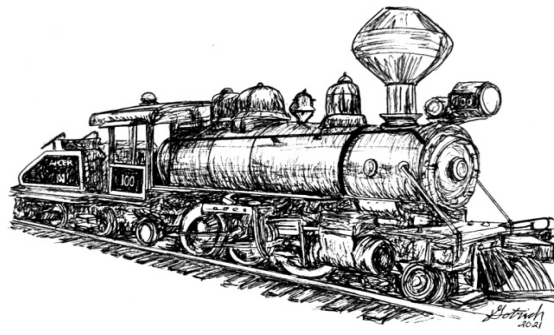


Town of Century
7995 N. Century Blvd.
Century, Florida 32535



www.TownOfCenturyFlorida.com
(850)256-3208

AMENDED AGENDA

Council Meeting Agenda
7995 N Century Blvd.

February 20, 2024, 7:00 p.m. RESCHEDULED TO
February 27, 2024, following the 6:00 p.m. Special Meeting
Confirm Advertisement of Bill List Review/Council Meeting

1. Open Meeting with Prayer
2. Pledge of Allegiance
3. Roll Call
4. Public Forum
5. Approve Amended Agenda
6. Ministerial Acts
 - Approval of Bill List -- February 20, 2024 Bill List
7. Dale Long Wastewater Phase I – Change Order No. 1 & Pay Request No. 3
8. Mayor Gomez Booster Pump for Well 3
9. Mayor Gomez Lead and Copper Inventory
10. Mayor Gomez Conversion from Pop3 to Microsoft Windows
11. Mayor Gomez Municipal Procurement Services
12. Mayor Gomez Auditor Selection
13. Mayor's Report
14. Council Comments
15. Public Forum
16. Adjourn

§ In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the Town Clerk no later than noon the day of the meeting to request assistance.

§ If HEARING impaired, please contact TDD (TDD-Telecommunications Device for the Deaf) at 1-800-955-8771.

§ If VOICE impaired, please contact the Florida Relay Service at 1-800-955-8770, for assistance.

§ If a person decides to appeal any decision with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for that 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 to be based." Minutes of the Town Council meetings can be obtained from the Town Clerk's office. The cost of duplication and/or court reporter will be at the expense of the requesting party. Minutes are recorded, but are not transcribed verbatim.

Town of Century, Florida

Agenda Item

Agenda Date: February 20, 2024

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|
| Department | Water/Wastewater | Amount |
| Presenter | Dale Long | Account |
| Subject: TOC MISC WASTEWATER IMPROVEMENTS - PHASE I | | |
| <p>Background:</p> <p>Talcon has submitted the attached deductive Change Order No. 1 offering a credit to the Contract of \$55,550.00, for your consideration. This change order is intended to adjust the project scope and cost to account for the additions to the contract as approved at previous Council meetings as well as credit for work that was not completed or required.</p> <p>Additionally, the contractor has requested an additional five weeks to finalize the work and close the project out, which brings the final completion date to March 15, 2024.</p> <p>This item is for Wastewater Improvements – PHASE I.</p> | | |
| <p>Recommended Action:</p> <ol style="list-style-type: none"> 1. AUTHORIZE MAYOR GOMEZ TO EXECUTE CHANGE ORDER NO. 1 FOR A CREDIT OF \$55,550.00. 2. AUTHORIZE PAY REQUEST NO. 3 IN THE AMOUNT OF \$88,869.65 AND THE CONTRACTOR’S RELEASE OF LIEN FROM TALCON. | | |

February 5, 2024
150004-011

Honorable Luis Gomez, Jr., Mayor
Town of Century
7995 North Century Boulevard
Century, FL 32535

RE: Century Miscellaneous Wastewater Improvements – Phase I – Change Order No. 1

Dear Mayor Gomez:

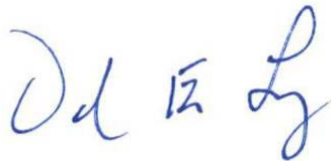
As you are aware both of the lift stations for this project have been completed, tested, and placed into service. All that remains to be completed are final punch list items and final project closeout paperwork. To that end, the contractor has submitted the attached deductive Change Order No. 1 offering a credit to the Contract of \$55,550.00, for your consideration. This change order is intended to adjust the project scope and cost to account for the additions to the contract as approved at previous Council meetings as well as credit for work that was not completed or required. Additionally, the contractor has requested an additional five weeks to finalize the work and close the project out, which brings the final completion date to March 15, 2024.

We have reviewed the Contractor's request and find it to be in order. To that end, we recommend approval by the Council to allow you to execute the Change Order.

Please review the Change Order for yourself and should you have any questions or concerns, please do not hesitate to contact me. Additionally, I plan to attend the Council meeting on Tuesday evening to be available to present this Change Order to Council and address any questions that they may have.

Sincerely,

MUNICIPAL ENGINEERING SERVICES, INC.



Dale E. Long, P.E., LEED AP
Senior Project Engineer

/DEL

Attachments

cc: Robin Phillips, Jones-Phillips Associates

CONTRACT CHANGE ORDER

ORDER NO.

1

DATE

January 31, 2024

STATE

Florida

COUNTY

Escambia

CONTRACT FOR: Miscellaneous Wastewater System Improvements - Phase I

PROJECT NO.: 150004-011

OWNER: Town of Century

TO CONTRACTOR: Talcon Group, LLC

156 Dupont Road

Havana, FL 32333

You are hereby requested to comply with the following changes from the contract plans and specifications.

| Bid Item No. | Add/Deduct | No | Unit | Description of Changes (Supplemental Plans And Specifications Attached) | Unit Price | DECREASE In Contract Price | INCREASE In Contract Price |
|-----------------------------------------------------------------|------------|------|------|----------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------|-------------------------------|
| BASE BID B - PILGRIM LODGE LIFT STATION REHABILITATION | | | | | | | |
| 13 | Deduct | 1 | LS | Furnish and Install Submersible Mixer and Guide Pole (Complete) | \$13,200.00 | \$13,200.00 | \$0.00 |
| 14 | Deduct | 1 | LS | Reduction of work required within the existing control panel | \$9,500.00 | \$9,500.00 | \$0.00 |
| 15 | Add | 1 | LS | Electrical work related to installation of and outlet for the trickle charger and block heater in existing generator | \$5,250.00 | \$0.00 | \$5,250.00 |
| BASE BID C - INDUSTRIAL PARK LIFT STATION REHABILITATION | | | | | | | |
| 13 | Deduct | 1000 | LF | Remove Grease From Existing Sanitary Sewer Main and Manholes (Flush and Swap as Required) | \$18.15 | \$18,150.00 | \$0.00 |
| 14 | Deduct | 1 | LS | Furnish and Install Submersible Mixer and Guide Pole (Complete) | \$13,200.00 | \$13,200.00 | \$0.00 |
| 15 | Deduct | 1 | LS | Reduction of work required within the existing control panel | \$9,500.00 | \$9,500.00 | \$0.00 |
| 16 | Add | 1 | LS | Electrical work related to installation of and outlet for the trickle charger and block heater in existing | \$2,750.00 | \$0.00 | \$2,750.00 |
| TOTALS | | | | | | \$63,550.00 | \$8,000.00 |
| NET CHANGE IN CONTRACT PRICE | | | | | | (\$55,550.00) | |

JUSTIFICATION:

Adjustment for pay items not utilized and for electrical work not required. Change Order also includes a request for additional time to complete the project due to delays related to receipt of electrical equipment and changes requested by the Owner.

The amount of the Contract will be **DECREASED** By The Sum Of:

Fifty-Five Thousand, Five Hundred Fifty Dollars, and No Cents

(\$55,550.00)

The Contract Total Including this and Previous Change Orders Will Be:

Eight Hundred Eighty-Eight Thousand, Three Hundred Fifty Dollars, and Ninety-Nine Cents

\$888,350.99

The Contract Period Completion of Project Will Be:

INCREASED 45 DAYS

The Contract Completion Date Shall Therefore Be:

3/15/2024

This document will become a supplement to the contract and all provisions will apply hereto.

Requested

(Talcon Group, LLC)

2/1/24

(Date)

Recommended

(Municipal Engineering Services, Inc.)

2/4/24

(Date)

Accepted

(Jones-Phillips & Associates, Inc.)

(Date)

Accepted

(Town of Century)

(Date)

February 5, 2024
150004-011

VIA EMAIL lgomez@centuryflorida.us

Honorable Luis Gomez, Jr.
Mayor
Town of Century
7995 N Century Blvd.
Century, FL 32535

RE: Town of Century Misc. Wastewater System Improvements Phase I – Pay Request No. 3

Dear Mayor Gomez:


Please find attached Pay Request No. 3 along with the Contractor's Release of Lien from Talcon Group, LLC., in the amount of \$88,869.65.

