



**SEMINOLE COUNTY, FLORIDA**  
**Board of County Commissioners**  
**Meeting Agenda**

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**Tuesday, May 20, 2025**

**9:30 AM**

**BCC Chambers**

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**BCC Meeting & Budget Work Session**

**Please silence all cell phones/electronic devices**

**I. CALL TO ORDER**

Chairman Jay Zembower

**II. INVOCATION & PLEDGE OF ALLEGIANCE**

Robert Bradley, Bread of Life Christian Church

**III. CONSENT AGENDA – PUBLIC PARTICIPATION**

Florida law provides that members of the public shall be given a reasonable opportunity to be heard on propositions before the Board of County Commissioners, except when the Board is acting on emergency or ministerial matters or conducting a meeting exempt from the requirements of the Sunshine Law. Individuals shall be permitted three (3) minutes each for public participation, or six (6) minutes when the individual is an official representative of a formal association or group. The Chairman may modify the maximum time for public participation, at his sole discretion, when appropriate.

Public participation on quasi-judicial or other public hearing items will occur during the Board's consideration of those items this afternoon. Public participation on pending procurement matters or on non-agenda items shall not be permitted at this time. Members of the public desiring to make public comment must fill out a speaker form and present the form to staff. Forms are available in the lobby.

**County Manager's Consent Agenda (Items No. 1 - 5)****County Manager's Office**

1. Approve and authorize the Chairman to execute a Proclamation proclaiming May 26, 2025 as Memorial Day in Seminole County, Florida (**KJ Boggs, Veterans Services Director**) [2025-503](#)

**Emergency Management**

2. Approve and authorize the Chairman to execute the Interlocal Agreement with the Florida Department of Health for the countywide rabies program. Countywide (**Alan Harris, Emergency Management Director**) [2025-465](#)

**Management and Budget**

3. Approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) #25-036 in the Water & Sewer Capital Improvement Fund to transfer \$1,025,000 from reserves for Utilities CIP Projects. Countywide (**Timothy Jecks, Management & Budget Director**) Requesting Department - Utilities [2025-481](#)

**Resource Management**

4. Approve the proposed updated negotiated settlement of the workers' compensation claim of a retired Roads-Stormwater equipment operator stemming from a 2016 workplace injury for the total amount of \$114,837, inclusive of attorney's fees and costs. Countywide (**Lorie Bailey Brown, CFO/Resource Management Director**) [2025-492](#)
5. Award IFB-604992-25/LAS- Term Contract for Purchase of Fiber Optic Cables & ITS Systems to Advanced Cabling Solutions, Inc., Casselberry, FL at an estimated annual amount of \$300,000 and authorize the Purchasing and Contracts Division to execute the Agreement. (**Stephen Koontz, Deputy Director of Resource Management**) Requesting Department - Public Works [2025-469](#)

**IV. REGULAR AGENDA**

6. Presentation and Award of RFP-604918-25/PCD - Term Contract for Micro-Transit Services to the top ranked firm Beefree, LLC dba Freebee and authorize the County Manager to execute the agreement and adjust service levels going forward based on demand. Countywide (**Stephen Koontz, Resource Management Deputy Director**) Department - County Manager's Office [2025-439](#)

**V. BUDGET WORKSESSION**

- Opening Comments - *County Manager Darren Gray* 2025-474
- Property Appraiser - *David Johnson* 2025-475
- Supervisor of Elections, *Amy Pennock* 2025-476
- General Fund Budget Overview - *Timothy Jecks* 2025-477

**Recess BCC Meeting at 11:00 AM or as soon thereafter for a closed session.****Convene Closed Session**

**River Cross Land Company, LLC v. Seminole County,  
Case No. 6:18-cv-1646-ACC-LHP  
(County Services Building Room 3024)**

**Close Closed Session****Reconvene Meeting****Recess BCC Meeting until 1:00 PM****Reconvene Meeting at 1:00 PM**

- 18th Judicial Circuit Court - *Deputy Chief Judge Melanie Chase* 2025-483
- Clerk of the Circuit Court & Comptroller - *Grant Maloy* 2025-478
- State Attorney - *William Scheiner* 2025-479
- Guardian Ad Litem - *Amber Padrick* 2025-480
- Public Defender - *Blaise Trettis* 2025-482

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Florida Department of Health - *Dr. Ethan Johnson*

2025-484

Rescue Outreach Mission - *Chris Ham*

2025-485

**Board Discussion****VI. PUBLIC COMMENT (Budget and Items not Related to the Agenda)****VII. ADJOURN BCC MEETING**

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES, ADA COORDINATOR 48 HOURS IN ADVANCE OF THE MEETING AT 407-665-7940.

FOR ADDITIONAL INFORMATION REGARDING THIS NOTICE, PLEASE CONTACT THE COUNTY MANAGER'S OFFICE, AT 407-665-7219. PERSONS ARE ADVISED THAT, IF THEY DECIDE TO APPEAL DECISIONS MADE AT THESE MEETINGS/HEARINGS, THEY WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, THEY MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, PER SECTION 286.0105, FLORIDA STATUTES.





# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771 □ 1468

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**File Number: 2025-503**

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**Title:**

Approve and authorize the Chairman to execute a Proclamation proclaiming May 26, 2025 as Memorial Day in Seminole County, Florida **(KJ Boggs, Veterans Services Director)**

**PROCLAMATION  
OF THE SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS  
PROCLAIMING MAY 26, 2025  
MEMORIAL DAY IN  
SEMINOLE COUNTY, FLORIDA**

**WHEREAS**, Memorial Day is a time for solemn remembrance and heartfelt tribute to the courageous Americans who gave their lives in service to our nation under the banner of liberty; and

**WHEREAS**, originally known as Decoration Day, this observance began in the aftermath of the Civil War and has grown to honor all U.S. military personnel who have perished in service, including those lost in World War I, World War II, the Korean War, the Vietnam War, and the wars in Iraq and Afghanistan; and

**WHEREAS**, in 1915, inspired by the sight of poppies blooming on battle-scarred fields, a brigade surgeon penned the poem *In Flanders Fields*, giving voice to the fallen and establishing the red poppy as an enduring symbol of remembrance; and

**WHEREAS**, the United States Congress, through a joint resolution on May 11, 1950, designated Memorial Day as a day of prayer for permanent peace, and called upon the President to issue a proclamation encouraging nationwide observance; and

**WHEREAS**, Monday, May 26th will mark the 157th anniversary of Memorial Day; and

**WHEREAS**, more than 1.2 million American service members have made the ultimate sacrifice in defense of our country, including over 8,000 brave individuals from the State of Florida; and

**WHEREAS**, today, over 1.3 million Americans serve on active duty—including approximately 132,000 Floridians—while nearly one million serve in the Reserves and National Guard, continuing a proud tradition of military service and sacrifice; and

**WHEREAS**, it is fitting that the residents of Seminole County unite in gratitude to honor the memory of our fallen heroes and the values for which they stood;

**WHEREAS**, on Memorial Day, and every day, the citizens of Seminole County must remember the servicemen and women who sacrificed their lives to ensure our own.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Seminole County Board of County Commissioners does hereby proclaim May 26, 2025, as

## **Memorial Day**

**AND BE IT FURTHER PROCLAIMED** that at 3:00 PM on Memorial Day, the Board urges all residents of Seminole County to voluntarily pause for a moment of silence, reflection, and gratitude in honor of our nation's fallen service members.

**ADOPTED** this 20th day of May 2025



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Jay Zembower, Chairman  
Seminole County Board of County Commissioners



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-465**

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**Title:**

Approve and authorize the Chairman to execute the Interlocal Agreement with the Florida Department of Health for the countywide rabies program. Countywide (**Alan Harris, Emergency Management Director**)

**Division:**

Emergency Management - Emergency Management

**Authorized By:**

Alan Harris, Emergency Management Director

**Contact/Phone Number:**

Alan Harris/407-665-5017

**Background:**

The Florida Department of Health and Seminole County Animal Services has a long-standing rabies program partnership. This Interlocal Agreement replaces a previous Agreement dated 2015 and includes a new term of five (5) years with five (5) renewal periods of one (1) year each.

**Requested Action:**

Staff requests the Board approve and authorize Chairman to execute the Interlocal Agreement with the Florida Department of Health for the countywide rabies program.

**2025 INTERLOCAL AGREEMENT BETWEEN SEMINOLE COUNTY AND  
FLORIDA DEPARTMENT OF HEALTH IN SEMINOLE COUNTY  
FOR THE SEMINOLE COUNTY ANIMAL  
RABIES CONTROL PROGRAM**

**THIS INTERLOCAL AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by and between **SEMINOLE COUNTY**, a charter county and political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY", and **FLORIDA DEPARTMENT OF HEALTH IN SEMINOLE COUNTY**, an executive branch agency of the State of Florida, whose address is 400 West Airport Boulevard, Sanford, Florida 32773, hereinafter referred to as "DEPARTMENT".

**WITNESSETH:**

**WHEREAS**, rabies in the animal population of the State of Florida, and in Seminole County in particular, is a significant and continuing problem; and

**WHEREAS**, rabies investigation and control is essential to protecting the health and safety of the citizens of Seminole County; and

**WHEREAS**, a collaborative effort between COUNTY and DEPARTMENT with respect to rabies and rabies control provides the most effective method for ensuring minimal spread of this disease in Seminole County; and

**WHEREAS**, the COUNTY and the DEPARTMENT have successfully collaborated in a Interlocal Agreement for the Seminole County Animal Rabies Control Program which was executed in May of 2015, renewed in 2020 and is scheduled to expire in May of 2025; and

**WHEREAS**, the COUNTY and the DEPARTMENT mutually desire to enter into a new Interlocal Agreement for the Seminole County Animal Rabies Control Program to replace the 2015 Agreement that is set to expire in May of 2025,

**NOW, THEREFORE**, for and in consideration of the promises, mutual covenants and agreements contained in this Agreement by and between the parties, and for the mutual benefit of COUNTY, DEPARTMENT, and the citizens of Seminole County, the parties agree as follows:

**Section 1. Recitals.** The foregoing recitals are true and correct and form a material part of the agreement upon which the parties have relied.

**Section 2. COUNTY Responsibilities.** COUNTY, by and through its Seminole County Animal Services Division (hereinafter referred to as 'SCAS') agrees to provide the following:

(a) SCAS assumes responsibility for the Seminole County Animal Rabies Control Program, as expressed in Chapter 64D-3 of the Florida Administrative Code, and in the latest version of the Rabies Prevention and Control in Florida Guide. Duties related to those responsibilities, as of the date of this Agreement, include as follows:

(1) When feasible, SCAS will search for and attempt to locate animals involved in bite attacks once reported to SCAS by victims, health care providers, or by DEPARTMENT.

(b) Shelter Quarantine:

(1) SCAS will perform rabies surveillance for owned animals found at-large, stray unowned animals, and owner surrendered animals at SCAS.

(2) Animals will be quarantined at SCAS shelter, unless the animal owner has made their own arrangements to board the animal at a veterinary clinic within Seminole County. In the latter situation, the animal's owner must notify SCAS.

(3) SCAS will observe animals under quarantine for signs and symptoms of rabies; and

(4) SCAS will release animals and notify animal bite victims regarding the health status of biting animals at the end of the quarantine period.

(c) In-home Quarantine:

(1) Owned animals may be in-home quarantined with the owner performing rabies surveillance, unless:

- (A) the owned animal is found at-large when the bite occurred;
- (B) there is a prior history of at-large citations for the owned animal;
- (C) the owned animal was impounded previously by SCAS; or
- (D) the bite injury is considered a “Severe Injury” pursuant to Section 767.11(3), Florida Statutes.

(2) Owned animals will be quarantined in the owner’s home, unless the animal’s owner has made their own arrangements to board the animal at a veterinary clinic. In such case, the owner must notify SCAS of the quarantine arrangements.

(3) The animal’s owner must observe their animal under in-home quarantine for signs and symptoms of rabies.

(4) Animals may be brought to a veterinary clinic or SCAS shelter for review and release from quarantine. If the animal is examined by a veterinary clinic, the animal’s owner must notify SCAS of the results of the review/release.

(5) At the discretion of SCAS or DEPARTMENT, animals may be reviewed and released from in-home quarantine by SCAS via telephone.

(d) SCAS agrees to provide head removal from high-risk animals involved in bite incidents as appropriate (excluding livestock). The head will then be prepared as a specimen to be sent for rabies testing.

(e) SCAS will coordinate with DEPARTMENT for the shipment of high-risk animal specimens involved in bite incidents and incidents of confirmed expose, as outlined below, by preparing and making these animal specimens available to DEPARTMENT for pick up.

(f) SCAS will provide the services as described in subsection (d) above for low-risk animal specimens at its discretion and in coordination of DEPARTMENT. Low-risk and/or non-vector species animal specimen testing requests must be approved by DEPARTMENT and animals must be delivered to SCAS by the person in possession of the animal.

(g) SCAS will provide specimen preparation for deceased high-risk animals that did not qualify for normal exposure standards if:

- (1) DEPARTMENT has determined that a qualified exposure has taken place;
- (2) the request for testing was made by a licensed veterinarian; and/or
- (3) the animal resided within Seminole County.

(h) SCAS agrees to receive, record, and investigate reports of persons bitten, scratched, or otherwise exposed by potentially rabid animals.

(i) SCAS shall inform DEPARTMENT when actions in a court of law are needed to enforce rabies regulations in the interest of involving both parties to the agreement in such actions.

(j) SCAS will notify DEPARTMENT when any of the following occurs:

- (1) sudden illness or death of an animal under quarantine;
- (2) escape of an animal under quarantine; and/or
- (3) failure of an animal's owner to comply with rabies control measures.

(k) SCAS will refer all medical injuries regarding post-exposure prophylaxis (PEP) to DEPARTMENT.

(l) SCAS will be responsible for record retention, which responsibilities include:

- (1) being the custodian of animal bite reports received by SCAS for the record retention period of four (4) years from the date of the animal bite, per the latest State of Florida General Records Schedule GS1-SL for State and Local Government Agencies;

(2) during the record retention period, SCAS will respond to all public inquiry requests regarding Animal Bite Reports;

(3) at the end of the record retention period, SCAS will provide all original records to DEPARTMENT as requested, or destroy said records pursuant to COUNTY policy.

(m) SCAS will coordinate with DEPARTMENT regarding rabies incidents, to include public education, rabies alerts, and area quarantines.

(n) SCAS agrees to honor any provisions relative to confidentiality of animal bite victim's patient records located within Chapter 381, Florida Statutes, which may be applicable under the circumstances.

(o) SCAS will notify DEPARTMENT of human bites due to potential or known rabid animals as needed.

(p) SCAS agrees to coordinate with DEPARTMENT and other agencies for the provision of public education regarding animal bites and rabies.

(q) SCAS will refer individuals with low-risk bites to DEPARTMENT for all questions regarding lab testing and any up-front fees for such testing.

(r) SCAS shall provide stray animal control.

(s) SCAS will provide rabies species vector control for symptomatic wildlife.

### **Section 3. DEPARTMENT Responsibilities.**

(a) DEPARTMENT agrees to provide medical consultation regarding rabies vaccination to SCAS.

(b) DEPARTMENT will perform surveillance of rabies PEP use and report finding to the Florida Department of Health.

(c) DEPARTMENT agrees to provide pre-exposure and post-exposure vaccinations for all at-risk SCAS employees.



- (d) Further, DEPARTMENT agrees to provide rabies titers, as needed, for all at-risk SCAS employees.
- (e) DEPARTMENT will contact animal bite victims of potentially rabid or known rabid animals and advise victims regarding rabies PEP.
- (f) DEPARTMENT agrees to provide post-exposure vaccinations to animal bite victims, as necessary, for those not utilizing private sector health providers.
- (g) DEPARTMENT will arrange for after-hours rabies vaccination coverage.
- (h) DEPARTMENT will obtain written release from animal bite victims refusing recommended rabies PEP.
- (i) DEPARTMENT agrees to notify animal bite victims and SCAS of any rabies testing results from animal specimens submitted by SCAS.
- (j) DEPARTMENT will report all human bites by rabid animals to the Florida Department of Health.
- (k) DEPARTMENT agrees to provide assistance to SCAS in a court of law, when needed, with the enforcement of rabies control regulations.
- (l) DEPARTMENT agrees to provide technical assistance to SCAS regarding animal status determination.
- (m) DEPARTMENT agrees to provide rabies guidebooks, legislative material, and other rabies control documents as appropriate.
- (n) DEPARTMENT will coordinate with SCAS regarding rabies incidents to include Public education, rabies alerts and area quarantines. Further, DEPARTMENT will coordinate with SCAS and other agencies to provide public education regarding animal bites and rabies.
- (o) DEPARTMENT will be responsible to receive and store original Animal Bite Reports, as requested from SCAS, following the expiration of the State of Florida General

Records Schedule GS1-SL for State and Local Government Agencies four (4) year record retention schedule from the date of the animal bite.

(p) DEPARTMENT will become the custodian of Animal Bite Reports after the three (3) year record retention period by SCAS, and respond to all public inquiry requests during that period.

(q) DEPARTMENT will retrieve from SCAS rabies specimens (i.e. animal heads) to send to its laboratory for analysis, and will collect from DEPARTMENT's customer the established fee for examination of low-risk bite animal specimen from DEPARTMENT's customer.

(r) DEPARTMENT will review all low-risk animal specimen testing requests for approval prior to contacting SCAS for assistance.

(s) DEPARTMENT agrees to coordinate with SCAS to process specimen preparation for deceased high-risk animals which did not qualify for confirmed exposure, if those animals meet the defined criteria. "Confirmed Exposure" means those exposure incidents meeting the criteria as outlined in the Rabies Prevention and Control in Florida Guide (e.g. bite, scratch, or mucous membrane exposure to saliva) that have been confirmed by DEPARTMENT.

#### **Section 4. Insurance Requirements.**

(a) Each party shall maintain adequate insurance coverage to protect its own interests and obligations under this Agreement.

(b) If either COUNTY or DEPARTMENT employs private contractors to perform any responsibility outlined in this Agreement, then COUNTY or DEPARTMENT, respectively, shall ensure that the private contractors are sufficiently insured and fully liable for the payment of reasonable compensation for any property damaged or destroyed, by contractor, during the course of this Agreement.

**Section 5. Indemnification.** Each party to this Agreement, its officers, employees and agents do not assume and specifically disclaim any liability for the acts, omissions or negligence of the other party, its officers, employee or agents, arising from or related to this Agreement except as otherwise provided by this Agreement or any other agreement between the parties.

**Section 6. Employee Status.** Persons employed by DEPARTMENT in the performance of services and functions pursuant to this Agreement are deemed not to be the employees or agents of COUNTY, nor do these employees have any claims to pensions, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to COUNTY's officers and employees either by operation of law or by COUNTY. Persons employed by COUNTY in the performance of services and functions pursuant to this Agreement are deemed not to be the employees or agents of DEPARTMENT, nor do these employees have any claims to pensions, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to DEPARTMENT 's officers and employees either by operation of law or by DEPARTMENT.

**Section 7. Notice.** Any notice delivered with respect to this Agreement must be in writing and will be deemed to be delivered (whether or not actually received) when (i) hand delivered to the person(s) hereinafter designated, or (ii) upon deposit of the notice in the United States Mail, postage prepaid, certified mail, return-receipt requested, addressed to the person at the address set forth opposite the party's name below, or such other address or to such other person as the party may have specified by written notice to the other party delivered in according to this section:

**For COUNTY:**

County Manager's Office  
1101 East First Street  
Sanford, Florida 32771

With a copy to:

Seminole County Animal Services Division  
232 Eslinger Way  
Sanford, Florida 32773

**For DEPARTMENT:**

Florida Department of Health in Seminole County  
400 West Airport Boulevard  
Sanford, Florida 32773

**Section 8. Governing Law.** The laws of the State of Florida govern the validity, enforcement and interpretation of this Agreement. Seminole County, Florida is the sole venue for any legal action in connection with this Agreement.

**Section 9. Parties Bound.** This Agreement is binding upon and inures to the benefit of DEPARTMENT and COUNTY, and their successors and assigns.

**Section 10. Conflict of Interest.**

(a) Each party agrees that it shall not engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with the other party, or which would violate or cause third parties to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government, as this statute may be amended from time to time,.

(b) Each party hereby certifies that no officer, agent or employee of that party has any material interest (as defined in Section 112.312(15), Florida Statutes, as the statute may be amended from time to time, as over 5%) either directly or indirectly in the business of the other party to be conducted here, and that no such person will have any such interest at any time during the term of this Agreement.

(c) Pursuant to Section 216.347, Florida Statutes, as this statute may be amended from time to time, the parties hereby agree that monies, if any, received from the other party

pursuant to this Agreement will not be used for the purpose of lobbying the Legislature or any State or Federal agency.

(d) Each party has the continuing duty to report to the other party any information that indicates a possible violation of this Section.

#### **Section 11. Entire Agreement.**

(a) It is understood and agreed that the entire agreement of the parties is contained in this Agreement, which supersedes all oral agreements, negotiations and previous agreements between the parties relating to the subject matter of this Agreement.

(b) Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when expressed in writing and duly signed by both parties, except as otherwise specifically provided in this Agreement.

**Section 12. Severability.** If any provision of this Agreement or the application of this Agreement to any person or circumstance is held invalid, it is the intent of the parties that the invalidity will not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are declared severable.

#### **Section 13. Public Records Law.**

(a) DEPARTMENT acknowledges COUNTY's obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. DEPARTMENT acknowledges that COUNTY is required to comply with Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and that this statute controls over the terms of this Agreement.

(b) DEPARTMENT specifically acknowledges its obligations to comply with Section 119.071, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records that ordinarily and necessarily would be required by COUNTY in order to perform the services required under this Agreement;

(2) provide the public with access to public records on the same terms and conditions that COUNTY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and

(4) meet all requirements for retaining public records and transfer, at no cost to COUNTY, all public records in possession of DEPARTMENT upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to COUNTY in a format that is compatible with the information technology system of COUNTY.

(c) Failure to comply with this Section will be deemed a material breach of this Agreement, for which COUNTY may terminate this Agreement immediately upon written notice to DEPARTMENT.

**Section 14. Headings and Captions.** All headings and captions contained in this Agreement are provided for convenience only, do not constitute a part of this Agreement and may not be used to define, describe, interpret or construe any provision of this Agreement.

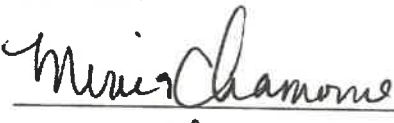
**Section 15. Effective Date and Term, Termination.** The effective date of this Agreement will be May 26, 2025. The term of this Agreement is five (5) years from the effective date. This Agreement may be extended by the parties for five (5) additional one (1)

year terms. The Agreement may be terminated by either party, with or without cause, after thirty (30) days' notice to the other party.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement for the purposes stated above.

WITNESSES:

  
PRAVIN MEHTA  
Print Name

  
Mirna Chamorro  
Print Name

FLORIDA DEPARTMENT OF HEALTH  
IN SEMINOLE COUNTY

By:   
ETHAN JOHNSON, DrPH, MPH  
Health Officer

Date: 4/30/25



*The remainder of this page has been left intentionally blank.*

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

\_\_\_\_\_  
GRANT MALOY  
Clerk to the Board of  
County Commissioners of  
Seminole County, Florida

By: \_\_\_\_\_  
JAY ZEMBOWER, Chairman

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

For the use and reliance  
County only.

Approved as to form and  
legal sufficiency.

As authorized for execution by the Board of Seminole  
of County Commissioners at its \_\_\_\_\_,  
20\_\_\_\_, regular meeting,

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



AFL/sfa  
05/02/2025

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# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-481**

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### **Title:**

Approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) #25-036 in the Water & Sewer Capital Improvement Fund to transfer \$1,025,000 from reserves for Utilities CIP Projects. Countywide (**Timothy Jecks, Management & Budget Director**) Requesting Department - Utilities

### **Division:**

Management and Budget

### **Authorized By:**

Timothy Jecks, Management & Budget Director

### **Contact/Phone Number:**

Wendy Aviles/407-665-7182

### **Background:**

The attached BAR will provide additional funding for the following Projects:

#### **BU# 00065236 MINOR ROAD UTILITY RELOCATE-PW (\$600,000)**

With the CFX widening of SR 417, it was previously anticipated that utility relocations would not be required to accommodate the bridge expansion over Red Bug Lake Road. However, recent design revisions necessitate the County's relocation of utilities to prevent damage from bridge construction.

#### **BU# 02508064 CHEMICAL TANK R&R (\$225,000)**

Current funds are allocated for the replacement of Sodium Hypochlorite tanks at the Yankee Lake Water Treatment Facility. However, the tanks at the Markham Water Treatment Facility, which were originally scheduled for replacement in FY28, are now leaking. Additional funding is needed to address the Markham replacements within the current fiscal year.

#### **BU# 00181605 YANKEE LAKE SURFACE WTP R&R (\$200,000)**

This funding is necessary for design work related to the excavation and repair of Actiflo

drainpipes under the concrete slab at Yankee Lake Surface Water Treatment Plant. The current ductile iron drainpipe fittings have been damaged by process system acid. Construction will be budgeted FY26.

Water & Sewer Capital Improvement Fund Reserves are currently budgeted at **\$3.5** million.

**Requested Action:**

Staff requests the Board approve and authorize the Chairman to execute a Resolution implementing Budget Amendment Request (BAR) #25-036 in the Water & Sewer Capital Improvement Fund to transfer \$1,025,000 from reserves for Utilities CIP Projects.

2025-R-

**BUDGET AMENDMENT REQUEST****BAR# 25-036**

TO: Seminole County Board of County Commissioners

FROM: Department of Resource Management

SUBJECT: Budget Amendment Resolution

Dept / Program: UTILITIES DEPT / WATER UTILITIES ENGINEERING  
 Fund(s): 40108 WATER & SEWER CAPITAL IMPROVEM

RM Recommendation	
<b>W. AVILES</b>	<b>4/30/2025</b>
Budget Analyst	Date
Budget Director	Date
RM Director	Date

**PURPOSE:**

To transfer \$1,025,000 of Reserves from the Water & Sewer Capital Improvement Fund to provide additional funding for BU# 00065236 MINOR ROAD UTILITY RELOCATE-PW (\$600,000), BU# 02508064 CHEMICAL TANK R&R (\$225,000), and BU# 00181605 YANKEE LAKE SURFACE WTP R&R (\$200,000).

**ACTION:** Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Type	Fund	Business Unit	Object Account	Sub-sidiary	Account Type	Subledger	Long Item No	Amount
Revenue								
Revenue								
Revenue								
Revenue								
<b>Total Sources</b>								<b>-</b>
Expenditure	<b>40108</b>	<b>00065236</b>	560650	<b>00001</b>	CONSTRUCTION IN PROGRESS		6509999901	600,000.00
Expenditure	<b>40108</b>	<b>02508064</b>	560650	<b>00001</b>	CONSTRUCTION IN PROGRESS		6509999901	225,000.00
Expenditure	<b>40108</b>	<b>00181605</b>	560650	<b>00001</b>	CONSTRUCTION IN PROGRESS		6509999001	200,000.00
Expenditure								
Expenditure								
Expenditure								
Expenditure								
Expenditure								
<b>Expenditure Sub-Total</b>								<b>1,025,000.00</b>
Reserve	<b>40108</b>	<b>999928</b>	599994		RESERVE FOR CAPITAL		9949999901	(1,025,000.00)
Reserve								
<b>Reserve Sub-Total</b>								<b>(1,025,000.00)</b>
<b>Total Uses</b>								<b>-</b>

**BUDGET AMENDMENT RESOLUTION**

This Resolution, 2025-R-\_\_\_\_\_ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida \_\_\_\_\_ as reflected in the minutes of this meeting.

Attest:

\_\_\_\_\_  
 Grant Maloy, Clerk to the Board of County Commissioners

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

By:

\_\_\_\_\_  
 Jay Zembower, Chairman

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

Entered by the Management and Budget Office

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

Posted by the County Comptroller's Office

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



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-492**

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### **Title:**

Approve the proposed updated negotiated settlement of the workers' compensation claim of a retired Roads-Stormwater equipment operator stemming from a 2016 workplace injury for the total amount of \$114,837, inclusive of attorney's fees and costs. Countywide (**Lorie Bailey Brown, CFO/Resource Management Director**)

### **Division:**

Resource Management - Risk Management

### **Authorized By:**

Lorie Bailey Brown, CFO/Resource Management Director

### **Contact/Phone Number:**

Ralph Caravello/407-665-5258

### **Background:**

On March 25, 2025, a settlement was approved in the amount of \$107,902.23 for Claim #731925 stemming from a workplace injury in 2016 from a retired Roads-Stormwater Equipment Operator. Since Board approval on March 25, 2025, the cost of the annuity to fund the Medicare Set-Aside increased by \$6,935 due to a reversionary clause being added in. Under the terms of the negotiated settlement, the claimant agrees to a complete, entire and final release and waiver of all benefits - past, present, and future - that the claimant is, or may be entitled to under Chapter 440, Florida Statutes, for this claim, and any other claims, causes of action or rights that the claimant may have. The claimant agrees, if he dies before the funds in the Medicare Set-Aside Account are depleted or the annuity is exhausted, the balance of these accounts shall revert to the County in accordance with applicable Medicare Set-Aside rules. The cost of the annuity-funded Medicare Set-Aside was recalculated from \$37,902 approved on March 25<sup>th</sup> to \$44,837 because the reversionary cost of the annuity was not included in the calculation. The settlement difference is an increase of \$6,935 for a total settlement amount of \$114,837.

### **Requested Action:**

Staff requests the Board approve the proposed negotiated settlement of all outstanding claims, causes of action or rights that the claimant has or may have for the new amount of \$114,837, inclusive of attorney fees and costs, and authorize staff and counsel to execute all necessary settlement documents.



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-469**

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### **Title:**

Award IFB-604992-25/LAS- Term Contract for Purchase of Fiber Optic Cables & ITS Systems to Advanced Cabling Solutions, Inc., Casselberry, FL at an estimated annual amount of \$300,000 and authorize the Purchasing and Contracts Division to execute the Agreement. (**Stephen Koontz, Deputy Director of Resource Management**)  
Requesting Department - Public Works

### **Division:**

Resource Management - Purchasing and Contracts

### **Authorized By:**

Robert Bradley, Purchasing Manager

### **Contact/Phone Number:**

Louis Straffi/407-665-7114

### **Background:**

IFB-604992-25/LAS will provide an experienced, licensed Contractor to assist County staff in emergency fiber optic network repairs. Services include, but are not limited to concrete sidewalk replacement, sod furnishing & installation, tree removal/trimming, installation of conduit above and underground, wire locates, fiber optic pull boxes, fiber testing, fiber adjusting, fiber proofing & optic fiber removal. All items furnished and installed by Contractor must be on Florida Department of Transportation (FDOT) approved product list (APL).

This project was publicly advertised, and the county received a total of five (5) submittals in response to the solicitation, two (2) of which were found non-responsive for lack of required certifications at time of bid submittal. The review committee consisted of Charles Wetzel, County Traffic Engineer, John Brown, Technology Coordinator, and Steve Douglas Deputy County Traffic Engineer, all from Public Works Traffic Engineering Division. Consideration was given to past performance, qualifications, and bid price.

The review committee recommends award of this project to the lowest priced,

responsive, responsible bidder, Advanced Cabling Solutions, Inc., Casselberry, FL.

Authorization for services by the contractor will be in the form of a written Purchase Order issued and executed by the County. This agreement takes effect on the date of execution and will continue for a period of three (3) years. At the sole option of the County, the agreement may be renewed for two (2) successive periods not to exceed one (1) year each. The estimated annual usage of these services is \$300,000.00.

**Requested Action:**

Staff requests that the Board Award IFB-604992-25/LAS- Term Contract for Purchase of Fiber Optic Cables & ITS Systems to Advanced Cabling Solutions, Inc., Casselberry, FL with an estimated annual usage of \$300,000.00 and authorize the Purchasing and Contracts Division to execute the Agreement.

**TERM CONTRACT FOR FIBER OPTIC CABLES AND ITS SYSTEMS  
(IFB604992-25/LAS)**

**THIS AGREEMENT** is dated as of the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between **ADVANCED CABLING SOLUTIONS, INC.**, duly authorized to conduct business in the State of Florida, whose address is 201 Reece Way, Suite 1431, Casselberry, Florida 32707, in this Agreement referred to as “**CONTRACTOR**”, and **SEMINOLE COUNTY**, a charter county and political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 E. 1<sup>st</sup> Street, Sanford, Florida 32771, in this Agreement referred to as “**COUNTY**”.

**W I T N E S S E T H:**

**WHEREAS**, COUNTY desires to retain the services of a competent and qualified contractor to provide fiber optic cables and ITS Systems for Seminole County; and

**WHEREAS**, COUNTY has requested and received expressions of interest for the retention of services of contractors; and

**WHEREAS**, CONTRACTOR is competent and qualified to provide materials and services to COUNTY, and desires to provide materials and services according to the terms and conditions stated in this Agreement,

**NOW, THEREFORE**, in consideration of the mutual understandings and covenants set forth in this Agreement, COUNTY and CONTRACTOR agree as follows:

**Section 1. Materials and/or Services.** COUNTY hereby retains CONTRACTOR to provide materials and services as further described in the Scope of Services attached as Exhibit A and made a part of this Agreement. CONTRACTOR is also bound by all requirements as contained in the solicitation package, all addenda to this package, and CONTRACTOR’s submission in response to this solicitation. Required materials and services will be specifically enumerated, described, and depicted in the Purchase Orders authorizing purchase of specific



materials and services. This Agreement standing alone does not authorize the purchase of materials and services or require COUNTY to place any orders for work.

**Section 2. Term.** This Agreement takes effect on the date of its execution by COUNTY and continues for a period of three (3) years. At the sole option of COUNTY, this Agreement may be renewed for two (2) successive periods not to exceed one (1) year each. Renewals are wholly contingent on the availability of funds. Expiration of the term of this Agreement will have no effect upon Purchase Orders issued pursuant to this Agreement and prior to the expiration date. Obligations entered by both parties under such Purchase Orders will remain in effect until delivery and acceptance of the materials authorized by the respective Purchase Order. The first three (3) months of the initial term are considered probationary. During the probationary period, COUNTY may immediately terminate this Agreement at any time, with or without cause, upon written notice to CONTRACTOR.

**Section 3. Authorization for Materials and/or Services.** Authorization for provision of materials and services by CONTRACTOR under this Agreement must be in the form of written Purchase Orders issued and executed by COUNTY. A sample Purchase Order is attached as Exhibit B. Each Purchase Order will describe the materials and services required, state the dates for delivery of materials and services, and establish the amount and method of payment. The Purchase Orders must be issued under and incorporate the terms of this Agreement. COUNTY makes no covenant or promise as to the number of available Purchase Orders or that CONTRACTOR will perform any Purchase Order for COUNTY during the life of this Agreement. COUNTY reserves the right to contract with other parties for the services contemplated by this Agreement when it is determined by COUNTY to be in the best interest of COUNTY to do so.

**Section 4. Time for Completion.** The materials and services to be provided by CONTRACTOR will be delivered, as specified in such Purchase Orders as may be issued under this Agreement, within the time specified in the Purchase Order.

**Section 5. Compensation.** COUNTY shall compensate CONTRACTOR for the materials and services provided for under this Agreement on a Fixed Fee basis at the rates as outlined in Exhibit C. When a Purchase Order is issued on a Fixed Fee basis, then the applicable Purchase Order Fixed Fee amount will include any and all reimbursable expenses and will be based on the unit pricing attached to this Agreement, or as reduced in the quoting process leading to specific Purchase Orders.

**Section 6. Payment and Billing.**

(a) CONTRACTOR shall supply all materials and services required by the Purchase Order, but in no event will CONTRACTOR be paid more than the negotiated Fixed Fee amount stated within each Purchase Order.

(b) For Purchase Orders issued on a Fixed Fee basis, CONTRACTOR may invoice the amount due based on the percentage of total Purchase Order materials and services actually provided, but in no event may the invoice amount exceed a percentage of the Fixed Fee amount equal to a percentage of the total services actually completed.

(c) COUNTY shall make payments to CONTRACTOR when requested as materials and services are provided, but not more than once monthly. Each Purchase Order will be invoiced separately. At the close of each calendar month, CONTRACTOR shall render to COUNTY an itemized invoice, properly dated, describing any materials and services provided, the cost of the materials and services provided, the name and address of CONTRACTOR, Purchase Order Number, Contract Number, and any other information required by this Agreement.

(d) Submittal instructions for invoices are as follows:

- (1) The original invoice must be emailed to:  
AP@SeminoleClerk.org
- (2) The original invoice may also be mailed or delivered to:  
Director of County Comptroller's Office  
Seminole County Board of County Commissioners  
P.O. Box 8080  
Sanford, FL 32772-8080
- (3) A copy of the invoice must be sent to:  
Seminole County Traffic Engineering Division  
140 Bush Loop  
Sanford, FL 32773

(e) Upon review and approval of CONTRACTOR's invoice, COUNTY shall pay CONTRACTOR the approved amount in accordance with the terms as set forth in Chapter 218, Part VII, Florida Statutes.

(f) The COUNTY's performance and obligation to pay under this Agreement is wholly contingent upon the COUNTY's receipt of sufficient appropriation.

#### **Section 7. General Terms of Payment and Billing.**

(a) Upon satisfactory delivery of materials and services required under this Agreement and upon acceptance of the materials and services by COUNTY, CONTRACTOR may invoice COUNTY for the full amount of compensation provided for under the terms of this Agreement less any amount already paid by COUNTY.

(b) COUNTY may perform or have performed an audit of the records of CONTRACTOR at any time during the term of this Agreement and after final payment to support final payment under this Agreement. Audits may be performed at a time mutually agreeable to CONTRACTOR and COUNTY. Total compensation to CONTRACTOR may be determined subsequent to an audit as provided for in this Section and the total compensation so determined

will be used to calculate final payment to CONTRACTOR. Performance of this audit will not delay final payment as provided by subsection (a) of this Section.

(c) CONTRACTOR shall maintain all books, documents, papers, accounting records, and other evidence pertaining to materials and services provided under this Agreement in such a manner as will readily conform to the terms of this Agreement. CONTRACTOR shall make such materials available at CONTRACTOR's office at all reasonable times during the term of this Agreement and for five (5) years from the date of final payment under the contract for audit or inspection as provided for in subsection (b) of this Section.

(d) In the event any audit or inspection conducted after final payment but within the period provided in paragraph (c) of this Section reveals any overpayment by COUNTY under the terms of the Agreement, CONTRACTOR shall refund such overpayment to COUNTY within thirty (30) days of notice by COUNTY.

**Section 8. No Waiver by Forbearance.** COUNTY's review of, approval and acceptance of, or payment for the materials or services required under this Agreement does not operate as a waiver of any rights under this Agreement, or of any cause of action arising out of the performance of this Agreement. CONTRACTOR is and will always remain liable to COUNTY in accordance with applicable law for any and all damages to COUNTY caused by CONTRACTOR's negligent or wrongful provision of any of the materials or services provided under this Agreement.

**Section 9. Termination.**

(a) COUNTY may, by written notice to CONTRACTOR, terminate this Agreement or any Purchase Order issued under this Agreement, in whole or in part, at any time, either for COUNTY's convenience or because of the failure of CONTRACTOR to fulfill its obligations under this Agreement. Upon receipt of such notice, CONTRACTOR shall immediately discontinue all services affected, unless the notice directs otherwise, and deliver to COUNTY all

data, drawings, specifications, reports, estimates, summaries, and any and all such other information and materials of whatever type or nature as may have been accumulated by CONTRACTOR in performing this Agreement, whether completed or in process.

(b) If the termination is for the convenience of COUNTY, CONTRACTOR will be paid compensation for services performed to the date of termination.

(c) If the termination is due to the failure of CONTRACTOR to fulfill its obligations under this Agreement, COUNTY may take over the work and carry it to completion by other agreements or otherwise. In such case, CONTRACTOR will be liable to COUNTY for all reasonable additional costs associated with CONTRACTOR's failure to fulfill its obligations under this Agreement.

(d) CONTRACTOR will not be liable for such additional costs if the failure to perform the Agreement arises without any fault or negligence of CONTRACTOR, but CONTRACTOR will be responsible and liable for the actions by its subcontractors, agents, employees, persons, and entities of a similar type or nature. Matters beyond the fault or negligence of CONTRACTOR include acts of God or of the public enemy, acts of COUNTY in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without any fault or negligence of CONTRACTOR.

(e) If after notice of termination for CONTRACTOR's failure to fulfill its obligations under this Agreement it is determined that CONTRACTOR had not so failed, the termination will be conclusively deemed to have been effected for the convenience of COUNTY. In such event, adjustment in the Agreement price will be made as provided in subsection (b) of this Section.

(f) The rights and remedies of COUNTY provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under this Agreement.

**Section 10. Conflict with Contract Documents.** Wherever the terms of this Agreement conflict with any Purchase Order issued pursuant to it or any other contract documents, including bids or proposals previously submitted by CONTRACTOR, this Agreement will prevail. For the avoidance of doubt, bid/proposals and any other documents submitted by CONTRACTOR are not incorporated into this Agreement, unless expressly stated otherwise.

**Section 11. Equal Opportunity Employment.** CONTRACTOR shall not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, sex, age, disability, or national origin. CONTRACTOR shall take steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, disability, or national origin. This provision includes, but is not limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

**Section 12. No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for CONTRACTOR, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, COUNTY will have the right to terminate the Agreement at its sole discretion without liability and

to deduct from the Agreement price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

**Section 13. Conflict of Interest.**

(a) CONTRACTOR shall not engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with COUNTY or violate or cause others to violate the provisions of Chapter 112, Part III, Florida Statutes, relating to ethics in government.

(b) CONTRACTOR hereby certifies that no officer, agent, or employee of COUNTY has any material interest (as defined in Section 112.312(15), Florida Statutes, as over 5%), either directly or indirectly, in the business of CONTRACTOR to be conducted under this Agreement and that no such person will have any such interest at any time during the term of this Agreement.

**Section 14. Assignment.** Neither this Agreement nor any interest in it may be assigned, transferred, or otherwise encumbered under any circumstances by either party without prior written consent of the other party and in such cases only by a document of equal dignity with this Agreement.

**Section 15. Subcontractors.** CONTRACTOR shall first secure the prior written approval of COUNTY before engaging or contracting for the services of any subcontractors under this Agreement. CONTRACTOR will remain fully responsible to COUNTY for the services of any subcontractors under this Agreement.

**Section 16. Indemnification of COUNTY.** To the fullest extent permitted by law, CONTRACTOR shall hold harmless, release, and indemnify COUNTY, its commissioners, officers, employees, and agents from any and all claims, losses, damages, costs, attorney fees, and lawsuits for damages arising from, allegedly arising from, or related to CONTRACTOR's provision of materials or services under this Agreement caused by CONTRACTOR's act or

omission in the performance of this Agreement. This provision is not to be construed as a waiver by COUNTY of its sovereign immunity, except to the extent waived pursuant to Section 768.28, Florida Statutes, as this statute may be amended from time to time.

**Section 17. Insurance.**

(a) CONTRACTOR, at its sole expense, shall maintain the insurance required under this Section at all times throughout the duration of this Agreement and have this insurance approved by COUNTY's Risk Manager with the Resource Management Department. CONTRACTOR shall immediately provide written notice to the COUNTY upon receipt of notice of cancellation of an insurance policy or a decision to terminate an insurance policy.

(1) CONTRACTOR shall require and ensure that each of its sub-vendors or subcontractors providing services under this Agreement, if any, procures and maintains insurance of the types and to the limits specified in this Agreement until the completion of their respective services.

(2) Neither approval by COUNTY nor failure by COUNTY to disapprove the insurance furnished by CONTRACTOR will relieve CONTRACTOR of its full responsibility for liability, damages, and accidents.

(3) Neither COUNTY's review of the coverage afforded by or the provisions of the policies of insurance purchased and maintained by CONTRACTOR in accordance with this Section, nor COUNTY's decisions to raise or not to raise any objections about either or both, in any way relieves or decreases the liability of CONTRACTOR.

(4) If COUNTY elects to raise an objection to the coverage afforded by or the provisions of the insurance furnished, then CONTRACTOR shall promptly provide to COUNTY such additional information as COUNTY may reasonably request, and CONTRACTOR shall remedy any deficiencies in the policies of insurance within ten (10) days.



(5) COUNTY's authority to object to insurance does not in any way whatsoever give rise to any duty on the part of COUNTY to exercise this authority for the benefit of CONTRACTOR or any other party.

(b) General Requirements.

(1) Before commencing work, CONTRACTOR shall furnish COUNTY with a current Certificate of Insurance on a current ACORD Form signed by an authorized representative of the insurer evidencing the insurance required by this Section and Exhibit D. **The Certificate must have the Agreement number for this Agreement clearly marked on its face**, and including the following as Certificate Holder:

Seminole County, Florida  
Seminole County Services Building  
1101 East 1st Street  
Sanford, Florida 32771

The Certificate of Insurance must evidence and all policies must be endorsed to provide the COUNTY with not less than thirty (30) days (10 days for non-payment) written notice prior to the cancellation or non-renewal of coverage directly from the Insurer and without additional action of the Insured or Broker. Until such time as the insurance is no longer required to be maintained, CONTRACTOR shall provide COUNTY with a renewal or replacement Certificate of Insurance within ten (10) days after the expiration or replacement of the insurance for which a previous certificate has been provided.

(2) In addition to providing the Certificate of Insurance, upon request of the COUNTY, CONTRACTOR shall provide COUNTY with a certified copy of each of the policies of insurance providing the coverage required by this Agreement within thirty (30) days after receipt of the request. Certified copies of policies may only be provided by the Insurer, not the agent or broker.

(3) Deductible and self-insured retention amounts must be declared to and approved by COUNTY and must be reduced or eliminated upon written request from COUNTY. The risk of loss within the deductible amount, if any, in the insurance purchased and maintained pursuant to this document must be borne by CONTRACTOR.

(4) The insurer's cost of defense, including attorney's fees and attorney's fees on appeal, must not be included within the policy limits, but must remain the responsibility of the insurer for all General Liability, Auto Liability, Employers' Liability, and Umbrella Liability coverages.

(5) In the event of loss covered by Property Insurance, the proceeds of a claim must be paid to COUNTY and COUNTY shall apportion the proceeds between COUNTY and CONTRACTOR as their interests may appear.

(6) Additional Insured: Seminole County, Florida, its commissioners, officials, officers, and employees must be included as Additional Insureds under General Liability, Umbrella Liability, Business Auto Liability, Pollution Liability, and Cyber Liability policies. Such is only applicable if the aforementioned policies are required per this Agreement or Exhibit D. Such policies shall provide exception to any "Insured versus Insured" exclusion for claims brought by or on behalf of Additional Insureds.

(7) Coverage: The insurance provided by CONTRACTOR pursuant to this Agreement must apply on a primary and non-contributory basis and any other insurance or self-insurance maintained by the Seminole County Board of County Commissioners or COUNTY's officials, officers, or employees must be in excess of and not contributing with the insurance provided by CONTRACTOR.

(8) Waiver of Subrogation: All policies must be endorsed to provide a Waiver of Subrogation clause in favor of the Seminole County, Florida and its respective officials, officers,

and employees. This Waiver of Subrogation requirement does not apply to any policy that includes a condition that specifically prohibits such an endorsement or voids coverage should the Named Insured enter into such an agreement on a pre-loss basis.

(9) Provision: Commercial General Liability and Umbrella Liability Policies, if required by this Agreement or Exhibit D, must be provided on an occurrence rather than a claims-made basis.

(c) Insurance Company Requirements. Insurance companies providing the insurance must meet the following requirements.

(1) Such companies must be either: (a) authorized by maintaining Certificates of Authority or Letters of Eligibility issued to the companies by the Florida Office of Insurance Regulation to conduct business in the State of Florida, or (b) with respect only to the coverage required by this Agreement for Workers' Compensation/Employers' Liability, authorized as a group self-insurer by Section 624.4621, Florida Statutes, as this statute may be amended from time to time.

(2) In addition, such companies other than those authorized by Section 624.4621, Florida Statutes, as this statute may be amended from time to time, must have and maintain a Best's Rating of "A-" or better and a Financial Size Category of "VII" or better according to A.M. Best Company.

(3) If, during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company, (A) loses its Certificate of Authority or Letter of Eligibility, (B) no longer complies with Section 624.4621, Florida Statutes, as this statute may be amended from time to time, or (C) fails to maintain the Best's Rating and Financial Size Category, then CONTRACTOR shall immediately notify COUNTY as soon as CONTRACTOR has knowledge of any such circumstance and, upon request of COUNTY,

immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as CONTRACTOR has replaced the unacceptable insurer with an insurer acceptable to the COUNTY, CONTRACTOR will be deemed to be in default of this Agreement.

(d) Specifications. Without limiting any of the other obligations or liabilities of CONTRACTOR, CONTRACTOR, at CONTRACTOR's sole expense, shall procure, maintain, and keep in force amounts and types of insurance conforming to the minimum requirements set forth in Exhibit D. Except as otherwise specified in this Agreement, the insurance must become effective prior to the commencement of work by CONTRACTOR and must be maintained in force until final completion or such other time as required by this Agreement. The amounts and types of insurance must conform to the following minimum requirements:

(1) Workers' Compensation/Employers' Liability.

(A) CONTRACTOR's insurance must cover CONTRACTOR and its subcontractors of every tier for those sources of liability which would be covered by the latest edition of the standard Workers' Compensation and Employers Liability Policy (NCCI Form WC 00 00 00 A), as filed for use in Florida by the National Council on Compensation Insurance. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the United States Longshoremen and Harbor Workers' Compensation Act, Federal Employers' Liability Act and any other applicable federal or state law.

(B) Subject to the restrictions of coverage found in the standard Workers' Compensation and Employers Liability Policy, there must be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act, and if applicable, the United States Longshoremen's and Harbor Workers' Compensation Act or any other

coverage customarily insured under Part One of the standard Workers' Compensation and Employers Liability Policy.

(C) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(D) If CONTRACTOR asserts an exemption to the provisions of Chapter 440, Florida Statutes, Workers' Compensation, as this statute may be amended from time to time, CONTRACTOR shall provide notification to COUNTY's Risk Manager with the Resource Management Department and shall complete the COUNTY's Workers' Compensation Waiver Request. Approval of exemption is subject to COUNTY's sole discretion. If approved, the named individuals listed in COUNTY'S approved exemption will be the only individuals authorized to perform work under this Agreement.

(E) Any vendor or contractor, including CONTRACTOR, using an employee leasing company must complete the COUNTY'S Leased Employee Affidavit.

(2) Commercial General Liability.

(A) CONTRACTOR's insurance must cover CONTRACTOR for those sources of liability which would be covered by the latest edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office, or equivalent acceptable to COUNTY. Such coverage must not contain any endorsements excluding or limiting Products/Completed Operations, Contractual Liability, or Separation of Insureds. If CONTRACTOR's work, or work under its direction, control, or sub-contract, requires blasting, explosive conditions, or underground operations, the comprehensive general liability coverage shall contain no exclusion relative to blasting, explosion, collapse of structures, or damage to underground property.

(B) ISO Endorsement CG 20 10 or CG 20 26 and CG 20 37 or their equivalent must be used to provide such Additional Insured status.

(C) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(3) Business Auto Liability.

(A) CONTRACTOR's insurance must cover CONTRACTOR for those sources of liability which would be covered by Section II of the latest edition of the standard Business Auto Policy (ISO Form CA 00 01), as filed for use in the State of Florida by the Insurance Services Office. Coverage must include owned, non-owned, and hired autos or any auto. In the event CONTRACTOR does not own automobiles, CONTRACTOR shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. If the contract involves operations governed by Sections 29 or 30 of the Motor Carrier Act of 1980, endorsement MCS-90 is required.

(B) If CONTRACTOR'S operations involve pollutants as defined in the ISO Form CA 00 01, Form CA9948, Pollution Liability – Broadened Coverage for Covered Autos, is required.

(C) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(4) Excess/Umbrella Liability.

(A) CONTRACTOR's insurance must follow form above the Commercial General Liability, Automobile Liability, and Employer's Liability policies.

(B) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(5) Pollution Liability.

(A) CONTRACTOR's insurance must cover CONTRACTOR for all of the following:

1. Bodily injury, sickness, disease, mental anguish, or shock sustained by any person, including death.

2. Property damage including physical injury to or destruction of tangible property including the resulting loss of use of such property, cleanup costs, and the loss of use of tangible property that has not been physically injured or destroyed.

3. Defense costs including costs, charges, and expenses incurred in the investigation, adjustment, or defense of claims for such compensatory damages.

(B) If CONTRACTOR is operating a hazardous or non-hazardous treatment, storage, or disposal facility, coverage for losses that arise from the insured facility that is accepting the waste.

(C) Coverage must apply to sudden and non-sudden pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, which results in Bodily Injury or Property Damage.

(D) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(e) The maintenance of the insurance coverage set forth in this Section may not be construed to limit or have the effect of limiting CONTRACTOR's liability under the provisions of Section 16 concerning indemnification or any other provision of this Agreement.

## **Section 18. Dispute Resolution.**

(a) In the event of a dispute related to any performance or payment obligation arising under this Agreement, the parties shall exhaust COUNTY administrative dispute resolution procedures prior to filing a lawsuit or otherwise pursuing legal remedies. COUNTY administrative dispute resolution procedures for proper invoice and payment disputes are set forth in Section 22.15, "Prompt Payment Procedures," Seminole County Administrative Code. COUNTY administrative dispute resolution procedures for contract claims related to this Agreement, other than for proper invoice and payment disputes, are set forth in Section 220.11, "Contract Claims," Seminole County Code of Ordinances.

(b) In any lawsuit or legal proceeding arising under this Agreement, CONTRACTOR hereby waives any claim or defense based on facts or evidentiary materials that were not presented for consideration in COUNTY administrative dispute resolution procedures set forth in subsection (a) above of which CONTRACTOR had knowledge and failed to present during COUNTY administrative dispute resolution procedures.

(c) In the event that COUNTY administrative dispute resolution procedures are exhausted and a lawsuit or legal proceeding is filed, the parties shall exercise best efforts to resolve disputes through voluntary mediation and to select a mutually acceptable mediator. The parties participating in the voluntary mediation shall share the costs of mediation equally.

## **Section 19. Representatives of COUNTY and CONTRACTOR.**

(a) It is recognized that questions in the day to day conduct of performance pursuant to this Agreement may arise. Upon request by CONTRACTOR, COUNTY shall designate and advise CONTRACTOR in writing of one or more of its employees to whom to address all communications pertaining to the day to day conduct of this Agreement. The designated



representative will have the authority to transmit instructions, receive information, and interpret and define COUNTY's policy and decisions pertinent to the work covered by this Agreement.

(b) At all times during the normal work week, CONTRACTOR shall designate or appoint one or more representatives who are authorized to act on behalf of CONTRACTOR and bind CONTRACTOR regarding all matters involving the conduct of the performance pursuant to this Agreement, and who will keep COUNTY continually and effectively advised of such designation.

**Section 20. All Prior Agreements Superseded.** This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained in this Agreement and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained or referred to in this document. Accordingly, it is agreed that no deviation from the terms of this Agreement may be predicated upon any prior representations or agreements, whether oral or written.

**Section 21. Modifications, Amendments, or Alterations.** No modification, amendment, or alteration in the terms or conditions contained in this Agreement will be effective unless contained in a written amendment executed with the same formality and of equal dignity with this Agreement.

**Section 22. Independent Contractor.** Nothing in this Agreement is intended or may be construed as in any manner creating or establishing a relationship of co-partners between the parties, or as constituting CONTRACTOR (including its officers, employees, and agents) as an agent, representative, or employee of COUNTY for any purpose or in any manner whatsoever. CONTRACTOR is and will remain forever an independent contractor with respect to all services performed under this Agreement.

**Section 23. Employee Status.** Persons employed by CONTRACTOR in the performance of services and functions pursuant to this Agreement have no claim to pension, workers' compensation, unemployment compensation, civil service, or other employee rights or privileges granted to COUNTY's officers and employees, either by operation of law or by COUNTY.

**Section 24. Services Not Provided For.** No claim for services provided by CONTRACTOR not specifically provided for in this Agreement will be honored by COUNTY.

**Section 25. Public Records Law.**

(a) CONTRACTOR acknowledges COUNTY's obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. CONTRACTOR acknowledges that COUNTY is required to comply with Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and this statute controls over the terms of this Agreement. Upon COUNTY's request, CONTRACTOR shall provide COUNTY with all requested public records in CONTRACTOR's possession, or shall allow COUNTY to inspect or copy the requested records within a reasonable time and at a cost that does not exceed costs as provided under Chapter 119, Florida Statutes.

(b) CONTRACTOR specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records and shall perform the following:

(1) CONTRACTOR shall keep and maintain public records that ordinarily and necessarily would be required by COUNTY in order to perform the services required under this Agreement,

(2) CONTRACTOR shall provide COUNTY with access to public records on the same terms and conditions that COUNTY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(3) CONTRACTOR shall ensure public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law.

(c) Upon termination of this Agreement, CONTRACTOR shall transfer, at no cost to COUNTY, all public records in possession of CONTRACTOR, or keep and maintain public records required by COUNTY under this Agreement. If CONTRACTOR transfers all public records to COUNTY upon completion of this Agreement, CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONTRACTOR keeps and maintains the public records upon completion of this Agreement, CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to COUNTY, upon request of COUNTY, in a format that is compatible with the information technology systems of COUNTY.

(d) Failure to comply with this Section will be deemed a material breach of this Agreement for which COUNTY may terminate this Agreement immediately upon written notice to CONTRACTOR. CONTRACTOR may also be subject to statutory penalties as set forth in Section 119.10, Florida Statutes.

**(e) IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE SEMINOLE COUNTY PURCHASING AND CONTRACTS MANAGER, AT 407-665-7116,**

**PURCH@SEMINOLECOUNTYFL.GOV, PURCHASING AND  
CONTRACTS DIVISION, 1301 E. SECOND STREET, SANFORD, FL 32771.**

**Section 26. Governing Law, Jurisdiction, and Venue.** The laws of the State of Florida govern the validity, enforcement, and interpretation of this Agreement. The sole jurisdiction and venue for any legal action in connection with this Agreement will be in the courts of Seminole County, Florida.

**Section 27. Compliance with Laws and Regulations.** In providing all services pursuant to this Agreement, CONTRACTOR shall abide by all statutes, ordinances, rules, and regulations pertaining to or regulating the provision of such services, including those now in effect and subsequently adopted. Any violation of these statutes, ordinances, rules, or regulations will constitute a material breach of this Agreement and will entitle COUNTY to terminate this Agreement immediately upon delivery of written notice of termination to CONTRACTOR.

**Section 28. Patents and Royalties.** Unless otherwise provided, CONTRACTOR is solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of this Agreement. CONTRACTOR, without exception, shall indemnify and save harmless COUNTY and its employees from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by CONTRACTOR. In the event of any claim against COUNTY of copyright or patent infringement, COUNTY shall promptly provide written notification to CONTRACTOR. If such a claim is made, CONTRACTOR shall use its best efforts to promptly purchase for COUNTY the legitimate version of any infringing products or services or procure a license from the patent or copyright holder at no cost to COUNTY that will allow continued use of the service or product. If none of these alternatives are reasonably available, COUNTY shall

return the article on request to CONTRACTOR and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

**Section 29. Notices.** Whenever either party desires to give notice to the other, it must be given by written notice, sent by registered or certified United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice will remain such until it has been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice:

**For COUNTY:**

Seminole County Traffic Engineering Division  
140 Bush Loop  
Sanford, FL 32773

**With a copy to:**

Seminole County Purchasing & Contracts Division  
1301 E. Second Street  
Sanford, FL 32771

**For CONTRACTOR:**

Advanced Cabling Solutions, Inc.  
201 Reece Way Suite 1431  
Casselberry, FL 32707

**Section 30. Rights At Law Retained.** The rights and remedies of COUNTY provided for under this Agreement are in addition and supplemental to any other rights and remedies provided by law.

**Section 31. Headings and Captions.** All headings and captions contained in this Agreement are provided for convenience only, do not constitute a part of this Agreement, and may not be used to define, describe, interpret or construe any provision of this Agreement.

**Section 32. E-Verify System Registration.**

(a) CONTRACTOR must register with and use the E-Verify system to verify the work

authorization status of all new employees prior to entering into this Agreement with COUNTY. If COUNTY provides written approval to CONTRACTOR for engaging with or contracting for the services of any subcontractors under this Agreement, CONTRACTOR must require certification from the subcontractor that at the time of certification, the subcontractor does not employ, contract, or subcontract with an unauthorized alien. CONTRACTOR must maintain a copy of the foregoing certification from the subcontractor for the duration of the agreement with the subcontractor.

(b) If COUNTY has a good faith belief that CONTRACTOR has knowingly violated this Section, COUNTY shall terminate this Agreement. If COUNTY terminates this Agreement with CONTRACTOR, CONTRACTOR may not be awarded a public contract for at least one (1) year after the date on which this Agreement is terminated. If COUNTY has a good faith belief that a subcontractor knowingly violated this Section, but CONTRACTOR otherwise complied with this Section, COUNTY must promptly notify CONTRACTOR and order CONTRACTOR to immediately terminate its agreement with the subcontractor.

(c) CONTRACTOR shall execute and return the Affidavit of E-Verify Requirements Compliance, attached to this Agreement as Exhibit E, to COUNTY.

**Section 33. Foreign Country of Concern Attestation.** When providing services to COUNTY involving access to personally identifiable information, as defined in Section 501.171, Florida Statutes, CONTRACTOR shall also execute and return the Foreign Country of Concern Attestation, attached and incorporated to this Agreement as Exhibit F. Through this attestation, CONTRACTOR affirms that it is neither owned nor controlled by a government of a Foreign Country of Concern, nor organized under the laws of such a country, as required by section 287.138, Florida Statutes.

**Section 34. Anti-Human Trafficking Affidavit.** In accordance with Section 787.06(13), Florida Statutes, CONTRACTOR shall attest under penalty of perjury, that CONTRACTOR does

not use coercion for labor or services as defined in Section 787.06(2), Florida Statutes. Attestations shall be documented using a Human Trafficking Affidavit attached and incorporated to this Agreement as Exhibit G. Such Affidavit shall be required when executing, renewing or extending a contract.

**IN WITNESS WHEREOF**, the parties have made and executed this Agreement for the purposes stated above.

ATTEST:

**ADVANCED CABLING SOLUTIONS, INC.**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
ROBERT LOYER, VP

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

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

\_\_\_\_\_  
Witness  
\_\_\_\_\_

*[REST OF PAGE INTENTIONALLY LEFT BLANK]*

**SEMINOLE COUNTY, FLORIDA**

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness

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

By: \_\_\_\_\_  
GLADYS MARROZOS,  
Procurement Administrator

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

As authorized for execution by the Board of  
County Commissioners at its \_\_\_\_\_,  
20\_\_\_\_, regular meeting.

**Attachments:**

- Exhibit A - Scope of Services
- Exhibit B - Sample Purchase Order
- Exhibit C - Contract Pricing
- Exhibit D - Insurance Requirements
- Exhibit E - Affidavit of E-Verify Requirements Compliance
- Exhibit F - Foreign Country of Concern Attestation
- Exhibit G- Anti-Human Trafficking Affidavit



## **Exhibit A- Scope of Services**

### **SUMMARY**

This contract is frequently used to hire contractor personnel to assist County staff in emergency fiber optic network repairs. The Contractor shall be responsible for all labor, materials, equipment, coordination, transportation and incidentals necessary to furnish fiber optic cable and ITS systems. All items furnished or installed by the contractor shall be on FDOT's approved product list (APL).

