

**June 13, 2023**  
**\*\*Commission Reception\*\***  
**11:30 A.M.**  
**Special 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

**\*\*Commission Reception\*\***

**11:30 A.M.**

**Special Public Meeting**

**12:00 Noon**

**Tuesday June 6, 2023**

## **Call to Order**

## **Consent Agenda**

### **Minutes**

- **Regular Commission Meeting 6/6/23** **Pages 4-7**

### **Swearing In of Newly Elected Officials by Judge McFarland**

- **Mayor Buzzett**
- **Commissioner Langston**
- **Commissioner Kerigan**

### **City Engineer**

- **Long Ave. Paving**
- **First Street Paving**
- **Beacon Hill Sewer**
- **RFP 2023-07, Downtown Water Line Replacement Phase I** **Page 8**
- **Madison Street Paving**

### **City Attorney**

- **Parking Ordinance- Discussion**

### **Old Business**

- **City Projects** **Page 9**
- **RFP 2023-08 1979 Wheeled Loader** **Page 10**

### **New Business**

- **Naming of Florida Forever Property on Hwy 98- Comm. Hoffman**
- **Historic Cemetery Concerns- Nancy Jones** **Pages 11-15**
- **RFP 2023-05 Centennial Bldg. Repairs** **Pages 16-22**
- **RFP 2023-06 Lighthouse Keepers Quarters** **Pages 23-29**
- **League of Cities Annual Conference** **Pages 30-31**
- **Planning Board Membership- Mayor Buzzett**

### **Public Works**

- **Update**

**Surface Water Plant**

- Update

**Wastewater Plant**

- Update

**Finance Director**

- FEMA- Update

**Code Enforcement**

- Update

**Police Department**

- Update

**City Clerk**

- Grants- Update

**Pages 32-33**

**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, June 6, 2023, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to approve the Minutes of the Regular Meeting of May 16, 2023. All in favor; Motion carried 3-0.

**City Engineer – Josh Baxley**

*Long Avenue Paving*

The paving has been completed, the contractor is working on finishing up sodding and striping. Acceptable testing has been done on Long Avenue by Dewberry. Mr. Baxley referenced an email he sent on May 5, 2023, including the findings of the test done with the Rolling Strait Edge and has no other solutions or suggestions for the problems at this time.

*First Street Paving*

The contractor is completing the final punch list items.

*Beacon Hill Sewer Design*

The lift station has been set along with the manhole. The roof has been installed and the low pressure system (Phase II of the project) has been advertised. The bid date is June 30, 2023.

*Downtown Water Line Replacement Phase I*

Bids were higher than the funds provided. There will be a recommendation on how to proceed at the next meeting.

*Madison Street Paving*

The 100% plans and cost estimate have been provided to FDOT for approval.

**City Attorney**

*Land Swap Contract*

A Motion was made by Commissioner Langton, second by Commissioner Lowry, to approve the contract pending the change Mr. McCahill is requesting. He noted the agreement is essentially the same, but he would like to include verbiage that if something comes back or is discovered later, the city has options to resolve the issue. All in favor; Motion carried 3-0.

Christy McElroy asked about future plans for the fire department to include industrial equipment. Mayor Buzzett responded that the department is still a volunteer unit and possibly in 20 years or so, the city may have to consider a paid department, but cautioned it would be expensive.

#### *Demolition Eviction Notices Update*

Mr. McCahill shared that the contractor will be here June 15, 2023, to begin work.

#### **Old Business**

##### *City Projects*

Mr. Anderson stated the Maddox Park Trail and Parking Lot have been completed and look very nice. He also noted that the gravel parking lot next to CVS located on First Street and David B. Langston Drive has been completed and is already being used.

##### *RFP 2022-02 – Clifford Sims Park Improvements*

A Motion was made by Commissioner Langton, second by Commissioner Lowry, to award RFP 2022-02 Bid to low bidder R. J. Gorman in the amount of \$732,474.55 for repairs to Clifford Sims Park. All in favor; Motion carried 3-0.

#### **New Business –**

##### *Facility Fee Waiver Request – Jeff Schweikert*

After discussion, consensus was to try to help Mr. Schweikert find a smaller facility for their meetings. The STAC House is open until 5, supplies and other items would have to be relocated, and this would be problematic for the small STAC House staff.

##### *Proposed Meeting Schedule – June 13 Special; Cancellation of June 20 and July 4 Meetings*

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to have a Special Meeting on June 13, 2023, for the swearing in of returning officials Mayor Buzzett, Commissioner Langston and recently elected Commissioner Steve Kerigan, and to cancel the June 20, 2023, and July 4, 2023, meetings. All in favor; Motion carried 3-0.

##### **Public Works – John Grantland**

Mr. Grantland did not have any updates for the Commissioners.

##### **Surface Water Plant – Larry McClamma**

Mr. McClamma complimented John Murnan on the work that he has done cleaning growth from the sides of the Fresh Water Canal and feels that this has improved the water quality greatly. He also noted that the City passed Second Quarter Disinfectant Bi-products testing with the best numbers the City has ever had.