We have reviewed each of these items and find them to be in order. Please review them for yourself and if you take no exception, please execute, and provide one fully executed copy to our office, and one fully executed copy along with payment to the Contractor.

Should you have any questions or concerns, please do not hesitate to call.

Sincerely,

MUNICIPAL ENGINEERING SERVICES, INC.


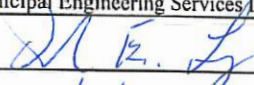


Dale E. Long, P.E., LEED AP
Senior Project Engineer

/DEL

Attachments

cc: Robin Phillips, JPA

| | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------|
| Town of Century Miscellaneous Wastewater System Improvements - Phase I | | | | CONTRACT NO: 150004-011 | |
| | | | | PAYMENT # <u>3</u> | |
| | | | | PAGE <u>1</u> of <u>3</u> | |
| OWNER: Town of Century 7995 North Century Boulevard Century, FL 32535 | | CONTRACTOR: Talcon Group, LLC. 156 Dupont Road Havana, FL 32333 | | PERIOD OF ESTIMATE FROM <u>10/14/2023</u> to <u>1/30/2024</u> | |
| CONTRACT CHANGE ORDER SUMMARY | | | | | |
| NO. | AGENCY APPROVAL DATE | AMOUNT | | ESTIMATE | |
| | | ADDITIONS | DEDUCTIONS | | |
| | | | | 1. Original Contract..... | \$ 943,900.99 |
| | | | | 2. Change Orders..... | \$0.00 |
| | | | | 3. Revised Contract..... | \$ 943,900.99 |
| | | | | 4. Work Completed..... | \$ 865,998.99 |
| | | | | 5. Stored Materials..... | \$ - |
| | | | | 6. Subtotal (4+5)..... | \$ 865,998.99 |
| | | | | 7. Retainage... 5%..... | \$ 43,299.95 |
| | | | | 8. Previous Payments..... | \$ 733,829.39 |
| | | | | 9. Amount Due..... | \$ 88,869.65 |
| TOTALS | | \$ - | \$ - | | |
| NET CHANGE | | \$ - | \$ - | | |
| CONTRACT TIME | | | | | |
| Original (days): <u>330</u> | | On Schedule Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | Starting Date: <u>March 6, 2023</u> | |
| Revised: _____ | | | | Projected Completion: <u>January 30, 2024</u> | |
| Remaining: <u>0</u> | | | | | |
| CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due. | | | ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents. | | |
| Contractor: <u>Talcon Group, LLC.</u> By: <u></u> Date: <u>2/1/2024</u> | | | Engineer: <u>Municipal Engineering Services Inc.</u> By: <u></u> Date: <u>2/4/2024</u> | | |
| Grant Admin. <u>Jones-Phillips & Associates, Inc.</u> By: _____ Date: _____ | | | Owner: <u>Town of Century</u> By: _____ Date: _____ | | |

| Item | Description | Contract | | | | This Period | | Total to Date | | % Completed |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------|----------|--------------|--------------|-------------|------------|---------------|--------------|-------------|
| | | Unit | Quantity | Unit Price | Amount | Quantity | Amount | Quantity | Amount | |
| BASE BID B - PILGRIM LODGE LIFT STATION REHABILITATION | | | | | | | | | | |
| 1 | Mobilization | LS | 1 | \$5,000.00 | \$5,000.00 | 0.00 | \$0.00 | 1.00 | \$5,000.00 | 100% |
| 2 | Dewatering | LS | 1 | \$5,500.00 | \$5,500.00 | 1.00 | \$5,500.00 | 1.00 | \$5,500.00 | 100% |
| 3 | By-Pass Pumping | LS | 1 | \$11,550.00 | \$11,550.00 | | \$0.00 | 1.00 | \$11,550.00 | 100% |
| 4 | Stormwater Pollution Prevention and Project Restoration (Includes Installation and Maintenance) | LS | 1 | \$2,750.00 | \$2,750.00 | 0.00 | \$0.00 | 1.00 | \$2,750.00 | 100% |
| 5 | Demolition of Existing Pump, Enclosure, Wetwell Plumbing, Electrical, Etc. | LS | 1 | \$19,800.00 | \$19,800.00 | 0.00 | \$0.00 | 1.00 | \$19,800.00 | 100% |
| 6 | Prepare Existing Wet Well Structure for Epoxy Coating Complete (Includes Pressure Washing, Patching Leaks and Penetrations, Etc.) | LS | 1 | \$7,150.00 | \$7,150.00 | | \$0.00 | 1.00 | \$7,150.00 | 100% |
| 7 | Coat 8' Diameter Concrete Wetwell (Complete) | VF | 19.27 | \$1,287.00 | \$24,800.49 | | \$0.00 | 19.27 | \$24,800.49 | 100% |
| 8 | Furnish and Install Wet Well Interior Plumbing Complete (316 SST Piping, Guiderails, Hatches, Fittings, Floats, Brackets, Etc.) | LS | 1 | \$230,950.50 | \$230,950.50 | 0.00 | \$0.00 | 1.00 | \$230,950.50 | 100% |
| 9 | Furnish and Install Discharge Piping and Appurtenances in a Fiberglass Valvebox | LS | 1 | \$44,000.00 | \$44,000.00 | 0.00 | \$0.00 | 1.00 | \$44,000.00 | 100% |
| 10 | Lift Station Site Improvements Complete (Top Slab, Gravel Restoration, and any Other Site Improvements as Shown on the Plans) | LS | 1 | \$27,500.00 | \$27,500.00 | 0.00 | \$0.00 | 0.75 | \$20,625.00 | 75% |
| 11 | Install Owner Supplied Submersible Pumps and Base Ells | LS | 1 | \$2,750.00 | \$2,750.00 | 0.00 | \$0.00 | 1.00 | \$2,750.00 | 100% |
| 12 | Site Electrical Complete (Install Owner Furnished Panel and Complete Associated Electrical Work, Conduit, Wire, Connections, Etc.) | LS | 1 | \$69,300.00 | \$69,300.00 | 0.06 | \$4,158.00 | 0.86 | \$59,598.00 | 86% |
| 13 | Furnish and Install Submersible Mixer and Guide Pole (Complete) | LS | 1 | \$13,200.00 | \$13,200.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0% |
| | TOTALS | | | | \$464,250.99 | | \$9,658.00 | | \$434,473.99 | 94% |

| Item | Description | Contract | | | | This Period | | Total to Date | | % Completed |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------|----------|--------------|--------------|-------------|-------------|---------------|--------------|-------------|
| | | Unit | Quantity | Unit Price | Amount | Quantity | Amount | Quantity | Amount | |
| BASE BID C - INDUSTRIAL PARK LIFT STATION REHABILITATION | | | | | | | | | | |
| 1 | Mobilization | LS | 1 | \$5,000.00 | \$5,000.00 | 0.00 | \$0.00 | 1.00 | \$5,000.00 | 100% |
| 2 | Dewatering | LS | 1 | \$5,500.00 | \$5,500.00 | 1.00 | \$5,500.00 | 1.00 | \$5,500.00 | 100% |
| 3 | By-Pass Pumping | LS | 1 | \$11,550.00 | \$11,550.00 | | \$0.00 | 1.00 | \$11,550.00 | 100% |
| 4 | Stormwater Pollution Prevention and Project Restoration (Includes installation and maintenance) | LS | 1 | \$2,750.00 | \$2,750.00 | 0.00 | \$0.00 | 1.00 | \$2,750.00 | 100% |
| 5 | Demolition of Existing Pump, Enclosure, Wet Well Plumbing, Electrical, Etc. | LS | 1 | \$19,800.00 | \$19,800.00 | 0.00 | \$0.00 | 1.00 | \$19,800.00 | 100% |
| 6 | Prepare Existing Wet Well Structure for Epoxy Coating Complete (Includes Pressure Washing, Patching Leaks and Penetrations, Etc.) | LS | 1 | \$7,150.00 | \$7,150.00 | | \$0.00 | 1.00 | \$7,150.00 | 100% |
| 7 | Coat 6' Diameter Concrete Wetwell (Complete) | VF | 18.8 | \$990.00 | \$18,612.00 | | \$0.00 | 18.80 | \$18,612.00 | 100% |
| 8 | Furnish and Install Wet Well Interior Plumbing Complete (316 SST Piping, Guiderails, Hatches, Fittings, Floats, Brackets, Etc.) | LS | 1 | \$259,688.00 | \$259,688.00 | | \$0.00 | 1.00 | \$259,688.00 | 100% |
| 9 | Furnish and Install Discharge Piping and Appurtenances | LS | 1 | \$38,500.00 | \$38,500.00 | 0.00 | \$0.00 | 1.00 | \$38,500.00 | 100% |
| 10 | Lift Station Site Improvements Complete (Top Slab, Gravel Restoration, and any Other Site Improvements as Shown on the Plans) | LS | 1 | \$27,500.00 | \$27,500.00 | 0.25 | \$6,875.00 | 0.75 | \$20,625.00 | 75% |
| 11 | Install Owner Supplied Submersible Pumps and Base Ells | LS | 1 | \$2,750.00 | \$2,750.00 | 0.50 | \$1,375.00 | 1.00 | \$2,750.00 | 100% |
| 12 | Site Electrical Complete (Install Owner Furnished Panel and Complete Associated Electrical Work, Conduit, Wire, Connections, Etc.) | LS | 1 | \$49,500.00 | \$49,500.00 | 0.55 | \$27,225.00 | 0.80 | \$39,600.00 | 80% |
| 13 | Remove Grease From Existing Sanitary Sewer Main and Manholes (Flush and Swap as Required) | LF | 1000 | \$18.15 | \$18,150.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0% |
| 14 | Furnish and Install Submersible Mixer and Guide Pole (Complete) | LS | 1 | \$13,200.00 | \$13,200.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0% |
| | TOTALS Bid C | | | | \$479,650.00 | | \$40,975.00 | | \$431,525.00 | 90% |