County will retain Contractor to furnish materials as further described in the IFB documents. Contractor will be bound by all requirements as contained in this solicitation package and all addenda thereto.

### **CONTRACTOR & PERSONNEL REQUIREMENTS**

- Contractor must be located within the Central Florida Area
- The Contractor shall have IMSA Level II Traffic Signals certified personnel.
- The contractor shall have completed FDOT's ITSFM user training.
- The contractor shall therefore have personnel and materials available to respond within two (2) hours of being notified to perform such repairs.
- All certifications, licenses, and applicable service provisionary requirements must be provided to County at time of Bid.

### **PROJECT SPECIFICATIONS & PAY ITEMS**

Pay item numbers not provided shall be in accordance with the latest FDOT specification. Please refer to the latest FDOT's Basis of Estimates Manual for item descriptions. The numbers in the contract were intended to match FDOT's numbers as close as possible, but differences and unique numbers may exist. **Specifications for these items shall conform to the latest applicable FDOT specifications as required by the pay item designation, latest Roadway and Traffic Design Standards, and as modified by Seminole County. Please note that many of these items include additional materials (brackets, cable, surge protection, etc.) that are not broken out separately, but instead included in the item price.**

#### **522-1 Concrete sidewalk replacement**

This pay item is intended for the removal and replacement of a concrete sidewalk section in conjunction with replacing an existing fiber pull box or the installation of a concrete mow pad to an existing fiber pull box. Installation per FDOT standards.

#### **575-1-1 & 2 Sod (Bahia & St. Augustine)**

This pay item is intended for restoration of disturbed work areas back to its original condition. The contractor shall furnish and install sod as necessary.

#### **580-332-2 Tree Removal / Trimming**

This pay item is intended to be used for trimming branches and tree limbs that are interfering with the installation of aerial communication cable. Payment shall be made based on the contractor clearing a 4 foot radial path for 25 feet horizontally along the proposed cable route. If this item is used for tree removal than multiples of this pay item will be negotiated based on the size of the tree.

#### **630-1-11 Conduit Aboveground**

All aboveground conduit shall be rigid 2" galvanized steel. The conduit shall be installed in accordance with current FDOT specifications.

#### **630-1-12 Conduit Underground**

All underground conduits shall be 2" schedule 40 PVC or 2" HDPE buried at depth of 36". The conduit shall be installed in accordance with current FDOT specifications.

#### **634A - Locate Wire, Installed Separately**

This item is intended for the installation of locate wire (tone wire) used for locating purposes. The tone wire pay item will be used to install one (1) 12 AWG solid copper wire in an existing conduit network already populated with fiber optic cable. This pay item includes all necessary preparation work required to install the wire such as the installation of pull string, etc. The tone wire shall be orange 12 AWG solid copper as per FDOT specifications.

#### **634B - Locate Wire, Installed in conjunction with fiber cable pulling**

This item is intended to be used with the installation of new fiber. This pay item will be used when new cabling is installed. The tone wire shall be orange 12 AWG solid copper as per FDOT specifications.

#### **634-6 - 1 - Messenger wire**

This item is intended for support for aerial interconnect, communication cabling and shall be 1/4" diameter, EHS. All required pole hardware and materials needed for the messenger installation shall be included in this pay item.

#### **635-1-11 - Pull and Junction Box, Ground Mounted**

All pull boxes are to be polycrrete, PG style, 13"x24", tier 15, with a non-conductive lid (Quazite type or approved equivalent), Lids shall be marked "fiber optic". Installation per FDOT standards.

#### **635-1-11A, B, C, Fiber Junction Vault**

## **Exhibit A- Scope of Services**

39" lid round fiber vault shall be X required depth. Lid marked "Fiber Optic" and shall be Quazite Corporation product or approved equivalent. A one foot by one foot by 6 inch concrete apron shall be poured around junction box. Pull box shall be rated Tier 15. Installation per FDOT standards.

### **635-1-15 - Fiber Pull and Junction Box, Ground Mounted**

All pull boxes are to be polycrrete, PG style, 24"X36" X required depth (either 24", 36",48" depth) with a non-conductive lid (Quazite Corporation or approved equivalent), lids shall be marked "Fiber Optic". A one foot by one foot by 6 inch concrete apron shall be poured around junction box. Pull box shall be rated Tier 15. Installation per FDOT standards.

### **635-1-16 - Fiber Optic Enclosure Rack Mount 12 Port**

Rack mounted fiber optic patch panel. The enclosure shall be preloaded with ST adapters as required. Shall have drop down hinged door to protect connectors. As per Corning CCH-O1U

### **635-1-17 - Fiber Optic Enclosure Rack Mount 24 Port**

Rack mounted fiber optic patch panel. The enclosure shall be preloaded with ST adapters as required. Shall have drop down hinged door to protect connectors. As per Corning CCH-O2U

### **635-1-18 - Fiber Optic Enclosure Rack Mount 72 Port**

Rack mounted fiber optic patch panel. The enclosure shall be preloaded with ST or SC adapters as required. Shall have drop down hinged door to protect connectors. As Per Corning CCH04U.

### **635-1-19 - Fiber Optic Enclosure W.I.C.**

Wall mounted interconnect center. As per Corning WIC-012 (Box shall be pre-loaded with 24 ST style couplers/adapters with ceramic inserts (24 single mode).

### **643-1 - Down Guy Installation**

Down guy installation on a wood or concrete pole. Pay item includes anchor and all associated hardware including the yellow guy guard protector.

### **670-110C - Cabinet, Base Only**

This pay item is intended as lump sum compensation to the contractor for the installation of 60-inch x 60 inch x 6 inch pad for a communication hub cabinet. The base shall have (5) 2 inch, (2) 4 inch, and (2) 1 inch PVC conduits. All conduits shall be stubbed out in the closest pull box i.e. (no stub outs of spare conduits below grade).

### **670-110D - Splice Cabinet**

334 "170 Type" cabinet with front and back door. Cabinet to include 19 inch rack, document drawer, AC service panel with surge protection, light, thermostat controlled ventilation fan, door switch. Powder coat cabinet inside and out.

#### **670-110E - Cabinet, Master Communication Hub**

This pay item is used to furnish and install a Southern Manufacturing WE332D-FLITS-B-SS-AC-PT Master Communication Hub Cabinet or approved equivalent. The Communication Hub shall have two (2) doors front and two (2) doors rear and the following specifications:

1. Type 332D Base Mount Enclosure w/ HVAC
2. Powder Coat Cabinet – Inside and Outside
3. Dimensions 67" H x 49" W x 30" D
4. Lifting Eyes, 1" diameter hole, Support 1000 lbs.
5. Sunshield
6. No Louvers in Doors
7. No Vents
8. No Plastic Sleeves
9. Insulation, Two layers of 5/16", foil faced R-4 (R-8 Total)
10. 6000 BTU, 120 VAC, Thermal Edge Air Conditioner NE6012604
  - a. Remote Control
  - b. Integrated Heater, 500W
  - c. Control, Monitor & Alarm • XWEB300D Web Server Accessory
  - d. High Ambient Package
  - e. Open Door Kill Switch
11. Removable, Full Height, EIA/ECIA/ECA, 19" Standard Racks, Tapped #10-32
12. (2) Non-slip Drawers
13. (4) 19" Standard Shelves
14. Cabinet is wired for:
  - a. (4) 10w LED light fixtures with door activated switch
  - b. (1) Door activation switch per door
15. Rack Mounted Power Panel
  - a. Surge Suppressor, 120 VAC, 80KA
  - b. Main Breaker, Single Pole 30A
  - c. Equipment Breaker, 15A Single Pole
  - d. Auxiliary Breaker, 20A Single Pole
  - e. (1) 120VAC, 15A GFCI
  - f. (1) 120VAC, 20A Single Receptacle
  - g. (1) 120VAC, 15A Duplex
16. (2) Cyber Power CPS1215RMS Surge Protector, 120VAC/15A
17. (1) ITS Commander Remote Power Management
18. Automatic Transfer Switch, 120VAC/30A
19. Recessed, L5-30P 30A W/ Flush Mount Access Door

#### **684-14 C-F & 684-24 C-F Fiber Optic Cable**

## **Exhibit A- Scope of Services**

### ***Fiber Optic Cable***

24, 72, 96, 144 strand single-mode 8.3/125um, Corning cable or approved equivalent, loose tube, dry blocked, mini bundle, all dielectric, medium density polyethylene jacket per Corning "ALTOS" "Gel Free" in accordance with the following specifications: 8.3/125, .5 db/km @ 1310 nm, .4 db/km @ 1550 nm.

### **684-34 - Install Only Fiber Optic Cable (Underground)**

Install cable furnished by others, underground or in building environments. Pay item number does not include messenger, conduit or inner duct. For underground installation, the cable shall be pulled into a 2" conduit with typical pull box spacing between 400 and 500 feet with an orange 12 AWG solid copper as per FDOT specifications.

### **684-34A - Install Only Fiber Optic Cable (Aerial)**

This pay item is for the Installation of Fiber Optic cable provided by others. The Cable shall be lashed to a new span. The cable can also be over lashed on top of existing aerial cable. The lashing material shall be stainless steel and a minimum .045" diameter. Two rolls of material shall be used when lashing (Double Lash).

### **685 - Fiber Optic Miscellaneous Materials**

#### ***Connectors***

- Fiber Optic connector ST MM or ST SM, 125um fiber, ceramic ferrule, Corning Unicam.

#### ***Pigtails***

- Fiber Optic pigtail ST MM 62.5/125um, 1 meter, uv cure adhesive or oven cure epoxy connector ceramic ferrule. Color matched jacket.
- Fiber Optic pigtail ST SM 8.3/125um, 1 meter, uv cure adhesive or oven cure epoxy connector ceramic ferrule. Color matched jacket..

#### ***Fiber Optic Splice - Fusion***

All fusion splices shall be less than .10 db in attenuation per FDOT standards. Splices shall be heat shrink protected.

#### ***Buffer Tube Fan-out***

- 6 or 12 fiber fan-out with 900 um fan-out tubing. 25 inches in length

#### ***Splice Tray***

- Reduced length to fit in Corning WIC or full length as required by installation.
- As required to fit various splice enclosures

***Aerial Splice Enclosure***

- Splice enclosure suitable for 72, 96, 144 splices as required. Large enclosure with the ability to store slack buffer and trays. As per Preformed Line Products "Coyote" 6 ½" x 22" or approved equivalent. Includes bracket or hardware kit to span mount enclosure.

***Buried Splice Enclosure***

- Splice enclosure suitable for 72, 96, 144 splices as required. Large enclosure with the ability to store slack buffer and trays. As per Preformed Line Products "Coyote" 6 ½" x 22" or approved equivalent.

**685-399A - Fiber testing (per strand), Terminated Fiber**

This item is for fiber testing by qualified fiber technician on a per strand basis. The O.T.D.R. testing shall be done at two wavelengths (1310 and 1550) in one direction. Testing to be completed on terminated strands. Pay item includes furnishing test results in electronic format.

**685-399B - Fiber testing (per strand), Bare Fiber**

This item is for fiber testing by qualified fiber technician on a per strand basis. The O.T.D.R. testing shall be done at two wavelengths (1310 and 1550) in one direction. Testing to be completed on bare fiber strands (reel testing). Pay item includes furnishing test results in electronic format.

**685-399C - Fiber Technician (per hour)**

This item is for a qualified fiber technician to perform various fiber functions, including, but not limited to, construction, testing, repair and troubleshooting. The technician shall have an OTDR, power meter, and any other equipment necessary to perform the work described above. This item will be paid on a per hour basis.

**685-399D - Fiber Adjustment/Transfer, Aerial**

This pay item is for a qualified aerial fiber optic construction crew to perform various types of aerial cable transfers from an existing wood or concrete pole to a new wood or concrete pole. This includes re-sagging of spans and other types of aerial cable adjustments that may arise through routine maintenance of the County's fiber optic network. The construction crew shall include a bucket truck and any tools/attachment hardware required to complete the work assigned. This item will be paid on a per hour basis.

**685-399E - Fiber Conduit Proofing**

This pay item is for a qualified construction crew to perform conduit and pathway proofing. This includes blowing out conduits, uncovering pull boxes, and other various types of work that may arise through routine maintenance of the County's fiber optic network. The construction crew shall include a trailer

## **Exhibit A- Scope of Services**

mounted compressor, and any tools required to complete the work assigned. This item will be paid on a per hour basis.

### **686-101- Furnish and install Camera Assembly**

Dome housing as per Bosch 7000 HD Series PTZ or newer with TCP/IP Module Day-Night Camera or equal. High resolution camera with automatic switching between Day (color) Mode and Night (monochrome) 20x optical zoom. Materials included in this pay item number are: parapet mounting bracket, power / control cabling, plug in transformer, surge protection.

### **686-301 – Install only Camera Assembly**

Install only of Bosch 7000 or equivalent camera assembly. Camera assembly and parapet mounting bracket supplied by others. Materials included in this pay item number are: power / control cabling, plug in transformer, surge protection.

### **686-401– Replace only Camera Assembly**

Replace only of Bosch 7000 or equivalent camera assembly supplied by others.

### **686-501 – Install only Bluetooth Assembly**

Install only of BlueToad Bluetooth assembly or equivalent. Bluetooth assembly and mounting bracket supplied by others. Materials included in this pay item number are: cabling, POE injector, surge protection.

### **686-601– Replace only Bluetooth Assembly**

Replace only of BlueToad Bluetooth assembly or equivalent.

### **690-90 - Optical Fiber Removal**

Removal / Disposal of underground fiber optic cabling and aerial fiber optic cabling with span.

### **999A - Fiber Marker Dome**

This items is for Marking pull box locations & cable route's. Dome shall be marked "Buried Fiber Optic Cable" with the Seminole County logo and telephone number on it. The marker post shall be white 3 ½" in diameter with an orange cap. The minimum length of the marker shall be no less than 72 inches.

### **999B - Fiber Marker Dome, Install Only**

This items is for Marking pull box locations & cable route's. This pay item is to be used when the marker is furnished to the contractor for installation. The marker post is 3 ½" in diameter with an orange cap. The length of the marker is 72 inches and shall be set at least 24" deep.

**999C - Fiber Optic Snow Shoe**

Snow Shoe slack storage system. This pay item includes all necessary hardware required for installation.

**999D - U Guard, 2inch, plastic**

U – Guard riser type, 2 inch, PVC. To be used for risers on power poles as a replacement for above ground rigid conduit. This pay item includes all necessary hardware required for installation.



**EXHIBIT B - SAMPLE****ORDER NUMBER: 48148**FLORIDA SALES: 85-8013708974C-0  
FEDERAL SALES/USE: 59-6000856**Board of County Commissioners  
PURCHASE ORDER**ALL PACKING SLIPS INVOICES AND CORRESPONDENCE  
MUST REFER TO THIS ORDER NUMBER

ORDER DATE	01/14/2021
REQUISITION	63930 - OR
REQUESTOR	
VENDOR #	409286
ANALYST	

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R**SUBMIT ALL INVOICES TO:**  
**AP@seminoleclerk.org**  
**Seminole Count Clerk & Comptroller**  
**POST OFFICE BOX 8080**  
**SANFORD, FL 32772**  
Accts. Payable Inquiries - Phone (407) 665  
7656**ORDER  
INQUIRIES**

ITEM #	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00		EA		0.00	

**THIS ORDER IS SUBJECT TO THE TERMS & CONDITIONS  
ON THE REVERSE SIDE OF THIS ORDER.****TOTAL AMOUNT****00.00****PURCHASING AND CONTRACT DIVISION**  
1301 EAST SECOND STREET  
SANFORD FLORIDA 32771  
PHONE (407) 665-7116 / FAX (407) 665-7956

AUTHORIZED SIGNATURE FOR THE SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS

## Terms and Conditions

**1. Acceptance/Entire Agreement.** This Purchase Order ("PO") is entered into between Seminole County, Florida ("County") and the Supplier referenced herein (individually, referred to as "Party," and collectively, "Parties"). By accepting this PO, Supplier accepts all Terms and Conditions contained herein. This PO, including specifications and drawings, if any, and referenced documents, such as solicitations and responses constitutes the entire agreement between the Parties. Whenever terms and conditions of Main Agreement, if any, conflict with any PO issued pursuant to Main Agreement, Main Agreement will control.

**2. Inspection.** Notwithstanding any prior payment or inspection, all goods/services are subject to inspection/rejection by County at any time, including during manufacture, construction or preparation. To the extent a PO requires a series of performances by Supplier, County reserves right to cancel remainder of PO if goods/services provided during the term of PO are non-conforming or otherwise rejected. Without limiting any rights County may have, County, at its sole option, may require Supplier, at Supplier's expense to: (a) promptly repair or replace any or all rejected goods, or to cure or re-perform any or all rejected services; or (b) refund price of any or all rejected goods or services. All rejected goods will be held for Supplier's prompt inspection at Supplier's risk. Nothing contained in PO will relieve Supplier's obligation of testing, inspection and quality control.

**3. Packing & Shipping.** Unless otherwise specified, all goods must be packed, packaged, marked and prepared for shipment in a manner that is: (a) in accordance with good commercial practice; (b) acceptable to common carriers for shipment at the lowest rate for the particular good; (c) in accordance with local, state, and federal regulations; and (d) protected against weather. Supplier must mark all containers with necessary lifting, handling, shipping information, PO number, date of shipment and the name of the consignee and consignor. An itemized packing sheet must accompany each shipment.

**4. Delivery; Risk of Loss.** All goods are FOB destination, and risk of loss will remain with Supplier until delivery by Supplier and acceptance by County. Goods delivered by Supplier that are damaged, defective, or otherwise fail to conform to PO may be rejected by County or held by County at Supplier's risk and expense. County may charge Supplier for cost(s) to inspect, unpack, repack, store and re-ship rejected goods.

**5. Delivery of Excess Quantities.** If Supplier delivers excess quantities of goods without prior written authorization from County, excess quantities of goods may be returned to Supplier at Supplier's expense.

**6. Time is of the Essence.** Time is of the essence for delivery of goods /services under PO. Failure to meet delivery schedules or deliver within a reasonable time, as determined by County, entitles County to seek all remedies available at law or in equity. County reserves right to cancel any PO and procure goods/services elsewhere if delivery is not timely. Supplier agrees to reimburse County for all costs incurred in enforcing its rights. Failure of County to cancel PO, acceptance, or payment will not be deemed a waiver of County's right to cancel remainder of PO. Delivery date or time in PO may be extended if Supplier provides a written request in advance of originally scheduled delivery date and time and County agrees to delayed delivery in writing prior to originally scheduled delivery date and time.

**7. Warranties.** Supplier warrants to County that all goods/services covered by PO conform strictly to specifications, drawings or samples specified or furnished by County, and are free from: (a) defects in title; and (b) latent or patent defects in material or workmanship. If no quality is specified by County, Supplier warrants to County that goods/services are of the best grade of their respective kinds, meet or exceed applicable standards for industry represented, are merchantable (as to goods) and are fit for County's particular purpose. Supplier warrants that at the time County accepts the goods/services, the goods/services will have been produced, sold, delivered and furnished in strict compliance with all applicable federal and state laws, regulations, ordinances, rules, labor agreements and working conditions to which goods/services are subject. Supplier warrants the title to goods furnished under PO is valid, transfer of such title to County is rightful and goods are free of any claims or liens of any nature whatsoever, whether rightful or otherwise, of any person, corporation, partnership or association. All applicable manufacturers' warranties must be furnished to County at time of delivery of goods or completion of service. All warranties are cumulative and are in addition to any other express or implied warranties provided by law.

**8. Indemnification.** To the fullest extent permitted by law, Supplier assumes any and all liability for damages, breach of PO, loss or injury of any kind or nature whatsoever to persons or property caused by, resulting from or related to the goods/services provided under PO. To the fullest extent permitted by law, Supplier shall indemnify and hold harmless County, its commissioners, officers, employees and agents from and against any and all claims, damages, demands, lawsuits, losses, costs and expenses, including attorneys' fees, patent, copyright or trademark infringement, judgments, decrees of whatsoever nature which County may incur as a result of claims, demands, lawsuits or causes of action of any kind or nature arising from, caused by or related to goods/services furnished by Supplier, its officers, employees, agents, partners, principals or subcontractors. Remedies afforded to County by this section are cumulative with and in no way affect any other legal remedy County may have under PO or at law. Supplier's

obligations under PO must not be limited by any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

**9. Insurance.** Supplier, at its sole expense, shall maintain insurance coverage acceptable to County. All policies must name County as an additional insured. All Insurance Certificates must be provided to the Purchasing and Contracts Division within ten (10) days of request. Supplier shall notify County, in writing, of any cancellation, material change, or alteration to Supplier's Certificate of Insurance.

**10. Modifications.** PO may be modified or rescinded in writing by County.

**11. Material Safety Data Sheets.** At time of delivery, Supplier agrees to provide County with a current Material Safety Data Sheet for any hazardous chemicals or toxic substances, as required by law.

**12. Pricing.** Supplier agrees that pricing included on PO shall remain firm through and until delivery of goods and/or completion of services, unless otherwise agreed to by the Parties in writing.

**13. Invoicing & Payment.** After delivery of goods/services by Supplier and acceptance by the County, the Supplier must electronically submit an original invoice via email to [AP@seminoleclerk.org](mailto:AP@seminoleclerk.org) or may mail the invoice, if electronic invoice is not available, to: Seminole County Clerk of the Circuit Court and Comptroller, P.O. Box 8080, Sanford, Florida 32772. Invoices must be billed at pricing stipulated on PO and must include the County's Purchase Order Number. Thereafter, all payments and interest on any late payments will be paid in compliance with Florida Prompt Payment Act, §218.70, Florida Statutes.

**14. Taxes.** County is exempt from Florida sales tax, federal taxes on transportation charges and any federal excise tax. County will not reimburse Supplier for taxes paid.

**15. Termination.** County may terminate PO, in whole or in part, at any time, either for County's convenience or because of Supplier's failure to fulfill its obligations under PO, by written notice to Supplier. Upon receipt of written notice, Supplier must discontinue all deliveries affected unless written notice directs otherwise. In the event of termination, County will be liable only for materials procured, work completed or services rendered or supplies partially fabricated, within the authorization of PO. In no event will County be liable for incidental or consequential damages by reason of such termination.

**16. Equal Opportunity Employer.** County is an Equal Employment Opportunity ("EEO") employer, and as such, requires all Suppliers to comply with EEO regulations with regards to race, color, religion, sex, national origin, age, disability or genetic information, as may be applicable to Supplier. Any subcontracts entered into, as authorized by County, must make reference to this clause with the same degree of application being encouraged.

**17. Assignment.** Supplier may not assign, transfer, or subcontract PO or any right or obligation under it without County's written consent. Any purported assignment, transfer, or subcontract will be null and void.

**18. Venue & Applicable Law.** The laws of the State of Florida govern validity, enforcement, and interpretation of PO. The sole jurisdiction and venue for any legal action in connection with PO will be in the courts of Seminole County, Florida.

**19. Fiscal Non-Funding.** In the event sufficient budgeted funds are not available for payment to Supplier for a new fiscal period, County shall notify Supplier of such occurrence and PO will terminate on the last day of the current fiscal period without penalty or expense to County.

**20. Public Records.** Supplier acknowledges that PO and any related financial records, audits, reports, plans, correspondence and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes. Supplier shall maintain all public records and, upon request, provide a copy of requested records or allow records to be inspected within a reasonable time. Supplier shall also ensure that any public records that are exempt or confidential from disclosure are not disclosed except as authorized by law. In event Supplier fails to abide by provisions of Chapter 119, Florida Statutes, County may, without prejudice to any other right or remedy and after giving Supplier seven (7) days written notice, during which period Supplier still fails to allow access to such documents, terminate PO. **IF SUPPLIER HAS QUESTIONS REGARDING APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SUPPLIER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO PO, CONTACT CUSTODIAN OF PUBLIC RECORDS AT: 407-665-7116, [PURCH@SEMINOLECOUNTYFL.GOV](mailto:PURCH@SEMINOLECOUNTYFL.GOV), PURCHASING AND CONTRACTS DIVISION, 1301 E. SECOND STREET, SANFORD, FL 32771.**

**21. Right to Audit Records.** County will be entitled to audit the books and records of Supplier to the extent that the books and records relate to this PO. Supplier must maintain books and records relating to this PO for a period of three (3) years from the date of final payment under the PO, unless the County authorizes otherwise in writing.

**22. Severability.** If any section, sentence, clause, phrase or portion of PO are, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion will be deemed separate, distinct, and independent and such holding will not affect validity of remaining portion of PO.

**23. Headings & Captions.** All headings and captions contained in PO are provided for convenience only, do not constitute a part of PO, and may not be used to define, describe, interpret or construe any provision of PO.

Rev. 10/2021

## EXHIBIT C- PRICING PROPOSAL

The Contractor shall be responsible for all labor, materials, equipment, coordination, transportation and incidentals necessary to furnish fiber optic cable and ITS systems. All items furnished or installed by the contractor shall be on FDOT's approved product list (APL). Pay item numbers not provided shall be in accordance with the latest FDOT specification. Please refer to the latest FDOT's Basis of Estimates Manual for item descriptions. The numbers in the contract were intended to match FDOT's numbers as close as possible, but differences and unique numbers may exist. Specifications for these items shall conform to the latest applicable FDOT specifications as required by the pay item designation, latest Roadway and Traffic Design Standards, and as modified by Seminole County. Please note that many of these items include additional materials (brackets, cable, surge protection, etc.) that are not broken out separately, but instead included in the item price.

Line Item	Pay Item	Description	Action	Quantity	Unit of Measure	Unit Cost	Total
1	522-1	Concrete sidewalk replacement	F/I	100	SY	\$79.64	\$7,964.00
2	575-1-1	Sod, Bahia	F/I	100	SY	\$6.12	\$612.00
3	575-1-2	Sod, St. Augustine	F/I	100	SY	\$7.38	\$738.00
4	580-332-2	Tree Removal/Trimming, per 25'	F/I	10	EA	\$251.64	\$2,516.40
5	630-1-11	Conduit, Above Ground	F/I	100	LF	\$36.94	\$3,694.00
6	630-1-12	Conduit, Underground	F/I	20,000	LF	\$11.09	\$221,800.00
7	630-1-13	Conduit, Under Pavement	F/I	100	LF	\$21.39	\$2,139.00
8	630-1-15	Conduit, Bridge Mounted	F/I	500	LF	\$33.91	\$16,955.00
9	630-1-17	Conduit, Directional Bore	F/I	20,000	LF	\$21.39	\$427,800.00
10	634A	Locate Wire, Installed separately	F/I	5,000	LF	\$1.63	\$8,150.00
11	634B	Locate Wire, Installed in conjunction w/fiber pulling	F/I	20,000	LF	\$0.53	\$10,600.00
12	634-6-1	Messenger Wire ¼"	F/I	10,000	LF	\$2.58	\$25,800.00
13	635-1-11	Pull & Junction Box, Ground Mounted	F/I	100	EA	\$703.57	\$70,357.00

Line Item	Pay Item	Description	Action	Quantity	Unit of Measure	Unit Cost	Total
14	635-1-11A	Fiber Junction Vault 39" Round Lid 24" deep	F/I	100	EA	\$3,638.97	\$363,897.00
15	635-1-11B	Fiber Junction Vault 39" Round Lid 36" deep	F/I	100	EA	\$3,789.12	\$378,912.00
16	635-1-11C	Fiber Junction Vault 39" Round Lid 48" deep	F/I	10	EA	\$3,954.85	\$39,548.50
17	635-1-15A	Fiber Pull Box, 24" X 36" x 24" deep	F/I	100	EA	\$2,446.85	\$244,685.00
18	635-1-15B	Fiber Pull Box, 24" X 36" x 36" deep	F/I	50	EA	\$2,549.17	\$127,458.50
19	635-1-15B	Fiber Pull Box, 24" X 36" x 48" deep	F/I	50	EA	\$2,601.36	\$130,068.00
20	635-1-16	Fiber Optic Enclosure Rack Mount 12 Port	F/I	10	EA	\$834.17	\$8,341.70
21	635-1-17	Fiber Optic Enclosure Rack Mount 24 Port	F/I	20	EA	\$1,263.16	\$25,263.20
22	635-1-18	Fiber Optic Enclosure Rack Mount 72 Port	F/I	10	EA	\$2,095.67	\$20,956.70
23	635-1-19	Fiber Optic Enclosure WIC 012	F/I	10	EA	\$817.48	\$8,174.80
24	641-1	Guying - Strain Pole	F/I	25	EA	\$580.00	\$14,500.00
25	643-130	Strain poles wood, 30'	F/I	10	EA	\$1,153.65	\$11,536.50
26	643-135	Strain poles wood, 35'	F/I	10	EA	\$1,187.28	\$11,872.80
27	643-140	Strain poles wood, 40'	F/I	10	EA	\$1,203.53	\$12,035.30
28	670-110C	Cabinet, Base Only	F/I	1	EA	\$2,950.43	\$2,950.43
29	670-110D	Cabinet, Fiber Splice	F/I	1	EA	\$10,763.43	\$10,763.43
30	670-110E	Cabinet, Master Communication Hub	F/I	1	EA	\$24,658.28	\$24,658.28
31	684-14	Optical Fiber 24 Strand SM Loose Tube	F/I	10,000	LF	\$2.42	\$24,200.00
32	684-24	Optical Fiber 24 Strand SM Loose Tube	F	1	LF	\$0.66	\$0.66

Line Item	Pay Item	Description	Action	Quantity	Unit of Measure	Unit Cost	Total
33	684-14C	Optical Fiber 72 Strand SM Loose Tube	F/I	10,000	LF	\$2.84	\$28,400.00
34	684-24C	Optical Fiber 72 Strand SM Loose Tube	F	1	LF	\$0.98	\$0.98
35	684-14D	Optical Fiber 96 Strand SM Loose Tube	F/I	10,000	LF	\$3.27	\$32,700.00
36	684-24D	Optical Fiber 96 Strand SM Loose Tube	F	1	LF	\$1.18	\$1.18
37	684-14E	Optical Fiber 144 Strand SM Loose Tube	F/I	10,000	LF	\$3.47	\$34,700.00
38	684-24E	Optical Fiber 144 Strand SM Loose Tube	F	1	LF	\$1.48	\$1.48
39	684-14F	Optical Fiber 36 Strand Hybrid 24 SM / 12 MM 62.5	F/I	1,000	LF	\$3.73	\$3,730.00
40	684-24F	Optical Fiber 36 Strand Hybrid 24 SM / 12 MM 62.5	F	1	LF	\$1.69	\$1.69
41	684-34	Optical Fiber, Install Only, In Conduit Underground	IO	20,000	LF	\$1.73	\$34,600.00
42	684-34A	Optical Fiber, Install Only, Aerial	IO	10,000	LF	\$2.08	\$20,800.00
43	685-177	Fiber Optic Connector, ST, SM,Unicam	F/I	100	EA	\$43.76	\$4,376.00
44	685-187	Fiber Optic Pigtail, ST,MM	F/I	10	EA	\$53.28	\$532.80
45	685-188	Fiber Optic Pigtail, ST,SM	F/I	100	EA	\$46.87	\$4,687.00
46	685-190	Fiber Optic Splice-Fusion, Greater Than 100 Splices	F/I	1,000	EA	\$38.75	\$38,750.00
47	685-190A	Fiber Optic Splice-Fusion, Less Than 100 Splices	F/I	1,000	EA	\$42.73	\$42,730.00
48	685-192	Buffer Tube Fan-Out	F/I	100	EA	\$97.39	\$9,739.00
49	685-193	Splice Tray	F/I	100	EA	\$48.20	\$4,820.00
50	685-194	Buried Splice Enclosure 72 strand	F/I	100	EA	\$1,437.94	\$143,794.00
51	685-194B	Buried Splice Enclosure 96 strand	F/I	100	EA	\$1,437.94	\$143,794.00

Line Item	Pay Item	Description	Action	Quantity	Unit of Measure	Unit Cost	Total
52	685-194C	Buried Splice Enclosure 144 strand	F/I	100	EA	\$1,541.98	\$154,198.00
53	685-194D	Aerial Splice Enclosure 72 strand	F/I	100	EA	\$1,546.48	\$154,648.00
54	685-194E	Aerial Splice Enclosure 96 strand	F/I	100	EA	\$1,546.48	\$154,648.00
55	685-194F	Aerial Splice Enclosure 144 strand	F/I	100	EA	\$1,650.52	\$165,052.00
56	685-399A	Fiber Testing (per strand), Terminated	F	1,000	EA	\$6.00	\$6,000.00
57	685-399B	Fiber Testing (per strand), Bare Fiber	F	100	EA	\$10.00	\$1,000.00
58	685-399C	Fiber Technician (per hour)	F	100	HR	\$89.38	\$8,938.00
59	685-399D	Fiber Adjustment/Transfer, Aerial	F	100	HR	\$324.39	\$32,439.00
60	685-399E	Fiber Conduit Proofing	F	100	HR	\$297.69	\$29,769.00
61	686-101	Camera Assembly furnish and install	F/I	1	EA	\$6,238.91	\$6,238.91
62	686-301	Camera Assembly install only	I/O	50	EA	\$1,267.93	\$63,396.50
63	686-401	Camera Assembly replace only	I/O	50	EA	\$1,382.48	\$69,124.00
64	686-501	Bluetooth Assembly install only	I/O	50	EA	\$1,250.00	\$62,500.00
65	686-601	Bluetooth Assembly replace only	I/O	50	EA	\$1,351.63	\$67,581.50
66	690-90	Optical Fiber, Removal	LF	1,000	LF	\$1.61	\$1,610.00
67	999A	Fiber Marker Dome	F/I	1	EA	\$315.94	\$315.94
68	999B	Fiber Marker Dome, Install Only	I/O	100	EA	\$95.14	\$9,514.00
69	999C	Fiber "Snow Shoe"	F/I	50	EA	\$178.93	\$8,946.50
70	999D	U Guard Riser, 2 inch, PVC	F/I	50	EA	\$132.00	\$6,600.00

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Line Item	Pay Item	Description	Action	Quantity	Unit of Measure	Unit Cost	Total
TOTAL							\$3,809,625.68

**EXHIBIT D**  
**FIBER OPTIC CABLES & ITS SYSTEMS**  
**INSURANCE REQUIREMENTS**

The following insurance requirements and limits of liability are required:

A. Workers' Compensation & Employers' Liability Insurance:

Workers' Compensation:	Statutory	
Employers' Liability:	\$ 1,000,000	Each Accident
	\$ 1,000,000	Disease Aggregate
	\$ 1,000,000	Disease Each Employee

B. Commercial General Liability Insurance:

\$ 1,000,000	Per Occurrence
\$ 2,000,000	General Aggregate
\$ 2,000,000	Products and Completed Operations
\$ 1,000,000	Personal and Advertising Injury

C. Business Automobile Liability Insurance:

\$ 1,000,000	Combined Single Limit ( <u>Any Auto</u> or <u>Owned, Hired, and</u> <u>Non-Owned Autos</u> )
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D. Umbrella/Excess:

\$ 1,000,000	Per Claim
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E. Pollution Liability:

\$ 1,000,000	Per Occurrence
\$ 1,000,000	General Aggregate

~~ End Exhibit D ~~



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

Agreement Number: \_\_\_\_\_

**AFFIDAVIT OF E-VERIFY REQUIREMENTS COMPLIANCE**

The CONSULTANT/CONTRACTOR agrees to comply with section 448.095, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with section 448.095, Florida Statutes.

1. The CONSULTANT/CONTRACTOR shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the CONSULTANT during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Agreement term.
2. That the CONSULTANT/CONTRACTOR understands and agrees that its failure to comply with the verification requirements of Section 448.095, Florida Statutes or its failure to ensure that all employees and subcontractors performing work under Agreement Number \_\_\_\_\_ are legally authorized to work in the United States and the State of Florida, constitutes a breach of this Agreement for which Seminole County may immediately terminate the Agreement without notice and without penalty. The CONSULTANT/CONTRACTOR further understands and agrees that in the event of such termination, the CONSULTANT/CONTRACTOR shall be liable to the county for any costs incurred by the County as a result of the CONSULTANT'S/CONTRACTOR'S breach. DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Consultant Name

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

Print/Type Name: \_\_\_\_\_

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence OR ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Full Name of Affiant).

\_\_\_\_\_  
Print/Type Name\_\_\_\_\_  
Notary Public in and for the County  
and State Aforementioned

My commission expires: \_\_\_\_\_

## FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Title:

Signature:

Date:

**HUMAN TRAFFICKING AFFIDAVIT**

**CONTRACT #** \_\_\_\_\_

In compliance with Section 787.06(13), Florida Statutes, this Affidavit must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Seminole County (the "Governmental Entity").

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I am an officer or representative of \_\_\_\_\_, a non-governmental entity and I am authorized to provide this affidavit on behalf of such.
3. Nongovernmental Entity, and any of its subsidiaries or affiliates, do not use coercion for labor or services, as those terms are defined in Section 787.06, Florida Statutes, as may be amended from time to time.
4. If, at any time in the future, Nongovernmental Entity does use coercion for labor or services, Nongovernmental Entity will immediately notify Seminole County and no contracts may be executed, renewed, or extended between the parties.
5. I have read the foregoing affidavit and confirm that the facts stated in it are true, and are made for the benefit of, and reliance by Seminole County.

**Nongovernmental Entity:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, as \_\_\_\_\_ on behalf of the

Nongovernmental Entity. They ☐ are personally known to me or ☐ have produced

\_\_\_\_\_ as identification.

(Affix Notary Stamp or Seal)

\_\_\_\_\_  
Notary Public Signature

Print, Type or Stamp Name of Notary: \_\_\_\_\_

My commission expires: \_\_\_\_\_



**Resource Management Department - Purchasing & Contracts Division**

**Notice of Recommended Award**

**Recommendation of Award for:**

IFB-604992-25/LAS - Term Contract for Purchase of Fiber Optic Cables & ITS Systems

**To:** Advanced Cabling Solutions Inc.

By signing below, I acknowledge I have reviewed all bid documents for the above-referenced project, including the qualifications and pricing of the contractor recommended for award, above. Accordingly, I recommend award of the project to the contractor referenced above

**Review Committee Members:**

Name: Charles Wetzel, County Traffic Engineer

Signature: Charles Wetzel Date: 4/22/25

Name: John Brown, Technology Coordinator

Signature: John Brown Date: 4-22-25

Name: Steve Douglas, Deputy County Traffic Engineer

Signature: Steve Douglas Date: 4/23/25

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

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

**Director:**

Name: John Slot, Director of Public Works

Matt Hassan, Deputy Public Works Director

Signature: Matt Hassan Date: 4/28/25



Seminole County  
Resource Management - Purchasing & Contracts  
Robert T. Bradley, Purchasing and Contracts Manager  
1301 East Second St., Sanford, FL 32771

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**EVALUATION TABULATION**  
IFB No. IFB-604992-25/LAS  
Term Contract for Purchase of Fiber Optic Cables & ITS Systems  
RESPONSE DEADLINE: April 9, 2025 at 2:00 pm

**SELECTED VENDOR TOTALS**

Vendor	Total
Advanced Cabling Solutions	\$3,809,625.68
Precision Contracting Services, Inc.	\$3,899,547.33
Traffic Control Devices, LLC	\$4,991,755.50

Recommendation/Intent to Award: Advanced Cabling Solutions Inc. Tabulated by: Louis Straffi, Sr. Procurement Analyst BCC Date (Tentative): 5/20/2025

EVALUATION TABULATION  
 IFB No. IFB-604992-25/LAS  
 Term Contract for Purchase of Fiber Optic Cables & ITS Systems

**PRICING PROPOSAL**

The Contractor shall be responsible for all labor, materials, equipment, coordination, transportation and incidentals necessary to furnish fiber optic cable and ITS systems. All items furnished or installed by the contractor shall be on FDOT's approved product list (APL). Pay item numbers not provided shall be in accordance with the latest FDOT specification. Please refer to the latest FDOT's Basis of Estimates Manual for item descriptions. The numbers in the contract were intended to match FDOT's numbers as close as possible, but differences and unique numbers may exist. Specifications for these items shall conform to the latest applicable FDOT specifications as required by the pay item designation, latest Roadway and Traffic Design Standards, and as modified by Seminole County. Please note that many of these items include additional materials (brackets, cable, surge protection, etc.) that are not broken out separately, but instead included in the item price.

Pricing Proposal					Advanced Cabling Solutions				Precision Contracting Services, Inc.				Traffic Control Devices, LLC			
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action
X	1	Concrete sidewalk replacement	100	SY	\$79.64	\$7,964.00	522-1	F/I	\$475.00	\$47,500.00	522-1	F/I	\$300.00	\$30,000.00	522-1	F/I
X	2	Sod, Bahia	100	SY	\$6.12	\$612.00	575-1-1	F/I	\$47.50	\$4,750.00	575-1-1	F/I	\$14.15	\$1,415.00	575-1-1	F/I
X	3	Sod, St. Augustine	100	SY	\$7.38	\$738.00	575-1-2	F/I	\$70.00	\$7,000.00	575-1-2	F/I	\$24.00	\$2,400.00	575-1-2	F/I
X	4	Tree Removal/Trimming, per 25'	10	EA	\$251.64	\$2,516.40	580-332-2	F/I	\$650.00	\$6,500.00	580-332-2	F/I	\$565.00	\$5,650.00	580-332-2	F/I
X	5	Conduit, Above Ground	100	LF	\$36.94	\$3,694.00	630-1-11	F/I	\$25.00	\$2,500.00	630-1-11	F/I	\$40.40	\$4,040.00	630-1-11	F/I
X	6	Conduit, Underground	20000	LF	\$11.09	\$221,800.00	630-1-12	F/I	\$17.25	\$345,000.00	630-1-12	F/I	\$13.75	\$275,000.00	630-1-12	F/I
X	7	Conduit, Under Pavement	100	LF	\$21.39	\$2,139.00	630-1-13	F/I	\$24.50	\$2,450.00	630-1-13	F/I	\$49.70	\$4,970.00	630-1-13	F/I

## EVALUATION TABULATION

IFB No. IFB-604992-25/LAS

Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

Pricing Proposal					Advanced Cabling Solutions				Precision Contracting Services, Inc.				Traffic Control Devices, LLC			
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action
X	8	Conduit, Bridge Mounted	500	LF	\$33.91	\$16,955.00	630-1-15	F/I	\$135.00	\$67,500.00	630-1-15	F/I	\$54.85	\$27,425.00	630-1-15	F/I
X	9	Conduit, Directional Bore	20000	LF	\$21.39	\$427,800.00	630-1-17	F/I	\$23.25	\$465,000.00	630-1-17	F/I	\$21.75	\$435,000.00	630-1-17	F/I
X	10	Locate Wire, Installed separately	5000	LF	\$1.63	\$8,150.00	634A	F/I	\$1.00	\$5,000.00	634A	F/I	\$1.80	\$9,000.00	634A	F/I
X	11	Locate Wire, Installed in conjunction w/fiber pulling	20000	LF	\$0.53	\$10,600.00	634B	F/I	\$0.85	\$17,000.00	634B	F/I	\$1.00	\$20,000.00	634B	F/I
X	12	Messenger Wire ¼"	10000	LF	\$2.58	\$25,800.00	634-6-1	F/I	\$2.65	\$26,500.00	634-6-1	F/I	\$2.62	\$26,200.00	634-6-1	F/I
X	13	Pull & Junction Box, Ground Mounted	100	EA	\$703.57	\$70,357.00	635-1-11	F/I	\$900.00	\$90,000.00	635-1-11	F/I	\$1,160.00	\$116,000.00	635-1-11	F/I
X	14	Fiber Junction Vault 39" Round Lid 24" deep	100	EA	\$3,638.97	\$363,897.00	635-1-11A	F/I	\$2,965.00	\$296,500.00	635-1-11A	F/I	\$4,750.00	\$475,000.00	635-1-11A	F/I
X	15	Fiber Junction Vault 39" Round Lid 36" deep	100	EA	\$3,789.12	\$378,912.00	635-1-11B	F/I	\$3,825.00	\$382,500.00	635-1-11B	F/I	\$6,015.00	\$601,500.00	635-1-11B	F/I
X	16	Fiber Junction Vault 39" Round Lid 48" deep	10	EA	\$3,954.85	\$39,548.50	635-1-11C	F/I	\$5,075.00	\$50,750.00	635-1-11C	F/I	\$7,725.00	\$77,250.00	635-1-11C	F/I
X	17	Fiber Pull Box, 24" X 36" x 24" deep	100	EA	\$2,446.85	\$244,685.00	635-1-15A	F/I	\$1,575.00	\$157,500.00	635-1-15A	F/I	\$2,575.00	\$257,500.00	635-1-15A	F/I
X	18	Fiber Pull Box, 24" X 36" x 36" deep	50	EA	\$2,549.17	\$127,458.50	635-1-15B	F/I	\$1,675.00	\$83,750.00	635-1-15B	F/I	\$3,000.00	\$150,000.00	635-1-15B	F/I

## EVALUATION TABULATION

Invitation For Bid - Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

## EVALUATION TABULATION

IFB No. IFB-604992-25/LAS

Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

Pricing Proposal					Advanced Cabling Solutions				Precision Contracting Services, Inc.				Traffic Control Devices, LLC			
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action
X	19	Fiber Pull Box, 24" X 36" x 48" deep	50	EA	\$2,601.36	\$130,068.00	635-1-15B	F/I	\$2,250.00	\$112,500.00	635-1-15B	F/I	\$3,700.00	\$185,000.00	635-1-15B	F/I
X	20	Fiber Optic Enclosure Rack Mount 12 Port	10	EA	\$834.17	\$8,341.70	635-1-16	F/I	\$1,675.00	\$16,750.00	635-1-16	F/I	\$952.00	\$9,520.00	635-1-16	F/I
X	21	Fiber Optic Enclosure Rack Mount 24 Port	20	EA	\$1,263.16	\$25,263.20	635-1-17	F/I	\$2,625.00	\$52,500.00	635-1-17	F/I	\$1,050.00	\$21,000.00	635-1-17	F/I
X	22	Fiber Optic Enclosure Rack Mount 72 Port	10	EA	\$2,095.67	\$20,956.70	635-1-18	F/I	\$7,250.00	\$72,500.00	635-1-18	F/I	\$1,675.00	\$16,750.00	635-1-18	F/I
X	23	Fiber Optic Enclosure WIC 012	10	EA	\$817.48	\$8,174.80	635-1-19	F/I	\$1,675.00	\$16,750.00	635-1-19	F/I	\$1,050.00	\$10,500.00	635-1-19	F/I
X	24	Guying - Strain Pole	25	EA	\$580.00	\$14,500.00	641-1	F/I	\$535.00	\$13,375.00	641-1	F/I	\$800.00	\$20,000.00	641-1	F/I
X	25	Strain poles wood, 30'	10	EA	\$1,153.65	\$11,536.50	643-130	F/I	\$5,525.00	\$55,250.00	643-130	F/I	\$2,275.00	\$22,750.00	643-130	F/I
X	26	Strain poles wood, 35'	10	EA	\$1,187.28	\$11,872.80	643-135	F/I	\$6,695.00	\$66,950.00	643-135	F/I	\$2,550.00	\$25,500.00	643-135	F/I
X	27	Strain poles wood, 40'	10	EA	\$1,203.53	\$12,035.30	643-140	F/I	\$6,995.00	\$69,950.00	643-140	F/I	\$2,750.00	\$27,500.00	643-140	F/I
X	28	Cabinet, Base Only	1	EA	\$2,950.43	\$2,950.43	670-110C	F/I	\$13,975.00	\$13,975.00	670-110C	F/I	\$2,775.00	\$2,775.00	670-110C	F/I
X	29	Cabinet, Fiber Splice	1	EA	\$10,763.43	\$10,763.43	670-110D	F/I	\$34,265.00	\$34,265.00	670-110D	F/I	\$15,260.00	\$15,260.00	670-110D	F/I
X	30	Cabinet, Master Communication Hub	1	EA	\$24,658.28	\$24,658.28	670-110E	F/I	\$81,000.00	\$81,000.00	670-110E	F/I	\$36,280.00	\$36,280.00	670-110E	F/I

## EVALUATION TABULATION

Invitation For Bid - Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

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## EVALUATION TABULATION

IFB No. IFB-604992-25/LAS

Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

Pricing Proposal					Advanced Cabling Solutions				Precision Contracting Services, Inc.				Traffic Control Devices, LLC			
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action
X	31	Optical Fiber 24 Strand SM Loose Tube	10000	LF	\$2.42	\$24,200.00	684-14	F/I	\$2.20	\$22,000.00	684-14	F/I	\$2.65	\$26,500.00	684-14	F/I
X	32	Optical Fiber 24 Strand SM Loose Tube	1	LF	\$0.66	\$0.66	684-24	F	\$0.46	\$0.46	684-24	F	\$0.70	\$0.70	684-24	F
X	33	Optical Fiber 72 Strand SM Loose Tube	10000	LF	\$2.84	\$28,400.00	684-14C	F/I	\$2.65	\$26,500.00	684-14C	F/I	\$3.05	\$30,500.00	684-14C	F/I
X	34	Optical Fiber 72 Strand SM Loose Tube	1	LF	\$0.98	\$0.98	684-24C	F	\$0.82	\$0.82	684-24C	F	\$1.15	\$1.15	684-24C	F
X	35	Optical Fiber 96 Strand SM Loose Tube	10000	LF	\$3.27	\$32,700.00	684-14D	F/I	\$3.15	\$31,500.00	684-14D	F/I	\$3.35	\$33,500.00	684-14D	F/I
X	36	Optical Fiber 96 Strand SM Loose Tube	1	LF	\$1.18	\$1.18	684-24D	F	\$1.33	\$1.33	684-24D	F	\$1.50	\$1.50	684-24D	F
X	37	Optical Fiber 144 Strand SM Loose Tube	10000	LF	\$3.47	\$34,700.00	684-14E	F/I	\$3.60	\$36,000.00	684-14E	F/I	\$4.05	\$40,500.00	684-14E	F/I
X	38	Optical Fiber 144 Strand SM Loose Tube	1	LF	\$1.48	\$1.48	684-24E	F	\$1.95	\$1.95	684-24E	F	\$2.15	\$2.15	684-24E	F
X	39	Optical Fiber 36 Strand Hybrid 24 SM / 12 MM 62.5	1000	LF	\$3.73	\$3,730.00	684-14F	F/I	\$4.35	\$4,350.00	684-14F	F/I	\$9.00	\$9,000.00	684-14F	F/I

## EVALUATION TABULATION

Invitation For Bid - Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

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## EVALUATION TABULATION

IFB No. IFB-604992-25/LAS

Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

Pricing Proposal					Advanced Cabling Solutions				Precision Contracting Services, Inc.				Traffic Control Devices, LLC			
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action
X	40	Optical Fiber 36 Strand Hybrid 24 SM / 12 MM 62.5	1	LF	\$1.69	\$1.69	684-24F	F	\$2.77	\$2.77	684-24F	F	\$7.00	\$7.00	684-24F	F
X	41	Optical Fiber, Install Only, In Conduit Underground	20000	LF	\$1.73	\$34,600.00	684-34	IO	\$1.50	\$30,000.00	684-34	IO	\$1.60	\$32,000.00	684-34	IO
X	42	Optical Fiber, Install Only, Aerial	10000	LF	\$2.08	\$20,800.00	684-34A	IO	\$1.75	\$17,500.00	684-34A	IO	\$1.90	\$19,000.00	684-34A	IO
X	43	Fiber Optic Connector, ST, SM, Unicam	100	EA	\$43.76	\$4,376.00	685-177	F/I	\$75.00	\$7,500.00	685-177	F/I	\$51.00	\$5,100.00	685-177	F/I
X	44	Fiber Optic Pigtail, ST, MM	10	EA	\$53.28	\$532.80	685-187	F/I	\$45.00	\$450.00	685-187	F/I	\$62.00	\$620.00	685-187	F/I
X	45	Fiber Optic Pigtail, ST, SM	100	EA	\$46.87	\$4,687.00	685-188	F/I	\$45.00	\$4,500.00	685-188	F/I	\$62.00	\$6,200.00	685-188	F/I
X	46	Fiber Optic Splice-Fusion, Greater Than 100 Splices	1000	EA	\$38.75	\$38,750.00	685-190	F/I	\$35.00	\$35,000.00	685-190	F/I	\$51.00	\$51,000.00	685-190	F/I
X	47	Fiber Optic Splice-Fusion, Less Than 100 Splices	1000	EA	\$42.73	\$42,730.00	685-190A	F/I	\$38.00	\$38,000.00	685-190A	F/I	\$75.00	\$75,000.00	685-190A	F/I
X	48	Buffer Tube Fan-Out	100	EA	\$97.39	\$9,739.00	685-192	F/I	\$85.00	\$8,500.00	685-192	F/I	\$142.00	\$14,200.00	685-192	F/I
X	49	Splice Tray	100	EA	\$48.20	\$4,820.00	685-193	F/I	\$45.00	\$4,500.00	685-193	F/I	\$54.00	\$5,400.00	685-193	F/I
X	50	Buried Splice Enclosure 72 strand	100	EA	\$1,437.94	\$143,794.00	685-194	F/I	\$1,050.00	\$105,000.00	685-194	F/I	\$1,710.00	\$171,000.00	685-194	F/I

## EVALUATION TABULATION

Invitation For Bid - Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

EVALUATION TABULATION  
IFB No. IFB-604992-25/LAS  
Term Contract for Purchase of Fiber Optic Cables & ITS Systems

Pricing Proposal					Advanced Cabling Solutions				Precision Contracting Services, Inc.				Traffic Control Devices, LLC			
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action
X	51	Buried Splice Enclosure 96 strand	100	EA	\$1,437.94	\$143,794.00	685-194B	F/I	\$1,095.00	\$109,500.00	685-194B	F/I	\$1,900.00	\$190,000.00	685-194B	F/I
X	52	Buried Splice Enclosure 144 strand	100	EA	\$1,541.98	\$154,198.00	685-194C	F/I	\$1,100.00	\$110,000.00	685-194C	F/I	\$2,000.00	\$200,000.00	685-194C	F/I
X	53	Aerial Splice Enclosure 72 strand	100	EA	\$1,546.48	\$154,648.00	685-194D	F/I	\$1,100.00	\$110,000.00	685-194D	F/I	\$2,030.00	\$203,000.00	685-194D	F/I
X	54	Aerial Splice Enclosure 96 strand	100	EA	\$1,546.48	\$154,648.00	685-194E	F/I	\$1,150.00	\$115,000.00	685-194E	F/I	\$2,225.00	\$222,500.00	685-194E	F/I
X	55	Aerial Splice Enclosure 144 strand	100	EA	\$1,650.52	\$165,052.00	685-194F	F/I	\$1,200.00	\$120,000.00	685-194F	F/I	\$2,500.00	\$250,000.00	685-194F	F/I
X	56	Fiber Testing (per strand), Terminated	1000	EA	\$6.00	\$6,000.00	685-399A	F	\$12.50	\$12,500.00	685-399A	F	\$12.00	\$12,000.00	685-399A	F
X	57	Fiber Testing (per strand), Bare Fiber	100	EA	\$10.00	\$1,000.00	685-399B	F	\$15.00	\$1,500.00	685-399B	F	\$12.00	\$1,200.00	685-399B	F
X	58	Fiber Technician (per hour)	100	HR	\$89.38	\$8,938.00	685-399C	F	\$150.00	\$15,000.00	685-399C	F	\$125.00	\$12,500.00	685-399C	F
X	59	Fiber Adjustment/Transfer, Aerial	100	HR	\$324.39	\$32,439.00	685-399D	F	\$275.00	\$27,500.00	685-399D	F	\$285.00	\$28,500.00	685-399D	F
X	60	Fiber Conduit Proofing	100	HR	\$297.69	\$29,769.00	685-399E	F	\$275.00	\$27,500.00	685-399E	F	\$256.00	\$25,600.00	685-399E	F
X	61	Camera Assembly furnish and install	1	EA	\$6,238.91	\$6,238.91	686-101	F/I	\$6,150.00	\$6,150.00	686-101	F/I	\$6,730.00	\$6,730.00	686-101	F/I
X	62	Camera Assembly install only	50	EA	\$1,267.93	\$63,396.50	686-301	I/O	\$1,050.00	\$52,500.00	686-301	I/O	\$1,910.00	\$95,500.00	686-301	I/O

## EVALUATION TABULATION

IFB No. IFB-604992-25/LAS

Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

Pricing Proposal					Advanced Cabling Solutions				Precision Contracting Services, Inc.				Traffic Control Devices, LLC			
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action	Unit Cost	Total	Pay Item	Action
X	63	Camera Assembly replace only	50	EA	\$1,382.48	\$69,124.00	686-401	I/O	\$1,050.00	\$52,500.00	686-401	I/O	\$2,500.00	\$125,000.00	686-401	I/O
X	64	Bluetooth Assembly install only	50	EA	\$1,250.00	\$62,500.00	686-501	I/O	\$595.00	\$29,750.00	686-501	I/O	\$1,175.00	\$58,750.00	686-501	I/O
X	65	Bluetooth Assembly replace only	50	EA	\$1,351.63	\$67,581.50	686-601	I/O	\$675.00	\$33,750.00	686-601	I/O	\$1,765.00	\$88,250.00	686-601	I/O
X	66	Optical Fiber, Removal	1000	LF	\$1.61	\$1,610.00	690-90	LF	\$1.00	\$1,000.00	690-90	LF	\$1.90	\$1,900.00	690-90	LF
X	67	Fiber Marker Dome	1	EA	\$315.94	\$315.94	999A	F/I	\$125.00	\$125.00	999A	F/I	\$158.00	\$158.00	999A	F/I
X	68	Fiber Marker Dome, Install Only	100	EA	\$95.14	\$9,514.00	999B	I/O	\$85.00	\$8,500.00	999B	I/O	\$77.00	\$7,700.00	999B	I/O
X	69	Fiber "Snow Shoe"	50	EA	\$178.93	\$8,946.50	999C	F/I	\$175.00	\$8,750.00	999C	F/I	\$235.00	\$11,750.00	999C	F/I
X	70	U Guard Riser, 2 inch, PVC	50	EA	\$132.00	\$6,600.00	999D	F/I	\$465.00	\$23,250.00	999D	F/I	\$400.00	\$20,000.00	999D	F/I
Total						\$3,809,625.68				\$3,899,547.33				\$4,991,755.50		

## EVALUATION TABULATION

Invitation For Bid - Term Contract for Purchase of Fiber Optic Cables &amp; ITS Systems

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# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-439**

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### **Title:**

Presentation and Award of RFP-604918-25/PCD - Term Contract for Micro-Transit Services to the top ranked firm Beefree, LLC dba Freebee and authorize the County Manager to execute the agreement and adjust service levels going forward based on demand. Countywide (**Stephen Koontz, Resource Management Deputy Director**)  
Department - County Manager's Office

### **Division:**

Resource Management - Purchasing and Contracts

### **Authorized By:**

Robert Bradley, Purchasing Manager

### **Contact/Phone Number:**

Leticia Figueroa/407-665-7119

### **Background:**

RFP-604918-25/PCD was solicited to provide for the improvement to public transit services County-wide, excluding rural boundary, through the addition of micro-transit services to replace portions of the current underutilized fixed-route bus services, while also providing connectivity to the LYNX fixed-route bus service and SunRail. This will be an all-inclusive service from a single provider to include the necessary technology, labor, and vehicles for complete operations management.

This project was publicly advertised and the County received three (3) proposals in response to the solicitation:

- Beefree, LLC DBA Freebee, Miami
- Circuit Transit, Inc., Fort Lauderdale
- River North Transit LLC, Tallahassee

The Evaluation Committee, consisting of Timothy Jecks, Director Budget Office; John Slot, Director of Public Works, and Kristian Swenson, Assistant County Manager, evaluated the proposals, taking into consideration Cost, Recommended Services Area

Zones, Customer Service Interface - Software and Call Center, Maximum Pickup Times, Connectivity with Lynx and SunRail, Firm Experience, Grant Assistance Capabilities, and Customer Fare Structure.

The Evaluation Committee, after the initial evaluation of the proposals, invited all three (3) proposers to participate in a standardization exercise that showed a reflection of pricing based on multiple zones and subzones, that includes flexible hours of operations, various customized groups and response times.

At the direction from the Board during the April 22<sup>nd</sup>, BCC meeting, the Evaluation Committee then received Best and Final Offers (BAFOs) from all three (3) proposers.

The Evaluation Committee, after discussion of the BAFOs recommends award to Beefree, LLC dba Freebee of Miami, FL.

Budget for this contract will be included in the existing 10102 Mass Transit 9<sup>th</sup> Cent Fund. It is anticipated that \$100,000 startup costs will be needed prior to 9/30/25 and the remaining contract amount will be included in the FY26 Adopted Budget.

The total anticipated contract amount will be based upon the negotiated service hour rate of \$37.72 and annual cost per vehicle of \$141,206. The total number of vehicles in service will be based on demand and estimated to be between 35 and 55 vehicles. The annual contract amount would be between \$4.9M and \$7.8M based on this range.

The County Manager's authority to make service level adjustments based on demand shall be limited to the annual amount currently spent on the fixed route transit services being eliminated.

**Requested Action:**

Staff requests the Board award RFP-604918-25/PCD - Term Contract for Micro-Transit Services to the top ranked firm Beefree, LLC dba Freebee and authorize the County Manager to execute the agreement and adjust service levels going forward based on demand.



Seminole County  
**Resource Management - Purchasing & Contracts**  
Robert T. Bradley, Purchasing and Contracts Manager  
1301 East Second St., Sanford, FL 32771

**PRESENTATION TABULATION**

RFP No. RFP-604918-25/PCD

RFP-604918-25/PCD – Micro-Transit Services for Seminole County

RESPONSE DEADLINE: February 5, 2025, at 2:00 pm

Report Generated: Tuesday, May 6, 2025

**CONSENSUS SCORECARD SUMMARY**

Vendor	Kristian Swenson	Tim Jecks	John Slot		Total Average Rank
Beefree, LLC	97 (1)	89 (1)	100 (1)	95 (1)	1
Circuit Transit, Inc.	77 (3)	75 (3)	70 (2)	74 (3)	3
River North Transit, LLC DBA VIA Transportation, Inc.	83 (2)	78 (2)	70 (2)	77 (2)	2

The Evaluation Committee approves the above stated ranking based on Total Average Rank and recommend Beefree, LLC for award:

Kristian Swenson

Tim Jecks

John Slot

Project: RFP-604918-25/PCD – Term Contract for Micro-Transit Services for Seminole County

SUBMITTAL COMPANY NAME: Circuit

QUALIFICATION COMMITTEE MEMBER: Kristen Swenson

**PRESENTATION CONSIDERATIONS**

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criteria will not exceed 100 points based on the following general guidelines:

**\*Describe strengths, weaknesses, and deficiencies to support your assessment.**

**Pricing (Cost to County, Fare Structure, Financial Components, Funding Streams, Fares Structures, Fleet Costs): (50)**

\$42.05 / service hr land/insurance discount  
taken. second lowest proposal for service hour,  
start up cost. cost calculator only 1 year. other  
two vendors fixed pricing longer

Score 40  
(0-50)

**Service (Zone Coverage, Risk Management, Service Hours, Assistance with Grants and Acquisitions, Implementation Timeline, Booking Procedures, Fleet Services): (50)**

Exp. seems more geared to a downtown  
circulator a seen like they contract could  
be a reach

Score 37  
(0-50)

Ranking 3 Total Score (0-100) 77



**Project: RFP-604918-25/PCD – Term Contract for Micro-Transit Services for Seminole County**

**SUBMITTAL COMPANY NAME:** Freebee

**QUALIFICATION COMMITTEE MEMBER:** Kriston Swansa

**PRESENTATION CONSIDERATIONS**

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criteria will not exceed 100 points based on the following general guidelines:

**\*Describe strengths, weaknesses, and deficiencies to support your assessment.**

**Pricing (Cost to County, Fare Structure, Financial Components, Funding Streams, Fares Structures, Fleet Costs): (50)**

Lowest price per hour lowest startup cost  
and holds pricing for two years. Best  
value in all categories

Score 50  
(0-50)

**Service (Zone Coverage, Risk Management, Service Hours, Assistance with Grants and Acquisitions, Implementation Timeline, Booking Procedures, Fleet Services): (50)**

seems very capable. Proposal very good  
and seemed capable. Also seemed easy to  
work with and committed to success.