##### **Wastewater Plant – Kevin Pettis**

Mr. Pettis shared there is 3 ½' freeboard in the pond, the plant is pushing water, and business is on going as usual. He still has some issues with the new headwork pump and staff continues to work on Hurricane Michael damage.

## **Finance Director – Mike Lacour**

### *FEMA Update*

Mr. Lacour made the Commission aware of the need to bid out a project for improvements around Clifford Sims Park and the area containing riprap.

He shared that the STAC House is open from 8 A.M. to Noon and from 1 P.M. to 5 P.M. Monday through Friday and attendance numbers are very good.

## **Code Enforcement –**

Mr. Anderson noted that voluntary demo work is continuing with assistance from the County. Property belonging to Brenda Fisher and an outside building behind the Knights of Pythias Lodge were removed yesterday and two structures owned by the Clemons' family were started today.

## **Police Department – Chief Richards**

Chief Richards did not have any updates for the Commission.

## **City Clerk – Charlotte Pierce**

### *Grants Update*

Clerk Pierce shared that City Staff continues to work on seeking grants, required compliance, and various reports.

### *Resolution 2023-04 City Fees*

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to adopt Resolution 2023-04 City Fees. All in favor; Motion carried 3-0.

## **Citizens to be Heard –**

Jim Mowbray read a letter of Support of Respondent concerning Nopetro LNG, LLC. He invited citizens to a public meeting to be held on June 23, 2023, at 6 P.M. in the Centennial Building.

*Bertha Quinn* shared her concerns about the presence of law enforcement in North Port St. Joe.

*Christy McElroy* asked about the number of gallons the water plant is producing each day to which Mr. McClamma responded 1.3 million gallons.

She also asked when Port Authority Meetings were held as she had not been able to find that information.

## **Discussion Items by Commissioners**

*Commissioner Lowry* did not have any additional information for the Commissioners.

*Commissioner Langston* again expressed his concerns about traffic coming into town and the backup it is causing residents of North Port St. Joe trying to get on to Highway 98. He also mentioned that Blountstown has a Splash Pad, and he is anxious to see the City moving towards providing one for Port St. Joe.

Mayor Buzzett referenced the Gulf County Chamber of Commerce E-blast today concerning encouraging citizens to volunteer for community service projects in Port St. Joe. The first opportunity will be a clean up of Reid Avenue on Saturday at 7 A.M.

He also asked about the Fourth of July Celebrations. A Street Dance Permit has been provided to Commissioner Langston and County Commissioner Sandy Quinn. No other paperwork has been provided. The required documents for the rental of the Washington Gym have not been submitted to date.

**Motion to Adjourn**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:47 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Rex Buzzett, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

**RFP # 2023-07**  
**Downtown Water System Improvements Phase I**  
**City Commission Conference Room**  
**June 2, 2023 at 3:05 P.M.**

VENDOR		BID AMOUNT
L.E.K Contracting Co., Inc		\$ 862,338.00
Marshall Brothers		\$ 1,259,110.00
Monolith Construction		\$ 1,183,974.53
North JK Construction		\$ 985,500. <sup>00</sup>



## Current City Projects 6/13/23

- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board.
- Clifford Sims Park Repairs- Approved by FEMA on 4/21/23. June 6<sup>th</sup> Agenda to consider awarding the bid.
- Centennial Bldg. Rehab- The project has been re-bid and the news bids are under review.
- Lighthouse Complex Sleeping Beauty Rehab- The project has been re-bid and is under review.
- Core Park Stage, Splash Pad, & Restroom- Looking for Funding
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV Work bid has been awarded.
- City Hall Complex- Working on USDA Grant/Loan Docs. Currently on hold.
- Community Garden- Lease Agreement signed
- Long Ave. Paving- Under Construction.
- New Boat Ramp Access Road- Tabled
- Beacon Hill Sewer- The Lift Station is under construction & the Collection System is out for bids.
- Skate Park- Working with the School on the location.
- Washington Gym Complex Roofs- Reviewing the Engineers Report
- ESAD Sewer Purchase Evaluation for Upgrades- The materials have been ordered.
- 20<sup>th</sup> Street Stormwater Pipe- Working on Camera Quote
- **Maddox Park Trail & Parking Lot Paving- Complete.**
- Fish Grinder- Working on Installation.
- Reid Ave. Street Lights- (3) new Light Poles have been ordered and City Staff is working with the Chamber to wrap the poles with additional lighting.
- **New Parking Lot at the corner of 1<sup>st</sup> Street and David Langston Drive- Complete.**



Jim Anderson  
City of Port St. Joe  
May 7, 2023

Jim,

The reduced mowing committee of the Port St. Joe Garden Club met last month at the St. Joseph Historic Cemetery. We discovered that the Cemetery was recently and has been frequently mowed. Also, we discovered a federally listed plant on site, euphorbia telephonies. This is our official notification to the City that a rare and endangered plant is on site. We are requesting that the area's mowing be reduced to once a year in late November. The Cemetery land itself is a sand hill and really doesn't need to be mowed and by reducing the mowing the plants that live there will continue to thrive. Also, the severity of the mowing has caused some damage to the tombstones and the local Historical Society has been notified. We are hoping that the City will agree to a reduced mowing plan. There is interest from the Garden Club and other plant enthusiasts to protect the existing plants and perhaps in the future augment them with plantings from a grant. And, also there is interest from the Historical Society in protecting and documenting the grave sites.

