLAGE's Request for Proposals and CONTRACTOR's Proposal thereto, which are attached hereto and incorporated herein by reference, and to that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality at the time the services are provided.

B. The goods and services to be provided by CONTRACTOR shall be commenced subsequent to the execution and approval of this Contract and upon written notice from the VILLAGE to proceed.

### ARTICLE 2. TERM OF CONTRACT.

A. The term of the Contract shall commence upon the VILLAGE's issuance of a Notice to Proceed and shall remain in effect until all goods are delivered and all services performed. Delivery and installation shall be coordinated by the VILLAGE and CONTRACTOR, provided, however, that all services shall be completed within **one hundred and twenty (120)** days of the issuance of a Notice to Proceed.

B. CONTRACTOR shall not be entitled to an increase in the agreed to compensation in this Contract or payment or compensation of any kind from the VILLAGE for direct, indirect, consequential, impact or other costs, expenses, or damages.

### ARTICLE 3. VILLAGE'S REPRESENTATIVE.

Unless otherwise specified by the VILLAGE, the VILLAGE's representative shall be the Public Works Director. The Village Manager or Village Representative shall have the right at all reasonable times during the term of this Contract to inspect or otherwise evaluate the work being performed thereunder and the premises in which it is being performed.

### ARTICLE 4. COMPENSATION AND METHOD OF PAYMENT.

A. The VILLAGE agrees to compensate CONTRACTOR for the provision of all goods and services set forth in the Request for Proposals and as stated in CONTRACTOR's Proposal in an amount not to exceed **One hundred and Eight Thousand One Hundred and Eighty Dollars and No Cents (\$108,180.00)**.

B. Services undertaken or expenses incurred that exceed the amount set forth in this Contract without prior written authorization from the VILLAGE shall be the sole liability of CONTRACTOR.

C. CONTRACTOR waives consequential or incidental damages for claims, disputes or other matters in question arising out of or relating to this Contract.

D. In order for both parties herein to close their books and records, CONTRACTOR will clearly state "final invoice" on CONTRACTOR's final/last billing to the VILLAGE. This certifies that all goods have been provided and services performed and all charges have been invoiced to the VILLAGE. Since this account will thereupon be closed, any and other further charges if not properly included in this final invoice are waived by CONTRACTOR. The VILLAGE will not be liable for any invoice from CONTRACTOR submitted thirty (30) days after the provision of the required goods and services.

E. If the VILLAGE disputes any invoice or part of an invoice, VILLAGE shall notify CONTRACTOR of such dispute within fifteen (15) days of receipt of the invoice. VILLAGE reserves the right to off-set, reduce or withhold any payment to CONTRACTOR in accordance with the terms and conditions of this Contract.

#### **ARTICLE 5. INDEMNIFICATION.**

A. To the fullest extent permitted by applicable laws and regulations, CONTRACTOR shall indemnify and save harmless and defend the VILLAGE, its officials, agents, servants, and employees from and against any and all claims, liability, losses, and/or causes of action arising out of or in any way related to the services furnished by the CONTRACTOR pursuant to this Contract, including, but not limited to, those caused by or arising out of any act, omission, negligence or default of the CONTRACTOR and/or its subcontractors, agents, servants or employees.

B. CONTRACTOR shall not be required to indemnify the VILLAGE, its officials, agents, servants, and employees when the occurrence results solely from the wrongful acts or omissions of the VILLAGE, its officials, agents, servants, and employees. The terms of this Section shall survive completion of all services, obligations and duties provided for in this Contract as well as the termination of this Agreement for any reason.

C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against either the VILLAGE or CONTRACTOR, nor shall this Contract be construed a waiver of sovereign immunity beyond the limited waiver provided in Section 768.28, Florida Statutes.

#### **ARTICLE 6. PERSONNEL.**

A. CONTRACTOR represents that it has, or will secure at its own expense, all necessary personnel required to perform the Work under this Contract. Such personnel shall not be employees of or have any contractual relationship with the VILLAGE.

B. All of the Work required hereunder shall be performed by CONTRACTOR or under its supervision, and all personnel engaged in performing the Work shall be fully qualified and, if required, authorized, or permitted under state and local law to perform such Work.

C. All of CONTRACTOR's personnel (and all sub-contractors) while on VILLAGE premises, will comply with all VILLAGE requirements governing conduct, safety, and security.

**ARTICLE 7. TERMINATION.**

This Contract may be cancelled by CONTRACTOR upon thirty (30) days' prior written notice to the VILLAGE's representative in the event of substantial failure by the VILLAGE to perform in accordance with the terms of this Contract through no fault of CONTRACTOR. It may also be terminated, in whole or in part, by the VILLAGE, with or without cause, upon thirty (30) days written notice to CONTRACTOR. Unless CONTRACTOR is in breach of this Contract, CONTRACTOR shall be paid for services rendered to the VILLAGE's satisfaction through the date of termination.

**ARTICLE 8. FEDERAL AND STATE TAX.**

The VILLAGE is exempt from payment of Florida State Sales and Use Tax. CONTRACTOR shall not be exempted from paying sales tax to its suppliers for materials used to fill contractual obligations with the VILLAGE, nor is CONTRACTOR authorized to use the VILLAGE's Tax Exemption Number in securing such materials.

**ARTICLE 9. INSURANCE.**

Prior to commencing any Work, CONTRACTOR shall provide certificates evidencing insurance coverage as required in the Proposal Documents. All insurance, other than Worker's Compensation, to be maintained by CONTRACTOR shall specifically include the VILLAGE as an Additional Insured.

**ARTICLE 10. SUCCESSORS AND ASSIGNS.**

The VILLAGE and CONTRACTOR each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the VILLAGE nor CONTRACTOR shall assign, sublet, convey, or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the VILLAGE which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the VILLAGE and CONTRACTOR.

**ARTICLE 11. GOVERNING LAW, VENUE AND REMEDIES.**

A. This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Contract will be held in Palm Beach County.

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

C. The VILLAGE and CONTRACTOR **knowingly, voluntarily, and intentionally waive any right they may have to trial by jury** with respect to any litigation arising out of or in connection with this Contract.

**ARTICLE 12. INDEPENDENT CONTRACTOR RELATIONSHIP.**

CONTRACTOR is, and shall be, in the performance this Contract, an Independent Contractor, and not an employee, agent, or servant of the VILLAGE. All persons engaged in any of the work performed pursuant to this Contract shall at all times and in all places, be subject to CONTRACTOR's sole direction, supervision, and control. CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the Work.

**ARTICLE 13. NONDISCRIMINATION.**

CONTRACTOR warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

**ARTICLE 14. ENFORCEMENT COSTS.**

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses (including taxes) even if not taxable as court awarded costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

**ARTICLE 15. AUTHORITY TO PROVIDE REQUIRED SERVICES.**

CONTRACTOR hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business and provide the services required under this Contract, and that it will at all times conduct its business and provide the services required under this Contract in a reputable manner. Proof of such licenses and approvals shall be submitted to the VILLAGE's representative upon request.

**ARTICLE 16. SEVERABILITY.**

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 17. MODIFICATIONS OF WORK.**

A. The VILLAGE reserves the right to make changes in the Work, including alterations, reductions therein or additions thereto. Upon receipt by CONTRACTOR of the VILLAGE's notification of a contemplated change, CONTRACTOR shall, in writing, provide a detailed estimate for the increase or decrease in cost due to the contemplated change.

B. If the VILLAGE elects to make the change, the VILLAGE shall initiate a Contract Amendment and CONTRACTOR shall not commence work on any such change until such written amendment is signed by CONTRACTOR and approved and executed by the VILLAGE.

**ARTICLE 18. PROTECTION OF WORK AND PROPERTY.**

A. CONTRACTOR shall continuously maintain adequate protection of all goods and services provided pursuant to this Contract from damage, and shall protect the VILLAGE's property from injury or loss arising in connection with the Contract. Except for any such damage, injury, or loss, except that which may be directly due to errors caused by the VILLAGE or employees of the VILLAGE, CONTRACTOR shall provide any necessary materials to maintain such protection.

B. CONTRACTOR will also take every necessary precaution to ensure the safety of the VILLAGE, public and other guests and invitees thereof at or near the areas where services are being performed and throughout the completion of such services.

**ARTICLE 19. NOTICE.**

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the VILLAGE shall be mailed to:

Village of North Palm Beach  
Attn: Village Manager  
501 U.S. Highway One  
North Palm Beach, FL 33408

and if sent to CONTRACTOR shall be mailed to:

Stuart A. Fortunato Inc.  
Attn: Stuart Fortunato, President  
202 Greentree Court  
Jupiter, FL 33458

The foregoing names and addresses may be changed if such change is provided in writing to the other party.

**ARTICLE 20. ENTIRETY OF CONTRACTUAL AGREEMENT.**

The VILLAGE and CONTRACTOR agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.

**ARTICLE 21. TERMINOLOGY AND CAPTIONS.**

All pronouns, singular, plural, masculine, feminine or neuter, shall mean and include the person, entity, firm, or corporation to which they relate as the context may require. Wherever the context may require, the singular shall mean and include the plural and the plural shall mean and include the singular. The term "Contract" as used herein, as well as the terms "herein," "hereof,"

“hereunder,” “hereinafter” and the like mean this Contract in its entirety and all exhibits, amendments and addenda attached hereto and made a part hereof. The captions and paragraph headings are for reference and convenience only and do not enter into or become a part of the context of this Contract, nor shall such headings affect the meaning or interpretation of this Contract.

**ARTICLE 22. WAIVER.**

Failure of a party to enforce or exercise any of its right(s) under this Contract shall not be deemed a waiver of that parties’ right to enforce or exercise said right(s) at any time thereafter.

**ARTICLE 23. PREPARATION.**

This Contract shall not be construed more strongly against either party regardless of who was more responsible for its preparation.

**ARTICLE 24. MATERIALITY.**

All provisions of the Contract shall be deemed material. In the event CONTRACTOR fails to comply with any of the provisions contained in this Contract or exhibits, amendments and addenda attached hereto, said failure shall be deemed a material breach of this Contract and VILLAGE may at its option and without notice terminate this Contract.

**ARTICLE 25. EXHIBITS AND CONTRACT DOCUMENTS.**

Each exhibit and document referred to in this Contract forms an essential part of this Contract. The exhibits and other contract documents, if not physically attached, including, but not limited to the Request for Proposals and the CONTRACTOR’s Proposal, should be treated as part of this Contract and are incorporated herein by reference.

**ARTICLE 26. LEGAL EFFECT.**

This Contract shall not become binding and effective until approved by the Village Council of the Village of North Palm Beach.

**ARTICLE 27. SURVIVABILITY.**

Any provision of this Contract which is of a continuing nature or imposes an obligation which extends beyond the term of this Contract shall survive its expiration or earlier termination.

**ARTICLE 28. DEFAULT.**

A. Notwithstanding anything contained in this Contract to the contrary, the parties agree that the occurrence of any of the following shall be deemed a material event of default and shall be grounds for immediate termination:

1. The filing of any judgment lien against the assets of CONTRACTOR related to the performance of this Contract which is not satisfied, discharged, or contested in a court of law within thirty (30) days from the date of notice to the CONTRACTOR;  
or



2. The filing of a petition by or against CONTRACTOR for relief under the Bankruptcy Code, or for its reorganization or for the appointment of a receiver or trustee of CONTRACTOR or CONTRACTOR's property; or an assignment by CONTRACTOR for the benefit of creditors; or the taking possession of the property of CONTRACTOR by any governmental officer or agency pursuant to statutory authority for the dissolution or liquidation of CONTRACTOR; or if a temporary or permanent receiver or trustee shall be appointed for CONTRACTOR or for CONTRACTOR's property and such temporary or permanent receiver or Trustee shall not be discharged within thirty (30) days from the date of appointment.
3. Due to circumstances within the control of the CONTRACTOR, CONTRACTOR fails to provide the goods and services required pursuant to this Contract on schedule as agreed to by CONTRACTOR in this Contract.

B. CONTRACTOR shall provide written notice to the VILLAGE of the occurrence of any event of default within five (5) days of CONTRACTOR's receipt of notice or knowledge of any such default.

#### **ARTICLE 29. WAIVER OF SUBROGATION.**

CONTRACTOR hereby waives any and all rights to Subrogation against the VILLAGE, its officers, employees, and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONTRACTOR shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which a condition to the policy specifically prohibits such an endorsement, or voids coverage should CONTRACTOR enter into such an agreement on a pre-loss basis.

#### **ARTICLE 30. E-VERIFY**

Pursuant to Section 448.095(5), Florida Statutes, CONTRACTOR shall:

- A. Register with and use the E-Verify system to verify the work authorization status of all newly hired employees pursuant to Section 448.095(2), Florida Statutes, and require all subcontractors do the same;
- B. Secure an affidavit from all subcontractors stating that the subcontractor does not employ, contract with, or subcontract with an "unauthorized alien" as defined in Section 448.095(1)(f), Florida Statutes;
- C. Maintain copies of all subcontractor affidavits for the duration of this Contract and provide the same to the VILLAGE upon request;
- D. Comply fully, and ensure all subcontractors comply fully, with Section 448.095, Florida Statutes;
- E. Be aware that a violation of Section 448.09(1), Florida Statutes (Unauthorized aliens;

employment prohibited), shall be grounds for termination of this Contract;

F. Be aware that a violation of Section 448.095(5) by a subcontractor, and not CONTRACTOR, shall be grounds for the VILLAGE to order CONTRACTOR immediately terminate the contract with the subcontractor; and

G. Be aware that if the VILLAGE terminates this Contract under Section 448.095(5)(c), Florida Statutes, CONTRACTOR may not be awarded a contract for at least one year after the date on which the Contract is terminated and will be liable for any additional costs incurred by the VILLAGE as a result of the termination of the Contract.

### **ARTICLE 31. INSPECTOR GENERAL**

CONTRACTOR is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Contract, and in furtherance thereof, may demand and obtain records and testimony from CONTRACTOR and its subcontractors. CONTRACTOR understands and agrees that in addition to all other remedies and consequences provided by law, the failure of CONTRACTOR or its subcontractors to fully cooperate with the Inspector General when requested may be deemed by the VILLAGE to be a material breach of the Contract Documents justifying termination.

### **ARTICLE 32. PUBLIC RECORDS.**

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (561) 841-3355; [NPBCLERK@VILLAGE-NPB.ORG](mailto:NPBCLERK@VILLAGE-NPB.ORG); OR 501 U.S. HIGHWAY ONE, NORTH PALM BEACH, FL 33408.

In performing services pursuant to this Contract, CONTRACTOR shall comply with all relevant provisions of Chapter 119, Florida Statutes. As required by Section 119.0701, Florida Statutes, CONTRACTOR shall:

- A. Keep and maintain public records required by the VILLAGE to perform the service.
- B. Upon request from the VILLAGE's custodian of public records, provide the VILLAGE with a copy the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the CONTRACTOR does not transfer the records to the VILLAGE.
- D. Upon completion of the Contract, transfer, at no cost, to the VILLAGE all public records in possession of CONTRACTOR or keep and maintain public records required by the VILLAGE

to perform the services. If CONTRACTOR transfers all public records to the VILLAGE upon completion of the Contract, CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONTRACTOR keeps and maintains public records upon completion of the Contract, CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the VILLAGE, upon request from the VILLAGE's custodian of public records, in a format that is compatible with the information technology systems of the VILLAGE.

**ARTICLE 33. REPRESENTATIONS/BINDING AUTHORITY.**

The persons executing this Contract represent that they have the full power, authority, and legal right to execute and deliver this Contract and perform all of its obligations under this Contract.

IN WITNESS WHEREOF, the VILLAGE and CONTRACTOR hereto have made and executed this Contract as of the day and year first above written.

**CONTRACTOR:**

**STUART A. FORTUNATO INC.**

BY: \_\_\_\_\_

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

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

**VILLAGE OF NORTH PALM BEACH**

BY: \_\_\_\_\_

DAVID NORRIS  
MAYOR

ATTEST:

BY: \_\_\_\_\_

JESSICA GREEN,  
VILLAGE CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

BY: \_\_\_\_\_

VILLAGE ATTORNEY

# **STUART A. FORTUNATO INC.**

**Newhorizon02@msn.com**

**(561) 644-4339**

**CGC 15077880**

COPY

## **COVER LETTER;**

---

**Stu Fortunato  
202 GREENTREE CT.  
JUPITER, FL. 33458**

**Re: Firehouse Kitchen & Bathroom Renovation.**

**Dear Village Council,**

**Please accept this proposal for the above mentioned project.**

**Based on my 45 years in the construction industry I feel 100% confident in the completion and your satisfaction of this job.**

**I've been a full time Jupiter resident for over 30 years.**

**I am a qualified General Contractor able to cover all aspects of this project.**

### **References.**

**Some previous NPB Bldg. Dept. Employees that can vogue for me.**

**Jennifer, Chris, Jim Brown.**

**Current NPB fire dept employee, Kim Cawley.**

**Kim has inspected many of my whole condo remodels for years at Old Port Cove.**

**She knows first hand the quality of work I do.**

**Some people ive personally done work for.**

**Mr. Joe Namath – bathroom and deck renovation.**

**Princess of Monaco – Kitchen renovation.**

**Mrs. David Nelson Rockefeller**

**Mr. Fred Trump**

**Dr. Mejia Dermatologist – complete remodel and joining of a 2<sup>nd</sup> unit.**

**Mngt. Company for Old port Cove. Assorted work through out several buildings.**

**Countless renovation jobs at Old Port Cove during the past 20 years.**

### **Regarding the Firehouse Project.**

**I physically will be working on and supervising the job. All required Insurance will be provided to the Bldg. Dept. for the permit application.**

All the sub contractors I use have been working with me for several years and are listed with the Bldg. Dept.

A sample of materials will be provided for your approval before anything is ordered. Please review the following exhibits B thru F attached.

In closing.


I appreciate the opportunity to bid on this project. If this works out where I do get the job, I look forward to working with you all on future projects.

I would be more than happy to meet with you to discuss the Fire project and or to show you some of my work, My customers are very proud

To show off their homes.

Sincerely,

Stu Fortunato

A handwritten signature in blue ink, appearing to be 'SFA' with a long horizontal line extending to the right.

COPY

**From:** Stu Fortunato  
**Sent:** Friday, August 18, 2023 9:52 AM  
**To:** Stu Fortunato; Anthony James  
**Subject:** NORTH PALM BEACH FIRE DEPT - FINAL PROPOSAL

**STUART A. FORTUNATO INC.**

**202 GREENTREE CT.  
JUPITER, FL. 33458  
Newhorizon02@msn.com  
(561) 644-4339  
CGC 15077880**

Submitted To:  
James Anthony  
Facilities Manager  
[janthony@village-npb.org](mailto:janthony@village-npb.org)

Job Name:  
NPB Fire Dept Kitchen & Bathroom Renovation;

Scope of Work;

**General Notes;**

1. Provide architectural drawings.
2. Submit to Building dept. for permitting.
3. Permit fees are Not included.
4. All debris will be removed from site with no dumpster.
5. Oven and refrigerators will remain in use until new ones arrive.
6. The rebuild of the oven is not included.
7. Ice maker is not included.
8. A dining table is Not included.
9. Option #1, Not included in the contract price. Supply and install a new Miele Semi commercial dishwasher model #PFD 101U \$3,530.00 + tax & delivery.

**Kitchen;**

1. Provide dust protection where applicable.
2. Save and protect the gas oven & hood.
3. Remove the following; all cabinets, soffits over the cabinets, peninsular wall, All flooring, unwanted appliances, countertops, sink, faucet and closets as discussed.

4. Cut down existing wall in-between the kitchen and TV room. Height will be 40-3/4" to finish out at 42" to the top of the new countertop.
5. Leave a small header at the top to eliminate the issue of having to join the 2 ceilings together.
6. Make a new walk thru opening, opposite the library entrance to create an island where we're cutting down the wall.
7. Remove closet where the new fridge and pantry wall will go.
8. Pantry / Fridge wall includes three sets of a 24" wide x 96" tall pantry with four pull out draws per pantry, And a deep cabinet over the fridge.
9. Relocate and add additional electric outlets where needed per code and for convenience.
10. Supply and install one new 33" single bowl stainless steel farm sink and one S/S pull out faucet.
11. Supply and install all plywood and or solid wood cabinets per plan.
12. An additional pantry with four pullout trays and a base cabinet will be supplied and installed to the left of the gas oven leaving room for your supplied ice maker.
13. The new dividing island will have 36" tall by 12" deep upper cabinets to be used as base cabinets on the kitchen side with a 4-3/4" tall toe base, Island will have a new countertop approximately 32" wide with a 13" overhang on the TV room side.
14. An island to be used as a prep area opposite the sink is included and will be 36" tall. This island will not have seating.
15. Cut concrete and run electric to the new island.
16. A run of full depth base cabinetry to the right of the sink is included for under the windows running to the side entrance door.
17. Four slabs of a man made 3cm Quartz type countertop material is included with a \$2K allowance per slab x 4 = \$8K
18. Install customer supplied cabinet handles.
19. Cabinet locks are included for the new pantry wall and 3 refrigerators. The 4<sup>th</sup> fridge will not have a lock.
20. Ceiling will have the existing tiles removed and replaced with new same. Existing grid will be cleaned.
21. Florescent lights will be removed and replaced with enough 6" round LED fixtures to provide even coverage through out the kitchen.
22. Supply and install four new 36" refrigerators with NO water, – With an included allowance of \$2K each.
23. Provide new LED recessed lights over the island on a new dimmable switch.
24. Paint entire room.

#### Tile Work;

1. Prepare floor for new tile install. Floor tile price is based on 1100 sq. ft.
2. Apply crack suppressant material on any cracks in the concrete.
3. Supply and install a gray wood look plank porcelain tile with a \$3.00 per sq. ft. allowance. Tile to be installed through out the kitchen, hallways leading to the kitchen and the TV room.
4. An epoxy based grout will be used to resist stains and be maintenance free for many years.
5. A white subway backsplash tile is figured in for all areas that have a countertop up to 54".

#### TV Room:

1. Remove all laminate flooring and baseboard.
2. Prepare floor for tile install – same as kitchen.



3. Library is not included.
4. The raised platform for the reclining chairs will be covered with a vinyl plank flooring to match as close as possible to the tile. \$8.00 per sq. ft. allowance is included.
5. Ceiling to remain as is.
6. Install new baseboard.
7. Paint entire room.