SECTION 01710**RELEASE OF LIEN**

COUNTY OF GADSDENSTATE OF FLORIDA

Before me, the undersigned authority, personally appeared Rick D. Nesius
, who after being duly sworn deposes and says:

- (1) In accordance with the Bid Documents for the construction of the Miscellaneous Wastewater System Improvements – Phase I and in consideration of \$ 88,869.65 paid, (Contractor) releases and waives for itself and its subcontractors, materialmen, successors and assigns, all claims demands, costs and expenses, whether in contract or in tort, against Town of Century (Owner) relating in any way to the performance of the Agreement between Contractor and Owner dated 2/21/23 for the period from 10/14/23 to 1/30/24.
- (2) Contractor certifies for itself and its subcontractors, materialmen, successors and assigns, that all charges for labor, materials, supplies, lands, licenses and other expenses for which Owner might be sued or for which a lien or a demand against any payment bond might be filed, have been fully satisfied and paid.
- (3) Contractor agrees to indemnify, defend and save harmless the Owner from all demands or suits, actions, claims of liens or other charges filed or asserted against the Owner arising out of the performance by Contractor of the Work by this Release of Lien.
- (4) Contractor acknowledges that the Performance Bond for the Contract is valid for the full length of the Contract including the warranty period as specified herein.

(5) This Release of Lien is given in connection with Contractor's final application for
Payment No. 3 .

[Corporate Seal]

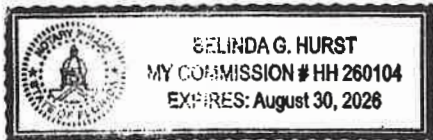
CONTRACTOR: TALCON GROUP, LLC


By: Rick D. Nesius 

Its: Manager

Date: 2/01/2024

The foregoing instrument was acknowledged before me this 1st day of
February, 2024, by Rick D. Nesius, as Manager of Talcon Group, LLC
of Talcon Group, LLC, a corporation, on behalf of the corporation. He/she is personally known
to me **OR** has produced a driver's license as identification and did (did not) take an oath.




(Signature)

Name: Belinda G. Hurst
(Legibly Printed)

(AFFIX OFFICIAL SEAL)

Notary Public, State of: Florida

My Commission Expires: August 30, 2026

END OF DOCUMENT

01710-2

Town of Century, Florida

Agenda Item

Agenda Date: February 20, 2024

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------|
| Department | Water | Amount |
| Presenter | Mayor Gomez, Dale Long | Account |
| Subject: LEAD SERVICE LINE INVENTORY | | |
| Background: <p>FDEP has mandated that all water systems, regardless of the size of the system, are required to complete the EPA Lead Service Line Inventory (LSLI) by October 16, 2024, under the Lead and Copper Rule Revisions (40 CFR 141.84).</p> <p>The Town must review all of their historical records and classify all water services within the system as either “Lead, Non-Lead, galvanized service lines requiring replacement, or Lead Status Unknown”. Field investigation to confirm many of the services may also be required.</p> <p>FDEP, through Florida Rural Water Association, has provided a Grant to hire a contractor or consultant to complete this work and to cover 100% of the cost of this project to small, disadvantaged systems such as the Town.</p> <p>This project is divided into three phases. The Lead Service Line Inventory is Phase I.</p> <p>This item is for compliance with FDEP.</p> | | |
| Recommended Action: <p>AUTHORIZE MAYOR GOMEZ TO ENTER INTO AN AGREEMENT WITH MUNICIPAL ENGINEERING SERVICES, INC. TO PERFORM PHASE I OF THE LEAD SERVICE LINE INVENTORY</p> | | |
| | | |



February 5, 2024

VIA E-Mail lgomez@centuryflorida.us

Honorable Luis Gomez, Jr.
Mayor
Town of Century
7995 North Century Boulevard
Century, FL 32535

RE: Lead Service Line Inventory

Dear Mayor Gomez:

We are pleased to provide you with a proposal for the completion of the Lead Service Line Inventory for the Town of Century. As you are aware, FDEP has mandated that all community and non-transient noncommunity public water systems, regardless of the size of the system, are required to complete the EPA Lead Service Line Inventory (LSLI) by October 16, 2024, under the Lead and Copper Rule Revisions (40 CFR 141.84). As such, the Town must review all of their historical records and classify all water services within the system as either "Lead, Non-Lead, galvanized service lines requiring replacement, or Lead Status Unknown". Field investigation to confirm many of the services may also be required.

As you are aware FDEP (through Florida Rural Water Association) is offering small, disadvantaged systems such as the Town, a Grant to hire a contractor or consultant to complete this work for them. It is our understanding that the Town wishes to have Municipal Engineering Services, Inc. complete this research and prepare the inventory on your behalf. As such, we agree to complete this work for the terms outlined in the Town's Agreement with FRWA which we believe to be as shown in the table below.



| Deliverable (see Deliverable description above) | Compensation | 10% Retainage Held |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Records Search | \$10/location for all locations to be listed on Lead Service Line Inventory Template form plus \$2/location that has sufficient documentation to eliminate location from Field Verification requirement. | No |
| 2. Field Verification | \$40/location field verified | Yes |
| 3. Inventory Template Completion | \$10/location for all locations listed on EPA Lead Service Line Inventory Template form | Yes |
| <i>Retainage will be paid upon receipt of FDEP written approval of Lead Service Line Inventory forms. Written approval must be submitted with invoice for retainage.</i> | | |

As noted in the table above, the work will be completed in three parts: (1) Historical Records Research, (2) Field Verification, and (3) Inventory Template Completion.

We would like to complete this work in two phases. Phase I will include the completion of the historical records research. We will coordinate with Town staff and available plans and records to evaluate each water service within your system. We will enter this data into the EPA Inventory Template spreadsheet for each of your water services. From that research we will be able to determine how many specific services we will need to inspect throughout the Town's franchise to complete the field verification.

Phase II will include the field verification of services which could not be confirmed from the historical records research completed in Phase I. For the Phase II effort we will need to utilize Town staff to help us physically locate meters in the field and to help excavate around the meter box (if necessary) to confirm the service material on either side. We will update the EPA Inventory Template spreadsheet with the data we gather from the field verification and complete the Lead Service Line Inventory. We will provide a separate fee proposal for the Phase II work at a later date.

In the event that through these efforts we discover that the Town has either unknown service material types, lead service lines, or galvanized service lines requiring replacement, you will need to complete a Lead Service Line Replacement Plan and will need to notify affected residents that they do or may have lead service lines. This effort is not included within the FRWA Grant and can be completed as Phase III, if required.

Honorable Luis Gomez, Jr.

February 5, 2024

Page 3 of 3

We can complete Phase I of this effort for a not to exceed fee of \$21,648.00 (984 customers x \$22/customer). We have assumed that the Town has 984 customers based on the number we have derived from our design of the water service line replacement project. The rate per customer is based on the FRWA table noted above (\$12/customer for item 1 and \$10/customer for item 3). The actual cost will not exceed the FRWA grant amount on a per customer basis. Our fee will also include assistance with grant management and requests for reimbursement to FRWA.

As noted, our effort will include a significant amount of coordination with Town staff and review of existing records to determine when portions of the system were constructed and when various homes were connected to those portions of the system. We will prepare the final inventory in accordance with the FRWA provided spreadsheet and we will compile the collected research information for the Town in the event you are audited or questioned on any of the information contained within the inventory spreadsheet.

If our proposal and the attached Task Order (MES-29) are satisfactory, please execute and return it at your earliest convenience. Upon receipt of the executed Task Order we will begin work immediately. We appreciate our continued relationship with the Town of Century and look forward to completing this important project for you. Should you have any questions, or require any additional information, please do not hesitate to contact me.

