

**October 5, 2021
Regular Meeting
12:00 Noon**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
David Ashbrook, Commissioner, Group II
Brett Lowry, Commissioner, Group III
Scott Hoffman, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose 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. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

Regular Public Meeting

12:00 Noon

Tuesday October 5, 2021

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 9/21/21** **Pages 1-4**
- **Special Meeting 9/21/21** **Pages 5-6**

City Engineer

- **Maddox Park Gazebo- Update**
- **First Street Lift Station and Long Ave. Water/Sewer Project**
- **First Street Sewer Repairs and Paving**
- **Clifford Sims Park Plan**

City Attorney

- **Ord. 596 Commission Compensation** **Page 7**
 - **First Reading & Request to Advertise**

Old Business

- **City Projects** **Pages 8-9**
- **Covid-19 Update- Mayor Buzzett**
- **Purchasing Policy** **Pages 10-19**

New Business

- **Employee Jackets- Comm. Hoffman**
- **CDBG-CV Application Due 11/1/21**
- **Legislative Request 2021-22 Due 10/1/21**
- **Cemeteries- Comm. Langston**
- **PSJRA Meeting 10/19 at 11:00**
- **PDRB Membership**

Public Works

- **Request to Purchase Truck on State Contract** **Page 20**

Surface Water Plant

- **Update**

Wastewater Plant

- **Update**

Finance Director

- **FRDAP Committee Recommendation**
- **RFP 2021-09 Washington Complex Outdoor Exercise Equipment Request to Award Bid Pending State Approval** **Page 22**
- **RFP 2021-10 Forest Park South Outdoor Exercise Equipment Request to Award Bid Pending State Approval** **Page 21**

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Grants- Update** **Pages 23-24**

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, September 21, 2021, at Noon.

The following were present: Mayor Buzzett, Commissioners Hoffman and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, and City Attorney Clinton McCahill were also present. Commissioners Ashbrook and Lowry were absent.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to approve the Minutes of the Regular Meeting of September 7, 2021, the Budget Workshop Meeting of September 7, 2021, the Workforce Housing Public / Private Partnership Workshop Meeting of September 14, 2021, and the Special Meeting for the first Public Hearing on the Budget of September 14, 2021. All in favor; Motion carried 3-0.

Mayor Buzzett requested that Dr. Shean Preston, Executive Director Gulf Coast State College Foundation, address the Commission rather than wait until the New Business Section of the meeting.

Dr. Preston shared the vision and goal of the Gulf Coast State College Foundation to provide every senior in the Bay, Gulf, and Franklin Counties a college education through funds from the foundation. He asked that the Commission consider providing funding to help with this project.

City Engineer – John Baxley

Maddox Park Gazebo

The advertisement for the project has been sent to the newspapers.

First Street Lift Station and Long Avenue Water / Sewer Project

The project is under construction. The next progress meeting is scheduled for September 24, 2021.

Clifford Sims Park Plan

This is currently in design.

First Street Resurfacing

The project is currently in design and work is being done on 60% plan set.

Commissioner Hoffman shared his concerns about water collecting on North Garrison and asked that Dewberry look at the situation.

Commissioner Langston noted that there is a water issue with Forest Hill Cemetery.

City Attorney –

Resolution 2021-16 Amended and Restated Master Water and Sewer Bonds

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to approve Resolution 2021-16. All in favor; Motion carried 3-0. Financial Advisor, Jon Ford of Ford and Associates and Bond Counsel, Jason Breth of Bryant, Miller, and Olive thanked the Commissioners for the opportunity to represent the City in this matter. Refinancing will be done at the rate of 1.64%, and it will not be necessary to raise the Water and Sewer Rates this year because of refinancing.

Old Business

Current City Projects

Mr. Anderson shared that all projects are moving along well.

Covid 19 Update, Mayor Buzzett

Mr. Anderson shared that Covid is trending downward, we are still above 19%, and there is a moratorium on rentals until the rate is down to 15%

Budget 2021 / 2022 Public Hearing today at 5:01 P.M.

The Final Budget Hearing for the FY 2021 – 2022 Budget will be this afternoon. Mr. Anderson noted that the Milage Rate remains at 3.5914 which it has been for a number of years, and because of the refinancing of the bond, Water and Sewer Rates will not see an increase this year.

RFQ 2021-01 Workforce Housing Public / Private Partnership

Mayor Buzzett noted the Commission will need to move forward with a partnership at some point and reminded the Commissioners to prepare their list of what they would like to see the project provide and give it to Mr. Anderson.