Labor & Material, including allowances = \$79,100.00

**Payment Schedule:**

1. A non refundable deposit for plans \$2500.00
2. \$20,000.00 due the day we begin work.
3. \$10,000.00 due to order cabinetry.
4. 20,000.00 due upon completion of all rough inspections.
5. Balance upon completion.

~~~~~

**Bunkhouse Bathrooms x 2,**

1. Provide plan to submit for permit. No additional fee if done along with the kitchen.
2. Remove existing floor tile by jack hammer.
3. Reconfigure shower drain to a trough drain.
4. Re-pitch concrete slab.
5. Drain will be located along the long wall opposite the shower entrance to keep water from leaving the shower area.
6. A new Hans Grohe shower valve with built in diverter will be re located on the right wall just inside the shower so the water can be turned on with out stepping in under the shower head.
7. A separate hand held spray with hose will be mounted on a bracket.
8. A corner shelf will be installed approximately 18" above the floor to rest your foot on so the guys can shave their legs.
9. Two additional corner shelves will be installed to hold soap and shampoo while in the shower.
10. All wall tile will be installed over the existing tile to save money. If this is not acceptable then add on \$3,500.00 per bathroom for demolition, new drywall and Durock with waterproofing, plan revision and inspection coordination.
11. New door trim will be installed on the bathroom entrance.
12. Floor tile will be same as the main kitchen area and flow right into the shower.
13. A 36" vanity is included (see attached) included allowance = \$770.38 including tax. The vanity includes a countertop and sink.
14. Change the shut off valves to new under the vanity.
15. Supply and install a new polished chrome faucet. (\$150.00 allowance)
16. Supply and install a new 36" wide mirror that will go up to the ceiling.
17. Supply and install a new LED wall sconce light to go over the sink. (\$80.00 allowance)
18. Supply and install four new LED recessed lights.
19. Build and install a 24" wide by 12" deep open shelf cabinet from floor to ceiling just outside the shower on the left wall for toiletries etc... (\$700.00)
20. An included allowance of \$3.00 per sq. ft. for wall and floor tile is included. A large format wall tile is recommended for minimal grout joints.
21. Grout will be sealed after proper cure time.




- 22. One new TOTO Drake 1.28 GPF Two Piece Elongated Toilet with Left Hand Lever - Seat Included  
Model: MS776124CEG#01 (\$357.39 ea.)
- 23. One new grab bar is included for the side wall of the toilet and one new bar for the shower.  
(\$60.00)
- 24. Paint ceiling and door when done.
- 25. Bathrooms will be done one at a time so the crew always has a bathroom to use in the  
bunkhouse.
- 26. If you decide to do both bathrooms at the same time, deduct \$1,000.00 from the total below.

Labor, Material and allowances = \$14,540.00 Per Bathroom x 2 = \$29,080.00

50% due the day we begin.

Balance upon completion.

X  Date 8/18/23  
Contractor - Stuart Fortunato

X \_\_\_\_\_ Date \_\_\_\_\_  
Village Rep -

---

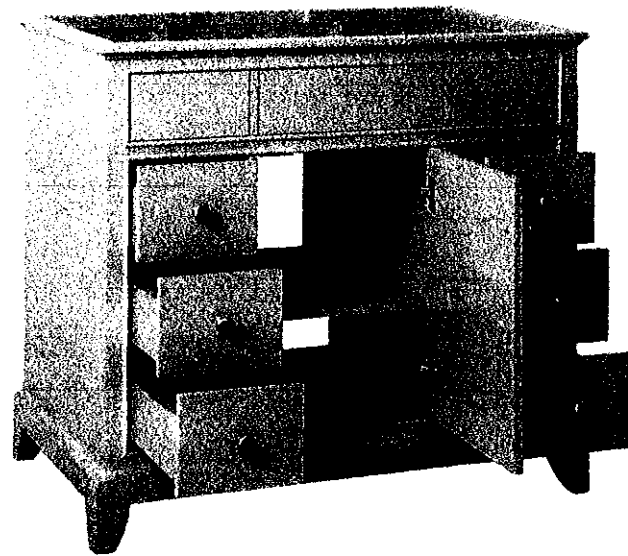
Notes;

*copy*

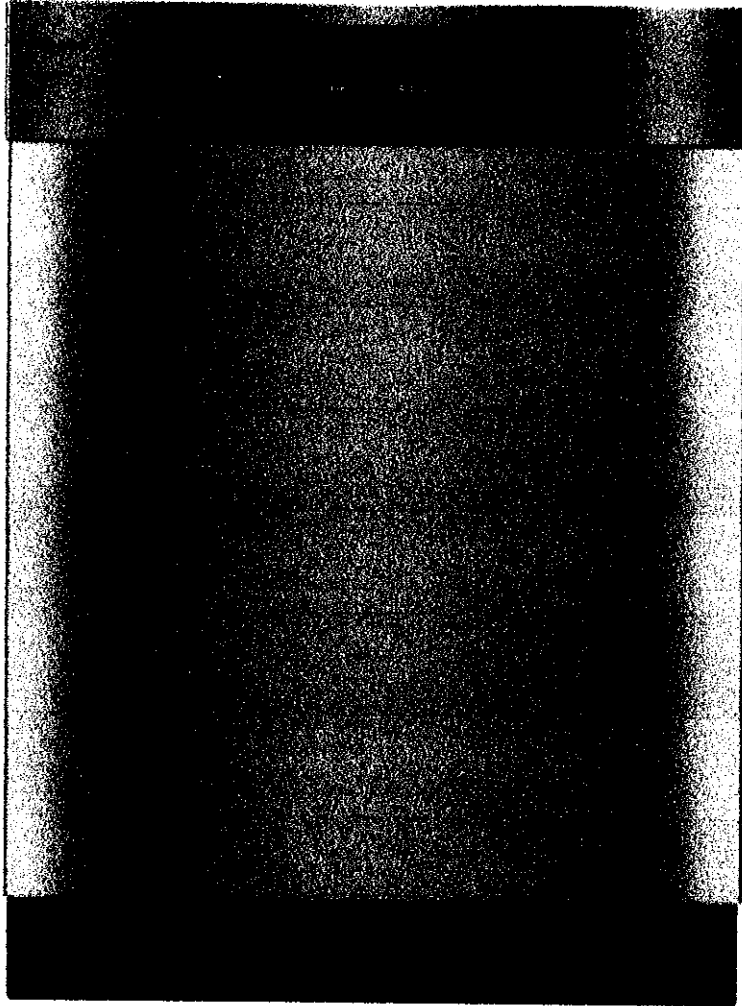
AURORA 37 IN.  
VANITY WITH  
CARRARA  
MARBLE TOP  
**\$770.38 Each.**

**Includes sales  
tax.**  
**Floor & Decor**  
SKU: 100821479  
(If available at time of start)





✓ Free shipping on online orders over \$75 within the contiguous US.



## PFD 101 U

Built-under dishwasher for large loads of dishware in households, offices and utility areas.




\$3,530.00

[PRODUCT INFORMATION](#)

[FEATURES](#)

[TECHNICAL DETAILS](#)

[MATCHING PRODUCTS & ACCESSORIES](#)

 Unavailable online. Please contact a local dealer.

[FIND A DEALER](#)

Subject to technical changes; no liability accepted for the accuracy of the information given.

## Product Information

Built-under dishwasher for large loads of dishware in households, offices and utility areas.

- Wash performance: 13 place settings in just 52 min. <sup>[3]</sup>
- 13% less energy consumption\*
- Everything completely dry – **AutoOpen assisted drying**
- Intuitive to operate thanks to clear fascia panel design
- **Flexible loading of wash items for the best cleaning results**

## Your advantages



01-06

FOR BUSINESSES

### Dishwashing professionals for daily large loads of dishes

These dishwashers are ideally suited for all areas which deal with large amounts of dishware.

> DISCOVER MORE

Features depend on model – images are only examples and used for explanation purposes

02-01 < >

AUTOOPEN ASSI

### For dry dish

Completely dry:

> DISCOVER MO

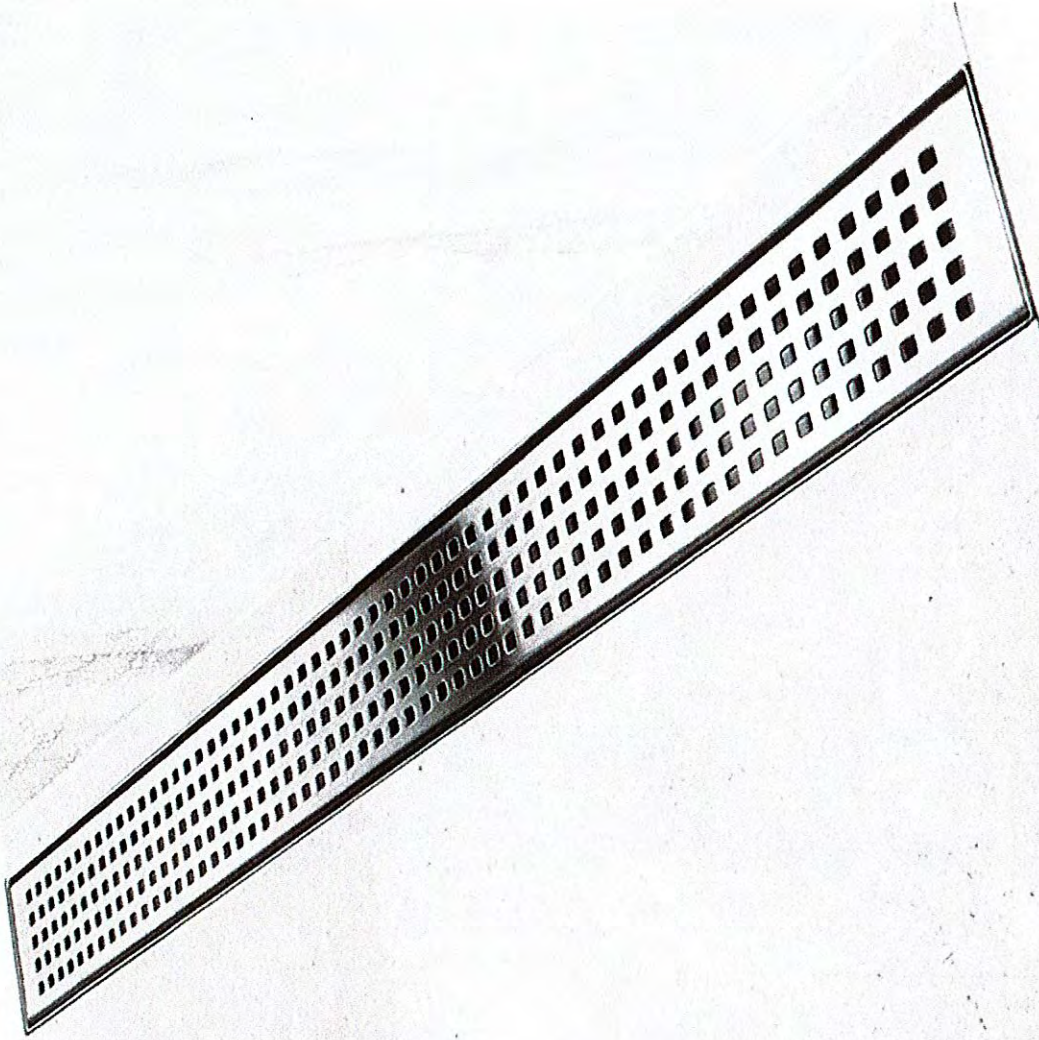
[PRODUCT INFORMATION](#)  
[USER CONVENIENCE \(2\)](#)

[FEATURES](#)

[TECHNICAL DETAILS](#)

[MATCHING PRODUCTS & ACCESSORIES](#)





Bunkhouse  
Shower Floor Drain





COPY

**VILLAGE OF NORTH PALM BEACH**

**Request for Proposals for**  
**Firehouse Kitchen and Bathroom**  
**Remodel**



VILLAGE OF NORTH PALM BEACH  
501 U.S. HIGHWAY ONE  
NORTH PALM BEACH, FL 33408

**ADVERTISEMENT, INSTRUCTION, SPECIFICATIONS,  
GENERAL TERMS AND CONDITIONS**

## **ADVERTISEMENT**

The Village of North Palm Beach, Florida, a Florida municipal corporation located in Palm Beach County, Florida ("Village"), will be accepting sealed proposals for **Firehouse Kitchen and Bathroom Remodel**. Proposals will be accepted until 3p.m. **EST on 22 August, 2023**, at the Village Clerk's Office, Village Hall, 501 U.S. Highway One, North Palm Beach, FL 33408. Proposals received after the above stated date and time shall not be accepted and shall be returned unopened. All proposals will be publicly opened and the proposers name read aloud in the Village Council Chambers.

The complete Request for Proposals, including all specifications and proposal forms, may be obtained by bona fide proposers upon application at the Village of North Palm Beach, 501 U.S. Highway One, North Palm Beach, Florida 33408, from DemandStar, or from the Village website at: [www.village-npb.org](http://www.village-npb.org).

A mandatory pre-proposal meeting is scheduled for **9 August, 2023 at the North Palm Beach Public Safety Building, 560 U.S. Highway One, North Palm Beach, Florida 33408 at 1p.m. EST**. Failure to attend the mandatory Pre-Proposal meeting may result in the rejection of your proposal.

No proposal may be withdrawn for a period of sixty (60) days after the scheduled closing date for the receipt of proposals except as otherwise provided in the Instructions to Proposers and Terms and Conditions.

The Village of North Palm Beach reserves the right to reject any or all proposals, to waive technicalities, and to re-advertise. The award, if made, will be made to the most responsive Proposer whose proposal is determined by the Village, in its sole discretion, to be most advantageous.

VILLAGE OF NORTH PALM BEACH, FLORIDA  
Chuck Huff  
Village Manager

Publish: Palm Beach Post  
Date: ASAP



**REQUESTS FOR PROPOSALS**  
**FIREHOUSE KITCHEN AND BATHROOM REMODEL**

• **REQUEST:** The Village of North Palm Beach, Florida (“Village”) is accepting sealed proposals from qualified companies and contractors (“Proposers”) to furnish all labor, material, equipment for the remodel of the firehouse kitchen and bathrooms at the Village Public Safety Building (as more fully described in the specifications attached hereto as Exhibit “A”) until **3p.m. EST on 22 August, 2023** at the Village Clerk’s Office, Village Hall, 501 U.S. Highway One, North Palm Beach, Florida 33408. Proposals received after the stated date and time will be returned unopened. Proposal packages are available for review and printing from DemandStar and the Village’s web site: [www.village-npb.org](http://www.village-npb.org)

• **PREPARATION OF PROPOSAL:** This Request for Proposals (“RFP”) provides the complete set of terms and conditions, specifications and proposal forms for the required goods and services. The specifications are attached hereto and incorporated by reference as Exhibit “A.” The following forms are attached hereto and incorporated herein by reference:

- |                                    |             |
|------------------------------------|-------------|
| - Proposer’s Acknowledgement       | Exhibit “B” |
| - Proposal Form                    | Exhibit “C” |
| - Drug Free Workplace              | Exhibit “D” |
| - Public Entity Crimes Statement   | Exhibit “E” |
| - Scrutinized Vendor Certification | Exhibit “F” |
| - Contract                         | Exhibit “G” |

All proposal forms must be completed in full and include a manual signature in ink. The signature must be of an authorized representative who has the legal ability to bind the proposer in contractual obligations. Unsigned proposals will not be accepted.

All proposals forms must be typed or legibly printed in permanent ink. All corrections made by a proposer to any part of a proposal form must be initialed in ink. It is the proposer’s sole responsibility to assure that the proposal is complete and delivered at the proper time and place. The Village will not be responsible for any expenses incurred in connection with the preparation or delivery of a proposal.

An original of all proposal forms and two (2) copies and one (1) electronic copy, along with any other required information, must be submitted in a sealed envelope to the address provided above via hand-delivery or mail. Faxed or e-mailed proposals shall not be accepted. The face of the sealed envelope shall state “**SEALED PROPOSAL – FIREHOUSE KITCHEN AND BATHROOM REMODEL**” and contain the Proposer’s name. Proposals not submitted in a sealed envelope or on the enclosed

proposal forms shall be rejected.

James Anthony, Facility Manager, is available to answer any non-technical questions regarding this RFP and can be reached at (561) 691-3443. Any technical questions regarding this RFP should be submitted in writing to [janthony@village-npb.org](mailto:janthony@village-npb.org) for review and response. If any technical question requires a response which the Village in its sole discretion determines should be provided to all potential Proposers, the Village will issue an official addendum to this RFP. The Village will endeavor to ensure all potential Proposers receive such addendum by posting the addendum onto the Village's web site; however, it is the sole responsibility of every Proposer to verify with the Village whether any addendum has been issued prior to submitting a proposal. The Village will not issue an addendum five (5) days or less before the proposal opening date.

- **PROPOSAL EVALUATION AND AWARD:** On the date and time specified in this RFP, the Village will open and announce aloud all proposals received on time. The evaluation of the proposals will occur soon thereafter. The proposal opening may be delayed if, at the sole discretion of the Village, such delay is determined to be in the Village's best interests.

The Village will evaluate the proposals in order to prepare a recommendation to the Village Council for award of the proposal for the required goods and services. The resulting contract shall be awarded to the responsible Proposer that best meets the needs of the Village, taking into consideration, among other things, the financial responsibility of the Proposer, proven skill and experience, abilities to timely perform the contract, previous satisfactory performance, and such other abilities of the proposer that the Village in its sole discretion determines will enable the Proposer to perform effectively and efficiently. The Village, in its sole discretion, reserves the right to waive all technicalities or irregularities and to reject any or all proposals. The Village further reserves the right, in its sole discretion, to award a contract to the Proposer whose proposal best serves the interests of the Village.

Pursuant to section 287.05701, Florida Statutes, the Village may not request documentation of or consider a Proposer's social, political, or ideological interests when determining if the Proposer is responsible. Further, the Village may not give a preference to a Proposer based on the Proposer's social, political, or ideological interests.

The selected proposer will be required to execute a contract with the Village in the form attached hereto as Exhibit G.

- **INSURANCE REQUIREMENTS:** The selected Proposer shall be required to carry and maintain the following insurance coverages through the time it furnishes all required goods and services to the Village and completes its obligations under the contract:

- A. The Proposer shall maintain Comprehensive General Liability Insurance with minimum coverage limits of \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for bodily injury and property damage and \$2,000,000 in the general aggregate for products/completed operations. Comprehensive General Liability Insurance shall include endorsements for property damage, personal injury, contract liability, product liability and independent contractor coverage.
  - B. The Proposer shall maintain Comprehensive Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect against claims which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the Proposer or by anyone directly or indirectly employed by the Proposer.
  - C. The Proposer shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.
  - D. All insurance, other than Worker's Compensation, to be maintained by the Proposer shall specifically include the Village as an Additional Insured. The Proposer shall be responsible for any deductibles related to said insurance.
5. REGULATIONS, PERMITS AND FEES: The selected Proposer will be required to obtain its own expense all permits, inspections and/or licenses required to provide the required goods and/or services to the Village. The selected Proposer must comply with all federal, state, and local laws and regulations that may apply, including the standards of the National Fire Protection Association.
6. PUBLIC ENTITY CRIMES: In accordance with Section 287.133, Florida Statutes, any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of \$25,000 for a period of 36 months following the date of being placed on the convicted vendor list.
7. CONE OF SILENCE: This RFP is expressly subject to the Cone of Silence provisions of Section 2-355 of the Palm Beach County Code of Ordinances. Any contract or agreement executed in violation of the cone of silence provisions shall render

the transaction voidable.

8. **PROPOSER'S CERTIFICATION:** Each Proposer submitting a proposal acknowledges, agrees, and certifies as follows:

- A. The Proposer and its proposal are subject to all terms and conditions specified herein with no exceptions unless authorized in writing by the Village;
- B. The Proposal constitutes an offer to the Village which shall remain open, irrevocable, and unchanged for sixty (60) days after proposal opening;
- C. The Proposer has not given, offered nor intends to give or offer any economic opportunity, future employment, favor, or gratuity in any kind to any employee of the Village in connection with this RFP;
- D. The Proposer has not divulged or discussed its proposal with other Proposers, and the Proposal is made based on independent determination of the Proposer without collusion with other proposers to restrict competition;
- E. The Proposer has not made any attempt to induce any potential Proposer from submitting or declining to submit a proposal in response to this RFP;
- F. The Proposer is financially solvent and sufficiently experienced and competent to provide all goods and/or services required in this RFP; and
- G. All information provided by the Proposer is true and correct in all respects.

If any proposer or its proposal fails to comply with the foregoing certifications, said failure will include, but may not be limited to, grounds for rejecting that proposer's proposal.

9. **PROPOSAL FORMAT AND REQUIREMENTS:** Each proposal shall be submitted in a clear, concise format, on 8½ X 11 paper. Each proposal set shall contain all information requested herein to be considered for award. Omission of required information may be cause for disqualification.

**A. Cover Letter of Transmittal:**

The cover letter will summarize in a brief and concise statement the proposer's qualifications, how it is organized, and its location relative to the Village. Minimum qualifications should be stated and must include:

- (1) A statement that the proposer is licensed and qualified to provide all services requested under this RFP and as stated in the proposal to

complete the work;

- (2) A statement that the proposer is able and will comply with all applicable laws, rules, regulations and ordinances of the Village, Palm Beach County, the State of Florida, and the United States if selected by the Village Council; and
- (3) A statement that the proposer is able and will provide the required insurance as stated herein if selected by the Village Council.

The Cover Letter should also identify the Project manager for the proposer. An official authorized to bind the proposer and execute a contract must sign the letter of transmittal.

The following proposal forms should be attached to the Cover Letter:

|                                  |             |
|----------------------------------|-------------|
| Proposer's Acknowledgement       | Exhibit "B" |
| Proposal Form                    | Exhibit "C" |
| Drug Free Workplace              | Exhibit "D" |
| Public Entity Crimes Statement   | Exhibit "E" |
| Scrutinized Vendor Certification | Exhibit "F" |

**B. Additional Information:**

- (1) **Proposer's References:** The proposer shall submit a list of at least four (4) persons/entities for which the proposer has performed kitchen and bathroom remodels, preferably similar in scope. Proposer shall indicate a contact person's name, address and telephone number for each reference, and a general description of the services provided and the cost of such services.
- (2) **Subcontractors:** The proposer shall identify all subcontractors, if any, the proposer plans to utilize in the provision of all services under this RFP.
- (3) **Equipment:** The proposer shall provide a list of equipment that is available to perform the services included within the Scope of Services.
- (4) **Conflict of Interest:** The proposer shall disclose with their proposal the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee or officer of the Village. Furthermore, all proposers shall disclose the name of any Village employee or officer who, either directly or indirectly, owns a material interest in the proposer's company, firm, or group or in that of any of its affiliates. If no such conflict of interests exists, the proposer should clearly state this in its proposal.

## PROPOSAL EVALUATION AND AWARD

On the date and time specified in this RFP, the Village will open and announce aloud all proposals received on time. The evaluation of the proposals will occur soon thereafter. The proposal opening may be delayed if, at the sole discretion of the Village, it is determined to be in the Village's best interests.

Members of Village Administration will evaluate the proposals in order to prepare a recommendation to the Village Council for award of the RFP for the required services. When evaluating the proposals, the Village anticipates utilizing the following criteria and maximum point values (subject to change):

|                                                          |                                                  |
|----------------------------------------------------------|--------------------------------------------------|
| Cost/Price Realism                                       | 10 points (Price Realism being 8 of such points) |
| Qualifications and Technical Expertise of Proposed Staff | 25 points                                        |
| Experience of Firm with Similar Projects                 | 30 points                                        |
| Customer Feedback/References                             | 25 points                                        |
| Quality and Schedule Control                             | 10 points                                        |
| <b>Total</b>                                             | <b>100 points</b>                                |

Notwithstanding the foregoing, the Village reserves the right to award the resulting contract to the responsible respondent or respondents submitting the proposal(s) that, in the Village's sole discretion, best meets the needs of the Village. Additionally, the Village, in its sole discretion, reserves the right to waive all technicalities or irregularities, to reject any or all proposals or portions thereof, to award to a single respondent or portions thereof or to divide the award between respondents or award to more than one respondent, and to re-solicit the required services.

The selected respondent will be required to execute a standard Village contract, which will incorporate the terms and conditions of this RFP and the selected proposal(s). Minor variations in the terms and conditions of the Village contract may be authorized by the Village so long as such variations are consistent with this RFP and the selected respondent's proposal. Venue for any dispute regarding this RFP shall be in Palm Beach County, Florida.

### RFP EXHIBIT "A" SCOPE OF WORK/SPECIFICATIONS

#### **INTRODUCTION AND PURPOSE**

The Village of North Palm Beach ("Village") is seeking the services of a qualified contractor, which may be a corporation, limited liability company, partnership, other corporate entity, or individual, to provide the Village with a proposal to renovate/remodel the existing kitchen and two bathrooms in the North Palm Beach Firehouse.

This new construction must adhere to all state, county and municipal codes and regulations for this type of work.

The objective is to provide a new kitchen and bathrooms in a more thoughtfully designed space. This design should put a premium on increasing available storage space and creating a sensible workflow for meal preparation at a near commercial level. Opening the kitchen to the adjoining Day Room area will offer a greater perception of space without increasing total square footage. Creating an island by cutting down the TV/Day Room wall will increase seating on the other side of the island from the kitchen. Three distinct shifts of personnel man the firehouse "by shift" around the clock. Food preparation is almost a constant activity. Dedicated refrigeration and storage must be available for all three shifts. These spaces must also be lockable.

### SCOPE OF WORK

The scope of work is to include an assessment of existing space. *Once complete a basic drawing/layout will be provided to convey the remodel concept to Village personnel.* Once an agreement has been reached on new construction concept, plans will be submitted to the Village's Building Department. All Village permit fees will be covered by the Village. All construction debris will be removed from site by the contractor. Oven and refrigerators will be operational until new units arrive. Village will be responsible for installing new "pot racking" of its choice.

Kitchen and bathroom remodels will be quoted separately.

*In the interest of creativity and/or cost efficiency, items below may be modified or waived with documented authorization from the Village of North Palm Beach.*

#### Kitchen:

- ✓• Execute appropriate demolition of kitchen and bathrooms.
- ✓• Provide dust protection/containment where applicable.
- ✓• Save and protect the gas oven & hood.
- ✓• Remove the following: all cabinets, soffits over the cabinets, peninsular wall, all flooring, unwanted appliances, countertops, sink, faucet, and closets as discussed.
- ✓• Cut down existing wall in-between the kitchen and TV/Day room. This will be cut down to make a counter top island at appropriate height sufficient for stools on three sides.
- ✓• Leave a small header at the top to eliminate the issue of having to join the 2 ceilings together.
- ✓• Make a new walk-through opening to create an island (east side of island) where the wall is being cut down.
- ✓• Remove closet where the new refrigerator and pantry wall will go.
- ✓• The Pantry/Refrigerator wall includes three sets of a 24" wide x 96" tall pantry

4 pullouts per cab.

- ✓ with pull out drawers and a cabinet over the fridge.
- ✓ Cabinets shall be made of plywood or hardwoods. Particle board or OSB will not be accepted.
- Counter-tops shall be made of artificial granite. AKA Quartz
- ✓ Cabinets shall be fitted with soft closure hardware.
- ✓ Relocate and add additional electric outlets where needed per code and for convenience.
- ✓ Supply and install one new 33" single bowl stainless steel farm sink and one stainless steel pull-out faucet.
- ✓ Supply and install all cabinets per plan.
- ✓ The new dividing island will have 36" tall upper cabinets on the kitchen side with a 4-3/4" tall toe base. The island will have a new countertop approximately 32" wide with a 13" overhang on the TV/Day room side.
- ✓ An island to be used as a prep area opposite the sink is included and will be 36" tall. This island will not have seating.
- ✓ ~~Cut concrete and run electric and plumbing to the new island.~~
- ✓ A run of full depth cabinetry to the right of the sink is included for under the windows to the side entrance door.
- ✓ Install customer supplied cabinet handles.
- ✓ Cabinet locks are included for the new pantry wall.
- ✓ Ceiling tiles will be replaced with new same and LED fixtures will be updated.
- ✓ Supply and install four new 36" refrigerators – details to follow.
- ✓ Provide new LED recessed lights over the island on a new dimmable switch.
- ✓ Relocate the TV to a column in between the windows.
- ✓ Paint entire room.

Base

New  
sf

Tile Work:

- ✓ Prepare floor for new tile install approximately 1,100 square feet, with appropriate water barrier if required.
- ✓ Apply crack suppressant material on any cracks in the concrete.
- ✓ Supply and install a gray wood-look plank porcelain tile.
- ✓ Tile to be installed throughout the kitchen, hallways leading to the kitchen and the TV room.
- ✓ An epoxy-based grout will be used to resist stains and be maintenance free for many years.
- Tile grout will be sealed after curing.
- A white subway backsplash tile is figured in for all areas that have a countertop up to 54" and end walls specified above finish floor. sf

not necessary

TV/Day Room:

- ✓ Remove all laminate flooring and baseboard.



- ✓• Prepare floor for tile install – same as kitchen.
- ✓• The raised platform for the reclining chairs will be covered with a vinyl plank flooring to match as close as possible to the tile.
- ✓• Ceiling to remain as is.
- ✓• Install new wood or composite painted baseboard.
- ✓• Paint entire room.

*New*

**Bunkhouse Bathrooms (2):**

1. Retile floors.
2. Retile walls/shower.
3. New fixtures (sink, faucets, toilet, showerhead, and valves).
4. Increase lighting.
5. Seal all grout (floors and walls) after curing.
6. Add shelving/cabinetry.
7. Larger mirror.
8. Shelving/cabinetry will be made of plywood or hardwood. Particle board or OSB shall not to be accepted.

**RFP EXHIBIT "B"**  
**PROPOSER'S ACKNOWLEDGMENT**

**SUBMIT ONE ORIGINAL AND (2) COPIES OF YOUR PROPOSAL TO:**

Village of North Palm Beach  
Attn: Village Clerk  
Village Hall  
501 US Highway One  
North Palm Beach, FL 33408