Score 47  
(0-50)

Ranking 1 Total Score (0-100) 97

**Project: RFP-604918-25/PCD – Term Contract for Micro-Transit Services for Seminole County**

SUBMITTAL COMPANY NAME:

River North (VIA)

QUALIFICATION COMMITTEE MEMBER:

Kristian Swenson

**PRESENTATION CONSIDERATIONS**

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criteria will not exceed 100 points based on the following general guidelines:

**\*Describe strengths, weaknesses, and deficiencies to support your assessment.**

**Pricing (Cost to County, Fare Structure, Financial Components, Funding Streams, Fares Structures, Fleet Costs): (50)**

Highest cost for service hour and start-up cost.  
Price very good compared to other VIA contracts  
that I am aware of. Cost escalated tied for top.

Score 33  
(0-50)

**Service (Zone Coverage, Risk Management, Service Hours, Assistance with Grants and Acquisitions, Implementation Timeline, Booking Procedures, Fleet Services): (50)**

Very Capable International, most experienced  
zone size very good.

Score 50  
(0-50)

Ranking 2 Total Score (0-100) 83

SUBMITTAL COMPANY NAME:

Circuit Transit

QUALIFICATION COMMITTEE MEMBER:

Timothy Jack

PRESENTATION CONSIDERATIONS

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criteria will not exceed 100 points based on the following general guidelines:

\*Describe strengths, weaknesses, and deficiencies to support your assessment.

Pricing (Cost to County, Fare Structure, Financial Components, Funding Streams, Fares Structures, Fleet Costs): (50)

Second cheapest option with start up  
cost slightly high

holding pricing for one fewer year  
than other proposals

Score 40  
(0-50)

Service (Zone Coverage, Risk Management, Service Hours, Assistance with Grants and Acquisitions, Implementation Timeline, Booking Procedures, Fleet Services): (50)

Introduced Flex Zone approach. Experience  
of service levels was less clear  
more downtown circulator contracts.  
website not updated.

Score 35  
(0-50)

Ranking

3

Total Score (0-100)

75

SUBMITTAL COMPANY NAME:

FreeBee

QUALIFICATION COMMITTEE MEMBER:

Timothy Jecks

**PRESENTATION CONSIDERATIONS**

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criteria will not exceed 100 points based on the following general guidelines:

**\*Describe strengths, weaknesses, and deficiencies to support your assessment.**

**Pricing (Cost to County, Fare Structure, Financial Components, Funding Streams, Fares Structures, Fleet Costs): (50)**

lowest price per hour. Lowest start  
up costs. ~~to~~ hold pricing for  
2 years.

Score 50  
(0-50)

**Service (Zone Coverage, Risk Management, Service Hours, Assistance with Grants and Acquisitions, Implementation Timeline, Booking Procedures, Fleet Services): (50)**

Good Fare Proposal. very engaged in  
the conversation. Adequate Experience  
to provide needed service levels

Score 39  
(0-50)

Ranking 1 Total Score (0-100) 89

SUBMITTAL COMPANY NAME: River North Transit V/A

QUALIFICATION COMMITTEE MEMBER: Timothy Jicks

**PRESENTATION CONSIDERATIONS**

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criteria will not exceed 100 points based on the following general guidelines:

**\*Describe strengths, weaknesses, and deficiencies to support your assessment.**

**Pricing (Cost to County, Fare Structure, Financial Components, Funding Streams, Fares Structures, Fleet Costs): (50)**

Service hour pricing is highest, including  
the highest start up costs.

Score 33  
(0-50)

**Service (Zone Coverage, Risk Management, Service Hours, Assistance with Grants and Acquisitions, Implementation Timeline, Booking Procedures, Fleet Services): (50)**

Recommended most vehicle. Proved strong  
experience of service levels provided.  
Municipal zones w/ smaller service area  
aligns w/ recommended best practices.  
Good software platform & integration

Score 45  
(0-50)

Ranking 2 Total Score (0-100) 78

**Project: RFP-604918-25/PCD – Term Contract for Micro-Transit Services for Seminole County**

SUBMITTAL COMPANY NAME: Circuit

QUALIFICATION COMMITTEE MEMBER: John Slot

**PRESENTATION CONSIDERATIONS**

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criteria will not exceed 100 points based on the following general guidelines:

**\*Describe strengths, weaknesses, and deficiencies to support your assessment.**

**Pricing (Cost to County, Fare Structure, Financial Components, Funding Streams, Fares Structures, Fleet Costs): (50)**

Second lowest price; escalator/Price only held for 1 yr.

Score 40  
(0-50)

**Service (Zone Coverage, Risk Management, Service Hours, Assistance with Grants and Acquisitions, Implementation Timeline, Booking Procedures, Fleet Services): (50)**

- Advisors where
- least experience of the vendors w/ the proposed service type.
- 1st mtg w/ vendor was telling on lies

Score 30  
(0-50)

Ranking 70 Total Score (0-100)



**Project: RFP-604918-25/PCD – Term Contract for Micro-Transit Services for Seminole County**

SUBMITTAL COMPANY NAME: Freebee

QUALIFICATION COMMITTEE MEMBER: John Slot

**PRESENTATION CONSIDERATIONS**

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criteria will not exceed 100 points based on the following general guidelines:

**\*Describe strengths, weaknesses, and deficiencies to support your assessment.**

**Pricing (Cost to County, Fare Structure, Financial Components, Funding Streams, Fares Structures, Fleet Costs): (50)**

lowest cost ; escalator held for 2 yrs. startup  
cost approx the same w/ circuit.

Score 50  
(0-50)

**Service (Zone Coverage, Risk Management, Service Hours, Assistance with Grants and Acquisitions, Implementation Timeline, Booking Procedures, Fleet Services): (50)**

- Attentive & Engaged ; Quickly understood & developed  
updates to our needs.

Score 50  
(0-50)

Ranking 100 Total Score (0-100)

SUBMITTAL COMPANY NAME:

Via (River North)

QUALIFICATION COMMITTEE MEMBER:

blu 86f

**PRESENTATION CONSIDERATIONS**

INSTRUCTIONS: Score each criterion up to the number of points allotted for each. The total number of points for all criteria will not exceed 100 points based on the following general guidelines:

**\*Describe strengths, weaknesses, and deficiencies to support your assessment.**

**Pricing (Cost to County, Fare Structure, Financial Components, Funding Streams, Fares Structures, Fleet Costs): (50)**

Most expensive; highest start-up costs (6x); Parking discount was good

Score 30  
(0-50)

**Service (Zone Coverage, Risk Management, Service Hours, Assistance with Grants and Acquisitions, Implementation Timeline, Booking Procedures, Fleet Services): (50)**

Interesting use of zones (By city); solid process + deepest experience; Not sure if they would be able to adapt as quickly as others.

Score 40  
(0-50)

Ranking 70 Total Score (0-100)\_\_\_





Seminole County

## Resource Management - Purchasing & Contracts

1301 East Second St., Sanford, FL 32771

Robert Bradley, Purchasing Division Manager

### TABULATION

RFP No. RFP-604918-25/PCD

RFP-604918-25/PCD – Micro-Transit Services for Seminole County

RESPONSE DEADLINE: February 5, 2025, at 2:00 pm

Report Generated: Tuesday, May 6, 2025

Vendors		
Beefree, LLC dba Freebee  371 NE 61 <sup>st</sup> Street Miami, FL 33137 Jason Spiegel <a href="mailto:jason@ridefreebee.com">jason@ridefreebee.com</a>	Circuit Transit Inc.  501 E Las Olas Blvd., Suite 300 Fort Lauderdale, FL 33301 Jason Bagley <a href="mailto:bids@ridecircuit.com">bids@ridecircuit.com</a>	River North Transit LLC DBA Via Transportation Inc. 1201 Hays Street Tallahassee, FL 32301 Erin Abrams <a href="mailto:procurement@ridewithvia.com">procurement@ridewithvia.com</a>

- Determination of awarded firm will be made based on total average ranking of each firm.

Tabulated by: Leticia Figueroa, Lead Sr. Procurement Analyst (Posted 02/05/2025 @ 3:30 PM)

Recommendation/Intent to award to: Beefree LLC dba Freebee – BCC award date: 05/20/2025 (Posted 05/06/2025 @ 2:45 PM)

REQUEST FOR PROPOSAL  
RFP-604918-25/PCD  
MICRO-TRANSIT SERVICES FOR SEMINOLE  
COUNTY



1301 East Second St.  
Sanford, FL 32771

RELEASE DATE: December 11, 2024  
DEADLINE FOR QUESTIONS: January 13, 2025  
RESPONSE DEADLINE: February 5, 2025, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/seminolefl>

Seminole County  
RFP #RFP-604918-25/PCD  
Micro-Transit Services for Seminole County

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Attachments:

- A - \_SEMINOLE MAP OF COUNTY WITH RURAL BOUNDARY
- B - \_LYNX COST PER ROUTE
- C - \_CURRENT LYNX ROUTES MAP
- D - \_LYNX RIDERSHIP STATS
- E - \_SUNRAIL ROUTE MAP
- F - Draft Agreement (Micro-Transit - RFP-604918-25)

## 1. Introduction

### 1.1. Summary

The Seminole County Board of County Commissioners (“BCC”) seeks to improve its public transit services County-wide, excluding the rural boundary, through the addition of micro-transit services to replace portions of the current underutilized fixed-route bus services, while also providing connectivity to the LYNX fixed-route bus service and SunRail. The BCC seeks an all-inclusive service from a single provider to include the necessary technology, labor, and vehicles for complete operations management.

It is intended that this service will provide a better quality of service to the residents of the County with on-demand micro-transit as a new public transportation option.

### 1.2. Background

Seminole County (“County”), Florida is located in the central portion of the State of Florida (“State”) that is part of the Orlando-Kissimmee-Sanford, Florida Metropolitan Statistical Area (“MSA”). The County has an area of 345 square miles, with 309 square miles of land and 36 square miles of water. In 2023, it was estimated the County had population of 486,839, making it the 13<sup>th</sup> most populated county in the State, though it is the fourth smallest in size. There are seven (7) cities located within the County: Altamonte Springs, Casselberry, Lake Mary, Longwood, Oviedo, Sanford, and Winter Springs.

A representative from the BCC is one (1) of the five (5) members of the Central Florida Regional Transportation Authority (“LYNX”). LYNX currently operates eleven (11) fixed-route bus service routes, two (2) Neighborlink (quasi micro-transit) zones, and provides paratransit and transportation disadvantage services. A representative from the BCC is also one (1) of five (5) members of the Central Florida Commuter Rail Commission (“CFCRC”) for SunRail, which is a commuter rail system that extends from the County of Volusia through Seminole and Orange Counties, the City of Orlando, and to Poinciana in Osceola County. SunRail has four (4) stops located within the County: Sanford, Lake Mary, Longwood, and Altamonte Springs.

### 1.3. Contact Information

**Leticia Figueroa**

Senior Procurement Analyst

1301 East Second Street

Sanford, FL 32771

Email: [lfigueroa@seminolecountyfl.gov](mailto:lfigueroa@seminolecountyfl.gov)

Phone: [\(407\) 665-7119](tel:(407)665-7119)

**Department:**

Resource Management - Purchasing & Contracts

### 1.4. Timeline

<b>Release Project Date</b>	December 11, 2024
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<b>Pre-Proposal Meeting (Non-Mandatory)</b>	January 7, 2025, 9:00am <a href="#">Agenda</a> Microsoft Teams Join the meeting now Meeting ID: 225 209 739 277 Passcode: TT6y2cL7
<b>Question Submission Deadline</b>	January 13, 2025, 5:00pm
<b>Proposal Submission Deadline</b>	February 5, 2025, 2:00pm

## 2. Scope of Services

### 2.1. PURPOSE/OBJECTIVE

The Seminole County Board of County Commissioners (“BCC”) seeks to improve its public transit services County-wide, excluding the rural boundary, through the addition of micro-transit services to replace portions of the current underutilized fixed-route bus services, while also providing connectivity to the LYNX fixed-route bus service and SunRail. The BCC seeks an all-inclusive service from a single provider to include the necessary technology, labor, and vehicles for complete operations management.

It is intended that this service will provide a better quality of service to the residents of the County with on-demand micro-transit as a new public transportation option that is:

- Convenient, safe, and reliable transit operation for all citizens of Seminole County and especially for marginalized community members experiencing barriers to opportunity;
- Economical and efficient to operate and maintain;
- Provided with optimal performance, comfort, and safety;
- A replacement for fixed-route transit network routes and stops with low ridership;
- A system that identifies and fill gaps to broaden the reach of the fixed-route transit network;
- Capable of adapting and expanding to the changing transportation needs of our county through ongoing advertising and marketing that is inclusive community engagement;
- Enhancing of perceptions and support for public transportation in our community;
- Fully compliant with all applicable rules, regulations, standards, local, state and federal laws and regulations.

As such, the BCC is requesting detailed proposals, with one (1) or more options, from each proposer for demand response micro-transit services in accordance with this RFP.

For additional Purpose and Objective information, and to aid in proposal development, proposers are encouraged to:

1. Watch the November 12, 2024 BCC Work Session on “Lynx - Future Transit” beginning on or about the 0:44:47 time mark: <https://www.seminolecountyfl.gov/videos/bcc-am-session-11-12-2024.shtml>.

2. Review the following documents attached to this RFP:

1. Map of the County with Rural Boundary Area depicted
2. Current LYNX Route Map
3. Current list of LYNX routes with cost per route
4. Ridership per route
5. SunRail, commuter rail service, Route Map

## **2.2. PROPOSAL MINIMUM STANDARDS AND REQUIREMENTS**

Each Proposer is invited to submit a proposal with one (1) or more options for consideration that include innovative and flexible transportation solutions that will encourage ridesharing, connectivity to other County transportation services, such as the LYNX fixed-route bus service and the SunRail commuter rail system, and reduce automobile dependency to aid in traffic congestion relief.

The proposer must identify, at minimum, the following items in the submitted proposal. It should be noted this is a minimum list and is not all-inclusive. Proposers should expand as appropriate for full proposal(s) clarification and consideration:

- Number of zones proposed. One (1) or more service zones are acceptable;
- Complete annual calendar of hours and days of service;
- Average customer pickup time not to exceed 30 minutes on average;
- Recommended fare structure for what is proposed to include distances traveled and discount plans (i.e., promotions, passes, etc.) to provide an economical service that also is attractive to encourage passengers to consider switching from traditional paratransit or transportation-disadvantaged services;
- Revenues generated through the fare collected could be considered to offset the overall price that will reimburse the provider or could be provided directly to Seminole County irrespective of provider cost;
- Recommendation of what current LYNX fixed route services can be deleted for savings due to the provision of a new service;
- Ownership and provision of the vehicles;
- Identify the responsible party for the maintenance of vehicles;
- System launch calendar identifying key milestones, including public launch date;
- Vehicle storage locations and any obligations of the BCC for said storage;
- Assistance with identifying and applying for additional grant funding and, if awarded, with applicable data collection and compliance with grant terms;
- Any miscellaneous non-listed operational or financial obligations or expectations of the BCC.

## **2.3. PERSONNEL/STAFFING**

The proposal must identify a team, as specified below, within the MSA prior to authorization of services to work within the County. The MSA-based team must include a minimum of a site manager, drivers, mechanics, road supervisors. The BCC may consider non-MSA based team members, such as project managers, dispatchers, administrators, customer service, and others to successfully operate the service.

The proposal must demonstrate proposer has Personnel Policies in effect and in compliance with all applicable laws. At minimum, Personnel Policies must identify its programs as it pertains to the following:

- appropriate background and previous employment checks; and
- a drug-and-alcohol prevention program that meets the standards of the Federal Transit Administration (“FTA”) and complies with Department of Transportation (DOT) 49 CFR Part 40, to include:

- administering random, reasonable suspicion, and pre-employment drug and alcohol screenings;
- generating and maintaining accurate drug and alcohol program records, reports, and documentation;

At the sole discretion of the BCC, additional policies may be required to be incorporated into proposer's Personnel Policies as it pertains to operations within COUNTY for the services contemplated in the Agreement.

Proposer must acknowledge and demonstrate a technical training and support program to ensure personnel are trained to proficiency on safely operating vehicles and equipment and on generally assisting riders, including those with disabilities. Such general assistance to riders, includes deploying and stowing the lift or ramp, securing riders' wheelchairs or mobility devices, assisting with seat belts and shoulder harnesses, and handling fare media, as needed. Reasonable modifications to general assistance may be requested by the rider and should be granted so long as the request is consistent with Appendix E to Part 37, Title 49 in the Code of Federal Regulations.

At the commencement of services, the Proposer shall ensure personnel are knowledgeable about the LYNX fixed bus routes and SunRail commuter rail services to adequately assist customers with connections to these services.

## **2.4. OPERATIONS - ZONES AND SERVICE MODELS**

As part of the BCC's initial conceptualization of a micro-transit solution, different zones were considered throughout the County excluding the rural boundary. From this review, it was determined that the BCC is open to considering one (1) or more zones proposed.

Additionally, the BCC is also open to proposals that uses corner-to-corner, curb-to-curb, and/or door-to-door service models. If at any time, the service uses algorithmic "virtual" stops, the BCC retains the right to review and modify proposed stops to ensure locations are safe, accessible, and well-coordinated with other transit services.

## **2.5. OPERATIONS - VEHICLES**

Vehicles must be wrapped or decaled in a branded design approved by the BCC. Other exterior or interior advertising will be allowed as permissible with state and federal regulation and with the approval the BCC. The Proposer is encouraged to utilize advertising as means to reduce the service costs to the BCC. All records relating to advertising revenue are subject to audit by the BCC.

Proposer must provide all necessary and standard vehicle servicing and maintenance to ensure all vehicles are safe, fueled, and cleaned each day. The proposer is responsible for the cost of fuel and fueling all vehicles. The proposer must be responsible for maintaining vehicles consistent with applicable laws and regulations and all recommendations by the Original Equipment Manufacturer. The proposer must be responsible for repairing all vehicle damages. The proposer must maintain each vehicle in a clean condition both internally and externally. The proposer must have a process for resolving any biohazards and pest infestations (e.g., bed bugs, fleas) that may surface in the vehicles. All cleaning services and costs are the responsibility of the proposer.



The proposer must be able to deploy wheelchair-accessible vehicles (“WAV”) as requested by any customer in the service zone with equivalent service levels as non-WAV requests. Wheelchair lifts and other accessibility features must receive regular maintenance checks and inspections by the proposer. Maintenance records must indicate all accessibility features are maintained in operative condition and must be made available to the BCC or the FTA upon request. All accessibility features require prompt repair if the features are damaged or out of order. Service animals, as defined by the FTA, must be allowed in all vehicles for no additional fare.

The proposer must either provide all vehicles with bike storage racks installed upon them or a customer must have the ability to request a vehicle with bike storage rack equipped vehicle.

## **2.6. FARE COLLECTION**

The Proposer is encouraged to utilize fare collection as means to reduce the service costs to the BCC. Proposals must include the responsibility for all aspects of fare collection, which include, but is not limited to, the following:

- suggested fare level
- a fare policy, which include discounts and passes
- the accommodation of fare collection for unbanked customers without access to credit/debit cards.

The fare system must be able to properly account for fare revenue and include a process for crediting the revenue to the BCC, if the fare revenue is not intended to reduce the service costs to the BCC. The proposer is responsible for strict internal controls for collecting and securing fares. All records relating to passenger fares are subject to audit by the BCC.

## **2.7. CALL CENTER / CUSTOMER SERVICE**

The proposer must provide staffing and day-to-day resources for personalized and responsive customer service for riders through a call center.

The call center must be an additional option for customers to register to use the micro-transit service, request rides, and seek customer support. The call center will provide support during all service hours, including support after-hours for emergencies.

Customer support must be made available at a minimum in English and Spanish, with additional languages preferred. The Proposer should provide a list of languages that can be accommodated. Alternatives to voice telephone communications, such as relay services or telecommunications devices for the deaf (“TDD”) must also be made available. The proposer and the BCC must have the ability to monitor call center response times and work together to ensure customers receive prompt, professional, and satisfactory customer service.

The call center must have the ability to transfer calls from the proposer’s call center for inquiries that are better suited to be addressed by the other operational areas of the BCC.

All complaint information received by the Proposer and associated outcomes must be available to the BCC upon request.

## 2.8. QUALITY ASSURANCE AND LAUNCH AND IMPLEMENTATION PLANS

All proposals must include a Quality Assurance Plan, and a Launch and Implementation Plan, which includes a soft launch period to fully test the service before official full-service launch. The soft launch test must involve select community partners, including WAV service for passengers and using a call center to register accounts and request rides. The proposer shall report to the BCC any major obstacles and/or issues with service and how the proposer plans to mitigate these obstacles before an official full-service launch.

## 2.9. PUBLIC INVOLVEMENT

The proposer must develop a Public Involvement and Community Outreach program related specifically to the micro-transit service, which includes, but is not limited to, the following activities:

- **Public Involvement Coordinator:** Identification and appointment of a Public Involvement Coordinator to manage all Public Involvement activities, community interaction, and customer engagement. The Public Involvement Coordinator shall work in alignment with the Crisis Communications Plan, coordinating efforts with the County's Offices of Emergency Management and Communications;
- **Stakeholder Identification and Outreach:** Communication with affected stakeholders, including, but not limited to, current public transit users, property owners, local government officials, and representatives from SunRail and LYNX. The proposer shall maintain a comprehensive and up-to-date database of stakeholder contact information, including mailing and email addresses, with weekly updates to reflect outreach efforts;
- **Presentations:** Coordination, development, and delivery of micro-transit presentations to identified stakeholders. It is anticipated that approximately three (3) meetings will be conducted weekly during the first year of operations;
- **Outreach Material Distribution:** Monthly replenishment of micro-transit-related materials at key public locations, such as libraries, grocery stores, apartment complexes, community centers, colleges and universities, major employment centers, government complexes, post offices, and malls;
- **Development of Outreach Materials:** Creation, execution, and distribution of all outreach materials, including, but not limited to, videos, brochures, newsletters, flyers, mailings, announcements, neighborhood-specific door hangers, and community outreach efforts. This includes coordinating phone banks, training for outreach staff, and preparing materials for all presentations and micro-transit-related meetings. Proposers must also develop meeting agendas, press releases, notifications, handouts, scripts, and post-meeting summaries/minutes as required;
- **Participation at Events:** Representation at conventions, exhibits, community events, etc., with an estimated twelve (12) engagements annually;

- **Special Events Coordination:** Development and execution of plans for special events, including media events, promotional campaigns, and operational launches. Proposers must identify and collaborate with stakeholders, vendors, and potential sponsors, as well as manage event invitations and invitee lists. It is estimated that four (4) special events will occur annually;
- **Website Development:** Creation, launch, and ongoing maintenance of a micro-transit website in collaboration with the Office of Communications Web Manager and the Communications Department.

## 2.10. MARKETING

The proposer must develop a comprehensive micro-transit marketing plan to maximize ridership and adapt operations and maintenance strategies based on customer demand. Proposer's marketing activities must prioritize ridership growth, revenue generation, community engagement, and establishing a strong service brand. The plan must include, but not be limited to, the following components:

- **Stakeholder Engagement and Analysis:** Identification of key stakeholders and analysis of the demographic and behavioral characteristics of the potential customer base to inform targeted outreach and marketing efforts. Activities include:
  - Developing sales, pricing, and promotional strategies to drive ridership growth;
  - Administering and compiling annual on-board ridership surveys;
  - Conducting post-operation ridership and satisfaction surveys;
  - Coordinating post-operation efforts with the Central Florida Commuter Rail Commission's Customer Advisory Committee;
  - Crafting a customer-focused mission statement to guide marketing efforts.
- **SWOT Analysis:** Preparation and annual updates of a Strengths, Weaknesses, Opportunities, and Threats ("SWOT") analysis for the micro-transit service, including:
  - Current and projected market shares compared to major competitors, such as roads, rideshares, buses, carpools, bicycles, and walking;
  - Financial strengths and weaknesses of the micro-transit service versus competitors;
  - Price and service sensitivity of the micro-transit service and an assessment of its ability to respond to these factors;
  - Evaluation of technological capabilities and gaps for the micro-transit service and competitors;
  - Opportunities for service diversification;
  - Assessment of potential strategies to improve performance and foster growth.

- Marketing and Promotional Services Development: Creation of a three-year marketing plan, including but not limited to:
  - Communications planning and execution;
  - Development and delivery of marketing and advertising campaigns;
  - Conducting marketing and media research;
  - Media planning and placement;
  - Design and production of media communications and collateral materials;
  - Development of audio and video presentations;
  - Post-campaign analysis, focus groups, and patron surveys.

## 2.11. WEBSITE SOFTWARE AND MOBILE APPLICATION

The proposer must provide website software for customer interface and a mobile application for the micro-transit service. The website software and mobile applicable must:

- Available on app markets at no cost such as on the Apple App Store and Google Play;
- Supports at a minimum in English and Spanish, with additional languages preferred. and
- Supports Americans with Disabilities Act compliant accessible customer interface;
- Intuitive and user-friendly navigation that incorporates the BCC's brand;
- Pool customers' pick-up and drop-off locations based on the standards for passenger wait times;
- Reserve both subscription/recurring and pre-scheduled demand response trips;
- Limit the time added to an individual passenger trip based on re-route to pick up additional passengers;
- Allow customers to set user characteristics such as wheelchair use, blind/low-vision, deaf/hard of hearing, traveling with a PCA or service animal, limited English proficiency, bicycle storage, etc;
- Collect fares;
- Produce audible and/or haptic alarms for notification or changes to the schedule;
- Allow users to book spontaneous and re-occurring rides, as well as modifying and canceling future ride requests;
- Save home address and frequent destinations with user profile
- Provide estimated time of pick-up and drop-off;

- Display real-time vehicle locations and arrival predictions;
- Provide the number of seats available on the vehicle, including ambulatory/securement seating capacity;
- Monitor, document, and generate reports for the provision of equivalent service for riders with disabilities, including those who use wheelchairs, and riders without disabilities with respect to the following characteristics: response time, fares, geographic area of service, hours and days of service, restrictions or priorities based on trip purpose, availability of information and reservations capability, and any constraints on capacity or service availability.

## 2.12. DATA PERFORMANCE MONITORING & REPORTING

Proposals must provide current monthly 2024 call center standard results for all of proposer's customers, to include a minimum of the following information:

- Speed to answer;
- Average length of call;
- Abandonment rate;
- First time resolution result percentages.

Proposers must provide a software/app system to collect, store, and manage all data in compliance with all applicable laws.

The selected solution must share data so that the BCC can review Key Performance Indicators ("KPIs"), performance dashboards, and reports to support administrative and operational functions, as well as ensure compliance with requirements set forth by the Federal Transit Administration, State of Florida, and the National Transit Database, such as but not limited to:

- Call center data, including number of calls received and answered, wait times, and

hold times;

- A copy of all logged customer complaints;
- Event management and reporting, including detailed descriptions of all major, minor, and near-miss accidents and incidents, passenger injuries, any citations issued, and a copy of all reports provided to law enforcement;
- Vehicle maintenance logs and service interruptions.
- On-time performance to include time of request versus time of pickup;
- Performance analysis (booked versus delivered services);
- Service planning (including geocoded origin/destination pairs for booked and exploratory trip plans);

- Data on unique new riders and statistics on rider retention over time;
- Cancellation rates and how they may relate to other factors such as wait time;
- How riders learned about the service (marketing effectiveness);
- All user- and system-initiated trip changes as requested, booked, and completed to support customer service, auditing, and incident management.

County staff must have the ability to extract KPIs, reports, and underlying data in accessible formats for importing into other analysis and reporting tools including efficiency and effectiveness of trips, travel patterns, rider demographics, and geographic breakdowns.

Monthly progress reports and key performance indicator reports shall be produced by the proposer and these reports shall be shared with the BCC. As part of the key performance indicator reports, the proposer shall report on the equivalent service standards for ambulatory customers and customers requiring mobility assistance. If data indicates that agreed upon service levels are not met, the proposer shall coordinate with the BCC to adjust the service.

### 2.13. STANDARDS OF PERFORMANCE/GUARANTEE OF SERVICES

Proposals must, at a minimum, provide the following:

1. a target level of service,
2. performance standards
3. remedial action plans with timelines, and
4. forms and amounts of reimbursement or compensation when target levels of service and performance standards are not met.

Any exclusions and calculations for the information described in the list above, including any additional standards of performance and guarantees of service proposed, must also be included in the proposal.

Proposers must take into account times when service levels may change (e.g., due to holidays, special events, etc.) and provide in the proposal plans for such variances from the standard target level of service.

Proposer must demonstrate it is capable of regularly reviewing target level of service and performance standards and providing timely, detailed monthly reports as required by the agreement and information requested by the BCC.

### 3. Instructions to Proposers

#### 3.1. Contact

All prospective Proposers are hereby instructed not to contact any member of the Seminole County Board of County Commissioners, the County Manager or Deputy Manager, or any Seminole County Staff members other than the noted Purchasing & Contracts Division (herein referred to as 'PCD') Contact Person, PCD ADMIN, regarding this RFP or their written proposal at any time prior to the posting on the COUNTY'S Website of the recommendation and intent to award by County staff for this project. Any such contact shall be cause for rejection of your proposal. Interpretation of this clause will be solely at the discretion of the COUNTY.

#### 3.2. Pre-Proposal Conference

Seminole County Purchasing and Contracts Division will conduct a **Non-Mandatory** Pre-Proposal Conference on Tuesday, January 7, 2025 at 9:00 am. The meeting will take place at Microsoft Teams Join the meeting now Meeting ID: 225 209 739 277 Passcode: TT6y2cL7.

#### 3.3. Public Opening

Electronic submittals shall be received by PCD online in accordance with the instructions in this solicitation documents, unless otherwise revised via posted Addenda. Persons with disabilities needing assistance to participate in the Public Opening should call the noted PCD Contact Person at least forty-eight (48) hours in advance of the Public Opening at (407) 665-7116. The Public Opening via ZOOM

<https://us06web.zoom.us/j/84499184101?pwd=UVhDbk9IS3lnZkZUMW9WV01vWlp3UT09/>  
Meeting ID: 844 9918 4101 / Passcode: 760550

#### 3.4. Delays

The COUNTY, at its sole discretion, may delay the scheduled due date and time for submission, if it is to the advantage of the COUNTY to do so. The COUNTY will post all changes in the scheduled due date and time for submission by written addendum posted to the COUNTY's Website: (<https://secure.procurenow.com/portal/seminolefl>)

#### 3.5. Proposal Submission and Withdrawal

The COUNTY will accept submittals electronically via the COUNTY's e-Procurement Portal until 2:00 pm on Wednesday, February 5, 2025. Proposals received after the scheduled due date and time for submission shall not be considered. Proposals submitted in any other format other than via the COUNTY'S e-Procurement Portal, including but not limited to, hard copy (mailed or hand delivered), facsimile, or emailed submittals, will not be accepted, nor considered. The scheduled due date and time for submission will be scrupulously observed. Companies shall register on the COUNTY'S e-Procurement Portal. Once registered, Companies may view and click "Follow" to be a prospective Proposer for this solicitation and will appear on the Follower's list. Proposers that fail to Follow this project will not receive automatic addenda notifications, nor will they be able to draft a response in the COUNTY'S e-Procurement Portal, and therefore will be unable to participate or be considered for this RFP. If a Proposer encounters technical difficulties using the COUNTY'S e-Procurement Portal, or needs assistance using the Portal, Proposers may access the Help Center for [vendor training](#) guides provided by OpenGov-



Procurement, the Software Administrator. Proposers may also contact the Software Administrator using the real-time chat function on the COUNTY'S e-Procurement Portal (located in lower right-hand corner of the screen), or via email at support@procurenw.com for support.

The COUNTY will not be responsible for untimely submissions due to personal or company internet or hardware limitations, settings or restrictions, internet speed, power outage, network connection, or use of a malfunctioning electronic device, or the like, neither the COUNTY, nor the Software Administrator, will be held responsible. Proposers shall be solely responsible for ensuring the capability of their computer system while responding to this solicitation, and for the stability of their internet service. Uploading large documents may take significant time depending on the size of the file(s) and the Internet connection speed that the Proposer is using to submit a response. Failure of the Proposer to successfully submit an electronic proposal before the deadline indicated herein shall be at the Proposer's sole risk, and no relief will be given for late and/or improperly submitted proposals. Once file(s) have been uploaded and the Submission Status shows as "Submitted" the submission is complete. At that point, the Proposer will also receive an email confirmation from the COUNTY's e-Procurement Portal. Telephone confirmation of timely receipt of any submittal should be made by calling (407) 665-7116, before the 2:00 pm deadline.

The Proposer is required to submit **ONE (1) ELECTRONIC FORMATTED** file of their complete written submittal.

Proposers may withdraw their submittal electronically via the COUNTY'S e-Procurement Portal at any time prior to the scheduled due date and time for submission.

### 3.6. Inquiries

All Proposers should carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of PCD Contact Person in writing **via the Q&A tab** in the COUNTY'S e-Procurement Portal prior to the scheduled due date and time for submission. Failure to do so, on the part of the Proposer, shall constitute an acceptance by the Proposer of any subsequent decision made by the COUNTY. Any questions concerning the intent, meaning and interpretations of the RFP documents **including the attached Draft Agreement**, shall be requested in writing, and **received** no later than 5:00 pm on Monday, January 13, 2025. Written requests shall be submitted via the COUNTY'S e-Procurement Portal. The COUNTY will not be responsible for oral instructions made by employees of the COUNTY or its authorized representatives in regard to this RFP. If the Q&A deadline has passed, a Proposer may contact the COUNTY directly if necessary at pcdadmin@seminolecountyfl.gov. The COUNTY reserves the right to reject any questions sent after the Q&A deadline.

### 3.7. Addenda

Should revisions to the RFP documents become necessary, the COUNTY will post Addenda information on the COUNTY's e-Procurement Portal. The COUNTY's e-Procurement Portal will issue an automated email notification to all "Followers" on the RFP's Followers list. All Proposers should check the COUNTY's Website or notify PCD ADMIN to verify information regarding Addenda. Failure to do so may result in rejection of the Proposer's submitted proposal and a determination as "Non-Responsive". By execution of the Formal Notice for this RFP, the Proposer acknowledges receipt of all Addenda issued under this solicitation. Addenda information will be posted on the COUNTY's Website



(<https://secure.procurenow.com/portal/seminolefl>). It is the sole responsibility of the Proposer to ensure that they obtain information related to any Addenda.

### 3.8. Selection Process and Award

Proposals will be reviewed by the COUNTY Evaluation Committee in accordance with the evaluation criteria set forth in Section 5. Evaluation Phases of this solicitation. The COUNTY reserves the right to conduct interviews and require presentations of any or all Proposers prior to selection. The COUNTY will not be liable for any costs incurred by the Proposer in connection with such presentations. The COUNTY reserves the right to negotiate best and final offers on all aspects of the proposals and to award a contract as determined by the COUNTY to be in the best interest of the COUNTY. The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer. The COUNTY reserves the right to reject all bids/proposals, make multiple awards (award to more than one vendor), make a partial award, to waive formalities, to re-solicit and advertise for new bids/proposals, or to cancel the project in its entirety.

### 3.9. Proposal Preparation Costs

Neither the COUNTY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of this RFP.

### 3.10. Accuracy of Proposal Information

By submission of a proposal, Proposer acknowledges that they have carefully examined the Request for Proposal documents and agrees to furnish the services specified in the solicitation at the prices, rates or discounts as proposed. Proposers agree that their proposal will remain firm for a period of up to one hundred twenty (120) days in order to allow the County adequate time to evaluate the submittals.

By submission of a proposal, Proposer agrees to abide by all conditions of this proposal and understands that a background investigation may be conducted by the Seminole County Sheriff's Department prior to award. Proposer certifies that all information contained in their proposal is truthful to the best of their knowledge and belief. Proposer further certifies that they are duly authorized to submit this proposal on behalf of the vendor/Proposer as its act and deed and that the vendor/Proposer is ready, willing and able to perform if selected.

### 3.11. Insurance

A misstatement or omission of a material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the Proposer's submitted proposal and rescission of any ensuing Award Agreement.

**The COUNTY recommends that all Proposers review the minimum insurance requirements listed within the Draft Agreement with their insurance carriers. By submitting a proposal, Proposer acknowledges that the insurance requirements in the Draft Agreement may be modified in the sole discretion of the COUNTY based on the proposal. As such, Proposer agrees to provide a copy of the insurance certificate in accordance with COUNNTY insurance requirements and must be furnished to the**

**COUNTY prior to the final execution of the COUNTY's Award Agreement. The COUNTY reserves the right to reject the award to any Proposer that fails to provide the insurance as required within the COUNTY's Award Agreement.**

### 3.12. Licenses

Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of submittal under this RFP. Failure of the Proposer to be fully licensed and certified, may result in rejection of the Proposer's submitted proposal and a determination as "Non-Responsive". Any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, County, City, etc., is the responsibility of the Proposer.

### 3.13. Posting of the RFP's Recommendation and Intent to Award

The recommendation and intent to award for this RFP will be posted on the COUNTY's Website (<https://secure.procurenow.com/portal/seminolefl>). Failure to file a protest with the COUNTY's Purchasing & Contracts Manager within the time prescribed in the COUNTY's Purchasing Code, Policies and Procedures shall constitute a waiver of proceedings.

### 3.14. Public Records

Upon recommendation and intent to award this RFP as posted to the COUNTY's website or thirty (30) calendar days after closing, proposals are considered "public records" and shall be subject to the public disclosure regulations consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in their response to the solicitation and must identify the data or other materials to be protected by uploading any information deemed confidential separately under "Confidential Files," and must state the reasons why such exclusion from public disclosure is necessary pursuant to the COUNTY's, "Compliance With Public Records Law" Form, which is required as part of the RFP documents. Ownership of all data, material, and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Public Records Law. Trade secrets or proprietary information submitted by a Proposer shall not be subject to public disclosure under the Public Records Law; however, the Proposer must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

### 3.15. Prohibition Against Contingent Fees

It shall be unethical for any person to be retained, or to retain any company or person, other than a bonafide employee working solely for the Proposer to solicit or secure the Award Agreement for this RFP, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the Proposer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Award Agreement. For the breach or violation of this provision, the COUNTY shall have the right to terminate the Award Agreement at its sole discretion, without liability and to deduct from the Award Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

### 3.16. Rejection/Disqualification

The COUNTY reserves the right to reject the proposal of any Proposer who has failed to perform, in a timely manner, the scope of services of a previously awarded agreement. The COUNTY reserves the right to inspect all facilities of Proposers in order to make a determination as to the available resources to perform properly under this award. The COUNTY reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, issue a re-procurement. More than one (1) proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is involved in more than one proposal submittal will be cause for rejection of all proposals in which such Proposers are believed to be involved. Any or all proposals will be rejected if there is reason to believe that collusion exists between Proposers. Proposals in which the prices obviously are unbalanced will be subject to rejection.

### 3.17. Purchasing Code

Seminole County Code Chapter 220 (Purchasing Code), Administrative Code Section 3.55 (Purchasing Policy), and County Manager Policies apply to this RFP in their entirety.

### 3.18. Affirmation

By submission of a proposal, the Proposer affirms that their proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. **The Proposer agrees to abide by all conditions of this RFP and the resulting Award Agreement as prepared by Seminole County.**

### 3.19. Governmental Restrictions

In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the Proposer to notify the Purchasing and Contracts Division at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The County reserves the right to accept such alteration or to cancel the contract or order at no further expense to the County.

### 3.20. Advertising

In submitting a proposal, Proposer agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval of the County Manager's Office.

### 3.21. Patents and Royalties

Unless otherwise provided, the Proposer shall be solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of the contract resulting from this PS. The Proposer, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied

by the Proposer. In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Proposer. If such a claim is made, the Consultant shall use its best efforts to promptly purchase for the County the legitimate version of any infringing products or services or procure a license from the patent or copyright holder at no cost to County that will allow continued use of the service or product. If none of the alternatives are reasonably available, the County agrees to return the article on request to the Proposer and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

### 3.22. Drug-Free Workplace Compliance

Proposer shall comply with Section 287.087, Florida Statutes, and failure to comply shall result in rejection/disqualification of the proposal and all agreements as a result of this solicitation.

### 3.23. Public Entity Crime

Any Person or affiliate, as defined in Section 287.133, Florida Statutes, shall not be allowed to contract with the COUNTY, nor be allowed to enter into a subcontract for Work on this Project, if such a person or affiliate has been convicted of a public entity crime within three (3) years from the date this Project was advertised for Proposal, or if such person or affiliate was listed on the State's convicted vendor list, within three (3) years of the date this Project was advertised, whichever time period is greater. A public entity crime means a violation of any state or federal law with respect to and directly related to the transaction of business with any public entity or agency (federal, state or local), including but not limited to, any contract for the construction or repair of a public building or public work involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, forgery, falsification of records, receiving stolen property or material misrepresentation. Any Agreement with the COUNTY obtained in violation of this Section shall be subject to termination for cause. A sub-contractor who obtains a subcontract in violation of this Section shall be removed from the Project and promptly replaced by a sub-contractor acceptable to the COUNTY.

### 3.24. Proprietary/Restrictive Specifications

Proposers who feel the specifications contained herein are proprietary or restrictive in nature, thus potentially resulting in reduced competition, must notify the Purchasing and Contracts Division of their rejection upon receipt of this Request for Proposals and prior to the due date.

### 3.25. Payment Terms/Discounts

The County's payment terms are in accordance with Section 218, Part VII, Florida Statutes, Florida Prompt Payment Act. Cash discounts for prompt payment shall not be considered in determining the lowest net cost for evaluation purposes.

### 3.26. Additional Terms and Conditions

Unless expressly accepted by the County, only the terms and conditions in this document and Award Agreement shall apply. Any and all additional terms and conditions shall have no force and effect, and are inapplicable to this proposal if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or special conditions in these RFP documents and any Addenda issued under this solicitation are the only conditions

applicable to this proposal and the Proposer's authorized signature on the Proposal Response Form attests to this.

### 3.27. Price Redeterminations

1. During the Renewal Term: Petitions for price redeterminations must be made at the time of County's notification to the Contractor of the renewal period. Any such petition must be made pursuant to the provisions of this Section and only for those price redetermination categories specified herein. Unless otherwise expressly set forth in this document, no other price redeterminations will be allowed. All price redeterminations will be approved by a duly executed amendment to the Contract to reflect the new prices for the renewal term.

2. Outside the Renewal Term: Petitions for price redeterminations must be made within thirty (30) days of the anniversary date of the Contract. Any such petition must be made pursuant to the provisions of this Section and only for those price redetermination categories specified herein. Unless otherwise expressly set forth in this document, no other price redeterminations will be allowed. All price redeterminations will be approved by a duly executed amendment to the Contract.

**BASIS FOR PRICE REDETERMINATIONS.** The Contractor may petition the Purchasing and Contracts Division for price redetermination based on the increased costs of wages, fuel, or materials. Price redeterminations will be based solely upon changes in pricing or costs documented by either the Employment Cost Index (ECI) or Producer Price Index (PPI), whichever is applicable, as published by the Bureau of Labor Statistics. The base index number for the ECI will be for the quarter in which the solicitation opens. The base index number for the PPI will be for the month the solicitation opens. Any subsequent price redeterminations will use the last price redetermination approved for that price redetermination category as the "base index number." The County shall have the right to audit the Contractor's records, including, but not limited to, payroll, materials, and fuel cost records, to verify or otherwise investigate the validity of any price redetermination request.

**WAGE PRICE REDETERMINATION.** When requesting a price redetermination based upon an increase in wage costs, the Contractor shall refer to and utilize the Pay & Benefits, Employment Cost Index, Private Industry, Compensation as prepared by the Bureau of Labor Statistics in the U.S. Department of Labor available at [www.bls.gov](http://www.bls.gov).

**MINIMUM WAGE PRICE REDETERMINATION.** If the minimum wage increases during the term of the Contract, including any renewal or extension period thereunder, the Contractor may petition the Purchasing and Contracts Division for price redetermination for those job categories where the pay to the Contractor's employee(s) is the current minimum wage. Upon verification of the information provided, the County will grant an increase of exactly the amount of the minimum wage increase (not the percentage increase). The Contractor must increase the pay to the employee(s) by the amount the Contractor has requested, which shall not exceed the amount of the minimum wage increase. The amount paid to the Contractor will be the increase plus any written and documented increase in FICA, Medicare, and Workers' Compensation insurance. The Contractor must supply written documentation of any other increase that is beyond the scope and control of the Contractor. All written documentation must satisfy the reasonable expectations of the Purchasing and Contracts Division.

- Example: Minimum wage increases from \$7.31 to \$7.56 per hour. The Contractor may petition for an increase of \$0.25 per hour to be paid to the affected employee(s) and shall provide written and documented cost increases for FICA, Medicare and Workers' Compensation. The resulting increase in costs shall be incorporated into fees/rates billed to the County.

If the Contractor bills the County at a higher price according to any price redetermination granted by the County, and the Contractor fails to increase the hourly rate paid to the employee for the same period, the Contractor will be considered in Contract default and the Contract will be immediately terminated.

**FUEL PRICE REDETERMINATION.** If and when the price of fuel increases by a minimum of ten (10%) percent, the Contractor may petition the Purchasing and Contracts Division for a fuel price redetermination. As a condition of petitioning for a fuel price increase, the Contractor shall be required to petition for a fuel price redetermination decrease if and when the price of fuel decreases by a minimum of ten (10%) percent. Failure to make such petition may be grounds for Contract termination and shall entitle the County to a refund of the cumulative increase in pay to the Contractor due to any prior fuel price redetermination increase(s). Fuel price redetermination must be based solely upon changes as documented by the Producer Price Index (PPI) for the commodity "Gasoline - WPU057".

**MATERIALS PRICE REDETERMINATION.** At the anniversary date of the Agreement, the Contractor may petition the Purchasing and Contracts Division for a materials price redetermination. As a condition of petitioning for a materials price increase, the Contractor shall be required to petition for a materials price redetermination decrease if/when the price of materials used by the Contractor in connection with the Contract decreases. Failure to make such petition may be grounds for Contract termination and shall entitle the County to a refund of the cumulative increase in pay to the Contractor due to any prior materials price redetermination increase(s). Materials price redetermination must be based solely upon changes as documented by the Producer Price Index (PPI) under Inflation & Prices, Industry Data, Construction Machinery Mfg. PCU 333120333120, as published by the Bureau of Labor Statistics.

**PRICE REDETERMINATION CALCULATION.** All Price Redeterminations shall be calculated as follows:

Example: Contractor indicated on the Submittal Form that fourteen percent (14%) of the cost to provide the product/service is directly attributed to the redetermination category (wages, fuel, or materials).

PPI in the month the solicitation closed was 158.73 264.52

Current PPI is 264.52 -158.73

=105.79

105.79 divided by 158.73 = .666%

The unit cost of the service is \$100.00

14% of \$100.00 = \$14.00



$\$14.00 \times .666 = \$9.32$

The New Unit Price for the service is \$109.32 (\$100.00 + \$9.32)

### 3.28. Expiration Upon Failure to Agree to Price Redetermination

If the County and the Contractor cannot agree to a price redetermination pursuant to the terms and conditions of this Section, then the Contract will automatically expire without penalty or further expense to either party after a period of six (6) months following the Contractor's initial request for such price redetermination.

Requests for price redeterminations not made in accordance with the provisions of this Section shall be deemed null and void and shall not be a valid reason or pretext for expiration or termination of the Contract. If the contract expires pursuant to the terms and conditions of this Section, the County reserves the right, at no expense, penalty, or consequence to the County, to award any remaining tasks thereunder to the next available most responsive and responsible Contractor.

### 3.29. Quantities

Seminole County will not be held to any maximum or minimum purchase quantities as a result of this solicitation and/or resulting contract. Seminole County reserves the right to purchase any; all, or none, of its requirements from vendors awarded a contract as a result of this solicitation. All quantities as shown are approximate and no guarantee is made. Except as this contract may otherwise provide, if the County's requirements do not result in orders in the quantities described as "estimated" in the contract's price schedule, that fact shall not constitute the basis for an equitable adjustment.

### 3.30. Purchasing Agreements with Other Government Agencies

All Applicants submitting a response to this solicitation agree that such response also constitutes a submittal to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this proposal, should the Applicant feels it is in their best interest to do so. Each governmental agency desiring to accept these submittals, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this solicitation. This agreement in no way restricts or interferes with the right of any governmental agency to re-solicit any or all items.

## 4. Instructions for the preparation of Submittals

The Proposer is expected to completely analyze the information contained in this Request for Proposals (RFP) as guidance for the preparation of their written proposal. The Proposer's written proposal should be specific, detailed, and complete in order to clearly and fully demonstrate the Proposer's understanding of the proposed work requirements, and it should include a logical plan to accomplish the task(s) under the proposed scope of work.

The Proposer(s) warrants its response to this Request for Proposals to be fully disclosed and correct. The firm must submit a proposal complying with this request for proposals, and the information, documents and material submitted in the proposal must be complete and accurate in all material aspects. The proposals shall include all of the information solicited in this RFP and any additional data that the Proposer deems pertinent to the understanding and evaluation of the proposal. Proposals must be organized and sections tabbed in the order noted below. The Proposer shall not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration since oral presentations or demonstrations are at the option of the County. Marketing materials shall not be included as documentation of Proposer's ability to provide services required. Compliance with all requirements will be solely the responsibility of the Proposer and failure to provide requested information may result in disqualification of response.

### 4.1. Type of Business\*

- ☐ Corporation
  - ☐ Joint Venture
  - ☐ Partnership
  - ☐ Proprietorship
- \*Response required

### 4.2. Type in your Legal Entity Name Here.\*

This name will be verified against the Secretary of State website.

\*Response required

### 4.3. Federal Employer ID Number (FEIN)\*

\*Response required

### 4.4. Incorporated in the State of \_\_\_\_\_.\*

Ex.) Florida

\*Response required

### 4.5. List of Principals\*

\*Response required

### 4.6. Upload evidence of authority to do business in the State of Florida.\*

Acceptable form of evidence includes Secretary of State download, or Certificate of Status.

\*Response required



#### 4.7. License Sanctions\*

Regulatory/license agency sanctions within the past 5 years.

(If Proposer prefers to upload a file, upload in next question and enter "see file upload" in this field)

\*Response required

8. Did you include or provide your bid security?

1. Bid Security shall be made payable to COUNTY, in an amount of five percent (5%) of the Bidder's Total Bid and in the form of a certified or cashier's check, or a Bid Bond issued by a Surety meeting the requirements of these Bid Documents.
2. The Bid Security of the selected Bidder will be retained until such Bidder has executed the Agreement, furnished the required Bonds and the Insurance Certificates and Endorsements, in accordance with the COUNTY requirements. If the selected Bidder fails to execute and deliver the Agreement or furnish the required Contract documents, within the allotted time, COUNTY may annul the Notice of Award and the Bid Security of that Bidder may be forfeited. The Bid Security of all other Bidders will be returned to them immediately after the execution of the Agreement by the awarded Contractor.
3. Bid Security is submitted with the understanding that it shall guarantee that the Bidder will not withdraw its Bid for a period of at least ninety (90) days after the closing time for receipt of Bids. By mutual agreement of the COUNTY and an Apparent Low Bidder, the Bid acceptance period may be extended for a period longer than ninety (90) days.
4. All Bonds shall be in accordance with statutory bond provisions in Florida Statutes and all other applicable Laws and Regulations. All Bonds shall be executed by such Sureties as are licensed to conduct business in the State of Florida and, except as otherwise provided by Laws and Regulations, are named in the current list of "Companies Holding Certificates of authority as Acceptable Sureties on Federal Bonds or as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. All Bonds signed by an agent must be accompanied by a certified copy of its authority to act.

#### 4.8. Proposal Content\*

WARNING: DO NOT UPLOAD CONFIDENTIAL INFORMATION HERE.

- A. Letter of Transmittal: This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of work and make a positive commitment to perform the work in a timely manner. The letter should name all of the persons authorized to make representations for the Proposer, including the titles, addresses and telephone numbers of such persons. An authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority. This letter should also serve as acknowledgement by the Proposer that the contents of the submittal are true and

accurate, and that the requirements of this RFP can be met, including but not limited to, insurance, bonding and licensing requirements. Further, the Proposer acknowledges their intent to execute an Agreement with the COUNTY.

B. STATEMENT OF QUALIFICATIONS/PERSONNEL: Each proposal shall include a statement of the contractor's qualifications that includes:

1. A description of the contractor's experience with similar work, including references for at least five **(5)** existing or past clientele. Use "Similar Project Experience" form. The County intends to conduct reference checks of those clients. These checks will be designed to validate the company's performance, ascertain the difference (if any) between expectations and delivery, and determine overall satisfaction with the company's services.

C. PROJECT UNDERSTANDING AND APPROACH: Each proposal shall include a section detailing the contractor's understanding of, and planned approach to, the services contemplated in Section 1. Scope of Services.

\*Response required

4.9. Proposer demonstrates the RFP requirements in detail or acknowledges, and accounts for all costs in each turn-key model submittal.\*

- ☐ Yes  
☐ No

\*Response required

4.10. Similar Project Experience - References\*

Please download the below document, complete, and submit here.

- [SIMILAR PROJECT EXPERIENCE ...](#)

\*Response required

4.11. Proposers response to State or Federal funding.\*

Proposer acknowledges that COUNTY may receive State of Florida or Federal grant funding, in whole or in part, for the services described in the Agreement, including the exhibits. By way of examples, and not a limitation, such grant funding may be provided from the State of Florida or the Federal Transit Administration. If COUNTY is a recipient of any grant funding, Proposer agrees to comply with all applicable terms, conditions, rules, regulations, guidance, and requirements set forth by the grant and COUNTY, as well as applicable State of Florida and Federal law. By selecting "yes" below, CONTRACTOR acknowledges COUNTY may issue an amendment to the agreement incorporating grant requirements, which CONTRACTOR must agree to and that failure to agree to such grant requirements may be deemed a material breach for which COUNTY may immediately terminate the Agreement.

- ☐ Yes  
☐ No

\*Response required

#### 4.12. License Sanctions

Regulatory/license agency sanctions within the past 5 years.

#### 4.13. Conflict of Interest Statement\*

I certify that I am an authorized representative (the Affiant) of my company (the Entity submitting this response) to sign and submit this statement on my company's behalf.

My company is submitting an Expression of Interest for the Seminole County project described as Micro-Transit Services for Seminole County.

The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his/her own knowledge.

The Affiant states that only one submittal for the above project is being submitted and that the above-named entity has no financial interest in any other entities submitting proposals for the same project.

Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.

Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.

Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

The Affiant certifies that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of Seminole County.

The Affiant certifies that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with Seminole County.

The Affiant certifies that no member of the entity's ownership or management is currently serving as a member of any Seminole County advisory board(s) or committee(s), or alternatively, **state the individual(s) name(s)**, who is a member of the above-named entity's ownership or management, and is currently serving as a member, **and on which Seminole County advisory board(s) or committee(s)** they are currently serving as a member, in the following question.

☐ Please confirm

\*Response required

#### 4.14. Conflict of Interest Statement Cont...\*

- A. Enter the name(s) of the individual(s) who is serving on a Seminole County advisory board(s) or committee(s).

- B. Enter the Seminole County advisory board(s) or committee(s) that the individual(s) is serving as a member.
- If this is not applicable, type "N/A."

\*Response required

#### 4.15. Compliance with the Public Records Law\*

Seminole County shall comply with the Public Records Law as provided by Chapter 119, Florida Statutes, and all applicable amendments. Applicants must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected separately, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a response authorizes release of your firm's credit data to Seminole County.

If the company submits information exempt from public disclosure, the company must identify why the information is exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the County separately in the "**Confidential Files**" section if the information qualifies as "EXEMPT FROM PUBLIC RECORDS LAW". Failure to identify protected material separately will cause the County to release this information in accordance with the Public records Law despite any markings on individual pages of your submittal/proposal.

- A. CONTRACTOR acknowledges COUNTY's obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. CONTRACTOR acknowledges that COUNTY is required to comply with Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and that said statute controls over the terms of this Agreement.
- B. CONTRACTOR specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
1. keep and maintain public records that ordinarily and necessarily would be required by COUNTY in order to perform the services required under this Agreement;
  2. provide the public with access to public records on the same terms and conditions that COUNTY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  3. ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and;
  4. meet all requirements for retaining public records and transfer, at no cost to the COUNTY, all public records in possession of CONTRACTOR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to COUNTY in a format that is compatible with the information technology system of COUNTY.

- C. Failure to comply with this Section shall be deemed a material breach of this Agreement for which COUNTY may terminate this Agreement immediately upon written notice to CONTRACTOR.

By submitting a response to this solicitation, the company agrees to defend the County in the event it is forced to litigate the public records status of the company's documents.

☐ Please confirm

\*Response required

#### [4.16. Confidential File\(s\)](#)

In compliance with Chapter 119, Florida Statutes, if Proposer must include confidential information that qualifies as "EXEMPT FROM PUBLIC RECORDS LAW" as part of their response to this RFP, it shall be uploaded here.

If the company submits information exempt from public disclosure, the company must identify why the information is exempt from the Public Records Act, identifying the specific exemption section that applies to each.

#### [4.17. Worker's Compensation Compliance Certification\\*](#)

Chapter 440, Florida Statutes establishes a workers' compensation system designed to assure the quick and efficient delivery of disability and medical benefits to an injured worker and to facilitate the worker's return to gainful employment at a reasonable cost to the employer. It is the policy of Seminole County to do business only with those entities which are fully compliant with Chapter 440, including all reporting and premium payment requirements.

To comply with this requirement, the undersigned hereby certifies that:

- ☐ Has fully complied with all requirements of Chapter 440, Florida Statutes, including provisions regarding reporting and premium payments; or  
☐ Is exempt from the provisions of Chapter 440, Florida Statutes (reasons shall be stated in the following question).

\*Response required

#### [4.18. Worker's Compensation Compliance Certification Cont...\\*](#)

If the undersigned is exempt from the provisions of Chapter 440, Florida Statutes, state the reasons here. If this is not applicable, type "N/A."

\*Response required

#### [4.19. W-9 Form\\*](#)

Please upload your current W9 form here

\*Response required

#### [4.20. Drug Free Work Place\\*](#)

The undersigned vendor in accordance with Section 287.087, Florida Statutes, hereby certifies that their Company (entity submitting this response) does:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
- D. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will propose by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

☐ Please confirm

\*Response required

#### 4.21. Americans Disabilities Act Affidavit\*

The undersigned CONTRACTOR/CONSULTANT swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the COUNTY.

The CONTRACTOR/CONSULTANT will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR/CONSULTANT agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the COUNTY be held liable for the actions or omissions of the CONTRACTOR/CONSULTANT or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR/CONSULTANT agrees to hold harmless and indemnify the COUNTY, its agents, officers, or employees from any and all claims, demands, debts, liabilities or causes of

action of every kind or character, whether in law or equity, resulting from the CONTRACTOR/CONSULTANT's acts or omissions in connection with the ADA.

☐ Please confirm

\*Response required

#### 4.22. Insurance Confirmation (for the Insurance Agency to complete)\*

Proposer shall have their **Insurance Agency** complete this form. Once completed, Proposer shall submit it here.

- [INSURANCE\\_CONFIRMATION.docx](#)

\*Response required

#### 4.23. E-Verify\*

##### **AFFIDAVIT OF E-VERIFY REQUIREMENTS COMPLIANCE**

The CONSULTANT/CONTRACTOR agrees to comply with section 448.095, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with section 448.095, Florida Statutes.

- A. The CONSULTANT/CONTRACTOR shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the CONSULTANT during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Agreement term.
- B. That the CONSULTANT/CONTRACTOR understands and agrees that its failure to comply with the verification requirements of Section 448.095, Florida Statutes or its failure to ensure that all employees and subcontractors performing work under Agreement Number are legally authorized to work in the United States and the State of Florida, constitutes a breach of this Agreement for which Seminole County may immediately terminate the Agreement without notice and without penalty. The CONSULTANT/CONTRACTOR further understands and agrees that in the event of such termination, the CONSULTANT/CONTRACTOR shall be liable to the county for any costs incurred by the County as a result of the CONSULTANT'S/CONTRACTOR'S breach.

☐ Please confirm

\*Response required

#### 4.24. Compliance with Foreign Country of Concern Attestation\*

Per section 287.138, Florida Statutes, Seminole County is prohibited from accepting bids, proposals, replies, or from entering into contract with any entity that is owned or controlled by a government of a Foreign Country of Concern or that is organized under or has its principal place of business in a Foreign Country of Concern. This prohibition also extends



to renewals of existing contracts. In compliance with section 287.138, all vendors must attest to the following:

A. CONSULTANT/CONTRACTOR is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in its entity. Foreign Country of Concern include the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern.

Under the penalties of perjury, I declare that I have read the foregoing **Foreign Country of Concern Attestation** and that the facts stated in it are true to the best of my knowledge and belief.

☐ Please confirm

\*Response required

#### 4.25. Certification\*

Pursuant to and in compliance with the Request for Proposals, the undersigned Proposer agrees to perform the Work in strict conformity with Contract Documents, including any and all addenda, on file for the rates hereinafter set forth. The undersigned Proposer declares that the only persons/parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any person, firm or corporation; and proposes and agrees that, if the proposal is accepted, Proposer will execute an Agreement with the COUNTY and will furnish Insurance Certificates.

☐ Please confirm

\*Response required

#### 4.26. Affidavit of Non-Coercion for Labor and Services\*

As required by section 787.06, Florida Statutes, nongovernmental organizations must attest that they do not use coercion for its labor and services. Therefore, pursuant to law, I attest to the following:

- A. I, as an officer or representative of a nongovernmental entity, attest under penalty of perjury that my company or organization does not use coercion for labor or services.
- B. The term "coercion" as used in subsection A above includes using or threatening to use physical force against any person; restraining or isolating any person without lawful authority and against their will; using or lending credit methods to establish a debt with labor or services as security, without applying the value of such labor or services towards the debt; destroying, concealing, or withholding identification or immigration documents; causing financial harm or threatening to do so; enticing or luring any person through fraud; and providing controlled substances for the purposes of exploitations.
- C. This affidavit is provided to Seminole County in compliance with the requirements set forth in section 787.06, Florida Statutes, concerning contracts executed, renewed, or extended between a governmental entity and a nongovernmental entity.



I declare that I have read the foregoing **Affidavit of Non-Coercion for Labor and Services** and that the facts stated in it are true to the best of my knowledge and belief.

☐ Please confirm

\*Response required

4.27. Did you provide a letter of credit or bonding capacity in the amount of the first year of their bid from a surety company instead of a bid bond?

## 5. Evaluation Phases

**EVALUATION PROCESS:** Each proposal will be reviewed, evaluated, and scored as part of the formal selection process. The Proposer's proposal will be substantial part of the decision process to select the awardee. Each proposal will be reviewed independently based solely on the merits of the proposal. The proposals will then be scored and a short list of Proposers may be selected for additional evaluation, Proposer presentations, and reference checks. The recommended ranking will be provided to the BCC for consideration. The COUNTY reserves the right to negotiate best and final offers on all aspects of the proposals and to award a contract based on the proposal that best meets the County's requirements. The COUNTY shall be the sole judge of its own best interests, the proposals, and the resulting agreement. The COUNTY's decisions will be final. Award will be made to the proposal which presents the best value to the COUNTY based on the evaluation process and all the information gathered.