Christy McElroy thanked Mayor Buzzett for the opportunity to participate in the Workforce Housing Workshop last week and noted she is concerned about the roads.

New Business –

Dr. Shean Preston, Executive Director Gulf Coast State College Foundation Scholarship Drive

This was moved up in the Agenda.

Pickleball Court Covered Shelter

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to allow the Pickleball players to provide and assemble a shelter to be used for protection from the sun and rain. All in favor; Motion carried 3-0.

PAC Consultant Request, Chester Davis

Chester Davis asked for consideration of partnering with Edward Johnson and Associates to help with the PAC. Mr. Davis had Mr. Johnson on the phone and he gave a brief overview of his experience. A Balance Sheet for the PSJRA was provided and after expenses, there is a balance of \$13,882 in the Budget.

There is a meeting of the PSJRA scheduled for October 19, 2021, at 11:00 A.M., to discuss this item.

CDBG-CV Application Due November 1, 2021

Mr. Anderson shared that this is for COVID assistance and asked for direction from the Commission. After discussion, it was the consensus of the Commission to apply for funding that would include a sports complex and secondly an Amphitheatre. These options will be discussed with our grant writers, the Ferguson Group, and are on our next Meeting Agenda.

Public Works – John Grantland

Sidewalks on Monument

Mr. Grantland anticipates it would cost approximately \$76,000 to repair both sides of Monument Avenue from 9th to 13th Streets, and \$120,000 to repair both sides of Monument from 13th to 18th Streets. Consensus was to bid the project because of the lack of City personnel for the project.

Citywide Clean up

Mr. Grantland recommended placing two roll offs at the City Yard because what is dumped into the roll offs must be monitored. The cost is \$67.50 per ton and \$200 per pickup. This item was Tabled.

Commissioner Langston suggested that the County Commissioners be contacted and asked to waive the tipping fees.

Surface Water Plant – Larry McClamma

Mr. McClamma was running the plant and unable to attend the meeting. He has requested that the opening in his department be readvertised as an Operator / Trainee Position.

It was suggested that a policy on training and longevity be considered.

Wastewater Plant – Kevin Pettis

Mr. Pettis was out today. Mr. Anderson shared that plant employees continue to work to reduce the liquid in the lagoon. He also stated that a break in the rain would be helpful because there has been a very high rate of I & I going into the lagoon.

Finance Director – Mike Lacour

2021 – 2022 Budget Update

Mr. Lacour reminded the Commissioners of the 5:01 P.M. Meeting today for the Final Hearing on the 2021 – 2022 Budget. He shared there is \$50,000 in Escrow for sidewalks and \$50,000 in the budget that could be used for the Monument Avenue Sidewalk Project.

There is a FEMA Meeting tomorrow that Mr. Lacour will be attending. He noted that 25 of 29 FEMA Projects have been completed and the four remaining projects, Buck Griffin Lake, Waste Water Treatment Plant, Maddox Park, and Clifford Sims Park, have been obligated.

The FRDAP Committee needs to meet to determine what grant to apply for in the coming cycle that is open October 1, 2021, through October 15, 2021. Consensus was that a Splash Pad would be the first choice.

Code Enforcement –

The following Code Enforcement Violations will be heard at the October 14, 2021, Hearings:

405 – 406 16th Street Parcels 05275-000R and 05275-050R Hazardous vegetation, Pine Lake Mobile Home Park LLC.

414 B Reid Avenue Parcel 04796-000R No business License, Dennis Warren the Brick Wall Restaurant.

609 Garrison Avenue Parcel 04985-000R Hazardous vegetation, Natallie Franks and James Padgett.

418 Martin Luther King Jr., Blvd., Parcel 05830-000R Substandard Structure Susie Clemmons.

1604 Garrison Avenue Parcel 05493-000R Hazardous vegetation, Estate of Ferrin Kennedy.

Police Department – Chief Richards

Chief Richards shared that an email circulated recently by a lady in reference to Boat Ramp Tickets was very inaccurate and he had addressed the issue.

City Clerk – Charlotte Pierce

Grants Update –

Clerk Pierce shared that our Grant Writers, Ferguson Group, had submitted the CDBG-DR Road and Stormwater and the New Fire / Police Facility Applications this past week.

Mr. Anderson noted that a Legislative Appropriation Request had been received from Representative Shoaf's office and was due by November 10, 2021.