Sincerely,

MUNICIPAL ENGINEERING SERVICES, INC.

A handwritten signature in blue ink, appearing to read "Dale E. Long".

Dale E. Long, P.E., LEED AP
Senior Project Engineer

/DEL

Attachments

**SUGGESTED FORM OF
TASK ORDER**

| |
|----------------------------------------------------------------------------|
| This is Task Order No. <u>MES-29</u> , consisting of <u>3</u> pages. |
|----------------------------------------------------------------------------|

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated [**December 7, 2015**] ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: February 5, 2024
- b. Owner: Town of Century
- c. Engineer: Municipal Engineering Services, Inc.
- d. Specific Project (title): Lead Service Line Inventory

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as outlined as follows:

Municipal will prepare a Lead service Line Inventory in accordance with the published guidance by Florida Rural Water Association. See attached proposal letter.

- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

Additional Services that may be authorized or necessary under this Task Order are listed in the Scope of Services proposal noted above and/or those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

5. Task Order Schedule

Project will be completed and submitted to FDEEP no later than September 30, 2024.

6. Payments to Engineer

- A. Owner shall pay Engineer for services rendered under this Task Order as outlined in the Scope of Services Proposal noted above and as follows:

Phase I - \$21,648.00, Not-to-Exceed fee based on the agreement between the Town of Century and the Florida Rural Water Association based on the number of water services within the Town's system and as outlined in the attached Proposal Letter. Subsequent Phases to be determined.

- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

TBD.

8. Other Modifications to Agreement and Exhibits:

None.

9. Attachments:

Proposal Letter Dated February 5, 2024.

10. Other Documents Incorporated by Reference:

None.

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

OWNER: **Town of Century**

ENGINEER: **Municipal Engineering Services, Inc.**

By: _____

By: W. V. Phillips II

Print Name: Luis Gomez, Jr.

Print Name: William V. Phillips, II, P.E.

Title: Mayor

Title: President

Engineer License or Firm's
Certificate No. (if required): CA 30886
State of: Florida

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: Dale E. Long, P.E., LEED AP

Title: _____

Title: Senior Project Engineer

Address: 7995 N. Century Boulevard
Century, Florida 32535

Address: 8574 Turkey Bluff Road
Navarre, FL 32566

E-Mail
Address
:

E-Mail
Address: dlong@mesi-fl.com

Phone: (850)256-3208

Phone: (850) 428-0285

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
Copyright © 2014 National Society of Professional Engineers, American Council of Engineering Companies,
and American Society of Civil Engineers. All rights reserved.

Town of Century, Florida

Agenda Item

Agenda Date: February 20, 2024

| | | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|--------------------------------|---------------------|------------------------------------------|------------|--------------------------|-------------------|-------------------------------------|----------------------|
| Department | Administration | Amount | | | | | | | | |
| Presenter | Mayor Gomez | Account | | | | | | | | |
| Subject: MIGRATE FROM POP3 TO MICROSOFT OFFICE 365 | | | | | | | | | | |
| Background: <p>In assessing the prospect of migration from the current POP3 email platform and Microsoft Office products, Microsoft Office 365 is the better choice. It includes Microsoft Exchange Online email service and would be an excellent choice for the Town of Century.</p> <p>The current cost of email services being provided by Hostway.com for the month of January 2024 is approximately \$207.45. The cost of the proposed services amortized monthly would be about \$366.00, not including the implementation costs.</p> <p>It's important to understand the existing service with Hostway cannot be directly compared with the prospective Microsoft solution. The proposed solution includes Email Threat Protection, Information Archiving, and Cloud-to-Cloud backup services that are not available with the current solution.</p> <p>Additionally ten of the fifteen licenses in this estimate provide access to the Microsoft Office 365 desktop applications for those users. A reasonable estimate for the value of those software licenses is around \$8 per month per user. Another major difference is Hostway is a POP3 type service versus the Microsoft Exchange service which includes many features not present in older POP3 systems such as shared calendars and syncing with all sorts of devices.</p> <p>This move would modernize the email communications for the Town of Century and it is believed to be in the Town’s best interest to perform this modernization.</p> <p>The implementation of this migration would take 10-14 business days to complete once approved.</p> <p>SOURCE OF FUNDS WORKSHEET FY 2023-2024</p> <table><tr><td>Current Balance in ARPA</td><td>\$653,747.20</td></tr><tr><td>Total Expended/Encumbered to Date</td><td>.00</td></tr><tr><td>THIS ITEM/PROJECT</td><td>\$6,172.00</td></tr><tr><td>Adjusted Balance in L.O.S.T.</td><td>\$ 647,575.20</td></tr></table> <p>This item is for ongoing operations.</p> | | | Current Balance in ARPA | \$653,747.20 | Total Expended/Encumbered to Date | .00 | THIS ITEM/PROJECT | \$6,172.00 | Adjusted Balance in L.O.S.T. | \$ 647,575.20 |
| Current Balance in ARPA | \$653,747.20 | | | | | | | | | |
| Total Expended/Encumbered to Date | .00 | | | | | | | | | |
| THIS ITEM/PROJECT | \$6,172.00 | | | | | | | | | |
| Adjusted Balance in L.O.S.T. | \$ 647,575.20 | | | | | | | | | |
| Recommended Action: AUTHORIZE MAYOR GOMEZ TO ENTER INTO AN AGREEMENT WITH SOUTHERN COMPUTER SERVICES TO UPGRADE IT SYSTEM FROM POP3 TO MICROSOFT OFFICE 365 TO BE PAID FROM ARPA FUNDS | | | | | | | | | | |

SOUTHERN COMPUTER

ESTIMATE

"Service is the key to our success."

504 E. Nashville Ave
Atmore, AL 36502
Phone (251) 446-3136 Fax (251) 446-3137

DATE 2/2/2024
Quotation # 3927732
Customer ID

Quotation For: Town of Century

Quotation valid until: 2/16/2024
Prepared by: JT

Comments or Special Instructions: Microsoft prices represent a year of service and also include additional Email Threat Protection, Information Archiving, and Cloud to Cloud backup services. Services renew annually.

| SALESPERSON | P.O. NUMBER | SHIP DATE | SHIP VIA | F.O.B. POINT | TERMS |
|-------------|-------------|-----------|----------|--------------|-------|
| | | | | | |

| QUANTITY | DESCRIPTION | UNIT PRICE | TAXABLE? | AMOUNT |
|--------------|---------------------------------|------------|----------|--------------------|
| 3 | Microsoft Office 365 E3 | 432.00 | | 1,296.00 |
| 7 | Microsoft 365 Business Standard | 288.00 | | 2,016.00 |
| 5 | Microsoft 365 Business Basic | 216.00 | | 1,080.00 |
| 20 | Labor (Migration and Setup) | 89.00 | | 1,780.00 |
| SUBTOTAL | | | | \$ 6,172.00 |
| TAX RATE | | | | 10.00% |
| SALES TAX | | | | - |
| OTHER | | | | - |
| TOTAL | | | | \$ 6,172.00 |

If you have any questions concerning this estimate please feel free to give us a call.

THANK YOU FOR YOUR BUSINESS!

Town of Century, Florida

Agenda Item

Agenda Date: February 20, 2024

| | | |
|-------------------|--------------------------|----------------|
| Department | Administration | Amount |
| Presenter | Mayor Gomez/Howard Brown | Account |

Subject: MUNICIPAL PROCUREMENT SERVICES RFP 2024-0001

Background:

The Town received two proposals for Municipal Procurement Services. Each are attached.

- Bobbi Williams, MPA, CGFO
- Lindell Y. Miller, MBA, CPPO

After careful review of each proposal, Mayor Gomez recommends Council award the contract for procurement services to Bobbi Williams, MPA, CGFO.

SOURCE OF FUNDS WORKSHEET FY 2023-2024

| | |
|-----------------------------------|---------------------------------------|
| Current Balance in ARPA | \$ 653,747.20 |
| Total Expended/Encumbered to Date | \$6,172.00 (Proposed POP3 Conversion) |
| THIS ITEM/PROJECT | \$34,800.00 |
| Adjusted Balance in ARPA | \$612,775.20 |

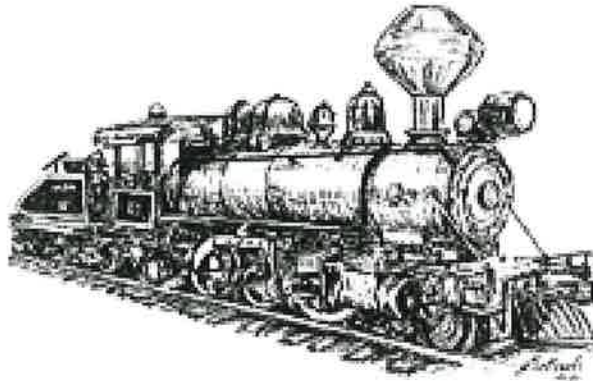
This item is for compliant operations.