**RFP TITLE: Firehouse Kitchen and Bathroom Remodel**

Proposal must be received **PRIOR TO 3:00 p.m. EST. on 22 AUGUST 2023**, at which time Proposals will be opened.

Proposer's

*Stuart Fortunato*

Name:

(Please specify if a corporation, partnership, other entity or individual)

Fed. ID# or SSN: 20-4239477

Address:

Stuart Fortunato  
202 Greentree Ct  
Jupiter FL 33458-5565

Florida Corporation

Telephone No.: 561-644-4339 Fax Number: \_\_\_\_\_

Contact Representative: Stu Fortunato

The undersigned authorized representative of the Proposer agrees to all terms and conditions stated in the RFP, and proposes and agrees that if this proposal is accepted by the Village, the Proposer will execute the standard Village Contract to provide the services as stated in this proposal and in accordance with the terms and conditions of this RFP.



\_\_\_\_\_  
Authorized Representative's Signature

8/18/23  
Date

Stuart Fortunato

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

Position: \_\_\_\_\_

owner + pres

**RFP EXHIBIT "C"**  
**PROPOSAL FORM**

In accordance with the terms and conditions stated in the Request for Proposals for Firehouse Kitchen and Bathroom Remodel (RFP) at the North Palm Beach Public Safety Building, the undersigned proposes the following to the Village of North Palm Beach:

Stuart Fortunato (proposer's legal name) certifies that it is licensed to perform the requested services in the State of Florida and Palm Beach County. Applicable License number(s): CGC 1507780

Proposer agrees to provide the required services stated in the RFP for an amount not to exceed the following sum, inclusive of costs of relating to manufacturing, shipping, handling, delivery, offloading, and installation:

**Kitchen, TV/Day Room, and Tile Work:**

Seventy nine thousand, one hundred U.S. Dollars  
Written Dollar Amount

(\$ 79,100.00 )

**Bathrooms (Total Cost for Both):**

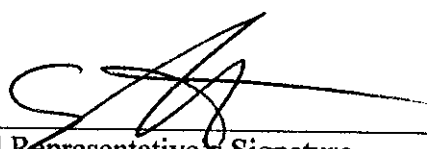
Twenty nine thousand + eighty U.S. Dollars  
Written Dollar Amount

(\$ 29,080.00 )

**Total Amount:**

One hundred + Eight thousand + One hundred + eighty U.S. Dollars  
Written Dollar Amount

(\$ 108,180.00 )

  
Authorized Representative's Signature

8/18/23  
Date

Stuart Fortunato

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

Position: *Pres.*

**RFP EXHIBIT "D"**  
**CONFIRMATION OF DRUG-FREE WORKPLACE**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids or proposals which are equal with respect to price, quality, and service are received by any political subdivision for the procurement of commodities or contractual services, a bid or proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1.

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3.

Give each employee engaged in providing the commodities or contractual services that are under bid or proposal a copy of the statement specified in subsection (1).

4.

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

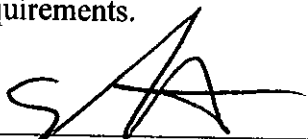
5.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



\_\_\_\_\_  
Proposer's Signature

8/18/23

\_\_\_\_\_  
Date

**RFP EXHIBIT "E"**  
**PUBLIC ENTITY CRIMES STATEMENT**  
**UNDER § 287.133, FLORIDA STATUTES**

1. This sworn statement is submitted to the Village of North Palm Beach, Florida

by Stuart Fortunato  
(print individual's name and title)

for Stuart A. Fortunato Inc  
(print name of entity submitting sworn statement)

whose business address is 202 Greentree Ct.  
Jupiter, FL 33458

and (if applicable) its Federal Employer Identification Number (FEIN) is: 20-4239477

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not

limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

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

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

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

b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the 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.

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

sf Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged

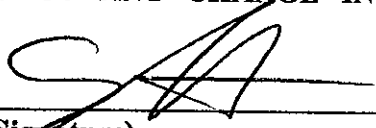
with and convicted of a public entity crime subsequent to July 1, 1989.

SF The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

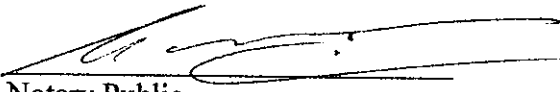
SF The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent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

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

SF

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

The foregoing document was sworn and subscribed before me this 18<sup>th</sup> day of August, 2023 by Stuart Fortunato, who is personally known to me or produced \_\_\_\_\_ as identification.

X   
\_\_\_\_\_  
Notary Public  
My Commission Expires:



SCOTT E. WEININGER  
Commission # HH 338424  
Expires December 15, 2026

**RFP EXHIBIT "F"**

**SCRUTINIZED VENDOR CERTIFICATION**  
**PURSUANT TO SECTION 287.135, FLORIDA STATUTES**

This sworn statement is submitted to the Village of North Palm Beach, Florida

by Stuart Fortunato Pres.  
(print individual's name and title)  
for Stuart A. Fortunato Inc.  
(print name of entity submitting sworn statement)

whose business address is 202 Greentree Ct. Jupiter  
FL. 33458

and (if applicable) its Federal Employer Identification Number (FEIN) is: 204289477

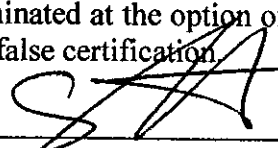
(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

1. I hereby certify that the above-named entity:
  - A. Does not participate in the boycott of Israel; and
  - B. Is not on the Scrutinized Companies that Boycott Israel List.
2. If the Contract for goods and services is for more than \$1,000,000, I hereby certify that the above-named entity:
  - A. Is not on the Scrutinized Companies with Activities in Sudan List; and
  - B. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
  - C. Has not engaged in business operations in Cuba or Syria.

Section 287.135, Florida Statutes, prohibits the Village from: (1) contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; and (2) contracting with companies, for goods or services over \$1,000,000 that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes or is engaged in business operations in Cuba or Syria.

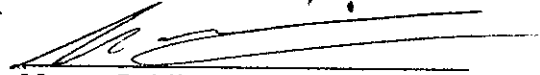


As the person authorized to sign on behalf of the above-named entity, I hereby certify that the statements set forth above are true and that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees and/or costs. I further understand that any contract with the Village for goods or services may be terminated at the option of the Village if the company has been found to have submitted a false certification.



(Signature)

The foregoing document was sworn and subscribed before me this 18<sup>th</sup> day of August, 2023 by Stuart Fortunato, who is personally known to me or produced \_\_\_\_\_ as identification.

X 

Notary Public

My Commission Expires:



SCOTTE E. WEININGER  
Commission # MH 336424  
Expires December 15, 2026

**RFP EXHIBIT "G"**  
**STANDARD CONTRACT**

This Contract is made as of the 18<sup>th</sup> day of August, 2023, by and between the VILLAGE OF NORTH PALM BEACH, a Florida municipal corporation, hereinafter referred to as the VILLAGE, and Stuart A. Fortunato Inc. a \_\_\_\_\_ corporation authorized to do business in the State of Florida, hereinafter referred to as CONTRACTOR, whose Federal Employer I.D. is 20-4239477.

In consideration of the promises and mutual covenants herein contained, it is hereby agreed that CONTRACTOR shall provide to the VILLAGE all goods and services requested under **Request for Proposals for Firehouse Kitchen and Remodel** and as further stated in CONTRACTOR's Proposal and pursuant to the terms and conditions of this Contract.

**ARTICLE 1. SERVICES OF CONTRACTOR.**

A. CONTRACTOR shall provide all goods, services, and equipment necessary for the North Palm Beach Firehouse Kitchen and Bathroom Remodel, as required under the VILLAGE's Request for Proposals and CONTRACTOR's proposal thereto, which are attached hereto and incorporated herein by reference and to that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality at the time the services are provided.

B. The goods and services to be provided by CONTRACTOR shall be commenced subsequent to the execution and approval of this Contract and upon written notice from the VILLAGE to proceed.

## **ARTICLE 2. TERM OF CONTRACT.**

A. The term of the Contract shall commence upon the VILLAGE's issuance of a Notice to Proceed and shall remain in effect until all goods are delivered and all services performed. Delivery and installation shall be coordinated by the VILLAGE and CONTRACTOR, provided, however, that all services shall be completed within 120 days of the issuance of a Notice to Proceed.

B. CONTRACTOR shall not be entitled to an increase in the agreed to compensation in this Contract or payment or compensation of any kind from the VILLAGE for direct, indirect, consequential, impact or other costs, expenses, or damages.

## **ARTICLE 3. VILLAGE'S REPRESENTATIVE.**

Unless otherwise specified by the VILLAGE, the VILLAGE's representative shall be the Public Works Director. The Village Manager or Village Representative shall have the right at all reasonable times during the term of this Contract to inspect or otherwise evaluate the work being performed thereunder and the premises in which it is being performed.

## **ARTICLE 4. COMPENSATION AND METHOD OF PAYMENT.**

A. The VILLAGE agrees to compensate CONTRACTOR for the provision of all goods and services set forth in the Request for Proposals and as stated in CONTRACTOR's Proposal in an annual amount not to exceed \$ 108,180.00.

B. Services undertaken or expenses incurred that exceed the amount set forth in this Contract without prior written authorization from the VILLAGE shall be the sole liability of CONTRACTOR.

C. CONTRACTOR waives consequential or incidental damages for claims, disputes or other matters in question arising out of or relating to this Contract.

D. In order for both parties herein to close their books and records, CONTRACTOR will clearly state "final invoice" on CONTRACTOR's final/last billing to the VILLAGE. This certifies that all goods have been provided and services performed and all charges have been invoiced to the VILLAGE. Since this account will thereupon be closed, any and other further charges if not properly included in this final invoice are waived by CONTRACTOR. The VILLAGE will not be liable for any invoice from CONTRACTOR submitted thirty (30) days after the provision of the required goods and

services.

E. If the VILLAGE disputes any invoice or part of an invoice, VILLAGE shall notify CONTRACTOR of such dispute within fifteen (15) days of receipt of the invoice. VILLAGE reserves the right to off-set, reduce or withhold any payment to CONTRACTOR in accordance with the terms and conditions of this Contract.

#### **ARTICLE 5. INDEMNIFICATION.**

A. To the fullest extent permitted by applicable laws and regulations, CONTRACTOR shall indemnify and save harmless and defend the VILLAGE, its officials, agents, servants, and employees from and against any and all claims, liability, losses, and/or causes of action arising out of or in any way related to the services furnished by the CONTRACTOR pursuant to this Contract, including, but not limited to, those caused by or arising out of any act, omission, negligence or default of the CONTRACTOR and/or its subcontractors, agents, servants or employees.

B. CONTRACTOR shall not be required to indemnify the VILLAGE, its officials, agents, servants, and employees when the occurrence results solely from the wrongful acts or omissions of the VILLAGE, its officials, agents, servants, and employees. The terms of this Section shall survive completion of all services, obligations and duties provided for in this Contract as well as the termination of this Agreement for any reason.

C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against either the VILLAGE or CONTRACTOR, nor shall this Contract be construed a waiver of sovereign immunity beyond the limited waiver provided in Section 768.28, Florida Statutes.

#### **ARTICLE 6. PERSONNEL.**

A. CONTRACTOR represents that it has, or will secure at its own expense, all necessary personnel required to perform the Work under this Contract. Such personnel shall not be employees of or have any contractual relationship with the VILLAGE.

B. All of the Work required hereunder shall be performed by CONTRACTOR or under its supervision, and all personnel engaged in performing the Work shall be fully qualified and, if required, authorized, or permitted under state and local law to perform such Work.

C. All of CONTRACTOR's personnel (and all sub-contractors) while on VILLAGE premises, will comply with all VILLAGE requirements governing conduct, safety, and security.

#### **ARTICLE 7. TERMINATION.**

This Contract may be cancelled by CONTRACTOR upon thirty (30) days' prior written

notice to the VILLAGE's representative in the event of substantial failure by the VILLAGE to perform in accordance with the terms of this Contract through no fault of CONTRACTOR. It may also be terminated, in whole or in part, by the VILLAGE, with or without cause, upon thirty (30) days written notice to CONTRACTOR. Unless CONTRACTOR is in breach of this Contract, CONTRACTOR shall be paid for services rendered to the VILLAGE's satisfaction through the date of termination.

#### **ARTICLE 8. FEDERAL AND STATE TAX.**

The VILLAGE is exempt from payment of Florida State Sales and Use Tax. CONTRACTOR shall not be exempted from paying sales tax to its suppliers for materials used to fill contractual obligations with the VILLAGE, nor is CONTRACTOR authorized to use the VILLAGE's Tax Exemption Number in securing such materials.

#### **ARTICLE 9. INSURANCE.**

Prior to commencing any Work, CONTRACTOR shall provide certificates evidencing insurance coverage as required in the Proposal Documents. All insurance, other than Worker's Compensation, to be maintained by CONTRACTOR shall specifically include the VILLAGE as an Additional Insured.

#### **ARTICLE 10. SUCCESSORS AND ASSIGNS.**

The VILLAGE and CONTRACTOR each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the VILLAGE nor CONTRACTOR shall assign, sublet, convey, or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the VILLAGE which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the VILLAGE and CONTRACTOR.

#### **ARTICLE 11. GOVERNING LAW, VENUE AND REMEDIES.**

- A. This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Contract will be held in Palm Beach County.
- B. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.
- C. The VILLAGE and CONTRACTOR **knowingly, voluntarily, and intentionally**

**waive any right they may have to trial by jury with respect to any litigation arising out of or in connection with this Contract.**

**ARTICLE 12. INDEPENDENT CONTRACTOR RELATIONSHIP.**

CONTRACTOR is, and shall be, in the performance this Contract, an Independent Contractor, and not an employee, agent, or servant of the VILLAGE. All persons engaged in any of the work performed pursuant to this Contract shall at all times and in all places, be subject to CONTRACTOR's sole direction, supervision, and control. CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the Work.

**ARTICLE 13. NONDISCRIMINATION.**

CONTRACTOR warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

**ARTICLE 14. ENFORCEMENT COSTS.**

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses (including taxes) even if not taxable as court awarded costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

**ARTICLE 15. AUTHORITY TO PROVIDE REQUIRED SERVICES.**

CONTRACTOR hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business and provide the services required under this Contract, and that it will at all times conduct its business and provide the services required under this Contract in a reputable manner. Proof of such licenses and approvals shall be submitted to the VILLAGE's representative upon request.

**ARTICLE 16. SEVERABILITY.**

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 17. MODIFICATIONS OF WORK.**

A. The VILLAGE reserves the right to make changes in the Work, including alterations, reductions therein or additions thereto. Upon receipt by CONTRACTOR of the VILLAGE's notification of a contemplated change, CONTRACTOR shall, in writing, provide a detailed estimate for the increase or decrease in cost due to the contemplated change.

B. If the VILLAGE elects to make the change, the VILLAGE shall initiate a Contract Amendment and CONTRACTOR shall not commence work on any such change until such written amendment is signed by CONTRACTOR and approved and executed by the VILLAGE.

#### **ARTICLE 18. PROTECTION OF WORK AND PROPERTY.**

A. CONTRACTOR shall continuously maintain adequate protection of all goods and services provided pursuant to this Contract from damage, and shall protect the VILLAGE's property from injury or loss arising in connection with the Contract. Except for any such damage, injury, or loss, except that which may be directly due to errors caused by the VILLAGE or employees of the VILLAGE, CONTRACTOR shall provide any necessary materials to maintain such protection.

B. CONTRACTOR will also take every necessary precaution to ensure the safety of the VILLAGE, public and other guests and invitees thereof at or near the areas where services are being performed and throughout the completion of such services.

#### **ARTICLE 19. NOTICE.**

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the VILLAGE shall be mailed to:

Village of North Palm Beach  
Attn: Village Manager  
501 U.S. Highway One  
North Palm Beach, FL 33408

and if sent to CONTRACTOR shall be mailed to:

The foregoing names and addresses may be changed if such change is provided in writing to the other party.

#### **ARTICLE 20. ENTIRETY OF CONTRACTUAL AGREEMENT.**

The VILLAGE and CONTRACTOR agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.

**ARTICLE 21. TERMINOLOGY AND CAPTIONS.**

All pronouns, singular, plural, masculine, feminine or neuter, shall mean and include the person, entity, firm, or corporation to which they relate as the context may require. Wherever the context may require, the singular shall mean and include the plural and the plural shall mean and include the singular. The term "Contract" as used herein, as well as the terms "herein," "hereof," "hereunder," "hereinafter" and the like mean this Contract in its entirety and all exhibits, amendments and addenda attached hereto and made a part hereof. The captions and paragraph headings are for reference and convenience only and do not enter into or become a part of the context of this Contract, nor shall such headings affect the meaning or interpretation of this Contract.

**ARTICLE 22. WAIVER.**

Failure of a party to enforce or exercise any of its right(s) under this Contract shall not be deemed a waiver of that parties' right to enforce or exercise said right(s) at any time thereafter.

**ARTICLE 23. PREPARATION.**

This Contract shall not be construed more strongly against either party regardless of who was more responsible for its preparation.

**ARTICLE 24. MATERIALITY.**

All provisions of the Contract shall be deemed material. In the event CONTRACTOR fails to comply with any of the provisions contained in this Contract or exhibits, amendments and addenda attached hereto, said failure shall be deemed a material breach of this Contract and VILLAGE may at its option and without notice terminate this Contract.

**ARTICLE 25. EXHIBITS AND CONTRACT DOCUMENTS.**

Each exhibit and document referred to in this Contract forms an essential part of this Contract. The exhibits and other contract documents, if not physically attached, including, but not limited to the Request for Proposals and the CONTRACTOR's Proposal, should be treated as part of this Contract and are incorporated herein by reference.

**ARTICLE 26. LEGAL EFFECT.**

This Contract shall not become binding and effective until approved by the Village Council of the Village of North Palm Beach.

**ARTICLE 27. SURVIVABILITY.**

Any provision of this Contract which is of a continuing nature or imposes an obligation which extends beyond the term of this Contract shall survive its expiration or earlier termination.

**ARTICLE 28. DEFAULT.**

A. Notwithstanding anything contained in this Contract to the contrary, the parties agree that the occurrence of any of the following shall be deemed a material event of default and shall be grounds for immediate termination:

1. The filing of any judgment lien against the assets of CONTRACTOR related to the performance of this Contract which is not satisfied, discharged, or contested in a court of law within thirty (30) days from the date of notice to the CONTRACTOR; or
2. The filing of a petition by or against CONTRACTOR for relief under the Bankruptcy Code, or for its reorganization or for the appointment of a receiver or trustee of CONTRACTOR or CONTRACTOR's property; or an assignment by CONTRACTOR for the benefit of creditors; or the taking possession of the property of CONTRACTOR by any governmental officer or agency pursuant to statutory authority for the dissolution or liquidation of CONTRACTOR; or if a temporary or permanent receiver or trustee shall be appointed for CONTRACTOR or for CONTRACTOR's property and such temporary or permanent receiver or Trustee shall not be discharged within thirty (30) days from the date of appointment.
3. Due to circumstances within the control of the CONTRACTOR, CONTRACTOR fails to provide the goods and services required pursuant to this Contract on schedule as agreed to by CONTRACTOR in this Contract.

B. CONTRACTOR shall provide written notice to the VILLAGE of the occurrence of any event of default within five (5) days of CONTRACTOR's receipt of notice or knowledge of any such default.

**ARTICLE 29. WAIVER OF SUBROGATION.**

CONTRACTOR hereby waives any and all rights to Subrogation against the VILLAGE, its officers, employees, and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss



agreement to waive subrogation without an endorsement, then CONTRACTOR shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which a condition to the policy specifically prohibits such an endorsement, or voids coverage should CONTRACTOR enter into such an agreement on a pre-loss basis.

### **ARTICLE 30. E-VERIFY**

Pursuant to Section 448.095(5), Florida Statutes, CONTRACTOR shall:

- A. Register with and use the E-Verify system to verify the work authorization status of all newly hired employees pursuant to Section 448.095(2), Florida Statutes, and require all subcontractors do the same;
- B. Secure an affidavit from all subcontractors stating that the subcontractor does not employ, contract with, or subcontract with an "unauthorized alien" as defined in Section 448.095(1)(f), Florida Statutes;
- C. Maintain copies of all subcontractor affidavits for the duration of this Contract and provide the same to the VILLAGE upon request;
- D. Comply fully, and ensure all subcontractors comply fully, with Section 448.095, Florida Statutes;
- E. Be aware that a violation of Section 448.09(1), Florida Statutes (Unauthorized aliens; employment prohibited), shall be grounds for termination of this Contract;
- F. Be aware that a violation of Section 448.095(5) by a subcontractor, and not CONTRACTOR, shall be grounds for the VILLAGE to order CONTRACTOR immediately terminate the contract with the subcontractor; and
- G. Be aware that if the VILLAGE terminates this Contract under Section 448.095(5) (c), Florida Statutes, CONTRACTOR may not be awarded a contract for at least one year after the date on which the Contract is terminated and will be liable for any additional costs incurred by the VILLAGE as a result of the termination of the Contract.

### **ARTICLE 31. INSPECTOR GENERAL**

CONTRACTOR is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Contract, and in furtherance thereof, may demand and obtain records and testimony from CONTRACTOR and its subcontractors. CONTRACTOR understands and agrees that in addition to all other remedies and consequences provided by law, the failure of CONTRACTOR or its subcontractors to fully cooperate with the Inspector General when requested may be deemed by the VILLAGE to be a material breach of the Contract

Documents justifying termination.

**ARTICLE 32. PUBLIC RECORDS.**

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (561) 841-3355; [NPBCLERK@VILLAGE-NPB.ORG](mailto:NPBCLERK@VILLAGE-NPB.ORG); OR 501 U.S. HIGHWAY ONE, NORTH PALM BEACH, FL 33408.

In performing services pursuant to this Contract, CONTRACTOR shall comply with all relevant provisions of Chapter 119, Florida Statutes. As required by Section 119.0701, Florida Statutes, CONTRACTOR shall:

- A. Keep and maintain public records required by the VILLAGE to perform the service.
- B. Upon request from the VILLAGE's custodian of public records, provide the VILLAGE with a copy the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the CONTRACTOR does not transfer the records to the VILLAGE.
- D. Upon completion of the Contract, transfer, at no cost, to the VILLAGE all public records in possession of CONTRACTOR or keep and maintain public records required by the VILLAGE to perform the services. If CONTRACTOR transfers all public records to the VILLAGE upon completion of the Contract, CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONTRACTOR keeps and maintains public records upon completion of the Contract, CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the VILLAGE, upon request from the VILLAGE's custodian of public records, in a format that is compatible with the information technology systems of the VILLAGE.

**ARTICLE 33. REPRESENTATIONS/BINDING AUTHORITY.**

The persons executing this Contract represent that they have the full power, authority, and legal right to execute and deliver this Contract and perform all of its obligations under this Contract.

IN WITNESS WHEREOF, the VILLAGE and CONTRACTOR hereto have made and executed this Contract as of the day and year first above written.

**CONTRACTOR:**

BY: SA

Print Name: Stu Fortunato

Title: Pres.

**VILLAGE OF NORTH PALM BEACH**

BY: \_\_\_\_\_

DAVID NORRIS  
MAYOR

ATTEST:

BY: \_\_\_\_\_

JESSICA GREEN,  
VILLAGE CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

BY: \_\_\_\_\_

VILLAGE ATTORNEY

# CJ Contracting, LLC

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## CARL FLEURY

Construction Manager-Owner of CJ Contracting, LLC  
Construction and project manager with over 19 years of expertise as a Project Manager, and construction business owner. History of concurrently managing multiple projects to successful completion through effective management and team collaboration. Continually strive to complete all of our projects on Time and on Budget. Great understanding of customer's needs to produce high levels of Customer Satisfaction.

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## TO WHOM IT MAY CONCERN:

I am writing in response to the RFP for the Firehouse kitchen and bathroom remodel. CJ Contracting is a fully licensed and insured general contracting firm with over 19 years of experience. CJ Contracting will comply with all applicable laws, rules, regulations and ordinances of the Village, Palm Beach County, the State of Florida, and the United States if selected by the Village Council. CJ Contracting, LLC is able and will provide the required insurance as stated herein if selected by the Village Council. CJ Contracting LLC, has completed numerous amount of kitchen and bathroom renovations in a timely manner and on budget with various entities.