Citizens to be Heard –

Eddie Fields asked about water issues at Forest Hill Cemetery and the Washington Gym area. These concerns had already been addressed and Mr. Fields thanked the Commission for addressing them.

Letha Mathews asked about the infrastructure on MLK Blvd. Mr. Grantland responded that the water mains were new and there is no sewer on MLK. Stormwater management is being reviewed by Dewberry.

Chester Davis stated the infrastructure had not yet been approved by the PAC.

Discussion Items by Commissioners

Commissioner Langston shared his concerns about the Building Department losing an employee and experienced people should be compensated more. It was noted that the Building Department is run by EPCI, pay issues should be discussed with them, and their starting pay should be more competitive. Mr. Creel is looking for a replacement employee from this community.

Commissioner Hoffman expressed his concerns about Call Out Pay for employees. Mr. Grantland offered to show him the City Policy for this and discuss the issue with him.

Commissioner Hoffman is concerned about the flow of traffic for the boat ramp and asked that the easement for the TDC Road be reviewed.

He also noted that the FWC had visited Buck Griffin Lake and will be stocking it soon with 1,000 Catfish, 500 Bream, and 100 Bass. The oxygen level is low in the lake and the fountains need to be turned on.

Mayor Buzzett did not have anything to discuss. He shared that he will be out of town for the October 5, 2021 meeting.

Motion to Adjourn –

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:20 P.M.

Approved this _____ day of _____ 2021.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

**MINUTES OF THE SPECIAL MEETING FOR THE FISCAL YEAR 2021 – 2022
BUDGET FOR THE CITY OF PORT ST. JOE; RESOLUTION 2021-14 EMPLOYEE
PAY SCALE, AND RESOLUTION 2021-15 WATER AND SEWER UTILITY RATES
FOR FY 2021 - 2022 WITH THE BOARD OF CITY COMMISSIONERS FOR THE
CITY OF PORT ST. JOE, FLORIDA, HELD IN THE WARD RIDGE BUILDING,
September 21, 2021, at 5:01 P.M.**

The following were present: Mayor Buzzett, Commissioners Hoffman, and Langston. City Manager Jim Anderson, City Clerk Charlotte Pierce, City Attorney Clinton McCahill, and Finance Director Mike Lacour were also present. Commissioners Ashbrook and Lowry were absent.

The purpose of the Special Meeting was Ordinance 593 – 2021 / 2022 Ad Valorem Tax Millage Rate Public Hearing, Second Reading and Adoption; Ordinance 594 – 2021 / 2022 Budget Public Hearing, Second Reading and Adoption; Resolution 2020-14 Employee Pay Scale; Resolution 2020-15 Water and Sewer Utility Rates FY 2021 - 2022.

City Attorney –

Ordinance 593 Ad Valorem Property Taxes 2021 – 2022, Public Hearing, Second Reading and Adoption:

No one from the public attended the meeting.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to have the Second Reading and Adoption of Ordinance 593. All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 593 in its entirety.

The Ad Valorem Property Tax Millage Rate for Municipal Purposes to be levied on the taxable property within the City limits of the City of Port St. Joe for the Fiscal Year Beginning October 1, 2021, and ending September 30, 2022, is set at the rate of 3.5914 mills. The percentage by which this millage rate to be levied is less than the rolled-back rate of 3.3091 mills (computed pursuant to Florida law) is 8.53%.

Ordinance 594 Budget 2021 – 2022, Public Hearing, Second Reading, and Adoption:

No one from the public attended the meeting.

A Motion was made by Commissioner Langston, second by Commissioner Hoffman, to have the Second Reading and Adoption of Ordinance 594. All in favor; Motion carried 3-0.

Attorney McCahill read Ordinance 594 by Title only.

Resolution 2021-14 Employee Pay Scale

No one from the public attended the meeting.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to adopt the Employee Pay Scale. All in favor; Motion carried 3-0.

Resolution 2021-15 Water and Sewer Utility Rates FY 2021 - 2022

No one from the public attended the meeting.

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to adopt Resolution 2021-15. All in favor; Motion carried 3-0.

Citizens to be Heard

No one from the public attended the meeting.

Discussion items by Commissioners

There was no discussion by Commissioners

Motion to Adjourn

Mayor Buzzett adjourned the meeting at 5:25 P.M.