Recommended Action:

MOTION TO AUTHORIZE MAYOR GOMEZ TO EXECUTE A CONGRACT WITH BOBBI WILLIAMS, MPA, CGFO, FOR PROCUREMENT SERVICES IN THE AMOUNT OF \$34,800.00 TO BE PAID FROM ARPA FUNDS.

Response to:
ITB 2024-0001
Municipal Procurement Services

Town of Century, FL



Submitted By:

Bobbi Williams, MPA, CGFO

Bobbiwilliams9502@gmail.com

754-234-3013

Dear Ms. Wood,

It is my pleasure to submit this response to the Invitation To Bid No. 2024-001, Municipal Procurement Services. I have over twenty (20) years of governmental experience in procurement). I have worked as a Logistics Officer in the United States Army, where I received formal training in purchasing and contract administration. I have served in many capacities managing procurement processes. My experience includes preparing solicitations, preparing notices and correspondences, preparing contract awards, facilitating pre and post award activities, interacting with various levels of government, etc. I have experience in soliciting and executing professional services in accordance with the Florida State Statute, Ch.287, Consultants Competitive Negotiation Act (CCNA), as well as experience in soliciting and awarding contracts for basic municipal services to new construction and improvement projects.

Attached for your consideration is my resume, proof of certifications and training.

Approach to Providing Services:

Procurement of services and goods can be a very simple task or a very comprehensive task. Based upon research, it appears that simple acquisitions will be needed for the Town of Century as the town supports approximately 1,000 residents and has a budget of approximately \$10 million. Based upon the ITB, the approach to meeting the goals of the solicitation can be accomplished by the following: *\$40K+*

- 1) Review of the procurement policies will be conducted upon award and discussion
- 2) Inventory current contract/agreement list
- 3) Discuss with staff, consultants or contractors employed the Town to understand the procurement practices and general timelines for accomplishing different types of procurements
- 4) Meet with the Town Attorney to ensure agreements, forms, and other documents are current
- 5) Meet with City Management or designated staff to determine procurement priorities, such as procurements for new services, renewals for expiring contracts and agreements.

It is anticipated that approximately 38 hours per month will be necessary to complete the general procurement tasks. All general procurement functions are included in this proposed price.

I am excited about this opportunity and available to discuss any specific concerns that you may have.

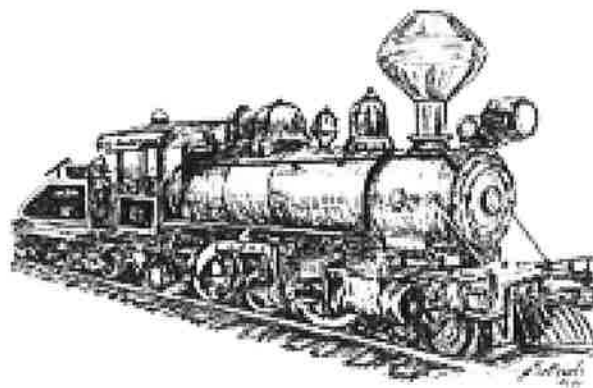
Respectfully,

Bobbi Williams

Bobbi Williams, MPA, CGFO

Signed Forms and Certification Documents

Town of Century, FL



Three large, solid black rectangular boxes stacked vertically, likely representing redacted information or a placeholder for a signature and date.

**MUNICIPAL PROCUREMENT SERVICES
BIDDERS DECLARATION**

The firm understands, agrees and warrants:

The firm has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to January 12, 2024 at 10:00 a.m. but may not be withdrawn after such date and time.

That the Town of Century reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The Town of Century reserves the right to waive any technicalities and formalities in the bid process.

That by submission of this bid the firm acknowledges that the Town of Century has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Bobbi J. Williams
Name

Procurement & Contracts Consultant
Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

**MUNICIPAL PROCUREMENT SERVICES
CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all bidders/bidders, must disclose if any Town of Century employee(s), elected official(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

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

YES NO

NAME(S)

POSITION(S)

N/A

Firm Name By (Printed):

Bobbi J. Williams Procurement & Contracts Consultant)

By (Signature) and Title

13973 N. Forest Oak Circle

Address

754-234-3013

Phone No.

E-Mail bobbiwilliams9502@gmail.com

**MUNICIPAL PROCUREMENT SERVICES
NON-COLLUSION AFFIDAVIT**

STATE OF Florida

COUNTY OF Broward

Bobbi Williams

Owner, Partner or Officer of Firm

13973 N. Forest Oak Circle, Davie, FL 33025

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any officer of the Town of Century or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the Town of Century or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for: Municipal Procurement Services.

FIRM NAME: DBA Bobbi Williams

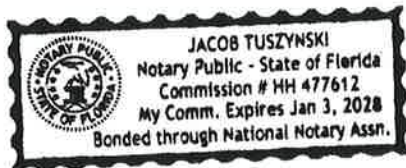
SIGNATURE: *Bobbi Williams*

TITLE: Procurement and Contracts Consultant

The foregoing instrument was acknowledged before me this 16th day of February 2024 by the above signed acting on behalf of the organization/company. He/she is personally known to me or has produced as identification and did (did not) take an oath.

Signature of Notary

SEAL



**MUNICIPAL PROCUREMENT SERVICES
SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
PUBLIC ENTITY CRIME**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Bobbi Williams Procurement & Contracts Consultant (print this individual's name and title)

By for dba Bobbi Williams (print name of entity submitting statements)

whose business address is 13973 N. Forest Oak Circle, Davie, FL 33025

and if applicable whose Federal Employer Identification Number (FEIN) is N/A

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

593-09-8359

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

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 adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, 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:

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

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

- ☒ 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, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.
- ☒ 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 within the past 36 months. AND (Please indicate which additional statement applies).
- ☒ 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 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 within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order 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. (Attached is 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 THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. 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.

Bonni Williams
(Signature)

County of Broward

STATE OF FLORIDA

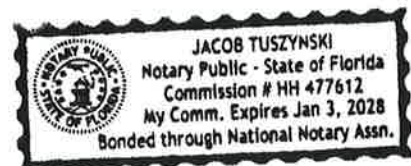
Sworn and subscribed before me this 16th day of February, 2024 by Bonni Williams who is Personally known to me X

Or who produced identification _____ (Type of Identification)

[Signature]
(Signature) Notary Public—State of Florida

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

My commission expires 1/3/28 (SEAL)



Cost Estimate

Town of Century, FL



**MUNICIPAL PROCUREMENT SERVICES
COST ESTIMATE**

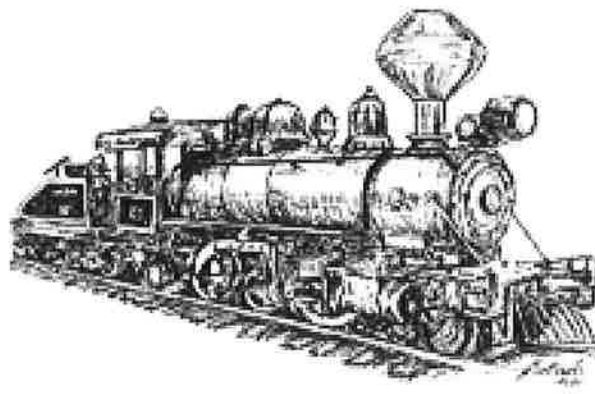
| | | |
|---|----------------------------------------------------|---------------------------------------|
| 1 | Flat Monthly Rate - Municipal Procurement Services | \$ \$2,900 monthly \$34,800 annual |
| 2 | Hourly Rate | \$ 75/hour |

Services includes full service municipal procurement services, such as review and recommendation of procurement policies and practices; preparation of formal and informal competitive solicitations; acquisition of commodities and services; preparation of contracts/agreements; preparation of correspondences as required for contract files, provide contract administration services, and preparation of adhoc reports as defined in the ITB and as requested.

It is anticipated that approximately 38 hours per month will be necessary to complete the general procurement tasks. All general procurement functions are included in this proposed price.

Resume and Education

Town of Century, FL



[Redacted text block]

[Redacted text block]

[Redacted text block]

BOBBI WILLIAMS, MPA, CGFO

Bobbiwilliams9502@gmail.com

Experience includes over 20 years of experience in financial management, budget administration, research and data analysis, management of revenue and expenditures, preparation and development of the budget process, process improvement for organizational functions, procurement, grant and contract administration, and strategic planning.