If the City is not willing to reduce the mowing and protect the plants, the federal government can be notified which will start an investigation. We wanted to reach out to your first to see if a solution to the mowing can be reached.

Also, in the past, two gopher tortoise burrows have been identified on site. Unfortunately, the day of our visit one of the burrows was dug out. Removing a tortoise is a federal offense and we wanted to let you know that a felony had happened on City property.

Sincerely,

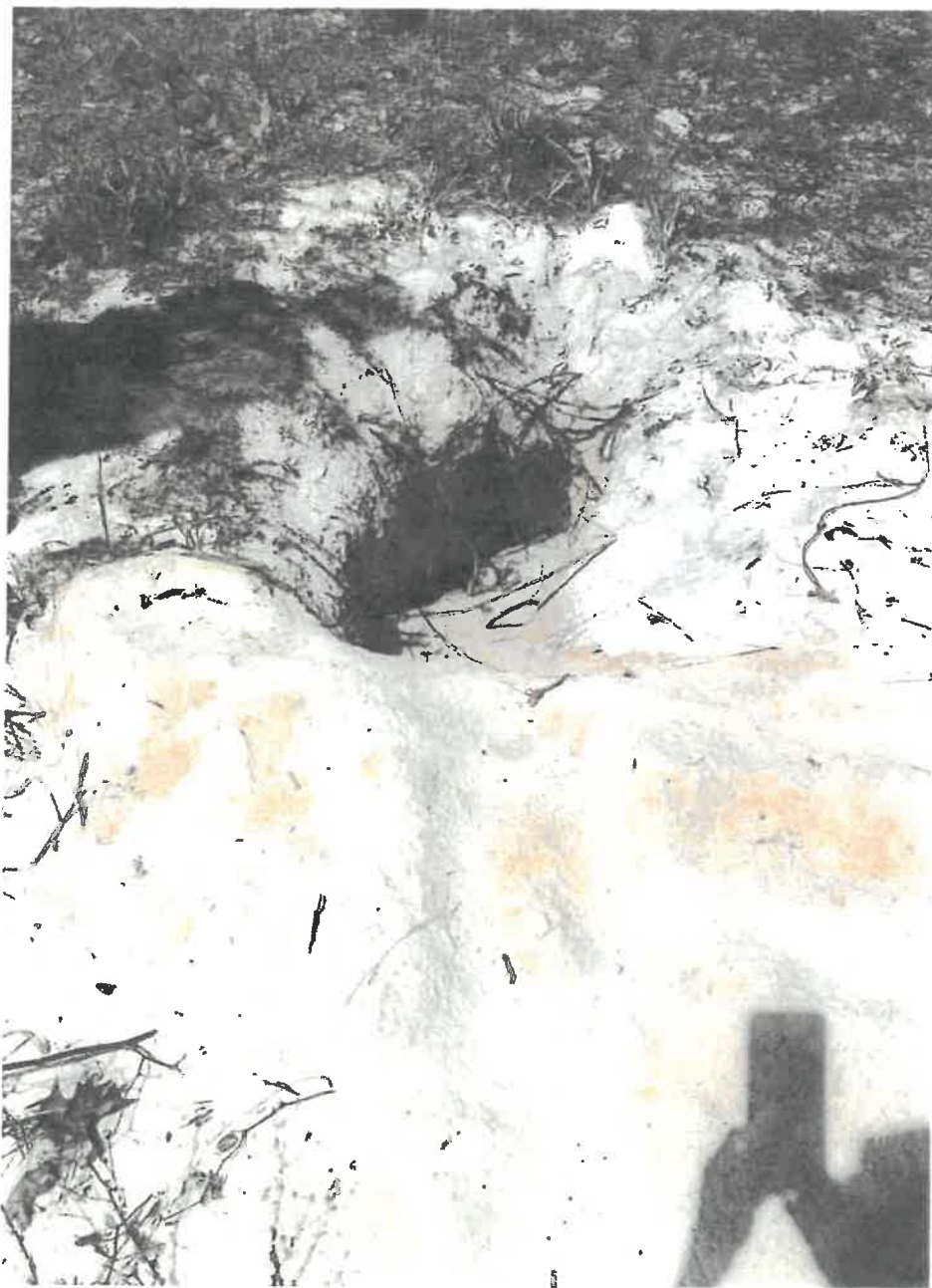
Nancy Jones & Committee

nj.flyaway@gmail.com  
404-345-1008

Port St. Joe  
Sandie Clark



*euphorbia telephora*  
Federally listed plant



Gopher Tortoise Burrow  
vandalized

Begin forwarded message:

**From:** Barbara Clark <BarbaraAClark@uwf.edu>  
**Date:** June 8, 2023 at 10:02:17 AM EDT  
**To:** Rex Buzzett <rbuzzett@psj.fl.gov>  
**Cc:** Scott Hoffman <shoffman@psj.fl.gov>, Brett Lowry <blowry@psj.fl.gov>, Steve Kerigan <skerigan@psj.fl.gov>, Eric Langston <elangston@psj.fl.gov>  
**Subject:** Concerns re: Old St. Joseph Cemetery

Mayor Buzzett,

I am an archaeologist and Regional Director for the Florida Public Archaeology Network. Last summer I worked with members of the Port St. Joe community to clean up Old St. Joseph Cemetery. Recently I have been receiving calls from concerned citizens regarding current maintenance practices at the cemetery.

Historic cemeteries are non-renewable resources that have the potential to provide the community not only with a sense of place and history, but also an economic opportunity for heritage-based tourism. I also understand that there are various plant species out there that can attract a variety of wildlife. Below are some practices that I think may satisfy the public and allow the city to maximize the potential value of this historic site.

- Ledgers (the flat large markers) are often not completely supported underneath and the weight of a mower can cause them to crack in the middle and collapse. This not only damages the historic marker, but is also a safety hazard to the person mowing and visitors. They are expensive to repair. Mowing around them is advisable.
- Stone is often not as hard and durable as we imagine, especially old stone. Even something as seemingly harmless as a weedeater can damage the base of the stone, chipping away at it and thus in time, affecting the structural integrity of the stone and

making it more likely to fall over. Rubber or plastic guard should always be used and care taken not to damage stones.

- Rubber bumpers and blade guards are essential for the protection of the person mowing and historic headstones. Flying debris from the mower can cause damage to markers and is a safety concern for people as well. Guards also lessen the chance of damage should the mower accidentally come into contact with a historic grave marker.
- Mowing at carefully planned intervals can ensure that native plants have an opportunity to flower and reseed, thus creating an attractive environment and ensuring that soil erosion is kept to a minimum. This can also decrease the number of times a cemetery needs to be mowed, making maintenance more cost effective and lessening the chances of damage to the markers. This also attracts wildlife for wildlife viewing, making the cemetery a potential destination for both history buffs and nature-oriented visitors. I would suggest consulting with your local native plant groups and master naturalists.
- This cemetery is known to potentially contain unmarked graves, including African American graves. All graves, marked and unmarked, are protected by law. As such, it is advisable to determine the boundaries of the cemetery and establish a buffer to protect it from encroachment.
- Bleach should never be used to clean headstones or markers. It contains salt, which can cause the stone to turn orange due to its interaction with the iron in the stone. We recommend simple water and a soft brush or a product called D2. We provide training on how to create a management plan and use D2 effectively.

Numerous studies have been conducted that show that historic preservation can be a great economic driver for a community. Heritage tourism has long been seen as one of the fastest growing segments of the tourism industry. The Old St. Joseph Cemetery has great potential to draw in both history buffs and naturalists if managed with care. We are here to assist you, so please reach out if you have any questions or concerns.

All the best,

**Barbara Clark, RPA, MSA**  
Regional Director, North Central & Northwest  
Florida Public Archaeology Network  
University of West Florida

3540 Thomasville Road  
Tallahassee, FL 32309

850.270.7556 Cell  
barbaraclark@uwf.edu  
fpan.us





Mr. Jim Anderson  
City of Port St. Joe  
305 Cecil G. Costin Sr. Blvd.  
Port St. Joe, FL. 32456

Project: Centennial Building  
Renovations and Repairs

Dear Jim:

The bid opening for the above referenced project was held Friday, May 26, 2023, at 10:00 a.m. at the City Commission Conference Room. One bid was received.

We recommend acceptance of the low base bid from Monolith Construction LLC for the base bid amount of \$500,806.16. We will work closely with the contractor to successfully complete this project.

Please call us if you have any questions concerning this award recommendation. We look forward to working with you on this project.

A handwritten signature in black ink, appearing to read 'Aaron White'.

Aaron White, Assoc. AIA  
Project Manager

ARCHITECTURE - INTERIOR DESIGN - BUILDING ENVELOPE



**RFP # 2023-05**  
**Bid of Renovations and Repairs of the Centennial Building**  
**May 26, 2023 - 10:00 A.M.**  
**City Commission Conference Room**

VENDOR		BID AMOUNT
Monolith	Base bid	\$ 500,806.16
	See attached	
	Bid Certificates	
	1-11	



M O N O L I T H C O N S T R U C T I O N L L C

**Monolith Construction - Panhandle LLC**

524 1st Street  
Port St Joe, FL 32456  
(850) 247-1130  
Office@Monolithgc.com  
[www.Monolithgc.com](http://www.Monolithgc.com)  
CGC1527448

Project: Centennial Building Renovation  
Address: Port Saint Joe Florida  
Date: June 9, 2023