Approved this _____ day of _____ 2021.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

ORDINANCE NO.: 596

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA REPEALING AND REPLACING ORDINANCE NO. 541 OF THE CITY OF PORT ST. JOE DEALING WITH COMPENSATION OF CITY COMMISSIONERS AND MAYOR COMMISSIONER, PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED by the people of the City of Port St. Joe, Florida:

1. The Mayor Commissioner and every City Commissioner shall receive as compensation in the form of salary the amount of \$1,000 per month with a 3% Cost of Living Increase and/or equivalent to what City Staff is given annually, whichever is higher.
2. REPEAL: City of Port St. Joe Ordinance No.: 541 is HEREBY REPEALED. All other ordinances or parts of ordinances in conflict herewith are hereby repealed.
3. SEVERABILITY: If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder shall not be affected by such invalidity.
4. EFFECTIVE DATE: This ordinance shall become Retroactive October 1, 2021 as provided by law.

THIS ORDINANCE ADOPTED this the _____ day of _____ 2021.

BOARD OF CITY COMMISSIONERS

PORT ST. JOE, FLORIDA

REX BUZZETT
MAYOR-COMMISSIONER

ATTEST:

CHARLOTTE M. PIERCE
CITY CLERK

Current City Projects 10/5/21

- Washington Gym Bathroom- County Approved a match of up to \$25K to Rehab. the Restrooms on 8/24/21
- Keepers' Quarter (Eglin) Rehab- Under Construction
- Tennis Court Lighting- Lights are installed, waiting on Duke Energy
- **Walking Bridges- Complete**
- Tree/Stump removal from Parks- Ongoing
- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board
- Clifford Sims Park Repairs- Dewberry is working on a plan
- Utility Mapping- Ongoing
- Maddox Park Gazebo- Out for Bids
- Splash Pad- Need Direction from the Board
- City Pier Lighting- Being Reviewed by City Electricians
- Hwy 98 & 3rd Street Crosswalk- Waiting on Electricians to Complete
- Centennial Bldg. Rehab- Grant Approved
- Lighthouse Complex Rehab- Grant Approved
- Core Park Stage- Need Direction from the Board
- Public Safety Fire/Police Bldg. CDBG-DR- Re-submitting Grant Application for Phase II Funding
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21
- Stormwater Rehab. MLK Corridor CDBG-DR (FAMU)- Grant Application was not approved
- City Hall Complex- Working on a possible USDA Grant/Loan
- Community Garden- Lease Agreement signed
- Park Point Sewer- Working on Permits
- First Street Sewer Rehab- Approved by the Board as an Emergency Repair 6/1/21, submitted to SRF for inclusion in the Long Ave Project
- First Street Paving from First Street to Hwy 71 SCOP- Under Design
- Long Ave Water/Sewer- Under Construction

- Lighthouse Rehab- Approved to bid on 7/6, working on Bid Docs
- Washington Gym Gazebo Rehab- Complete
- 7th Street Ditch Cleaning- Complete
- Monument Ave. Sidewalks- Working on Bid Specs
- Dooder Parker Park- Outdoor Exercise Equipment & Disc Golf Improvements- Out for Bid
- Washington Gym Complex- Outdoor Exercise Equipment & Disc Golf Course- out for Bid

PURCHASING POLICIES & PROCEDURES

CITY OF PORT ST. JOE, FLORIDA

Revised October 5, 2021
Approved by City Commission on 10/5/21

PURCHASING POLICIES & PROCEDURES

TABLE OF CONTENTS

Section I	Purpose	1
Section 2	Application of Policy	
	A. Activities	1
	B. Exemptions from the Purchasing Policies & Procedures	1 - 2
Sections 3	Definitions	2 – 4
Section 4	Authority for Purchasing	4
Section 5	Threshold Amounts	4
Section 6	Purchasing Categories	4
	6.01 Small Purchases	4 - 5
	6.02 Blanket Purchases Orders	5
	6.03 Field Quotes	5
	6.04 Purchasing Quotes	5
	6.05 Competitive Sealed Bids	5 - 6
	6.06 Competitive Sealed Proposals	6
	6.07 Sole Source Purchases	6
	6.08 Emergency Purchases	6 - 7
	6.09 Cooperative Purchasing	7
Section 7	Ethics in Public Contracting	
	7.01 Employee Conflict of Interest	7
	7.02 Use of Confidential Information	7 - 8
	7.03 Gratuities	8
	7.04 Sanctions	8

CITY OF PORT ST JOE, FLORIDA
PURCHASING POLICY

(Revised October 5, 2021)

SECTION 1 – PURPOSE

This policy is adopted to promote the following purposes:

- A. To clarify the procurement practices used by the City of Port St. Joe, Florida.
- B. To promote the continued development of professional and equitable procurement policies and practices.
- C. To promote public confidence in the purchasing procedures followed by the City of Port St. Joe.
- D. To ensure the fair and equitable treatment of all persons who deal with the procurement system of Port St. Joe.
- E. To maximize economy in Port St. Joe procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds in Port St. Joe.
- F. To provide safeguards for the maintenance of a procurement system of quality and integrity in Port St. Joe.