EDUCATION:

Masters of Public Administration - CUM LAUDE

Nova Southeastern University, 3301 College Avenue; Fort Lauderdale, FL 33314

COMPUTER SKILLS: Microsoft- Proficient in Word, Publisher, Excel, and PowerPoint; proficient in the organization's financial accounting system and agenda system; proficient in Intuit Quickbooks

JOB EXPERIENCE:

City of Hallandale Beach. The Department of Public Works serves the community of more than 40,000 residents with a workforce of 212 employees. The overall operating budget for the department is approximately \$100 million, which extends across seven (7) funds (general, special revenue, proprietary, and internal service funds). The capital budget is approximately \$230 million.

Finance Manager – Department of Public Works– October 2023-Current

City of Hallandale Beach

- Responsible for the development and implementation of the department's annual budget
- Evaluate budgets for appropriateness and fiscal impact for across 7 funds
- Manage Capital Improvement Planning process; make recommendations based on priorities
- Prepare ad-hoc analysis, such as new mandates, operational changes, special assessments
- Monitor revenue sources and expenditures
- Prepare citywide procurement solicitations, prepare contract agreements, prepare recommendations
- Conduct various operational reviews of functions for process improvements
- Supervise 15 employees

City of Lauderdale Lakes. The City of Lauderdale Lakes has a population of approximately 36,800 and 144 employees. It has a current budget of \$69.4 million, which includes general government and proprietary funds. I am the liaison to the Financial Services Director on budget administration, capital improvement, contract administration, grants compliance, and purchasing. Overall responsible for the procurement process, preparing formal solicitations and contract management.

Assistant Director/ Financial Services Manager – Financial Services Department – August 2018-Current

City of Lauderdale Lakes, FL 33319

- Responsible for the development and implementation of the City's annual budget
- Evaluate budgets for appropriateness and fiscal impact for all City departments, across all 18 funds
- Manage Capital Improvement Planning process; make recommendations based on priorities
- Prepare ad-hoc analysis, such as new mandates, operational changes, special assessments
- Prepare and maintain five-year projection; Prepare financial reports and budget amendments
- Monitor revenue sources, expenditures, and grant compliance for over 20 grants
- Prepare citywide procurement solicitations, prepare contract agreements, prepare recommendations
- Conduct various operational reviews of functions for process improvements
- Assist in year-end audit preparation
- Manage the Truth-in-Millage (TRIM) Compliance Process
- Supervise 3 employees
- Promoted from Financial Services Manager

Purchasing Agent/Mgmt. and Budget Analyst– Financial Services Department – April 2015 – August 2018

City of Lauderdale Lakes, FL 33319

- Responsible for the development and implementation of the City's annual budget
- Monitored revenue sources, expenditures, and grant compliance for over 20 grants

- Managed Capital Improvement Planning process; make recommendations based on priorities
- Prepared financial reports and budget amendments
- Prepared citywide procurement solicitations, prepare contract agreements, prepare recommendations
- Conducted various operational reviews of functions for process improvements
- Managed the Truth-in-Millage (TRIM) Compliance Process
- Supervised 3 employee (includes summer worker and interns from local college)

City of Fort Lauderdale. The City of Fort Lauderdale is the "Venice of America" with a population of 170,065; 2,479 employees, and five (5) bargaining units. At the time of employment, the City had an adopted budget of \$864,669,706. The budget included governmental, proprietary, internal service and fiduciary funds. It is the largest municipality in Broward County and the 7th largest in the state of Florida.

Senior Financial Management Analyst – City Manager Office – August 2012 – March 2015

City of Fort Lauderdale, FL 33301

- Financial management analyst for seven departments valued in excess of \$231 million
- Assisted in the development of the City's budget process; primary trainer for budgeting
- Reviewed capital outlay requisitions for all departments and make recommendations
- Assisted in the development of formal solicitations for select departments
- Conducted various analysis/operational reviews to find efficiencies
- Prepared monthly budget amendment reports
- Managed the Truth-in-Millage (TRIM) Compliance Process

Administrative Assistant I/Budget Assistant- City Manager Office – February 2007 – August 2012

City of Fort Lauderdale, FL 33301

- Financial analysis of revenue and expenditures for four departmental budgets
- Prepared financial and miscellaneous reports/managed not-for-profit agreements
- Assisted in development of performance measures/improvement process
- Managed the Truth-in-Millage (TRIM) Compliance Process
- Promoted from Budget Assistant to Administrative Assistant
- Supervised 1 employee – Summer Youth Worker

Purchasing Assistant- Department of Procurement Services- October 2005-February 2007

City of Fort Lauderdale, FL, 33301

- Provided purchasing assistance to department reps and internal staff
- Prepared monthly and annual performance reports~ measured monthly/annual purchase orders, requisitions, and solicitations
- Maintained and updated vendor registration database; provided outreach services to new vendors
- Maintained records maintenance for requisitions, purchase orders, auction information, and miscellaneous audit trail documents
- Served as the Minority/Women Business Enterprise (MWBE) Program & Travel coordinator

U.S Army (Armed Forces) Served in various management positions related to logistics, operational and financial management from April 1997 until honorable discharge in May 2004. Rank at discharge: Captain

Primary function was a Logistics Officer, which involved formal training in financial management, contract management, operations management, and emergency planning. In most positions in the military, I have had the responsibility as the Budget Officer, P-Card Administrator, Training Officer, Internal Management Control Officer, and Travel Officer.

Deputy Director. Plans and Operations- May 2003 - May 2004

US Army, Captain, 98th Area Support Group, APO AE 09244, Wuerzburg, Germany

- Served as senior military logistics advisor and liaison between military units and civilian organizations
- Developed strategic plans for installation processes
- Conducted management audits on logistics operations, which included financial reporting and management control for various facilities
- Conducted revenue analysis for surplus capital equipment for the installation; assisted in auction
- Prepared and revised directives, policies and standard operating procedures; prepared recommendations based upon trends, safety guidelines, and/or changes in federal or local guidance

Operations and Training Officer- June 2002-May 2003 (Reason for leaving: Change of duty location)

US Army, Captain, 201st Forward Support Battalion, APO AE 09114, Vilseck, Germany

- Served as Budget and Training Officer
- Served as principal advisor to Commander on all operations and military training for 435 employees
- Prepared training guidance and objectives to unit commanders and representatives
- Conducted special studies and prepared plans, in-progress reviews and after action reports
- Planned and coordinated the unit's deployment to the Balkans in support of Joint Guardian
- Supervised 10 employees

Logistics Officer- February 16, 2002-June 10, 2002 (Reason for leaving: Job Promotion)

US Army, Captain, 201st Forward Support Battalion, APO AE 09114, Vilseck, Germany

- Budget Officer; prepared monthly and quarterly budget/financial reports
- Prepared financial analysis and transaction reports on a weekly basis
- Managed all contracts with civilian (foreign) agencies
- Managed disposition of surplus, confiscated and abandoned equipment
- Supervised 5 employees

General Supply Officer- July 14, 2001-February 16, 2002 (Reason for leaving: Job Promotion)

US Army, Captain, 201st Forward Support Battalion, APO AE 09114, Vilseck, Germany

- Coordinated and requisitioned general supplies, equipment and services for 3,000 employees
- Prepared solicitations and provide contract administration
- Managed the disposition of surplus and, confiscated and abandoned equipment
- Managed budget in excess of \$1.5 million
- Prepared monthly financial/repair & maintenance reports
- Supervised 2 employees

Advanced Logistics Course Jan 2001-July 2001

Personnel Officer- March 16, 2000-December 8, 2000 (Reason for leaving: Change of duty location)

US Army, First Lieutenant (P) 426th Forward Support Battalion, Fort Campbell, KY 42223

- Provided personnel support, including benefits counseling (entitlements, finance/salary maintenance, career development, job assignments, and annual performance evaluations) and records maintenance to 235 personnel
- Organized and managed personnel inspection program to monitor compliance with Federal and Department of the Army regulations and policies
- Prepared monthly personnel status reports
- Served as Budget Officer in absence of one; prepared monthly financial reports
- Supervised 14 employees

TRAINING/SEMINARS/MEMBERSHIPS:

Certifications: Certified Government Finance Officer (CGFO)

Active Memberships:

- Government Finance Officers Association (GFOA)
- Florida Government Finance Officers Association (FGFOA)
- South Florida Government Finance Officers' Association (SFGFOA)
- Florida Association of Public Procurement Officials (FAPPO)
- Southeast National Institute of Governmental Purchasing (SE NIGP)
- National Institute of Governmental Purchasing (NIGP)
- National Forum for Black Public Administrators (NFBPA)
 - Committee Member, National Budget, Finance, & Investment Committee
 - Treasurer for the South Florida Chapter Green

Green Belt Certification (2021)

Yellow Belt Certification (2015)

Supervision in Government (October 2014)

FEMA Emergency Management (IS100, IS200, IS700, IS703, IS800, G-300, G-400)

Advanced Logistics Management Course, US Army (July 2001)

Nova Southeastern University

H. Wayne Huizenga School of Business and Entrepreneurship

The trustees of the University
on the recommendation of the faculty confer upon

Bobbi Jean Williams

the degree of

Master of Public Administration

with all rights, privileges, and responsibilities thereto appertaining.