**Description of Work**

**Base Bid scope**

1. Power wash exterior of building
2. Repair stucco and Plaster on exterior as needed
3. Resurface exterior concrete ramps where aggregate is showing
4. Sand wood flooring on interior including wood stairs
5. Install new exterior railing
6. Replace damaged wood flooring in Main Room to include framing
7. Seal and paint exterior stucco
8. Paint and stain interior wood flooring to match existing
9. Replace damaged coffer ceiling in Main room
10. Stain coffer ceiling to match existing
11. Redirect lawn sprinkler heads

**Bid Alternate No. 1 South Elevation**

1. Replace windows with new on exterior to include patching wall and Limestone exterior stool per plans.

**Bid Alternate No. 2 East Elevation**

1. Replace windows with new on exterior to include patching wall and Limestone exterior stool per plans.

**Bid Alternate No.3 West Elevation**

1. Replace windows with new on exterior to include patching wall and Limestone exterior stool per plans.

**Bid Alternate No. 4 Reconfigure existing guest bathrooms to ADA**

1. Reconfigure existing plumbing per plans
2. Demo of existing toilet stalls, Fixtures and hardware

## **Continue Bid Alternate No. 4**

3. Patch holes from relocating plumbing
4. New tile over existing on walls and floor
5. Supply and install new toilet partitions with new layout
6. Paint interior walls and ceiling
7. Supply and install new bathroom hardware to include handicap bars
8. Supply and install new mirrors
9. Install new plumbing fixtures to include faucets

### **Bid Alternate No.5**

1. Demo of existing carpet in Entry
2. Install new carpet to match existing

### **Bid Alternate No. 6 Warming Kitchen**

1. Install new cabinets and laminate tops
2. Rough in electrical and Plumbing as needed
3. Refrigerator is by owner installed by contractor
4. Supply and Install warmer Metro C589cdc-u-c5 3 series heated holding proofing cabinet with clear Dutch doors
5. Supply and Install new microwave wmc50522ab
6. Supply and install undercounter icemaker Manitowoc neo 190

### **Bid Alternate No. 7 New Dumpster enclosure**

1. Demo of existing concrete to install new foundation
2. Install new spread footer
3. Add fill and compact for new slab
4. Supply and install new 6 inch Concrete slab per plan
5. Supply and install new 8 inch CMU walls per plan
6. Supply and install coping flashing over PT 2x8 cap
7. Stucco exterior walls
8. Paint interior walls
9. Supply and install new gates per plan

### **Bid Alternate No. 8**

1. Lighting modifications in Entry way per plan

### **Bid Alternate No. 9**

1. Supply and Install new Hvac System per plans
2. Install new sprinkler Heads
3. Ensure sprinkler alarm system is operational
4. Inspect sprinkler system for tagging

### **Bid Alternate No. 10**

1. Supply and Install new lighting in adjacent rooms per plans

### **Bid Alternate No. 11**

1. New Concrete slab
2. Supply and Install new Stand by Generator

### 3. Install new switch gear



M O N O L I T H   C O N S T R U C T I O N  
L L C

**Monolith Construction - Panhandle LLC**

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Office@Monolithgc.com  
[www.Monolithgc.com](http://www.Monolithgc.com)  
CGC1527448

**BID FORM**

Project: Centennial Building  
Renovations and Repairs Port St. Joe, Florida

May 26, 2023

To: Charlotte Pierce, City Clerk City of Port St. Joe

To Whom It May Concern:

The undersigned as Bidder hereby declares that the only persons, company or parties interested in this proposal or the Contract to be entered into, as principals, are named herein, and that this proposal is made without connection with any other person, company or parties making a bid or proposal and that it is in all respects fair and in good faith, without collusion or fraud; that the Bidder has carefully examined and fully understands the contract, plan and specifications and other documents hereto attached and has made a personal examination of the site of the proposed work and has satisfied him/herself as to the actual conditions and requirements of the work and he/she hereby proposed and agrees that if the proposal is accepted, he/she will contract with the City of Port St. Joe in the form of contract hereto attached, to furnish all necessary machinery, equipment and apparatus, and all labor, materials, equipment and other items, facilities and services to construct the work specified and called for by the plans and specifications in the manner specified and to complete the said work within 90 calendar days after receipt of the Notice to Proceed, for the bid following price:

Base Bid: Five Hundred Thousand Eight Hundred Six Dollars and Sixteen Cents\_ (\$500,806.16)

Bid Alternate 1: South Elevation windows - Sixty-Six Thousand Six Hundred Sixty-Three Dollars and Twenty-Four Cents\_ (\$66,663.24)

Bid Alternate 2: West Elevation windows - Eighty-Six Thousand Two Hundred Fifty-Seven Dollars and Sixty-Six Cents\_ (\$86,257.66)

Bid Alternate 3: East Elevation windows - Eighty-Six Thousand Two Hundred Fifty-Seven Dollars and Sixty-Six Cents\_ (\$86,257.66)