SECTION 2 – APPLICATION OF POLICY

- A. Activities. This policy shall apply to the purchase/procurement of all materials, supplies, services, construction and equipment except as herein specifically exempted.
- B. Exemptions From the Purchasing Policy. The following types of purchasing activities shall be exempt from the purchasing policy except as noted:
 - 1. All heavy equipment repairs shall be exempted from the competitive sealed bid requirements. The Public Works Superintendent, or his/her designee, shall solicit and evaluate quotations and award the bid. Should a purchase exceed \$5,000, the City Manager shall agenda the item for ratification by the City Commission at a regular scheduled Commission meeting.
 - 2. All purchases of services from a utility whose rates are determined and controlled by the Public Service Commission or other governmental authority, including but not limited to, electricity; water; sewer; telephone; and cable television services.
 - 3. All supplies, materials, equipment, or services purchased at a price established in a State contract of the State of Florida Department of General Services, Division of Purchasing.

4. All supplies and materials, equipment, construction, or services purchased from another unit of government.
5. Sole source as provided in Section 6.07 hereof.
6. Emergency purchases as provided in Section 6.08 hereof.
7. All purchases of used equipment having a value of twenty-five thousand dollars (\$25,000) or less; however, each such purchase shall be supported by one equipment appraisal report from the vendor.
8. Grants (Direct Payment) and Social Services (e.g., burials and indigent patient services).
9. Advertisement (except Delinquent Tax Notice).

SECTION 3 – DEFINITIONS

The following terms defined in this section shall have the meanings set forth below whenever they appear in this policy.

- A. “Blanket Purchase Order” means a purchase order issued to a vendor for an amount not to exceed the face value of the purchase order. A blanket purchase order is for the procurement of commodities or services no single item of which shall exceed the threshold for small purchases unless the appropriate method of procurement was used to generate the Blanket Purchase Order.
- B. “City Commission” means the City Commission of Port St. Joe, Florida.
- C. “Commodity” means a product that the City may contract for or purchase for the use and benefit of the City. A specific item, it is different from the rendering of time and effort by a provider.
- D. “Competitive Sealed Bidding” (Invitation to Bid) means a written solicitation for sealed competitive bids used for the procurement of a commodity, group of commodities, or services valued more than the threshold for this category. The Invitation for Bids must be publicly advertised and have the title, date and hour of the public bid opening designated and specifically define the commodity, group of commodities, or services for which bids are sought. It shall include instructions prescribing all conditions for bidding and shall be distributed to all prospective bidders simultaneously. The Invitation for Bids is used when the City is capable of specifically defining the scope of work for which a contractual service is required or when the City is capable of establishing precise specifications defining the actual commodity or group of commodities required.
- E. “Construction” means the process of building, attaining, repairing, improving, or demolishing any public structure or building, or other public improvement of any kind to

any public real property. It does not include routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

- F. “Contract” means all types of Port St. Joe agreements, regardless of what they may be called, for the purpose or disposal of supplies, services, materials equipment or construction.
- G. “Contractual Services” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; and professional, technical, and social services.
- H. “Cooperative Purchasing” is procurement conducted y or on behalf of, more than one public procurement unit.
- I. “Emergency” means when there exists a threat to public health, welfare, or safety; natural unexpected events; accidents; or loss to the City under emergency conditions which shall be considered to mean those situations where the operation of a department would be seriously impaired if immediate action were not taken.
- J. “Emergency Purchase” is a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riots, fires, floods, accidents or any circumstances or cause beyond the control of the department in the normal conduct of its business) where the delay of incident to competitive bidding would be detrimental to the interests of the City.
- K. “Field Quotes” is the procurement procedure used by the operating department to purchase commodities or contractual services with a value within the threshold amounts set for this category. Field Quotes are conducted by the department, consist of either written or oral quotations from two or more vendors, do not require a public bud opening, and are awarded by the City Clerk/ Auditor, or his/her designee. Written evidence of all quotations must be submitted to, and maintained in, the Purchasing Office.
- L. “Gratuity” is compensation for services (money, gifts, etc.)
- M. “Purchasing Quotes” is the procurement procedure used to purchase commodities or contractual services with a value within the threshold amounts set for this category. Purchasing quotes are obtained by the City Manager, or his/her designee, either written or oral, from two or more vendors, and do not require a public bid opening. The purchase is awarded by the City Manager, or his/her designee.
- N. “Request for Proposals” means a written solicitation for sealed proposals with the title, date, and hour of public opening designated. The request for proposals is used when the City is unable to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required, and when the City is requesting that a qualified offeror purpose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A request for proposal include, but is