**The County reserves the right to evaluate, prior to making an award, current financial statements and data from the Proposers, the ability to comply with required schedule, past record of integrity and past record of performance.**

### **ASSESSMENT:**

The Evaluation Committee will evaluate each proposal against the criteria stated in the solicitation. Assessment results may be stated as follows:

**Highly Acceptable:** Proposal exceeds the requirements in a way that benefits the County or meets the requirements and has enhancing features benefit the County.

**Acceptable:** Proposal meets the County requirements. Any weakness is minor.

**Marginal:** Proposal contains weaknesses or minor deficiencies which could have an impact, if accepted.

**Unsatisfactory:** Proposal does not comply substantially with the requirements.

The submittals will be evaluated on:

**Strengths:** Those areas in which the proposal exceeds the County's requirements.

**Weaknesses:** Those areas where the proposal lacks soundness or effectiveness which could prevent fully successful performance of the contract.

**Deficiencies:** Those areas where the proposal fails to meet the County's requirements.

**EVALUATION METHOD AND CRITERIA:** Proposals will be evaluated using the criteria listed below to ascertain which proposal best meets the requirements of the County. The items to be considered during the evaluation and associated point values are as follows:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Cost	0-100 Points	25 (25% of Total)

2.	<b>Recommended Service Area Zones</b>	0-100 Points	20 (20% of Total)
3.	<b>Customer Service Interface - Software and Call Center</b>	0-100 Points	20 (20% of Total)
4.	<b>Maximum Pickup Times</b>	0-100 Points	10 (10% of Total)
5.	<b>Connectivity with Lynx and SunRail</b>	0-100 Points	10 (10% of Total)
6.	<b>Firm Experience</b>	0-100 Points	5 (5% of Total)
7.	<b>Grant Assistance Capabilities</b>	0-100 Points	5 (5% of Total)
8.	<b>Customer Fare Structure</b>	0-100 Points	5 (5% of Total)

January 16, 2025

To: PROSPECTIVE BIDDERS AND ALL OTHERS CONCERNED

From: Leticia Figueroa, Sr. Procurement Analyst

Subject: RFP-604918-25/PCD – Term Contract for Micro-Transit Services for Seminole County

Due Date: January 22, 2025 @ 2:00 PM

### **ADDENDUM #1**

The information included in this Addendum revises, clarifies, or supplements the specifications and other provisions of the contract documents and is considered part and parcel to the RFP/BID Package.

#### **Modifications**

The due date has been extended to **Wednesday, February 5, 2025 @ 2:00 PM.**

#### **Clarification**

Please see the Copy of November 12, 2024, BCC Work Session on “Lynx – Future Transit,” Presentation Material Slides, included as Exhibit A to this Addendum 1.

#### **Questions**

1. Does the Agency have its own fleet which can be used for this project? If yes, how many vehicles?  
**Response: Refer to scope for more information. No, the County does not own vehicles that can be used for this project.**
2. Can the Agency specify the number of vehicles required to run the service?  
**Response: Refer to scope for more information. County expects Proposers to recommend number of vehicles to run the service.**
3. How many service zones does the Agency anticipate in the beginning of the Service?  
**Response: Refer to scope for more information. The County is open to Proposer feedback on best practice for micro-transit zone development from 1 to multiple zones.**
4. Can the Agency specify the type of vehicle(s) required for this project, e.g., hybrid, EV, wheelchair accessible?  
**Response: Refer to scope for more information. The type of vehicle (hybrid, EV) is not specified; however, vehicles must be wheelchair accessible and include bike storage racks among other requirements.**
5. Will the Agency provide charging facility if electric vehicles are required for this project?  
**Response: Electric vehicles are not required for this service, however if your proposal includes the use of EVs and desires the County to provide charging facilities, then the Proposer should specify facility requirements.**

6. Is there any existing storage facility which the vendor can use to store the service vehicles?  
**Response: Proposers should specify facility requirements so the County can evaluate them as part of the proposal.**
7. Does the Agency anticipate expansion of the service hours mentioned in the RFP? If yes, to what hours?  
**Response: The County may increase or reduce service hours as needed. Proposer shall submit proposed schedules and hours with associated costs in their submitted proposals.**
8. How many days of on-site training is the Agency expecting the vendor to provide for this project?  
**Response: The Proposer shall provide all technical training and support for personnel and ensure personnel are trained to proficiency on safely operating vehicles and equipment and on properly assisting riders with disabilities.**
9. Does the Agency require a white-labelled mobile application?  
**Response: Proposers are not required to provide the white-labelled mobile application.**
10. Are there any integrations required for this project?  
**Response: See scope for software requirements. County is not aware of any required integrations.**
11. Are there any hardware requirements (MDT units) for his project? If yes, is the Agency willing to purchase the MDTs from the Vendors?  
**Response: County is not aware of any MDT hardware requirements.**
12. Can the Agency provide the bond based on first year project budget?  
**Response: Seminole County will accept a letter of credit or bonding capacity in the amount of the first year of their bid from a surety company instead of a bid bond.**
13. Can the vendor include the price proposal with the technical response?  
**Response: Price proposals are expected for all options proposed.**
14. Can the vendor share its own pricing format along with the Agency's pricing format with the proposal?  
**Response: Yes.**
15. Can the Agency provide additional case studies as appendix in addition to the response proposal?  
**Response: There are no additional case studies.**
16. Does the vendor need to include the forms with the technical proposal or separately?  
**Response: Forms may be provided with the technical proposal or separately.**
17. Given the proximity of the response submission deadline, could the Agency extend the submission date to allow Vendors to provide more responsive and informed proposals?  
**Response: Seminole County will extend the RFP deadline by two weeks.**
18. Will any consideration be given to new startup companies?  
**Response: Firm experience is one of the evaluation criteria, however there is no specified minimum years of business establishment required.**
19. Can the vendor include confidential and proprietary information in the proposal?  
**Response: Yes, the vendor may include confidential/proprietary information in the proposal. If the vendor confidential information includes trade secrets, or personal information that should not be disclosed to the public, vendor must state CONFIDENTIAL on the documents.**

20. Do you have a preference between corner-to-corner, curb-to-curb, or door-to-door service models?  
Response: We would like to explore all options. Our preference will be based partially on costs and benefits. If there are no cost implications, then we would prefer door-to-door.
21. Are there any particular demographics (e.g., elderly, low-income residents) you want the micro-transit service to target?  
Response: There is no particular targeted demographic. These services should be available and attractive to all County residents and should encourage current paratransit and transportation disadvantaged customers to switch to the new micro-transit service.
22. What is the preferred service schedule/Hours of Operation? If a specific schedule is not determined, is there a target weekly, monthly or annual number of service hours?  
Response: Per the Scope of Services, Proposers should expand as appropriate for full proposal(s) clarification and consideration:
- Number of zones proposed. One (1) or more service zones are acceptable.
  - Complete annual calendar of hours and days of service.
  - Average customer pickup time not to exceed 30 minutes on average.
23. Is this service intended to supplement or support specific existing services or fixed routes, if so, please share which ones and any relevant information like existing and target ridership?  
Response: Service is meant to reduce existing Fixed Route Bus service. Proposer to provide recommendation of what current LYNX fixed route services can be deleted for savings due to the provision of a new service. There will need to be connectivity with adjacent County's Fixed Route system.
24. Are there any specific requirements when sourcing and configuring vehicles?  
Response: Refer to scope for more information. There are no specific sourcing requirements, however certain designated Vehicles must be wheelchair accessible and include bike storage racks among other requirements.
25. What are the designated or proposed service areas geographic boundaries?  
Response: Refer to scope for more information. The proposed project involves developing and implementing a new micro-transit (public transportation) service county-wide, excluding the rural boundary area, and potentially other portions of Seminole County depending on feasibility. The County is open to Proposer feedback on best practice for micro-transit zone development from 1 to multiple zones.
26. What level of integration with existing systems (LYNX, SunRail) is expected?  
Response: Expected to provide services that include connectivity to all SunRail stops during periods of SunRail operations. Service shall also include connectivity to at least one stop for any LYNX Fixed Route that exist within the County.
27. To clarify, should the SWOT analysis and the development of a comprehensive 3-year marketing plan be included as part of the actual proposal, or are these intended to be offered as a service after selection?  
Response: The Proposer shall acknowledge that a SWOT analysis and Marketing Plan will be provided, however they can be submitted after services selection.
28. To more appropriately prepare a proposal and secure a bid bond, we respectfully request a one-week extension for the deadline of this RFP.  
Response: Seminole County will extend the RFP deadline by two weeks.
29. Is it possible to exclude the requirement coverage for the United States Longshoremen and Harbor Workers Compensation Act?

Response: The proposed draft agreement specifies this coverage is required “where appropriate.” If the services rendered do not require the coverage based on the United States Longshoremen and Harbor Workers Compensation Act, coverage will not be required.

30. Is it possible to require contractors to provide a certificate of exemption if they have a LLC.

Response: See section 16(d)(1)(D) of the draft agreement. Exemptions to the County’s workers’ compensation insurance requirements are determined on a case-by-case basis.

31. Respectfully What are your concerns regarding the requirement of the Longshoremen and Harbor workers compensation coverage?

Response: The proposed draft agreement specifies this coverage is required “where appropriate.” If the services rendered do not require the coverage based on the United States Longshoremen and Harbor Workers Compensation Act, coverage will not be required.

32. Would the County accept a bid bond for 5% of the first contract year amount instead of 5% of the total for the six-year period?

Response: Seminole County will accept a letter of credit or bonding capacity in the amount of the first year of their bid from a surety company instead of a bid bond.

33. Would the County be open to accepting a letter of credit, good guy letter, or surety bondability letter in lieu of a bid security?

Response: Seminole County will accept a letter of credit or bonding capacity in the amount of the first year of their bid from a surety company instead of a bid bond.

34. Can you please confirm if SOC 2 compliance is a requirement for vendors and underlying hosting platforms?

Response: Yes, SOC 2 compliance is required. Proposers are responsible to ensure that all data is secure, and the hosting platform is compliant with all federal and local requirements.

35. Can you please confirm if WCAG 2.1aa compliance is a requirement for vendors and underlying hosting platforms?

Response: Yes, WCAG 2.1aa compliance is required. Proposers are responsible to ensure that their hosting platform is compliant with all federal and local requirements.

36. Is TCAT open to exploring TNCs to provide additional services/capacity?

Response: This question is not clear. This RFP is focused on finding a company to provide Micro-Transit services for the County.

37. Is the County open to negotiating final contractual terms and conditions with the successful/winning vendor?

Response: Final terms may be considered for negotiation.

38. What is the peak number of active vehicles that will be utilized for this service?

Response: Vendor should recommend the peak number of vehicles needed to meet the scope requirement that the average customer pickup time not to exceed 30 minutes on average.

39. What is Lynx's involvement with this project?

Response: LYNX will not be involved with this project. Micro-Transit Service shall include connectivity to at least one stop for any LYNX Fixed Route that exist within the County.

40. Is Seminole County open to multi providers?

Response: Seminole County will select one vendor for the award agreement.

41. Is Seminole County open to software and operations being provided by multiple vendors?

**Response: Seminole County will select one vendor for the award agreement.**

42. Could you confirm the total number of drivers and vehicles currently utilized for each of the Lynx Routes listed in Attachment C? Additionally, please specify the vehicle types and seating capacities used to serve each route.

**Response: LYNX is a separate agency from Seminole County. Please contact LYNX directly with questions about vehicles they utilize.**

43. What are the peak service hours for each Lynx Route in Attachment C, and how many vehicles operate during those peak periods on each route?

**Response: We don't have information on peak service hours, but it is expected that normal commuting times on weekday mornings and evenings are the busiest. Watch the November 12, 2024 BCC Work Session on "Lynx - Future Transit" beginning on or about the 0:44:47 time mark: <https://www.seminolecountyfl.gov/videos/bcc-am-session-11-12-2024.stml>. A copy of the presentation materials covered in this meeting are being provided as an addendum.**

44. Could you provide the current driver schedules for the Lynx Routes listed in Attachment C?

**Response: The scheduled service hours for each route in Attachment C can be found here:**

**<https://www.golynx.com/maps-schedules/routes-schedules.stml>**

45. Are the current Lynx operators unionized, and will the selected contractor be required to use union drivers? If so, could you share the current collective bargaining agreement?

**Response: LYNX is a separate agency from Seminole County. Unionized drivers are not a requirement of this RFP.**

46. Is there a preference for the selected vendor to utilize electric vehicles if they are cost-effective?

**Response: Refer to scope for more information. The type of vehicle, including hybrid or electric is not specified, however vehicles must be wheelchair accessible and include bike storage racks among other requirements.**

47. Will the County provide an operating facility and/or parking and storage for the vehicles?

**Response: Proposers should specify facility requirements so the County can evaluate them as part of the proposal.**

48. Are bidders required to operate all the services listed in Attachment C, or can they propose to operate selected services based on cost-effectiveness and efficiency?

**Response: Please see Scope of Work.**

49. Will all drivers employed by the selected contractor need to be W-2 employees?

**Response: Drivers will not be employees of the County. Drivers must meet the requirement of the RFP.**

50. Would the County allow advertising on the vehicles as a means to reduce or offset operating costs?

**Response: Refer to scope for more information. Vehicles shall be wrapped or decaled in a branded design approved by The COUNTY. Other exterior or interior advertising will be allowed as permissible with state and federal regulation and with the approval The COUNTY. The Proposer is encouraged to utilize advertising as means to reduce the service costs to The COUNTY.**



51. Is there a Disadvantaged Business Enterprise (DBE) goal or Good Faith Effort requirement for this contract? If so, could you provide the specific requirements or documentation?

**Response: No.**

52. Due to smaller required capital expenditures in operating a microtransit service, bid bonds are commonly not required within microtransit solicitations. Would the county reconsider removing this requirement from the RFP?

**Response: Seminole County will accept a letter of credit or bonding capacity in the amount of the first year of their bid from a surety company instead of a bid bond.**

53. In order to ensure all bidders, have sufficient time to review responses to the questions submitted, as well as conduct the necessary data analysis for crafting their respective operating approaches, we respectfully request a two-week extension to the current bid submission deadline. This extension will enable all interested parties to submit fully informed, accurate, and competitive proposals.

**Response: Seminole County will extend the RFP deadline by two weeks.**

Failure to acknowledge receipt of this addendum on the submittal may result in disqualification of your bid response

# Seminole County Transit Services Update

November 12, 2024

# Agenda

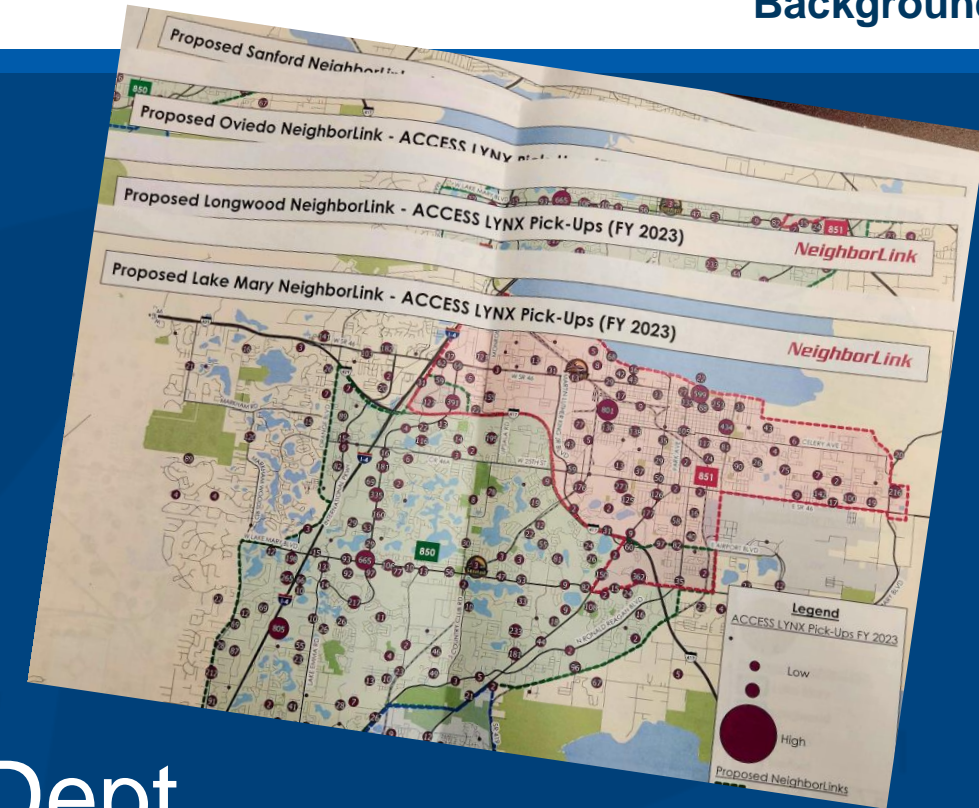
- Purpose
- Transit Options
- Current System Overview
- LYNX Proposed Restructuring
- Next Steps / Options
- Staff Recommendation

# Purpose

- Request from the Board at the June 18<sup>th</sup> Budget Worksession to review current transit model and look for more effective and cost-efficient options.

# Steps Taken By Staff

- Board Direction
- Meetings with Volusia County
- Meetings with LYNX Planning Dept
- Discussions with Private Micro-Transit Providers



# Option 1

## Maintain Status Quo

# Background

- **Regional Transit Partnership (LYNX)**
  - Joined around 1992
  - LYNX Board Makeup per Florida Statutes

*FS 343.63 There is created a body politic and corporate, an agency of the state, known as the Central Florida Regional Transportation Authority. The governing board shall consist of five voting members: (a) the chairs of the county commissions of Seminole, Orange, and Osceola Counties, or other designated member of the commission. (b) The mayor of Orlando, or a designated member of the City Council. (c) The Secretary of Transportation shall appoint the district secretary, or designee, who shall be a voting member.*

# Background

- **Funding Partner Shares**
  - Orange/Orlando (76%)
  - Osceola (12%)
  - Seminole (12%)

*\*Approximate percentages based upon FY25 Funding Model*



# LYNX

## Current Services in Seminole County

- 11 Fixed Route Bus Links
- 2 Neighborlink Zones
- ParaTransit / Transportation Disadvantaged Service



# LYNX Funding Partner Obligation

## *Cost History*

	FY20	FY21	FY22	FY23	FY24	FY25
LYNX TOTAL BUDGET	\$ 148.4M	\$ 157.5M	\$ 175.0M	\$ 177.3M	\$ 192.4M	\$ 208.1M
SYSTEM REVENUES	\$ 77.0M	\$ 62.8M	\$ 59.6M	\$ 65.7M	\$ 67.5M	\$ 77.8M
FUNDING PARTNER OBLIGATION	\$ 71.4M	\$ 94.7M	\$ 115.4M	\$ 111.6M	\$ 124.9M	\$ 130.3M

Budget Stabilization Subsidy began in FY21

Excludes SunRail Feeder Routes

# LYNX Funding Partner Obligation

## *FY25 Total System Cost*

**\$208M**      **FY25 Operating Budget**

- \$78M      Revenues
- \$130M      Funding Partner Obligation
- (\$24M)      Use of Partner Reserves (Budget Stabilization)
- **\$106M**      FY25 Net Partner Funding Agreements

# LYNX Funding Partner Obligation

## *FY25 Seminole County Cost*

- \$16M Operating Contribution
- (\$3M) Budget Stabilization Subsidy
- **\$13.1M** FY25 Net Operating Contribution
- \$0.4 Capital Contribution
- \$0.5 SunRail Feeder Routes
- **\$14M** FY25 Funding Agreement Amount

## Partner Funding

	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
<b>Scenario #3 with reserve FY25 Partner contribution total increasing by 15.5%</b>						
Total Partner Contribution	106,250,401	122,719,213	141,740,691	152,149,601	161,373,013	169,776,344
% Increase of Contribution	15.50%	15.50%	15.50%	7.34%	6.06%	5.21%
Usage of Budget Stabilization	(25,529,555)	(15,697,770)	(3,879,116)	0	0	-
Stabilization "reserves held"	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000
Est. Ending Balance of Budget Stabilization Fund	19,583,178	3,885,408	6,293	6,293	6,293	6,293

# Option 2

## LYNX Proposed Changes





Exhibit A

# Seminole County Restructuring





# Agenda

- Project Goals
- Existing Seminole County LYNX Service
- Ridership Metrics
- Proposed Service Improvements
- Demographic Analysis
- Costs Metrics
- Neighborlink/On-Demand Options
- Next Steps
- Questions

Exhibit A





# Goals

Exhibit A

- Expand access to transit by providing appropriate service types to existing and new areas of coverage
- Restructure bus service to focus on areas of higher demand and major corridors
- Introduce new and expanded Neighborlink zones featuring true on-demand service
- Discontinue or restructure low performing bus routes
- Reduce the overall costs of delivering transit service in Seminole County



# Existing Service

Exhibit A

- 11 fixed-routes providing service along several corridors in Seminole County
- 2 Neighborlink Zones (Sanford and Oviedo)
- FY 24 Fixed Route Average Weekday Ridership was 6,644
- FY 24 Seminole County annual ridership was 2.1 million



# Existing Service

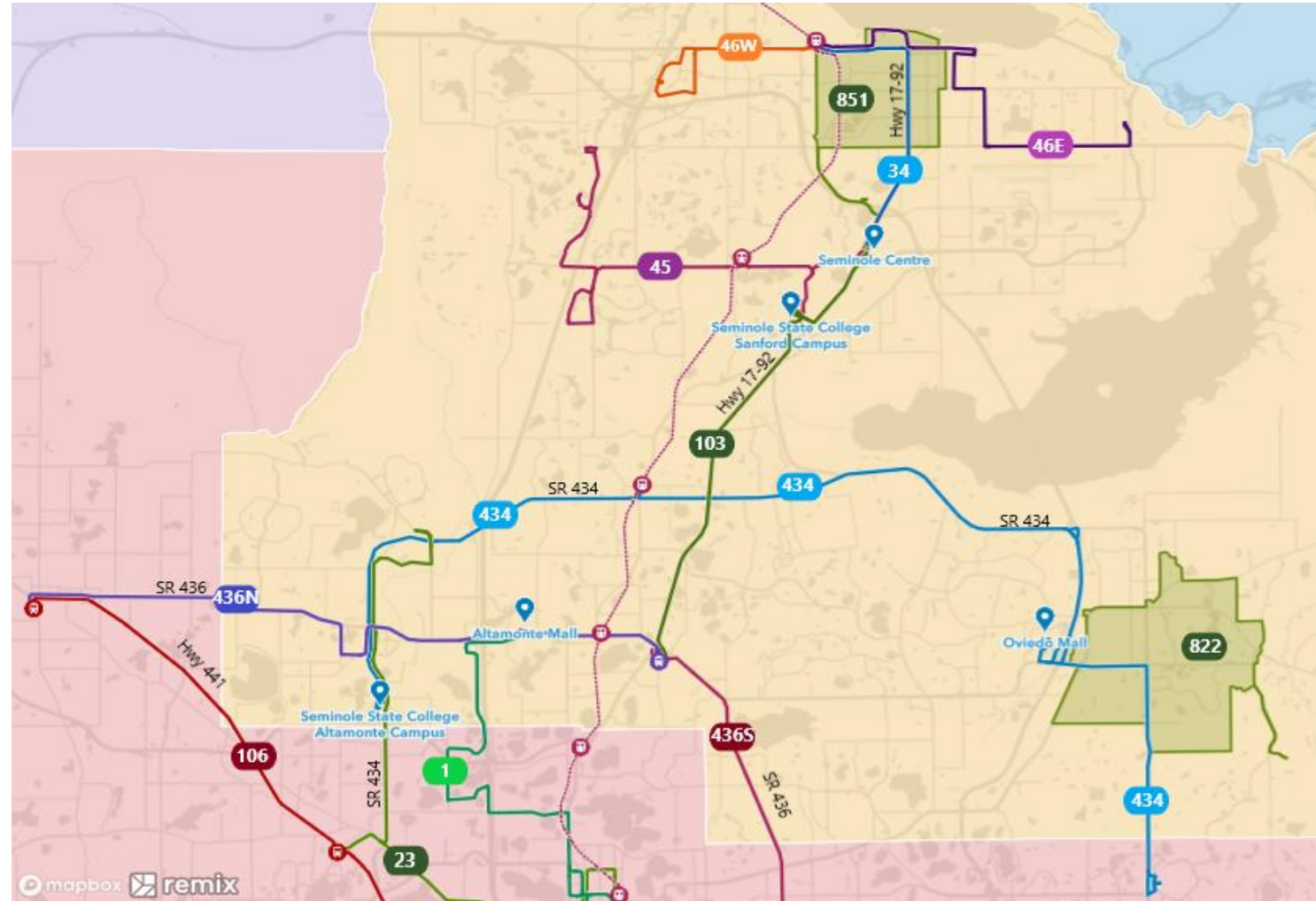
Exhibit A

## Fixed Route:

- Link 1 – Winter Park/Maitland/Altamonte Springs
- Link 23 – Winter Park/Rosemont/Springs Plaza
- Link 34 – North Hwy 17-92/Sanford
- Link 45 – Lake Mary
- Link 46E – East First St./Downtown Sanford
- Link 46W – West S.R. 46/Seminole Towne Center
- Link 103 – North Hwy 17-92/Seminole Centre
- Link 106 – North Hwy 441/Orange Blossom Trail
- Link 434 – S.R. 434
- Link 436N – S.R. 436/Fernwood/Apopka
- Link 436S – S.R. 436/Fernwood/Orlando Int'l Airport

## NeighborLink:

- NeighborLink 822 – Oviedo
- NeighborLink 851 – Sanford



# Existing Service

Exhibit A

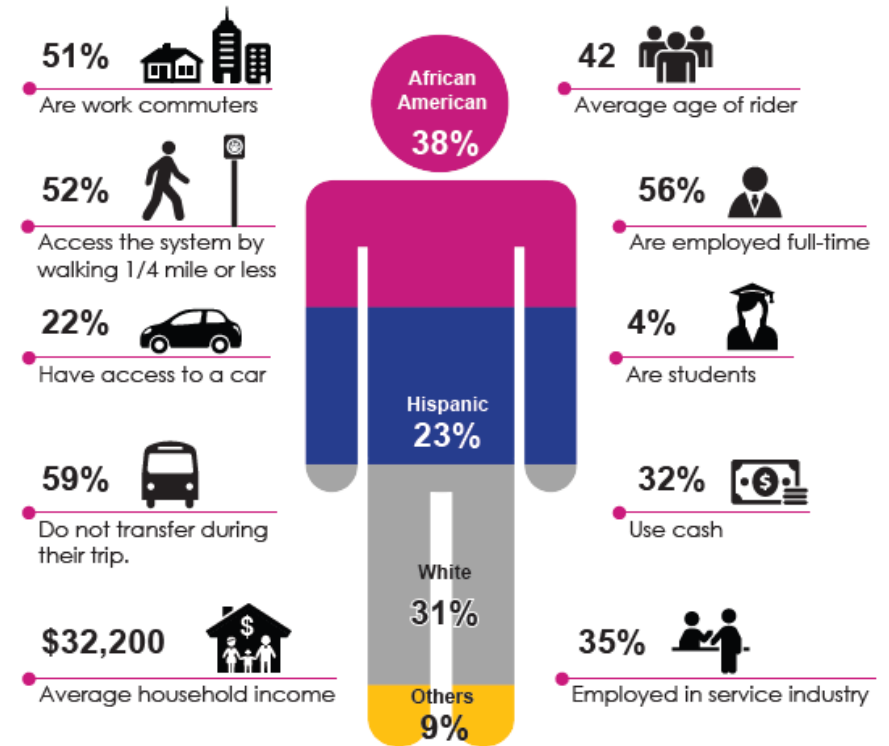
## LYNX Typical Rider Profile for Seminole County:

- Highly diverse ridership
- Over 50% of trips are for work
- 35% of riders are employed in the service industry
- Over 50% access LYNX by walking to a stop
- 56% of riders are employed full time
- Only 22% had access to a vehicle

## CENTRAL FLORIDA TRANSIT (LYNX AND SUNRAIL)

### 2023 ORIGIN AND DESTINATION SURVEY

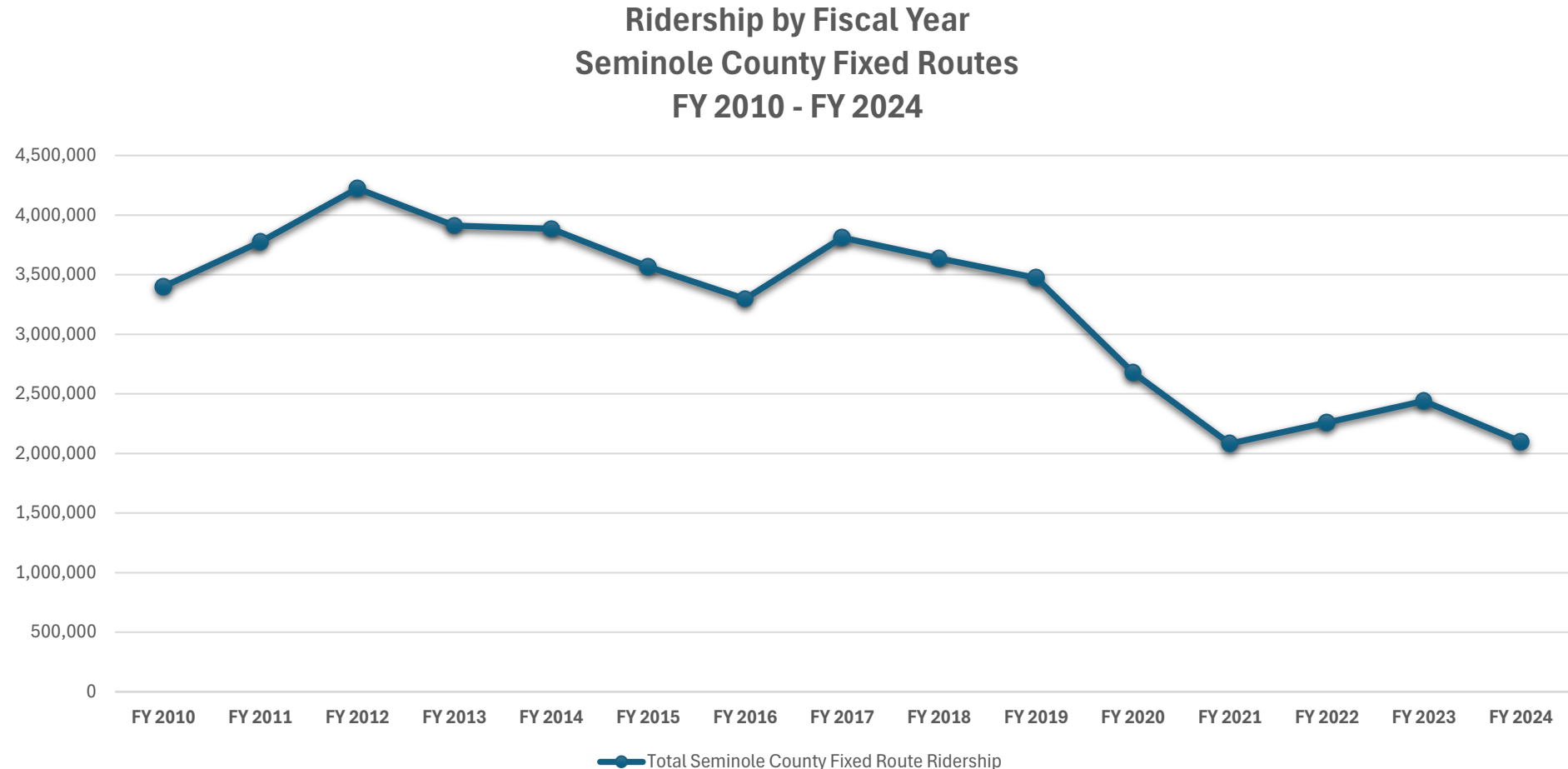
#### Travel Characteristics | Demographics Seminole County Residents



# Ridership Metrics

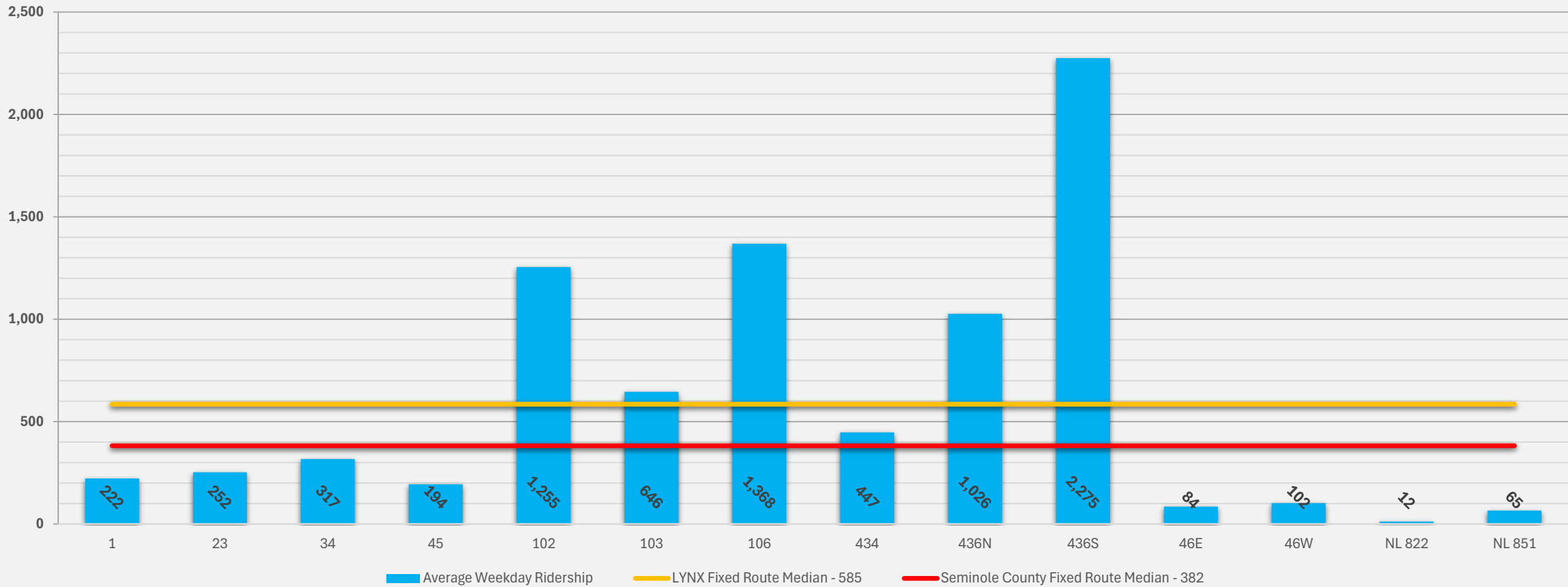
Exhibit A

- Fixed Route Historical Annual Ridership has trended down since 2012.
- Ridership peaked in FY 2012 – 4.2 million trips in Seminole County
- Upward trend since 2020
- LYNX overall ridership has recovered to about 80% of 2019 ridership levels

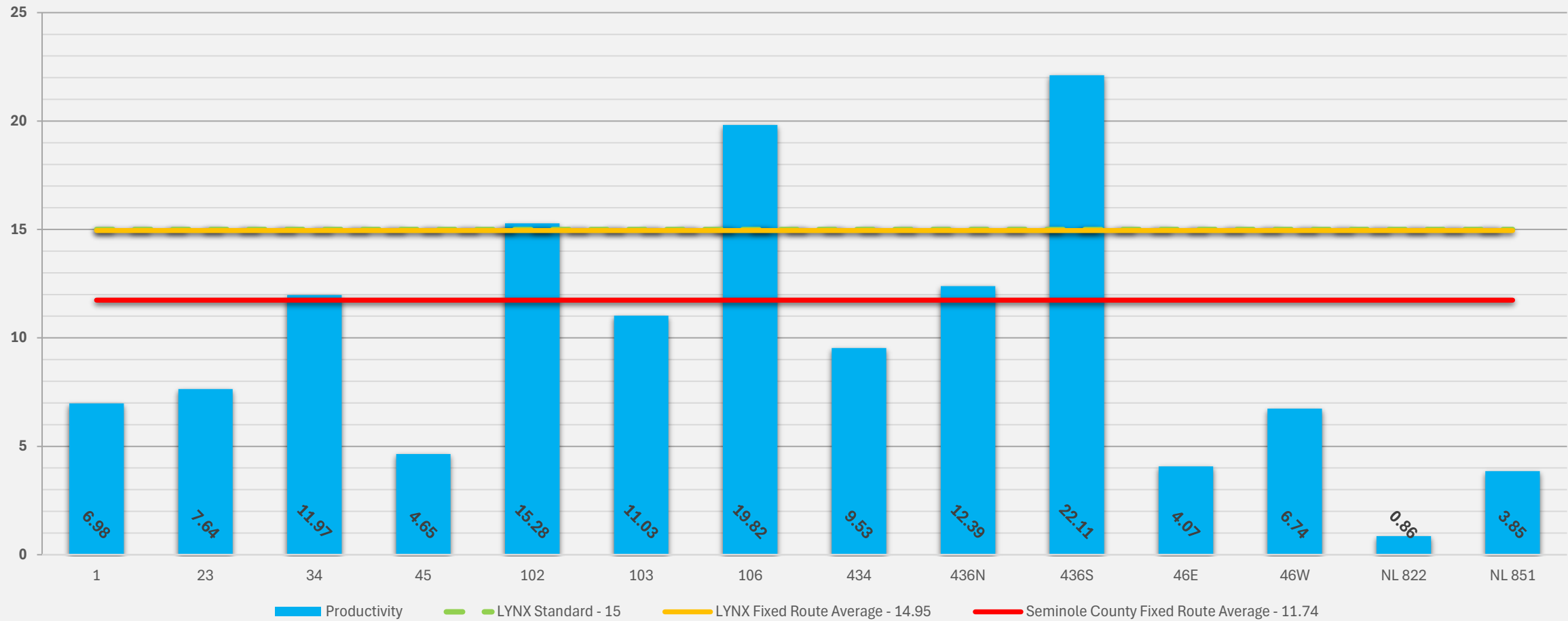




LYNX Average Weekday Ridership by Route - Seminole County  
Fiscal Year 2024  
October 2023 - September 2024



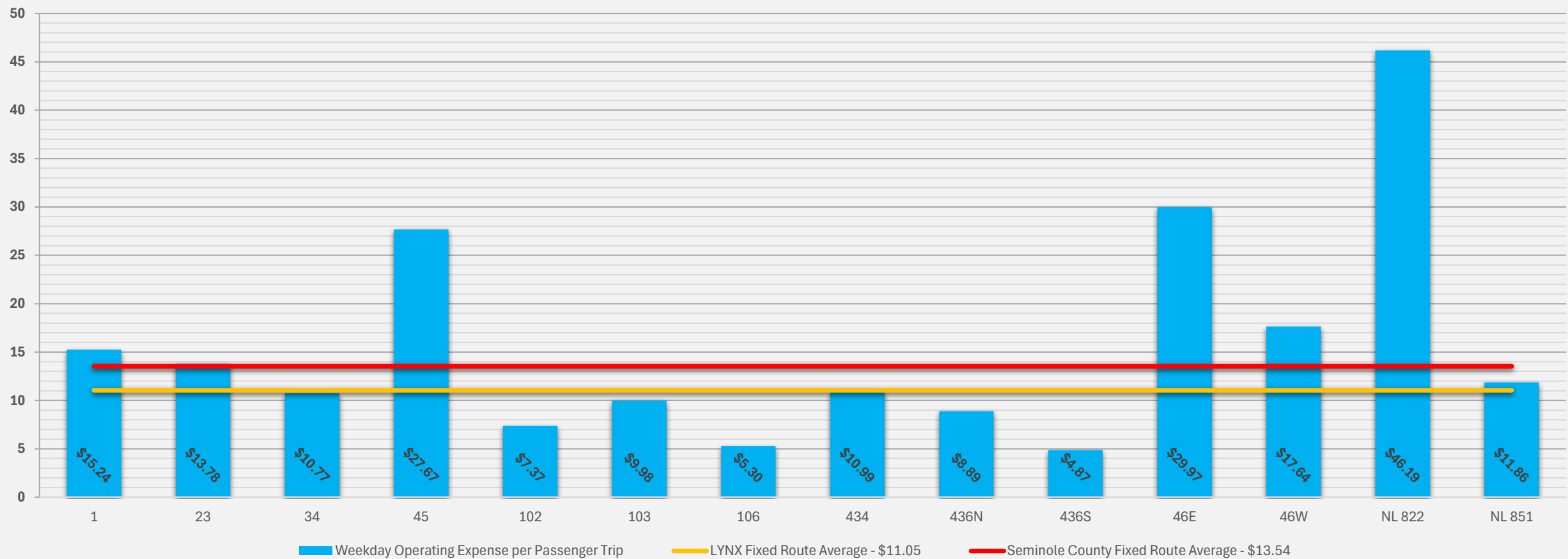
LYNX Productivity by Route - Seminole County  
Fiscal Year 2024  
October 2023 - September 2024



# Ridership Metrics

Exhibit A

LYNX Average Weekday Operating Expense per Passenger Trip - Seminole County  
Fiscal Year 2024  
October 2023 - September 2024



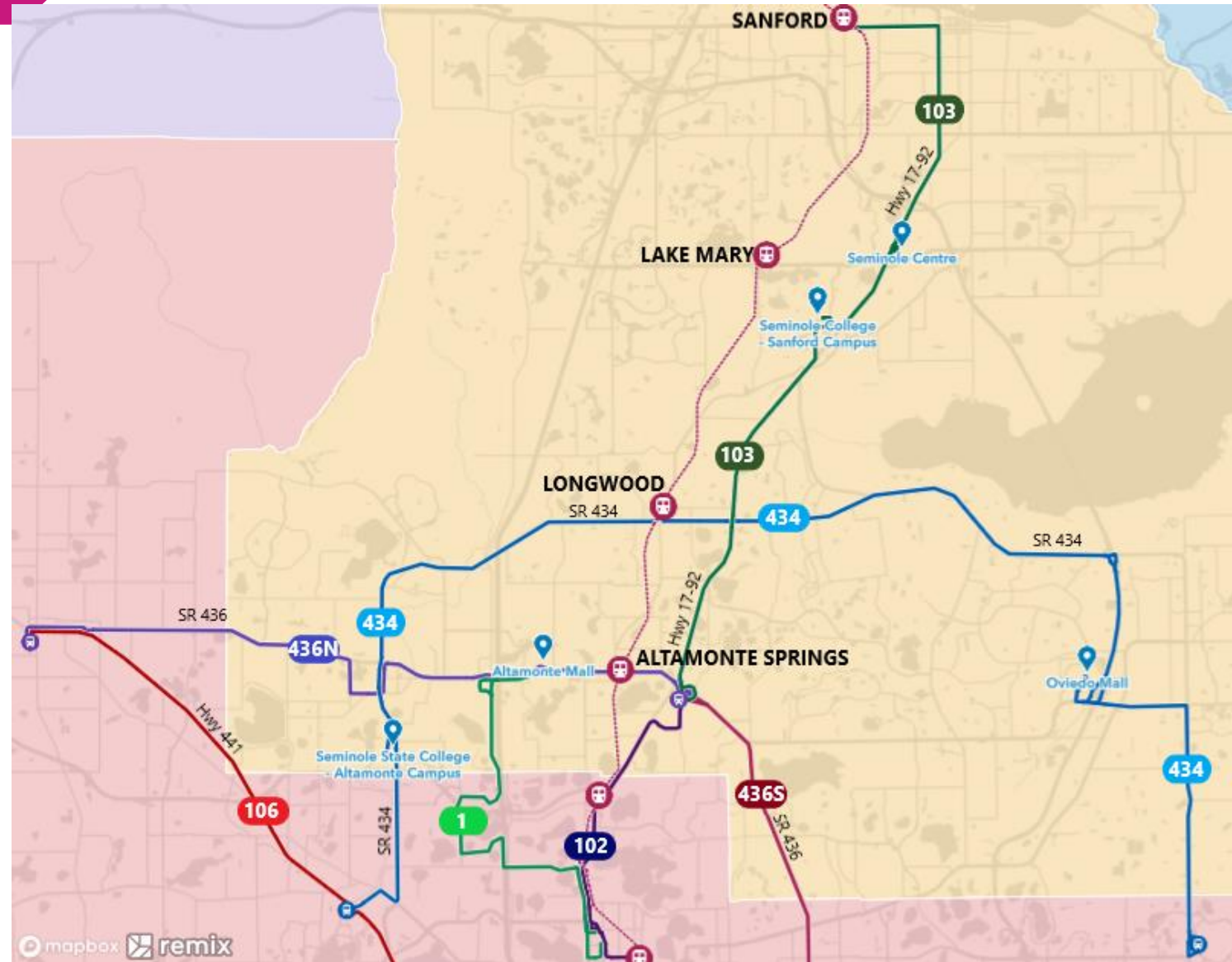


- Maintain Service on Key Corridors:
  - Combine current Links 34 & 103 into one route, operating on Hwy 17-92 from Sanford SunRail Station to Fern Park
  - Combine current Links 23 and 434 into one route, operating on S.R. 434 from UCF Superstop to Rosemont Superstop (*note: Link 23 would operate between Rosemont Superstop and Winter Park*)
  - Frequency adjustments to Link 436N on weekday evenings and Saturday
  - No changes to current Links 1, 106, and 436S
- Discontinue Lake Mary and Sanford secondary routes
  - Links 45, 46E, 46W discontinued and replaced by NeighborLink On-Demand Service
- Adjust span of service on several routes to match ridership demand
  - Links 103 & 434

# Proposed Service – Fixed Route

Exhibit A

- Link 1 – Winter Park/Maitland/Altamonte Springs
- Link 102 – Orange Ave./South U.S. 17-92
- Link 103 – North Hwy 17-92/Sanford
- Link 106 – North Hwy 441/Orange Blossom Trail
- Link 434 – S.R. 434
- Link 436N – S.R. 436/Fernwood/Apopka
- Link 436S – S.R. 436/Fernwood/Orlando Int'l Airport



# Proposed Service – Fixed Route

Exhibit A

Link	Hours of Service	Weekday (peak)	Weekday (midday)	Weekday (evening)	Span of Service	Saturday	Span of Service	Sunday
<b>1</b>	6:15am – 9:55pm	60	60	60	6:25am – 9:25pm	60	No Service	No Service
<b>102</b>	4:30am – 12:15am	20	20	60	4:45am – 11:15pm	30-60	5:15am–10:30pm	30
<b>103</b>	6:15am – 9:35pm	30	30	60	6:05am – 9:25pm	30	6:10am – 8 pm	60
<b>106</b>	4:25am – 12:20am	30	30	60	4:45am – 11:25pm	30-60	4:45am – 9:30pm	60
<b>434</b>	5:05am – 9:10pm	60	60	No Service	6:20am – 8:55pm	60	No Service	No Service
<b>436N</b>	4:20am – 12:10am	30	30	60	4:30am – 12:45am	30-60	6:55am – 9:35pm	60
<b>436S</b>	4am – 12:40am	30	30	30	4am – 12:40am	30	5:35am – 1:15am	60

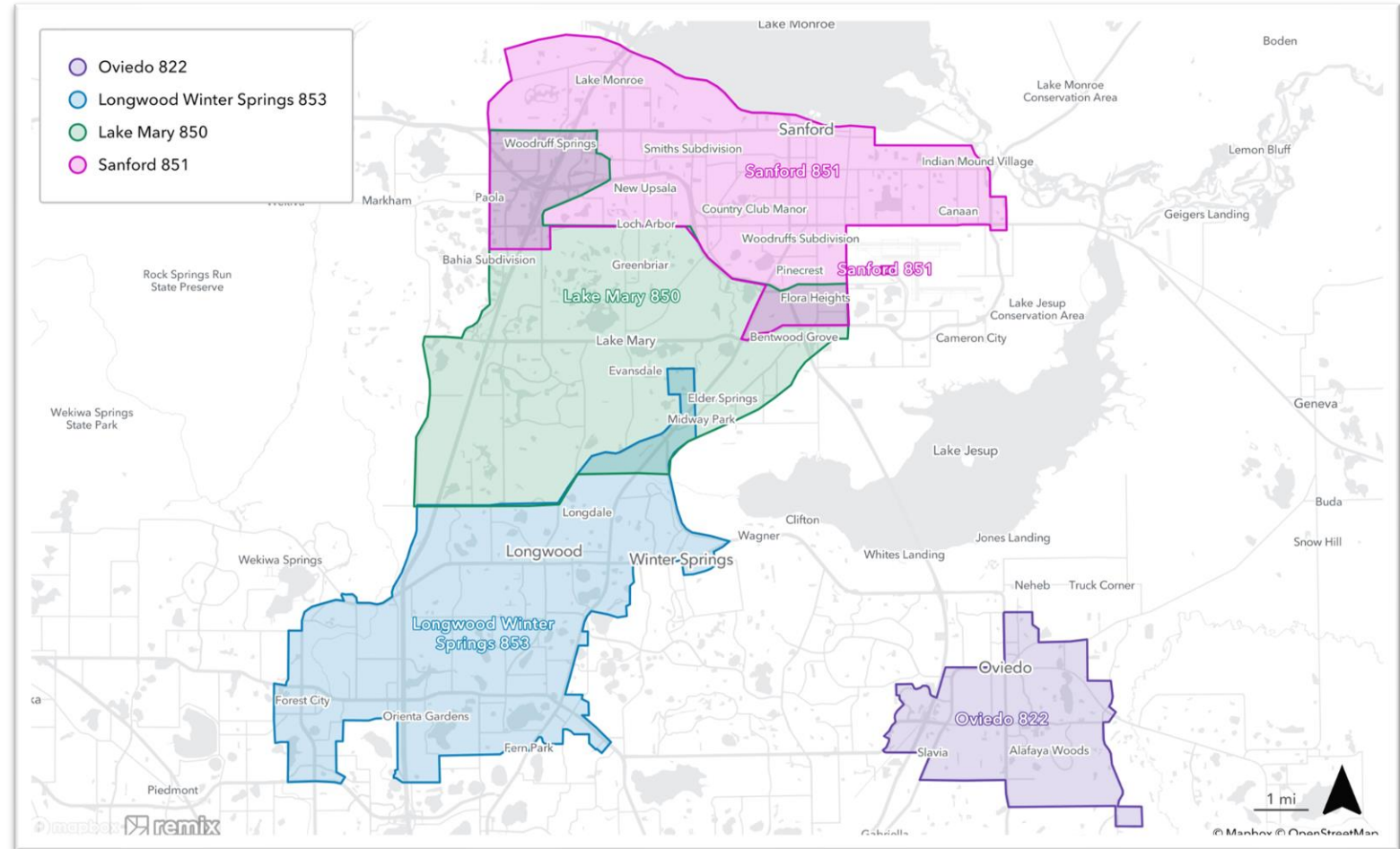
# *NeighborLink*

- NeighborLink will fill gaps where low performing fixed-route services mostly in Sanford and Lake Mary will be discontinued
- Existing zones will be realigned and new NeighborLink zones will provide transit accessibility to more areas in Seminole County and offer new connections
- Focus on creating a community service that would accommodate everyday travel needs (ex. commuting, shopping, school, etc.)
- Provide true on-demand service with smaller vehicles and 30 minute or less wait times. Utilizing the latest technologies

# Proposed Service - NeighborLink

Exhibit A

- NeighborLink 822 – Oviedo:  
9.6 sq miles  
23,500 population
- NeighborLink 850 – Lake Mary:  
30 sq miles  
population 69,000
- NeighborLink 851 – Sanford:  
26 sq miles  
population 58,400
- NeighborLink 853 – Longwood/  
Winter Springs/ Altamonte Springs:  
26 sq miles  
population 90,600



# Proposed Service - NeighborLink

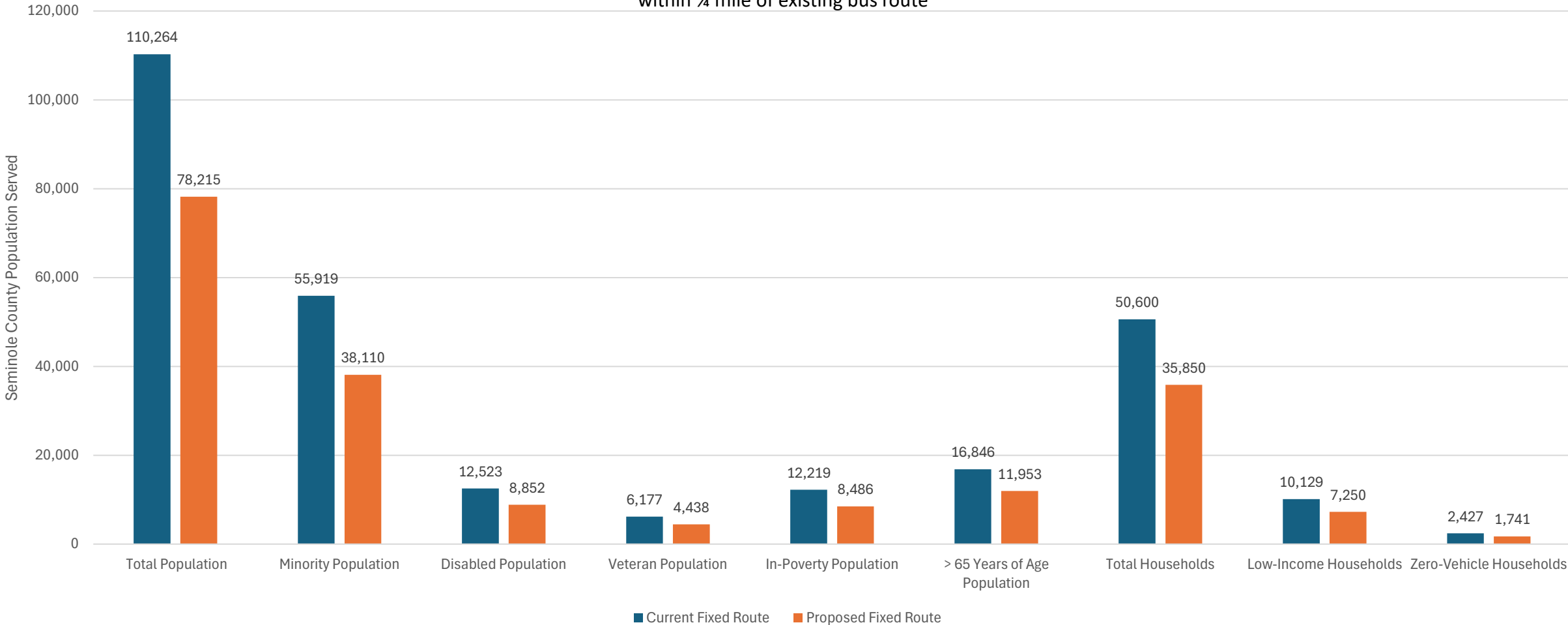
Exhibit A

Link	Weekday Hours of Service	# of Vehicles	Estimated Wait Time	Saturday Hours of Service	# of Vehicles	Sunday Hours of Service	# of Vehicles
822	6am – 7pm	1	30 min.	N/A	0	No Service	No Service
850	5am – 9pm	2	30 min.	7am – 9pm	2	No Service	No Service
851	5am – 9:30pm	2	30 min.	7am – 9pm	2	No Service	No Service
853	5am – 9pm	2	30 min.	7am – 9pm	2	No Service	No Service

# Demographics Analysis – Fixed Route

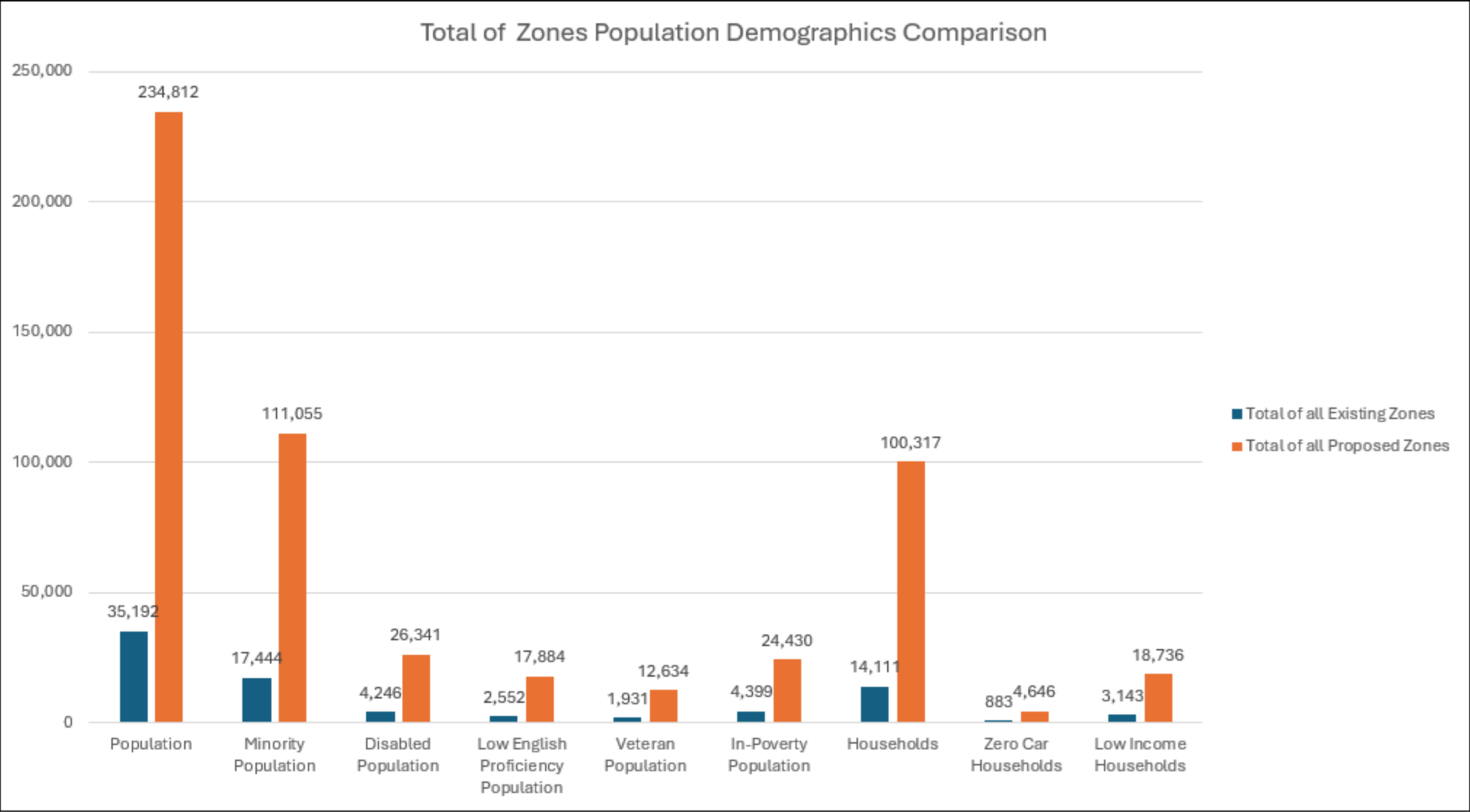
Exhibit A

Seminole County Fixed Route Service Demographics  
Current and Proposed  
\*within ¼ mile of existing bus route



# Demographics Analysis – NeighborLink

Exhibit A





# Cost Metrics

Exhibit A

## Current Costs for LYNX Service FY 25 and Estimated FY 26 Costs

	Current Hours (FY 25)	Current (FY 25 Hourly rate)	Current Cost (FY 25)	Estimated Hours (FY 26)	Estimated (FY 26 Hourly rate*)	Estimated Cost (FY 26)
Fixed Route	114,742	\$105.4204	\$12,096,159	79,382	\$109.6372*	\$8,703,135
On Demand Neighborlink	10,694	\$62.36	\$666,869	19,651	\$64.85*	\$2,289,579
Total	125,436	N/A	\$12,763,028	99,003	N/A	\$10,992,714

- Estimated cost for FY 26 includes adjustments made to fixed route and Neighborlink on-demand services.
- Neighborlink on-demand expanded service is estimated for FY 26 using LYNX in house model as it operates today
- \*4% inflation factor was added to FY 25 cost per hour for both fixed route and one-demand service for FY 26 rates
- Total savings from fixed route reductions in FY 26 dollars amounts to \$3,847,166, which could be applied to expanded on-demand service

# Neighborlink/Microtransit Options

Exhibit A

Options include:

- Operate in house by LYNX (current mode). This type of service is called Software as a Service model (SaaS). LYNX could use existing software platform to provide service or seek proposals from qualified software vendors such as Sparelabs, RideCo, etc to perform the back-office functions of microtransit. LYNX would own the vehicles, operators, customer service, etc.
- Operate by third party. This type of service is called Transportation as a Service model (TaaS). LYNX would seek proposals from qualified vendors who would offer a turnkey operation. Companies such as Freebee\* (City of Kissimmee model) VIA\* (Votran model), etc. provide these services. LYNX would act as contract manager of these providers. Currently how AccessLYNX Paratransit is managed.

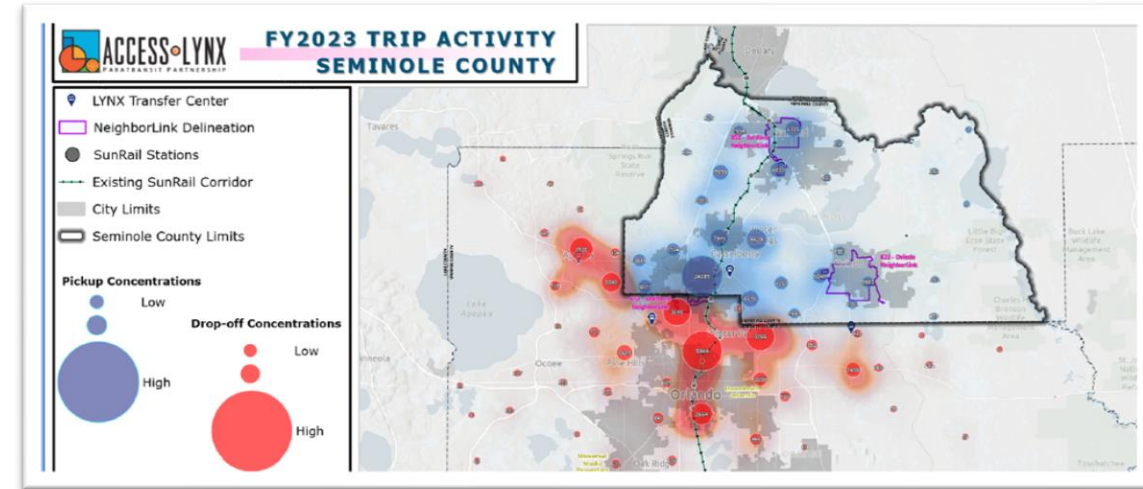
\*Third Party as shown above for planning and discussion purposes only.



# Paratransit ADA Service

Exhibit A

- LYNX is Central Florida's Regional Community Transportation Coordinator (CTC) service provider for Americans with Disabilities Act (ADA) and Transportation Disadvantaged (TD) persons in Orange, Osceola and Seminole counties.
- LYNX is required by Federal Transit Administration (FTA) to provide complementary ADA paratransit service with  $\frac{3}{4}$  miles of a fixed bus route.
- The ADA  $\frac{3}{4}$  mile requirement goes away when a fixed route is eliminated
- The cost for one way trip goes from \$4 to \$7 for anyone currently within the  $\frac{3}{4}$  mile buffer
- LYNX provided 66,391 ADA trips in FY 23 that originated in Seminole County
- It is estimated 31% of all ADA trips in Seminole County begin and end in the proposed Neighborlink expanded zones. All ADA Paratransit customers are eligible for Access Plus+ card can ride Neighborlink and fixed route for free.