I would welcome the opportunity to further discuss any additional questions you may have. Please feel free to contact Carl Fleury by phone at **(561)-662-4514** or by email at **Carl.CJContracting@gmail.com**. I have enclosed the completed RFP forms and supporting documents.

Sincerely,



Carl Fleury  
Owner of CJ Contracting, LLC

## CONTACT

561-273-9985  
Carl.CJContracting@gmail.com  
11924 Forest Hill Blvd Ste. 10A-267  
Wellington, FL 33414

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## VILLAGE OF NORTH PALM BEACH

Attn: Village Clerk  
Village Hall  
501 US Highway One  
North Palm Beach, FL 33408



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**FLEURY, CARL**

CJ CONTRACTING LLC

11924 FOREST HILL BLVD STE10A-267

WELLINGTON FL 33414

**LICENSE NUMBER: CGC1516638**

**EXPIRATION DATE: AUGUST 31, 2024**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

CJ Contracting, LLC  
11924 Forest Hill Blvd Ste. 10A-267  
Wellington, FL 33414

**B. Additional Information:**

1. Proposer's Reference: Please see attached requested references
2. Subcontractor: N/A
3. Equipment: The list of equipment that is available to perform the services included within the scope of services are hand tools, dump truck and all other equipment necessary to complete the project.

## CJ Contracting, LLC

11924 Forest Hill Blvd Ste 10A-267

Wellington, FL 33414

P: 561-273-9985

F: 561-228-1354

E: Carl.CJContracting@gmail.com

### References:

1. **Name of project owner**  
Private Homeowner  
**Project Address:**  
Wellington, FL  
**Contact Person**  
Karen Roberts  
**Contact Phone No.**  
617-842-7760  
**Contact Email:**  
Karen.Roberts@gmail.com

Job Description:

Completed custom kitchen renovation.

*Called 9/5/23 Amazing!  
done in quick manner.*

2. **Name of project owner**  
Private Homeowner  
**Project Address:**  
Wellington, FL  
**Contact Person**  
George Switlyk  
**Contact Phone No.**  
561-379-8238  
**Contact Email:**  
GSwitlyk@yahoo.com

Completed custom kitchen and bathroom renovation

*Called 9/5/23  
11am no answer*

3. **Name of project owner**  
City of Delray Beach  
**Project Address:**  
Delray Beach, FL  
**Contact Person**  
Dennis Thompson  
**Contact Phone No.**  
561 243-7078  
**Contact Email:**  
ThompsonD@mydelraybeach.com

Completed custom kitchen and bathroom renovation

*Called 9/5/23  
1056am Dennis Recommends  
can slow down  
a bit.*

4. **Name of project owner**  
City of Delray Beach  
**Project Address:**  
Delray Beach, FL  
**Contact Person**  
Steven Lee  
**Contact Phone No.**  
561-243-7281  
**Contact Email:**  
Lee@mydelraybeach.com

Completed custom kitchen and bathroom renovation

On all the projects listed above CJ Contracting, LLC was the prime contractor.



**RFP EXHIBIT "B"**  
**PROPOSER'S ACKNOWLEDGMENT**

**SUBMIT ONE ORIGINAL AND (2) COPIES OF YOUR PROPOSAL TO:**

Village of North Palm Beach  
Attn: Village Clerk  
Village Hall  
501 US Highway One  
North Palm Beach, FL 33408

**RFP TITLE: Firehouse Kitchen and Bathroom Remodel**

Proposal must be received **PRIOR TO 3:00 p.m. EST. on 22 AUGUST 2023**, at which time Proposals will be opened.

Proposer's Name: CJ Contracting, LLC  
(Please specify if a corporation, partnership, other entity or individual)

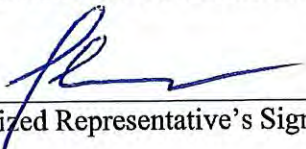
Fed. ID# or SSN: 26-3730772

Address: 11420 Fortune Circle Ste. i-37 Wellington, FL 33414

Telephone No.: 561-273-9985 Fax Number: 561-228-1354

Contact Representative: Carl Fleury

The undersigned authorized representative of the Proposer agrees to all terms and conditions stated in the RFP, and proposes and agrees that if this proposal is accepted by the Village, the Proposer will execute the standard Village Contract to provide the services as stated in this proposal and in accordance with the terms and conditions of this RFP.

  
\_\_\_\_\_  
Authorized Representative's Signature

8/18/2023  
\_\_\_\_\_  
Date

Carl Fleury  
\_\_\_\_\_  
Name:

Owner/ President  
\_\_\_\_\_  
Position:



**RFP EXHIBIT "C"**  
**PROPOSAL FORM**

**In accordance with the terms and conditions stated in the Request for Proposals for Firehouse Kitchen and Bathroom Remodel (RFP) at the North Palm Beach Public Safety Building, the undersigned proposes the following to the Village of North Palm Beach:**

CJ Contracting, LLC (proposer's legal name) certifies that it is licensed to perform the requested services in the State of Florida and Palm Beach County. Applicable License number(s): CGC1516638.

Proposer agrees to provide the required services stated in the RFP for an amount not to exceed the following sum, inclusive of costs of relating to manufacturing, shipping, handling, delivery, offloading, and installation:

**Kitchen, TV/Day Room, and Tile Work:**

Two hundred forty- six thousand dollars

Written Dollar Amount

(\$ 246,000.00 )

**Bathrooms (Total Cost for Both):**

Thirty-six thousand dollars

Written Dollar Amount

(\$ 36,000.00 )

**Total Amount:**

Two hundred eighty-two thousand dollars

Written Dollar Amount

(\$ 282,000.00 )

  
\_\_\_\_\_  
Authorized Representative's Signature

Carl Fleury

Name:

8/18/2023

Date

Owner/ President

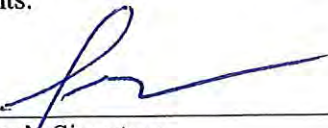
Position:

**RFP EXHIBIT "D"**  
**CONFIRMATION OF DRUG-FREE WORKPLACE**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids or proposals which are equal with respect to price, quality, and service are received by any political subdivision for the procurement of commodities or contractual services, a bid or proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
Proposer's Signature

8/22/23  
\_\_\_\_\_  
Date



**RFP EXHIBIT "E"**  
**PUBLIC ENTITY CRIMES STATEMENT**  
**UNDER § 287.133, FLORIDA STATUTES**

1. This sworn statement is submitted to the Village of North Palm Beach, Florida

by Carl Fleury Owner

**(print individual's name and title)**

for CJ Contracting, LLC

**(print name of entity submitting sworn statement)**

whose business address is 11420 Fortune Circle Ste. i-37 Wellington, FL 33414

and (if applicable) its Federal Employer Identification Number (FEIN) is: 26-3730772

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

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

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

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

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

b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the 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.

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

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

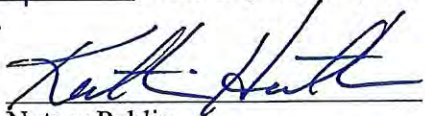
         The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent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

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

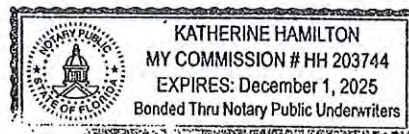
**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM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

  
(Signature)

The foregoing document was sworn and subscribed before me this 22 day of August, 2023 by Carl Fleury, who is personally known to me or produced FL Driver License as identification.

  
Notary Public

My Commission Expires: 12/1/2025



**RFP EXHIBIT "F"**  
**SCRUTINIZED VENDOR CERTIFICATION**  
**PURSUANT TO SECTION 287.135, FLORIDA STATUTES**

This sworn statement is submitted to the Village of North Palm Beach, Florida

by Carl Fleury Owner  
**(print individual's name and title)**  
for CJ Contracting, LLC  
**(print name of entity submitting sworn statement)**

whose business address is 11420 Fortune Circle Ste. I-37 Wellington, FL 33414

and (if applicable) its Federal Employer Identification Number (FEIN) is: 26-3730772

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

1. I hereby certify that the above-named entity:
  - A. Does not participate in the boycott of Israel; and
  - B. Is not on the Scrutinized Companies that Boycott Israel List.
  
2. If the Contract for goods and services is for more than \$1,000,000, I hereby certify that the above-named entity:
  - A. Is not on the Scrutinized Companies with Activities in Sudan List; and
  - B. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
  - C. Has not engaged in business operations in Cuba or Syria.

Section 287.135, Florida Statutes, prohibits the Village from: (1) contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; and (2) contracting with companies, for goods or services over \$1,000,000 that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes or is engaged in business operations in Cuba or Syria.



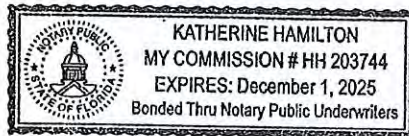
As the person authorized to sign on behalf of the above-named entity, I hereby certify that the statements set forth above are true and that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees and/or costs. I further understand that any contract with the Village for goods or services may be terminated at the option of the Village if the company has been found to have submitted a false certification.

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

The foregoing document was sworn and subscribed before me this 22 day of August, 2023 by Carl Fleury, who is personally known to me or produced FL Driver License as identification.

  
\_\_\_\_\_  
Notary Public

My Commission Expires: 12/1/2025





THE VILLAGE OF  
**NORTH PALM BEACH**

*"THE BEST PLACE TO LIVE UNDER THE SUN"*

---

**RFP FIREHOUSE KITCHEN AND BATHROOM REMODEL**  
**ADDENDUM #1**

**QUESTIONS FROM AUGUST 9<sup>TH</sup> PRE-PROPOSAL MEETING**

The following questions are those received, in writing, regarding the RFP for the North Palm Beach Firehouse Kitchen and Bathroom remodel as of 12:00PM 8/14/23.

1. Q: Is there a specific budget for the project?

A: Yes. This project has a \$100,000 budget.

2. Q: How extensive are the flooring and ceiling changes?

A: Ceiling tiles in kitchen are to be replaced with new tiles. Lighting fixtures may be changed, per contractor recommendation, but remain the same size as existing fixtures. Flooring is to be replaced throughout the entire project area.

3. Q: Can someone bid on just the bathroom remodel and not the kitchen project?

A: No. Due to the manner in which the bid has been written, only firms bidding on kitchen may be awarded the bathroom remodel work.



**Big Dog Repair,  
LLC/dba BDR**  
1729 NW St Lucie  
West Blvd #1089  
Port St Lucie, FL  
34986

Phone: 772-742-1200  
E-mail:  
info@builddesignreinvent.com



**Letter of Transmittal**  
Village of North Palm Beach  
Firehouse kitchen and bathroom  
remodel

**501 US Highway 1**  
North Palm Beach, FL 33408

**20 August 2023**

Dear Recipient:

For consideration, **Big Dog Repair LLC/dba BDR** is honored to submit this proposal as response to your Request for Proposal for the Firehouse kitchen and bathroom remodel. This proposal is made without collusion with any other person or entity submitting a proposal pursuant to the RFP.

BDR is a Florida Corporation licensed for the practice of contracting, consulting, building, and remodeling. BDR headquarters is located in St. Lucie County, with various service areas throughout Florida. Your primary contact relative to the above referenced project shall be Jesus Medina, CEO /Project Manager Thomas Debish. Mr. Medina can be reached via telephone on his direct number 772-249-2190 and/or Mr. Debish can be reached via telephone on his direct number 772-342-6161. The company email address is info@builddesignreinvent.com. All staff members report to the St Lucie County office.

BDR comprehends the scope of work or services within this RFP as it performs general construction services for numerous of our commercial client projects and private individuals alike.

We look forward to beginning a business relationship with the Village of North Palm Beach. Should you have any questions, or need additional information, feel free to contact us.

Best Regards,

**Big Dog Repair, LLC/dba BDR**

Jesus Medina  
CEO



| SCOPE OF WORK                                                                                                                             |           | PROJECT NAME: NPB Firehouse Kitchen Remodel | Subcontractor / Vendor: |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------|-------------------------|
| Big Dog Repair, LLC/dba BDR                                                                                                               |           | 501 US Highway One                          |                         |
| 1729 NW St Lucie West Blvd #1089                                                                                                          |           | North Palm Beach, FL 33408                  | Company:                |
| Port St Lucie, FL 34986                                                                                                                   |           |                                             | Phone:                  |
| (772)742-1200                                                                                                                             |           | janthony@village-npb.org                    | Contact:                |
| email: jan@buildesignment.com                                                                                                             |           | Date of Estimate: 08/20/23                  |                         |
| CBC1253459                                                                                                                                |           | ESTIMATOR: J Medina                         |                         |
| <b>BASE BID PLANS &amp; SPEC:</b>                                                                                                         |           |                                             |                         |
| MATERIALS & LABOR INCLUDED                                                                                                                |           |                                             |                         |
| ALL PRICING IS BASED ON CURRENT MARKET PRICE OF LABOR                                                                                     |           |                                             |                         |
| PRICING SHALL BE ADJUSTED ONCE ARCHITECTURAL PLANS ARE COMPLETE SHOULD ANY VARIATIONS OF DESIGN DIFFER                                    |           |                                             |                         |
| DIVISION                                                                                                                                  |           |                                             |                         |
| <b>GENERAL REQUIREMENTS</b>                                                                                                               |           |                                             |                         |
| Dump Fees                                                                                                                                 | 2 ea      | \$ 1,190.00                                 | \$ 6,835.00             |
| Architectural Drawings                                                                                                                    | 1 ea      | \$ 4,500.00                                 |                         |
| Administrative fees (i.e. recording documents, filing fees, copies, runners)                                                              | 1 ea      | \$ 485.00                                   |                         |
| Property protection (i.e. zipwall system, floor covering, equipment, disposals & sundries)                                                | 1 ea      | \$ 660.00                                   |                         |
| Plan Review/submittal fee to NPB Firehouse                                                                                                | 1 ea      | \$ -                                        | BY OTHERS               |
| Permit Fees                                                                                                                               | 0 ea      | \$ -                                        | BY OTHERS               |
| <b>KITCHEN, TV/DAY ROOM AND TILE WORK</b>                                                                                                 |           |                                             |                         |
| <b>DEMOLITION</b>                                                                                                                         |           |                                             |                         |
| Remove all cabinets, soffits, over the cabinets, peninsula wall, all flooring, unwanted appliances, countertops, sink, faucet and closets |           |                                             |                         |
| <b>INTERIOR PAINTING</b>                                                                                                                  |           |                                             |                         |
| Complete prep, cover, prime and paint ceiling, jambs and trim w/sherwin william superpaint, Color:TBD                                     | 1100 Sqft | \$ 3,795.00                                 | \$ 3,795.00             |
| <b>DRYWALL/WALLBOARD</b>                                                                                                                  |           |                                             |                         |
| Materials - procurement of gyp wallboard, tape, mud, and fasteners                                                                        | 10 ea     | \$ 380.00                                   | \$ 3,800.00             |
| Install all new wallboard                                                                                                                 | 10 ea     | \$ 1,150.00                                 | \$ 1,150.00             |
| <b>FLOORING</b>                                                                                                                           |           |                                             |                         |
| Retile floors (TV/Day room, Kitchen area)                                                                                                 | 1100 sqft | \$ 6,215.00                                 | \$ 16,626.83            |
| Install backsplash tile Kitchen area                                                                                                      | 75 sqft   | \$ 787.50                                   | \$ 787.50               |
| Epoxy Grout per RFP color:TBD                                                                                                             | 1100 sqft | \$ 4,079.43                                 | \$ 4,079.43             |
| Materials - 12x24 floor tile mate finish                                                                                                  | 70 bx     | \$ 3,529.40                                 | \$ 3,529.40             |
| Materials - 4x16 wall tile gloss finish                                                                                                   | 75 sqft   | \$ 532.50                                   | \$ 532.50               |
| Seal grout (walls/floor)                                                                                                                  | 1100 sqft | \$ 935.00                                   | \$ 935.00               |
| Vinyl plank flooring for tv/day room platform                                                                                             | 80 sqft   | \$ 548.00                                   | \$ 548.00               |
| CALYPSO GRAY ECO RESILIENT FLOORING                                                                                                       |           |                                             |                         |



| BIG DOG REPAIR, LLC/Dba BDR                                      |              | PROJECT NAME: NP8 Firehouse Kitchen Remodel | Subcontractor / Vendor: |
|------------------------------------------------------------------|--------------|---------------------------------------------|-------------------------|
| 1729 NW St Lucie West Blvd #1089                                 |              | 501 US Highway One                          |                         |
| Port St Lucie, FL 34986                                          |              | North Palm Beach, FL 33408                  | Company:                |
| (772)742-1200                                                    |              | ianhorne@village-npb.org                    | Phone:                  |
| Email: jay@bulldesignrevent.com                                  |              | Date of Estimate: 08/20/23                  | Contact:                |
| CBC1253459                                                       |              | ESTIMATOR: J Medina                         |                         |
| REF/DWG QTY UOM BID AMOUNT COMMENTS                              |              |                                             |                         |
| <b>MILLWORK</b>                                                  |              |                                             |                         |
| Provide/install new cabinetry upper and lower cabinets           |              |                                             |                         |
| 1 ea                                                             | \$ 15,250.00 | material and labor inclusive                |                         |
| Build new island 48" x 12" w/storage under                       |              |                                             |                         |
| 1 ea                                                             | \$ 5,200.00  | material and labor inclusive                |                         |
| partry wall cabinetry and install                                |              |                                             |                         |
| 4 ea                                                             | \$ 4,320.00  | material and labor inclusive                |                         |
| Provide and install new 5.25 PFJ baseboards                      |              |                                             |                         |
| 250 lf                                                           | \$ 1,312.50  | material and labor inclusive                |                         |
| <b>ELECTRICAL</b>                                                |              |                                             |                         |
| Provide, wiring and install new 6" slim led ceiling mou          |              |                                             |                         |
| 3 ea                                                             | \$ 855.00    | material and labor inclusive                |                         |
| Rated Dimmable Indoor, Outdoor Integrated                        |              |                                             |                         |
| LED Recessed Light Kit                                           |              |                                             |                         |
| 1 ea                                                             | \$ 285.00    | material and labor inclusive                |                         |
| Provide and install new switch for lights over island            |              |                                             |                         |
| 4 ea                                                             | \$ 1,060.00  | material and labor inclusive                |                         |
| provide and install new outlets along cabinet storage outer wall |              |                                             |                         |
| 1 ea                                                             | \$ 760.00    | material and labor inclusive                |                         |
| Place electric to new island for outlets                         |              |                                             |                         |
| 1 ea                                                             | \$ 265.00    | material and labor inclusive                |                         |
| New tv electrical outlet w/cover                                 |              |                                             |                         |
| <b>PLUMBING</b>                                                  |              |                                             |                         |
| Ruvati Verona 33" Farmhouse Single                               |              |                                             |                         |
| Basin 16 Gauge Stainless Steel                                   |              |                                             |                         |
| Kitchen Sink with Cutting Board,                                 |              |                                             |                         |
| Colander, Basket Strainer, and Sink                              |              |                                             |                         |
| Grid Model: RVH9200                                              |              |                                             |                         |
| 1 ea                                                             | \$ 576.73    | materials                                   |                         |
| Labor to install sink                                            |              |                                             |                         |
| 1 ea                                                             | \$ 565.00    | labor                                       |                         |
| Kitchen sink faucet                                              |              |                                             |                         |
| 1 ea                                                             | \$ 320.95    | materials                                   |                         |
| Labor to install faucet                                          |              |                                             |                         |
| 1 ea                                                             | \$ 215.00    | labor                                       |                         |
| Run new waste water and copper supply lines to island            |              |                                             |                         |
| 1 ea                                                             | \$ 1,350.00  | material and labor inclusive                |                         |
| <b>MISC</b>                                                      |              |                                             |                         |