not limited to, applicable laws and rules; functional or general specifications; statement of work; proposal instructions; and evaluation criteria. Evaluation of a proposal, when such proposal is for “professional services”, shall be in accordance with Florida Statutes Chapter 287.055.

- O. “Small Purchases” means the procurement of commodities or services with a value within the threshold set for this category without the requirement of quotes, bids, or public notice.
- P. “Sole (single) Source Purchases” means the purchase of a commodity, service, equipment, or construction item(s) from one available practical source of supply. A sole (single) Source may be declared such by the City Commission for reasons acceptable to it.

SECTION 4 – AUTHORITY FOR PURCHASING

- A. The City Manager shall serve as the central purchasing officer for the City of Port St. Joe.
- B. The City Manager, or his/her designee, shall administer operational procedures governing internal functions of the purchasing program.
- C. Except as otherwise specifically provided in this policy, the City Manager, or his/her designee, shall purchase or supervise the purchase of all supplies, services, materials, equipment and construction services defined within the scope of this policy.

SECTION 5 – THRESHOLD AMOUNTS

A.	Small Purchas Procedures (Section 6.01) (Does not require documentation of bids and quotes. Responsibility of purchaser to obtain most economical source for good and services.)	\$1 to \$15,000
B.	Blanket Purchase Orders (Section 6.02)	(Made the beginning of fiscal year for repetitive costs)
C.	Field Quotes (Section 6.03) (Verbal Quotes recorded by purchaser)	\$15,001 to \$20,000
D.	Purchasing Quotes (Section 6.04) (Written Quotes from Vendor)	\$20,001 to \$25,000
E.	Competitive Sealed Bids (Section 6.05)	\$25,001 and above

SECTION 6 – PURCHASING CATEGORIES

Section 6.01 Small Purchases

The purchase of commodities, equipment and services which cost less than the threshold authorized in Section 5 does not require solicitation of quotes or bids. Small purchase shall be authorized by Department Superintendent or their designees.

Section 6.02 Blanket Purchase Orders

No purchase order shall be issued for an amount greater than the limit established for a blanket purchase order in Section 5 of this policy for the purchase of goods or services unless approved by the City Commission.

Section 6.03 Field Quotes

The purchase of goods and services which cost within the range authorized for field quotes in Section 5 shall require competitive quotations from two or more vendors. The quotations may be obtained by the Department. The City Manager, or his/her designee, shall review the quotations and make the award or require additional quotations prior to award.

Section 6.04 Purchasing Quotes

The purchase of goods and services which cost within the range authorized for purchasing quotes in Section 5 shall require competitive written quotations from two or more vendors. The quotations shall be obtained, reviewed and awarded by the City Manager or his/her designee.

Section 6.05 – Competitive Sealed Bids

- A. Conditions for Use. All contracts for purchases of a single item or aggregate in excess of the established base amount for competitive sealed bidding, except as provided in Section 6.06, Competitive Sealed Proposals.
- B. Invitation to Bid An invitation to bid shall be issued and shall include specifications, all contractual terms and conditions, and the place, date, and time for opening or submittal.

No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any City employee prior to the opening of proposals. Only those communications which are in writing from the City may be considered as a duly authorized expression on the behalf of the City Commission. Also, only communications from firms or individuals which are in writing and signed will be recognized by the City Commission as duly authorize expressions on behalf of proposers.

- 1. Alternate(s). Alternate bids will not be considered unless authorized by and defined in the bid specifications.
- C. Public Notice. Public notice shall be by publication in a newspaper of general circulation at least ten (10) working days prior to bid opening. Notice of the Invitation to Bid shall give the date, time, and place set forth for the submittal of proposals and opening of bids. Bids shall be opened publicly.