# Freebee Pilot

Exhibit A

- LYNX could contract with Freebee to pilot a one-year demonstration in Seminole County
- Piggyback off existing Monroe County Transit contract with Freebee
- Neighborlink will become Neighborlink powered by Freebee
- Door to Door On-Demand Service in a defined geographical area
- 30 minute or less wait time
- Brand new smaller vehicles (electric) includes ADA accessible vans
- Trained/certified drivers
- Easy to use App or call in reservation
- Fare same as fixed route \$2.00 one-way
- FDOT Service Development Grant eligible for new zones



# Proposed Timeline

Exhibit A

- Receive Direction from Seminole County BCC – November 12, 2024
- Meet with Local Municipalities within Seminole County - (November - December 2024)
- Initiate Public Involvement - (January through March 2025)
- Present to LYNX Finance Committee and Oversight Committee - (March 2025)
- LYNX Board approval - April 2025
- Procure Third Party vendor for Neighborlink Pilot - (April through August 2025)
- Implement Service Changes - August 2025

# Option 3

## Alternatives Based Upon Additional Investigation

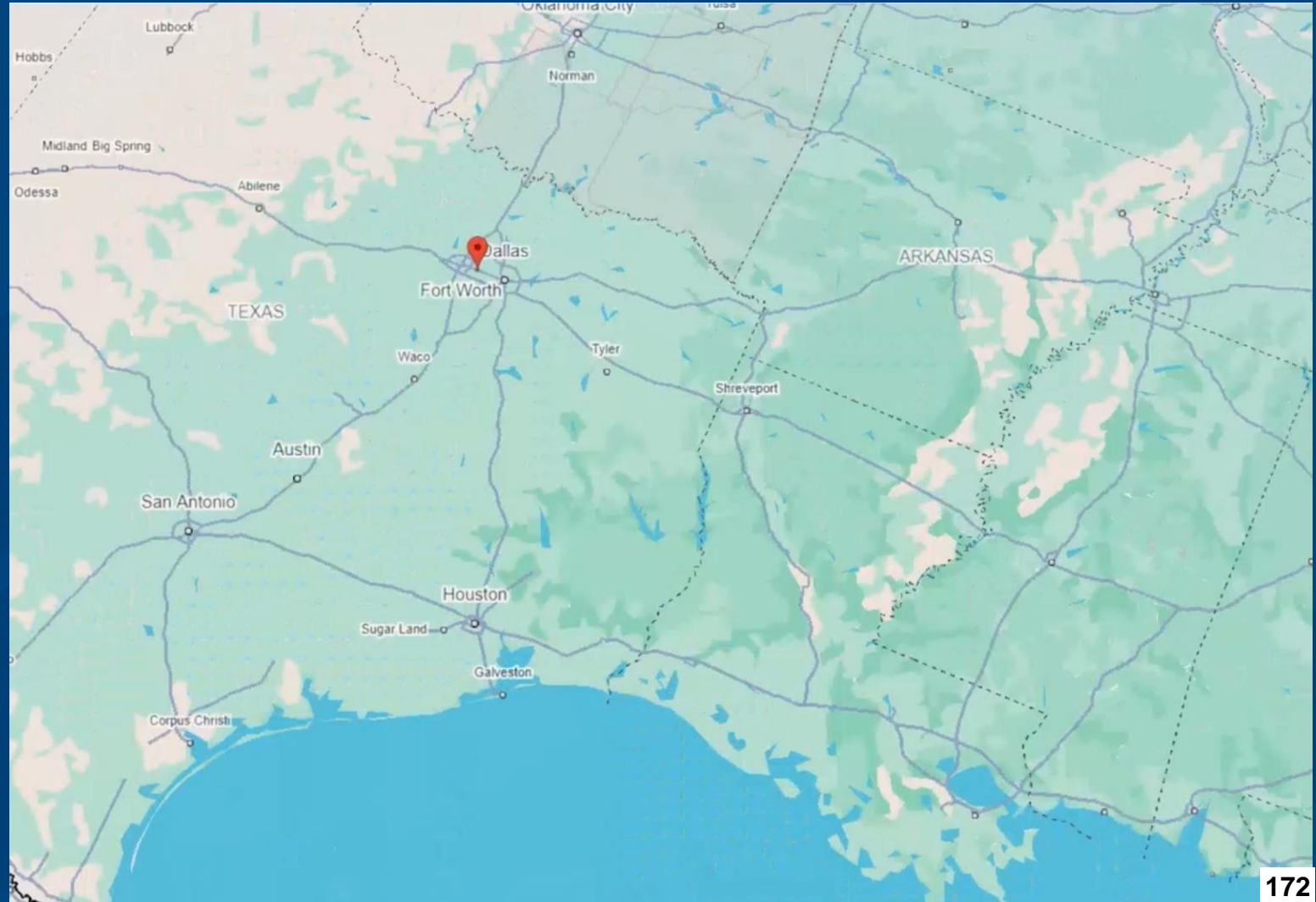
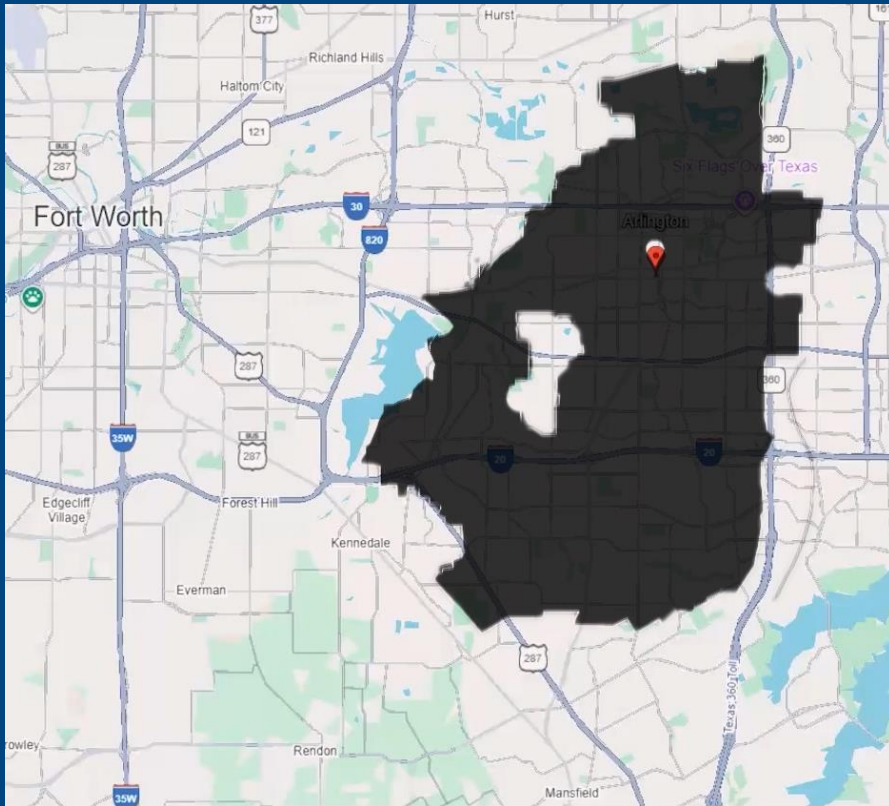
- Arlington, Texas Case Study



# Demographics

DEMO	SEMINOLE COUNTY	ARLINGTON, TX
AREA*	160 SQ MILES	100 SQ MILES
POPULATION	489,919	398,431
POPULATION DENSITY*	3,000 PER SQ MILE	4,750 PER SQ MILE
MEDIAN HOUSEHOLD INCOME	\$79,490	\$71,736
BELOW POVERTY LINE	11%	13%
TRAVEL TIME TO WORK	27.2 MINS	26.9 MINS
*EXCLUDING LAKES AND RURAL AREA		







# Arlington Texas

- General Public On-Demand Service started in 2017
- Elderly and Person's with Disabled Service
- No Fixed Route Service
- Direct Recipient for Grants
- Not part of a regional transit agency

# On Demand Service

- Single Zone
- Corner to Corner Service for General On Demand
- App-based booking with call-in option
- 15 min to 30 min pick up window
- Hours: Mon-Fri 6am to 9pm; Sat 9am to 9pm

# On Demand Service

- Fares \$3 to \$5 depending on length
- \$25 weekly pass and \$80 monthly pass options
- Free ride program for low income and students
- 575K rides per year
- 3K to 4K active riders per week
- 75 shuttles owned by the vendor

# Connectivity

Riders can connect to adjacent fixed route systems

- 2 Stops connect to Bus Systems
- 1 Stop connects to Commuter Rail System
- These stops are near the edge of the zone

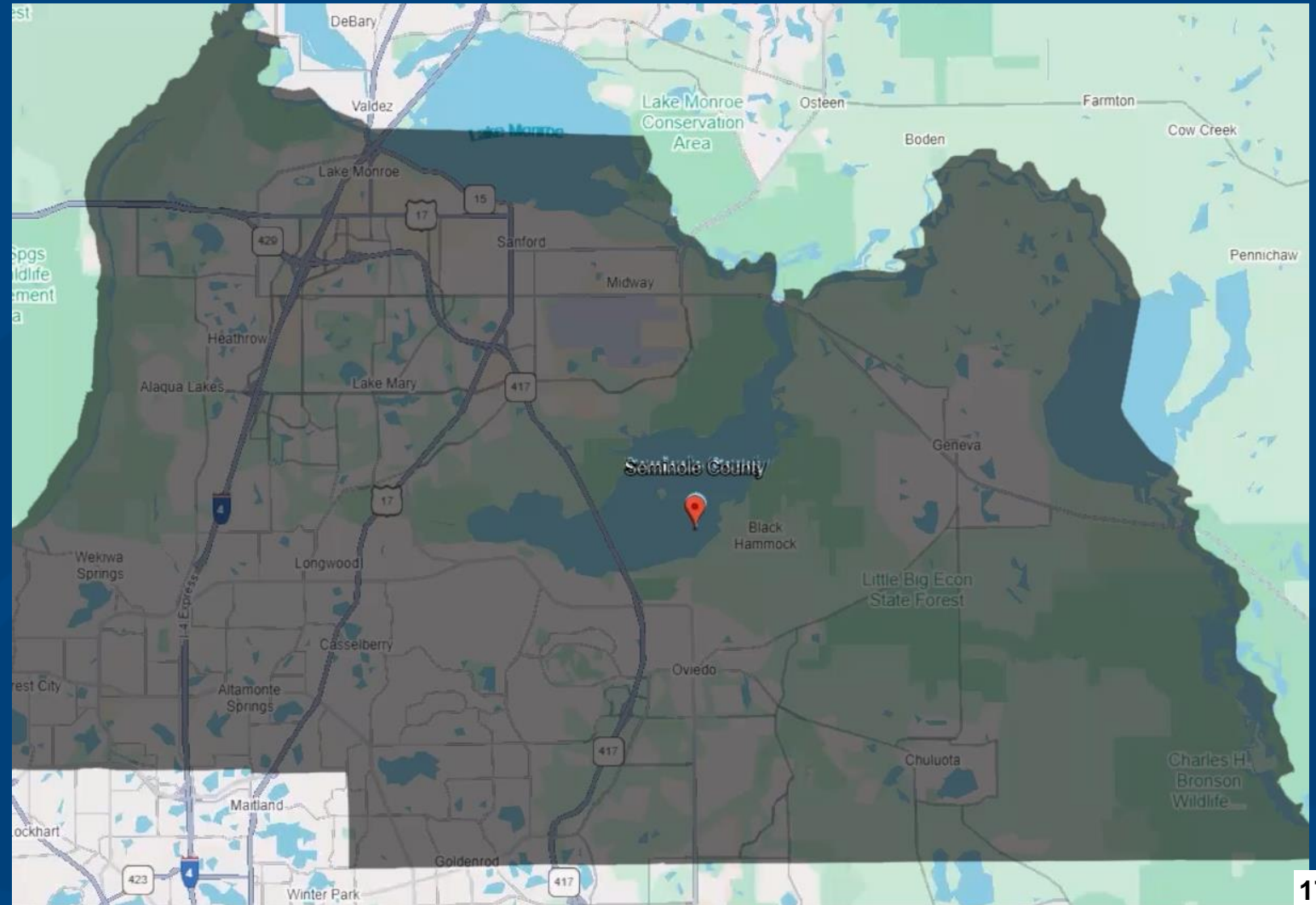
# Funding

- \$11M to \$12M On Demand Contract
- \$2M to \$3M Elderly & Low-Income Contract
- (\$6M to \$7M) FTA 5307 Federal Grants
- (\$1M to 2M) CDBG Grants offset low-income rides
- \$6M from General Fund

*Additional 4 staff members partially dedicated to managing service in house*

# Seminole County

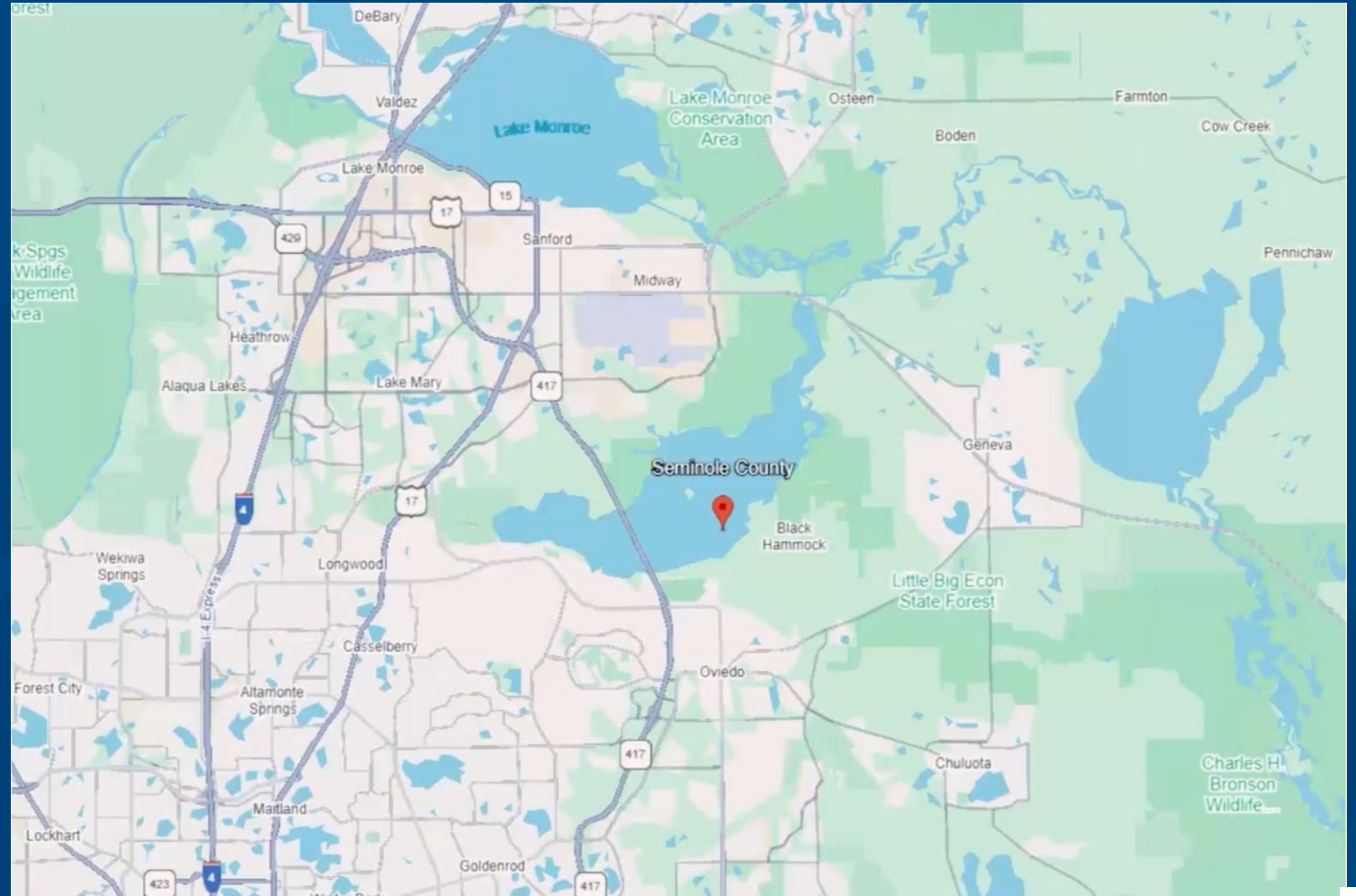
345 Square Miles



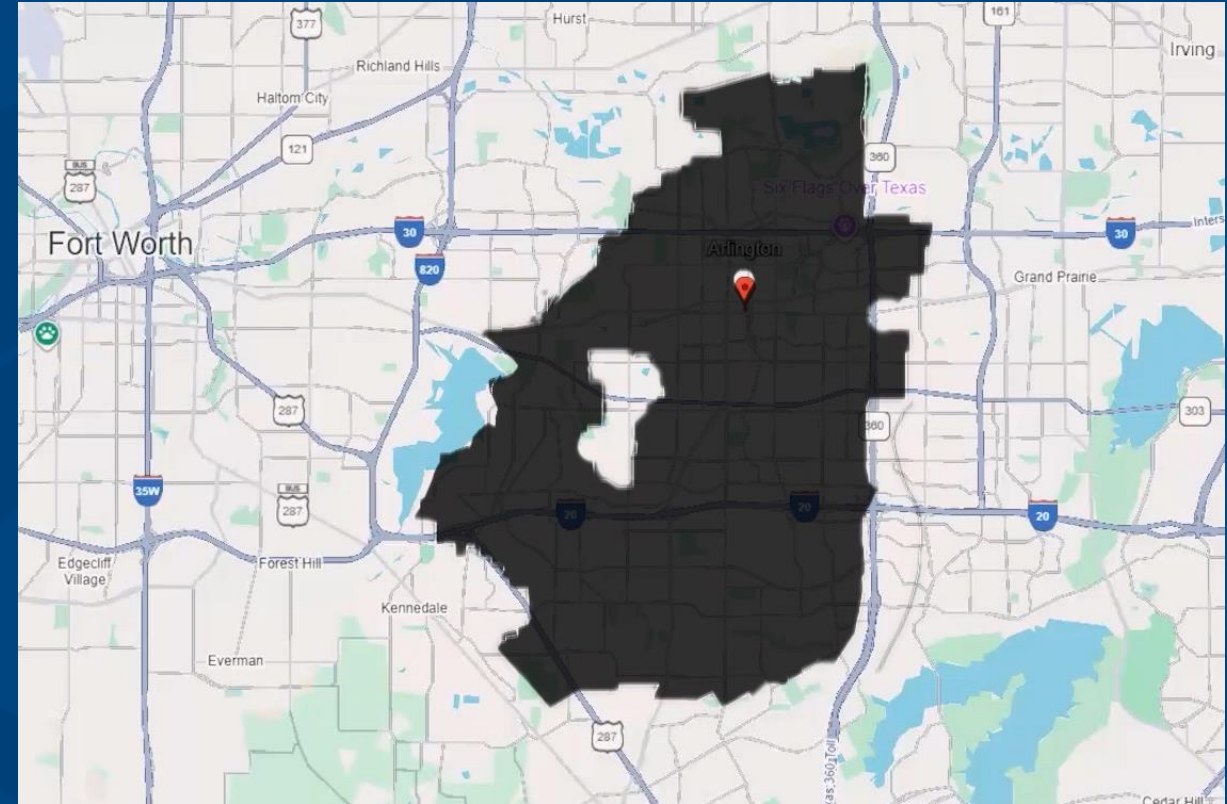
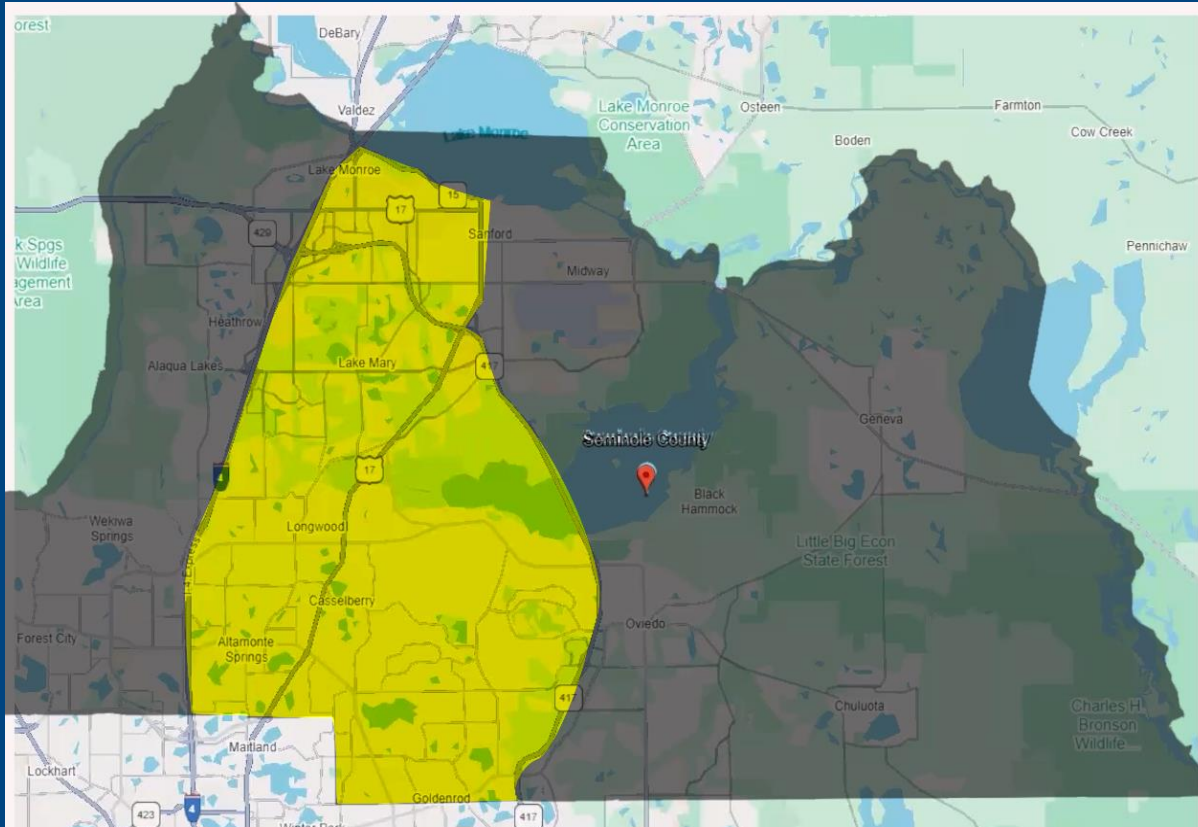
# Seminole County

160 Sq Miles excluding Lakes and  
Rural Area

Approximately 100 Sq Miles including  
Sanford and between I4 & SR 417









# Option 3 Variations

## Alternative Micro-Transit Providers

- Almost unlimited variations on Zone Options
- Transition Period
- Solicitation to determine pricing and service level options available
- Vehicle ownership options
- Connections to existing Rail and Fixed Route Transit

# Next Steps

- Continue Conversations with various regional transit entities about efficient future connectivity or partnerships
- Continue Conversations with Volusia about future connectivity or partnerships
- Identify source and administration of potential grants and other funding options
- Issue Solicitation for Proposals; encourage LYNX to Bid

# Timeline

- FY25 Continue existing services
- Dec-Feb Issue Solicitation
- TBD Board Worksession
- TBD Public Engagement
- Oct 2025 Implement Service Changes

# Recommendation

Direct Staff to Issue formal Solicitation for Proposals to allow for evaluation of varying options to include costs; the number of potential zones with connectivity to SunRail and adjacent fixed route services; and the obtainment of grants. Invite LYNX to submit a proposal amongst others.

And approve item #21 to execute the LYNX FY25 Service Funding Agreement with the Central Florida Regional Transportation Authority.

**TERM CONTRACT FOR MICRO-TRANSIT SERVICES  
(RFP-604918-25/PCD)**

**THIS AGREEMENT** is dated as of the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between **BEEFREE, LLC D/B/A FREEBEE**, duly authorized to conduct business in the State of Florida, whose address is 371 NE 61<sup>st</sup> Street, Miami, Florida 33137, in this Agreement referred to as “**CONTRACTOR**”, and **SEMINOLE COUNTY**, a charter county and political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 E. 1<sup>st</sup> Street, Sanford, Florida 32771, in this Agreement referred to as “**COUNTY**”.

**W I T N E S S E T H:**

**WHEREAS**, COUNTY desires to retain the services of a competent and qualified contractor to provide micro-transit services to improve public transit for Seminole County; and

**WHEREAS**, as part of a competitive process, COUNTY has requested and received one (1) or more proposals from one (1) or more contractors expressing interest in providing micro-transit services; and

**WHEREAS**, CONTRACTOR is competent and qualified to provide services to COUNTY, and desires to provide services according to the terms and conditions stated in this Agreement,

**NOW, THEREFORE**, in consideration of the mutual understandings and covenants set forth in this Agreement, COUNTY and CONTRACTOR agree as follows:

**Section 1. Services.** COUNTY hereby retains CONTRACTOR to provide services as further described in the Scope of Services, attached to and incorporated in this Agreement as Exhibit A. CONTRACTOR acknowledges and agrees that service adjustments may be requested by COUNTY during the term of this Agreement. If COUNTY requests service adjustments

CONTRACTOR agrees to cooperate and work with COUNTY to modify such services. CONTRACTOR agrees to the terms and conditions specified in the COUNTY's RFP-604918-25/PCD solicitation documents, including any addenda, incorporated by reference as if fully set forth in this Agreement and agrees to providing the services specified in Exhibit A-1 – Best and Final.

**Section 2. Term.** This Agreement takes effect on the date of its execution by COUNTY and continues for a period of six (6) years. At the sole option of COUNTY, this Agreement may be renewed for two (2) successive periods not to exceed two (2) years each. Expiration of the term of this Agreement will have no effect upon Purchase Orders issued pursuant to this Agreement and prior to the expiration date. Obligations entered by both parties under such Purchase Orders will remain in effect until delivery and acceptance of the materials authorized by the respective Purchase Order.

**Section 3. Authorization for Services.** The authorization for provision of services by CONTRACTOR under this Agreement will be in the form of written Purchase Orders issued and executed by COUNTY. Therefore, CONTRACTOR must not begin work until a Purchase Order is issued. A sample Purchase Order is attached to and incorporated in this Agreement as Exhibit B. The Purchase Order will describe the specific services authorized by COUNTY. The terms of this Agreement are incorporated by reference in each Purchase Order. COUNTY makes no covenant or guarantee as to the number of available Purchase Orders or that CONTRACTOR will perform any Purchase Order for COUNTY during the term of this Agreement. COUNTY reserves the right to contract with other parties for the services contemplated by this Agreement when it is determined by COUNTY to be in the best interest of COUNTY.

**Section 4. Compensation.** COUNTY shall compensate CONTRACTOR for services in accordance with the compensation outlined in Exhibit C, attached to and incorporated in this Agreement. If requested by COUNTY, CONTRACTOR agrees to the pricing for services as specified in Exhibit C-1 – Contract Pricing (\$2M Excess), attached to and incorporated in this Agreement. Unless mutually agreed upon, CONTRACTOR agrees that no changes to the price per vehicle specified in Exhibit C or C-1 will be made for the first two (2) years of the term of the Agreement. Thereafter, CONTRACTOR upon six (6) months prior written notice may increase its price per vehicle in an amount not-to-exceed three percent (3%) one time per year for the remaining years of the term of the Agreement.

**Section 5. Payment and Billing.**

(a) CONTRACTOR shall provide all services required by the Purchase Order, but in no event will CONTRACTOR be paid more than the negotiated compensation amount stated within each Purchase Order.

(b) If Exhibit C specifies compensation is based on a fixed fee basis, CONTRACTOR may invoice the amount due based on the percentage of total Purchase Order services actually provided, but in no event may the invoice amount exceed a percentage of the Fixed Fee amount equal to a percentage of the total services actually completed.

(c) COUNTY shall make payments to CONTRACTOR when requested services are provided, but not more than once monthly. Each Purchase Order must be invoiced separately. At the close of each calendar month, CONTRACTOR shall render to COUNTY an itemized invoice, properly dated, describing services provided, the cost of the services provided, the name and address of CONTRACTOR, Purchase Order Number, Contract Number, and any other information required by this Agreement.

(d) Submittal instructions for invoices are as follows:

(1) The original invoice must be emailed to:

AP@SeminoleClerk.org

(2) The original invoice may also be mailed or delivered to:

Director of County Comptroller's Office  
Seminole County Board of County Commissioners  
P.O. Box 8080  
Sanford, FL 32772-8080

(3) A copy of the invoice must be sent to:

Assistant County Manager, Kristian Swenson or designee  
Seminole County – County Manager's Office  
1101 E. 1<sup>st</sup> Street  
Sanford, FL 32771

(e) Upon review and approval of CONTRACTOR's invoice, COUNTY shall pay CONTRACTOR the approved amount in accordance with the terms as set forth in Chapter 218, Part VII, Florida Statutes.

**Section 6. General Terms of Payment and Billing.**

(a) Upon satisfactory delivery of services required under this Agreement and upon acceptance of the services by COUNTY, CONTRACTOR may invoice COUNTY for the full amount of compensation provided for under the terms of this Agreement less any amount already paid by COUNTY.

(b) COUNTY may perform or have performed an audit of the records of CONTRACTOR at any time during the term of this Agreement and after final payment to support final payment under this Agreement. Audits may be performed at a time mutually agreeable to CONTRACTOR and COUNTY. Total compensation to CONTRACTOR may be determined subsequent to an audit as provided for in this Section and the total compensation so determined will be used to calculate final payment to CONTRACTOR. Performance of this audit will not delay final payment as provided by subsection (a) of this Section.



(c) CONTRACTOR shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the services provided under this Agreement in such a manner as will readily conform to the terms of this Agreement. CONTRACTOR shall make such materials available at CONTRACTOR's office at all reasonable times during the term of this Agreement and for five (5) years from the date of final payment under the contract for audit or inspection as provided for in subsection (b) of this Section.

(d) In the event any audit or inspection conducted after final payment but within the period provided in paragraph (c) of this Section reveals any overpayment by COUNTY under the terms of the Agreement, CONTRACTOR shall refund such overpayment to COUNTY within thirty (30) days of notice by COUNTY.

**Section 7. No Waiver by Forbearance.** COUNTY's review of, approval and acceptance of, or payment for the services required under this Agreement does not operate as a waiver of any rights under this Agreement, or of any cause of action arising out of the performance of this Agreement. CONTRACTOR is and will always remain liable to COUNTY in accordance with applicable law for any and all damages to COUNTY caused by CONTRACTOR's negligent or wrongful provision of any of the services provided under this Agreement.

**Section 8. Termination.**

(a) COUNTY may, by written notice to CONTRACTOR, terminate this Agreement or any Purchase Order issued under this Agreement, in whole or in part, at any time, either for COUNTY's convenience or because of the failure of CONTRACTOR to fulfill its obligations under this Agreement. If the COUNTY intends to terminate this Agreement for convenience within the first year of this Agreement, COUNTY must provide CONTRACTOR one hundred eighty (180) days prior written notice. If the COUNTY intends to terminate this Agreement for

convenience after the first year of this Agreement, COUNTY must provide CONTRACTOR ninety (90) days prior written notice. If the COUNTY intends to terminate this Agreement for cause, COUNTY must provide CONTRACTOR fourteen (14) business days to cure the default(s). Upon receipt of such notice, CONTRACTOR shall immediately discontinue all services affected, unless the notice directs otherwise, and deliver to COUNTY all data, drawings, specifications, reports, estimates, summaries, and any and all such other information and materials of whatever type or nature as may have been accumulated by CONTRACTOR in performing this Agreement, whether completed or in process.

(b) If the termination is for the convenience of COUNTY, CONTRACTOR will be paid compensation for services performed to the date of termination.

(c) If CONTRACTOR fails to cure a default under this Agreement within the time specified in this Section, the COUNTY may take over the work and carry it to completion by other agreements or otherwise. In such case, CONTRACTOR will be liable to COUNTY for all reasonable additional costs associated with CONTRACTOR's failure to fulfill its obligations under this Agreement.

(d) CONTRACTOR will not be liable for such additional costs if the failure to perform the Agreement arises without any fault or negligence of CONTRACTOR, but CONTRACTOR will be responsible and liable for the actions by its subcontractors, agents, employees, persons, and entities of a similar type or nature. Matters beyond the fault or negligence of CONTRACTOR include acts of God or of the public enemy, acts of COUNTY in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control, without any fault or

negligence of CONTRACTOR, and directly impact the location and services required by this Agreement.

(e) If after notice of termination for CONTRACTOR's failure to fulfill its obligations under this Agreement it is determined that CONTRACTOR had not so failed, the termination will be conclusively deemed to have been effected for the convenience of COUNTY. In such event, adjustment in the Agreement price will be made as provided in subsection (b) of this Section.

(f) The rights and remedies of COUNTY provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under this Agreement.

**Section 9. Contract Documents.** The Contract Documents are, and order of precedence is, as follows: the Agreement, all exhibits incorporated in this Agreement, COUNTY's Request for Proposal solicitation package, addenda, and Purchase Orders. Wherever the terms of this Agreement conflict with any other Contract Documents, this Agreement, including the exhibits, will prevail. For the avoidance of doubt, proposals and any other documents submitted by CONTRACTOR are not incorporated into this Agreement.

**Section 10. Non-Discrimination.** CONTRACTOR shall not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, sex, age, disability, or national origin. CONTRACTOR shall take steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, disability, or national origin. This provision includes, but is not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. CONTRACTOR agrees to comply with Federal anti-

discrimination laws and any implementing requirements or regulations that the Federal Transit Administration (“FTA”) has issued or may issue.

**Section 11. No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for CONTRACTOR, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, COUNTY will have the right to terminate the Agreement at its sole discretion without liability and to deduct from the Agreement price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

**Section 12. Conflict of Interest.**

(a) CONTRACTOR shall not engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with COUNTY or violate or cause others to violate the provisions of Chapter 112, Part III, Florida Statutes, relating to ethics in government.

(b) CONTRACTOR hereby certifies that no officer, agent, or employee of COUNTY has any material interest (as defined in Section 112.312(15), Florida Statutes, as over 5%), either directly or indirectly, in the business of CONTRACTOR to be conducted under this Agreement and that no such person will have any such interest at any time during the term of this Agreement.

**Section 13. Assignment.** Neither this Agreement nor any interest in it may be assigned, transferred, or otherwise encumbered under any circumstances by either party without prior written

consent of the other party and in such cases only by a document of equal dignity with this Agreement.

**Section 14. Subcontractors.** CONTRACTOR shall first secure the prior written approval of COUNTY before engaging or contracting for the services of any subcontractors under this Agreement. CONTRACTOR will remain fully responsible to COUNTY for the services of any subcontractors under this Agreement.

**Section 15. Indemnification of COUNTY.** To the fullest extent permitted by law, CONTRACTOR shall hold harmless, release, and indemnify COUNTY, its commissioners, officers, employees, and agents from any and all claims, losses, damages, costs, attorney fees, and lawsuits for damages arising from, allegedly arising from, or related to CONTRACTOR's provision of services under this Agreement caused by CONTRACTOR's act or omission in the performance of this Agreement. This provision is not to be construed as a waiver by COUNTY of its sovereign immunity, except to the extent waived pursuant to Section 768.28, Florida Statutes, as amended.

**Section 16. Insurance.**

(a) CONTRACTOR, at its sole expense, shall maintain the insurance required under this Section at all times throughout the duration of this Agreement and have this insurance approved by COUNTY's Risk Manager with the Resource Management Department. CONTRACTOR shall immediately provide written notice to the COUNTY upon receipt of notice of cancellation of an insurance policy or a decision to terminate an insurance policy.

(1) CONTRACTOR shall require and ensure that each of its sub-vendors or subcontractors providing services under this Agreement, if any, procures and maintains insurance of the types and to the limits specified in this Agreement until the completion of their respective

services.

(2) Neither approval by COUNTY nor failure by COUNTY to disapprove the insurance furnished by CONTRACTOR will relieve CONTRACTOR of its full responsibility for liability, damages, and accidents.

(3) Neither COUNTY's review of the coverage afforded by or the provisions of the policies of insurance purchased and maintained by CONTRACTOR in accordance with this Section, nor COUNTY's decisions to raise or not to raise any objections about either or both, in any way relieves or decreases the liability of CONTRACTOR.

(4) If COUNTY elects to raise an objection to the coverage afforded by or the provisions of the insurance furnished, then CONTRACTOR shall promptly provide to COUNTY such additional information as COUNTY may reasonably request, and CONTRACTOR shall remedy any deficiencies in the policies of insurance within ten (10) days.

(5) COUNTY's authority to object to insurance does not in any way whatsoever give rise to any duty on the part of COUNTY to exercise this authority for the benefit of CONTRACTOR or any other party.

(b) General Requirements.

(1) Before commencing work, CONTRACTOR shall furnish COUNTY with a current Certificate of Insurance on a current ACORD Form signed by an authorized representative of the insurer evidencing the insurance required by this Section and Exhibit D, and including the following as Certificate Holder:

Seminole County, Florida  
Seminole County Services Building  
1101 East 1st Street  
Sanford, Florida 32771

The Certificate of Insurance must evidence and all policies must be endorsed to provide the

COUNTY with not less than thirty (30) days (10 days for non-payment) written notice prior to the cancellation or non-renewal of coverage directly from the Insurer and without additional action of the Insured or Broker. Until such time as the insurance is no longer required to be maintained, CONTRACTOR shall provide COUNTY with a renewal or replacement Certificate of Insurance within ten (10) days after the expiration or replacement of the insurance for which a previous certificate has been provided.

(2) In addition to providing the Certificate of Insurance, upon request of the COUNTY, CONTRACTOR shall provide COUNTY with a certified copy of each of the policies of insurance providing the coverage required by this Agreement within thirty (30) days after receipt of the request. Certified copies of policies may only be provided by the Insurer, not the agent or broker.

(3) Deductible and self-insured retention amounts must be declared to and approved by COUNTY and must be reduced or eliminated upon written request from COUNTY. The risk of loss within the deductible amount, if any, in the insurance purchased and maintained pursuant to this document must be borne by CONTRACTOR.

(4) The insurer's cost of defense, including attorney's fees and attorney's fees on appeal, must not be included within the policy limits, but must remain the responsibility of the insurer for all General Liability, Auto Liability, Employers' Liability, and Umbrella Liability coverages.

(5) In the event of loss covered by Property Insurance, the proceeds of a claim must be paid to COUNTY and COUNTY shall apportion the proceeds between COUNTY and CONTRACTOR as their interests may appear.

(6) Additional Insured: Seminole County, Florida, its commissioners, officials,

officers, and employees must be included as Additional Insureds under Exhibit B. Such policies shall provide exception to any “Insured versus Insured” exclusion for claims brought by or on behalf of Additional Insureds.

(7) Coverage: The insurance provided by CONTRACTOR pursuant to this Agreement must apply on a primary and non-contributory basis and any other insurance or self-insurance maintained by the Seminole County Board of County Commissioners or COUNTY’s officials, officers, or employees must be in excess of and not contributing with the insurance provided by CONTRACTOR.

(8) Waiver of Subrogation: All policies must be endorsed to provide a Waiver of Subrogation clause in favor of the Seminole County, Florida and its respective officials, officers, and employees. This Waiver of Subrogation requirement does not apply to any policy that includes a condition that specifically prohibits such an endorsement or voids coverage should the Named Insured enter into such an agreement on a pre-loss basis.

(9) Provision: Commercial General Liability and Umbrella Liability Policies required by this Agreement must be provided on an occurrence rather than a claims-made basis.

(c) Insurance Company Requirements. Insurance companies providing the insurance must meet the following requirements.

(1) Such companies must be either: (a) authorized by maintaining Certificates of Authority or Letters of Eligibility issued to the companies by the Florida Office of Insurance Regulation to conduct business in the State of Florida, or (b) with respect only to the coverage required by this agreement for Workers' Compensation/Employers' Liability, authorized as a group self-insurer by Section 624.4621, Florida Statutes, as amended.

(2) In addition, such companies other than those authorized by Section



624.4621, Florida Statutes, as amended, must have and maintain a Best's Rating of "A-" or better and a Financial Size Category of "VII" or better according to A.M. Best Company.

(3) If, during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company, (A) loses its Certificate of Authority or Letter of Eligibility, (B) no longer complies with Section 624.4621, Florida Statutes, as amended, or (C) fails to maintain the Best's Rating and Financial Size Category, then CONTRACTOR shall immediately notify COUNTY as soon as CONTRACTOR has knowledge of any such circumstance and, upon request of COUNTY, immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as CONTRACTOR has replaced the unacceptable insurer with an insurer acceptable to the COUNTY, CONTRACTOR will be deemed to be in default of this Agreement.

(d) Specifications. Without limiting any of the other obligations or liabilities of CONTRACTOR, CONTRACTOR, at CONTRACTOR's sole expense, shall procure, maintain, and keep in force amounts and types of insurance conforming to the minimum requirements set forth in Exhibit D. Except as otherwise specified in this Agreement, the insurance must become effective prior to the commencement of work by CONTRACTOR and must be maintained in force until final completion or such other time as required by this Agreement. The amounts and types of insurance must conform to the following minimum requirements:

(1) Workers' Compensation/Employers' Liability.

(A) CONTRACTOR's insurance must cover CONTRACTOR and its subcontractors of every tier for those sources of liability which would be covered by the latest edition of the standard Workers' Compensation and Employers Liability Policy (NCCI Form WC

00 00 00 A), as filed for use in Florida by the National Council on Compensation Insurance. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the United States Longshoremen and Harbor Workers' Compensation Act, Federal Employers' Liability Act and any other applicable federal or state law.

(B) Subject to the restrictions of coverage found in the standard Workers' Compensation and Employers Liability Policy, there must be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act, and if applicable, the United States Longshoremen's and Harbor Workers' Compensation Act or any other coverage customarily insured under Part One of the standard Workers' Compensation and Employers Liability Policy.

(C) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(D) If CONTRACTOR asserts an exemption to the provisions of Chapter 440, Florida Statutes, Workers' Compensation, as amended, CONTRACTOR shall provide notification to COUNTY's Risk Manager with the Resource Management Department and shall complete the COUNTY's Workers' Compensation Waiver Request. Approval of exemption is subject to COUNTY's sole discretion. If approved, the named individuals listed in COUNTY'S approved exemption will be the only individuals authorized to perform work under this Agreement.

(E) Any vendor or contractor, including CONTRACTOR, using an employee leasing company must complete the COUNTY'S Leased Employee Affidavit.

(2) Commercial General Liability.

(A) CONTRACTOR's insurance must cover CONTRACTOR for those

sources of liability which would be covered by the latest edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office, or equivalent acceptable to COUNTY. Such coverage must not contain any endorsements excluding or limiting Products/Completed Operations, Contractual Liability, or Separation of Insureds. If CONTRACTOR's work, or work under its direction, control, or sub-contract, requires blasting, explosive conditions, or underground operations, the comprehensive general liability coverage shall contain no exclusion relative to blasting, explosion, collapse of structures, or damage to underground property.

(B) ISO Endorsement CG 20 10 or CG 20 26 and CG 20 37 or their equivalent must be used to provide such Additional Insured status.

(C) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit C.

(3) Business Auto Liability.

(A) CONTRACTOR's insurance must cover CONTRACTOR for those sources of liability which would be covered by Section II of the latest edition of the standard Business Auto Policy (ISO Form CA 00 01), as filed for use in the State of Florida by the Insurance Services Office. Coverage must include owned, non-owned, and hired autos or any auto. In the event CONTRACTOR does not own automobiles, CONTRACTOR shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. If the contract involves operations governed by Sections 29 or 30 of the Motor Carrier Act of 1980, endorsement MCS-90 is required.

(B) If CONTRACTOR'S operations involve pollutants as defined in the

ISO Form CA 00 01, Form CA9948, Pollution Liability – Broadened Coverage for Covered Autos, is required.

(C) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(4) Excess/Umbrella Liability.

(A) CONTRACTOR's insurance must follow form above the Commercial General Liability, Automobile Liability, and Employer's Liability policies.

(B) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(5) Reserved.

(6) Professional Liability.

(A) CONTRACTOR shall maintain an Errors & Omissions Liability policy providing professional liability coverage for any damages caused by wrongful acts, errors, or omissions.

(i) In the event that the professional liability insurance required by this contract is written on a claims-made basis, CONTRACTOR warrants that any retroactive date under the policy will precede the effective date of this Agreement and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning at the time work under this contract is completed.

(ii) If CONTRACTOR contends that any of the insurance it maintains pursuant to other sections of this clause satisfies this requirement (or otherwise insures the risks described in this section), then CONTRACTOR shall provide proof of such satisfactory coverage, subject to approval of COUNTY.

(B) The minimum limits to be maintained by CONTRACTOR are as

specified in Exhibit D.

(7) Cyber Liability and Technology Errors and Omissions Insurance.

(A) Cyber Liability and Technology Errors and Omissions Insurance must include liability related to: multimedia liability, including cloud computing and mobile devices; protection of private or confidential information, whether electronic or non-electronic; network security and privacy; system attacks, digital asset loss, denial or loss of service; introduction, implantation, or spread of malicious software code; security breach; unauthorized access and use; disclosure of COUNTY data, whether by CONTRACTOR or any subcontractor or cloud service provider used by CONTRACTOR; regulatory action expenses; breach response costs including, but not limited to, notification of affected individuals, customer support, forensics, crisis management consulting, public relations consulting, legal services, and credit monitoring expenses and identity fraud resolution services; and the rendering of or failure to render technology products and services, if the contract involves the provision of cyber technology services or products. Coverage must be maintained in effect during the period of the Agreement and for no less than two (2) years after termination or completion of the Agreement, if written on a “claims-made” basis.

(B) Cyber Liability and Technology Errors and Omissions Insurance must cover CONTRACTOR, its employees, subcontractors and agents for expenses, claims and losses resulting from wrongful acts committed in the performance of, or failure to perform, all services under this Agreement, including, without limitation, claims, demands, and any other payments related to electronic or physical security, breaches of confidentiality, and invasion of or breaches of privacy.

(C) The minimum limits to be maintained by CONTRACTOR are as

specified in Exhibit D.

(8) Crime and Employee Dishonesty Liability.

(A) CONTRACTOR shall maintain Commercial Crime Coverage including Employee Dishonesty coverage protecting the interests of COUNTY subject to this Agreement from fraudulent acts of CONTRACTOR's employees and others. Coverage must include ISO Form CR 04 01, Client's Property endorsement, or comparable form. Coverage limits must not be less than the amount specified in Exhibit D. The policy must include as loss payee Seminole County, Florida on applicable coverage.

(B) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(9) Sexual Abuse and Molestation (SAM)

(A) CONTRACTOR's Insurance must cover damages arising out of actual, perceived, or threatened physical abuse, mental injury, sexual molestation, negligent hiring, employment, supervision, training, investigation, reporting to proper authorities, and retention of any person for whom the Contractor is responsible including but not limited to Contractor and Contractor's employees and volunteers. Policy endorsement's definition of an insured shall include the Contractor, and the Contractor's employees and volunteers. Coverage shall be written on an occurrence basis.

(B) Coverage can be provided by a separate policy or as an endorsement to the commercial general liability or professional liability policies. These limits shall be exclusive to this required coverage. Incidents related to or arising out of physical abuse, mental injury, or sexual molestation, whether committed by one or more individuals, and irrespective of the number of incidents or injuries or the time period or area over which the incidents or injuries occur, shall

be treated as a separate occurrence for each victim. Coverage shall include the cost of defense and the cost of defense shall be provided outside the coverage limit.

(C) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(10) Other Insurance.

(A) CONTRACTOR shall carry Other Insurance as may be specified in Exhibit D.

(B) The minimum limits to be maintained by CONTRACTOR are as specified in Exhibit D.

(e) The maintenance of the insurance coverage set forth in this Section may not be construed to limit or have the effect of limiting CONTRACTOR's liability under the provisions of Section 15 concerning indemnification or any other provision of this Agreement.

**Section 17. Dispute Resolution.**

(a) In the event of a dispute related to any performance or payment obligation arising under this Agreement, the parties shall exhaust COUNTY administrative dispute resolution procedures prior to filing a lawsuit or otherwise pursuing legal remedies. COUNTY administrative dispute resolution procedures for proper invoice and payment disputes are set forth in Section 22.15, "Prompt Payment Procedures," Seminole County Administrative Code. COUNTY administrative dispute resolution procedures for contract claims related to this Agreement, other than for proper invoice and payment disputes, are set forth in Section 220.11, "Contract Claims," Seminole County Code of Ordinances.

(b) In any lawsuit or legal proceeding arising under this Agreement, CONTRACTOR hereby waives any claim or defense based on facts or evidentiary materials that were not presented

for consideration in COUNTY administrative dispute resolution procedures set forth in subsection (a) above of which CONTRACTOR had knowledge and failed to present during COUNTY administrative dispute resolution procedures.

(c) In the event that COUNTY administrative dispute resolution procedures are exhausted and a lawsuit or legal proceeding is filed, the parties shall exercise best efforts to resolve disputes through voluntary mediation and to select a mutually acceptable mediator. The parties participating in the voluntary mediation shall share the costs of mediation equally.

**Section 18. Representatives of COUNTY and CONTRACTOR.**

(a) It is recognized that questions in the day-to-day conduct of performance pursuant to this Agreement may arise. Upon request by CONTRACTOR, COUNTY shall designate and advise CONTRACTOR in writing of one or more of its employees to whom to address all communications pertaining to the day-to-day conduct of this Agreement. The designated representative will have the authority to transmit instructions, receive information, and interpret and define COUNTY's policy and decisions pertinent to the work covered by this Agreement.

(b) At all times during the normal work week, CONTRACTOR shall designate or appoint one or more representatives who are authorized to act on behalf of CONTRACTOR and bind CONTRACTOR regarding all matters involving the conduct of the performance pursuant to this Agreement, and who will keep COUNTY continually and effectively advised of such designation.

**Section 19. All Prior Agreements Superseded.** This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained in this Agreement and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that



are not contained or referred to in this document. Accordingly, it is agreed that no deviation from the terms of this Agreement may be predicated upon any prior representations or agreements, whether oral or written.

**Section 20. Modifications, Amendments, or Alterations.** No modification, amendment, or alteration in the terms or conditions contained in this Agreement will be effective unless contained in a written amendment executed with the same formality and of equal dignity with this Agreement.

**Section 21. Independent Contractor.** Nothing in this Agreement is intended or may be construed as in any manner creating or establishing a relationship of co-partners between the parties, or as constituting CONTRACTOR (including its officers, employees, and agents) as an agent, representative, or employee of COUNTY for any purpose or in any manner whatsoever. CONTRACTOR is and will remain forever an independent contractor with respect to all services performed under this Agreement.

**Section 22. Employee Status.** Persons employed by CONTRACTOR in the performance of services and functions pursuant to this Agreement have no claim to pension, workers' compensation, unemployment compensation, civil service, or other employee rights or privileges granted to COUNTY's officers and employees, either by operation of law or by COUNTY.

**Section 23. Services Not Provided For.** No claim for services provided by CONTRACTOR not specifically provided for in this Agreement will be honored by COUNTY.

**Section 24. Public Records Law.**

(a) CONTRACTOR acknowledges COUNTY's obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. CONTRACTOR acknowledges that COUNTY is required to comply

with Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and this statute controls over the terms of this Agreement. Upon COUNTY's request, CONTRACTOR shall provide COUNTY with all requested public records in CONTRACTOR's possession, or shall allow COUNTY to inspect or copy the requested records within a reasonable time and at a cost that does not exceed costs as provided under Chapter 119, Florida Statutes.

(b) CONTRACTOR specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records and shall perform the following:

(1) CONTRACTOR shall keep and maintain public records that ordinarily and necessarily would be required by COUNTY in order to perform the services required under this Agreement,

(2) CONTRACTOR shall provide COUNTY with access to public records on the same terms and conditions that COUNTY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. In addition, upon request, CONTRACTOR shall provide FTA with access to public records.

(3) CONTRACTOR shall ensure public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law.

(c) Upon termination of this Agreement, CONTRACTOR shall transfer, at no cost to COUNTY, all public records in possession of CONTRACTOR, or keep and maintain public records required by COUNTY under this Agreement. If CONTRACTOR transfers all public records to COUNTY upon completion of this Agreement, CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure

requirements. If CONTRACTOR keeps and maintains the public records upon completion of this Agreement, CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to COUNTY, upon request of COUNTY, in a format that is compatible with the information technology systems of COUNTY.

(d) Failure to comply with this Section will be deemed a material breach of this Agreement for which COUNTY may terminate this Agreement immediately upon written notice to CONTRACTOR. CONTRACTOR may also be subject to statutory penalties as set forth in Section 119.10, Florida Statutes.

(e) **IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS, THE SEMINOLE COUNTY PURCHASING AND CONTRACTS MANAGER, AT 407-665-7116, PURCH@SEMINOLECOUNTYFL.GOV, PURCHASING AND CONTRACTS DIVISION, 1301 E. SECOND STREET, SANFORD, FL 32771.**

**Section 25. Governing Law, Jurisdiction, and Venue.** The laws of the State of Florida govern the validity, enforcement, and interpretation of this Agreement. The sole jurisdiction and venue for any legal action in connection with this Agreement will be in the courts of Seminole County, Florida.

**Section 26. Compliance with Laws and Regulations.** In providing all services pursuant to this Agreement, CONTRACTOR shall abide by all statutes, ordinances, rules, and regulations

pertaining to or regulating the provision of such services, including those now in effect and subsequently adopted. Any violation of these statutes, ordinances, rules, or regulations will constitute a material breach of this Agreement and will entitle COUNTY to terminate this Agreement immediately upon delivery of written notice of termination to CONTRACTOR.

**Section 27. Patents and Royalties.** Unless otherwise provided, CONTRACTOR is solely responsible for obtaining the right to use any patented or copyrighted materials in the performance of this Agreement. CONTRACTOR, without exception, shall indemnify and save harmless COUNTY and its employees from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by CONTRACTOR. In the event of any claim against COUNTY of copyright or patent infringement, COUNTY shall promptly provide written notification to CONTRACTOR. If such a claim is made, CONTRACTOR shall use its best efforts to promptly purchase for COUNTY the legitimate version of any infringing products or services or procure a license from the patent or copyright holder at no cost to COUNTY that will allow continued use of the service or product. If none of these alternatives are reasonably available, COUNTY shall return the article on request to CONTRACTOR and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

**Section 28. Notices.** Whenever either party desires to give notice to the other, it must be given by written notice, sent by registered or certified United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice will remain such until it has been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice:

**For COUNTY:**

Seminole County – County Manager’s Office  
Assistant County Manager, Kristian Swenson  
1101 E. 1<sup>st</sup> Street  
Sanford, Florida 32771

**With a copy to:**

Seminole County Purchasing & Contracts Division  
1301 E. Second Street  
Sanford, FL 32771

**For CONTRACTOR:**

BeeFree, LLC d/b/a Freebee  
371 NE 61<sup>st</sup> Street  
Miami, Florida 33137

**Section 29. Rights At Law Retained.** The rights and remedies of COUNTY provided for under this Agreement are in addition and supplemental to any other rights and remedies provided by law.

**Section 30. Headings and Captions.** All headings and captions contained in this Agreement are provided for convenience only, do not constitute a part of this Agreement, and may not be used to define, describe, interpret or construe any provision of this Agreement.

**Section 31. E-Verify System Registration.**

(a) CONTRACTOR must register with and use the E-Verify system to verify the work authorization status of all new employees prior to entering into this Agreement with COUNTY. If COUNTY provides written approval to CONTRACTOR for engaging with or contracting for the services of any subcontractors under this Agreement, CONTRACTOR must require certification from the subcontractor that at the time of certification, the subcontractor does not employ, contract, or subcontract with an unauthorized alien. CONTRACTOR must maintain a copy of the foregoing certification from the subcontractor for the duration of the agreement with the subcontractor.

(b) If COUNTY has a good faith belief that CONTRACTOR has knowingly violated

this Section, COUNTY shall terminate this Agreement. If COUNTY terminates this Agreement with CONTRACTOR, CONTRACTOR may not be awarded a public contract for at least one (1) year after the date on which this Agreement is terminated. If COUNTY has a good faith belief that a subcontractor knowingly violated this Section, but CONTRACTOR otherwise complied with this Section, COUNTY must promptly notify CONTRACTOR and order CONTRACTOR to immediately terminate its agreement with the subcontractor.

(c) CONTRACTOR shall execute and return to COUNTY the Affidavit of E-Verify Requirements Compliance, attached to and incorporated in this Agreement as Exhibit E.

**Section 32. Foreign Country of Concern Attestation.** When providing services to COUNTY involving access to personally identifiable information, as defined in Section 501.171, Florida Statutes, as amended, CONTRACTOR shall also execute and return the Foreign Country of Concern Attestation, attached to and incorporated to this Agreement as Exhibit F. By executing this attestation, CONTRACTOR affirms that it is neither owned nor controlled by a government of a Foreign Country of Concern, nor organized under the laws of such a country, as required by section 287.138, Florida Statutes, as amended.

**Section 33. Anti-Human Trafficking Affidavit.** In accordance with Section 787.06(13), Florida Statutes, as amended, CONTRACTOR shall attest under penalty of perjury, that CONTRACTOR does not use coercion for labor or services as defined in Section 787.06(2), Florida Statutes, as amended. Attestations shall be documented using a Human Trafficking Affidavit attached and incorporated to this Agreement as Exhibit G. Such Affidavit shall be required when executing, renewing or extending a contract.

**Section 34. Grant Funding.** CONTRACTOR acknowledges that COUNTY may receive State of Florida or Federal grant funding, in whole or in part, for the services described in the

Agreement, including the exhibits. By way of examples, and not a limitation, such grant funding may be provided from the State or Florida or the Federal Transit Administration. If COUNTY is a recipient of any grant funding, CONTRACTOR agrees to comply with all applicable terms, conditions, rules, regulations, guidance, and requirements set forth by the grant(s) and COUNTY, as well as applicable State of Florida and Federal law, as may be amended. Accordingly, CONTRACTOR agrees to the terms and conditions specified in Exhibit I – Federal Laws, attached to and incorporated in this Agreement. By executing this Agreement, CONTRACTOR acknowledges COUNTY may issue amendments incorporating grant requirements, which CONTRACTOR must agree to and comply with and that failure to agree to such grant requirements may be deemed a material breach for which COUNTY may immediately terminate this Agreement.

**Section 35. Advancements in Technology.** CONTRACTOR acknowledges that there may be advancements in technology affecting this Agreement, including but not limited to, software and hardware updates, automation, autonomous driving, and efficiency improvements. In the event such technological advancements become available to CONTRACTOR, CONTRACTOR must promptly provide written notice to COUNTY specifying the nature of the technological advancement and its potential impact to the Agreement. Alternatively, the COUNTY reserves the right to identify technological advancements for incorporation into the services provided under this Agreement. In either event, the COUNTY has the right, in its sole discretion, to request a renegotiation of the services and/or pricing under this Agreement if such technological advancements will be in the best interest of the COUNTY. In the event the COUNTY makes such a request, the parties agree to negotiate in good faith as to any revisions to this Agreement, which

must be incorporated in accordance with Section 20 (“Modifications, Amendments, or Alterations”) of this Agreement.

**Section 36. Confidential Information and Data Processing.** To the extent applicable to the services contemplated under this Agreement, CONTRACTOR must comply with COUNTY’s confidential information and data processing requirements as set forth in Exhibit H – Confidential Information and Data Processing Addendum, attached to and incorporated in this Agreement.

**Section 37. Performance and Payment Bonds.**

(a) CONTRACTOR agrees to furnish a Performance Bond and Payment Bond in an amount equal to 100% of the annual operating cost no later than each year from the first day of service. The Performance and Payment Bonds shall be recorded by the COUNTY with the Clerk of the Circuit Court no later than the start of services under this Agreement. All bonds shall remain in effect until expiration of this Agreement. The Performance Bond requirement shall inure solely to COUNTY’s benefit and its successors or assigns, as obligee, and no other person shall have any right of action based thereon.

(b) Both Performance Bonds and Payment Bonds shall be in accordance with statutory bond provisions in Florida Statutes and all other applicable laws and regulations and be in the form prescribed by the COUNTY. The bonds shall be executed by such sureties as are licensed to conduct business in the State of Florida and, except as otherwise provided by laws and regulations, are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. Both bonds signed by an agent must be accompanied by a certified copy of its authority to act.



(c) If the surety on any bond furnished by CONTRACTOR is declared bankrupt or becomes insolvent or its license to do business in the State of Florida is terminated or it ceases to meet the requirements of the contract documents, CONTRACTOR shall within five (5) days thereafter substitute another bond and surety, both of which shall be in accordance with the contract documents and acceptable to COUNTY.

(d) In addition to the other bonding requirements, the surety named on the bonds submitted by CONTRACTOR pursuant to the contract documents shall be subject to the approval of COUNTY. If COUNTY has a reasonable objection to the proposed surety, COUNTY may request CONTRACTOR to submit an acceptable substitute without an increase in the Agreement price.

(e) Upon receipt of an invoice with supporting documentation as required by COUNTY, COUNTY agrees to pay the actual cost, without markup, of the bonds required by CONTRACTOR in this Agreement.

**Section 38. Contract Documents.** In the event of any conflict or inconsistency between the terms of this Agreement and any documents incorporated or referred to in this Agreement, the following order of precedence controls:

- (a) Exhibit I – Federal Laws
- (b) Exhibit H – Confidential Information and Data Processing Addendum
- (c) Exhibit B – Purchase Order
- (d) Agreement;
- (e) Exhibit A – Scope of Services;
- (f) Exhibit A-1 – Best and Final
- (g) Exhibit C – Contract Pricing

- (h) Exhibit C-1 – Contract Pricing (\$2M Excess)
- (i) All other exhibits.
- (j) Addenda to COUNTY’s RFP documents, if any;
- (k) COUNTY’s RFP documents;

**Section 39. Ownership of Data.** All data, records, content, and information (“Data”) required under this Agreement, or collected, stored, processed or otherwise accessed in the course of performing services under this Agreement, shall remain the sole and exclusive property of the COUNTY. CONTRACTOR shall have no right, title, or interest in or to the Data. CONTRACTOR may only use Data solely for the purpose of fulfilling its obligations under this Agreement, unless otherwise authorized in writing by COUNTY. CONTRACTOR must provide COUNTY the Data at any time in accordance with Section 24 of this Agreement.

*[Remainder of this page left blank.]*

**IN WITNESS WHEREOF**, the parties have made and executed this Agreement for the purposes stated above.

ATTEST:

BEEFREE, LLC D/B/A FREEBEE

\_\_\_\_\_  
\_\_\_\_\_, Secretary  
  
(CORPORATE SEAL)

By: \_\_\_\_\_  
Jason Spiegel, Managing Partner

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

SEMINOLE COUNTY, FLORIDA

\_\_\_\_\_  
Witness  
\_\_\_\_\_  
Print Name

By: \_\_\_\_\_  
Darren Gray  
County Manager

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

\_\_\_\_\_  
Witness  
\_\_\_\_\_  
Print Name

As authorized for execution by the Board of  
County Commissioners at its \_\_\_\_\_,  
20\_\_\_\_, regular meeting.