| Granite counter tops level 3 finishes Color:TBD                  |              |                                             |                         |
| 96 sqft                                                          | \$ 9,120.00  |                                             |                         |
| Remove and cover sprinkler heads                                 |              |                                             |                         |
| 3 ea                                                             | \$ 1,050.00  |                                             |                         |
| Refrigerators                                                    |              |                                             |                         |
| 4 ea                                                             | \$ 6,847.96  |                                             |                         |
| Maytag 36-inch Wide Side-by-Side                                 |              |                                             |                         |
| Refrigerator - 25 cu. ft.                                        |              |                                             |                         |
| Model: MSS25N4MKZ                                                |              |                                             |                         |
| Maytag Stainless steel tub dishwasher                            |              |                                             |                         |
| with Dual Power Filtration                                       |              |                                             |                         |
| Model: MDB4949SKZ                                                |              |                                             |                         |
| 1 ea                                                             | \$ 941.59    | Supplied by others                          |                         |
| 1 ea                                                             | \$ 330.00    | Supplied by others                          |                         |
| Dishwasher                                                       |              |                                             |                         |
| Install customer supplied cabinet hardware                       |              |                                             |                         |
| 2 ft. x 2 ft. Radar Basic White Square Edge                      |              |                                             |                         |
| Lay-in Ceiling Tile                                              |              |                                             |                         |
| 1100 sqft                                                        | \$ 1,914.00  | material and labor inclusive                |                         |
| 1 ea                                                             | \$ -         | No charge                                   |                         |
| Preserve existing vulcan stove and hood during construction      |              |                                             |                         |
| 1 ea                                                             | \$ 165.00    | material and labor inclusive                |                         |
| Relocate TV to column between windows                            |              |                                             |                         |
| 1 ea                                                             | \$ 87,250.55 |                                             |                         |
| Subtotal                                                         |              |                                             |                         |
| Bond Amount                                                      |              |                                             |                         |
| Profit and Overhead                                              |              |                                             |                         |
| 22%                                                              | \$ 19,195.12 |                                             |                         |

|                                                                                                                                                                |                                                                                                                                                                                   |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Big Dog Repair, LLC/dba BDR<br>1729 NW St Lucie West Blvd #1089<br>Port St Lucie, FL 34986<br>(772)742-1200<br>email: jay@bulldesignreinvent.com<br>CBC1253459 | PROJECT NAME: NPB Firehouse Kitchen Remodel<br>501 US Highway One<br>North Palm Beach, FL 33408<br>janthonyv@village-npb.org<br>Date of Estimate: 08/20/23<br>ESTIMATOR: J Medina | Subcontractor / Vendor:     |
|                                                                                                                                                                | Company:                                                                                                                                                                          |                             |
|                                                                                                                                                                | Phone:                                                                                                                                                                            |                             |
|                                                                                                                                                                | Contact:                                                                                                                                                                          |                             |
|                                                                                                                                                                | REF/DWG                                                                                                                                                                           | UOM   BID AMOUNT   COMMENTS |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |
|                                                                                                                                                                | <b>Total Bid</b>                                                                                                                                                                  | \$ 106,445.67               |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |
| Draw 1 - Due upon Acceptance of Contract                                                                                                                       |                                                                                                                                                                                   | 10% \$ 10,644.57            |
| Draw 2 - Due upon commencement of demolition existing structure                                                                                                |                                                                                                                                                                                   | 35% \$ 37,255.99            |
| Draw 3 - Due upon commencement drywall/wallboard hanging                                                                                                       |                                                                                                                                                                                   | 45% \$ 47,900.55            |
| Draw 4 - Due upon Substantial Completion                                                                                                                       |                                                                                                                                                                                   | 10% \$ 10,644.57            |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |
|                                                                                                                                                                |                                                                                                                                                                                   |                             |



| SCOPE OF WORK                                                                                               |             | PROJECT NAME: NPB Firehouse Bathroom Remodel | Subcontractor / Vendor:      |
|-------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------|------------------------------|
| Big Dog Repair, LLC/dba BDR                                                                                 |             | 501 US Highway One                           | Company:                     |
| 1729 NW St Lucie West Blvd #1089                                                                            |             | North Palm Beach, FL 33408                   | Phone:                       |
| Port St Lucie, FL 34986                                                                                     |             | lathorn@village-npb.org                      | Contact:                     |
| (772) 742-1200                                                                                              |             | Date of Estimate: 08/20/23                   |                              |
| email: jay@bulldesigninvent.com                                                                             |             | ESTIMATOR: J Medina                          |                              |
| CBC1253459                                                                                                  |             |                                              |                              |
| <b>BASE BID PLANS &amp; SPEC:</b>                                                                           |             |                                              |                              |
| MATERIALS & LABOR INCLUDED                                                                                  |             |                                              |                              |
| ALL PRICING IS BASED ON CURRENT MARKET PRICE OF LABOR                                                       |             |                                              |                              |
| PRICING SHALL BE ADJUSTED ONCE ARCHITECTURAL PLANS ARE COMPLETE SHOULD ANY VARIATIONS OF DESIGN DIFFER      |             |                                              |                              |
| DIVISION                                                                                                    |             |                                              |                              |
| <b>GENERAL REQUIREMENTS</b>                                                                                 |             |                                              |                              |
| Dump Fees                                                                                                   | 1 ea        | \$ 2,410.00                                  |                              |
| Architectural Drawings                                                                                      | 1 ea        | \$ 595.00                                    |                              |
| Administrative fees (i.e. recording documents, filing fees, copies, runners)                                | 1 ea        | \$ 1,000.00                                  |                              |
| Property protection (i.e. zipwall system, floor covering, equipment, dustpads & sundries)                   | 1 ea        | \$ 275.00                                    |                              |
| Plan Review/submittal fee to NPB Firehouse                                                                  | 1 ea        | \$ 540.00                                    |                              |
| Permit Fees                                                                                                 | 1 ea        | \$ -                                         | BY OTHERS                    |
|                                                                                                             | 0 ea        | \$ -                                         | BY OTHERS                    |
| <b>BUNKHOUSE BATHROOM SECTION (EA)</b>                                                                      |             |                                              |                              |
| <b>DEMOLITION</b>                                                                                           |             |                                              |                              |
|                                                                                                             |             | \$ 1,320.00                                  |                              |
| <b>INTERIOR PAINTING</b>                                                                                    |             |                                              |                              |
| Complete prep, cover, prime and paint ceiling, jambs and trim w/serwin william superpaint, Color:TBD        | 67 Sqt      | \$ 231.15                                    |                              |
| <b>DRYWALL/WALLBOARD</b>                                                                                    |             |                                              |                              |
| Materials - procurement of schluter kerdi boards, banding, tapered iso pan, valve ring and shower ring seal | 1 ea        | \$ 1,635.99                                  | materials                    |
| Install all new schluter waterproofing materials                                                            | 11 ea       | \$ 715.00                                    | labor                        |
| <b>FLOORING</b>                                                                                             |             |                                              |                              |
| Retile floors (i.e. main bathroom floor, shower floor)                                                      | 67 sqft     | \$ 2,351.35                                  |                              |
| Pack mud pan leave ready for iso board                                                                      | 27 sqft     | \$ 459.00                                    | material and labor inclusive |
| Retile walls/shower walls                                                                                   | 309.36 sqft | \$ 1,500.40                                  | labor                        |
| Materials - 12x24 floor tile mate finish                                                                    | 6 bx        | \$ 302.52                                    | materials                    |
| Materials - 4x16 wall tile gloss finish                                                                     | 309.36 sqft | \$ 2,196.46                                  | materials                    |
| Seal grout (walls/floor)                                                                                    | 376.36 sqft | \$ 319.91                                    | material and labor inclusive |
| <b>MILLWORK</b>                                                                                             |             |                                              |                              |
| Provide/install new cabinetry wall mounted 24" X 36" X 12" along left wall (door style shaker)              | 2 ea        | \$ 682.66                                    | material and labor inclusive |



|                                                                                                                                                                                                                                                                                                                                      |  |                                              |  |                         |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------|--|-------------------------|--|
| Big Dog Repair, LLC/dba BDR                                                                                                                                                                                                                                                                                                          |  | PROJECT NAME: NPB Firehouse Bathroom Remodel |  | Subcontractor / Vendor: |  |
| 1729 NW St Lucie West Blvd #1089                                                                                                                                                                                                                                                                                                     |  | 501 US Highway One                           |  |                         |  |
| Port St Lucie, FL 34986                                                                                                                                                                                                                                                                                                              |  | North Palm Beach, FL 33408                   |  | Company:                |  |
| (772)742-1200                                                                                                                                                                                                                                                                                                                        |  | ianthony@village-npb.org                     |  | Phone:                  |  |
| email: jay@bulldesigntment.com                                                                                                                                                                                                                                                                                                       |  | Date of Estimate: 08/20/23                   |  | Contact:                |  |
| CBC1263459                                                                                                                                                                                                                                                                                                                           |  | ESTIMATOR: J Medina                          |  | REF/DWG                 |  |
|                                                                                                                                                                                                                                                                                                                                      |  |                                              |  | QTY                     |  |
|                                                                                                                                                                                                                                                                                                                                      |  |                                              |  | UOM                     |  |
|                                                                                                                                                                                                                                                                                                                                      |  |                                              |  | BID AMOUNT              |  |
|                                                                                                                                                                                                                                                                                                                                      |  |                                              |  | COMMENTS                |  |
| <b>ELECTRICAL</b>                                                                                                                                                                                                                                                                                                                    |  |                                              |  |                         |  |
| Provide, wire and install new 6" slim led ceiling mounted ( 5000 K)                                                                                                                                                                                                                                                                  |  |                                              |  |                         |  |
| 3 ea \$ 1,165.00                                                                                                                                                                                                                                                                                                                     |  |                                              |  |                         |  |
| Replace existing switch with leviton decor w/ cover                                                                                                                                                                                                                                                                                  |  |                                              |  |                         |  |
| 1 ea \$ 795.00 material and labor inclusive                                                                                                                                                                                                                                                                                          |  |                                              |  |                         |  |
| Replace existing GFI w/new leviton decor gfi w/cover                                                                                                                                                                                                                                                                                 |  |                                              |  |                         |  |
| 1 ea \$ 185.00 material and labor inclusive                                                                                                                                                                                                                                                                                          |  |                                              |  |                         |  |
| <b>PLUMBING</b>                                                                                                                                                                                                                                                                                                                      |  |                                              |  |                         |  |
| New fixtures (sink, faucets, toilet, showerhead, shower valve and drain)                                                                                                                                                                                                                                                             |  |                                              |  |                         |  |
| 1 ea \$ 5,622.88                                                                                                                                                                                                                                                                                                                     |  |                                              |  |                         |  |
| Labor to install                                                                                                                                                                                                                                                                                                                     |  |                                              |  |                         |  |
| 6 ea \$ 3,390.00                                                                                                                                                                                                                                                                                                                     |  |                                              |  |                         |  |
| <b>MISC</b>                                                                                                                                                                                                                                                                                                                          |  |                                              |  |                         |  |
| https://www.google.com/url?q=https://www.glo<br>ballindustrial.com/p/boobrick-fixed-position-tilt-<br>mirror-24-w-x-36-h-<br>%3FintParam_campaignid%3D79F%26srstid<br>%3DAfMBoo4IVfJTmOf2I8Dj5HcXqR9oP78r<br>1yJLFFP3y3FXUqXik6kEN3kIc8sa=U&ved=0<br>ahUKEwZiM0NjOyAAyUBSDABHXcQBp4Qs<br>DwXkgk&usq=AOvaw1yDAMzX7aCspgSO-<br>9XoocLc |  |                                              |  |                         |  |
| 1 ea \$ 407.52 material                                                                                                                                                                                                                                                                                                              |  |                                              |  |                         |  |