- D. Award. The contract shall be awarded with reasonable promptness to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid. The City reserves the right to waive any informality in bids and to make an award in whole or in part when either or both conditions are in the best interest of the City of Port St. Joe.
- E. Cancellation of Invitations for Bids. An Invitation for Bids or other solicitation may be canceled, or any or all bids may be rejected in whole or in part when it is in the best interests of the City, as determined by the City Commission. Notice of cancellation shall be sent to all businesses solicited.

Section 6.06 – Competitive Sealed Proposals

- A. Conditions for Use. When it is determined that the use of competitive sealed bidding is either not practical or not advantageous to the City, a contract may be entered into by the use of competitive sealed proposals.
- B. Professional, Architectural, Engineering, Landscape Architectural, and Land Surveying Services. Professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying, shall be obtained in accordance with the Consultant's Competitive Negotiation Act, Section 287.055, Florida Statutes.
- C. Commission Approval. Proposals anticipated to exceed the threshold established in Section 5 for Competitive Sealed Proposals shall be approved by the City Commission prior to solicitation.

Section 6.07 – Sole Source Purchases

- A. Sole Source Certification. A contract may be awarded for a supply, service, material, equipment, or construction items(s) without competitive bidding when the City Manager, or his/her designee, certifies in writing, after conducting a good faith review of available sources, equipment, or construction item(s). Such awards will be made within the authorized procurement limits. When a purchase exceeds the twenty-five thousand dollar (\$25,000) limit, the item will be agended for Commission approval and certification that the vendor has been determined to be a sole source.
- B. Additional Purchases from Certified Sole Source. The City Manager, or his/her designee, shall be authorized, after initial sole source certification, to make additional purchases from a sole source vendor for not more than one year or until such time as contrary evidence is presented regarding sole source eligibility, whichever period is less.

Section 6.08. – Emergency Purchases

- A. Authorization During Normal Business Hours. In the case of emergencies which require the immediate purchase of goods, equipment or services, the City Manager, or his/her designee, or Department Superintendent, or his/her designee, shall be empowered to secure such goods or services without competitive bidding when there exists: a threat to

public health, welfare, or safety; natural unexpected events; accidents; or loss to the City under emergency conditions. In this event, all measures reasonably possible under the circumstances shall be taken to assure the maximum cost benefit to the City of goods or services procured.

- B. Authorization Outside of Normal Business Hours. A department head, during non-business hours, is authorized to make purchases without competitive bids when an emergency arises and such purchases are necessary to protect the safety, health, welfare, or property of the City or any of its citizens.
- C. Documentation and Approval. Documentation for emergency purchases pertaining to the above shall be submitted to the City Manager, or his/her designee, on the standard requisition form with a detailed explanation, and support material attached, if applicable, within the (10) working days after the event occurred. Emergency purchases that exceed the competitive sealed bid threshold shall be ratified by the Board.

Section 6.09 – Cooperative Purchasing.

- A. State Contracts. The Purchasing Agent is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective state contracts for the Department of General services. Such purchases shall be made without competitive bids provided that funding has been appropriated and approved by the City Commission in department accounts.
- B. Other Governmental Units. The City Manager, or his/her designee, shall have the authority to join with other units of government in cooperative purchasing ventures when the best interest of the City would be served thereby, and the same is in accordance with the City and State law.

SECTION 7 – ETHICS IN PUBLIC CONTRACTING

Section 7.01 – Employee Conflict of Interest

- A. Participation. It shall be unethical for any City employee to participate directly or indirectly in a procurement contract when the City employee knows that:
 - 1. the city employee or any member of the City employee's immediate family (father, mother, brother, sister, child, grandparent, or grandchild of employee or spouse) has a financial interest pertaining to the procurement contract; or
 - 2. any other person, business, or organization with whom the City employee or any member of a City employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

Section 7.02 Use of Confidential Information

It shall be unethical for any City employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

Section 7.03 – Gratuities

- A. Gratuities. It shall be unethical for any person to offer, give or agree to give any City employee, or for any City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of a purchase request.

Section 7.04 Sanctions

- A. Employee Sanctions. Upon violation of the ethical standards by an employee, the City Manager, or his/her designee, or other appropriate authority may:
1. impose one or more appropriate disciplinary actions as defined in the City Personnel Manual, up to and including termination of employment; and,
 2. may request investigation and prosecution.

Non-employee Sanctions. The City Commission may impose any one or more of the following sanctions on a non-employee for violation of the ethical standards:

1. written warnings; or
2. termination of contracts.