For the use and reliance of  
Seminole County only.

Approved as to form and legal sufficiency.

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

5/19/25  
Doc ID: 4916-1279-4627

**Attachments:**

- Exhibit A - Scope of Services
- Exhibit A-1 - Best and Final
- Exhibit B - Sample Purchase Order
- Exhibit C - Contract Pricing
- Exhibit C-1 - Contract Pricing (\$2M Excess)

Exhibit D - Insurance Requirements  
Exhibit E - Affidavit of E-Verify Requirements Compliance  
Exhibit F - Foreign Country of Concern Attestation  
Exhibit G - Anti-Human Trafficking Affidavit  
Exhibit H - Confidential Information and Data Processing Addendum  
Exhibit I - Federal Laws

## Seminole County Microtransit Service

### Project Overview:

Freebee will provide a comprehensive microtransit service in Seminole County leveraging advanced technology and operational efficiencies. This service will include on-demand, door-to-door transportation, accessible to residents and visitors within and between designated zones, with the flexibility to expand as demand grows.

### Scope of Work:

- **Service Areas & Fleet Allocation:**
  - Service will cover **6 zones**, including **5 Primary Zones** and **1 Flex Zone**, encompassing the full county boundary (excluding rural areas).
    - Boundaries for the **Primary Zones** may be adjusted based on input from staff and/or the Board of Commissioners.
  - **Initial deployment** will consist of **35 vehicles**, with the flexibility to increase or decrease based on real-time demand.
  - The fleet will include a mix of **electric SUVs** and **ADA-compliant vans** to ensure accessibility.
- **Service Delivery:**
  - **Two convenient ways to request a ride:**
    - On-Demand via the mobile app
    - On-Demand through the phone dispatch center
  - **Primary Zone Service:** On-demand, door-to-door transportation within a geofenced service area.
  - **Flex Zone Service:** Roaming vehicles available to travel between zones for greater connectivity.
  - **Hours of Operation:** Available 7 days a week, with reduced hours on Sundays:
    - **Monday – Friday:** 5am – 9pm
    - **Saturday:** 6am – 10pm
    - **Sunday:** 6am – 8pm

### Fare Structure: (Subject to change based on BOC feedback)

- **Base Fare:** \$3.50 for local trips within each primary zone, with additional surcharges based on distance and zone crossing.
  - **Additional Passengers:** \$1.00 per person for each additional rider.
- **Discounts:** 50% discount for eligible vulnerable populations (e.g., elderly, disabled).
  - Eligibility for vulnerable populations will be determined by County Staff and the Board of Commissioners.
- **Premium Service Options:** Additional charges apply for cross-zone trips and longer travel distances.
  - **\$2.00 surcharge** for traveling between zones, automatically applied when crossing zone boundaries within 5 miles.
  - **\$0.50 per mile surcharge** for travel between 5-9.9 miles.
  - **\$1.00 per mile surcharge** for trips over 10 miles.
- **100% of fare revenue** will be directed back to **Seminole County** to subsidize the cost of service.

**Advertising Revenue Generation:**

- Opportunities for **vehicle wrap advertising** and **in-vehicle digital screens**, with all net revenue to be split 50/50.

**Timeline & Deliverables:**

- Fully operational by **October 1<sup>st</sup>, 2025**, with adjustments to be made based on initial demand data.
- Live data dashboard and regular performance reports to track ridership, customer satisfaction, and financial progress.



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**SEMINOLE BOARD OF COUNTY COMMISSIONERS APPROVED  
MICROTRANSIT SERVICE LEVEL PLUS BEST & FINAL PRICING**

April 2025



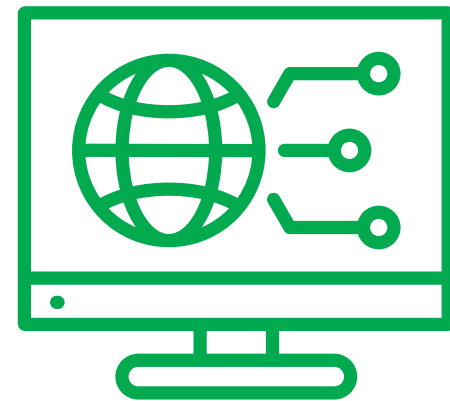


# FREEBEE COMPETITIVE ADVANTAGES

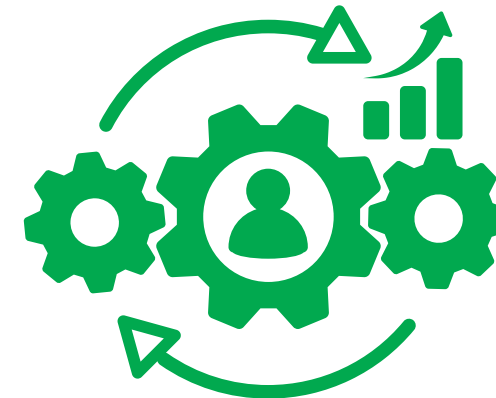
There are four key competitive advantages that set Freebee apart from any other provider:



Community Connectivity & Economic Development



Advanced Technology Capabilities



Superior Operating Efficiencies



Commitment to Delivering a First-Class Experience

Freebee excels in driving the highest ridership, providing exceptional service quality, and creating added value for the community through our focus on economic development. Remarkably, all of this is achieved at the **same cost**—or often **less**—than our competitors.







# **FREEBEE COMPETITIVE ADVANTAGES**

## **Community Connectivity Through Economic Development**

- More Than Transportation – A Neighborhood Guide
- Community Engagement
- Local Business & Organization Partnerships
- Education & Charity Initiatives
- Community Engagement = Increased Economic Impact & Higher Ridership

## **Technology Efficiencies**

- In-House Development Team
- Customized Features for Each New Service
- Ride Optimization Algorithms & Modeling

## **Operating Efficiencies**

- Our Team is Built to Execute
- On-Site & Remote Performance Management

## **Ability to Deliver a First-Class Experience**

- Community Ambassador Drivers
- Customer Feedback & Rating System
- Customer Service & Support

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# SIMILAR SCALE OPERATIONS: MIAMI-DADE COUNTY

freebee +

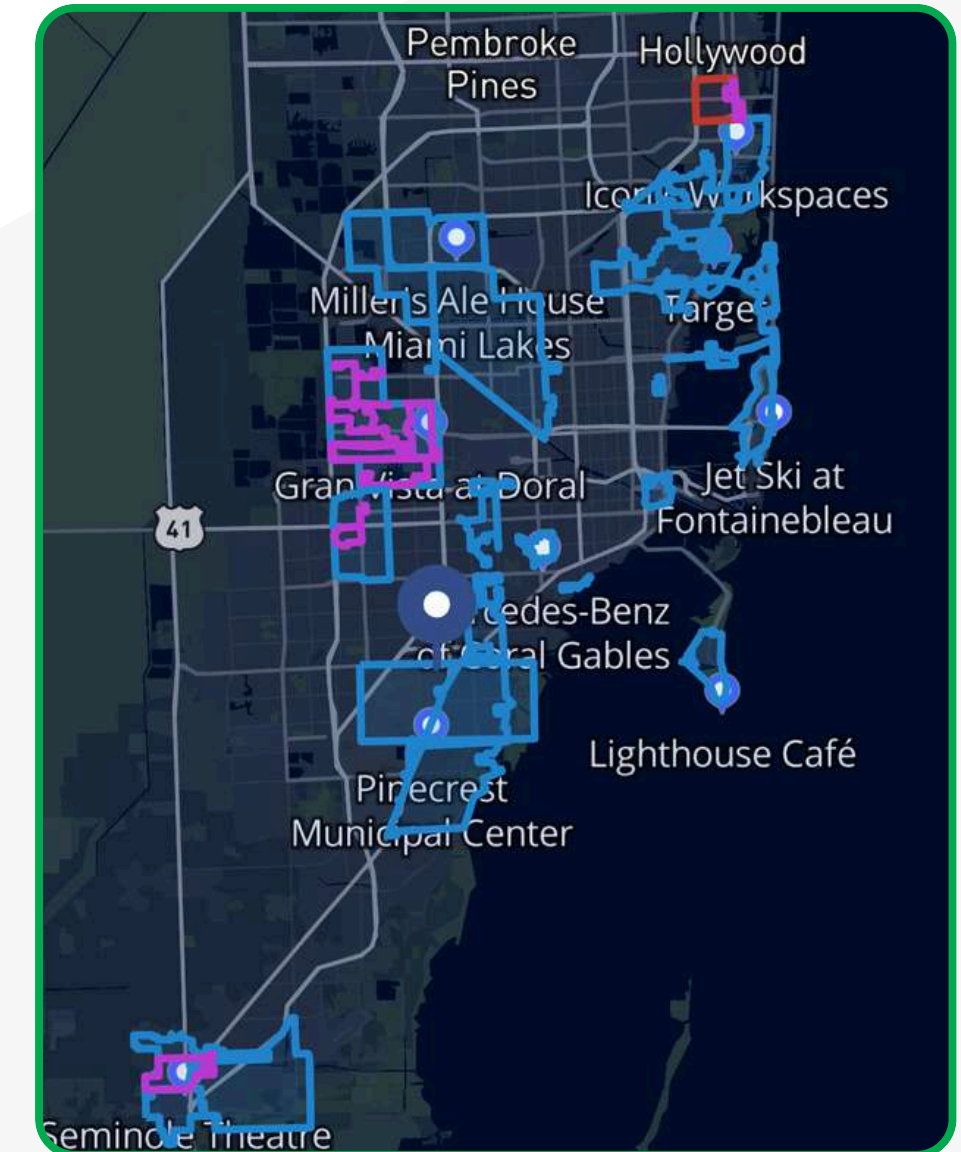


**Miami-Dade County:** One of the largest and most complex microtransit operations in the U.S.

- **Geographic Coverage:** 1,946 Square Miles
- **Service Zones:** 32 Different Zones, tailored to specific needs
  - **On-Demand**
  - **Fixed/Flex Route**
  - **Senior Services**
  - **Medical Transportation**
- **Fleet Size:** 108 Vehicles and growing

## Why This Matters

- The scale of our service in Miami-Dade is unmatched, with intricate customizations for each zone to meet unique community needs.
- Our extensive experience managing diverse service types—ranging from on-demand to senior and medical services—has equipped us to scale and deploy operations of similar magnitude seamlessly.
- This operational expertise positions us to successfully implement and manage large-scale microtransit systems anywhere in the country.





# FLEX ZONE MICROTRANSIT SERVICE STRATEGY



## Service Area Designation

- **5 Distinct Zones:** 4 zones connected to SunRail stations, designed for easy access to essential services (e.g., medical centers, grocery stores, government offices).
- **Flex Zone Concept:**
  - **Primary Zones:** On-demand service within each zone.
  - **Roaming Vehicles:** Vehicles that have the ability to travel between zones

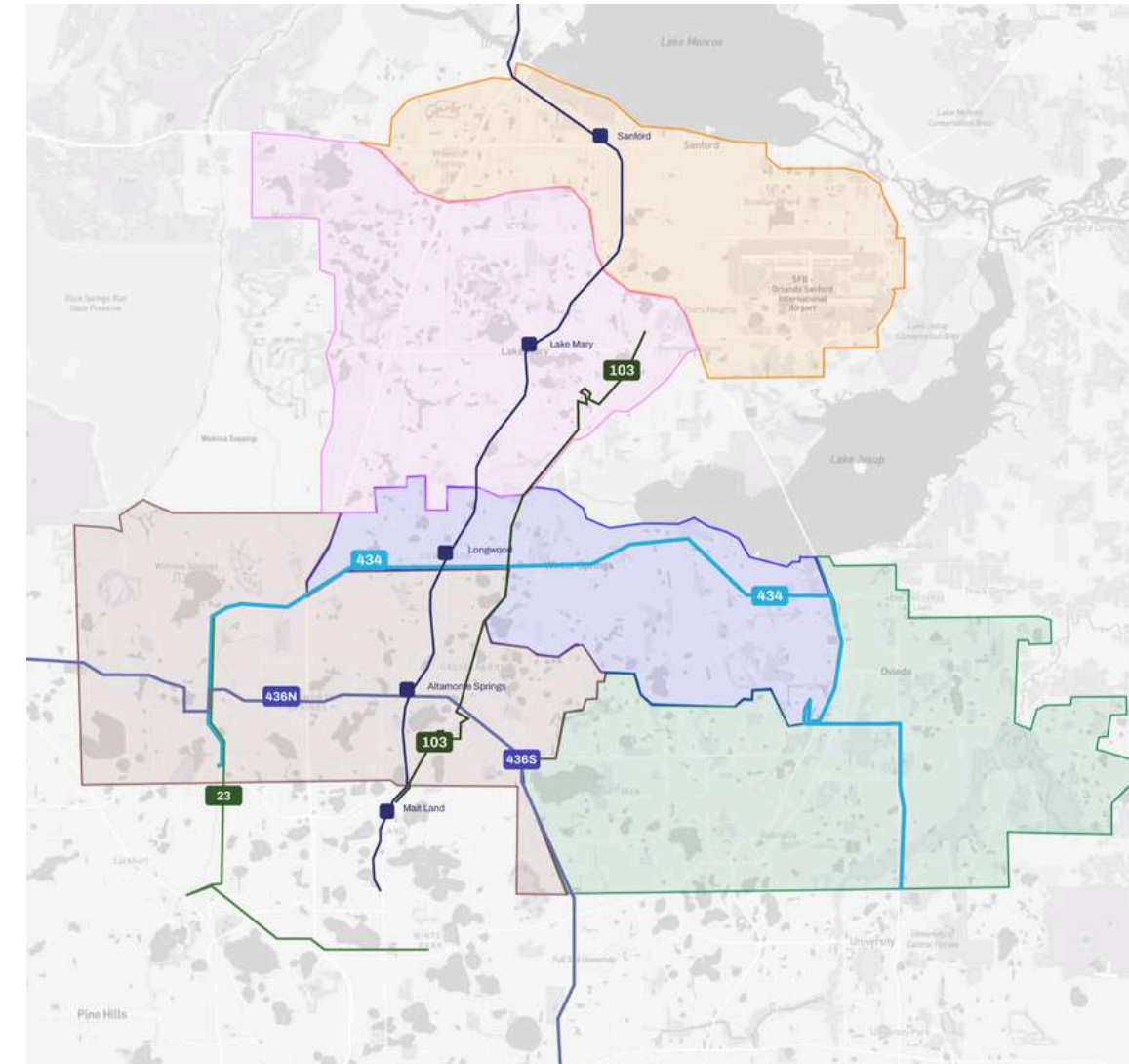
## Service Model

### Primary Zone Service:

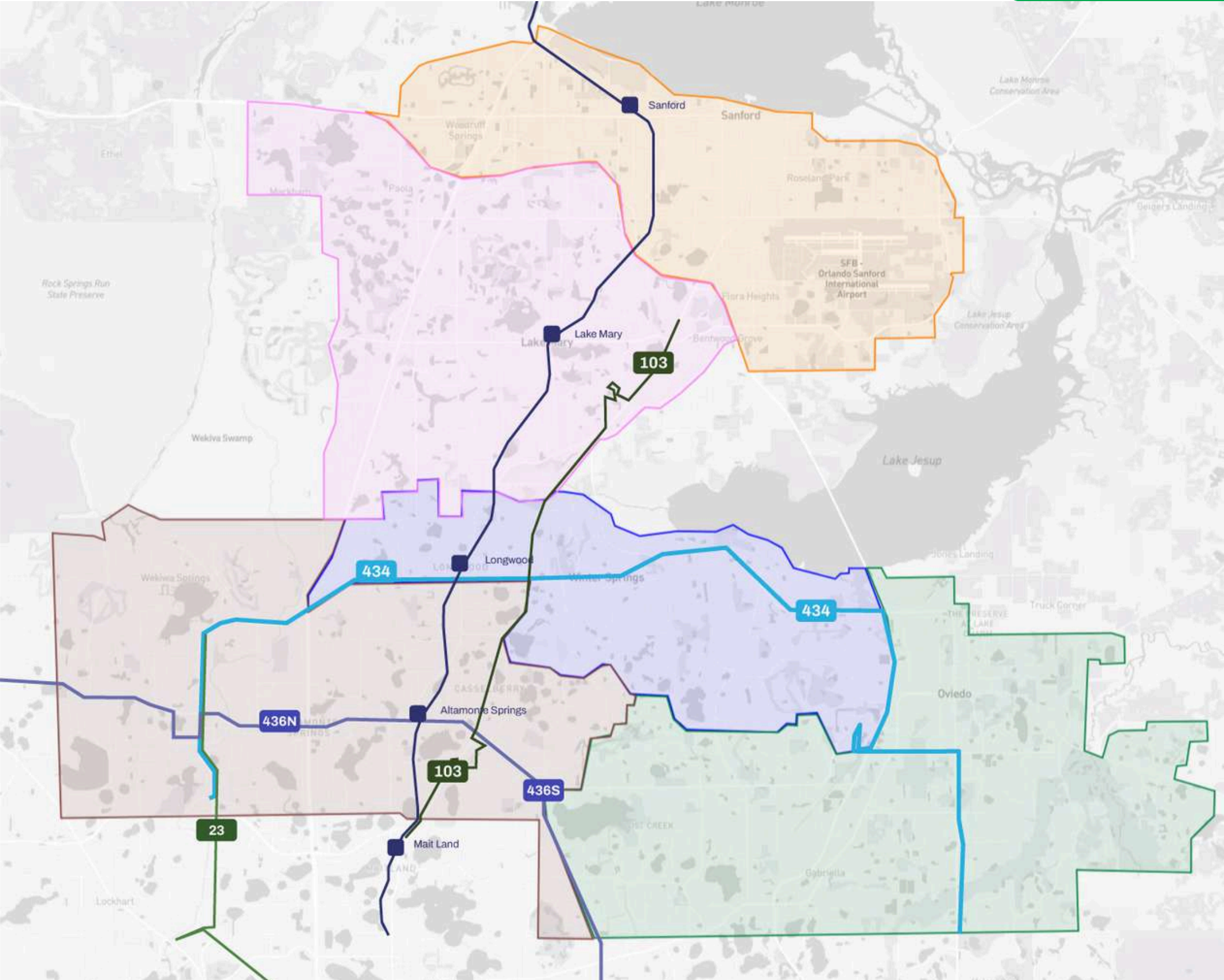
- On-demand, door-to-door service for riders within each zone.

### Flex Zone Service:

- Roaming vehicles available for travel between zones.
- **SunRail Integration:** When a user requests to go from zone to zone, they will be provided two options:
  - a. Connect through SunRail
  - b. Pay Premium for direct service between zones using roaming vehicles.
- 5 • **Wheelchair Accessibility:** All vehicles will be wheelchair accessible to meet varying demands of ADA rides within and between zones.



# ZONES - LYNX + SUNRAIL







# HOURS OF OPERATION

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The service shall operate seven (7) days per week with reduced service on Sundays.

- **M-F:** 5:00 AM to 9:00 PM
  - Wait time: 30 minutes or less
- **SAT:** 6:00 AM to 10:00 PM
  - Wait time: 30 minutes or less
- **SUN:** 6:00 AM to 8:00 PM
  - Wait time: 60 minutes or less

The service shall accommodate minor age (15+) student individual customers without shared rides.



# ZONES & TOTAL FLEET SIZE



The initial breakdown of zones and vehicle allocation of 35 vehicles is as follows:

Zone	Sq Miles	Total Fleet Size	ID Buzz	ADA Sienna
Yellow Zone - Sanford Station	27.69	7	6	1
Pink Zone - Lake Mary Station	22.75	4	3	1
Blue Zone - Longwood Station	22.75	5	4	1
Orange Zone - Altamonte Springs Station	39.86	8	7	1
Green Zone - Oviedo	41.73	6	5	1
Flex Zone	168	5	0	5

- This initial fleet allocation is subject to adjustment based on demand data collected over the first 90 days.
- The total number of vehicles per zone, including the Flex Zone, may increase or decrease depending on actual usage and data insights.
- Freebee is fully prepared to deploy or adjust the fleet as needed to meet evolving demand.

# CONSIDERATIONS OF FLEX ZONE

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## Extended Wait Times for Premium Riders

- Riders who opt to pay a premium for longer travel service may face extended wait times due to the limited number of roaming vehicles. This could undermine the value proposition of the premium service, leading to dissatisfaction.

## Unmet Expectations for Premium Service

- Paying a premium typically comes with the expectation of quicker, more reliable service. With a small fleet covering a large area (168 square miles), this expectation may not be met, potentially causing frustration among users.

## Potential Disincentive to Use Premium Service

- As premium riders experience longer waits, they may feel the service is not worth the additional cost.





# PROPOSED FARE STRUCTURE

## Base Fare

- **\$3.50:** This is the base fare for the user within their designated zone.
- **Additional Passengers:** For each additional person traveling with the rider, there will be a charge of \$1.00 per person.

## Progressive Fare for Flex Zone and Cross-Zone Usage

- **Auto Surcharge for Crossing Zones:**
  - **\$2.00 surcharge** for traveling between zones, applied automatically when crossing zone boundaries under 5 miles.
- **Surcharge for Travel Distance (5-9.9 miles):**
  - **\$0.50 per mile** for trips between **5-9.9 miles**.
- **Surcharge for Travel Distance (Over 10 miles):**
  - **\$1.00 per mile** for trips **over 10 miles**.

## Discounts for Specific Populations

- **TBD Vulnerable Populations: Elderly (65+), Low-Income, Disabled Riders, etc:**
  - **50% discount** on the base fare (e.g., \$1.75 base fare instead of \$3.50).
  - Discounts may apply either to the base fare alone or to the total fare, including additional passengers and surcharges.

## SunRail Customer Discount

- **\$1.00 discount** for passengers being dropped off or picked up at a **SunRail station**.



# EXAMPLE FARE CALCULATIONS

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## Local Zone Trip (Within 5 Miles)

- **1 passenger:** \$3.50 (base fare)
- **2 passengers:** \$3.50 + \$1.00 = **\$4.50**
- **3 passengers:** \$3.50 + \$1.00 + \$1.00 = **\$5.50**

## Flex Zone or Cross-Zone Trip (6 Miles)

- **Base Fare:** \$3.50
- **Auto Surcharge for Crossing Zones:** \$2.00
- **Surcharge for Distance (5-9.9 miles):** \$0.50 per mile for the portion over 5 miles (1 mile x \$0.50 = \$0.50)
- **1 passenger:** \$3.50 (base fare) + \$2.00 (zone surcharge) + \$0.50 (distance surcharge) = **\$6.00**
- **2 passengers:** \$3.50 + \$2.00 + \$0.50 + \$1.00 = **\$7.00**
- **3 passengers:** \$3.50 + \$2.00 + \$0.50 + \$1.00 + \$1.00 = **\$8.00**

## Long-Distance Trip (Over 10 Miles)

- **Base Fare:** \$3.50
- **Auto Surcharge for Crossing Zones:** \$2.00
- **Surcharge for Distance (Over 10 miles):** \$1.00 per mile for the portion over 10 miles (5 miles x \$1 = \$5.00)
- **1 passenger:** \$3.50 (base fare) + \$2.00 (zone surcharge) + \$2.50 (5-9.9 distance surcharge) + \$5.00 (Extended distance surcharge) = **\$13.00**
- **2 passengers:** \$3.50 + \$2.00 + \$2.50 + \$5.00 + \$1.00 = **\$14.00**
- **3 passengers:** \$3.50 + \$2.00 + \$2.50 + \$5.00 + \$1.00 + \$1.00 = **\$15.00**

## SunRail Discount

If a passenger is dropped off or picked up at a **SunRail station**:

- **\$1.00 discount** off the total fare.

Example: A **primary-zone trip** for **2 passengers** would normally cost **\$4.50**. With the SunRail discount, the fare becomes **\$3.50**.





# ADVERTISING OPPORTUNITIES WITH SEMINOLE COUNTY'S MICROTRANSIT VEHICLES

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Freebee has successfully generated over **\$22,000,000** in advertising sales across the State of Florida.

## Advertising Opportunities:

### • Exterior Vehicle Wraps

- Local businesses, regional brands, and national advertisers can purchase space on vehicle exteriors.
- Provides visibility to a **large and diverse audience** while vehicles are on the road throughout Seminole County.

### • In-Vehicle Advertising

- Targeted, in-vehicle advertising opportunities, including **digital screens** and creative formats.
- Engages passengers during their rides, creating a **personalized** and impactful experience.

## Projected Annual Subsidy (Based on 35 Vehicles):

- \$150,000 - \$400,000

This revenue is based on a fleet of **35 vehicles** and reflects the scale of the advertising campaigns and vehicles in operation.



# GRANT MANAGEMENT SERVICES

Freebee +



Freebee provides its clients with **grant management services** at **no additional cost** to the County. Our services include:

- Grant Identification
- Application Submission Support
- Compliance & Reporting
- Ongoing Support

## Grants that have been awarded:

- **Florida Department of Transportation (FDOT) Service Development Grant**
- **Award Agency:** Florida Department of Transportation
- **Program:** Service Development Grant for the expansion and development of transit services.
- **Awardees:** Aventura, Bal Harbour, Bay Harbor Islands, Biscayne Park, Coral Gables, Doral, Miami DDA, Florida City, Florida International University, Fort Pierce, Hialeah, Islamorada, Key Biscayne, Medley, Miami Lakes, North Miami, North Miami Beach, Palmetto Bay, Pinecrest, Sunrise, Surfside.
- **FDOT Transit Corridor Program**
- **Award Agency:** Florida Department of Transportation
- **Program:** Transit Corridor Program to support the development and improvement of high-performance transit corridors.
- **Awardees:** South Florida Regional Transportation Authority (Tri-Rail)
- **FTA Accelerating Innovative Mobility (AIM) Challenge Grants**
- **Award Agency:** Federal Transit Administration (FTA)
- **Program:** AIM Challenge Grants to accelerate innovative mobility solutions and technologies in transit operations.
- **Awardees:** South Florida Regional Transportation Authority (Tri-Rail)





# PRE-QUALIFICATION OF CUSTOMERS FOR DISCOUNTS



Freebee has the ability to administer the pre-qualification of customers for discounted fares based on established eligibility criteria.

- **Clear Criteria:** To ensure accuracy and compliance, it is essential that we are provided with clear and specific criteria defining who qualifies for discounted fares.
- **Secure Document Submission:** We utilize both in-house and third-party software to facilitate secure document submission and verification.
- **Eligibility Review:** Our dedicated staff will review and confirm eligibility within **24 hours** of submission.

## Recommended Collaboration

- **Engage Pre-Existing Entities:** We recommend engaging pre-existing entities or departments within Seminole County, such as the **Community Service Department**, particularly those involved with services for **seniors, financial assistance, and individuals with disabilities**, to provide input or confirmation on eligibility standards.
- **Data Integration:** We would build a two-way API to sync data between the two systems, ensuring seamless communication and data sharing.
- **Program Alignment:** This collaboration will ensure the program aligns with existing **policies** and **community expectations**.

# MICROTRANSIT WITH COMMUTER FSAS

Freebee +



1. **Eligibility Check:** Freebee's service is eligible for use under **commuter benefits** because it provides a transportation solution for commuting to work. It meets the requirements of the **IRS Section 132(f)** for qualified transportation benefits.
2. **Integration with FSA Accounts:**
  - **API Integration:** Freebee would integrate with the **FSA provider** via a **two-way API**. This allows the FSA system to recognize Freebee as a valid transportation provider.
  - **Payment Processing:** When users request a ride, they would have the option to select **Commuter FSA** as their payment method at checkout, just as they would for other eligible services (e.g., bus passes or parking).
3. **Seamless Payment Flow:**
  - Users can pay for their **on-demand microtransit rides** using their **pre-tax commuter benefits** through the FSA provider's platform. This would typically involve selecting FSA as a payment method, much like using a credit or debit card.
  - The transaction is processed by the FSA provider, which reduces the employee's taxable income while covering the cost of the service.
4. **Tax Advantages for Employees:** Employees can use their **pre-tax commuter funds** for microtransit services, which lowers their taxable income and provides savings on their transportation costs.
5. **Employer Integration:**
  - Employers who offer **Commuter FSAs** would be able to provide Freebee's microtransit service as a **benefit** to their employees.
  - The FSA provider and Freebee will need to work together to ensure that receipts and reporting are accurate and comply with IRS requirements for transit benefit reporting.





# OPERATIONAL ASSUMPTIONS

Zone	Yellow Zone - Sanford Station	Pink Zone - Lake Mary Station	Blue Zone - Longwood Station	Orange Zone - Altamonte Springs	Green Zone - Oviedo	Flex Zone
Total Vehicles	7	4	5	8	6	5
Average Requests Per Hour	23	11	15	27	18	10
Productivity	3.3	2.8	3.0	3.4	3.0	2.0

## Key Performance Metrics

- **Average Wait Times:** 18-23 Minutes
- **Average Pickup Time per Call:** 2.5 Minutes (Loading Time)
- **Average Trip Time per Call:** 15-18 Minutes
- **On-Time Performance:** 90% within 10 minutes of ETA
- **Detour Times:** 10 Minutes
- **Accessibility Service:** 5-7%

## Ridership Assumptions

- **1,248 Trips per Day (Mon-Fri)**
- **998 Trips per Day (Sat)**
- **488 Trips per Day (Sun)**
- **401,752 Trips Per Year**
- **522,278 Passengers Per Year**

## Financial Assumptions

- **Average Cost per Rider:** \$10.37

# ZONES & TOTAL FLEET SIZE



## Vehicle Breakdown

- **Total Number of Vehicles:** 35
  - **Yellow Zone – Sanford Station:** 7 vehicles
  - **Pink Zone – Lake Mary Station:** 4 vehicles
  - **Blue Zone – Longwood Station:** 5 vehicles
  - **Orange Zone – Altamonte Springs:** 8 vehicles
  - **Green Zone – Oviedo:** 6 vehicles
  - **Flex Zone:** 5 vehicles

Pricing Component	Amount	Notes
Annual Operating Cost	\$5,417,230	Full turnkey service
Price per Vehicle	\$154,778	Per vehicle cost for each unit.
Rate per Service Hour	\$41.34	Based on 72 weekly service hours
One-Time Set-Up Costs	\$100,000	Implementation cost
Total Year 1 Cost	\$5,517,230	Combined operating and setup costs.
Estimated Fare Revenue	\$1,226,569	Projected fare revenue for the first year.
Estimated Advertising Revenue	\$210,000	Projected advertising revenue for the first year.
Projected Annual Cost	<b>\$4,080,661</b>	<b>Net cost reflecting projected revenue assumptions.</b>

## Pricing Terms

- The per vehicle price is **locked in for the first two years**, with a **3% increase** for years 3-10.



*freebee*



(215) 370-5699



[www.RideFreebee.com](http://www.RideFreebee.com)



**EXHIBIT B - SAMPLE****ORDER NUMBER: 48148**FLORIDA SALES: 85-8013708974C-0  
FEDERAL SALES/USE: 59-6000856**Board of County Commissioners  
PURCHASE ORDER**ALL PACKING SLIPS INVOICES AND CORRESPONDENCE  
MUST REFER TO THIS ORDER NUMBER

ORDER DATE	01/14/2021
REQUISITION	63930 - OR
REQUESTOR	
VENDOR #	409286
ANALYST	

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R**SUBMIT ALL INVOICES TO:**  
**AP@seminoleclerk.org**  
**Seminole Count Clerk & Comptroller**  
**POST OFFICE BOX 8080**  
**SANFORD, FL 32772**  
Accts. Payable Inquiries - Phone (407) 665  
7656**ORDER  
INQUIRIES**

ITEM #	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00		EA		0.00	

**THIS ORDER IS SUBJECT TO THE TERMS & CONDITIONS  
ON THE REVERSE SIDE OF THIS ORDER.****TOTAL AMOUNT****00.00****PURCHASING AND CONTRACT DIVISION**  
1301 EAST SECOND STREET  
SANFORD FLORIDA 32771  
PHONE (407) 665-7116 / FAX (407) 665-7956

AUTHORIZED SIGNATURE FOR THE SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS



Vehicle Breakdown

- **Total Number of Vehicles:** 35
  - **Yellow Zone – Sanford Station:** 7 vehicles
  - **Pink Zone – Lake Mary Station:** 4 vehicles
  - **Blue Zone – Longwood Station:** 5 vehicles
  - **Orange Zone – Altamonte Springs:** 8 vehicles
  - **Green Zone – Oviedo:** 6 vehicles
  - **Flex Zone:** 5 vehicles

Pricing Component	Amount	Parking Provided	Electricity Provided	Electricity + Parking Provided	Notes
Annual Operating Cost	\$5,005,210	\$4,942,210	\$4,886,770	\$4,823,770	Full turnkey service
Price per Vehicle	\$143,006	\$141,206	\$139,622	\$137,822	Per vehicle cost for each unit.
Rate per Service Hour	\$38.20	\$37.72	\$37.29	\$36.81	Based on 72 weekly service hours
One-Time Set-Up Costs	\$100,000	\$100,000	\$100,000	\$100,000	Implementation cost
Total Year 1 Cost	\$5,105,210	\$5,042,210	\$4,986,770	\$4,923,770	Combined operating and setup costs.
Estimated Fare Revenue	\$1,226,569	\$1,226,569	\$1,226,569	\$1,226,569	Projected fare revenue for the first year.
Estimated Advertising Revenue	\$210,000	\$210,000	\$210,000	\$210,000	Projected advertising revenue for the first year.
Projected Annual Cost After Year 1	\$3,568,641	\$3,505,641	\$3,450,201	\$3,387,201	Net cost reflecting projected revenue assumptions.
	If requested by the County		If requested by the County	If requested by the County	Pricing May 5, 2025 \$5 million Excess Limits

# PRICING - \$2M EXCESS LIMITS



### Vehicle Breakdown

- **Total Number of Vehicles:** 35
  - **Yellow Zone – Sanford Station:** 7 vehicles
  - **Pink Zone – Lake Mary Station:** 4 vehicles
  - **Blue Zone – Longwood Station:** 5 vehicles
  - **Orange Zone – Altamonte Springs:** 8 vehicles
  - **Green Zone – Oviedo:** 6 vehicles
  - **Flex Zone:** 5 vehicles

Pricing Component	Amount	Parking Provided	Electricity Provided	Electricity + Parking Provided	Notes
Annual Operating Cost	\$4,830,070	\$4,767,070	\$4,711,630	\$4,648,630	Full turnkey service
Price per Vehicle	\$138,002	\$136,202	\$134,618	\$132,818	Per vehicle cost for each unit.
Rate per Service Hour	\$36.86	\$36.38	\$35.96	\$35.47	Based on 72 weekly service hours
One-Time Set-Up Costs	\$100,000	\$100,000	\$100,000	\$100,000	Implementation cost
Total Year 1 Cost	\$4,930,070	\$4,867,070	\$4,811,630	\$4,748,630	Combined operating and setup costs.
Estimated Fare Revenue	\$1,226,569	\$1,226,569	\$1,226,569	\$1,226,569	Projected fare revenue for the first year.
Estimated Advertising Revenue	\$210,000	\$210,000	\$210,000	\$210,000	Projected advertising revenue for the first year.
Projected Annual Cost After Year 1	\$3,393,501	\$3,330,501	\$3,275,061	\$3,212,061	Net cost reflecting projected revenue assumptions.
Payment Terms					The per vehicle price is locked in for the first two years, with a 3% annual increase for years 3-10.

**EXHIBIT D**  
**MINIMUM INSURANCE REQUIREMENTS**  
**MICRO-TRANSIT REQUEST FOR PROPOSALS**

The following insurance requirements and limits of liability are required:

A. Workers' Compensation & Employers' Liability Insurance:

Workers' Compensation:	Statutory	
Employers' Liability:	\$ 1,000,000	Each Accident
	\$ 1,000,000	Disease Aggregate
	\$ 1,000,000	Disease Each Employee

B. Commercial General Liability Insurance:

\$ 1,000,000	Each Occurrence
\$ 2,000,000	General Aggregate
\$ 2,000,000	Products and Completed Operations
\$ 1,000,000	Personal and Advertising Injury

C. Business Automobile Liability Insurance:

\$ 1,000,000	Combined Single Limit ( <u>Any Auto or Owned, Hired, and Non-Owned Autos</u> )
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D. Excess/Umbrella Liability: \$5,000,000 Each Occurrence

E. Cyber Liability and Technology Errors and Omissions Insurance:

\$ 1,000,000	Per Claim
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F. Crime and Employee Dishonesty Liability:

\$ 500,000	Per Occurrence
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G. Sexual Abuse and Molestation: \$ 1,000,000 Each Occurrence

H. Professional Liability \$ 1,000,000 Each Occurrence

~~ End Exhibit D ~~

Exhibit E

Agreement Name: Micro-transit Rideshare Services

Agreement Number: RFP-604918-25/LNF

**AFFIDAVIT OF E-VERIFY REQUIREMENTS COMPLIANCE**

The CONSULTANT/CONTRACTOR agrees to comply with section 448.095, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with section 448.095, Florida Statutes.

1. The CONSULTANT/CONTRACTOR shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the CONSULTANT during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Agreement term.
2. That the CONSULTANT/CONTRACTOR understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subcontractors performing work under Agreement Number RFQ-3320-20/DRR are legally authorized to work in the United States and the State of Florida constitute a breach of Agreement Number RFQ-3320-20/DRR for which Seminole County may immediately terminate the Agreement without notice and without penalty. The CONSULTANT/CONTRACTOR further understands and agrees that in the event of such termination, the CONSULTANT/CONTRACTOR shall be liable to the county for any costs incurred by the County as a result of the CONSULTANT'S/CONTRACTOR'S breach. DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Consultant Name

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

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

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

**I HEREBY CERTIFY** that, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, an officer duly authorized in the State and County aforesaid to take acknowledgments, personally appeared \_\_\_\_\_, ☐ who is personally known to me or ☐ who has produced \_\_\_\_\_ as identification.

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

\_\_\_\_\_  
Notary Public in and for the County

and State Aforementioned

My commission expires: \_\_\_\_\_

**FOREIGN COUNTRY OF CONCERN ATTESTATION  
(PUR 1355)**

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Title:

Signature:

Date:

**EXHIBIT G**

**HUMAN TRAFFICKING AFFIDAVIT  
CONTRACT #RFP-604918-25/LNF**

In compliance with Section 787.06(13), Florida Statutes, this Affidavit must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Seminole County (the "Governmental Entity").

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I am an officer or representative of \_\_\_\_\_, a non-governmental entity and I am authorized to provide this affidavit on behalf of such.
3. Nongovernmental Entity, and any of its subsidiaries or affiliates, do not use coercion for labor or services, as those terms are defined in Section 787.06, Florida Statutes, as may be amended from time to time.
4. If, at any time in the future, Nongovernmental Entity does use coercion for labor or services, Nongovernmental Entity will immediately notify Seminole County and no contracts may be executed, renewed, or extended between the parties.
5. I have read the foregoing affidavit and confirm that the facts stated in it are true, and are made for the benefit of, and reliance by Seminole County.

**Nongovernmental Entity:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, as \_\_\_\_\_ on behalf of the

Nongovernmental Entity. They ☐ are personally known to me or ☐ have produced

\_\_\_\_\_ as identification.

(Affix Notary Stamp or Seal)

\_\_\_\_\_  
Notary Public Signature

Print, Type or Stamp Name of Notary: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**EXHIBIT H**  
**Confidential Information and Data Processing Addendum**

**1. General**

- 1.1. Capitalized terms used but not defined in this DPA will have the meanings assigned to them in the Agreement and, if not defined in either this DPA nor the Agreement, shall have the ordinary meaning in the field of information technology services.
- 1.2. Contractor may process and/or receive "personal information" or "personal data" from, or on behalf of, the County. "Personal Information" or "Personal Data" shall be defined as information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household (herein referred to as "Personal Information"). For avoidance of doubt, Personal Information shall include the definition as used in § 501.171, F.S., Protected Health Information as defined in 45 C.F.R. § 160.103, Nonpublic Personal Information as defined in 15 U.S.C. § 6809(4)(A), and credit card data as used in the Payment Card Industry Data Security Standard ("PCI DSS").
- 1.3. In connection with providing services to the County, the County and Contractor may each share Confidential Information with the other Party. With respect to the County, "Confidential Information" means all data, information, and material provided by, or received from, the County that is statutorily exempt from applicable public records laws. For avoidance of doubt, all Personal Information will be deemed and treated as the County's Confidential Information. With respect to Contractor, "Confidential Information" means those documents and materials provided by Contractor that (i) qualify as Trade Secrets (as defined in Sections, 119.0715(2) and 688.022, F.S.), and (ii) are clearly labeled or marked as "TRADE SECRET" upon delivery to the County. Vendor understands and agrees that it must label all Trade Secrets in writing upon delivery to the County to invoke exemptions from applicable public records laws.
- 1.4. The Contractor to this DPA agrees that Contractor will treat as confidential all information provided by, or collected on behalf of, the County, including, without limitation, unencrypted Personal Information and non-public information to the extent authorized by Florida Statutes.
- 1.5. Notices required under this DPA shall be sent according to the Services Agreement with a copy (which shall not constitute notice) to both the usual point of contact or support at the County and via email to: **purch@seminolecountyfl.gov** with the subject line as: "Data Processing Addendum Notice."
- 1.6. The Contractor shall carry out the services and process Personal Information received from, or collected on behalf of, the County as set out in the Agreement or as otherwise notified in writing by the County to the Contractor during the term of the Agreement.

**2. Observance of Laws, Regulations, and Standards**

- 2.1. The Contractor, when applicable, will ensure that the data designated for collection, transfer, or processing as part of agreed upon services will be collected, transferred, and processed in a fully compliant manner to enable the County to meet relevant requirements of all laws, regulations, and contractual requirements applicable to the County, including, but not limited to, the current versions of:
    - 2.1.1. Personal Identifiable Information
      - 2.1.1.1. Florida Information Protection Act (F.S. 501.171);
      - 2.1.1.2. Any other similar laws currently in effect or that may come into effect during the term of the Agreement, including the laws of states other than Florida, to the extent Contractor collects or processes Personal Information of residents of other states in connection with the Agreement;
    - 2.1.2. Protected Health Information
      - 2.1.2.1. Health Insurance Portability and Accountability Act of 1996 ("HIPAA") (Pub. L. 104–191, 110 Stat. 1936a);
      - 2.1.2.2. Health Information Technology for Economic and Clinical Health ("HITECH") Act of 2009;
    - 2.1.3. Nonpublic Personal Information (herein referred to as Financial Information)
      - 2.1.3.1. Gramm-Leach-Bliley Act ("GLBA") (15 U.S.C. §§ 6801(b) and 6805(b)(2));
    - 2.1.4. Credit Card Data
      - 2.1.4.1. Payment Card Industry Data Security Standard ("PCI DSS").
- Contractor agrees to maintain a PCI DSS compliant environment if responsible for credit card data provided by, or collected on behalf of, the County including the provisions of **Appendix A** in this DPA.

**3. Permitted Uses and Disclosures**

- 3.1. Personal Information



- 31.1. Contractor shall use, disclose, and retain all Personal Information:
  - 3.1.1.1. As specifically authorized in the Agreement and this DPA;
  - 3.1.1.2. Solely for the purpose of performing the services described in the Agreement; and
  - 3.1.1.3. In accordance with applicable laws, standards and regulations.
- 312 Contractor shall not sell, rent, transfer, distribute, or otherwise disclose or make available any Personal Information to any third party without prior written permission from the County, unless and to the extent required by law. Notwithstanding the foregoing, Subject to Section 12 ("Subcontractors") of the Agreement, Contractor may be authorized by the County to use third parties, as well as employees and contractors of Contractor's affiliates and subsidiaries, in performance of its obligations described in the Agreement. To the extent written authorization is provided by County, Contractor may disclose Personal Information to such third parties, provided that such third parties are subject to written data processing addenda that are consistent with, and at least as protective of the Personal Information as, this DPA. Contractor understands that under no circumstance will it, or any third parties, process Personal Information outside of the United States.
- 313 Contractor shall:
  - 3.1.3.1. Immediately notify the County of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking Personal Information provided by, or collected on behalf of, the County;
  - 3.1.3.2. Consult with the County regarding its response;
  - 3.1.3.3. Cooperate with the County's reasonable requests in connection with efforts by the County to intervene and quash or modify the legal order, demand or request; and
  - 3.1.3.4. Upon the County's request, provide the County with a copy of its response.
- 32. Other Confidential Information
  - 321. Contractor shall treat all County Confidential Information as strictly confidential and (i) shall not use such information for any purpose other than providing services to and for the benefit of the County as required under the Agreement, (ii) shall not (absent written consent from the County) disclose any County Confidential Information to any person or entity other than an employee or contractor of the Contractor who is authorized by County in writing (provided that all such contractors are subject to written confidentiality obligations at least as protective of those set forth in this DPA) that has a need to know such Confidential Information to perform its obligations under the Agreement, (iii) take all appropriate and commercially reasonable steps to protect such Confidential Information, and (iv) immediately notify the County in writing in the event of any actual or reasonably suspected unauthorized disclosure or use of County Confidential Information.
  - 322 The obligations for protection, non-use and non-disclosure of County Confidential Information hereunder must last during the term of the Agreement and for so long thereafter as the applicable County Confidential Information is not subject to disclosure under statutory public records laws.
  - 323. Contractor understands and agrees that Confidential Information received from the County must be treated as Confidential Information subject to the protection of this Section 3.2, regardless of whether or not similar or equivalent information may be obtainable from other sources. The County understands and agrees that information and material properly independently developed or legally obtained from third party sources, in each case without use of or reference to County Confidential Information, shall not be considered County Confidential Information pursuant to this Section 3.2.
- 33. All Personal Information shall be deemed and treated as Confidential Information and shall be protected, processed, stored and otherwise handled (i) as Confidential Information, (ii) as required by applicable laws, and (iii) subject to a separate Business Associate Agreement between the County and Contractor.
- 34. If the County receives a subpoena, warrant, public records request pursuant to Chapter 119, F.S., or other legal order, demand or request seeking Confidential Information (including without limitation Personal Information) provided by, or on behalf of, the County and maintained by Contractor, the County will notify Contractor of such request. Upon such notice, Contractor shall promptly supply the County with copies of materials and data required for the County to respond. Contractor shall further cooperate with the County's reasonable requests in connection with its response. Should the County receive any subpoena, warrant, or other legal order, demand or request seeking Contractor Confidential Information, the County shall promptly notify Contractor of such request and shall cooperate with Contractor's reasonable requests in connection with its response provided, however, that at all times the County shall comply with all applicable laws and orders in its sole discretion.
- 35. Under no circumstances will Contractor disclose or use any Personal Information, including Protected Health Information, Financial Information, and Credit Card Data, or other Confidential Information for any purposes whatsoever other than (i) to provide services to the County subject to the Agreement, or (ii) as otherwise required by law after providing all reasonable notice to the County, both during and after the term of the Agreement.

#### 4. Data Security Obligations.

##### 4.1. Contractor shall:

- 4.1.1. Implement a comprehensive information security program which includes generally accepted best practices for industry cybersecurity, as defined in F. S. § 282.3185, and technical and administrative safeguards to protect the confidentiality of Personal Information that are no less rigorous than commercial best practices for information security;
- 4.1.2. Keep all Personal Information contained in any format (e.g., paper, computer system, and removable media) in a secure facility where access of unauthorized personnel is restricted;
- 4.1.3. Ensure that all Personal Information received from, or collected on behalf of, the County remains in the continental United States at all times;
- 4.1.4. Install up-to-date firewall protection and operating system patches for files containing Personal Information on a system that is connected to any network;
- 4.1.5. Install up-to-date versions of system security agent software which includes malware protection and reasonably up-to-date patches and virus definitions, or a version of such software that can still be supported with up-to-date patches and virus definitions, and is set to receive the most current security updates on a regular basis, on systems vulnerable to malware and containing or channeling access to systems containing Personal Information;
- 4.1.6. Implement secure user authentication protocols including:
  - 4.1.6.1. Control of user IDs and other identifiers;
  - 4.1.6.2. A reasonably secure method of assigning and selecting passwords, or use of unique identifier technologies, such as token devices;
  - 4.1.6.3. Control of data security passwords to ensure that such passwords are kept in a location and/or format that does not compromise the security of the data they protect;
  - 4.1.6.4. Restricting access to active users and active user accounts only; and
  - 4.1.6.5. Blocking access to user identification after multiple unsuccessful attempts to gain access or exceeding the limitation placed on access for the particular system;
- 4.1.7. Implement secure access control measures that:
  - 4.1.7.1. Restrict access to records and files containing Personal Information to those who need such information to perform their job's duties; and
  - 4.1.7.2. Assign unique identifications plus passwords, which are not Contractor supplied default passwords, to each person with computer access that are reasonably designed to maintain the integrity of the security of the access controls;
- 4.1.8. Use strong encryption in the following situations:
  - 4.1.8.1. When Personal Information is transmitted over a public network;
  - 4.1.8.2. When Personal Information is stored in non-removable media prior to, or after, processing; and
  - 4.1.8.3. When Personal Information is stored on removable media and that media is in transit between physical locations;
- 4.1.9. Provide ongoing employee training with respect to its information security program, the proper use of the computer security system, and the importance of Personal Information security;
- 4.1.10. Ensure that any employee or contractor of the Contractor who has access to Personal Information resides, and accesses such Personal Information while, in the continental United States;
- 4.1.11. Designate responsibility for maintaining Contractor's comprehensive information security program;
- 4.1.12. Oversee its third-party service providers by taking reasonable steps to select and retain third-party service providers that are capable of maintaining security measures to protect Personal Information consistent with the Agreement, including the Scope of Services, this DPA, and applicable laws;
- 4.1.13. Review the scope of its comprehensive security program at least once a year for the term of the Agreement; and
- 4.1.14. Document responsive actions taken in connection with any incident involving a Security or Privacy Breach, and mandatory post-incident reviews of events and actions taken, if any, in order to make changes in business practices relating to the protection of Personal Information, and promptly provide such documentation to County.
- 4.1.15. Maintain plans for business continuity, disaster recovery, and backup capabilities and facilities designed to ensure the Contractor's continued performance of its obligations under the Agreement, including, without limitation, loss of production, loss of systems, loss of equipment, failure of carriers and the failure of the Contractor's or its supplier's equipment, computer systems or business systems ("Business Continuity Plan"). Such Business Continuity Plan shall include, but shall not be limited to, testing, accountability, and corrective actions designed to be promptly

implemented, if necessary. Contractor represents that, as of the date of this DPA, such Business Continuity Plan is active and functioning normally in all material respects. Contractor shall perform a comprehensive test of its Business Continuity Plan no less than once per calendar year. Contractor further represents that, all parties that are storing or processing unencrypted Personal Information, as part of the Business Continuity Plan or otherwise, must agree to and abide by this DPA. Contractor shall provide a copy of its Business Continuity Plan, and a summary of the results of its two most recent Business Continuity tests to the County upon request, at no charge.

## **5. Additional Rights and Obligations**

51. Contractor grants the County the right to take appropriate and reasonable steps to monitor Contractor and ensure Contractor's use of Personal Information is consistent with all privacy rights and obligations, whether statutory, regulatory, based in common law, contractual, or otherwise. These steps may include, but are not limited to, ongoing manual reviews, automated scans, regular assessments, audits, or other policy review or technical and operational testing at least once every 12 months. As an alternative to a County-requested review, assessment, audit, or testing, Contractor, at its own expense, may arrange for a qualified and independent assessor, using an appropriate and accepted control standard or framework and assessment procedure, to conduct such review, scan, assessment, audit, or other policy review and testing of Contractor's policies and technical and organizational measures to satisfy its obligations under this DPA. Contractor shall provide a report of all such review, scan, assessment, audit, or test to the County upon request.
52. Contractor grants the County the right, upon request and notice, to take reasonable and appropriate steps to stop and remediate any and all unauthorized use of Personal Information.
53. To the extent Contractor obtains any audit report or similar assessment regarding its operations or any system or data relating to the Personal Information, Contractor shall make such report or assessment available to the County upon request and at no charge. To the extent such report or assessment determines that Contractor's processes, systems, networks or operations have a material deviation from the applicable standard or best practices, (i) Contractor shall promptly provide all reasonably requested information relating to the deviation that may be requested by the County, (ii) Contractor shall promptly provide a reasonably detailed remediation plan to the County and provide regular updates on the completion of such plan, and (iii) the County shall have the right to suspend or terminate Contractor's processing of Personal Information without charge or penalty until such deviation has been corrected to the satisfaction of the County, or to terminate the Agreement with no charge or penalty in the event such deviation is not timely corrected to the satisfaction of the County.

## **6. Security or Privacy Breach**

61. For purposes of this DPA, the term, "Breach of Security" or "Breach" has the meaning given to it under the applicable Florida Statute (F.S. 501.171(1)(a)), applicable state or federal rule/regulation, or contractual obligation.
62. Upon becoming aware of a Breach of Security or Breach, or of circumstances that could have resulted in unauthorized access to or disclosure or use of Personal Information, Contractor shall notify the County in the most expedient time possible and without unreasonable delay or as stipulated below for GLBA or PCI DSS, fully investigate the incident, and cooperate fully with the County's investigation of and response to the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals whose Personal Information was involved, regulatory agencies, or other entities, without prior written permission from the County.
  621. GLBA (15 U.S.C. §§ 6801(b) and 6805(b)(2)) (Financial Information) – Contractor must report any unauthorized access to or use of Personal Information without unreasonable delay; and
  622. PCI DSS (Credit Card Data) – Contractor shall report Breach of Security or Breach both orally and in writing to the County. In no event shall the report be made more than two (2) days after Contractor knows or reasonably suspects unauthorized access or use has or may have occurred.
63. The report provided under section 6.2 of this DPA shall identify:
  631. The nature of the unauthorized access, use, or disclosure;
  632. The Personal Information accessed, used, or disclosed;
  633. The person(s) or entities who accessed, used, and disclosed and/or received Personal Information (if known);
  634. What Contractor has done or will do to mitigate any deleterious effect of the unauthorized access, use or disclosure;
  635. What corrective action Contractor has taken or will take to prevent future unauthorized access, use or disclosure;
  636. Contractor shall provide such other information, including a written report, as requested by the County.
64. In the event of any Breach of Security or Breach, the County shall have the right to suspend or terminate Contractor's processing of Personal Information without charge or penalty until such breach has been corrected to the satisfaction of the County, or to terminate the Agreement with no charge or penalty in the event Contractor does not timely correct the cause of the breach, fully cooperate with the County in any remediation effort, and take such other corrective actions as the County may reasonably require, all in a timely fashion, and all to the satisfaction of the County.
65. Under no circumstances will Contractor make any public statement regarding any Breach of Security or Breach that relates to any Personal Information without the prior written consent of the County.

## **7. Other Obligations of Contractor**

- 7.1. Vendor shall defend, indemnify and hold the County, its subsidiaries and affiliates, and its current and former officers, directors, employees, contractors, agents and representatives harmless from and against any and all liabilities, losses, damages and costs, including reasonable attorneys' fees (collectively, "Losses"), resulting from any losses as a result of Contractor's storage or processing of data, including without limitation losses resulting from failure, whether by action or inaction, by the Vendor or any of its agents, employees, sub-processors, or representatives to perform the Vendor's duties or obligations under this DPA, as well as for any actual or suspected Security or Privacy Breach, or other actual or suspected unauthorized use or disclosure of County Confidential Information and Personal Information.
- 7.2. Upon termination or expiration of the Agreement, Contractor will promptly return in a manner compatible with the information technology systems of the County, as provided for by County in writing, the Confidential Information (including without limitation all Personal Information) in its possession that was provided by, or on behalf of, the County, unless otherwise required by applicable law.

## **8. Obligations of the County**

- 8.1. The County is solely responsible for:
  - 8.1.1. Ensuring that any consents required by law and/or the County policies and procedures for the collection, access, use, maintenance, and/or disclosure of the Personal Information have been obtained from each individual and entity (including, without limitation, consumers, business Clients, and/or the County's employees and contractors) to whom the Personal Information relates, when it is the County that directly collects, accesses, uses, maintains, and/or discloses that Personal Information;
  - 8.1.2. Rendering any Personal Information on its systems unusable, unreadable, or indecipherable to unauthorized individuals in accordance with industry standards. The County acknowledges that it is the County's responsibility to encrypt all data on the County's systems and media components prior to providing such Personal Information to Contractor for any reason;
  - 8.1.3. Establishing the applicable information security safeguards and associated policies for protecting Personal Information in its facilities; and
  - 8.1.4. Promptly informing the Contractor of any policies that it implements with respect to the processing and protection of Personal Information with express instructions as to how these policies should be implemented by the Contractor.

## **9. Miscellaneous**

- 9.1. Any ambiguity in the terms of this DPA will be resolved to permit Contractor or the County to comply with applicable laws.
- 9.2. To the extent there are any inconsistencies between the terms of this DPA and the terms of the Agreement, this DPA will prevail.

**APPENDIX A**  
**Payment Card Industry Safeguard Standards**

1. If Contractor is storing, processing, or transmitting cardholder data, or is accepting sensitive authentication data, as defined by the PCI DSS, Contractor agrees to maintain compliance with the current effective version of the PCI DSS throughout the term of the Agreement with the County. Upon request by the County, Contractor will provide County a current PCI DSS Attestation of Compliance.
2. If Contractor is utilizing a Payment Card Industry Security Standards Council ("PCI SSC") approved Point-to-Point Encryption ("P2PE") solution to accept or process credit card payments, Contractor is responsible for the solution's proper implementation and operation in compliance with all applicable PCI DSS, P2PE, and PCI SSC requirements. Contractor responsibilities include ensuring that the P2PE solution maintains its PCI SSC approval status throughout the term of its Agreement with the County. Upon request by the County, Contractor will provide County a current P2PE Instruction Manual, and P2PE Report on Validation (ROV) for the Solution, Application and Components being utilized.
3. If Contractor is utilizing a County-approved third-party vendor P2PE or End-to-End Encryption ("E2EE") solution to accept or process credit card payments, Contractor is responsible for the solution's proper implementation and operation in compliance with all applicable PCI DSS, PCI SSC and third-party vendor solution requirements throughout the term of the Agreement with the County. Contractor also is responsible for providing a responsibility matrix identifying the PCI DSS controls that the County is responsible for meeting, if any, and the controls that will be met by Contractor as required by the current version of the PCI DSS. Upon request by the County, Contractor will provide County the results of any PCI DSS assessments used to support or develop the responsibility matrix relevant to the third-party P2PE or E2EE solution.
4. If Contractor is utilizing a payment application that is Payment Application Data Security Standard ("PA-DSS") validated, Contractor is responsible for maintaining its PA-DSS compliance status throughout the term of the Agreement with the County. Upon request by the County, Contractor will provide County a current PA-DSS Report on Validation certifying the PA-DSS compliance status of the payment application.

## **Exhibit I – Federal Laws**

CONTRACTOR agrees that, if COUNTY is awarded federal funding to support this Agreement, CONTRACTOR will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Project (“Federal Laws”). Applicable Federal Laws include, but are not limited to, the following:

- a. Access to records and reports. 49 U.S.C. § 5325(g).
- b. Buy America. 49 U.S.C. § 5323(j).
- c. Cargo Preference Act of 1954. 46 U.S.C. § 55305.
- d. Charter service. 49 U.S.C. § 5323(d), (r).
- e. Clean Air Act. 42 U.S.C. §§ 7401–7671q.
- f. Clean Water Act. 33 U.S.C. § 1251–1387.
- g. Civil rights and nondiscrimination statutes.
  - Nondiscrimination in federal public transportation programs. 49 U.S.C. § 5332.
  - Title VII of the Civil Rights Act of 1964. 42 U.S.C. § 2000e, et seq.
  - Title IX of the Education Amendments of 1972. 20 U.S.C. § 1681, et seq.
  - Age Discrimination Act of 1975. 42 U.S.C. § 6101, et seq.
  - Americans with Disabilities Act of 1990. 42 U.S.C. § 12101, et seq.
  - Rehabilitation Act of 1973. 29 U.S.C. § 794.
- h. Contract Work Hours and Safety Standards Act. 40 U.S.C. §§ 3701–3708.
- i. Energy Policy and Conservation Act. 42 U.S.C. § 6321 et seq.
- j. Fly America. 49 U.S.C. § 40118.
- k. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352.
- l. Program fraud. 49 U.S.C. § 5323(l)(1).
- m. Public transportation employee protective arrangements. 49 U.S.C. § 5333(b).
- n. Safe operation of motor vehicles. 23 U.S.C. § 402.
- o. School bus operations. 49 U.S.C. § 5323(f).
- p. Substance abuse. 49 U.S.C. § 5331.

CONTRACTOR agrees to comply with all such Federal Laws, as they may be amended from time to time. In addition, the federal procurement regulations found in Title 2 of the Code of Federal Regulations will apply should the COUNTY be awarded federal funding, and will impose additional obligations on CONTRACTOR.

Additional Federal Laws may apply if the scope of work or CONTRACTOR’s responsibilities under the Agreement change. CONTRACTOR agrees to comply with all applicable Federal Laws throughout the term of the Agreement.

# **Seminole County Micro-Transit RFP Update & Award Recommendation**

**May 20, 2025**

# Agenda

- Purpose
- Background and Progress
- RFP Solicitation Update & Recommendation
- Next Steps
- Recommendation



# Purpose

- To update the Board on the Micro-transit RFP and make a recommendation on the best and final proposals submitted by the vendors.

# Agenda

- Purpose
- Background & Progress
- RFP Solicitation Update & Recommendation
- Next Steps
- Recommendation

# Background & Progress

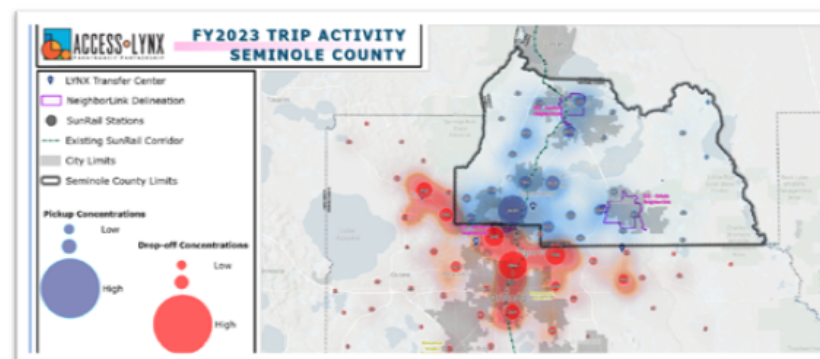
- Current transit services in Seminole County
  - ❑ Eleven (11) LYNX Fixed Route Bus Links
  - ❑ Two (2) LYNX Neighborlink Zones
  - ❑ ParaTransit / Transportation Disadvantaged Service



# Background & Progress

## Paratransit ADA Service

- LYNX is Central Florida's Regional Community Transportation Coordinator (CTC) service provider for Americans with Disabilities Act (ADA) and Transportation Disadvantaged (TD) persons in Orange, Osceola and Seminole counties.
- LYNX is required by Federal Transit Administration (FTA) to provide complementary ADA paratransit service with  $\frac{3}{4}$  miles of a fixed bus route.
- The ADA  $\frac{3}{4}$  mile requirement goes away when a fixed route is eliminated
- The cost for one way trip goes from \$4 to \$7 for anyone currently within the  $\frac{3}{4}$  mile buffer
- LYNX provided 66,391 ADA trips in FY 23 that originated in Seminole County
- It is estimated 31% of all ADA trips in Seminole County begin and end in the proposed Neighborlink expanded zones. All ADA Paratransit customers are eligible for Access Plus+ card can ride Neighborlink and fixed route for free.