Witnessed with the authorized signatures and university seal in

Fort Lauderdale-Davie, Florida

December 31, 2009



Certificate # 779

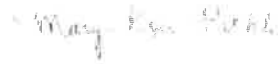
Is conferred upon

Bobbi Williams

For demonstrating a high level of competence by successfully completing an examination and documenting professional and educational achievements prescribed by the Florida Government Finance Officers Association



President



Certification Chair

October 18, 2023

JSSCO

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Bobbi Williams | | |
| 2 Business name/disregarded entity name, if different from above | | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> | |
| 5 Address (number, street, and apt. or suite no.) See instructions. 13913 N. Forest Oak Circle | Requester's name and address (optional) | |
| 6 City, state, and ZIP code Davie, FL 33025 | | |
| 7 List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | | |
|--------------------------------|---|---|---|---|---|---|---|---|---|---|
| Social security number | | | | | | | | | | |
| 5 | 9 | 3 | - | 0 | 9 | - | 8 | 3 | 5 | 9 |
| or | | | | | | | | | | |
| Employer identification number | | | | | | | | | | |
| | | | - | | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Bobbi J. Williams

Date ►

2/6/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



1. TITLE PAGE
LINDELL MILLER: BEST QUALIFIED

NAME: LINDELL Y. MILLER, MBA, CPPO
CERTIFIED PUBLIC PROCURMENT OFFICER
DATE PROPOSAL WAS MAILED: JANUARY 8, 2024
ADDRESS: 20 FOX CHASE CT, STOCKBRIDGE GEORGIA 30281
TELEPHONE: 954-673-5544
BID DUE DATE: JANUARY 12, 2024

954-673-5544

Lindell Y. Miller, CPPO, MBA

Stockbridge, Ga

Lindell Miller@comcast.net



2. TRANSMITTAL LETTER LINDELL MILLER, CPPO, MBA: BEST QUALIFIED

Dear Town of Century

I am very excited to submit this proposal for the Invitation To Bid 2024-0001, Municipal Procurement Services, for the Town of Century. This proposal includes all the requested qualifications, but before I get into details here's why I am the best Certified Procurement officer for your Municipal Procurement Services need.

I have perfected and implemented procurement processes during my role as an Inspector General Administrator with the Office of the Inspector General office (OIG); Broward County Government, Purchasing Director with the City of Miami Gardens, City of East Point, and City of Stockbridge. I can establish long range plans, goals and objectives, lead Project and Procurement Teams, manage and oversee construction programs and develop and track project performance while developing organizational internal controls and managing numerous deadlines.

As an added benefit in selecting me (Lindell Y. Miller) you will have the attention and commitment from A Certified Public Procurement Officer (CPPO), with more than 17 years of procurement experience.

As a CPPO progressively responsible, experienced in Procurement and implementing and establishing a Purchasing Department, leading all phases of a project's life cycle including defining the business need, establishing criteria and business requirements, understanding the impact to the Municipality, and designing and rolling out the project, policies and procedures.

I share your commitment to ensure that the Town's Procurement process is in line with State and municipal laws, and I exemplify the knowledge base and passion for doing the right thing every time. "Exceptional efficiency and integrity" are not just my core belief – it is the belief system in which I perform the task of ensuring that established procurement policies and procedures are implemented and introduced. My procurement experience and foundation are centered around a commitment to customer service, internal and external, and building long-term relationships, so you can be confident I will always put your needs first.

With experience in Procurement, often implementing a Procurement Department where one does not exist, or implementing procurement processes that are lacking or nonexistent in an organization I have a long resume of resolving, investigating, and enhancing procurement departments for government entities.

Implementing procurement processes and policies that will assist a municipality to enhance the day-to-day operations by processing documents and projects efficiently and effectively because the City's rules, laws, policies all align with the procurement solicitations and contracts, ensures that the City is capable of meeting the Council political promises, resident's needs, Government Operations while facilitating the adoption of operating objectives and policies.

I have a long resume and more than 15 years of experience of implementing Procurement Departments, purchasing policies, rules, processes where none exist. I have performed contract oversight investigations for more than three (3) years for cities and municipalities during my tenure with the Office of the Inspector General (OIG). As a result, cities/municipalities/counties Government organizations became in alignment with state laws by implementing my recommendations to employ protocols to prevent fraud, abuse and waste.

Simply put, I am the right person with the right experience to exceed your expectations in any future job.

Thank you for the opportunity to present my qualifications. Should you have any questions, my contact information is below.

Sincerely yours,

A large, stylized handwritten signature in black ink that reads "Lindell Y. Miller, CPPO". The signature is fluid and cursive, with the initials "CPPO" written in a slightly more formal, blocky style at the end.

Lindell Y, Miller, CPPO, MBA

20 Fox Chase Court

Stockbridge, Georgia 30281

LindellMiller@comcast.net

954-673-5544

Universal Public Procurement Certification Council



has conferred upon

Lindell Y. Miller

the designation of

Certified Public Procurement Officer

for having fulfilled prescribed standards of competency in public procurement as demonstrated by education, professional experience, successful examination performance, and pledging to uphold UPPCC's Code of Ethics and Professional Conduct.

Date of Certification: 10/15/2012

Expiration Date: 10/15/2027



Property of the UPPCC Board of Directors



Chair, UPPCC Board of Directors
Certification #12028

Status of Certification Available as a Public Record

Nova Southeastern University

The Trustees of the University
on the recommendation of the Faculty confer upon

Windell Brette Miller

the degree of

Master of Business Administration

with all rights, privileges, and responsibilities thereto appertaining.

In Witness Whereof, the seal of the University
and the signatures of the President and the Dean are herunto affixed.

Given at Fort Lauderdale, Florida,

October 31, 2000.




President

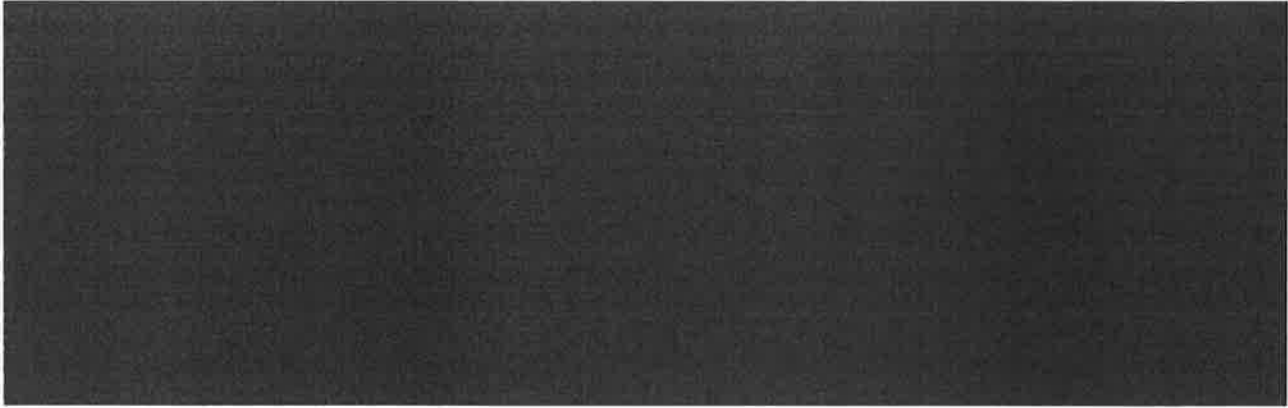

Dean

954-673-5544

Lindell Y. Miller, CPPO, MBA

Stockbridge, Ga

Lindell Miller@comcast.net



"Exceptional, Efficiency and Integrity"

INVITATION TO BID 2024-0001
INSTRUCTIONS FOR SUBMITTING BIDS FOR
MUNICIPAL PROCUREMENT SERVICES

Bids must be received by **January 12, 2024 at 10:00 a.m.**

Bids must be delivered to:

Kristina Wood, Deputy Town Clerk Town of Century
7995 North Century Boulevard Century, Florida 32535

Submittal must be sealed and marked: "Bids for Municipal Procurement Services". Bidders must submit one (1) original and two (2) hard copies of their bid.

Bids must include the **INSTRUCTIONS FOR SUBMITTING BIDS FOR MUNICIPAL PROCUREMENT SERVICES** along with specific forms as required under Section D. "Bid Submittal Content and Format."

Interested parties shall submit all required forms and information simultaneously with sealed bid, which forms and information become a part of the property of the Town of Century and will not be returned to the firm unless a written request to withdraw is received prior to **January 12, 2024 at 10:00 a.m.** Any Bid received thereafter will not be considered.