Bid Alternate 4: Reconfigure Existing Bathrooms to ADA - One Hundred Forty Thousand Four Hundred Thirteen Dollars and Twenty-Two Cents\_ (\$140,413.22)

Bid Alternate 5: Remove and Replace existing carpet - Eighteen Thousand One Hundred Twenty-Six Dollars and Seventy-Six Cents\_ (\$18,126.76)

**Bid Alternate 7:** Cabinets and warming Kitchen appliances - Forty-Five Thousand Seven Hundred Ninety-Eight Dollars and Eighty Cents\_ **\$45,798.87**

**Bid Alternate 8:** New Dumpster enclosure - Thirty-Six Thousand Six Hundred One Dollars and Ninety-Nine Cents\_ **\$36,601.99**

**Bid Alternate 8:** Lighting in Entry and power supply modifications - One Hundred Eleven Thousand Five Hundred Fifteen Dollars and Sixty Cents\_ **(\$111,515.60)**

**Bid Alternate 9:** All Mechanical work and fire sprinkler work - Eight Hundred Sixty-Six Thousand Eight Hundred Ten Dollars and No Cents\_ **(\$866,810.00)**

**Bid Alternate 10:** Electrical and Lighting in other places - Three Hundred Sixty-One Thousand Sixty-Six Dollars and Thirty-Two Cents\_ **\$361,936.32**

**Bid Alternate 11:** Electrical work for new generator including switch gear - One Hundred Ninety-Nine Thousand Two Hundred Eighty-Seven Dollars and No Cents\_ **(\$199,287.00)**

Additive/Deductive Unit Cost: The following unit costs are included in the scope of work:

Concrete Repair (5 CU.FT included in Base Bid) \$33.00/SF

The Bidder hereby agrees that the above proposal shall remain in full force and effect for a period of thirty (30) calendar days after the time of the opening of this proposal and that the bidder will not revoke or cancel this proposal or withdraw from the competition within the said thirty (30) calendar days.  
The above proposal, if accepted by the City of Port St. Joe, Florida, shall form the basis of a Contract.

Attached hereto is a certified bid bond in the amount of One Million Seven Hundred Thousand Dollars and No Cents (\$1,700,000.00), according to conditions under "Instructions to Bidders" and provisions therein.

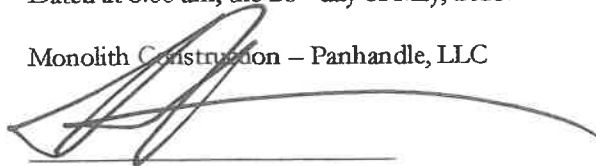
Acknowledgement is hereby made of the receipt of the following:

ADDENDUM # 1, DATE May 15, 2023  
ADDENDUM # \_\_\_\_\_, DATE \_\_\_\_\_  
ADDENDUM # \_\_\_\_\_, DATE \_\_\_\_\_  
ADDENDUM # \_\_\_\_\_, DATE \_\_\_\_\_

The full names and residences of persons or parties interested in the foregoing bid, as principals, are as follows:

Dated at 8:00 am, the 26<sup>th</sup> day of May, 2023.

Monolith Construction – Panhandle, LLC



Chris Karagiannis, President  
Bidder



Mr. Jim Anderson  
City of Port St. Joe  
305 Cecil G. Costin Sr. Blvd.  
Port St. Joe, FL. 32456

Project: Cape San Blas Keepers Quarters  
Renovations and Repairs

Dear Jim:

The bid opening for the above referenced project was held Friday, May 26, 2023, at 10:00 a.m. at the City Commission Conference Room. One bid was received.

We recommend acceptance of the low base bid from Monolith Construction LLC for the base bid amount of \$331,821.79. We will work closely with the contractor to successfully complete this project.

Please call us if you have any questions concerning this award recommendation. We look forward to working with you on this project.

A handwritten signature in black ink, appearing to read 'Aaron White', is written over a horizontal line.

Aaron White, Assoc. AIA  
Project Manager

ARCHITECTURE - INTERIOR DESIGN - BUILDING ENVELOPE

RFP # 2023-06

Re-Bid of Renovations and Repairs of Cape San Blas Keepers Quarters

May 26, 2023 - 10:00 A.M.

City Commission Conference Room

VENDOR		BID AMOUNT
Oliver Sperry	Base Bid	\$ 489,329.00
	Alt. 1	\$ 24,986.00
	Alt. 2	\$ 52,997.00
	Add/Ded. flooring	50 SF included in base bid \$ 10 <sup>00</sup> SF
	" " Deteriorated wood replacement	\$ 80 <sup>00</sup> LF
Monolith	Base Bid	\$ 331,821.99
	Alt. 1	\$ 73,980.00
	Alt. 2	\$ 281,772.01
	Add/Ded. flooring	50 SF included in base bid \$ 26 <sup>00</sup> SF





M O N O L I T H C O N S T R U C T I O N L L C

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Office@Monolithgc.com  
[www.Monolithgc.com](http://www.Monolithgc.com)  
CGC1527448