| Installation of new mirror                                                                                                                                                                                                                                                                                                           |  |                                              |  |                         |  |
| 1 ea \$ 82.50 labor and fasteners                                                                                                                                                                                                                                                                                                    |  |                                              |  |                         |  |
| Remove and reset existing accessories (hand towel dispenser, soap dispenser, grab bars                                                                                                                                                                                                                                               |  |                                              |  |                         |  |
| 5 ea \$ 275.00 labor and fasteners                                                                                                                                                                                                                                                                                                   |  |                                              |  |                         |  |
| Subtotal                                                                                                                                                                                                                                                                                                                             |  |                                              |  |                         |  |
| \$ 16,899.05                                                                                                                                                                                                                                                                                                                         |  |                                              |  |                         |  |
| Bond Amount                                                                                                                                                                                                                                                                                                                          |  |                                              |  |                         |  |
|                                                                                                                                                                                                                                                                                                                                      |  |                                              |  |                         |  |
| Profit and Overhead                                                                                                                                                                                                                                                                                                                  |  |                                              |  |                         |  |
| 22%                                                                                                                                                                                                                                                                                                                                  |  |                                              |  |                         |  |
| \$ 3,717.79                                                                                                                                                                                                                                                                                                                          |  |                                              |  |                         |  |
| Total Bid Per/Bath                                                                                                                                                                                                                                                                                                                   |  |                                              |  |                         |  |
| \$ 20,616.84                                                                                                                                                                                                                                                                                                                         |  |                                              |  |                         |  |
| Total Bid                                                                                                                                                                                                                                                                                                                            |  |                                              |  |                         |  |
| \$ 41,233.67                                                                                                                                                                                                                                                                                                                         |  |                                              |  |                         |  |
| 2 ea                                                                                                                                                                                                                                                                                                                                 |  |                                              |  |                         |  |
| 10%                                                                                                                                                                                                                                                                                                                                  |  |                                              |  |                         |  |
| \$ 4,123.37                                                                                                                                                                                                                                                                                                                          |  |                                              |  |                         |  |
| 35%                                                                                                                                                                                                                                                                                                                                  |  |                                              |  |                         |  |
| \$ 14,431.79                                                                                                                                                                                                                                                                                                                         |  |                                              |  |                         |  |
| 45%                                                                                                                                                                                                                                                                                                                                  |  |                                              |  |                         |  |
| \$ 18,555.15                                                                                                                                                                                                                                                                                                                         |  |                                              |  |                         |  |
| 10%                                                                                                                                                                                                                                                                                                                                  |  |                                              |  |                         |  |
| \$ 4,123.37                                                                                                                                                                                                                                                                                                                          |  |                                              |  |                         |  |
| Draw 1 - Due upon Acceptance of Contract                                                                                                                                                                                                                                                                                             |  |                                              |  |                         |  |
| Draw 2 - Due upon commencement of demolition existing structure                                                                                                                                                                                                                                                                      |  |                                              |  |                         |  |
| Draw 3 - Due upon commencement drywall/wallboard hanging                                                                                                                                                                                                                                                                             |  |                                              |  |                         |  |
| Draw 4 - Due upon Substantial Completion                                                                                                                                                                                                                                                                                             |  |                                              |  |                         |  |

**VILLAGE OF NORTH PALM BEACH**

**Request for Proposals for**  
**Firehouse Kitchen and Bathroom**  
**Remodel**



VILLAGE OF NORTH PALM BEACH  
501 U.S. HIGHWAY ONE  
NORTH PALM BEACH, FL 33408

**ADVERTISEMENT, INSTRUCTION, SPECIFICATIONS,  
GENERAL TERMS AND CONDITIONS**

## **ADVERTISEMENT**

The Village of North Palm Beach, Florida, a Florida municipal corporation located in Palm Beach County, Florida (“Village”), will be accepting sealed proposals for **Firehouse Kitchen and Bathroom Remodel**. Proposals will be accepted until 3p.m. **EST on 22 August, 2023**, at the Village Clerk’s Office, Village Hall, 501 U.S. Highway One, North Palm Beach, FL 33408. Proposals received after the above stated date and time shall not be accepted and shall be returned unopened. All proposals will be publicly opened and the proposers name read aloud in the Village Council Chambers.

The complete Request for Proposals, including all specifications and proposal forms, may be obtained by bona fide proposers upon application at the Village of North Palm Beach, 501 U.S. Highway One, North Palm Beach, Florida 33408, from DemandStar, or from the Village website at: [www.village-npb.org](http://www.village-npb.org).

A mandatory pre-proposal meeting is scheduled for **9 August, 2023 at the North Palm Beach Public Safety Building, 560 U.S. Highway One, North Palm Beach, Florida 33408 at 1p.m. EST**. Failure to attend the mandatory Pre-Proposal meeting may result in the rejection of your proposal.

No proposal may be withdrawn for a period of sixty (60) days after the scheduled closing date for the receipt of proposals except as otherwise provided in the Instructions to Proposers and Terms and Conditions.

The Village of North Palm Beach reserves the right to reject any or all proposals, to waive technicalities, and to re-advertise. The award, if made, will be made to the most responsive Proposer whose proposal is determined by the Village, in its sole discretion, to be most advantageous.

VILLAGE OF NORTH PALM BEACH, FLORIDA  
Chuck Huff  
Village Manager

Publish: Palm Beach Post  
Date: ASAP



**REQUESTS FOR PROPOSALS**  
**FIREHOUSE KITCHEN AND BATHROOM REMODEL**

1. **REQUEST:** The Village of North Palm Beach, Florida (“Village”) is accepting sealed proposals from qualified companies and contractors (“Proposers”) to furnish all labor, material, equipment for the remodel of the firehouse kitchen and bathrooms at the Village Public Safety Building (as more fully described in the specifications attached hereto as Exhibit “A”) until **3p.m. EST on 22 August, 2023** at the Village Clerk’s Office, Village Hall, 501 U.S. Highway One, North Palm Beach, Florida 33408. Proposals received after the stated date and time will be returned unopened. Proposal packages are available for review and printing from DemandStar and the Village’s web site: [www.village-npb.org](http://www.village-npb.org)

2. **PREPARATION OF PROPOSAL:** This Request for Proposals (“RFP”) provides the complete set of terms and conditions, specifications and proposal forms for the required goods and services. The specifications are attached hereto and incorporated by reference as Exhibit “A.” The following forms are attached hereto and incorporated herein by reference:

- |                                    |             |
|------------------------------------|-------------|
| - Proposer’s Acknowledgement       | Exhibit “B” |
| - Proposal Form                    | Exhibit “C” |
| - Drug Free Workplace              | Exhibit “D” |
| - Public Entity Crimes Statement   | Exhibit “E” |
| - Scrutinized Vendor Certification | Exhibit “F” |
| - Contract                         | Exhibit “G” |

All proposal forms must be completed in full and include a manual signature in ink. The signature must be of an authorized representative who has the legal ability to bind the proposer in contractual obligations. Unsigned proposals will not be accepted.

All proposals forms must be typed or legibly printed in permanent ink. All corrections made by a proposer to any part of a proposal form must be initialed in ink. It is the proposer’s sole responsibility to assure that the proposal is complete and delivered at the proper time and place. The Village will not be responsible for any expenses incurred in connection with the preparation or delivery of a proposal.

An original of all proposal forms and two (2) copies and one (1) electronic copy, along with any other required information, must be submitted in a sealed envelope to the address provided above via hand-delivery or mail. Faxed or e-mailed proposals shall not be accepted. The face of the sealed envelope shall state “**SEALED PROPOSAL – FIREHOUSE KITCHEN AND BATHROOM REMODEL**” and contain the Proposer’s name. Proposals not submitted in a sealed envelope or on the enclosed proposal forms shall be rejected.

James Anthony, Facility Manager, is available to answer any non-technical questions regarding this RFP and can be reached at (561) 691-3443. Any technical questions regarding this RFP should be submitted in writing to [janthony@village-npb.org](mailto:janthony@village-npb.org) for review and response. If any technical question requires a response which the Village in its sole discretion determines should be provided to all potential Proposers, the Village will issue an official addendum to this RFP. The Village will endeavor to ensure all potential Proposers receive such addendum by posting the addendum onto the Village’s web site; however, it is the sole responsibility of every Proposer to verify with the Village whether any addendum has been issued prior to submitting a proposal.



The Village will not issue an addendum five (5) days or less before the proposal opening date.

3. **PROPOSAL EVALUATION AND AWARD:** On the date and time specified in this RFP, the Village will open and announce aloud all proposals received on time. The evaluation of the proposals will occur soon thereafter. The proposal opening may be delayed if, at the sole discretion of the Village, such delay is determined to be in the Village's best interests.

The Village will evaluate the proposals in order to prepare a recommendation to the Village Council for award of the proposal for the required goods and services. The resulting contract shall be awarded to the responsible Proposer that best meets the needs of the Village, taking into consideration, among other things, the financial responsibility of the Proposer, proven skill and experience, abilities to timely perform the contract, previous satisfactory performance, and such other abilities of the proposer that the Village in its sole discretion determines will enable the Proposer to perform effectively and efficiently. The Village, in its sole discretion, reserves the right to waive all technicalities or irregularities and to reject any or all proposals. The Village further reserves the right, in its sole discretion, to award a contract to the Proposer whose proposal best serves the interests of the Village.

Pursuant to section 287.05701, Florida Statutes, the Village may not request documentation of or consider a Proposer's social, political, or ideological interests when determining if the Proposer is responsible. Further, the Village may not give a preference to a Proposer based on the Proposer's social, political, or ideological interests.

The selected proposer will be required to execute a contract with the Village in the form attached hereto as Exhibit G.

4. **INSURANCE REQUIREMENTS:** The selected Proposer shall be required to carry and maintain the following insurance coverages through the time it furnishes all required goods and services to the Village and completes its obligations under the contract:

- A. The Proposer shall maintain Comprehensive General Liability Insurance with minimum coverage limits of \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for bodily injury and property damage and \$2,000,000 in the general aggregate for products/completed operations. Comprehensive General Liability Insurance shall include endorsements for property damage, personal injury, contract liability, product liability and independent contractor coverage.
- B. The Proposer shall maintain Comprehensive Automobile Liability Insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect against claims which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the Proposer or by anyone directly or indirectly employed by the Proposer.
- C. The Proposer shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.

- D. All insurance, other than Worker's Compensation, to be maintained by the Proposer shall specifically include the Village as an Additional Insured. The Proposer shall be responsible for any deductibles related to said insurance.

5. **REGULATIONS, PERMITS AND FEES:** The selected Proposer will be required to obtain its own expense all permits, inspections and/or licenses required to provide the required goods and/or services to the Village. The selected Proposer must comply with all federal, state, and local laws and regulations that may apply, including the standards of the National Fire Protection Association.

6. **PUBLIC ENTITY CRIMES:** In accordance with Section 287.133, Florida Statutes, any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of \$25,000 for a period of 36 months following the date of being placed on the convicted vendor list.

7. **CONE OF SILENCE:** This RFP is expressly subject to the Cone of Silence provisions of Section 2-355 of the Palm Beach County Code of Ordinances. Any contract or agreement executed in violation of the cone of silence provisions shall render the transaction voidable.

8. **PROPOSER'S CERTIFICATION:** Each Proposer submitting a proposal acknowledges, agrees, and certifies as follows:

- A. The Proposer and its proposal are subject to all terms and conditions specified herein with no exceptions unless authorized in writing by the Village;
- B. The Proposal constitutes an offer to the Village which shall remain open, irrevocable, and unchanged for sixty (60) days after proposal opening;
- C. The Proposer has not given, offered nor intends to give or offer any economic opportunity, future employment, favor, or gratuity in any kind to any employee of the Village in connection with this RFP;
- D. The Proposer has not divulged or discussed its proposal with other Proposers, and the Proposal is made based on independent determination of the Proposer without collusion with other proposers to restrict competition;
- E. The Proposer has not made any attempt to induce any potential Proposer from submitting or declining to submit a proposal in response to this RFP;
- F. The Proposer is financially solvent and sufficiently experienced and competent to provide all goods and/or services required in this RFP; and
- G. All information provided by the Proposer is true and correct in all respects.

If any proposer or its proposal fails to comply with the foregoing certifications, said failure will include, but may not be limited to, grounds for rejecting that proposer's proposal.

9. **PROPOSAL FORMAT AND REQUIREMENTS:** Each proposal shall be submitted in a clear, concise format, on 8½ X 11 paper. Each proposal set shall contain all information requested herein to be considered for award. Omission of required information may be cause for disqualification.

**A. Cover Letter of Transmittal:**

The cover letter will summarize in a brief and concise statement the proposer's qualifications, how it is organized, and its location relative to the Village. Minimum qualifications should be stated and must include:

- (1) A statement that the proposer is licensed and qualified to provide all services requested under this RFP and as stated in the proposal to complete the work;
- (2) A statement that the proposer is able and will comply with all applicable laws, rules, regulations and ordinances of the Village, Palm Beach County, the State of Florida, and the United States if selected by the Village Council; and
- (3) A statement that the proposer is able and will provide the required insurance as stated herein if selected by the Village Council.

The Cover Letter should also identify the Project manager for the proposer. An official authorized to bind the proposer and execute a contract must sign the letter of transmittal.

The following proposal forms should be attached to the Cover Letter:

|                                  |             |
|----------------------------------|-------------|
| Proposer's Acknowledgement       | Exhibit "B" |
| Proposal Form                    | Exhibit "C" |
| Drug Free Workplace              | Exhibit "D" |
| Public Entity Crimes Statement   | Exhibit "E" |
| Scrutinized Vendor Certification | Exhibit "F" |

**B. Additional Information:**

- (1) **Proposer's References:** The proposer shall submit a list of at least four (4) persons/entities for which the proposer has performed kitchen and bathroom remodels, preferably similar in scope. Proposer shall indicate a contact person's name, address and telephone number for each reference, and a general description of the services provided and the cost of such services.
- (2) **Subcontractors:** The proposer shall identify all subcontractors, if any, the proposer plans to utilize in the provision of all services under this RFP.
- (3) **Equipment:** The proposer shall provide a list of equipment that is available to perform the services included within the Scope of Services.
- (4) **Conflict of Interest:** The proposer shall disclose with their proposal the name(s)

of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee or officer of the Village. Furthermore, all proposers shall disclose the name of any Village employee or officer who, either directly or indirectly, owns a material interest in the proposer's company, firm, or group or in that of any of its affiliates. If no such conflict of interests exists, the proposer should clearly state this in its proposal.

### PROPOSAL EVALUATION AND AWARD

On the date and time specified in this RFP, the Village will open and announce aloud all proposals received on time. The evaluation of the proposals will occur soon thereafter. The proposal opening may be delayed if, at the sole discretion of the Village, it is determined to be in the Village's best interests.

Members of Village Administration will evaluate the proposals in order to prepare a recommendation to the Village Council for award of the RFP for the required services. When evaluating the proposals, the Village anticipates utilizing the following criteria and maximum point values (subject to change):

|                                                          |                                                  |
|----------------------------------------------------------|--------------------------------------------------|
| Cost/Price Realism                                       | 10 points (Price Realism being 8 of such points) |
| Qualifications and Technical Expertise of Proposed Staff | 25 points                                        |
| Experience of Firm with Similar Projects                 | 30 points                                        |
| Customer Feedback/References                             | 25 points                                        |
| Quality and Schedule Control                             | 10 points                                        |
| <b>Total</b>                                             | <b>100 points</b>                                |

Notwithstanding the foregoing, the Village reserves the right to award the resulting contract to the responsible respondent or respondents submitting the proposal(s) that, in the Village's sole discretion, best meets the needs of the Village. Additionally, the Village, in its sole discretion, reserves the right to waive all technicalities or irregularities, to reject any or all proposals or portions thereof, to award to a single respondent or portions thereof or to divide the award between respondents or award to more than one respondent, and to re-solicit the required services.