Bid award will be made to the best bidder, but the Town reserves the right to reject any or all bids. The firm to whom award is made will be notified at the earliest possible date. The Town of Century reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the Town of Century is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Interpretations of the bid, clarification of bid specifications and requirements or changes to the ITB which have a material effect will be documented and communicated to bidders only by written addenda either by mail or by email.

All qualifications submitted shall be subject to acceptance or rejection and the Town of Century specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process and award the bid in part or in any manner deemed to be in the best interest of the Town. The submitted bid will become part of the final contract documents.

The undersigned understands that any conditions stated above, clarifications made to the above, or information other than that requested should be stated in writing, on a separate sheet or by email addressed to kwood@centuryflorida.us.

NOTE: Unless stated on the bid form the bid submitted will assume all specifications will be met. Please note on the bid form all exceptions.

Lindell Y. Miller MBI.CPO

Print or Type Name of Individual,
Partner or Corporation

Print or Type Name of Company

Certified Individual
Title

Address

Lindell Y. Miller CPO
Authorized Signature

City, State, Zip Code

Lindell.Miller@comcast.net

E-mail Address

Company Phone Number

**MUNICIPAL PROCUREMENT SERVICES
COST ESTIMATE**

| | | |
|---|----------------------------------------------------|------------|
| 1 | Flat Monthly Rate - Municipal Procurement Services | \$ 6153.85 |
| 2 | Hourly Rate | \$ 38.46 |

**MUNICIPAL PROCUREMENT SERVICES
CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all bidders/bidders, must disclose if any Town of Century employee(s), elected official(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

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

YES ☒ NO

NAME(S)

POSITION(S)

N/A

Firm Name By (Printed):

By (Signature) and Title

Address

Phone No.

E-Mail

Lindell Miller CPO
20 FOX CHASE CT STOCKBRIDGE, GA 30281
954-673-5544
Lindell.Miller@Comcast.net

MUNICIPAL PROCUREMENT SERVICES
NON-COLLUSION AFFIDAVIT

STATE OF Georgia

COUNTY OF Henry

Lindell Y. Miller, MBA, CPPC
Owner, Partner or Officer of Firm

20 Foxchase Ct Stockbridge GA 30281
Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any officer of the Town of Century or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the Town of Century or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for: Municipal Procurement Services.

FIRM NAME:

SIGNATURE:

TITLE:

The foregoing instrument was acknowledged before me this 8th day of January, 2024 by the above signed acting on behalf of the organization/company. He/she is personally known to me or has produced GADL as identification and did (did not) take an oath.

Signature of Notary

SEAL



**MUNICIPAL PROCUREMENT SERVICES
BIDDERS DECLARATION**

The firm understands, agrees and warrants:

The firm has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **January 12, 2024 at 10:00 a.m.** but may not be withdrawn after such date and time.

That the Town of Century reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The Town of Century reserves the right to waive any technicalities and formalities in the bid process.

That by submission of this bid the firm acknowledges that the Town of Century has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Lindell Y. Minter
Name

CPPPO, MBA
Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

**MUNICIPAL PROCUREMENT SERVICES
SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
PUBLIC ENTITY CRIME**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted to A. Ivory (print this individual's name and title)

By for Lindell V. Miller C.P.P.O (print name of entity submitting statements)

whose business address is 20 Fox Chase Ct Stockbridge GA 30281

and if applicable whose Federal Employer Identification Number (FEIN) is 589-01-1237

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

589-01-1237

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

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 adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, 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:

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

☒ 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, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

☐ 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 within the past 36 months. AND (Please indicate which additional statement applies).

☐ 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 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 within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order 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. (Attached is 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 THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. 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.

Lindell J. Miller C P P O
(Signature)

County of Henry

STATE OF FLORIDA

Sworn and subscribed before me this 8th day of January, 2024 by

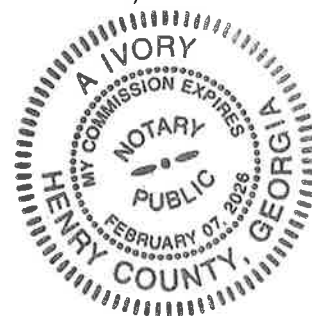
Lindell Miller who is Personally known to me

Or who produced identification GA Driver license (Type of Identification)

A Ivory
(Signature) Notary Public—State of Florida

A Ivory
(Printed, typed or stamped commissioned name of notary public)

My commission expires 2/7/2026 (SEAL)



January 3, 2024

To Whom it May Concern:

As a Certified Public Procurement Officer (CPPO), with more than 20 years of experience, a Procurement expert, Office of Inspector General (OIG) Administrator, and Investigator, Ms. Miller is highly experienced in Government Procurement Municipal Services.

Ms. Miller established an organization centralized procurement office/system, including city departments internal processes for the City of Miami Gardens. I personally experienced the implementation of the organization solicitation templates and contract templates, soliciting and negotiating construction services, high value contracts, and the solicitations to remodel 10 City parks utilizing an 60 million dollar General Obligation Bond (GOB).

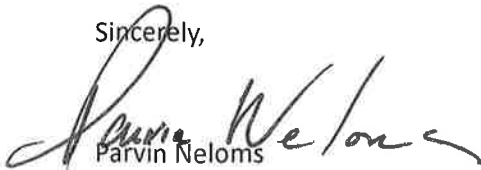
I have personally witnessed Ms. Miller Implement procurement policies, the procurement manual, City Ordinance, policies, and procedures, which eliminated waste, and abuse, especially in the Parks and Recreation Department.

Ms. Lindell Miller exhibits a thorough knowledge of procurement which transformed the Municipality by developing a procurement department where one did not exist. Ms. Miller enhanced her procurement team's knowledge, and the user department processes and knowledge, which ensured that the cities procurement was fair, competitive, legally sound, and my department, Parks and Recreation was able to meet rigorous deadlines while meeting the Elected Officials community goals and demands.

Ms. Miller has the ability to implement innovation processes which assisted to establish Parks and Recreation community events, directly linked to the City Council political agenda.

I am confident Lindell Y. Miller, will be an excellent consultant for your organization and you will be very satisfied with her work and her ability to help department directors, end users meet the demand of the community and elected officials. If you have any questions or would like any additional information, please feel free to contact me at (256) 320-4460 or Nelomsp8@gmail.com.

Sincerely,



Parvin Neloms

January 3, 2024

To Whom it May Concern:

It is my pleasure to recommend Lindell Y. Miller, CPPO, MBA as a Director, Consultant for Municipal, City and County Procurement Services. Ms. Miller has more than 20 years of experience as an active, Certified Public Procurement Officer (CPPO), Office of Inspector General (OIG) Administrator, Investigator, and a highly experienced Procurement Director.

As part of her Government experience, I have watched her establish an organization centralized procurement office/system, including city departments internal processes, City and municipal organization solicitation templates and contract templates, soliciting and negotiating construction services, high value contracts, and establishing and negotiating multi-million-dollar procurements.

I have witnessed Ms. Miller Implementation of Procurement policies, the development of City procurement manual, City Ordinance, analyzing cost contracts, construction services, developing processes to eliminate fraud, waste, and abuse, develop department end user processes, cradle to grave acquisition, from solicitation to payment including contract, negotiations, modifications, change orders, orders of noncompliance, payments, and terminations.

Ms. Lindell Miller exhibits a thorough knowledge of procurement as a she is Government service oriented and I have witnessed in person how she can transform Cities, and Municipalities by developing a procurement department where one did not exist, enhance departments with proper policies, procedures, solicitation templates, which ensured that the cities procurement was fair, competitive, legally sound, while moving smoothly and efficiently.

Ms. Miller has the ability to implement innovative methods where necessary without creating barriers or isolating employees and vendors that are not highly trained in technology.

I am confident Lindell Y. Miller, CPPO, MBA will be an excellent consultant for your organization, and you will be very satisfied with her work and her ability to assist you in your day-to-day operations, while establishing a Municipality that is effective, efficient, which also will help enable staff and user department to promote strategic forward moving planning to better your organization. If you have any questions or would like any additional information, please feel free to contact me at (404) 578-5654 or rsylvain@bellsouth.net.

Sincerely,



Reggie Sylvain

Town of Century, Florida

Agenda Item

Agenda Date: February 27, 2024

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| Department | Administration | Amount |
| Presenter | Mayor Gomez | Account |
| Subject: SELECTION OF AUDITOR | | |
| <p>Background:</p> <p>During the 6:00 p.m. Special Meeting, just prior to this meeting, the Council reviewed the submissions to the Request for Proposals for Auditing Services.</p> <p>During the make-up Council Meeting, Council is invited to ratify its decision for awarding the contract for auditing services.</p> <p>This item is for compliant operations.</p> | | |
| Recommended Action: MOTION TO AWARD THE CONTRACT FOR AUDITING SERVICES. | | |
| | | |