Paratransit services  
will remain provided  
by LYNX

# Background & Progress

- June 18, 2024 - BCC direction to investigate ways to reduce LYNX public transit services cost and to provide better service delivery
- June to October 2024 – Multiple meetings with LYNX Planning to revise services
- November 12, 2024 – Presentation to BCC on potential LYNX changes/savings and alternative concept of direct micro-transit provision by Seminole County
- November 12, 2024 – BCC direction to provide Request for Proposal (RFP) for Micro-transit Services
- December 10, 2024 – BCC approval of RFP
- February 5, 2025 – RFP solicitation closed
- April 22, 2025 – BCC direction provided to cost and service levels

# Background & Progress

- BCC provided direction to cost and service levels
  - ☐ Total service equals the entire County minus the rural boundary
  - ☐ Current route changes
  - ☐ Fare structure & discounts
  - ☐ Zone and zone limitations
  - ☐ Service schedule
  - ☐ Pickup & wait times
  - ☐ Riders
  - ☐ Advertising



- ❑ SR 436 North & South (Link 436S; 436S)
- ❑ US 17-92 reduced to Fern Park Super Stop (Link 102; 103)
- ❑ West SR 434 reduced to Seminole State Altamonte (Link 23)
- ❑ East SR 434 reduced to McCulloch Rd (Link 434)
- ❑ US 441 Orange Blossom Trail stop (Link 106)



# Agenda

- Purpose
- Background & Progress
- RFP Solicitation Update & Recommendation
- Next Steps
- Recommendation



# Micro-transit RFP Update

- Provided a best and final scope of work clarification to the vendors based upon BCC direction and service level input
- Received updated proposals from the three (3) vendors
- All proposals met the BCC service delivery guidelines
- One-hour interactive dialogue with each vendor to review the submitted proposals
  - ☐ Updated insurance requirements
  - ☐ In-kind service provisions to reduce cost
- Reviewed revised pricing

## Micro-transit RFP Update - Insurance

- Feedback from vendors on insurance level
- New County Risk Manager review
- Levels revised from \$10M to \$5M/\$2M for pricing

## Micro-transit RFP Update – In-kind Services

- The vendors advised that savings could be obtained if the County provided certain things:
  - ☐ Parking for the vehicles
  - ☐ Electricity if electric vehicles are utilized (some vendors proposed)

## BCC Desired Cost – Less than LYNX service

FY25 COST OF A ROUTE			
LINK	AREA	AMOUNT	EQUIVALENT MICRO-TRANSIT VEHICLES AT \$180K EA
<b>REMOVE OR REDUCE</b>			
<b>REMOVE</b>			
LINK 1	Winter Park/Maitland/Altamonte	\$275,636	1.5
LINK 103	North Hwy 17-92/Seminole Center	\$2,066,196	11.5
LINK 34	North Hwy 17-92/Sanford	\$1,076,538	6.0
LINK 45	Lake Mary Blvd	\$1,504,959	8.4
LINK 46E	E SR 46 / 1st Street to Downtown Sanford	\$735,122	4.1
LINK 46W	W SR 46 to Seminole Towne Center	\$581,863	3.2
NL 822	Oviedo	\$328,782	1.8
NL 851	Sanford	\$318,364	1.8
FEEDER	Sunrail Feeder Routes	\$723,881	4.0
<b>REDUCE</b>			
LINK 23	Winter Park/Rosemont/Springs Plaza	\$393,461	2.2
LINK 434	S.R. 434	\$1,451,935	8.1
CAPITAL	\$3 per Hour Capital Contribution	\$376,308	2.1
<b>REMOVE OR REDUCE Total</b>		<b>\$9,833,045</b>	<b>54.6</b>

# Best and Final Submitted Proposal Pricing (all discounts)

	FREEBEE	CIRCUIT	RIVER NORTH (VIA)
BASE ANNUAL PRICING	\$5,417,230	\$5,976,734	\$9,256,500
PRIMARY VEHICLE TYPE	ELECTRIC	ELECTRIC	HYBRID
# OF VEHICLES	35	35	55
\$5M INSURANCE SAVINGS	\$(412,020)	\$(398,576)	\$(15,000)
IN-KIND PROVIDED PARKING SAVINGS	\$(63,000)	\$(68,295)	\$(120,000)
IN-KIND PROVIDED ELECTRICITY SAVINGS	\$(55,440)	\$(110,502)	
<b>BEST &amp; FINAL BASE ANNUAL PRICING</b>	<b>\$4,886,770</b>	<b>\$5,399,501</b>	<b>\$9,121,500</b>
ONE TIME SETUP COSTS	\$100,000	\$102,804	\$643,000

# Best and Final Submitted Proposal Pricing (recommendation)

	FREEBEE	CIRCUIT	RIVER NORTH (VIA)
BASE ANNUAL PRICING	\$5,417,230	\$5,976,734	\$9,256,500
PRIMARY VEHICLE TYPE	ELECTRIC	ELECTRIC	HYBRID
# OF VEHICLES	35	35	55
\$5M INSURANCE SAVINGS	\$(412,020)	\$(398,576)	\$(15,000)
IN-KIND PROVIDED PARKING SAVINGS	\$(63,000)	\$(68,295)	\$(120,000)
<b>BEST &amp; FINAL BASE ANNUAL PRICING</b>	<b>\$4,942,210</b>	<b>\$5,509,863</b>	<b>\$9,121,500</b>
ONE TIME SETUP COSTS	\$100,000	\$102,804	\$643,000

# Best and Final Submitted Proposal Pricing

	FREEBEE	CIRCUIT	RIVER NORTH (VIA)
SERVICE HOUR PRICING	\$37.72	\$42.05	\$48.78
ANNUAL COST PER VEHICLE	\$141,206	\$157,435	\$165,845
POTENTIAL SERVICE LEVEL (55 VEHICLES)	55	55	55
<b>POTENTIAL CONTRACT COST (55 VEHICLES)</b>	<b>\$7,766,330</b>	<b>\$8,658,936</b>	<b>\$9,121,500</b>
PRICE ESCALTION	Locked Year 1 & 2; then 3% annually	Locked Year 1; then 3% annually	Locked Year 1 & 2; then 3% annually

## Partner Funding

	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
<b>Scenario #3 with reserve FY25 Partner contribution total increasing by 15.5%</b>						
Total Partner Contribution	106,250,401	122,719,213	141,740,691	152,149,601	161,373,013	169,776,344
% Increase of Contribution	15.50%	15.50%	15.50%	7.34%	6.06%	5.21%
Usage of Budget Stabilization	(25,529,555)	(15,697,770)	(3,879,116)	0	0	-
Stabilization "reserves held"	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000	6,500,000
Est. Ending Balance of Budget Stabilization Fund	19,583,178	3,885,408	6,293	6,293	6,293	6,293



# Future Cost Lock-in Pricing Ranges

	0	1	2	3	4	5	6	7	8	9	10
<b>YEAR</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>FY34</b>	<b>FY35</b>
<b>LYNX</b>	\$9,833,045	\$11,357,167	\$13,117,528	\$14,080,355	\$14,933,624	\$15,711,666	\$16,497,250	\$17,322,112	\$18,188,218	\$19,097,628	\$20,052,510
GROWTH		15.5%	15.5%	7.3%	6.1%	5.2%	5.0%	5.0%	5.0%	5.0%	5.0%
<b>FREEBEE</b>		\$7,766,330	\$7,766,330	\$7,999,320	\$8,239,299	\$8,486,478	\$8,741,073	\$9,003,305	\$9,273,404	\$9,551,606	\$9,838,154
GROWTH			0.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
<b>CIRCUIT</b>		\$8,658,357	\$8,918,107	\$9,185,651	\$9,461,220	\$9,745,057	\$10,037,409	\$10,338,531	\$10,648,687	\$10,968,147	\$11,297,192
GROWTH			3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
<b>RIVER NORTH (VIA)</b>		\$9,121,500	\$9,121,500	\$9,395,145	\$9,676,999	\$9,967,309	\$10,266,329	\$10,574,318	\$10,891,548	\$11,218,294	\$11,554,843
GROWTH			0.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

# Agenda

- Purpose
- Background & Progress
- RFP Solicitation Update & Recommendation
- Next Steps
- Recommendation

# Next Steps

- Negotiate a contract with the selected vendor.
- Execute the contract
- Begin the service implementation process.

# Agenda

- Purpose
- Background & Progress
- RFP Solicitation Update & Recommendation
- Next Steps
- Recommendation

# Recommendation

Award RFP-604918-25/PCD – Term Contract for Micro-Transit Services to the top ranked firm Beefree, LLC dba Freebee and authorize the County Manager to execute the Agreement and adjust service levels going forward based on demand. Countywide (**Stephen Koontz, Resource Management Deputy Director**) Department/Division – County Manager's Office.

# END PRESENTATION



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-474**

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**Title:**

Opening Comments - *County Manager Darren Gray*

# FY 2025/26 BCC Budget Worksession

May 20, 2025  
9:30am – 5:00pm



**SEMINOLE COUNTY FLORIDA**  
**FY 2025/26 BCC BUDGET WORKSESSION #2**

TUESDAY - MAY 20, 2025

**AGENDA**

**9:30      BCC Consent & Regular Agenda**

Opening Comments – *Darren Gray*

Property Appraiser – *David Johnson*

Supervisor of Elections – *Amy Pennock*

General Fund Budget Overview – *Timothy Jecks*

**BREAK**

**1:00      18<sup>th</sup> Judicial Circuit Court – *Deputy Chief Judge Melanie Chase***

Clerk of the Circuit Court & Comptroller – *Grant Maloy*

State Attorney – *William Scheiner*

Guardian Ad Litem – *Amber Padrick*

Public Defender – *Blaise Trettis*

Florida Department of Health – *Dr. Ethan Johnson*

Rescue Outreach Mission – *Chris Ham*

Public Comment, Board Comment, Questions, Direction

**UPCOMING MEETINGS**

BCC Budget Worksession #3 – Tuesday, June 17, 2025 – BCC Departments

*BCC Budget Worksession #4 (Follow Up - If Needed) – Tuesday, July 29, 2025*

TRIM Adoption (BCC Meeting) – Tuesday, July 22, 2025

1st Public Hearing – Wednesday, September 10, 2025

2nd Public Hearing – Tuesday, September 23, 2025

Opening Comments – Darren Gray

Property Appraiser – David Johnson  
Supervisor of Elections – Amy Pennock

General Fund Budget Overview – Timothy Jecks

**Break**

18th Judicial Court – Deputy Chief Judge Melanie Chase

Clerk of the Circuit Court & Comptroller – Grant Maloy

State Attorney – William S&heiner  
Guardian Ad Litem – Amber Padrick  
Public Defender – Blaise Trettis

Florida Department of Health – Dr. Ethan Johnson  
Rescue Outreach Mission – Chris Ham

**Public Comment / Board Comment**

# Opening Comments

Darren Gray

# Seminal Moments

*A pivotal event or decision that significantly shapes future developments. Often a starting point or turning point, it marks a lasting influence on ideas, direction, or progress.*

# Seminal Moments

- April 11<sup>th</sup> Meeting with Countywide Directors and Management Team
- Forty-two (42) efficiency ideas identified
- Short- and long-term impacts
- Focus on maintaining service levels while reducing costs
- Examples include:
  - Energy efficiency improvements (building & lighting)
  - Fleet inventory rightsizing and management policies
  - Consolidation of Countywide services (customer service; accounting)
  - Radio to Cellular conversion for certain Public Safety Radios

# Seminal Moments

- Meeting with Efficiency Group
- Graduate student review of County operating budget using AI Tools
- Further discussion on efficiency results at the June 17<sup>th</sup> Budget Worksession

# Property Appraiser

David Johnson



# FY 2025/26 Budget Worksession Property Appraiser Budget Update

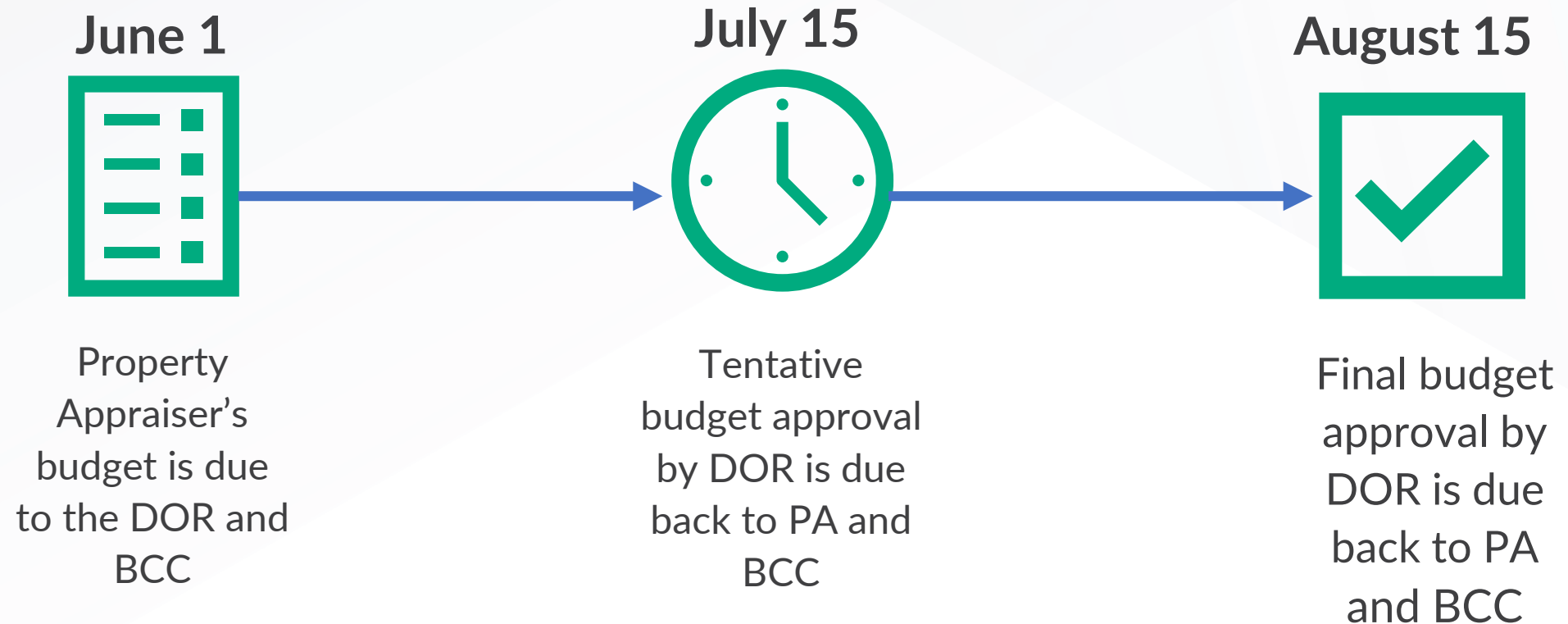
May 20, 2025

FY26 BCC BUDGET WORKSESSION 05-20-2025

SCPAFL.ORG

10

# Budget Calendar



Property Appraiser's Budget Timetable Section 195.087, F.S.

# Budget Changes



Estimating the budget to increase by 4.5% (\$345,889)  
based on the following assumptions:

- 4% Salary Increase
- 8% Insurance Increase
- Increased FRS Rates
- FTE remain at 48 positions



# Budget Initiative: *Homestead Fraud*



- Currently, between homestead exemption and SOH cap, the average homeowner in Seminole County is saving \$2,500
- Internal office procedures ensure overall compliance for exemptions



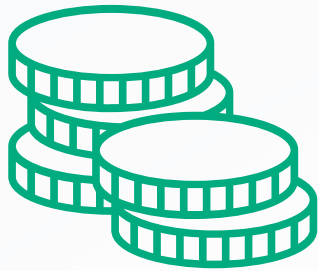
- 3-year project with third-party vendor
- Identifies potential properties benefiting from exemptions they are not entitled to
- Focuses on rental properties
- Less than 1% of homestead properties require investigation

# Budget Allocations



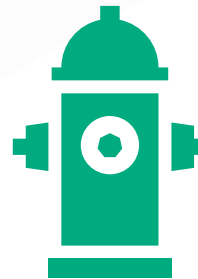
*The estimated proportionate share for the County fund is as follows:*

## General



\$6,893,934

## Fire



\$1,024,600

## Transportation



\$28,953

# Budget Submitted to DOR



DR-484, R. 12/14  
Rule 12D-16.002, F.A.C.  
Provisional

BUDGET REQUEST FOR PROPERTY APPRAISERS

I, David Johnson, CFA, the Property Appraiser of Seminole County, Florida, certify the proposed budget for the period of October 1, 2025, through September 30, 2026, contains information that is an accurate presentation of our work program during this period and expenditures during prior periods (section 195.087, F.S.).

A handwritten signature in black ink, appearing to read "David Johnson", written over a horizontal line.

5/12/2025

Property Appraiser Signature

Date

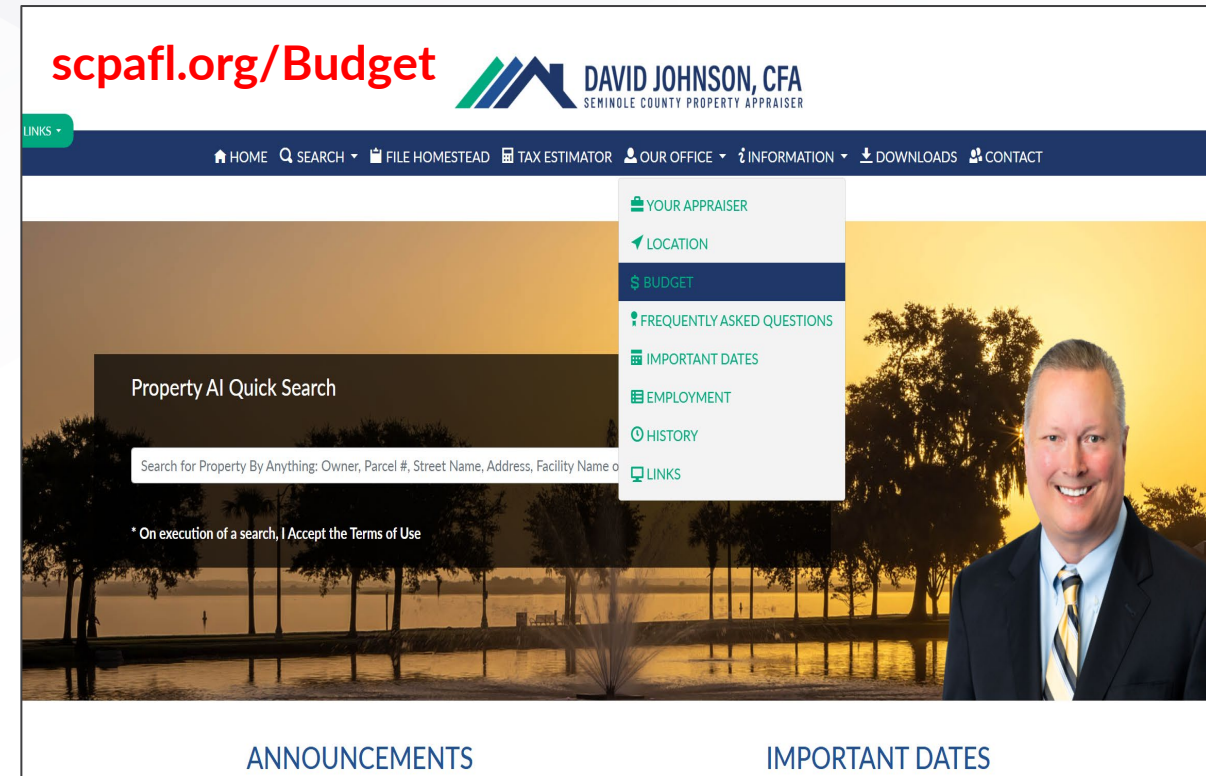
Budget must be submitted to DOR by June 1<sup>st</sup> per Florida Statute 195.087

# Budget Submitted to DOR



Required by statute with annual budget submission:

- Schedule I (Salaries)
- Schedule IA (Personnel Services)
  - Insurance, FRS, FICA
- Schedule II (Operating)
  - Professional Services, Transportation, Equipment, Leases
- Schedule III (Capital Outlay)
- Schedule IV (Non-Operating)
  - Contingency
- Justification Worksheets for all schedules and positions
- Justification Worksheets for Contracts, Travel, Postage, Education, Vehicles
- Organizational Chart of approved positions



- **Budget Summary is posted to our website, as required by law**
- **Annual audits are also posted to our website**

# Budget Submitted to DOR



BUDGET REQUEST FOR PROPERTY APPRAISERS  
SUMMARY OF THE 2025-26 BUDGET BY APPROPRIATION CATEGORY

SEMINOLE  
COUNTY

EXHIBIT A

APPROPRIATION CATEGORY	ACTUAL EXPENDITURES 2023-24	APPROVED BUDGET 2024-25	ACTUAL EXPENDITURES 3/31/25	REQUEST 2025-26	(INCREASE/DECREASE)		AMOUNT APPROVED 2025-26	(INCREASE/DECREASE)	
					AMOUNT	%		AMOUNT	%
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	(8)	(8a)
PERSONNEL SERVICES (Sch. 1-1A)	6,137,042	6,713,293	3,364,017	7,094,327	381,034	5.7%	0	0	0.0%
OPERATING EXPENSES (Sch. II)	966,042	834,405	350,131	801,060	(33,345)	-4.0%	0	0	0.0%
OPERATING CAPITAL OUTLAY (Sch. III)	257,759	148,800	0	147,000	(1,800)	-1.2%	0	0	0.0%
NON-OPERATING (Sch. IV)	0	0	0	0	0	0.0%	0	0	0.0%
TOTAL EXPENDITURES	\$7,360,843	\$7,696,498	\$3,714,148	\$8,042,387	\$345,889	4.49%	\$0	\$0	0.0%
NUMBER OF POSITIONS		48		48	0	0.0%	48	0	0.0%



# PA Budget per Capita

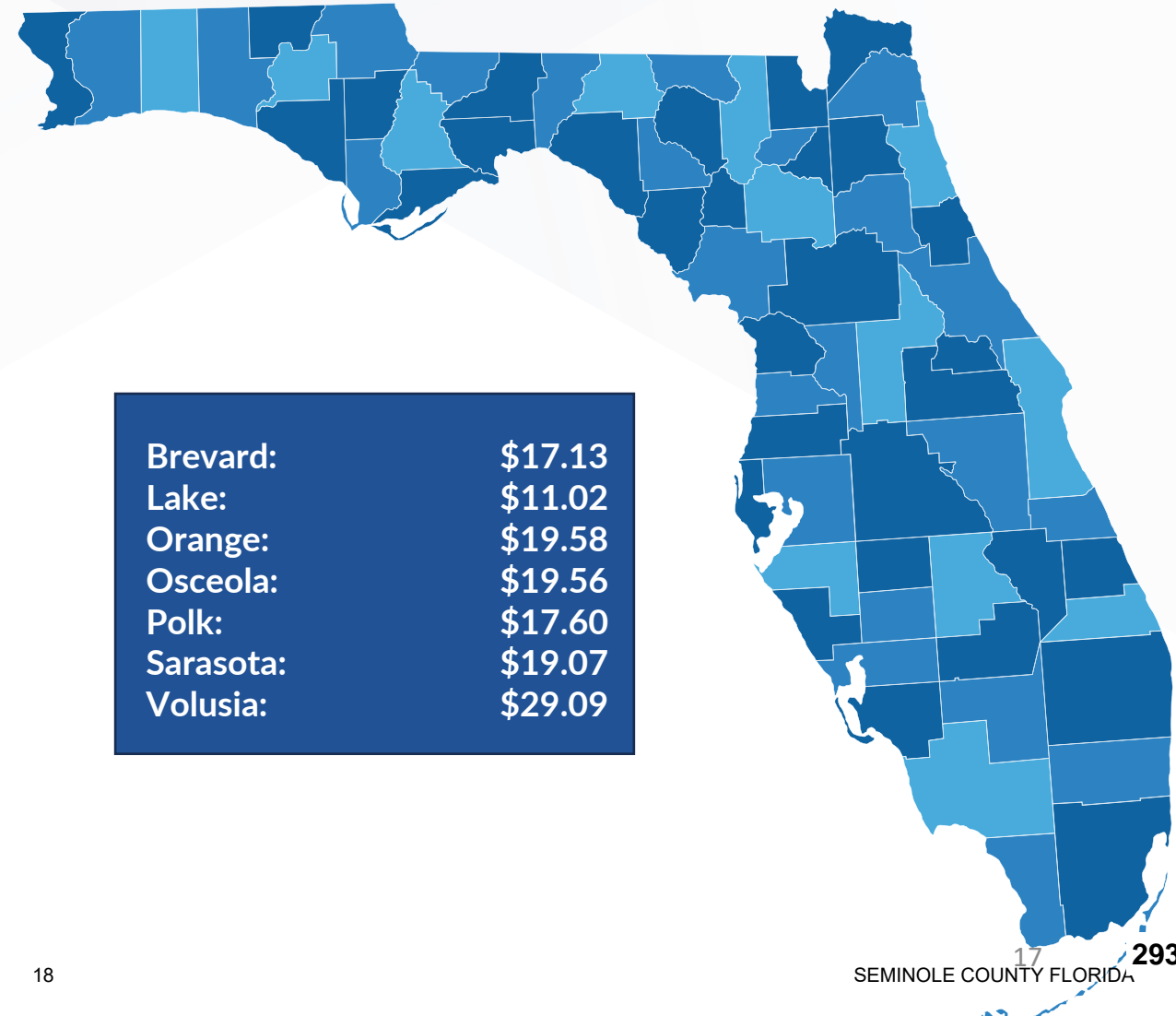


**Seminole: \$15.61**

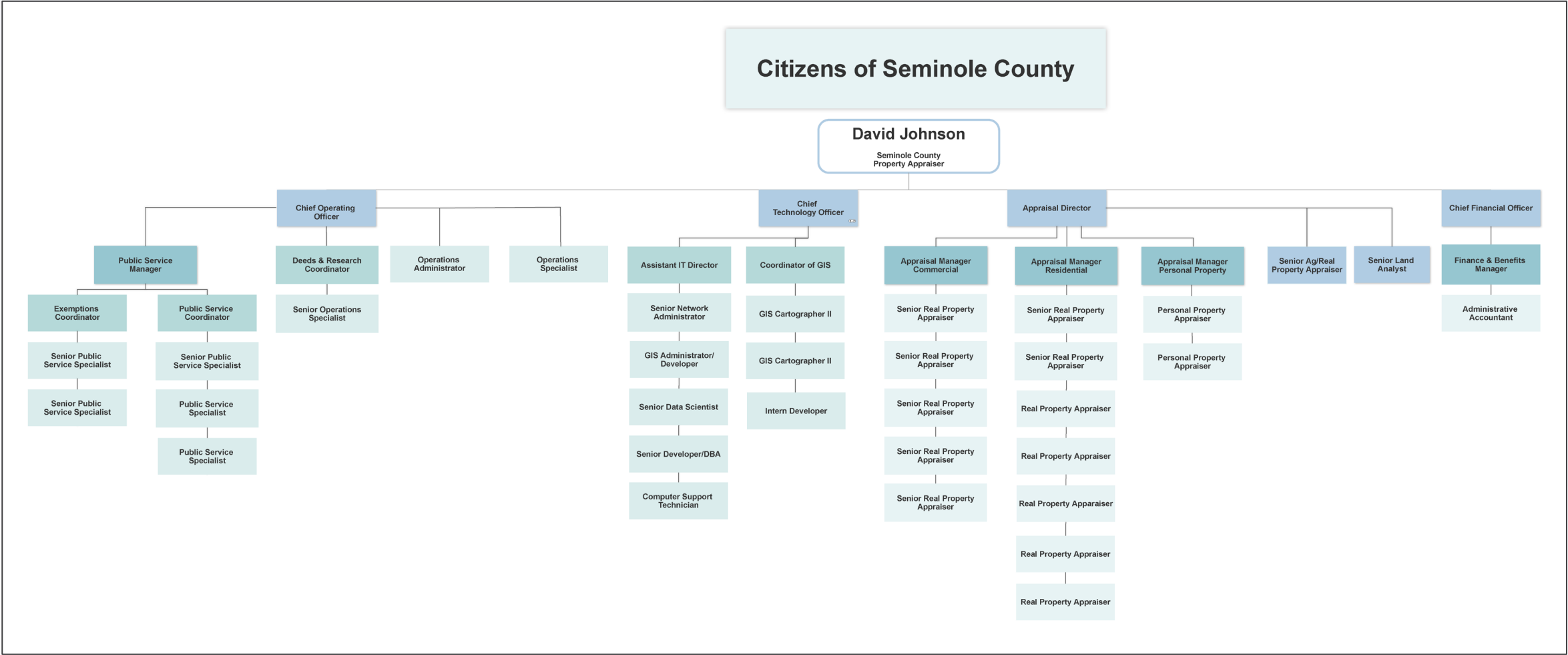
- *6<sup>th</sup> lowest in state out of 67 counties*
- *13<sup>th</sup> largest population*

**Statewide Median: \$31.31**

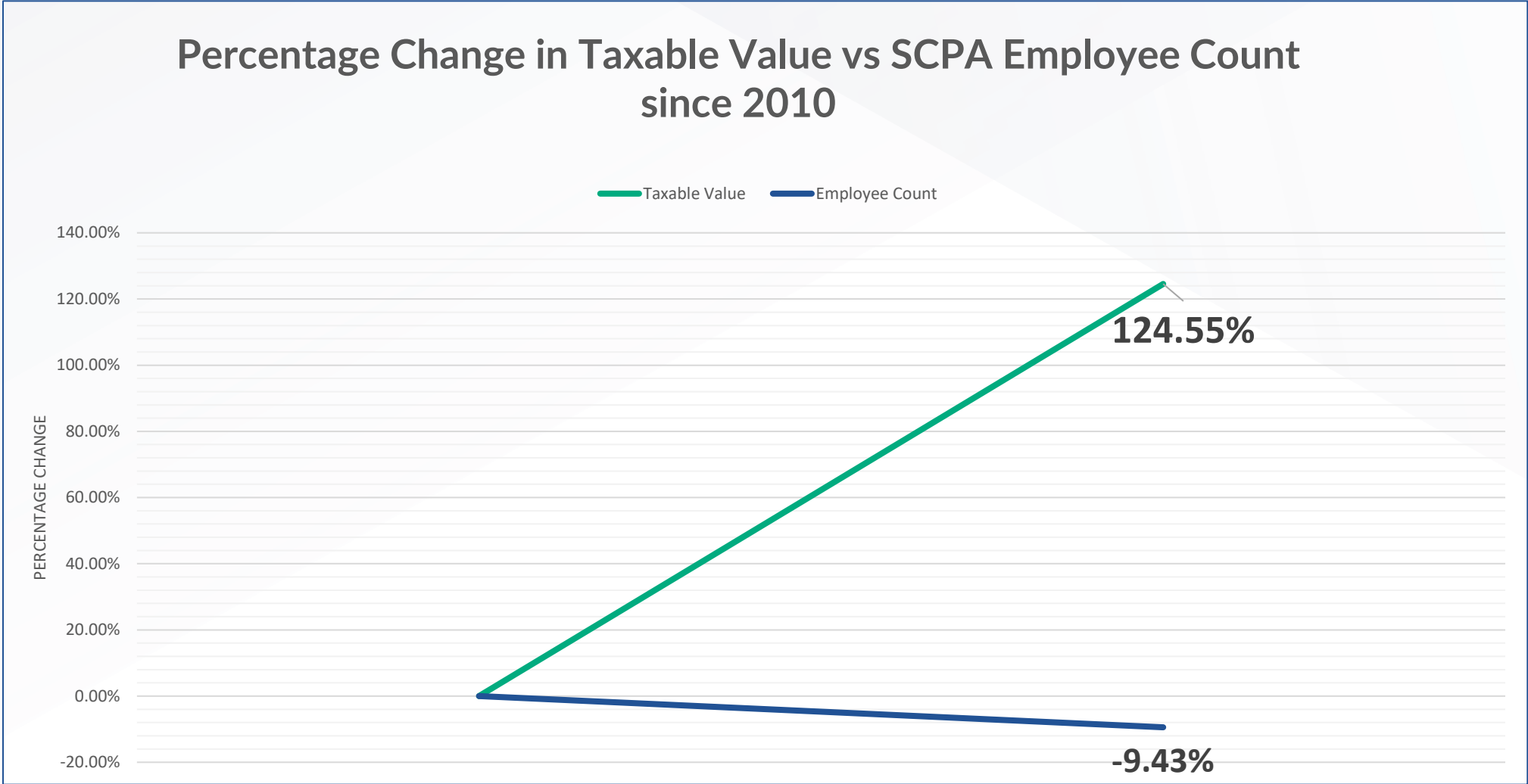
**Ranges: \$10.11 - \$87.26**



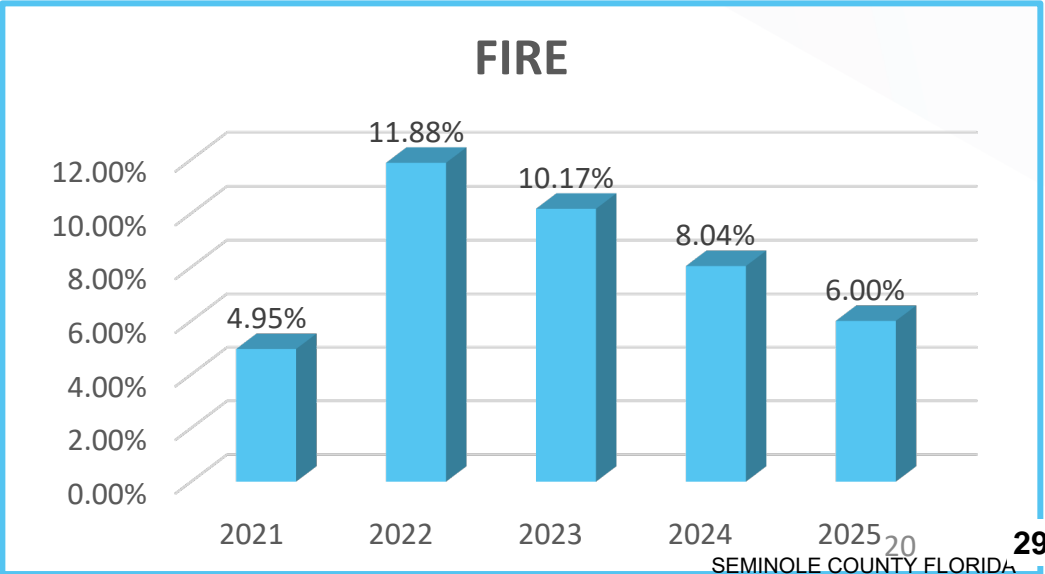
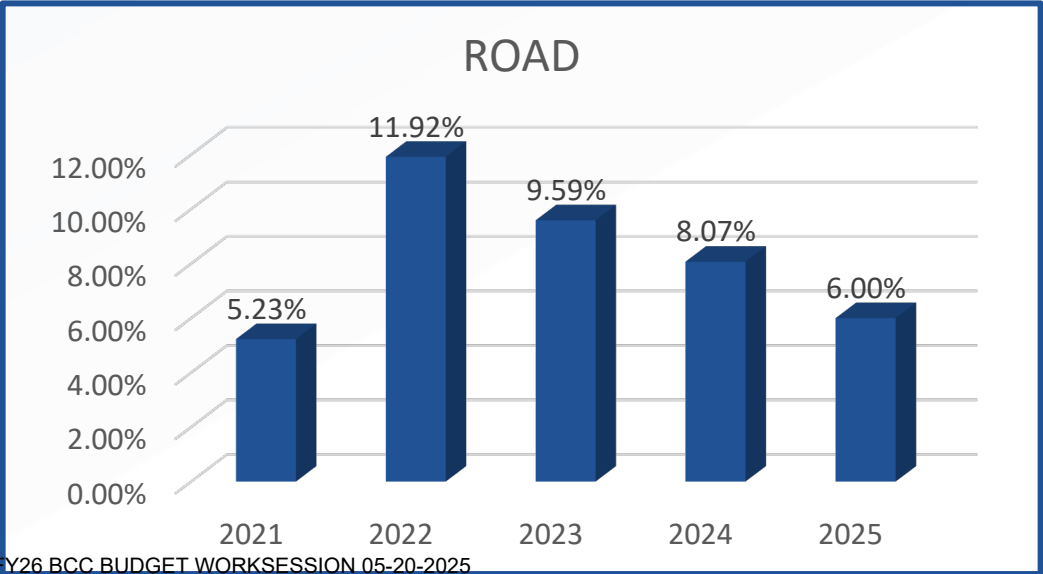
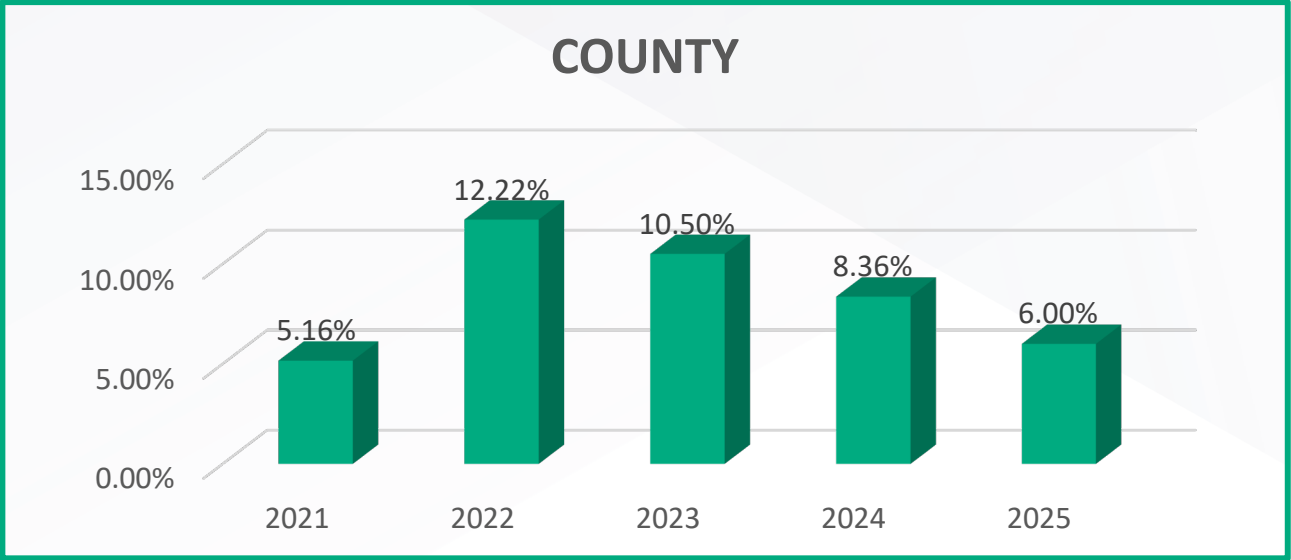
# Organizational Chart



# History



# % Change In Taxable Value



# QUESTIONS?

# Supervisor of Elections

Amy Pennock



# Supervisor of Elections

2025-2026 Budget

May 20, 2025



## Recap of first four months in office

### Transition review report

#### Projection for 2024/2025

- Projecting to end at \$4,622,150.07 vs. Budget \$4,628,683.00
- 2025 major projects include:
  - Clear Ballot
  - iPad replacement (130) voter registration devices/Operating system no longer supported
  - Software for records retention compliance
  - Office upgrades
  - Required list maintenance, 100% of registered voters to be contacted
  - Election equipment refresh





## Analysis of spending per registered voter in Central Florida

Seminole County Supervisor of Elections  
Central Florida Analytics

Fiscal Year Ended September 30, 2024			% of							Costs per Registered Voter		
	<u>Population</u>	<u>Registered Voters</u>	<u>Registered Voters to Population</u>	<u>Total Expenditures</u>	<u>% of BOCC Appropriation Returned</u>	<u>Personal Service Costs</u>	<u>Operating Costs</u>	<u>Capital Outlay</u>	<u>Total Expenditures</u>	<u>Personal Service Costs</u>	<u>Operating Costs</u>	<u>Capital Outlay</u>
Counties:												
Seminole County	495,567	351,538	71%	\$ 4,386,422	22.9%	\$ 2,666,456	\$ 1,583,816	\$ 136,150	\$ 12.48	\$ 7.59	\$ 4.51	\$ 0.39
Lake County	453,206	276,842	61%	6,123,830	13.1%	3,350,723	2,089,548	683,559	22.12	12.10	7.55	2.47
Orange County	1,510,726	835,025	55%	22,168,921	9.0%	6,900,149	13,999,119	1,269,653	26.55	8.26	16.76	1.52
Osceola County	468,266	244,902	52%	6,213,944	3.3%	2,794,038	2,679,898	740,008	25.37	11.41	10.94	3.02
Volusia County	594,643	400,616	67%	6,978,038	6.2%	3,205,774	2,137,183	1,635,081	17.42	8.00	5.33	4.08
2025/2026 Proposed Budget	495,567	351,538	71%	\$ 5,295,084		2,994,458	2,063,326	435,300	\$ 15.06	\$ 8.52	\$ 5.87	\$ .68



## 2025/2026 Impacts

### Primary and General Gubernatorial election

- Anticipate expenses related to 1.75 elections due to timing of budget cycle vs. election dates
- 2024 election: SC underperformed State turnout in more than 24 years (73% to 78%)

### Salaries/Wages/Benefits:

- Net increase of 1.5 FTE
- Reallocated workforce to provide better customer service (increased Voter Services clerks by 4)
- Bringing Accounting and Payroll in house (software expense as well)

### Operational:

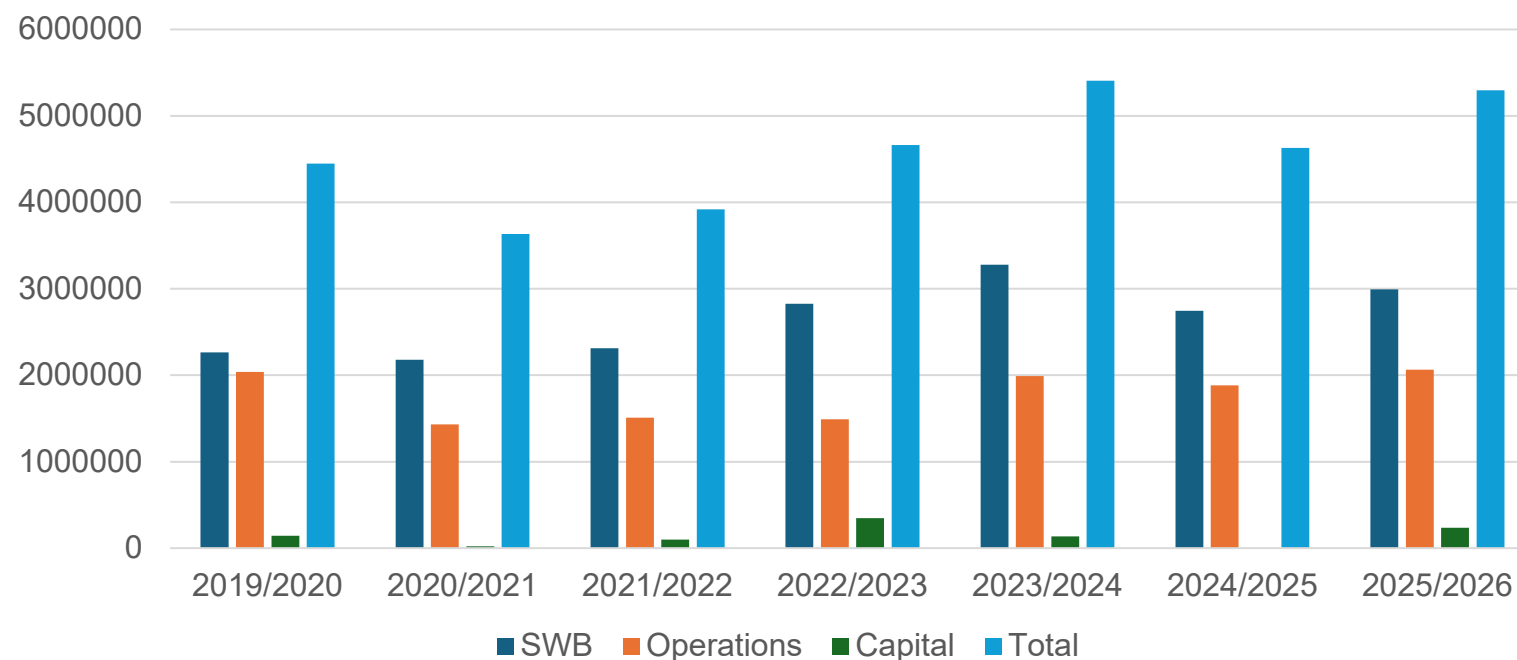
- Absorbing costs related to cyber/physical security previously provided by Dept of Homeland Security (DOGE defunded program)
- Showing all costs related to doing business including those not allocated previously
- New program costs related to software/compliance purchases
- Replenish/replace all exhausted supplies from inventory

Capital refresh for elections equipment, will be establishing five-year plan

## 2025/2026 Budget Request

The Supervisor of Elections office is requesting a 2025/2026 budget of \$5,295,084 (increase of \$666,401.00 or 12.59%)

### Budget Trend





# 2025-2026 Budget Questions?

April 28, 2025

Tim Jecks, Budget Director  
Seminole County

Mr. Jecks, please find attached the Budget request for the Supervisor of Elections office for the 2025/2026 fiscal year. Please let me know when you have time available to discuss.

First, I would like to extend my gratitude to you and the team at the BOCC offices for the support that has been afforded to myself and the SOE office during the leadership transition. We have been working hard to ensure that our office is ready to deliver the most fair and trustworthy election when the time comes.

I would like to take a moment to share some of the updates that we have had to make to bring our office up to par due to recent negligent management. Our office has made a few cosmetic improvements to the building including interior paint, exterior pressure washing, carpet cleaning, safety window tint and the purchase of better workstations for our elections staff in the front office. This team has been working in cubicles that have made their trip from the old hospital to our current location, however were no longer sufficient to the capacity of the job roles. As you have heard me mention, we used the opportunity of the Sanford Mall closing to obtain shelving, lobby furniture, outreach items, tables, outdoor benches, and other items that saved us from spending approximately \$30,000. We continue to reimagine space in our office to make it as efficient as possible, while awaiting approval from the BOCC on the plans for the future SOE building. We look forward to collaborating with the entire team to make that a successful and achievable project.

We have had to make many safety, equipment and technology purchases that were denied by the prior SOE that have had an impact on our current budget. While I am certain that we will remain under the approved 24/25 budget, I do not anticipate a large return of unspent funds as you experienced in most recent years. Some examples include: the replacement of 320 iPads used for voter check in/windows support expiring, Clear Ballot to provide 100% audit of ballots, compliance software to ensure we are meeting public records retention requirements, update/upgrade of internal IT systems to meet Department of Homeland Security, Cybernavigator and Department of State recommendations. We have delayed the purchase of other items needed until the next budget year as you will see in the attached budget/narrative. We have three potential Municipal elections this coming November, so everything we are doing is in preparation to deploy a successful election.

In addition to the above, as we are in an 'off cycle year', our office is working to renew 73,758 vote by mail requests that expired after the general election, list maintenance with the NCOA (national change of address listing) from the USPS, reaching out to 100% of registered voters in Seminole County to verify accurate information and managing the incoming petitions of the 20 petition initiatives that are currently in process.

In 2025/2026, we have two major elections scheduled. The August primary will be fully paid for in this cycle, and about three quarters of the November general election will impact this budget cycle. There will be many Municipal elections during the same time, however they do not incur additional expenses as they operate during the same period as a general. Only in off years do the Municipals incur and pay for their election.

During this budget preparation, we took the care of reviewing each and every charge and line-item description to reflect the accurate placement of each item we are requesting, therefore you may see fluctuations from one category to another.

## 2025/2026 Budget Narrative

### Executive Salaries

- per statute, will change when new information is received from the State.

### Regular Salaries (increase \$336,855, 22.01%)

- Increased total positions by 1.5 full time equivalents
- Increased Voter Services area (\$255,849)
  - Two new voter services clerks (\$83,200)
  - Increase base pay of clerks from \$17/hour to \$20/hour (\$8,320)
  - Retooled positions to create success plan for two 25-year employees (\$130,000)
- Bringing Accounting/Payroll functions in house, retool positions (\$38,811)

### Other Salaries (decrease \$125,561, -30.41%)

- Increase PID (Partners in Democracy) program
- Decrease based on actual trend

### Overtime (increase \$59,266, 43.90%)

- Increase based on actual trend, VBM renewals, petition initiatives
- Community outreach dept is one person, so we use other staff to enhance

### Retirement (decrease \$74,360, -19.25%)

- Reviewed/budgeted by position, decrease in higher FRS contributable job codes

### Health & Life Insurance (decrease \$56,470 -26.25%)

- Reducing based on trend

### Unemployment Compensation-No Change

### Professional Services-No Change

### Contracted Services (decrease \$23,321 -7.98)

- Removal of election worker maintenance system that did not function as needed

### Travel & Per Diem (increased \$7,500 41.67%)

- New staff/additional travel related to increased training

1500 E AIRPORT BLVD, SANFORD, FL 32773

VOTESEMINOLE.GOV | @VOTESEMINOLE | PHONE: 407.585.VOTE (8683) | FAX: 407.708.7705



**Communication (increase \$5,267 8.50%)**

- New agreement with Spectrum for dedicated router, moving off BOCC router to meet DOHS/DOS requirements/cybersecurity

**Transportation/ POSTAGE (decrease \$73,253 -20.07%)**

- Budgeting based on trend with off election year spend, due to list maintenance requirements, including VBM renewal notification, and costs related to both primary and general elections mailings and sample ballots that will go out in cycle

**Rents & Leases (increase \$12,975, 29.86%)**

- Increased costs in polling location rentals, many churches no longer want to rent due to environmental factors

**Repairs & Maintenance (increase \$29,929, 87.35%)**

- Increase cost due to increases security measures. Department of Homeland Security ISAC department was defunded, all functions covered by this agency now covered by local offices

**Printing & Binding (decrease \$45,606 -8.62%)**

- Increase costs associated with paper (access to paper has vendors purchasing large stock or charging higher for smaller print jobs due to storage issues)
- Outsourced printers have notified us of higher minimum orders/forcing in-house printing
- VBM renewal and biannual list maintenance mailing requirements increased
- FL Statute 97.071: voter ID cards must be issued to all voters (352,372)
- Resupply of in-house print materials depleted
- Printing allocations from BOCC print shop never reflected in SOE financials
  - 2021-2022 \$63,623.03
  - 2022-2023 \$19,567.50
  - 2023-2024 \$251,533.62
  - Going out to bid on these print jobs

**Other Charges & Obligations (increase \$189,737 63.29%)**

- New charges
  - Migration from google to Microsoft
  - GIS licensing for street maintenance/precinct maintenance
  - Election management software/EXEMPT
  - Cybersecurity measures/EXEMPT
  - ADA/Language translation services
- Increase in costs related to the defunding of Homeland Security EI-ISAC program which provided no cost security assessments/testing, recommendations, and resources- EXEMPT
- Transportation for two elections (municipal in Nov 2025, August 2026 primary)
- Increased advertising costs, 2024 Seminole County had lowest turnout in 25+ years, underperforming State turnout (73% compared to 78%)
- Biannual list maintenance USPS NCOA list purchase

1500 E AIRPORT BLVD, SANFORD, FL 32773

VOTESEMINOLE.GOV | @VOTESEMINOLE | PHONE: 407.585.VOTE (8683) | FAX: 407.708.7705

**Office Supplies (increase \$3,499 10.00%)**

- Replenishing stock of BOD (ballot on demand) paper, reserve fully depleted or destroyed from lack of proper storage

**Operating Supplies (increase \$105,116 57.88%)**

- Clear Ballot, 100% election audit system
- Payroll/Accounting programs
- ES&S battery replacement occurs every 3 years
- Compliance software
- Communication portal for elections/voters

**Operating Supplies-Equipment (increase \$33,000 82.50%)**

- General office and election equipment replacement

**Books, Publications & Memberships (decrease \$2,049 -7.89%)**

- Outreach/recruitment events to increase awareness of PID program, Elections workers, and voter role maintenance

**Training (increase \$13,000 57.78%)**

- FSE/FCEP/CERA training and conferences, prior SOE did not allow staff participation

**Capital (increase \$237,300 100%)**

- Purchase equipment at end of useful life, DS300 (15), Prior SOE declined to purchase 7 DS200 available, purchasing at that time would have allowed us to retain current inventory and delay purchase for 4 years, DS200 are no longer supported for new purchases therefore we have to replace entire inventory to be on consistent platform
- 2 DS 850's at end of useful life, 2024 had one unit malfunction, will bring all units up to DOE and VR supported technology, denied by prior SOE to purchase in prior budget cycles
- 5 ADA voting machines at end of useful life
- Two additional pieces of equipment related to cyber security and proprietary software - EXEMPT



The Supervisor of Elections office is requesting a 2025/2026 budget of \$5,295,084 (increase of \$666,401.00 or 12.59%)

<b>Salary, wages &amp; Benefits:</b>	<b>increase \$ 151,907</b>	<b>5.07%</b>
<b>Operations</b>	<b>increase \$ 277,194</b>	<b>12.48%</b>
<b>Salary/Operational budget :</b>	<b>increase \$ 429,101</b>	<b>8.35%</b>
<b>Capital</b>	<b>increase \$ 237,300</b>	<b>100%</b>
<b>Total Budget</b>	<b>increase \$ 666,400</b>	<b>12.59%</b>

I look forward to hearing from you about setting up a meeting so that we can have a dialogue about the budget, process and presentations. I do have one-on-one meetings scheduled with each of the Commissioners the first week of May, should you want to try to meet prior.

Sincerely,



Amy Pennock, CFE  
Supervisor of Elections

SOE FY 25-26 Budget		FY 25/26			% change	\$ change	FY 24/25		
Account	Description	Core	Election	Total			Core	Election	Total
510110	EXECUTIVE SALARIES (51011000)	\$ 185,841.00	\$ -	\$ 185,841.00	0.05%	\$ 99.00	185,742	0	185,742
510120	REGULAR SALARIES & WAGES (51012000)	\$ 1,530,257.00	\$ -	\$ 1,530,257.00	22.01%	\$ 336,855.00	1,193,402	0	1,193,402
510130	OTHER SALARIES & WAGES (51013000)	\$ -	\$ 412,835.00	\$ 412,835.00	-30.41%	\$ (125,561.00)	2,100	536,296	538,396
510140	OVERTIME (51014000)	\$ 60,000.00	\$ 75,000.00	\$ 135,000.00	43.90%	\$ 59,266.00	0	75,734	75,734
510150	SPECIAL PAY (51015000)	\$ 3,500.00	\$ -	\$ 3,500.00	-2.86%	\$ (100.00)	3,600	0	3,600
510210	SOCIAL SECURITY (51021000)	\$ 120,554.00	\$ 3,000.00	\$ 123,554.00	8.24%	\$ 10,178.00	107,007	6,369	113,376
510220	RETIREMENT CONTRIBUTIONS (51022000)	\$ 386,321.00	\$ -	\$ 386,321.00	-19.25%	\$ (74,360.00)	454,312	6,369	460,681
510230	HEALTH & LIFE INSURANCE (51023000)	\$ 215,150.00	\$ -	\$ 215,150.00	-26.25%	\$ (56,470.00)	271,620	0	271,620
510250	UNEMPLOYMENT COMPENSATION (51025000)	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%	\$ 2,000.00	0	0	0
530310	PROFESSIONAL SERVICES (53031000)	\$ 100,000.00	\$ -	\$ 100,000.00	0.00%	\$ -	50,000	50,000	100,000
530340	CONTRACTED SERVICES (53034000)	\$ 234,608.00	\$ 57,790.00	\$ 292,398.00	-7.98%	\$ (23,321.00)	244,834	70,885	315,719
530400	TRAVEL & PER DIEM (53040000)	\$ 17,000.00	\$ 1,000.00	\$ 18,000.00	41.67%	\$ 7,500.00	5,500	5,000	10,500
530410	COMMUNICATION (53041000)	\$ 56,794.00	\$ 5,166.00	\$ 61,960.00	8.50%	\$ 5,267.00	45,971	10,722	56,693
530420	TRANSPORTATION (POSTAGE) (53042000)	\$ 47,040.00	\$ 317,960.00	\$ 365,000.00	-20.07%	\$ (73,253.00)	66,100	372,153	438,253
530440	RENTAL & LEASES (53044000)	\$ 5,460.00	\$ 38,000.00	\$ 43,460.00	29.86%	\$ 12,975.00	5,685	24,800	30,485
530460	REPAIR & MAINTENANCE (53046000)	\$ 5,740.00	\$ 28,525.00	\$ 34,265.00	87.35%	\$ 29,929.00	4,336	0	4,336
530470	PRINTING & BINDING (53047000)	\$ 42,750.00	\$ 486,200.00	\$ 528,950.00	-8.62%	\$ (45,606.00)	33,500	541,056	574,556
530490	OTHER CHARGES & OBLIGATIONS (53049000)	\$ 186,003.00	\$ 113,806.00	\$ 299,809.00	63.29%	\$ 189,737.00	70,072	40,000	110,072
530510	OFFICE SUPPLIES (53051000)	\$ 10,000.00	\$ 25,000.00	\$ 35,000.00	10.00%	\$ 3,499.00	12,501	19,000	31,501
530520	OPERATING SUPPLIES (53052000)	\$ 56,240.00	\$ 125,378.00	\$ 181,618.00	57.88%	\$ 105,116.00	44,502	32,000	76,502
530521	OPERATING SUPPLIES - EQUIP (53052100)	\$ 5,000.00	\$ 35,000.00	\$ 40,000.00	100.00%	\$ 40,000.00	0	0	0
530540	BOOKS, PUBLICATIONS & MEMBERSHIPS (5305400)	\$ 25,966.00	\$ -	\$ 25,966.00	-7.89%	\$ (2,049.00)	28,015	0	28,015
530550	TRAINING (53055000)	\$ 22,500.00	\$ -	\$ 22,500.00	57.78%	\$ 13,000.00	9,500	0	9,500
560642	CAPITAL EQIOMENY (56064200)	\$ 20,000.00	\$ 217,300.00	\$ 237,300.00	100.00%	\$ 237,300.00	0	0	0
530520	GRANT (5305200)	\$ 14,400.00	\$ -	\$ 14,400.00	100.00%	\$ 14,400.00	0	0	0
	TOTAL FY 2025/2026 PROPOSED BUDGET	\$ 3,353,124.00	\$ 1,941,960.00	\$ 5,295,084.00	12.59%	\$ 666,401.00	2,838,299	1,790,384	4,628,683

Seminole County Supervisor of Elections  
Central Florida Analytics  
Fiscal Year Ended September 30, 2024

Fiscal Year Ended September 30, 2024	% of Registered				% of BOCC				Costs per Registered Voter			
	Population	Registered Voters	Voters to Population	Total Expenditures	Appropriation Returned	Personal Service Costs	Operating Costs	Capital Outlay	Total Expenditures	Personal Service Costs	Operating Costs	Capital Outlay
Counties:												
Seminole County	495,567	351,538	71%	\$ 4,386,422	22.9%	\$ 2,666,456	\$ 1,583,816	\$ 136,150	\$ 12.48	\$ 7.59	\$ 4.51	\$ 0.39
Lake County	453,206	276,842	61%	6,123,830	13.1%	3,350,723	2,089,548	683,559	22.12	12.10	7.55	2.47
Orange County	1,510,726	835,025	55%	22,168,921	9.0%	6,900,149	13,999,119	1,269,653	26.55	8.26	16.76	1.52
Osceola County	468,266	244,902	52%	6,213,944	3.3%	2,794,038	2,679,898	740,008	25.37	11.41	10.94	3.02
Volusia County	594,643	400,616	67%	6,978,038	6.2%	3,205,774	2,137,183	1,635,081	17.42	8.00	5.33	4.08
2025/2026 Proposed Budget	495,567	351,538	71%	\$ 5,295,084		2,994,458	2,063,326	237,300	\$ 15.06	\$ 8.52	\$ 5.87	\$ 0.68

Seminole SOE  
YTD actual through 4/30/25

Election Cycle Fiscal Year	BOCC Adjusted	Adjustments		YTD transfers	Remaining Budget	Projected	Variance	Comments
		2024-2025 Budget	bocc transfer an					
00127.331100.027103	Elections Grants			\$ 14,400.00				
00127.361100	Interest on Investments			\$ 1,074.66				
00127.369900	Miscellaneous-Other			\$ 2,997.94				
00127.381100.00100	Transfer from Fund 00100	\$ 4,628,683.00		\$ 2,735,419.40				
	<b>Total Revenue</b>	<b>\$ 4,628,683.00</b>		<b>\$ 2,735,419.40</b>	<b>\$ 1,893,263.60</b>	<b>\$ 4,424,150.07</b>	<b>\$ (204,532.93)</b>	
027100.510110	Executive Salaries	\$ 185,742.00		\$ 107,242.39	\$ 78,499.61	\$ 185,742.00	\$ -	
027100.510120	Regular Salary and Wages	\$ 1,150,402.00	\$ 43,000.00	\$ 652,806.57	\$ 497,595.43	\$ 1,164,096.98	\$ 13,694.98	\$39K PTO payout/terms, 1/2 positions
027100.510130	Other Personal Services	\$ 517,370.00	\$ 13,500.00	\$ 155,594.39	\$ 361,775.61	\$ 170,594.39	\$ (346,775.61)	Est \$15K/Pedro/Charlene
027103.510130	Other Personal Services				\$ -			
510120	Total Other Personal Services				\$ -			
027100.510140	Overtime	\$ 74,761.00	\$ 8,500.00	\$ 98,374.68	\$ (23,613.68)	\$ 113,374.68	\$ 38,613.68	est \$15K for remaining 6 months
027100.510140	Overtime				\$ -			
027200.510140	Overtime				\$ 84.00	\$ 84.00	\$ 84.00	
510140	Total Overtime				\$ -			
027100.510150	Special Pay	\$ 3,600.00		\$ 2,629.00	\$ 971.00	\$ 2,629.00	\$ (971.00)	
027100.510210	SS Matching	\$ 110,376.00	\$ 3,000.00	\$ 69,805.60	\$ 40,570.40	\$ 117,166.74	\$ 6,790.74	
027200.510210	SS Matching							
027100.510220	Retirement Contributions	\$ 442,880.00	\$ 21,773.00	\$ 181,100.26	\$ 261,779.74	\$ 340,457.59	\$ (102,422.41)	
027100.510230	Health and Life Insurance	\$ 260,620.00	\$ 11,000.00	\$ 128,929.23	\$ 131,690.77	\$ 221,021.54	\$ (39,598.46)	
027100.510250	Unemployment Compensation	\$ -			\$ -	\$ 2,700.00	\$ 2,700.00	
027100.530310	Professional Services	\$ -	\$ 100,000.00	\$ 77,123.91	\$ 34,405.00	\$ (77,123.91)	\$ 84,623.91	state wide litigation x3, lobby firm
027100.530340	Other Services	\$ 315,719.00		\$ 256,050.18	\$ 59,668.82	\$ 292,050.18	\$ (23,668.82)	neo gov/additional \$20K
027103.530340	Other Services				\$ -			
530340	Total Other Services				\$ -			
027100.530400	Travel and Per diem	\$ 8,000.00	\$ 2,500.00	\$ 9,523.24	\$ (1,523.24)	\$ 12,000.00	\$ 4,000.00	
027100.530410	Communications	\$ 56,693.00		\$ 20,691.73	\$ 36,001.27	\$ 35,471.54	\$ (21,221.46)	
027100.530420	Transportation/postage	\$ 384,353.00	\$ 53,900.00	\$ 1,655.51	\$ 382,697.49	\$ 126,655.51	\$ (257,697.49)	\$125K postage
027103.530420	Transportation				\$ -			
530420	Total Transportation				\$ -			
027100.530440	Rents and Leases	\$ 30,485.00		\$ 25,544.79	\$ 4,940.21	\$ 30,485.00	\$ -	Pitney bowes /aquachill
027100.530460	Repairs and Maintenance	\$ 4,336.00		\$ 45,437.23	\$ 7,300.00	\$ (41,101.23)	\$ 46,101.23	Est \$5K
027103.530460	Repairs and Maintenance				\$ -			
530460	Total Repairs and Maintenance				\$ -			
027100.530470	Printing and Binding	\$ 505,756.00	\$ 68,800.00	\$ 266,085.70	\$ 239,670.30	\$ 416,085.70	\$ (89,670.30)	Est \$150K for rebrand/print
027103.530470	Printing and Binding				\$ -			
530470	Total Printing and Binding				\$ -			
027100.530490	Other Charges/Obligations	\$ 104,072.00	\$ 6,000.00	\$ 99,611.44	\$ 4,460.56	\$ 104,072.00	\$ -	
027103.530490	Other Charges/Obligations				\$ -			
530490	Total Other Charges/Obligations				\$ -			
027103.530499	Contingencies	\$ 369,000.00	\$ (369,000.00)		\$ 369,000.00	\$ 369,000.00	\$ -	
027100.530510	Office Supplies	\$ 21,001.00	\$ 10,500.00	\$ 8,537.13	\$ 12,463.87	\$ 21,001.00	\$ -	
027103.530510	Office Supplies				\$ -			
530510	Total Office Supplies				\$ -			
027100.530520	Operating Supplies	\$ 50,002.00	\$ 19,527.00	\$ 112,797.58	\$ (62,795.58)	\$ 372,861.58	\$ 322,859.58	Clear Ballot/Electtask/CivicsPlus/Vista Solutions/website
027103.530520	Operating Supplies				\$ -		\$ -	
530520	Total Operating Supplies				\$ -		\$ -	
027100.530521	Equipment \$1000-\$4999	\$ -	\$ 7,000.00		\$ -		\$ -	
027103.530521	Equipment \$1000-\$4999				\$ -		\$ -	
530521	Total Equipment \$1000-\$4999				\$ -		\$ -	
027100.530540	Books, Dues, Publications	\$ 26,515.00		\$ 9,029.00	\$ 17,486.00	\$ 18,058.00	\$ (8,457.00)	
027100.530550	Training	\$ 7,000.00		\$ 2,225.38	\$ 4,774.62	\$ 7,000.00	\$ -	
027100.560630	Improvements other than Bid				\$ -		\$ -	
027103.560630	Improvements other than Bid				\$ -		\$ -	
560630	Total Improvements other than Bid				\$ -		\$ -	
027100.560642	Equipment >\$4999				\$ -		\$ -	
027103.560642	Equipment >\$4999				\$ -		\$ -	
560642	Total Equipment >\$4999				\$ -		\$ -	
027100.590910.00100	Transfer to fund 00100			\$ 91,481.51	\$ (91,481.51)	\$ 166,481.51	\$ 166,481.51	workscapes/50%sorter/folder machine/electrical
	<b>Total Expenses</b>	<b>\$ 4,628,683.00</b>	<b>\$ -</b>	<b>\$ 2,422,276.45</b>	<b>\$ 2,206,490.55</b>	<b>\$ 4,424,150.07</b>	<b>\$ (204,532.93)</b>	
	<b>Total Variances</b>	<b>\$ -</b>		<b>\$ 313,142.95</b>		<b>\$ -</b>		