Project: **Keepers Quarters**  
Address: Port Saint Joe Florida  
Date: June 9, 2023

**Scope of Work**

**Eglin Cottage**

1. Install new exterior gutters per plans

Bid Alternate NO.1

2. Supply new portable generator and associated wiring

Bid alternate No. 2

3. Supply and Install stand by generator to include concrete pad and switch gear

**Sleeping Beauty**

1. Sand all wood floors on inside of cottage including dust control
2. Paint all floors to match existing
3. Paint entire inside walls and trim
4. Replace damaged rotten flooring on interior
5. Replace damaged wood decking on porch floor on right side
6. Replace damaged or missing interior railing pickets
7. Repair damaged window sashes and prime and paint
8. Build and install new shutters per plans
9. Install new exterior gutters per plans
10. Replace rotten framing as needed at windows

Bid Alternate NO.1

1. Supply new portable generator and associated wiring

Bid alternate No. 2

2. Supply and Install stand by generator to include concrete pad and switch gear

Our price reflects addendum no 1 and 2



M O N O L I T H   C O N S T R U C T I O N  
L L C

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Port St Joe, FL 32456  
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[www.Monolithgc.com](http://www.Monolithgc.com)  
CGC1527448

**BID FORM**

Project: Cape San Blas Keepers Quarters  
Renovations and Repairs Port St. Joe, Florida

May 26, 2023

To: Charlotte Pierce, City Clerk City of Port St. Joe

To Whom It May Concern:

The undersigned as Bidder hereby declares that the only persons, company or parties interested in this proposal or the Contract to be entered into, as principals, are named herein, and that this proposal is made without connection with any other person, company or parties making a bid or proposal and that it is in all respects fair and in good faith, without collusion or fraud; that the Bidder has carefully examined and fully understands the contract, plan and specifications and other documents hereto attached and has made a personal examination of the site of the proposed work and has satisfied him/herself as to the actual conditions and requirements of the work and he/she hereby proposed and agrees that if the proposal is accepted, he/she will contract with the City of Port St. Joe in the form of contract hereto attached, to furnish all necessary machinery, equipment and apparatus, and all labor, materials, equipment and other items, facilities and services to construct the work specified and called for by the plans and specifications in the manner specified and to complete the said work within 90 calendar days after receipt of the Notice to Proceed, for the bid following price:

Base Bid: Three Hundred Thirty-One Thousand Eight Hundred Twenty-One Dollars and Seventy-Nine Cents (\$331,821.79)

Bid Alternate 1: Portable Generator and associated electrical Seventy-Three Thousand Nine Hundred Eighty Dollars and No Cents (\$73,980.00)

Bid Alternate 2: Stand by Generator and switch gear and associated electrical Two Hundred Eighty-One Thousand Seven Hundred Seventy-Two Dollars and One Cent (\$208,772.01)

Additive/Deductive Unit Cost: The following unit costs are included in the scope of work:

Flooring repairs/replacement (50 SF included in Base Bid) \$26.00/SF

The Bidder hereby agrees that the above proposal shall remain in full force and effect for a period of thirty (30) calendar days after the time of the opening of this proposal and that the bidder will not revoke or cancel this proposal or withdraw from the competition within the said thirty (30) calendar days.  
The above proposal, if accepted by the City of Port St. Joe, Florida, shall form the basis of a Contract.

Attached hereto is a certified (check) (bid bond) in the amount of  
Seven Hundred Nine Thousand Eight Hundred Six Dollars and Sixteen Cents  
(\$709,806.16), according to conditions under "Instructions to Bidders" and provisions therein.

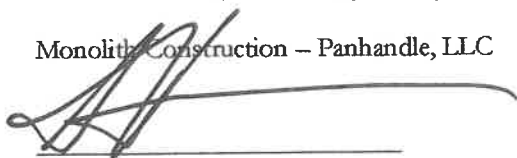
Acknowledgement is hereby made of the receipt of the following:

ADDENDUM # 1, DATE May 12, 2023  
ADDENDUM # #2, DATE May 24, 2023  
ADDENDUM # \_\_\_\_\_, DATE \_\_\_\_\_  
ADDENDUM # \_\_\_\_\_, DATE \_\_\_\_\_

The full names and residences of persons or parties interested in the foregoing bid, as principals, are as follows:

Dated at 8:00 am, the 26<sup>th</sup> day of May, 2023.