The selected respondent will be required to execute a standard Village contract, which will incorporate the terms and conditions of this RFP and the selected proposal(s). Minor variations in the terms and conditions of the Village contract may be authorized by the Village so long as such variations are consistent with this RFP and the selected respondent's proposal. Venue for any dispute regarding this RFP shall be in Palm Beach County, Florida.

**REP EXHIBIT "A"**  
**SCOPE OF WORK/SPECIFICATIONS**

**INTRODUCTION AND PURPOSE**

The Village of North Palm Beach ("Village") is seeking the services of a qualified contractor, which may be a corporation, limited liability company, partnership, other corporate entity, or individual, to provide the Village with a proposal to renovate/remodel the existing kitchen and two bathrooms in the North Palm Beach Firehouse.

This new construction must adhere to all state, county and municipal codes and regulations for this type of work.

The objective is to provide a new kitchen and bathrooms in a more thoughtfully designed space. This design should put a premium on increasing available storage space and creating a sensible workflow for meal preparation at a near commercial level. Opening the kitchen to the adjoining Day Room area will offer a greater perception of space without increasing total square footage. Creating an island by cutting down the TV/Day Room wall will increase seating on the other side of the island from the kitchen. Three distinct shifts of personnel man the firehouse "by shift" around the clock. Food preparation is almost a constant activity. Dedicated refrigeration and storage must be available for all three shifts. These spaces must also be lockable.

**SCOPE OF WORK**

The scope of work is to include an assessment of existing space. *Once complete a basic drawing/layout will be provided to convey the remodel concept to Village personnel.* Once an agreement has been reached on new construction concept, plans will be submitted to the Village's Building Department. All Village permit fees will be covered by the Village. All construction debris will be removed from site by the contractor. Oven and refrigerators will be operational until new units arrive. Village will be responsible for installing new "pot racking" of its choice.

Kitchen and bathroom remodels will be quoted separately.

*In the interest of creativity and/or cost efficiency, items below may modified or waived with documented authorization from the Village of North Palm Beach.*

**Kitchen:**

1. Execute appropriate demolition of kitchen and bathrooms.
2. Provide dust protection/containment where applicable.
3. Save and protect the gas oven & hood.
4. Remove the following: all cabinets, soffits over the cabinets, peninsular wall, all flooring, unwanted appliances, countertops, sink, faucet, and closets as discussed.
5. Cut down existing wall in-between the kitchen and TV/Day room. This will be cut down to make a counter top island at appropriate height sufficient for stools on three sides.
6. Leave a small header at the top to eliminate the issue of having to join the 2 ceilings together.

7. Make a new walk-through opening to create an island (east side of island) where the wall is being cut down.
8. Remove closet where the new refrigerator and pantry wall will go.
9. The Pantry/Refrigerator wall includes three sets of a 24" wide x 96" tall pantry with pull out drawers and a cabinet over the fridge.
10. Cabinets shall be made of plywood or hardwoods. Particle board or OSB will not be accepted.
11. Counter-tops shall be made of artificial granite.
12. Cabinets shall be fitted with soft closure hardware.
13. Relocate and add additional electric outlets where needed per code and for convenience.
14. Supply and install one new 33" single bowl stainless steel farm sink and one stainless steel pull-out faucet.
15. Supply and install all cabinets per plan.
16. The new dividing island will have 36" tall upper cabinets on the kitchen side with a 4-3/4" tall toe base. The island will have a new countertop approximately 32" wide with a 13" overhang on the TV/Day room side.
17. An island to be used as a prep area opposite the sink is included and will be 36" tall. This island will not have seating.
18. Cut concrete and run electric and plumbing to the new island.
19. A run of full depth cabinetry to the right of the sink is included for under the windows to the side entrance door.
20. Install customer supplied cabinet handles.
21. Cabinet locks are included for the new pantry wall.
22. Ceiling tiles will be replaced with new same and LED fixtures will be updated.
23. Supply and install four new 36" refrigerators – details to follow.
24. Provide new LED recessed lights over the island on a new dimmable switch.
25. Relocate the TV to a column in between the windows.
26. Paint entire room.

#### Tile Work:

1. Prepare floor for new tile install approximately 1,100 square feet, with appropriate water barrier if required.
2. Apply crack suppressant material on any cracks in the concrete.
3. Supply and install a gray wood-look plank porcelain tile.
4. Tile to be installed throughout the kitchen, hallways leading to the kitchen and the TV room.
5. An epoxy-based grout will be used to resist stains and be maintenance free for many years.
6. Tile grout will be sealed after curing.
7. A white subway backsplash tile is figured in for all areas that have a countertop up to 54" and end wall.

#### TV/Day Room:

1. Remove all laminate flooring and baseboard.
2. Prepare floor for tile install – same as kitchen.
3. The raised platform for the reclining chairs will be covered with a vinyl plank flooring to match as close as possible to the tile.

4. Ceiling to remain as is.
5. Install new wood or composite painted baseboard.
6. Paint entire room.

**Bunkhouse Bathrooms (2):**

1. Retile floors.
2. Retile walls/shower.
3. New fixtures (sink, faucets, toilet, showerhead, and valves).
4. Increase lighting.
5. Seal all grout (floors and walls) after curing.
6. Add shelving/cabinetry.
7. Larger mirror.
8. Shelving/cabinetry will be made of plywood or hardwood. Particle board or OSB shall not be accepted.

**RFP EXHIBIT "B"**  
**PROPOSER'S ACKNOWLEDGMENT**

**SUBMIT ONE ORIGINAL AND (2) COPIES OF YOUR PROPOSAL TO:**

Village of North Palm Beach  
Attn: Village Clerk  
Village Hall  
501 US Highway One  
North Palm Beach, FL 33408

**RFP TITLE: Firehouse Kitchen and Bathroom Remodel**

Proposal must be received **PRIOR TO 3:00 p.m. EST. on 22 AUGUST 2023**, at which time Proposals will be opened.

Proposer's Name: Big Dog Repair LLC/dba BDR  
(Please specify if a corporation, partnership, other entity or individual)

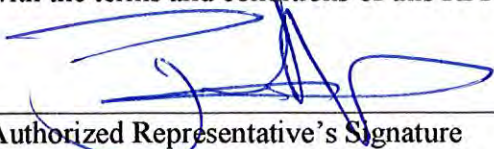
Fed. ID# or SSN: 45-1826269

Address: 1729 St Lucie West Blvd #1089, Port St Lucie , FL 34986

Telephone No.: 772-742-1200 Fax Number: N/a

Contact Representative: Jesus Medina

The undersigned authorized representative of the Proposer agrees to all terms and conditions stated in the RFP, and proposes and agrees that if this proposal is accepted by the Village, the Proposer will execute the standard Village Contract to provide the services as stated in this proposal and in accordance with the terms and conditions of this RFP.

  
\_\_\_\_\_  
Authorized Representative's Signature

08/20/23  
\_\_\_\_\_  
Date

Jesus Medina  
\_\_\_\_\_  
Name:

CEO  
\_\_\_\_\_  
Position:



**RFP EXHIBIT "C"**  
**PROPOSAL FORM**

**In accordance with the terms and conditions stated in the Request for Proposals for Firehouse Kitchen and Bathroom Remodel (RFP) at the North Palm Beach Public Safety Building, the undersigned proposes the following to the Village of North Palm Beach:**

Big Dog Repair, LLC (proposer's legal name) certifies that it is licensed to perform the requested services in the State of Florida and Palm Beach County. Applicable License number(s): CBC1253459.

Proposer agrees to provide the required services stated in the RFP for an amount not to exceed the following sum, inclusive of costs of relating to manufacturing, shipping, handling, delivery, offloading, and installation:

**Kitchen, TV/Day Room, and Tile Work:**

One Hundred and six thousand four hundred and forty five and sixty seven

Written Dollar Amount

(\$ \$106,445.67 )

**Bathrooms (Total Cost for Both):**

Forty one thousand two hundred thirty three and sixty seven

Written Dollar Amount

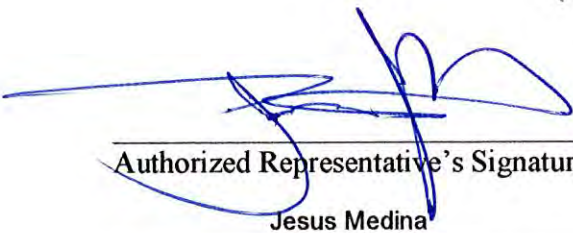
(\$ \$41,233.67 )

**Total Amount:**

One Hundred and Forty seven thousand and six hundred and seventy nine and thirty four

Written Dollar Amount

(\$ \$147,679.34 )

  
\_\_\_\_\_  
Authorized Representative's Signature

Jesus Medina

Name:

8/20/23

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO


Position:

**RFP EXHIBIT "D"**  
**CONFIRMATION OF DRUG-FREE WORKPLACE**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids or proposals which are equal with respect to price, quality, and service are received by any political subdivision for the procurement of commodities or contractual services, a bid or proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
Proposer's Signature

8/20/23

\_\_\_\_\_  
Date

**RFP EXHIBIT "E"**  
**PUBLIC ENTITY CRIMES STATEMENT**  
**UNDER § 287.133, FLORIDA STATUTES**

1. This sworn statement is submitted to the Village of North Palm Beach, Florida

by Jesus Medina/CEO

(print individual's name and title)

for Big Dog Repair, LLC/dba BDR

(print name of entity submitting sworn statement)

whose business address is 855 SW McCoy Avenue

Port St. Lucie, FL. 34953

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

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

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

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

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

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

b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the 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.

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

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

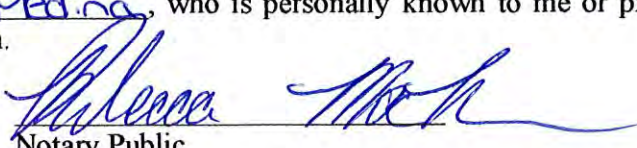
The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent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

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

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

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

The foregoing document was sworn and subscribed before me this 22 day of August, 2023 by Jesus Medina, who is personally known to me or produced FL DR License as identification.

  
\_\_\_\_\_  
Notary Public

My Commission Expires: May 10, 2025



**RFP EXHIBIT "F"**  
**SCRUTINIZED VENDOR CERTIFICATION**  
**PURSUANT TO SECTION 287.135, FLORIDA STATUTES**

This sworn statement is submitted to the Village of North Palm Beach, Florida

by Jesus Medina/CEO  
(print individual's name and title)

for Jesus Medina  
(print name of entity submitting sworn statement)

whose business address is Big Dog Repair, LLC dba BDR

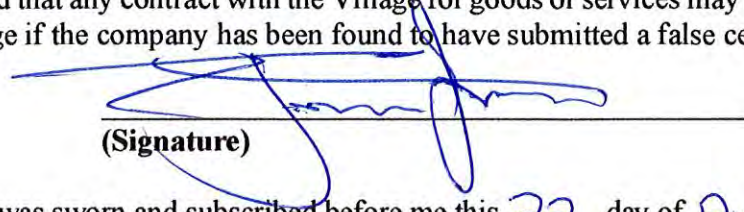
and (if applicable) its Federal Employer Identification Number (FEIN) is: 45-1826269

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

1. I hereby certify that the above-named entity:
  - A. Does not participate in the boycott of Israel; and
  - B. Is not on the Scrutinized Companies that Boycott Israel List.
2. If the Contract for goods and services is for more than \$1,000,000, I hereby certify that the above-named entity:
  - A. Is not on the Scrutinized Companies with Activities in Sudan List; and
  - B. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
  - C. Has not engaged in business operations in Cuba or Syria.

Section 287.135, Florida Statutes, prohibits the Village from: (1) contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; and (2) contracting with companies, for goods or services over \$1,000,000 that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes or is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the above-named entity, I hereby certify that the statements set forth above are true and that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees and/or costs. I further understand that any contract with the Village for goods or services may be terminated at the option of the Village if the company has been found to have submitted a false certification.

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

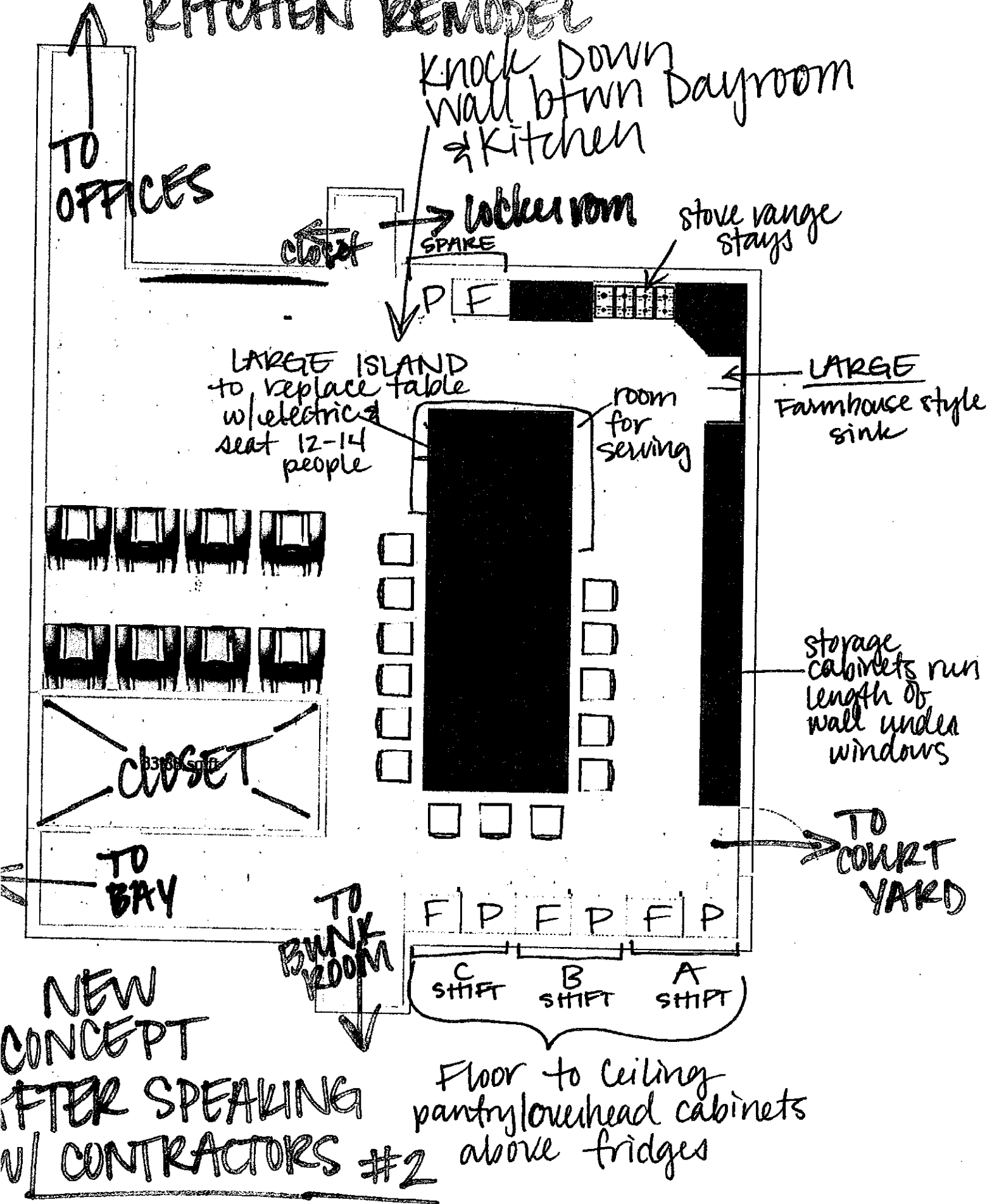
The foregoing document was sworn and subscribed before me this 22 day of August, 2023 by Jesus Medina, who is personally known to me or produced FL DR License as identification.

  
\_\_\_\_\_  
Notary Public  
My Commission Expires: May 10, 2025



# NORTH PALM BEACH FIRE RESCUE

## KITCHEN REMODEL







ProCraft  
Cabinetry

# Why Buy ProCraft?

ProCraft offers a wide selection of quality-built, affordable cabinets in a variety of styles and colors. Timeless classics to the latest trends. Built to last and designed to elevate the look and feel of any home for years to come.



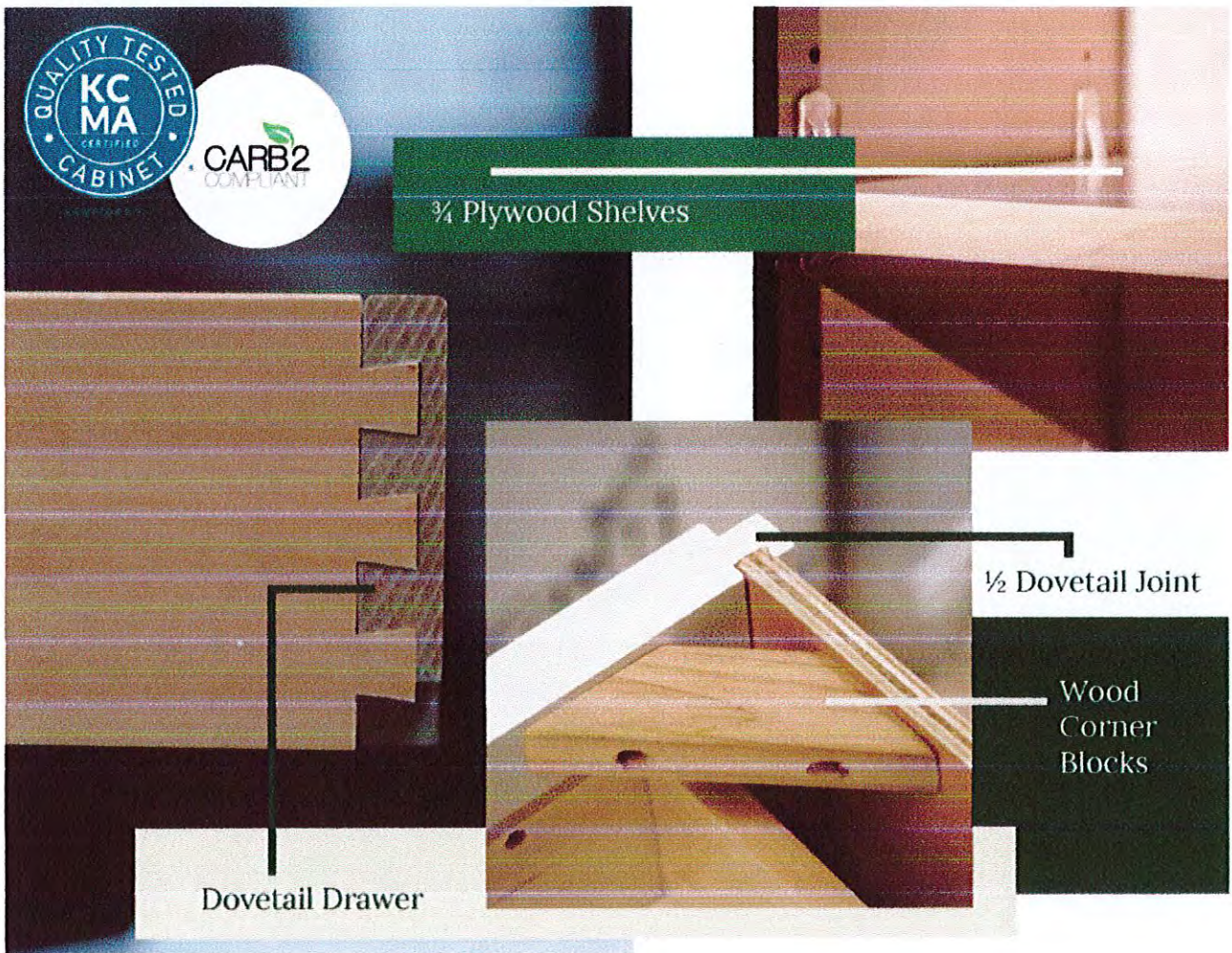


## Quick Ship

We make it a priority to get you what you need as quickly as possible. ProCraft Cabinetry comes assembled and ready for delivery in 8



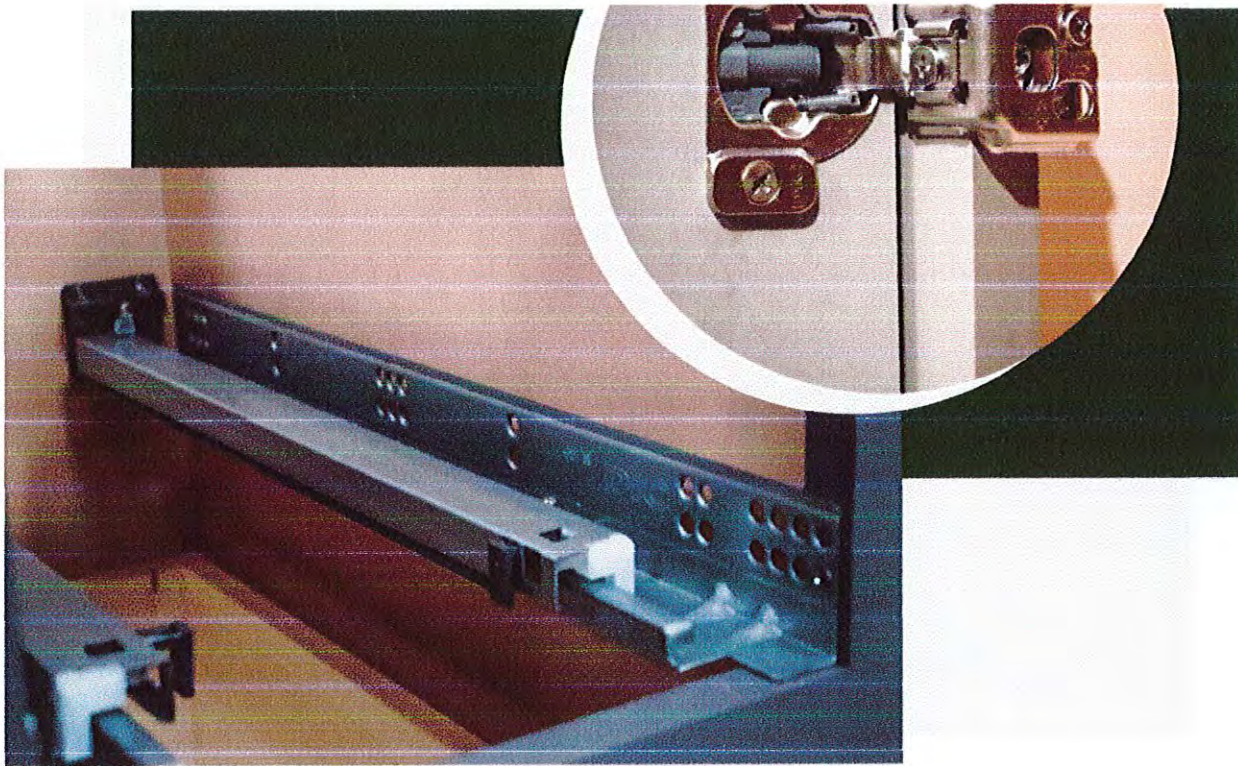
and have no plans to change.







Unlike many of our competitors, we use furniture grade plywood throughout our cabinetry instead of standard plywood.  $\frac{1}{2}$ " Plywood construction box,  $\frac{3}{4}$ " plywood shelves,  $\frac{5}{8}$ " solid wood dovetail construction drawer boxes, Hardwood corner blocks, side panels dovetailed into face frames for extra rigidity. At ProCraft, best-in-class construction is always the standard.



# Hardware

ProCraft has 6-way adjustable soft close hinges on our doors and soft close full extension drawer slides standard on all our cabinetry.





# PRO-CRAFT WARRANTY





# 5-year warranty applies to both ProCraft and Milania Cabinetry.







## MODIFICATIONS

ProCraft provides such a wide selection of products, but it doesn't stop there. ProCraft offers more modifications than other companies at our price point. Our modification program is comparable to many Semi-Custom lines that cost considerably more than ProCraft.



PROCRAFT  
CABINETS

59  
Options



# 59 Door and Finish Options

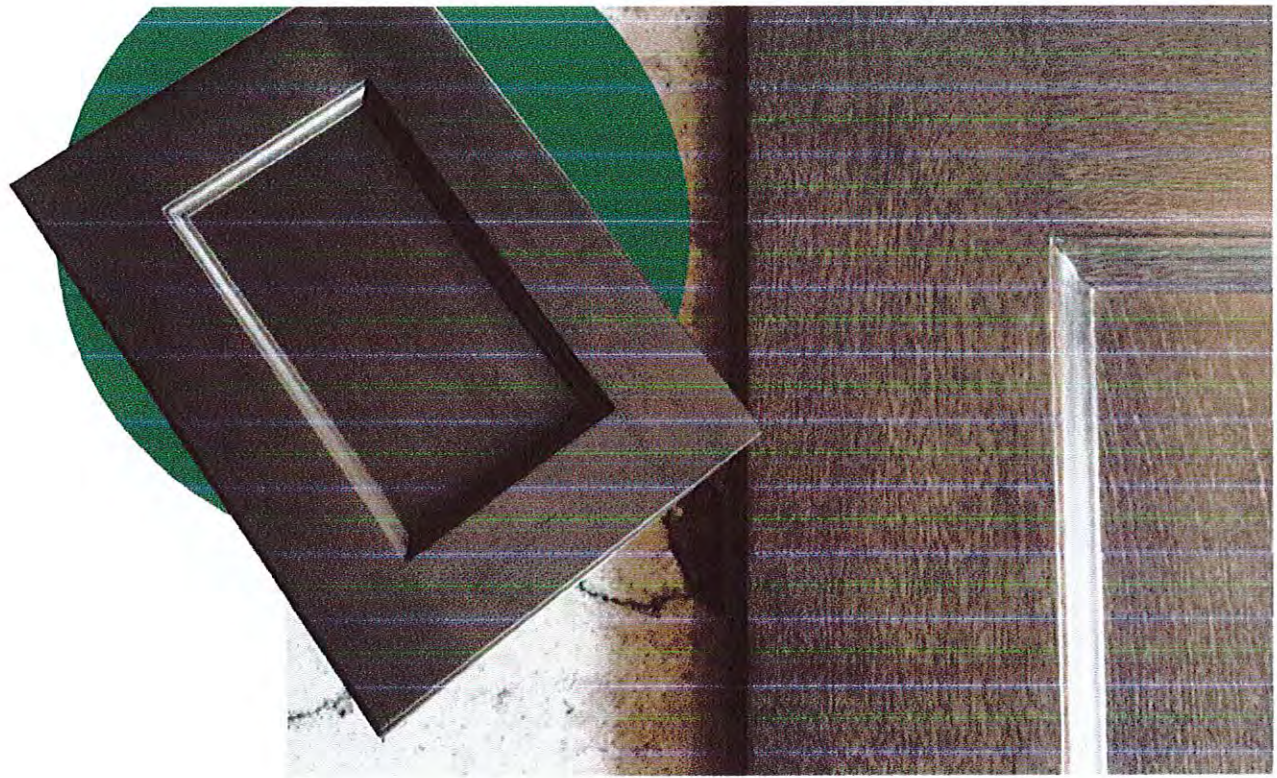






latest in-demand trends.

- 14 ProCraft door/finish combinations
- 20 Milania door/finish combinations
- 15 Milania Multi-Family door/finish combinations
- 10 ProCraft Multi-Family door/finish combinations



# Finish Quality

A quality finish is one feature of our cabinetry that separated us from our competitors. Our finish quality is superior to other companies at



We Meet all KCMA standards. Our Finishes are resistant to most common kitchen spills including ketchup, mustard, vinegar, red wine and coffee.





# Accessories

It's important to maximize the space in your kitchen or bathroom. That's why ProCraft offers a wide variety of accessories and organizers,



# Versatility

ProCraft offers face frame and frameless cabinetry which we can ship assembled (RTI) or ready-to-assemble (RTA). Our cabinetry can be purchased kitchen-at-a-time or in full truckloads., Our multi-family solutions offer additional finish options that can meet any specification.





# PRO-CRAFT CABINETRY

A Kitchen at a Time



Truck Loads



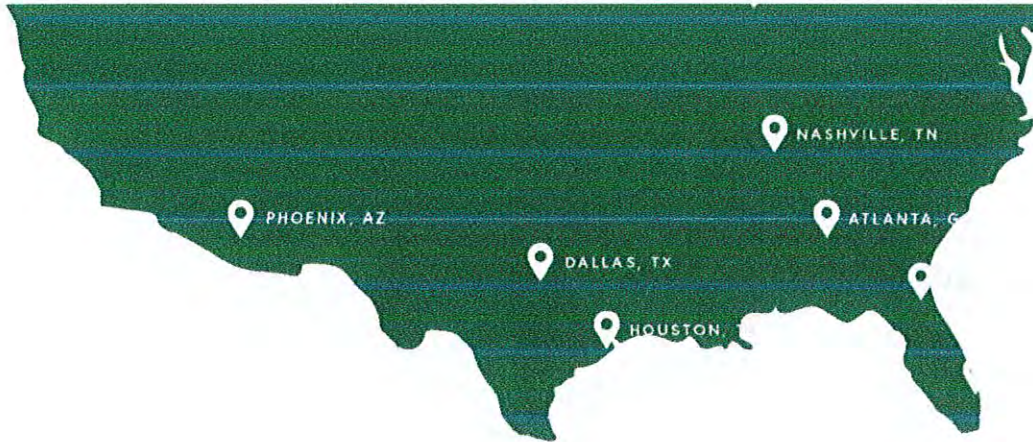
Container Loads



## Nationwide Coverage

Because ProCraft has 9 distribution centers nationwide, you'll get your shipments On-time, Complete and Damage Free. More distribution centers will be added soon.





# Recent Blog Posts

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With 40 years of experience in the industry, ProCraft is a major kitchen and bath cabinet manufacturer providing innovative designs, industry leading quality and unparalleled service.

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## Policies



Atlanta, GA  
Chicago, IL  
Dallas, TX  
District of Columbia, MD  
Houston, TX  
Jacksonville, FL  
Miami, FL  
Nashville, TN  
Phoenix, AZ  
Seattle, WA

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Join Our Blog

Sign up for monthly updates delivered straight to your inbox.





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GET OUR NEWSLETTER

\*By clicking the join our newsletter button, you agree to our privacy policy and terms and conditions..

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**Next day delivery on thousands of in-stock products!**



**Maytag 36-Inch Wide Side-by-Side Refrigerator - 25 cu. ft.**

Model: MSS25N4MKZ

Color: FINGERPRINT RESISTANT STAINLESS STEEL

**Store Specials**

Special Order:  
Contact us for an estimated arrival date. Rebates Available!

**Available Colors/Finishes**



**\$1148**

SRP: \$1599.99

SAVE: ~~-\$451.99~~

**Extended Warranty**

2 Years: \$79.99

3 Years: \$129.99

5 Years: \$199.99

Standard Manufacturer Warranty Only

**Select Quantity**

1 ▾

**Features**

A Maytag® side-by-side refrigerator without an ice maker handles major food hauls and looks good doing it. Extra freezer shelves make more room and a seamless design brings clean lines to the kitchen. This fingerprint resistant refrigerator resists smudges and streaks while using less energy with LED lights for refrigerator efficiency. Plus, this dependable refrigerator has a 10-year compressor warranty.

# Next day delivery on thousands of in-stock products!



Next day delivery if order is placed by 5PM



## Maytag Stainless steel tub dishwasher with Dual Power Filtration

Model: MDB4949SKZ

Color: FINGERPRINT  
RESISTANT STAINLESS STEEL

### Store Specials

In Stock Rebates  
Available!

On Display in: [Port St. Lucie](#),  
[St. Lucie West](#)

### Available Colors/Finishes



# \$578

SRP: \$879.99

SAVE: ~~-\$301.99~~

### Extended Warranty

2 Years: \$39.99

3 Years: \$69.99

5 Years: \$99.99

Standard Manufacturer Warranty Only

### Select Quantity

1

## Features



(800) 864-2555

Available Now

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Are you a Pro?

My Account

Orders & Returns

Contact Us

Help



FaucetDirect.com

What are you shopping for

Search



Cart - 0 items



Bathroom Faucets



Bathroom Sinks



Kitchen Faucets



Kitchen Sinks



Bathtubs



Toilets



Tub & Shower Faucets



Bathroom Vanities

Home > Brands > Kraus > Kitchen Faucets > Kraus KPF-1610

Item # bci3867075

# Kraus



Chat With Us!





Search...



Port St. Lucie  
View store ...

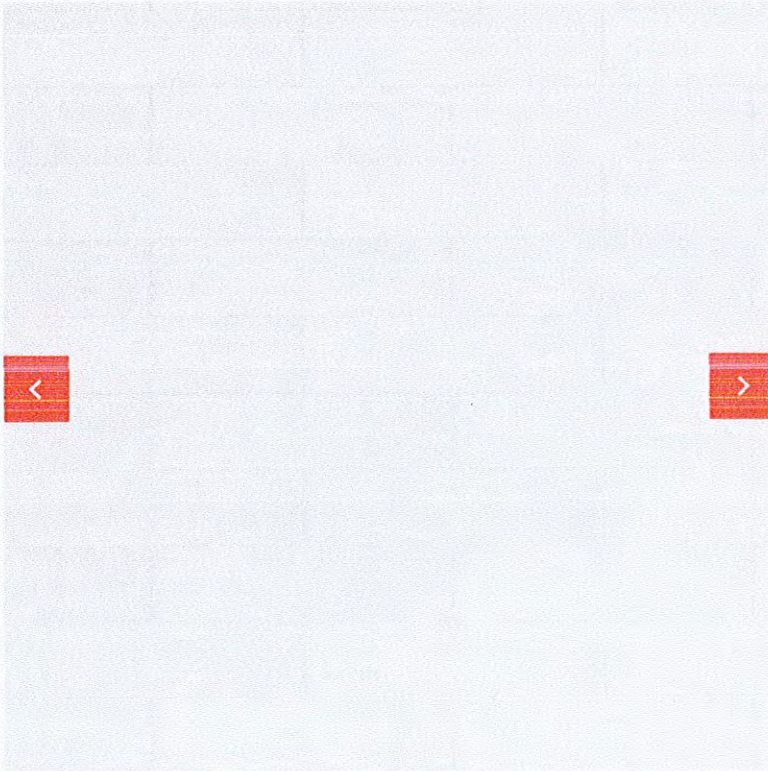
Hi, Jesus  
Points: 27,...

Projects  
View saved items



TILE STONE WOOD LAMINATE VINYL DECORATIVES FIXTURES INSTALLATION MATERIALS

Home > Tile > Shop By Material > Ceramic



## ARTISAN FROST II POLISHED CERAMIC TILE

Port St. Lucie's everyday low price!

**\$2.59** / piece

SKU: 100598747

[View Specifications](#)

Size: 4 x 16



**CALCULATE MY SQUARE  
FOOTAGE**



Size Of Your Project:

Number of pieces

Quantity of pieces

— 1 +

**\$2.59 / piece**

1 piece = 0.43 sqft |  
\$2.59



Add 10% for contingency (Free in-store returns) [Return Policy](#) ⓘ

**SUBTOTAL**

**\$2.59**



Shop By Project Inspiration Resources Free Design Services

Enable Accessibility

Customer Service

Pro Services Financing



Search...



Port St. Lucie, HI, Jesus

View store ...

Points: 27,...

Projects

View saved items



TILE STONE WOOD LAMINATE VINYL DECORATIVES FIXTURES

INSTALLATION MATERIALS

Home > Installation Materials > Shop Tile & Stone Installation > Grout

FEEDBACK

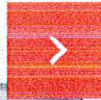


# MAPEI 5220 EGG WHITE KERAPOXY CQ PREMIUM EPOXY GROUT AND MORTAR

Port St. Lucie's everyday low price!

**\$121.00** / piece

Price may vary according to the selected variations







Search...



Port St. Lucie  
View store ...

Hi Jesus  
Points: 27,...

Projects  
View saved items



TILE STONE WOOD LAMINATE VINYL DECORATIVES FIXTURES INSTALLATION MATERIALS

Home > Tile > Shop By Material > Porcelain



## SAHARA SAND PORCELAIN TILE

Port St. Lucie's everyday low price!

**\$2.99** / sqft

SKU: 100054170

[View Specifications](#)

Size: 12 x 24



**CALCULATE MY SQUARE FOOTAGE**

FEEDBACK

### Size Of Your Project:

Enter sqft

Number of boxes

### Quantity of boxes

1

**\$47.12 / box**

1 box = 15.75 sqft |  
8 pieces | \$47.12

Add 10% for contingency (Free in-store returns) [Return Policy](#) ⓘ

**SUBTOTAL**

**\$47.12**

Pay in 4 interest-free payments of \$11.7

**IN-STORE PICKUP**

Port St. Lucie - 104 boxes



Grout Shown: [Mapei 01 Alabaster Flexcolor CQ Grout](#)

**VISUALIZE IT! SEE THIS PRODUCT IN A ROOM**



Shop By Project

Inspiration

Resources

Free Design Services

Enable Accessibility

Customer Service ▾

Pro Services

Financing



Search...



Port St. L...  
View store ...

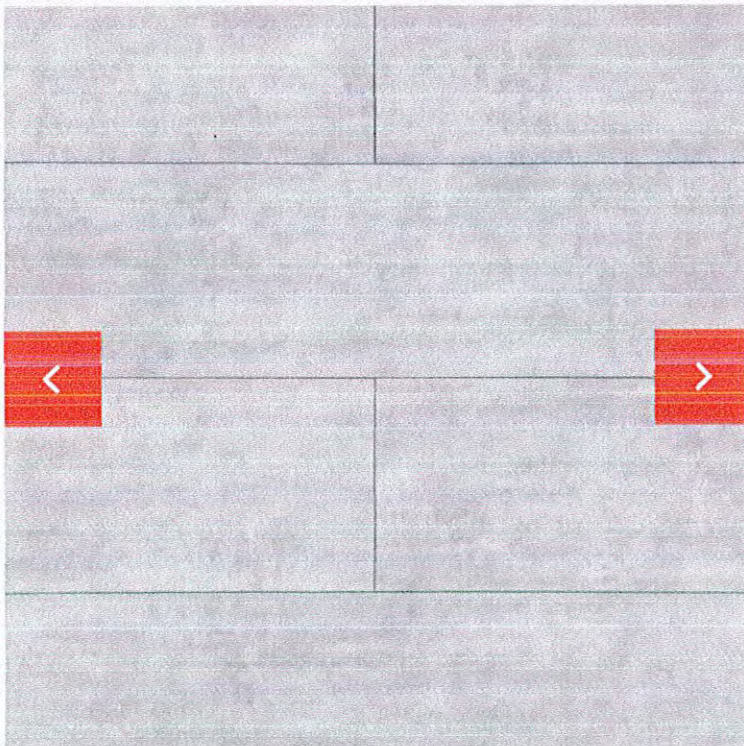
Hj, Jesus  
Points:27,...

Projects  
View saved items

TILE STONE WOOD LAMINATE VINYL DECORATIVES FIXTURES

INSTALLATION MATERIALS

Home > Vinyl > Shop By Featured Brands > Optimax™



# CALYPSO GRAY ECO RESILIENT FLOORING

Port St. Lucie's everyday low price!

**\$4.79** / sqft

SKU:  
100935303

[View  
Specifications](#)

Size: 8mm

FEEDBACK



**VISUALIZE IT! SEE THIS PRODUCT IN A ROOM**

**CALCULATE  
MY**





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TILE STONE WOOD LAMINATE VINYL DECORATIVES FIXTURES

INSTALLATION MATERIALS



# SAN GIORGIO CALACATTA VECCHIA CERAMIC TILE

FEEDBACK

Port St. Lucie's everyday low price!

**\$2.19** / piece

SKU:  
101018703

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Size: 4 x 16

**VISUALIZE IT! SEE THIS PRODUCT IN A ROOM**



**CALCULATE  
MY SQUARE  
FOOTAGE**



**Size Of Your Project:**



Model #: T9FB489367 MPN #: B293 2436

**Bobrick® Fixed-Position Tilt Mirror 24"W x 36"H  
- B293 2436**



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[Home](#) / [Bath](#) / [Toilets](#) / [Two Piece Toilets](#)

Internet #308833563 Model #209AA137.020 UPC Code #791556112384 Store SKU #1005590862  
Store SO SKU #1004151330

American Standard (Brand Rating: 4.1/5) ⓘ

# Yorkville VorMax Floor-Mount 2-Piece 1.28 GPF Single Flush Right Height Elongated Toilet in White, Seat Not Included

★★★★★ (5) ✓ Questions & Answers (6)


Live Chat  
 Feedback





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 **Feedback**

 **Live Chat**

Bathroom Fixtures / Bathroom Sinks / Wall Mounted Bathroom Sinks / **SKU: CeraStyle 042300-U**

# Rectangular White Ceramic Wall Mounted or Drop In Sink

See more [CeraStyle Blue by Nameeks](#)

9 review(s) | 1 question(s) answered **ADA Compliant**



## \$385.00

2-Day Shipping

Get it by: **Thu**  
In Stock.

(30-day [Return](#))

Save \$15 on orders over \$500 with coupon **SAVE20**  
[Apply](#)

Faucet Holes:

**One Hole**

Three Hole

Color: **White**



Quantity:

1

[Add to Cart](#)

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## Customers Also Bought



Durable Round Brass Sink P-Trap



Brass Click Clack Pop up Waste With



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# Brushed Nickel Single Hole Bathroom Faucet

See more [Remer Class Line by Nameeks](#)

62 review(s) | 2 question(s) answered



**\$301.00**

2-Day Shipping

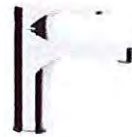
Get it by: Thu

In Stock.

(30-day [Return](#))

Save \$15 on orders over \$500 with coupon **SAVE20**  
Apply

Color: **Brushed Nickel**



Quantity:

1

Add to Cart

Save to wish list

## Customers Also Bought

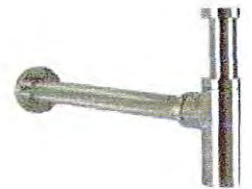


Click Clack Pop-up Waste With Overflow

**\$102.00**

225

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Durable Round Brass Sink P-Trap in Satin

**\$175.00**

188

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Internet #301650993 Model #T14267-BLLHD UPC Code #03444983909

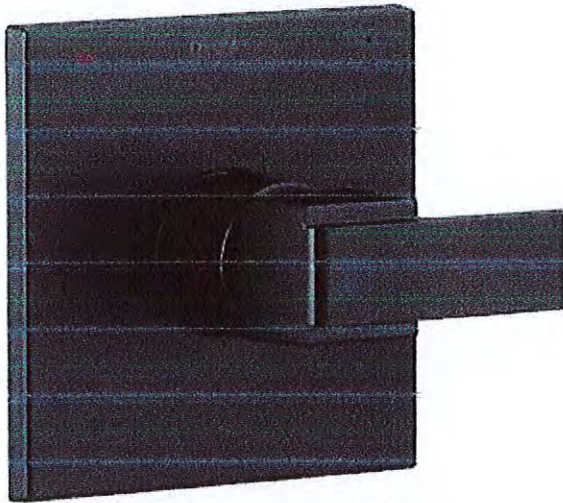
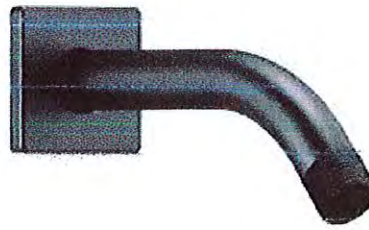
Live Chat

Delta

## Ara 1-Handle Wall Mount Shower Trim Kit with H2Okinetic in Matte Black (Valve and Shower Head Not Included)

★★★★★ (16) Questions & Answers (9)





Hover Image to Zoom



Explore Features | Need Help? | Call 1-866-333-3551 or Text 78465



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**Jensen Beach** ✓

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Delivering to  
**34957** ✓

Search



Hello,  
**Jay** ✓



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**Jensen Beach** ✓

○ **OPEN** until 10 pm

Delivering to  
**34957** ✓

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Internet #312075699 Model #58498-BL UPC Code #034449931793 Store SKU #1005011827

Delta

## In2ition 4-Spray Patterns 1.75 GPM 6 in. Wall Mount Dual Shower Heads in Matte Black

★★★★★ (65) ✓ Questions & Answers (17)





Hover Image to Zoom



Village of North Palm Beach  
Public Works Department

*"The Best Place to Live Under the Sun"*

# Memorandum

**To:** Samia Janjua, Director of Finance  
**From:** James Anthony, Facilities Manager, Public Works  
**Through:** Chad Girard P.E., Director Public Works  
**Date:** September 5, 2023  
**Re:** Bid Scoring Sheet RFP Firehouse Kitchen and Bathroom Remodel

Bids received for the Firehouse Kitchen and Bathroom Remodel were evaluated and scored using the following criteria.

|                                                          |                                                  |
|----------------------------------------------------------|--------------------------------------------------|
| Cost/Price Realism                                       | 10 points (Price Realism being 8 of such points) |
| Qualifications and Technical Expertise of Proposed Staff | 25 points                                        |
| Experience of Firm with Similar Projects                 | 30 points                                        |
| Customer Feedback/References                             | 25 points                                        |
| Quality and Schedule Control                             | 10 points                                        |
| <b>Total</b>                                             | <b>100 points</b>                                |

Four Village personnel comprised the committee:

1. J.D. Armstrong, NPB Fire Chief
2. Scott Freseman, NPB District Chief
3. Jamie Mount, Assistant Director, Public Works
4. James Anthony, Facilities Manager, Public Works

| Company                   | Cost         | Average Score |
|---------------------------|--------------|---------------|
| Stuart A. Fortunato, Inc. | \$108,180.00 | 77.50         |
| CJ Contracting            | \$282,000.00 | 58.25         |
| Big Dog Repair            | \$147,674.34 | 28.75         |

Based on the proposals received Stuart A. Fortunato, Inc. received the highest average score and also achieved the lowest total cost.

It is the recommendation of the committee that Stuart A. Fortunato, Inc. be considered for execution of the remodeling contract for the Firehouse Kitchen and Bathroom Project.

All committee members are available for any questions regarding this process and the recorded meeting has been submitted to the clerk's office for public record.

V/R,

A handwritten signature in blue ink, appearing to read 'James Anthony', with a long horizontal flourish extending to the right.

James Anthony  
Facilities Manager, Public Works

Attached: Scoring Sheets

# Fortunato

9/5/2023

76

77.5





FORTUNATO

9-5-23

COST / PRICE

7

QUALIFICATIONS

20

EXPERIENCE

15

REFERENCES

20

SCHEDULE

8

70



JAMIE MOUNT



Fortunato

9/5/23

Cost/Price  
10