Awarded Contract

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

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	Quote 33349-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address P.O. BOX 9200 Sebring, FL 33871-9200	
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
9/23/2021

QUICK QUOTE SHEET

REVISED QUOTE DATE
9/23/2021

REQUESTING AGENCY	PORT ST JOE, CITY OF			
CONTACT PERSON	JOHN GRANTLAND		EMAIL	JGRANTLAND@PSJ.FL.GOV
PHONE	850-527-2221	MOBILE	FAX	

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2022 120716-NAF & 060920-NAF www.NationalAutoFleetGroup.com

MODEL	W3D 620A	MSRP	\$56,740.00
2022 FORD F-350 CREW CAB DRW 4WD XL 8' BED 176" WB DIESEL			

CUSTOMER ID	BASE VEHICLE PRICE	\$46,650.00
BED LENGTH	8' BED	

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

FACTORY OPTIONS	DESCRIPTION	
Z1 AS	EXTERIOR COLOR OXFORD WHITE WITH MEDIUM EARTH GRAY HD VINYL 40/20/40 SPLIT BENCH SEAT INCLUDES CENTER ARMREST WITH CUPHOLDERS, STORAGE, AND DRIVERS SIDE MANUAL LUMBAR.	\$0.00
99T 44G	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20, Transmission: TorqShift 10-Speed Automatic	\$0.00
153	FRONT LICENSE PLATE BRACKET	\$0.00
41P	FACTORY SKID PLATES	\$95.00
90L	Power Equipment Group -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Folding Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front & Rear Side Windows, 1-touch up/down driver/passenger window	\$1,120.00
X3K	Limited Slip w/3.55 Axle Ratio	\$345.00
TT	Class V Towing Equipment -inc: Hitch, Trailer Sway Control, Trailer Wiring Harness	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	\$1,560.00
HD SOB LG	HD Scorpion spray on bed liner (long bed) under rail.		\$665.00
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$0.00

	CONTRACT OPTIONS	\$665.00
--	------------------	----------

TRADE IN	VEHICLE TOTAL	\$48,210.00
	MSRP DISCOUNT	17.3%
	ACCESSORY TOTAL	\$665.00
	CUSTOMER PRICE	\$48,875.00

YES WE TAKE TRADE INS ASK ABOUT MUNICIPAL FINANCING \$0.00

TOTAL COST LESS TRADE IN(S)	QTY	1	\$48,875.00
-----------------------------	-----	---	-------------

Estimated Annual payments for 60 months paid in advance: \$10,945.99
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

VEHICLE QUOTED BY CHRISTY SELF GOVERNMENT ACCOUNT MANAGER christy.self@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.

City Commission Conference Room

[illegible]

RFP # 2021-10
Forest Park South Outdoor Exercise Equipment
September 30, 2021
City Commission Conference Room

[illegible]

Grants Updated- 10/5/21

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDOT/SCOP	\$397,375	Application for resurfacing of first Street from Hwy 98 to Hwy 71. Approved for 21/22 funding
FEMA PA	\$9,778,787	Damage from Hurricane Michael
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match
FRDAP	\$100,000	Applied for (2) grants on 10/15/20. Washington Gym Complex and Dodder Parker Park for exercise equipment, playground Equipt. & Disc Golf. Grants approved 7/21
FDEP/SRF	\$4,537,600	Application submitted for Construction of Long Ave. Sewer Line and Lift Station. Grant \$3,630,080 and Loan \$907,520 Combo 80/20. Approved, Notice of Award has been issued.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded, waiting on a contract. No Match.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21.
CDBG-DR	\$8,566,469	Police/Fire Station. Application not approved. Re-submitted in Round two of funding on 9/15/21
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
Legislative Approp.	\$150,000	Washington Gym Restrooms. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Application submitted.
Historic Resources/Hurricane Michael	\$83,000	Washington Gym. Submitted by UF, ranked #10
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. Approved with no match
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Potential Match for New Government Complex
Congressman Dunn Legislative Request	\$943,222.50	Commercial District Waterline Replacement. Was not approved.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application Submitted 7/15/21
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Submitted 7/15/21
FDEP Water Protection Funds	\$1,834,401.60	Pipe Replacement under the 10 th Street Park. Grant Application submitted 7/15/21
CDBG- DR Phase II	\$6,654,566	Road & Stormwater Repairs. Application submitted 9/15/21

FDEP	\$230,000	Resilient Florida (Study of PSJ). Submitted 8/30/21
CDBG- CV	TBD	Covid Due 11/1/21