Monolith Construction – Panhandle, LLC



Chris Karagiannis, President  
Bidder

# OliverSperry

## RENOVATION

SECTION 00 41 00 – BID FORM

BID FORM

Project: Cape San Blas Keepers Quarters  
Renovations and Repairs  
Port St. Joe, Florida

Date: Month date, year

To: Charlotte Pierce, City Clerk  
City of Port St. Joe

To Whom it May Concern:

The undersigned as Bidder hereby declares that the only persons, company or parties interested in this proposal or the Contract to be entered into, as principals, are named herein, and that this proposal is made without connection with any other person, company or parties making a bid or proposal and that it is in all respects fair and in good faith, without collusion or fraud; that the Bidder has carefully examined and fully understands the contract, plan and specifications and other documents hereto attached and has made a personal examination of the site of the proposed work and has satisfied him/herself as to the actual conditions and requirements of the work and he/she hereby proposed and agrees that if the proposal is accepted, he/she will contract with the City of Port St. Joe in the form of contract hereto attached, to furnish all necessary machinery, equipment and apparatus, and all labor, materials, equipment and other items, facilities and services to construct the work specified and called for by the plans and specifications in the manner specified and to complete the said work within 90 calendar days after receipt of the Notice to Proceed, for the bid following price:

Base Bid: Four Hundred, Eighty-Nine Thousand, Three Hundred and Twenty-Nine Dollars (\$ 489,329.00 )

Additive Alternate 1: Twenty Four Thousand, Nine Hundred and Eighty-Six Dollars (\$ 24,986.00 )

Additive Alternate 2: Fifty Two Thousand, Nine Hundred and Ninety-Seven Dollars (\$ 52,997.00 )

We assume Alternate 1 & 2 to take place during the base scope of work

Additive/Deductive Unit Cost: The following unit costs are included in the scope of work:

Flooring repairs/replacement (50 SF included in Base Bid) \$ 10.00 /SF

Additive/Deductive Unit Cost for deteriorated wood replacement \$ 80.00 /LF

BID FORM

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The Bidder hereby agrees that the above proposal shall remain in full force and effect for a period of thirty (30) calendar days after the time of the opening of this proposal and that the bidder will not revoke or cancel this proposal or withdraw from the competition within the said thirty (30) calendar days. The above proposal, if accepted by the City of Port St. Joe, Florida, shall form the basis of a Contract.

**97th Annual Conference  
Florida League of Cities, Inc.  
August 10-12, 2023  
Orlando, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require each municipality to select one person to serve as the municipality's voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Designation of Voting Delegate

Name of Voting Delegate: \_\_\_\_\_

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

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

Municipality of: \_\_\_\_\_

AUTHORIZED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

*Return this form to:*  
Eryn Russell  
Florida League of Cities, Inc.  
Post Office Box 1757  
Tallahassee, FL 32302-1757  
Email: [erussell@flicities.com](mailto:erussell@flicities.com)



To: Key Official  
From: Eryn Russell, Florida League of Cities  
Date: June 6, 2023  
Subject: 97th Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Hilton Orlando Bonnet Creek in Orlando, Florida, from August 10-12, 2023. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference designate one of their officials to cast their votes at the Annual Business Session, which will be held on **Saturday, August 12**. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will vote on matters affecting the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at [flicities.com](http://flicities.com).

If you have any questions about voting delegates, please email [erussell@flicities.com](mailto:erussell@flicities.com). **Voting delegate forms must be received by the League no later than July 31, 2023.**

Attachments: Form Designating Voting Delegate



# Grants Updated- 6/13/23

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
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. Approved 12/16/22
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23
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. The project has been re-bid.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
CDBG-DR	\$8,566,469	Police/Fire Station. Application not approved. Re-submitted in Round two of funding on 9/15/21. Application not approved.
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
FDOT/SCOP	TBD	Madison Street from Garrison to Long Ave Re-surfacing. Approved. 90% Plan Set sent to FDOT
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. The project has been re-bid.
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex. The project is on hold.
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Funds received. \$1,000,000 allocated for a Sports Complex & 786,545 for Road Paving.
FDEO	\$675,426.00	Commercial District Waterline Replacement. Grant Approved 4/8/22. Phase I out for bids.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. The collection system is out for bids and the lift station is being constructed.
FDEP Water Protection Funds	\$1,834,401.60	Pipe Replacement under the 10 <sup>th</sup> Street Park. Grant Application submitted 7/15/21. Was not approved.



CDBG- DR Phase II	\$6,654,566	Road & Stormwater Repairs. Application submitted 9/15/21. Application not approved.
FDEP	\$218,895	Resilient Florida (Study of PSJ). Submitted 8/30/21, Working with UF Approved, waiting.
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21. Was not approved.
FDEP	\$145,000	Wastewater Treatment Plant Feasibility Study, submitted 8/22. Was not Approved.
FDOT/SCOP	\$575,417.65	Application for re-surfacing Allen Memorial. Approved on 8/23/22 for the 2024 fiscal year.
Legislative Request Rep. Shoaf	\$500,000 \$2,000,000	Core Park Stage Field of Dreams, both submitted on 7/8/22 for Grants thru DEO
NOAA	\$280,000	Stormwater Management (H&H) Study, Approved 4/21/23
FDOT	\$100,000	Hwy 98 Beautification Grant, Approved 12/16/22. Coastal is working on the design.
Legislative Request	\$1,200,000 \$1,500,000	Field of Dreams Road Paving, both submitted by Clark Smith on 2/10/23
FDOT/SCOP	\$497,055.44	Road Paving from Hwy 98 to MLK on Ave. C & D. Application submitted 3/23