Qual  
25

Experience  
28

Refs  
25

Schedule  
8

J Anthony

96

CJ CONTRACTING

9-5-23

~~COST PRICE~~

COST/PRICE

3

NO ITEMIZED COST.

QUALIFICATIONS

20

EXPERIENCE

15

HALF

REFERENCES

20

SCHEDULE

~~50~~

NO SCHED. PROVIDED.

Average Score  
58.25

58

JAMIE MOUNT

58.25

58.25

CJ Contracting

9/5/23

~~Cost/Price~~

Cost/Price  
1

Qual  
~~20~~  
21

Experience  
20

References  
22

Schedule  
2

J Anthony

68



C5 Contracts

9/5/2023

| cost/price 10pts                            | qualification <sup>25pts</sup> | experience <sup>30pts</sup> | reference <sup>25pts</sup> | schedule <sup>10pts</sup> |
|---------------------------------------------|--------------------------------|-----------------------------|----------------------------|---------------------------|
| 240,000 kitchen } 282,000<br>35,000 baths } | score 20                       | score 20                    | score 21                   | score ∅                   |
| score ∅                                     |                                |                             |                            |                           |
|                                             |                                |                             |                            |                           |
|                                             |                                |                             |                            |                           |
|                                             |                                |                             |                            |                           |
|                                             |                                |                             |                            |                           |
|                                             |                                |                             |                            |                           |
|                                             |                                |                             |                            | JD Armstrong              |
|                                             |                                |                             |                            |                           |
|                                             |                                |                             |                            |                           |
|                                             |                                |                             |                            |                           |
|                                             |                                |                             |                            |                           |
|                                             | (61)                           |                             |                            |                           |



# Big Dog Repair

9/5/23

Cost/Price  
7

Qual  
21

Experience  
3

References  
0

Schedule  
3

Average score  
28.75

28.75

J Anthony

36



# Big Dog Repair

9/5/2023

| cost / price |                                                  | qualification    |                                |                                |
|--------------|--------------------------------------------------|------------------|--------------------------------|--------------------------------|
| 106,<br>41,  | <sup>total</sup><br>14767934<br><sup>10pts</sup> | <sup>25pts</sup> | <sup>30pts</sup><br>experience | <sup>25pts</sup><br>references |
| SCORE        | 5                                                | SCORE            | 10                             | SCORE                          |
|              |                                                  |                  | $\emptyset$                    | $\emptyset$                    |
|              |                                                  |                  |                                | Schedule                       |
|              |                                                  |                  |                                | 5                              |
|              |                                                  |                  |                                |                                |
|              |                                                  |                  |                                |                                |
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|              |                                                  |                  |                                |                                |
|              |                                                  |                  |                                |                                |
|              |                                                  |                  |                                |                                |
|              |                                                  |                  |                                | JD Armst. <sub>s</sub>         |
|              |                                                  |                  |                                |                                |
|              |                                                  |                  |                                |                                |
|              |                                                  |                  |                                |                                |
|              |                                                  |                  |                                |                                |
|              |                                                  |                  |                                |                                |

20

# Big Dog Repair

9/5/2023

| 10 pts                                                                                            | 25 pts                   | 30 pts                                      | 25 pts                                      | 10 pts          |
|---------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------|---------------------------------------------|-----------------|
| Cost / Price<br>106,446.00<br>5 pts<br><small>147,679. total</small><br><small>41,200 net</small> | Qualifications<br>20 pts | Experience<br>0<br><small>none seen</small> | References<br>0<br><small>none seen</small> | Scheduling<br>2 |
|                                                                                                   |                          |                                             |                                             |                 |
|                                                                                                   |                          |                                             |                                             |                 |
|                                                                                                   |                          |                                             |                                             |                 |
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|                                                                                                   |                          |                                             |                                             |                 |
|                                                                                                   |                          |                                             |                                             |                 |
|                                                                                                   |                          |                                             |                                             |                 |

27

2 items not seen  
 in proposal packet  
 given to FR

27 pts

BIG DOG REPAIR

9-5-23

COST PRICE

7

QUALIFICATIONS

20

EXPERIENCE

0

NO EXP. LISTED.

REFERENCES

0

NO REF. PROVIDED

SCHEDULE

5

COST SCH. INCLUDED, ... NOT TIME

32

JAMIE MOUNT

|                          |                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------|
| <b>Account Number:</b>   | 731044                                                                                |
| <b>Customer Name:</b>    | North Palm Beach, Village Of                                                          |
| <b>Customer Address:</b> | North Palm Beach, Village Of<br>501 US HIGHWAY 1<br><br>NORTH PALM BEACH FL 334084901 |
| <b>Contact Name:</b>     | James Anthony                                                                         |
| <b>Contact Phone:</b>    |                                                                                       |
| <b>Contact Email:</b>    | JAnthony@village-npb.org                                                              |
| <b>PO Number:</b>        | Bid Firehouse Kitchen                                                                 |

|                           |            |
|---------------------------|------------|
| <b>Date:</b>              | 07/28/2023 |
| <b>Order Number:</b>      | 9107520    |
| <b>Prepayment Amount:</b> | \$ 0.00    |

|                          |         |
|--------------------------|---------|
| <b>Column Count:</b>     | 1.0000  |
| <b>Line Count:</b>       | 64.0000 |
| <b>Height in Inches:</b> | 0.0000  |

**Print**

| Product               | #Insertions | Start - End             | Category              |
|-----------------------|-------------|-------------------------|-----------------------|
| WPB Palm Beach Post   | 1           | 08/01/2023 - 08/01/2023 | Govt Bids & Proposals |
| WPB palmbeachpost.com | 1           | 08/01/2023 - 08/01/2023 | Govt Bids & Proposals |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Order Confirmation Amount</b> | <b>\$197.76</b> |
|----------------------------------|-----------------|



# Ad Preview

## ADVERTISEMENT

The Village of North Palm Beach, Florida, a Florida municipal corporation located in Palm Beach County, Florida ("Village"), will be accepting sealed proposals for **Firehouse Kitchen and Bathroom Remodel**. Proposals will be accepted until 3p.m. EST on 22 August, 2023, at the Village Clerk's Office, Village Hall, 501 U.S. Highway One, North Palm Beach, FL 33408. Proposals received after the above stated date and time shall not be accepted and shall be returned unopened. All proposals will be publicly opened and the proposers name read aloud in the Village Council Chambers.

The complete Request for Proposals, including all specifications and proposal forms, may be obtained by bona fide proposers upon application at the Village of North Palm Beach, 501 U.S. Highway One, North Palm Beach, Florida 33408, from DemandStar, or from the Village website at: [www.village-npb.org](http://www.village-npb.org).

A mandatory pre-proposal meeting is scheduled for 9 August, 2023 at the North Palm Beach Public Safety Building, 560 U.S. Highway One, North Palm Beach, Florida 33408 at 1p.m. EST. Failure to attend the mandatory Pre-Proposal meeting may result in the rejection of your proposal.

No proposal may be withdrawn for a period of sixty (60) days after the scheduled closing date for the receipt of proposals except as otherwise provided in the Instructions to Proposers and Terms and Conditions.

The Village of North Palm Beach reserves the right to reject any or all proposals, to waive technicalities, and to re-advertise. The award, if made, will be made to the most responsive Proposer whose proposal is determined by the Village, in its sole discretion, to be most advantageous.

VILLAGE OF NORTH PALM  
BEACH, FLORIDA  
Chuck Huff  
Village Manager

9107520

**VILLAGE OF NORTH PALM BEACH  
VILLAGE ATTORNEY'S OFFICE**

---

TO: Honorable Mayor and Members of the Village Council  
THRU: Chuck Huff, Village Manager  
FROM: Chad Girard, Public Works Director  
DATE: September 14, 2023  
SUBJECT: **RESOLUTION – Adoption of a Non-Ad Valorem Assessment Roll to Fund Stormwater Improvements in the Village of North Palm Beach**

---

Due to concerns about the condition of the Village's aging stormwater system and the lack of funding available to address such concerns, the Village explored the use of a stormwater utility fee to generate a dedicated funding source to repair and maintain the stormwater system.

On December 10, 2020, Village Council adopted Resolution No. 2020-84 stating the Village's intent to levy a non-ad valorem assessment to collect a Stormwater Utility Fee on the 2021 Tax Bill. To that end, Section 197.3632(2), Florida Statutes, requires the Village to execute standard agreements with both the Palm Beach County Property Appraiser and the Palm Beach County Tax Collector in order to proceed with the collection of the stormwater non-ad valorem assessment on the property tax bill. The Village Council approved those agreements on January 28, 2021 in order to continue the process of establishing the Stormwater Utility Fee.

Through the adoption of Ordinance No. 2021-09 on July 8, 2021, the Village established stormwater management as a Village utility enterprise in accordance with Section 403.0893, Florida Statutes, and established utility assessments for stormwater management services to be levied by resolution against all developed properties that benefit from the Village's stormwater management system. The rates levied against the various properties within the Village are dependent on the type of land use, and the calculation for each type of land use utilizes an Equivalent Residential Unit ("ERU") rate of \$7.78 established by the Village Council through the adoption of Resolution No. 2021-68.

Through the adoption of Ordinance No. 2022-12 on June 30, 2022, the Village Council modified the assessment methodology for single-family residential properties, adopting a three-tier approach based on parcel area.

On September 8, 2022, the Village Council adopted the non-ad valorem assessment roll for the 2022 stormwater utility assessment and authorized the Mayor to certify the assessment roll to the Palm Beach County Tax Collector.

For 2023, no changes are proposed to the non-ad valorem assessment. The attached Resolution adopts and certifies the non-ad valorem assessment roll for the Stormwater Management Utility Assessment for improved parcels of real property within the Village. The Stormwater Utility Assessment is anticipated to generate approximately \$500,000 annually for the improvement and maintenance of the Village's stormwater system.

The attached Resolution has been prepared and/or reviewed for legal sufficiency by the Village Attorney.



**Recommendation:**

**Village Staff requests Council consideration and approval of the attached Resolution adopting the 2023 Non-Ad Valorem Assessment Roll for the Stormwater Management Utility Assessment to fund Stormwater Improvements in the Village of North Palm Beach and authorizing the Mayor to certify the Assessment Roll in accordance with state law and Village policies and procedures.**

## RESOLUTION 2023-\_\_\_\_\_

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA, ADOPTING AND CERTIFYING THE NON-AD VALOREM ASSESSMENT ROLL FOR THE STORMWATER MANAGEMENT UTILITY ASSESSMENT FOR PARCELS OF REAL PROPERTY WITHIN THE CORPORATE LIMITS OF THE VILLAGE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, through the adoption of Resolution 2020-84 on December 20, 2020, the Village Council stated its intention to use the uniform method for the levy, collection and enforcement of a non-ad valorem assessments pursuant to Section 197.3632, Florida Statutes, to finance the costs of operating its Stormwater Utility; and

WHEREAS, as required by Section 197.3632(2), Florida Statutes, through the adoption of Resolution 2021-09 on January 28, 2021, the Village executed agreements with the Palm Beach County Property Appraiser and Palm Beach County Tax Collector for the collection of the non-ad valorem assessment on the property tax bill; and

WHEREAS, through the adoption of Ordinance 2021-09 on July 8, 2021, the Village Council created the Stormwater Management Utility and the Stormwater Management Utility Fund; and

WHEREAS, Section 30-6 of the Village Code of Ordinances provides for the adoption of Stormwater Management Utility Assessments by Resolution of the Village Council and establishes rates based on the type of land use; and

WHEREAS, the calculation for each type of land use utilizes an Equivalent Residential Unit (“ERU”) rate of \$7.78 established through the adoption of Resolution 2021-68 on August 12, 2021; and

WHEREAS, the Village Council determines that the adoption of this Resolution benefits the public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF NORTH PALM BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Village Council hereby adopts the non-ad valorem assessment roll for the Stormwater Management Utility Assessment, a copy of which is attached hereto and incorporated herein by reference. The annual assessments were calculated in accordance with Section 30-6(c) of the Village Code. The non-ad valorem assessment roll may be modified or adjusted as authorized by law.

Section 3. In accordance with Section 197.3632(5), Florida Statutes, the Village Council designates and authorizes the Mayor to certify the non-ad valorem assessment roll to the Palm Beach County Tax Collector.

Section 4. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 5. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

(Village Seal)

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

| PARCEL_NUMBER     | Tax_Year | NAV_Project_Code |
|-------------------|----------|------------------|
| 6843420800007010  | 2023     | 00468            |
| 68434217350000020 | 2023     | 00468            |
| 68434217350000030 | 2023     | 00468            |
| 68434217350000080 | 2023     | 00468            |
| 68434217350000090 | 2023     | 00468            |
| 68434217350000120 | 2023     | 00468            |
| 68434217350000130 | 2023     | 00468            |
| 68434217350000160 | 2023     | 00468            |
| 68434217350000170 | 2023     | 00468            |
| 68434217350000240 | 2023     | 00468            |
| 68434217350000250 | 2023     | 00468            |
| 68434217350000280 | 2023     | 00468            |
| 68434217350000290 | 2023     | 00468            |
| 68434217350000320 | 2023     | 00468            |
| 68434217350000330 | 2023     | 00468            |
| 68434217360000020 | 2023     | 00468            |
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| 68434217360000170 | 2023     | 00468            |
| 68434217080290171 | 2023     | 00468            |
| 68434217080290173 | 2023     | 00468            |
| 68434217080290172 | 2023     | 00468            |
| 68434217350000010 | 2023     | 00468            |
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| 68434217350000260 | 2023     | 00468            |
| 68434217350000270 | 2023     | 00468            |
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| 68434217350000310 | 2023     | 00468            |
| 68434217350000340 | 2023     | 00468            |
| 68434217360000010 | 2023     | 00468            |
| 68434217360000040 | 2023     | 00468            |
| 68434217360000050 | 2023     | 00468            |
| 68434217360000150 | 2023     | 00468            |
| 68434217360000180 | 2023     | 00468            |
| 68434217350000050 | 2023     | 00468            |
| 68434217350000060 | 2023     | 00468            |
| 68434217350000190 | 2023     | 00468            |
| 68434217350000200 | 2023     | 00468            |

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|-------------------|------|-------|
| 68434217350000210 | 2023 | 00468 |
| 68434217350000220 | 2023 | 00468 |
| 68434217350000350 | 2023 | 00468 |
| 68434217350000360 | 2023 | 00468 |
| 68434217360000090 | 2023 | 00468 |
| 68434217360000100 | 2023 | 00468 |
| 68434217360000110 | 2023 | 00468 |
| 68434217360000120 | 2023 | 00468 |
| 68434217360000130 | 2023 | 00468 |
| 68434217360000140 | 2023 | 00468 |
| 68434205220000040 | 2023 | 00468 |
| 68434205220000070 | 2023 | 00468 |
| 68434205220000010 | 2023 | 00468 |
| 68434205220000020 | 2023 | 00468 |
| 68434205220000030 | 2023 | 00468 |
| 68434205220000020 | 2023 | 00468 |
| 68434205220000030 | 2023 | 00468 |
| 68434217360000080 | 2023 | 00468 |
| 68434217350000140 | 2023 | 00468 |
| 68434205220000040 | 2023 | 00468 |
| 68434205220000010 | 2023 | 00468 |
| 68434217000007120 | 2023 | 00468 |
| 68434205230100050 | 2023 | 00468 |
| 68434205230150320 | 2023 | 00468 |
| 68434205230150330 | 2023 | 00468 |
| 68434205220000070 | 2023 | 00468 |
| 68434205230100040 | 2023 | 00468 |
| 68434205230100030 | 2023 | 00468 |
| 68434205230160380 | 2023 | 00468 |
| 68434205230160390 | 2023 | 00468 |
| 68434205230170430 | 2023 | 00468 |
| 68434205230170440 | 2023 | 00468 |
| 68434205230170450 | 2023 | 00468 |
| 68434205230170420 | 2023 | 00468 |
| 68434205230130180 | 2023 | 00468 |
| 68434205230130210 | 2023 | 00468 |
| 68434205230120140 | 2023 | 00468 |
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| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 226.82 | 7.78 | 2.43 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 277.26 | 7.78 | 2.97 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 245.91 | 7.78 | 2.63 | 0000000000 |
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| 290.21 | 7.78 | 3.11 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 142.84 | 7.78 | 1.53 | 0000000000 |
| 287.58 | 7.78 | 3.08 | 0000000000 |
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| 256.14 | 7.78 | 2.74 | 0000000000 |
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| 321.01 | 7.78 | 3.44 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 241.02 | 7.78 | 2.58 | 0000000000 |
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| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 224.76 | 7.78 | 2.41 | 0000000000 |
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| 142.84 | 7.78 | 1.53 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 364.92 | 7.78 | 3.91 | 0000000000 |
| 297.13 | 7.78 | 3.18 | 0000000000 |
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| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 142.84 | 7.78 | 1.53 | 0000000000 |
| 365.66 | 7.78 | 3.92 | 0000000000 |
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| 325.94 | 7.78 | 3.49 | 0000000000 |

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| 84.04  | 7.78 | 0.9  | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 158.86 | 7.78 | 1.7  | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 333.20 | 7.78 | 3.57 | 0000000000 |
| 385.60 | 7.78 | 4.13 | 0000000000 |
| 417.78 | 7.78 | 4.47 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 195.21 | 7.78 | 2.09 | 0000000000 |
| 510.90 | 7.78 | 5.47 | 0000000000 |
| 505.48 | 7.78 | 5.41 | 0000000000 |
| 442.27 | 7.78 | 4.74 | 0000000000 |
| 351.22 | 7.78 | 3.76 | 0000000000 |
| 400.49 | 7.78 | 4.29 | 0000000000 |
| 333.82 | 7.78 | 3.58 | 0000000000 |
| 488.80 | 7.78 | 5.24 | 0000000000 |
| 484.36 | 7.78 | 5.19 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 503.04 | 7.78 | 5.39 | 0000000000 |
| 508.38 | 7.78 | 5.45 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 380.90 | 7.78 | 4.08 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 404.42 | 7.78 | 4.33 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 399.82 | 7.78 | 4.28 | 0000000000 |
| 471.60 | 7.78 | 5.05 | 0000000000 |
| 461.55 | 7.78 | 4.94 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 235.84 | 7.78 | 2.53 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |

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| 266.64 | 7.78 | 2.86 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 363.43 | 7.78 | 3.89 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 450.29 | 7.78 | 4.82 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 352.41 | 7.78 | 3.77 | 0000000000 |
| 436.98 | 7.78 | 4.68 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 361.53 | 7.78 | 3.87 | 0000000000 |
| 315.59 | 7.78 | 3.38 | 0000000000 |
| 433.14 | 7.78 | 4.64 | 0000000000 |
| 473.05 | 7.78 | 5.07 | 0000000000 |
| 514.78 | 7.78 | 5.51 | 0000000000 |
| 615.06 | 7.78 | 6.59 | 0000000000 |
| 538.39 | 7.78 | 5.77 | 0000000000 |
| 443.69 | 7.78 | 4.75 | 0000000000 |
| 288.39 | 7.78 | 3.09 | 0000000000 |
| 595.89 | 7.78 | 6.38 | 0000000000 |
| 523.48 | 7.78 | 5.61 | 0000000000 |
| 515.94 | 7.78 | 5.53 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 584.18 | 7.78 | 6.26 | 0000000000 |
| 660.99 | 7.78 | 7.08 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 501.21 | 7.78 | 5.37 | 0000000000 |
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| 142.84 | 7.78 | 1.53 | 0000000000 |
| 462.81 | 7.78 | 4.96 | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
| 535.80 | 7.78 | 5.74 | 0000000000 |
| 533.08 | 7.78 | 5.71 | 0000000000 |
| 301.39 | 7.78 | 3.23 | 0000000000 |
| 494.87 | 7.78 | 5.3  | 0000000000 |
| 142.84 | 7.78 | 1.53 | 0000000000 |
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| 752.54  | 7.78 | 8.06  | 0000000000 |
| 754.51  | 7.78 | 8.08  | 0000000000 |
| 736.60  | 7.78 | 7.89  | 0000000000 |
| 790.71  | 7.78 | 8.47  | 0000000000 |
| 927.81  | 7.78 | 9.94  | 0000000000 |
| 655.31  | 7.78 | 7.02  | 0000000000 |
| 601.65  | 7.78 | 6.44  | 0000000000 |
| 871.77  | 7.78 | 9.34  | 0000000000 |
| 826.77  | 7.78 | 8.86  | 0000000000 |
| 876.56  | 7.78 | 9.39  | 0000000000 |
| 989.10  | 7.78 | 10.59 | 0000000000 |
| 1005.56 | 7.78 | 10.77 | 0000000000 |
| 1069.76 | 7.78 | 11.46 | 0000000000 |
| 1174.57 | 7.78 | 12.58 | 0000000000 |
| 826.10  | 7.78 | 8.85  | 0000000000 |
| 1267.12 | 7.78 | 13.57 | 0000000000 |
| 836.44  | 7.78 | 8.96  | 0000000000 |
| 1170.17 | 7.78 | 12.53 | 0000000000 |
| 1038.66 | 7.78 | 11.13 | 0000000000 |
| 1000.35 | 7.78 | 10.71 | 0000000000 |
| 910.78  | 7.78 | 9.76  | 0000000000 |
| 953.26  | 7.78 | 10.21 | 0000000000 |
| 1334.89 | 7.78 | 14.3  | 0000000000 |
| 1197.63 | 7.78 | 12.83 | 0000000000 |
| 1471.58 | 7.78 | 15.76 | 0000000000 |
| 1069.58 | 7.78 | 11.46 | 0000000000 |
| 392.49  | 7.78 | 4.2   | 0000000000 |
| 921.73  | 7.78 | 9.87  | 0000000000 |
| 1465.76 | 7.78 | 15.7  | 0000000000 |
| 1418.34 | 7.78 | 15.19 | 0000000000 |
| 1023.54 | 7.78 | 10.96 | 0000000000 |
| 1446.27 | 7.78 | 15.49 | 0000000000 |
| 1468.08 | 7.78 | 15.72 | 0000000000 |
| 1836.43 | 7.78 | 19.67 | 0000000000 |
| 1783.89 | 7.78 | 19.11 | 0000000000 |
| 1773.44 | 7.78 | 19    | 0000000000 |
| 2449.37 | 7.78 | 26.24 | 0000000000 |
| 705.24  | 7.78 | 7.55  | 0000000000 |
| 323.23  | 7.78 | 3.46  | 0000000000 |
| 1328.63 | 7.78 | 14.23 | 0000000000 |
| 5108.03 | 7.78 | 54.71 | 0000000000 |
| 5265.33 | 7.78 | 56.4  | 0000000000 |
| 3311.62 | 7.78 | 35.47 | 0000000000 |
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Print Form

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**CERTIFICATE TO  
NON-AD VALOREM ASSESSMENT ROLL**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of \_\_\_\_\_, located in \_\_\_\_\_ County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ year.

\_\_\_\_\_  
Chairman of the Board or authorized agent  
of \_\_\_\_\_  
Name of local government  
\_\_\_\_\_ County, Florida