Seminole SOE  
Actual Trend

Election Cycle Fiscal Year		Gubernatorial 2013-2014 Actual	2014-2015 Actual	Presidential 2015-2016 Actual	2016-2017 Actual	Gubernatorial 2017-2018 Actual	2018-2019 Actual	Presidential 2019-2020 Actual	2020-2021 Actual	Gubernatorial 2021-2022 Actual	2022-2023 Actual	Presidential 2023-2024 Actual	2024-2025 Projected
00127.331100.027103	Elections Grants										\$ 149,750.00		\$ 14,400.00
00127.361100	Interest on Investments	\$ 3,930.81	\$ 1,479.54	\$ 3,361.91	\$ 3,813.67	\$ 11,357.04	\$ 4,541.56	\$ 38,427.97	\$ 10,393.00	\$ (6,386.63)	\$ 59,572.61	\$ 80,896.32	\$ 1,074.66
00127.369900	Miscellaneous-Other	\$ 634.80	\$ 483.79	\$ 9,726.11	\$ 1,799.38	\$ 13,200.48	\$ 14,702.56	\$ 27,597.52	\$ 3,272.28	\$ 37,742.87	\$ 49,731.37	\$ 16,623.27	\$ 1,466.19
00127.381100.00100	Transfer from Fund 00100	\$ 2,782,217.00	\$ 2,579,430.00	\$ 3,003,756.00	\$ 3,937,137.00	\$ 2,944,839.00	\$ 2,840,734.00	\$ 4,449,044.84	\$ 3,633,105.00	\$ 3,908,677.13	\$ 4,511,200.00	\$ 5,405,733.00	\$ 4,628,683.00
	<b>Total Revenue</b>	<b>\$ 2,786,782.61</b>	<b>\$ 2,581,393.33</b>	<b>\$ 3,016,844.02</b>	<b>\$ 3,942,750.05</b>	<b>\$ 2,969,396.52</b>	<b>\$ 2,859,978.12</b>	<b>\$ 4,515,070.33</b>	<b>\$ 3,646,770.28</b>	<b>\$ 3,940,033.37</b>	<b>\$ 4,770,253.98</b>	<b>\$ 5,503,252.59</b>	<b>\$ 4,645,623.85</b>
027100.510110	Executive Salaries	\$ 124,560.80	\$ 124,956.00	\$ 127,359.00	\$ 145,310.92	\$ 151,275.72	\$ 146,342.66	\$ 153,044.00	\$ 158,291.93	\$ 159,771.67	\$ 170,318.72	\$ 181,332.53	\$ 185,742.00
027100.510120	Regular Salary and Wages	\$ 658,646.92	\$ 700,949.90	\$ 714,256.30	\$ 714,264.17	\$ 784,356.89	\$ 786,675.36	\$ 831,104.91	\$ 870,403.71	\$ 989,270.08	\$ 1,140,845.09	\$ 1,147,803.64	\$ 1,164,096.98
027100.510130	Other Personal Services	\$ 313,268.03	\$ 267,426.51	\$ 414,168.11	\$ 356,944.04	\$ 215,952.95	\$ 364,134.49	\$ 457,277.07	\$ 378,643.10	\$ 172,332.37	\$ 454,800.30	\$ 326,403.78	\$ 170,594.39
027103.510130	Other Personal Services							\$ 30,000.00	\$ 45,000.00	\$ 105,070.00		\$ 198,780.00	
510120	Total Other Personal Services												
027100.510140	Overtime	\$ 58,614.56	\$ 47,988.30	\$ 102,332.88	\$ 84,768.03	\$ 77,700.61	\$ 82,096.24	\$ 175,618.49	\$ 80,375.47	\$ 107,396.43	\$ 91,352.46	\$ 128,364.54	\$ 113,374.68
027100.510140	Overtime							\$ 10,874.00	\$ 22,700.00	\$ 54.00		\$ 120.00	\$ 84.00
510140	Total Overtime												
027100.510150	Special Pay			\$ 325.00	\$ 450.00	\$ 1,200.00	\$ 1,200.00	\$ 1,215.00	\$ 1,205.00	\$ 1,205.00	\$ 1,200.00	\$ 3,021.00	\$ 2,629.00
027100.510210	SS Matching	\$ 78,301.64	\$ 74,609.57	\$ 96,144.60	\$ 85,694.40	\$ 86,538.80	\$ 90,727.98	\$ 115,062.64	\$ 96,908.24	\$ 107,207.07	\$ 119,737.23	\$ 137,321.29	\$ 117,166.74
027100.510220	Retirement Contributions	\$ 122,524.71	\$ 148,153.60	\$ 158,586.31	\$ 166,857.73	\$ 185,619.50	\$ 198,457.05	\$ 222,408.76	\$ 240,141.10	\$ 291,523.94	\$ 349,099.32	\$ 344,975.36	\$ 340,457.59
027100.510230	Health and Life Insurance	\$ 155,434.44	\$ 166,796.99	\$ 156,882.59	\$ 162,293.36	\$ 149,290.25	\$ 172,311.11	\$ 274,240.94	\$ 229,254.20	\$ 203,414.27	\$ 209,912.74	\$ 197,576.51	\$ 221,021.54
027100.510250	Unemployment Compensation	\$ 1,940.24	\$ 2,240.80	\$ 409.30	\$ 3,898.21	\$ 799.96	\$ 1,017.02	\$ 5,391.11	\$ 540.61	\$ 8,621.73	\$ 1,794.59	\$ 757.57	\$ 2,700.00
027100.530310	Professional Services	\$ 2,246.60	\$ 6,234.30	\$ 1,516.80	\$ 4,918.30	\$ 3,223.30	\$ 21,438.40	\$ 33,554.90	\$ 54,982.23	\$ 54,982.13	\$ 52,339.12	\$ 126,432.77	\$ 84,623.91
027100.530340	Other Services	\$ 199,624.00	\$ 84,185.00	\$ 85,266.30	\$ 92,392.10	\$ 131,353.00	\$ 162,936.71	\$ 152,869.00	\$ 170,671.99	\$ 187,745.00	\$ 206,849.15	\$ 207,942.50	\$ 292,050.18
027103.530340	Other Services										\$ 6,000.00		
530340	Total Other Services												
027100.530400	Travel and Per diem	\$ 15,492.60	\$ 9,899.91	\$ 14,833.10	\$ 8,289.98	\$ 6,303.49	\$ 8,243.51	\$ 10,806.76	\$ 8,256.29	\$ 9,990.42	\$ 27,404.21	\$ 14,643.53	\$ 12,000.00
027100.530410	Communications	\$ 40,796.66	\$ 24,615.99	\$ 42,615.58	\$ 27,435.94	\$ 30,812.54	\$ 24,605.66	\$ 46,122.41	\$ 27,880.50	\$ 40,594.74	\$ 46,003.53	\$ 48,868.06	\$ 35,471.54
027100.530420	Transportation	\$ 88,875.97	\$ 42,545.64	\$ 130,302.52	\$ 2,454.00	\$ 50,507.44	\$ 5,265.00	\$ 335,057.85	\$ 6,260.30	\$ 314,388.38	\$ 15,375.47	\$ 346,163.49	\$ 126,655.51
027103.530420	Transportation							\$ 35,000.00					
530420	Total Transportation							\$ 14,134.99					
027100.530440	Rents and Leases	\$ 12,202.00	\$ 8,598.45	\$ 13,752.70	\$ 9,398.00	\$ 7,705.25	\$ 8,522.00		\$ 9,691.15	\$ 12,087.88	\$ 13,127.00	\$ 43,726.72	\$ 30,485.00
027100.530460	Repairs and Maintenance	\$ 32,048.07	\$ 41,895.64	\$ 52,291.74	\$ 22,780.80	\$ 39,038.47	\$ 50,723.38	\$ 25,954.17	\$ 62,086.24	\$ 59,515.51	\$ 66,066.74	\$ 71,989.90	\$ 50,437.23
027103.530460	Repairs and Maintenance							\$ 2,461.00	\$ 798.50				
530460	Total Repairs and Maintenance												
027100.530470	Printing and Binding	\$ 241,899.17	\$ 92,643.98	\$ 282,455.84	\$ 138,093.43	\$ 297,276.14	\$ 335,315.23	\$ 511,630.83	\$ 535,651.89	\$ 437,304.02	\$ 219,309.93	\$ 447,728.90	\$ 416,085.70
027103.530470	Printing and Binding							\$ 51,423.00	\$ 95,970.00				
530470	Total Printing and Binding												
027100.530490	Other Charges/Obligations	\$ 82,739.34	\$ 67,981.42	\$ 94,276.33	\$ 84,792.12	\$ 73,150.62	\$ 122,593.33	\$ 135,595.10	\$ 97,092.21	\$ 111,086.79	\$ 155,490.25	\$ 132,215.78	\$ 104,072.00
027103.530490	Other Charges/Obligations	\$ 53,063.71	\$ 68,561.19	\$ 163,558.61	\$ 50,719.91	\$ 107,186.57	\$ 9,000.00	\$ 62,930.24	\$ 20,521.00	\$ 10,000.00	\$ 13,800.00		
530490	Total Other Charges/Obligations												
027103.530499	Contingencies												\$ 369,000.00
027100.530510	Office Supplies	\$ 12,887.08	\$ 10,813.30	\$ 16,985.43	\$ 9,898.87	\$ 20,241.82	\$ 7,111.81	\$ 17,809.35	\$ 15,592.18	\$ 14,848.32	\$ 31,816.49	\$ 17,834.64	\$ 21,001.00
027103.530510	Office Supplies							\$ 1,138.20					
530510	Total Office Supplies												
027100.530520	Operating Supplies	\$ 148,140.88	\$ 69,033.53	\$ 121,682.16	\$ 67,534.01	\$ 38,791.40	\$ 69,137.52	\$ 105,423.37	\$ 69,205.29	\$ 63,656.57	\$ 226,974.93	\$ 94,567.96	\$ 372,861.58
027103.530520	Operating Supplies			\$ 430.88			\$ 232,636.82	\$ 4,762.95	\$ 100,967.34	\$ 50,567.70	\$ 6,603.09	\$ 129,950.00	
530520	Total Operating Supplies												
027100.530521	Equipment \$1000-\$4999	\$ 2,861.00	\$ 2,126.00		\$ 4,845.35	\$ 4,624.36		\$ 1,070.20	\$ 1,070.20	\$ 26,796.18	\$ 11,644.44	\$ 2,068.17	
027103.530521	Equipment \$1000-\$4999					\$ 22,810.15		\$ 2,969.00	\$ 7,664.60				
530521	Total Equipment \$1000-\$4999												
027100.530540	Books, Dues, Publications	\$ 3,268.40	\$ 6,679.06	\$ 6,421.98	\$ 7,694.28	\$ 7,612.90	\$ 9,396.68	\$ 9,215.30	\$ 11,356.21	\$ 13,458.72	\$ 21,147.51	\$ 23,960.76	\$ 18,058.00
027100.530550	Training	\$ 692.56	\$ 4,324.33		\$ 3,549.40	\$ 1,061.13	\$ 6,062.09	\$ 321.00	\$ 2,132.00	\$ 2,859.50	\$ 14,656.11	\$ 5,672.85	\$ 7,000.00
027100.560630	Improvements other than Bid					\$ 2,647.50	\$ 2,736.50			\$ 850.96			
027103.560630	Improvements other than Bid								\$ 28,525.00	\$ 16,149.04			
560630	Total Improvements other than Bid												
027100.560642	Equipment >\$4999		\$ 56,706.00	\$ 10,076.00	\$ 1,472,537.10	\$ 36,400.20		\$ 96,795.73		\$ 98,617.42	\$ 346,629.75	\$ 136,150.00	\$ 166,481.51
027103.560642	Equipment >\$4999					\$ 48,642.60		\$ 19,796.00					
560642	Total Equipment >\$4999								\$ 14,378.68				
027100.590910.00100	Transfer to fund 00100	\$ 336,653.23	\$ 451,427.92	\$ 209,913.96	\$ 214,935.60	\$ 154,636.14	\$ 169,165.43	\$ 465,787.64	\$ 232,935.98	\$ 312,632.14	\$ 503,333.40	\$ 1,238,105.84	
	<b>Total Expenses</b>	<b>\$ 2,786,782.61</b>	<b>\$ 2,581,393.33</b>	<b>\$ 3,016,844.02</b>	<b>\$ 3,942,750.05</b>	<b>\$ 2,969,396.52</b>	<b>\$ 2,859,978.11</b>	<b>\$ 4,515,070.30</b>	<b>\$ 3,646,753.50</b>	<b>\$ 3,940,033.37</b>	<b>\$ 4,646,978.48</b>	<b>\$ 5,624,528.09</b>	<b>\$ 4,424,150.07</b>
	<b>Total Variances</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.01</b>	<b>\$ 0.03</b>	<b>\$ 16.78</b>	<b>\$ -</b>	<b>\$ 123,275.50</b>	<b>\$ (121,275.50)</b>	<b>\$ 221,473.78</b>

Seminole SOE Budget Trend													
------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--

Election Cycle Fiscal Year		Gubernatorial 2013-2014 Budget	2014-2015 Budget	Presidential 2015-2016 Budget	2016-2017 Budget	Gubernatorial 2017-2018 Budget	2018-2019 Budget	Presidential 2019-2020 Budget	2020-2021 Budget	Gubernatorial 2021-2022 Budget	2022-2023 Budget	Presidential 2023-2024 Budget	2024-2025 Budget
00127.331100.027103	Elections Grants										\$ 150,876.00		
00127.361100	Interest on Investments												
00127.369900	Miscellaneous-Other												
00127.381100.00100	Transfer from Fund 00100	\$ 2,871,027.00	\$ 2,579,430.00	\$ 3,003,756.00	\$ 3,937,137.00	\$ 2,944,839.00	\$ 2,840,734.00	\$ 4,449,045.00	\$ 3,633,105.00	\$ 3,920,382.00	\$ 4,511,200.00	\$ 5,405,733.00	\$ 4,628,683.00
	<b>Total Revenue</b>	<b>\$ 2,871,027.00</b>	<b>\$ 2,579,430.00</b>	<b>\$ 3,003,756.00</b>	<b>\$ 3,937,137.00</b>	<b>\$ 2,944,839.00</b>	<b>\$ 2,840,734.00</b>	<b>\$ 4,449,045.00</b>	<b>\$ 3,633,105.00</b>	<b>\$ 3,920,382.00</b>	<b>\$ 4,662,076.00</b>	<b>\$ 5,405,733.00</b>	<b>\$ 4,628,683.00</b>
027100.510110	Executive Salaries	\$ 120,092.00	\$ 122,560.00	\$ 125,189.00	\$ 150,000.00	\$ 145,194.00	\$ 151,000.00	\$ 153,044.00	\$ 158,292.00	\$ 162,864.00	\$ 170,364.00	\$ 181,333.00	\$ 185,742.00
027100.510120	Regular Salary and Wages	\$ 676,908.00	\$ 687,790.00	\$ 708,731.00	\$ 737,719.00	\$ 790,708.00	\$ 802,885.00	\$ 797,182.00	\$ 875,025.00	\$ 1,039,399.00	\$ 1,236,204.00	\$ 1,313,564.00	\$ 1,150,402.00
027100.510130	Other Personal Services	\$ 381,888.00	\$ 297,080.00	\$ 423,772.00	\$ 357,282.00	\$ 225,746.00	\$ 362,265.00	\$ 491,200.00	\$ 391,908.00	\$ 219,790.00	\$ 483,095.00	\$ 511,930.00	\$ 517,370.00
027103.510130	Other Personal Services							\$ 30,000.00	\$ 45,000.00	\$ 105,070.00		\$ 198,780.00	
510120	Total Other Personal Services												
027100.510140	Overtime	\$ 120,776.00	\$ 109,560.00	\$ 128,714.00	\$ 86,823.00	\$ 92,376.00	\$ 82,578.00	\$ 175,619.00	\$ 103,291.00	\$ 114,601.00	\$ 117,679.00	\$ 190,113.00	\$ 74,761.00
027100.510140	Overtime							\$ 20,000.00	\$ 22,700.00	\$ 54.00		\$ 120.00	
510140	Total Overtime												
027100.510150	Special Pay				\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,215.00	\$ 1,200.00	\$ 1,250.00	\$ 1,250.00	\$ 3,050.00	\$ 3,600.00
027100.510210	SS Matching	\$ 75,866.00	\$ 91,574.00	\$ 90,069.00	\$ 102,071.00	\$ 89,435.00	\$ 95,894.00	\$ 115,063.00	\$ 117,523.00	\$ 124,681.00	\$ 151,336.00	\$ 175,813.00	\$ 110,376.00
027100.510220	Retirement Contributions	\$ 127,839.00	\$ 152,122.00	\$ 157,418.00	\$ 201,400.00	\$ 171,747.00	\$ 195,989.00	\$ 222,409.00	\$ 214,795.00	\$ 258,343.00	\$ 342,645.00	\$ 382,107.00	\$ 442,880.00
027100.510230	Health and Life Insurance	\$ 135,248.00	\$ 177,240.00	\$ 185,438.00	\$ 168,840.00	\$ 182,958.00	\$ 164,453.00	\$ 274,241.00	\$ 272,352.00	\$ 287,160.00	\$ 315,475.00	\$ 314,984.00	\$ 260,620.00
027100.510250	Unemployment Compensation	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,392.00	\$ 1,000.00	\$ 1,000.00	\$ 7,500.00	\$ 7,500.00	\$ -
027100.530310	Professional Services	\$ 20,202.00	\$ 20,202.00	\$ 20,202.00	\$ 20,202.00	\$ 20,202.00	\$ 21,457.00	\$ 32,702.00	\$ 40,202.00	\$ 53,202.00	\$ 60,214.00	\$ 126,432.77	\$ -
027100.530340	Other Services	\$ 198,969.00	\$ 87,185.00	\$ 90,117.00	\$ 96,179.00	\$ 131,353.00	\$ 160,499.00	\$ 153,141.00	\$ 178,393.00	\$ 203,880.00	\$ 214,510.00	\$ 223,705.24	\$ 315,719.00
027103.530340	Other Services			\$ 275.00							\$ 5,400.00		
530340	Total Other Services												
027100.530400	Travel and Per diem	\$ 21,100.00	\$ 17,486.00	\$ 22,200.00	\$ 16,500.00	\$ 11,450.00	\$ 12,600.00	\$ 18,700.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 22,500.00	\$ 8,000.00
027100.530410	Communications	\$ 49,362.00	\$ 30,594.00	\$ 40,541.00	\$ 36,692.00	\$ 33,407.00	\$ 31,382.00	\$ 44,714.00	\$ 44,505.00	\$ 40,995.00	\$ 38,917.00	\$ 55,781.00	\$ 56,693.00
027100.530420	Transportation	\$ 88,880.00	\$ 56,569.00	\$ 156,640.00	\$ 13,803.00	\$ 50,955.00	\$ 18,919.00	\$ 335,999.00	\$ 83,625.00	\$ 314,810.00	\$ 188,450.00	\$ 391,220.41	\$ 384,353.00
027103.530420	Transportation							\$ 35,000.00					
530420	Total Transportation												
027100.530440	Rents and Leases	\$ 15,182.00	\$ 9,416.00	\$ 18,828.00	\$ 16,376.00	\$ 9,777.00	\$ 10,276.00	\$ 23,368.00	\$ 18,365.00	\$ 18,365.00	\$ 19,415.00	\$ 43,728.59	\$ 30,485.00
027100.530460	Repairs and Maintenance	\$ 38,929.00	\$ 56,429.00	\$ 54,377.00	\$ 24,847.00	\$ 49,547.00	\$ 50,980.00	\$ 57,673.00	\$ 62,467.00	\$ 63,591.00	\$ 66,676.00	\$ 78,008.00	\$ 4,336.00
027103.530460	Repairs and Maintenance							\$ 2,461.00	\$ 798.00				
530460	Total Repairs and Maintenance												
027100.530470	Printing and Binding	\$ 372,329.00	\$ 205,343.00	\$ 310,390.00	\$ 146,198.00	\$ 297,298.00	\$ 400,251.00	\$ 576,830.00	\$ 543,760.00	\$ 486,933.00	\$ 464,150.00	\$ 729,891.23	\$ 505,756.00
027103.530470	Printing and Binding							\$ 170,000.00	\$ 95,970.00				
530470	Total Printing and Binding												
027100.530490	Other Charges/Obligations	\$ 89,398.00	\$ 74,641.00	\$ 102,484.00	\$ 92,952.00	\$ 78,493.00	\$ 125,500.00	\$ 151,634.00	\$ 100,462.00	\$ 116,042.00	\$ 125,910.00	\$ 155,456.00	\$ 104,072.00
027103.530490	Other Charges/Obligations	\$ 153,044.00	\$ 191,334.00	\$ 185,286.00	\$ 89,399.00	\$ 131,096.00	\$ 26,604.00	\$ 87,225.00	\$ 21,020.00	\$ 13,860.00	\$ 13,800.00		
530490	Total Other Charges/Obligations												
027103.530499	Contingencies												\$ 369,000.00
027100.530510	Office Supplies	\$ 13,775.00	\$ 13,475.00	\$ 17,000.00	\$ 11,700.00	\$ 20,500.00	\$ 17,000.00	\$ 20,000.00	\$ 17,000.00	\$ 17,000.00	\$ 19,000.00	\$ 26,000.00	\$ 21,001.00
027103.530510	Office Supplies							\$ 5,000.00	\$ 1,000.00				
530510	Total Office Supplies												
027100.530520	Operating Supplies	\$ 147,882.00	\$ 103,820.00	\$ 138,000.00	\$ 71,100.00	\$ 44,000.00	\$ 69,207.50	\$ 114,340.00	\$ 75,941.00	\$ 92,805.00	\$ 95,473.00	\$ 97,105.00	\$ 50,002.00
027103.530520	Operating Supplies	\$ 592.00	\$ 1,000.00	\$ 1,000.00			\$ 233,427.00	\$ 5,093.00	\$ 155,410.00	\$ 54,623.00	\$ 12,055.00	\$ 111,676.00	
530520	Total Operating Supplies												
027100.530521	Equipment \$1000-\$4999	\$ 9,506.00	\$ 3,000.00		\$ 5,000.00	\$ 4,625.00	\$ 16,000.00	\$ 3,174.00	\$ 2,600.00	\$ 26,797.00	\$ 7,000.00	\$ 7,000.00	\$ -
027103.530521	Equipment \$1000-\$4999					\$ 22,200.00		\$ 14,570.00	\$ 5,727.00	\$ 1,542.00	\$ 20,000.00		
530521	Total Equipment \$1000-\$4999												
027100.530540	Books, Dues, Publications	\$ 8,660.00	\$ 8,660.00	\$ 11,485.00	\$ 13,525.00	\$ 11,485.00	\$ 8,865.00	\$ 13,528.00	\$ 12,656.00	\$ 13,462.00	\$ 17,937.00	\$ 23,960.76	\$ 26,515.00
027100.530550	Training	\$ 3,600.00	\$ 4,350.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 6,100.00	\$ 4,280.00	\$ 2,100.00	\$ 2,860.00	\$ 9,500.00	\$ 9,500.00	\$ 7,000.00
027100.560630	Improvements other than Bid						\$ 5,295.00	\$ 2,736.50		\$ 6,725.00	\$ 851.00		
027103.560630	Improvements other than Bid								\$ 28,525.00	\$ 17,000.00			
560630	Total Improvements other than Bid												
027100.560642	Equipment >\$4999		\$ 57,000.00	\$ 11,000.00	\$ 1,472,729.00	\$ 36,400.00		\$ 116,592.00	\$ 7,675.00	\$ 98,620.00	\$ 347,000.00	\$ 136,150.00	
027103.560642	Equipment >\$4999					\$ 49,365.00		\$ 27,339.00	\$ 14,380.00				
560642	Total Equipment >\$4999												
027100.590910.00100	Transfer to fund 00100												
	<b>Total Expenses</b>	<b>\$ 2,871,027.00</b>	<b>\$ 2,579,430.00</b>	<b>\$ 3,003,756.00</b>	<b>\$ 3,937,137.00</b>	<b>\$ 2,944,839.00</b>	<b>\$ 2,840,734.00</b>	<b>\$ 4,449,045.00</b>	<b>\$ 3,633,105.00</b>	<b>\$ 3,920,382.00</b>	<b>\$ 4,662,076.00</b>	<b>\$ 5,405,733.00</b>	<b>\$ 4,628,683.00</b>
	<b>Total Variances</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# General Fund Budget Overview

Timothy Jecks

# General Fund Budget Overview

- Base Revenues
- Constitutional Officer Budget Requests
- BCC Budget Development Update
- One-Time Revenues
- Seminal Moments
- Reserves
- Millage History
- Next Steps



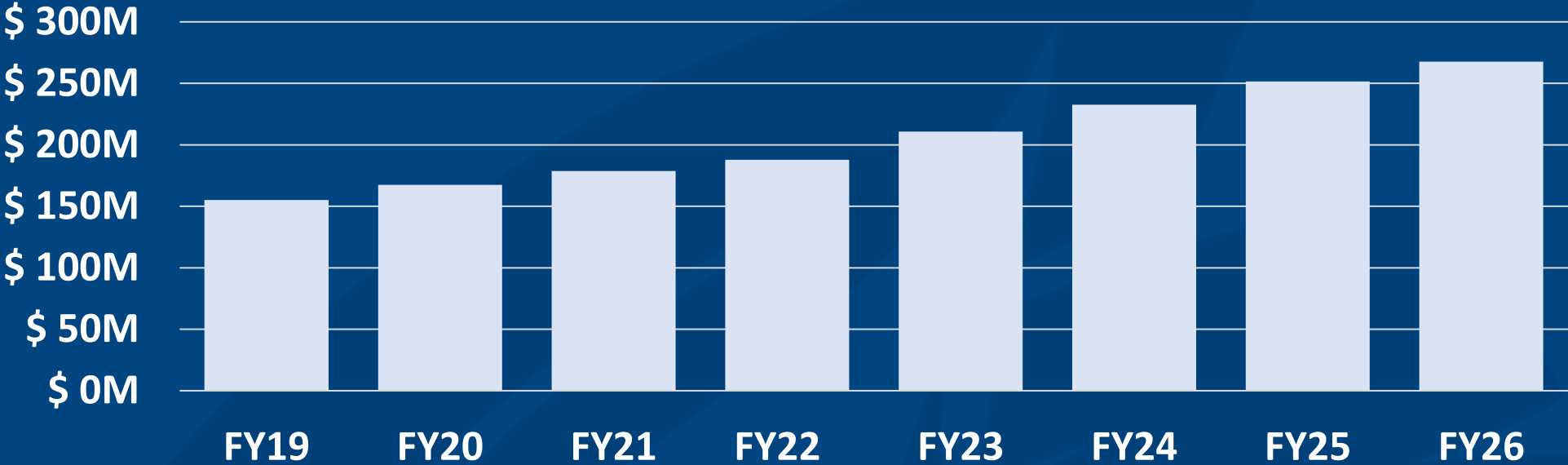
# Base Revenues

# Base Revenues

- Ad Valorem Property Taxes (77%)
- Half Cent Sales Taxes (9%)
- State Shared Sales Taxes (4%)
- Utility Taxes (3%)
- Communication Service Taxes (1%)
- Other Revenues (6%)

*Percentages are of the total  
FY26 General Fund projected  
Revenues of \$346.5M*

# General Fund Ad Valorem

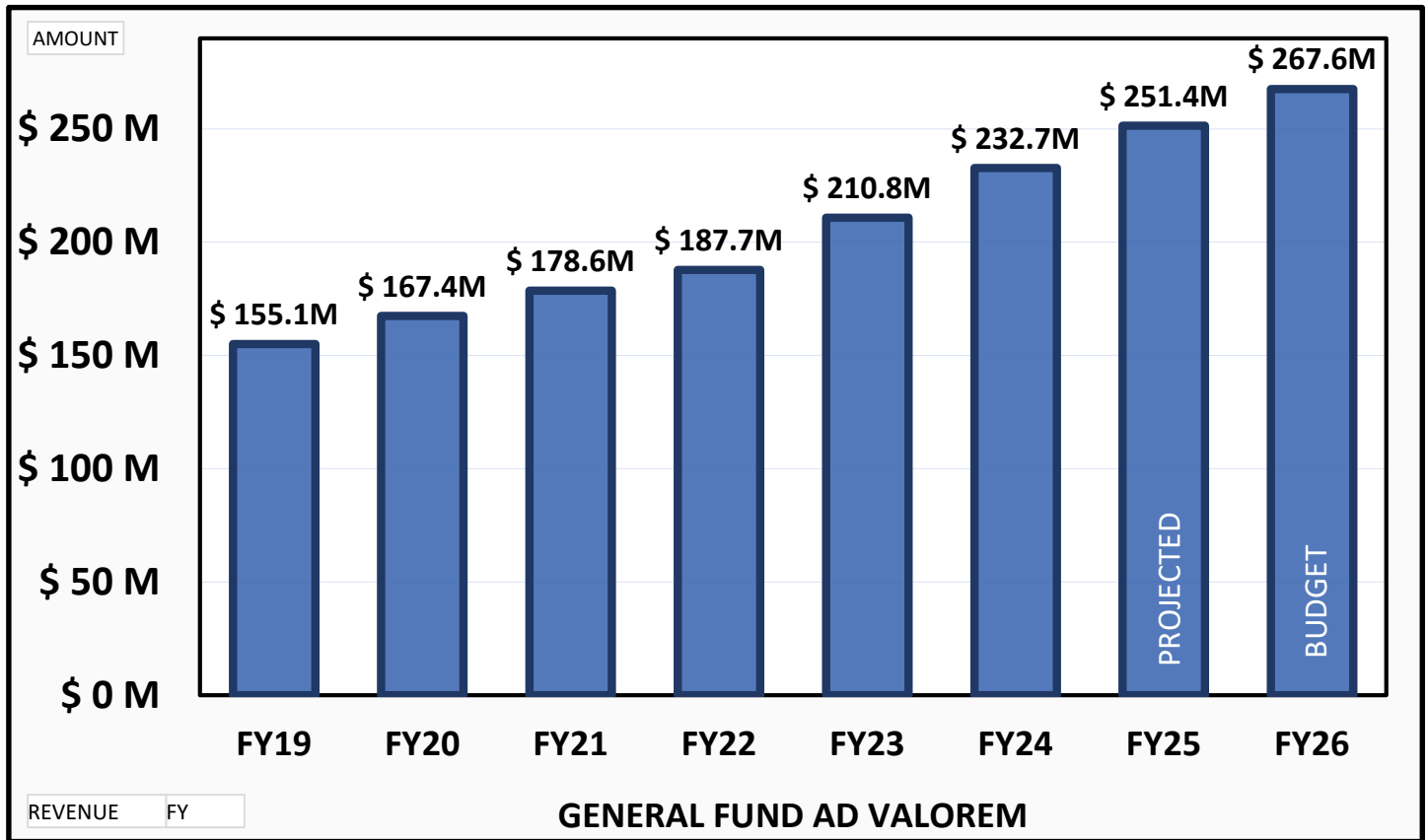


	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
REVENUE AMOUNT	\$ 155.1M	\$ 167.4M	\$ 178.6M	\$ 187.7M	\$ 210.8M	\$ 232.7M	\$ 251.4M	\$ 267.6M
ANNUAL VARIANCE		\$ 12.4M	\$ 11.2M	\$ 9.1M	\$ 23.0M	\$ 21.9M	\$ 18.7M	\$ 16.2M
% CHANGE		8.0%	6.7%	5.1%	12.3%	10.4%	8.0%	6.5%

# GENERAL FUND AD VALOREM

GENERAL FUND

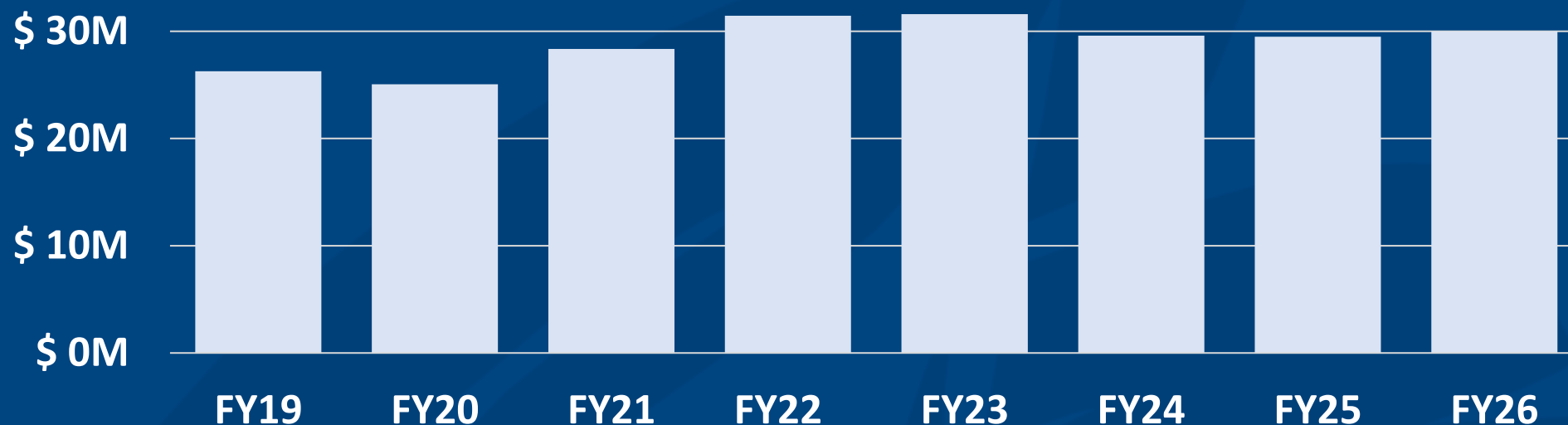
LOW VARIANCE



## ACTUAL COLLECTIONS

MONTH	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
OCTOBER	2,241,630	2,072,743	1,853,230	1,266,582	1,658,040	2,547,247	875	
NOVEMBER	106,603,711	114,128,886	107,762,549	123,310,644	152,647,115	175,865,557	185,371,099	
DECEMBER	29,924,020	34,126,007	50,296,652	46,076,387	36,883,550	31,714,850	41,684,543	
JANUARY	3,799,977	4,295,312	4,506,861	4,758,416	4,546,946	5,046,158	5,836,773	
FEBRUARY	1,922,255	2,068,559	2,292,456	2,027,093	2,462,738	3,084,590	2,018,155	
MARCH	3,751,325	3,460,993	5,249,047	5,045,374	5,853,361	5,262,040	9,204,069	
APRIL	2,057,342	1,765,226	1,676,998	1,665,583	1,787,094	3,618,560	2,528,773	
MAY	4,720,347	1,374,345	2,364,319	924,373	1,224,118	1,930,757		
JUNE	9,121	4,106,486	2,484,083	2,577,495	3,642,230	3,638,555		
JULY	20,222	25,725	66,705	53,496	38,744			
AUGUST		12,175	45,532	32,538	7,635			
SEPTEMBER	87	6,128	3,817	10,894	30,043	12,736	4,756,229	267,620,000
Grand Total	155,050,038	167,442,584	178,602,247	187,748,875	210,781,614	232,721,050	251,400,517	267,620,000
							PROJECTED	BUDGET
BUDGET	155,072,566	167,274,532	178,664,000	187,575,000	210,725,000	232,530,000	251,420,000	266,900,000
FDOR EST	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

# Half Cent Sales Tax

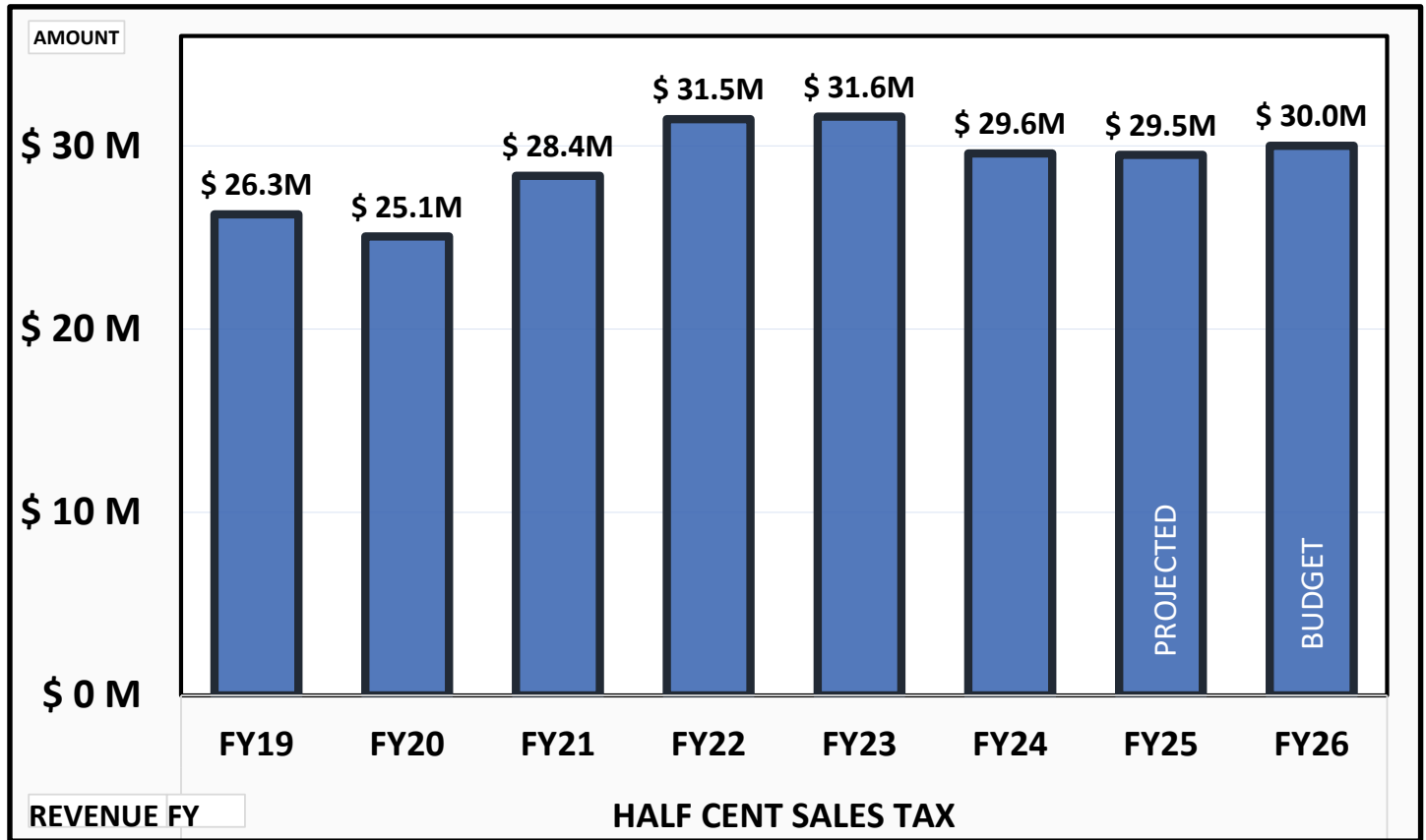


	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
<b>REVENUE AMOUNT</b>	\$ 26.3M	\$ 25.1M	\$ 28.4M	\$ 31.5M	\$ 31.6M	\$ 29.6M	\$ 29.5M	\$ 30.0M
<b>ANNUAL VARIANCE</b>		-\$ 1.2M	\$ 3.3M	\$ 3.1M	\$ 0.1M	-\$ 2.0M	-\$ 0.1M	\$ 0.5M
<b>% CHANGE</b>		-4.6%	13.2%	10.9%	0.4%	-6.3%	-0.3%	1.7%

# HALF CENT SALES TAX

GENERAL FUND

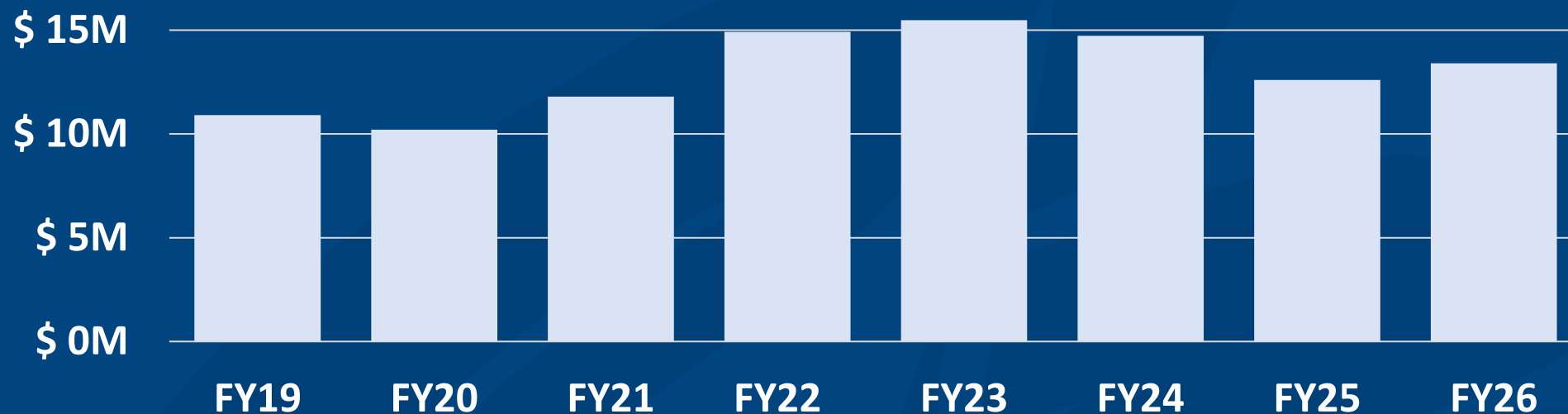
MODERATE VARIANCE



## ACTUAL COLLECTIONS

MONTH	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
OCTOBER	2,160,187	2,256,008	2,134,549	2,478,336	2,675,566	2,497,675	2,431,730	
NOVEMBER	2,164,117	2,195,247	2,125,270	2,446,732	2,547,639	2,470,716	2,452,440	
DECEMBER	2,459,858	2,491,797	2,464,514	3,006,908	3,108,147	2,773,891	2,684,048	
JANUARY	2,012,970	2,107,140	2,164,096	2,386,136	2,509,623	2,358,296	2,170,731	
FEBRUARY	2,059,101	2,097,029	2,127,664	2,461,523	2,597,773	2,452,265	2,411,354	
MARCH	2,343,514	1,937,137	2,596,039	2,951,356	2,811,413	2,704,998		
APRIL	2,153,328	1,606,015	2,501,830	2,752,731	2,611,183	2,563,599		
MAY	2,327,206	1,975,871	2,457,945	2,651,658	2,581,693	2,521,534		
JUNE	2,208,825	2,130,562	2,517,896	2,688,113	2,560,930	2,399,979		
JULY	2,138,515	2,114,251	2,465,013	2,550,287	2,521,463	2,312,352		
AUGUST	2,113,681	1,955,550	2,310,326	2,615,398	2,517,953	2,323,095		
SEPTEMBER	2,120,271	2,190,681	2,493,734	2,471,124	2,553,355	2,213,506	17,363,795	30,000,000
Grand Total	26,261,574	25,057,287	28,358,877	31,460,300	31,596,737	29,591,906	29,514,098	30,000,000
							PROJECTED	BUDGET
BUDGET	26,500,000	26,900,000	25,800,000	29,000,000	31,000,000	31,000,000	30,000,000	30,000,000
FDOR EST	26,289,238	26,996,009	25,637,434	28,336,518	30,327,020	33,108,985	31,921,064	

# State Shared Revenues

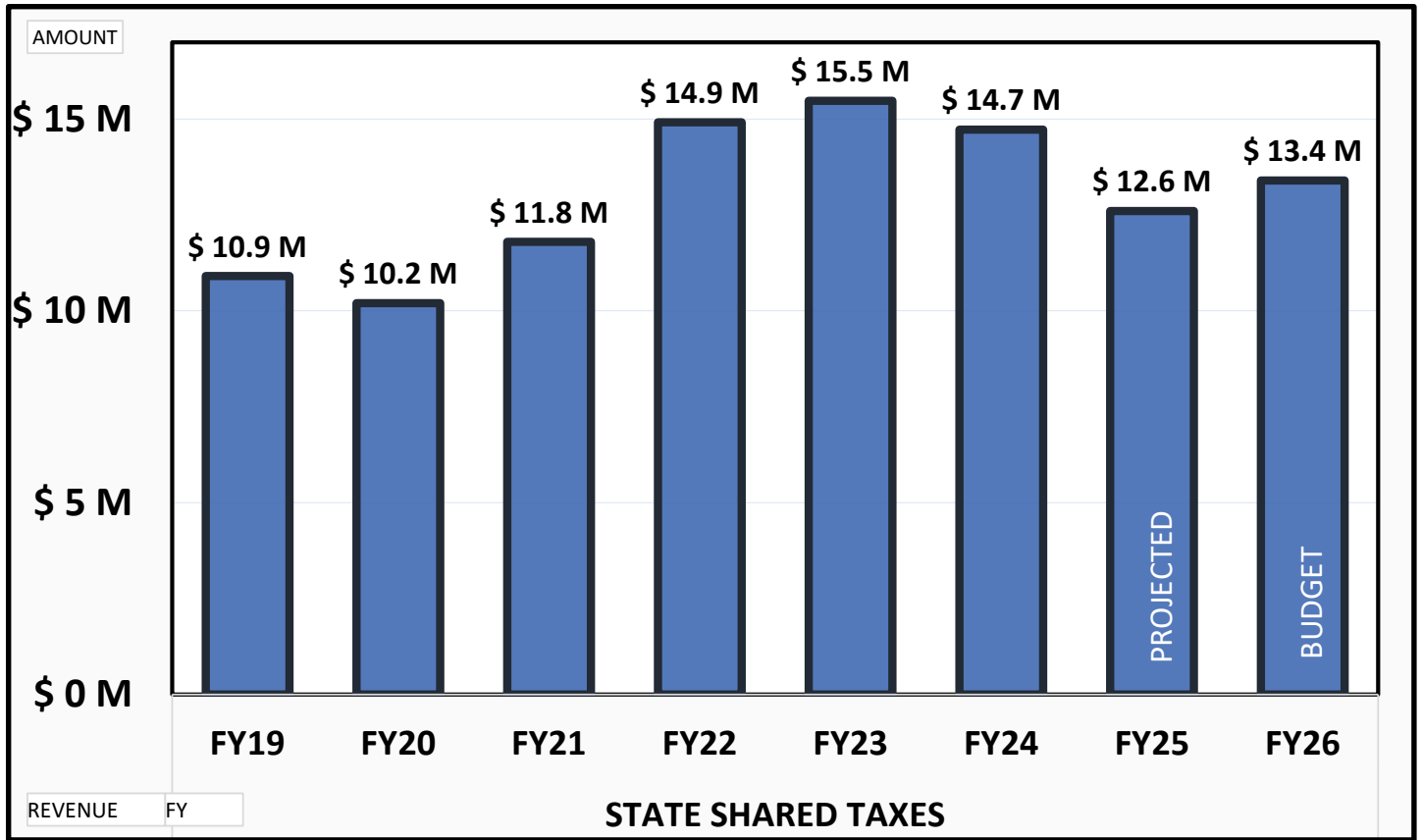


	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
<b>REVENUE AMOUNT</b>	\$ 10.9M	\$ 10.2M	\$ 11.8M	\$ 14.9M	\$ 15.5M	\$ 14.7M	\$ 12.6M	\$ 13.4M
<b>ANNUAL VARIANCE</b>		-\$ 0.7M	\$ 1.6M	\$ 3.1M	\$ 0.6M	-\$ 0.8M	-\$ 2.1M	\$ 0.8M
<b>% CHANGE</b>		-6.4%	15.6%	26.4%	3.7%	-4.9%	-14.4%	6.3%

# STATE SHARED SALES TAX

GENERAL FUND

MODERATE VARIANCE

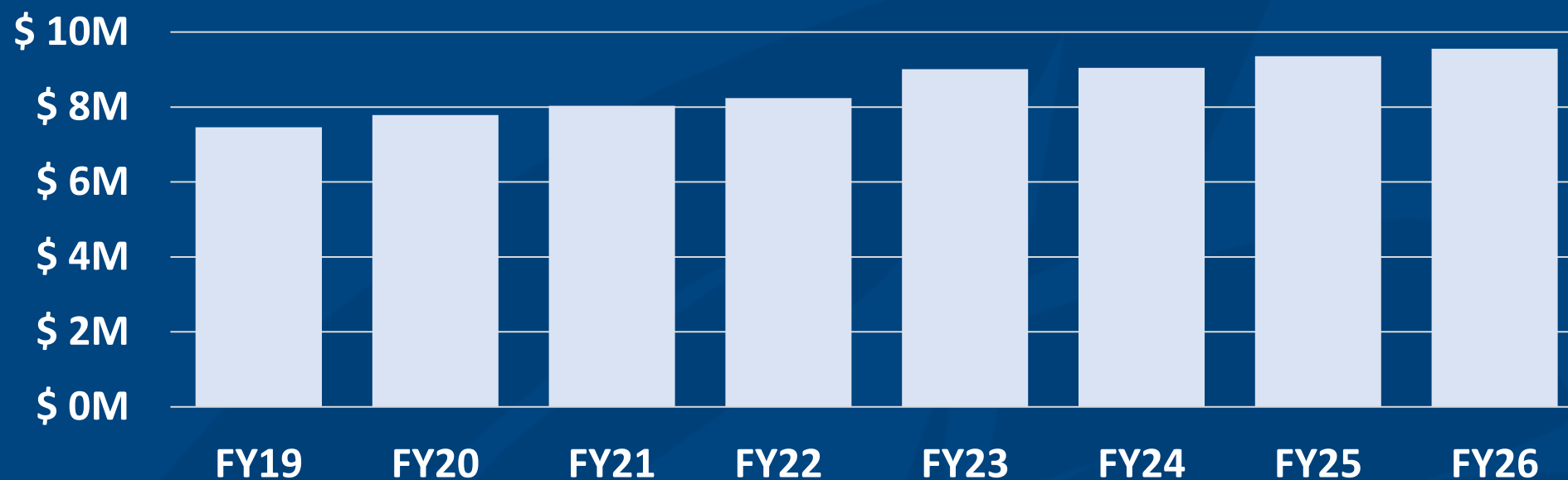


## ACTUAL COLLECTIONS

MONTH	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
OCTOBER	849,100	877,505	821,510	934,889	1,034,753	1,174,427	1,135,915	
NOVEMBER	849,100	877,505	821,510	934,889	1,034,753	1,174,427	1,135,915	
DECEMBER	849,100	877,505	821,510	934,889	1,034,753	1,174,427	1,032,468	
JANUARY	849,100	877,505	821,510	934,889	1,034,753	1,174,427	1,032,468	
FEBRUARY	849,100	877,505	821,510	934,889	1,034,753	1,174,427	1,032,468	
MARCH	849,100	877,505	821,510	934,889	1,034,753	1,174,427	1,032,468	
APRIL	849,100	877,505	821,510	934,889	1,034,753	1,174,427	1,032,468	
MAY	849,100	438,850	821,510	934,889	1,034,753	1,174,427		
JUNE	849,100	438,850	821,510	934,889	1,034,753	1,174,427		
JULY	877,505	768,264	934,889	1,034,753	1,174,427	1,135,915		
AUGUST	1,509,652	1,593,994	2,535,118	4,432,890	3,813,424	1,882,690		
SEPTEMBER	877,505	821,510	934,889	1,034,753	1,174,427	1,135,915	5,168,448	13,400,000
Grand Total	10,906,562	10,204,000	11,798,482	14,916,398	15,475,059	14,724,366	12,602,618	13,400,000
							PROJECTED	BUDGET
BUDGET	10,445,000	11,000,000	9,500,000	11,200,000	12,000,000	14,900,000	12,600,000	13,400,000
FDOR EST	10,189,200	10,530,059	9,684,031	11,817,234	12,787,883	13,686,058	13,581,399	



# Utility Taxes (General Fund)

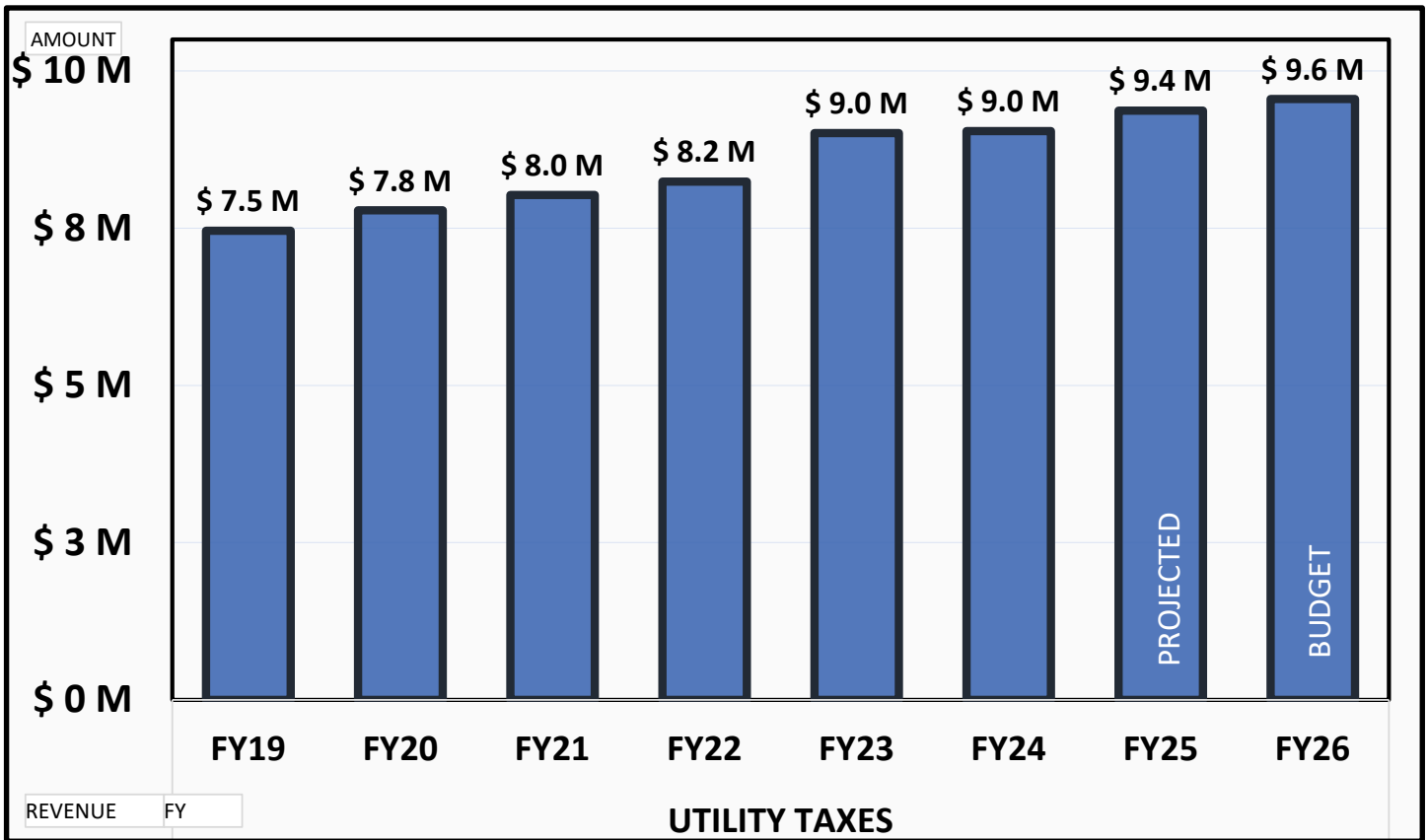


	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
<b>REVENUE AMOUNT</b>	\$ 7.5M	\$ 7.8M	\$ 8.0M	\$ 8.2M	\$ 9.0M	\$ 9.0M	\$ 9.4M	\$ 9.6M
<b>ANNUAL VARIANCE</b>		\$ 0.3M	\$ 0.2M	\$ 0.2M	\$ 0.8M	\$ 0.0M	\$ 0.3M	\$ 0.2M
<b>% CHANGE</b>		4.4%	3.2%	2.6%	9.4%	0.3%	3.4%	2.1%

# UTILITY TAXES

GENERAL FUND

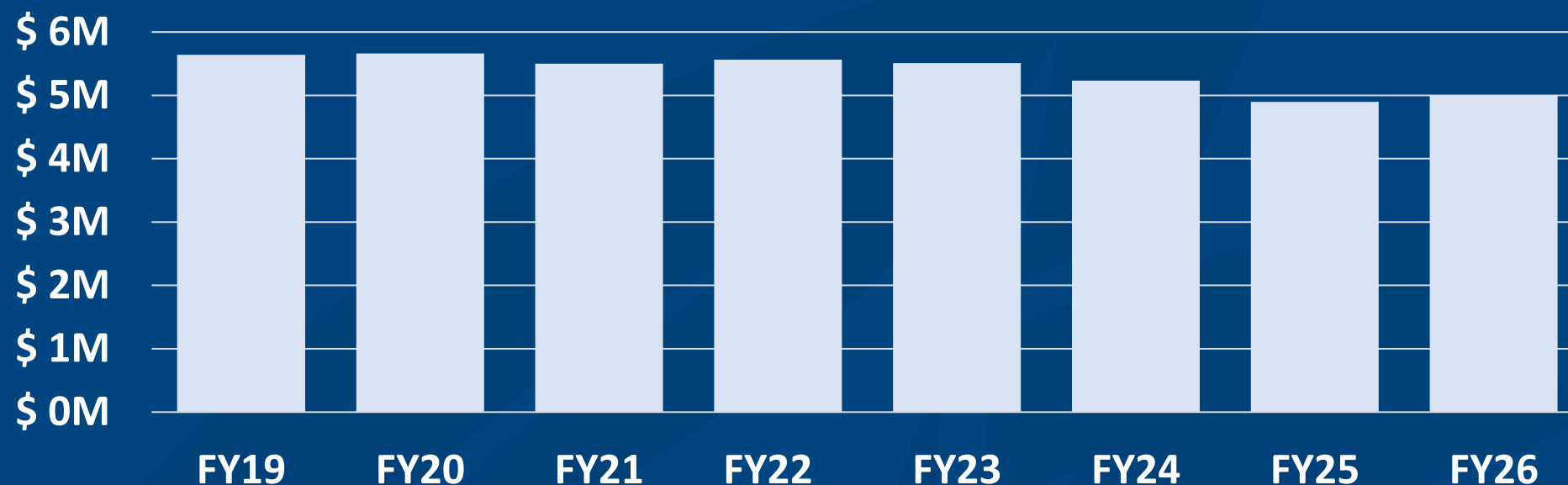
LOWER VARIANCE



## ACTUAL COLLECTIONS

MONTH	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
OCTOBER	707,825	683,353	724,242	735,001	706,255	838,110	801,115	
NOVEMBER	588,253	609,037	662,737	605,574	615,622	670,156	683,515	
DECEMBER	535,111	541,015	587,430	591,174	623,736	661,679	700,772	
JANUARY	541,798	538,940	590,119	519,288	587,928	698,251	751,854	
FEBRUARY	536,517	492,355	584,066	718,349	597,962	647,489	710,010	
MARCH	502,438	543,505	564,541	491,293	621,110	573,524	708,742	
APRIL	499,248	628,550	568,726	676,862	687,765	616,599		
MAY	599,876	640,975	629,527	658,432	707,665	730,715		
JUNE	711,529	732,090	750,122	753,658	840,852	888,210		
JULY	762,363	717,072	766,500	841,722	1,066,560	485,548		
AUGUST	723,815	797,042	774,380	828,200	960,296	1,170,796		
SEPTEMBER	748,704	858,840	826,944	820,175	996,967	1,061,112	5,011,593	9,552,100
Grand Total	7,457,478	7,782,774	8,029,333	8,239,727	9,012,719	9,042,188	9,367,601	9,552,100
							PROJECTED	BUDGET
BUDGET	7,070,300	7,320,300	7,175,300	7,760,300	9,005,300	9,053,100	9,353,100	9,552,100
FDOR EST	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

# Communication Service Taxes

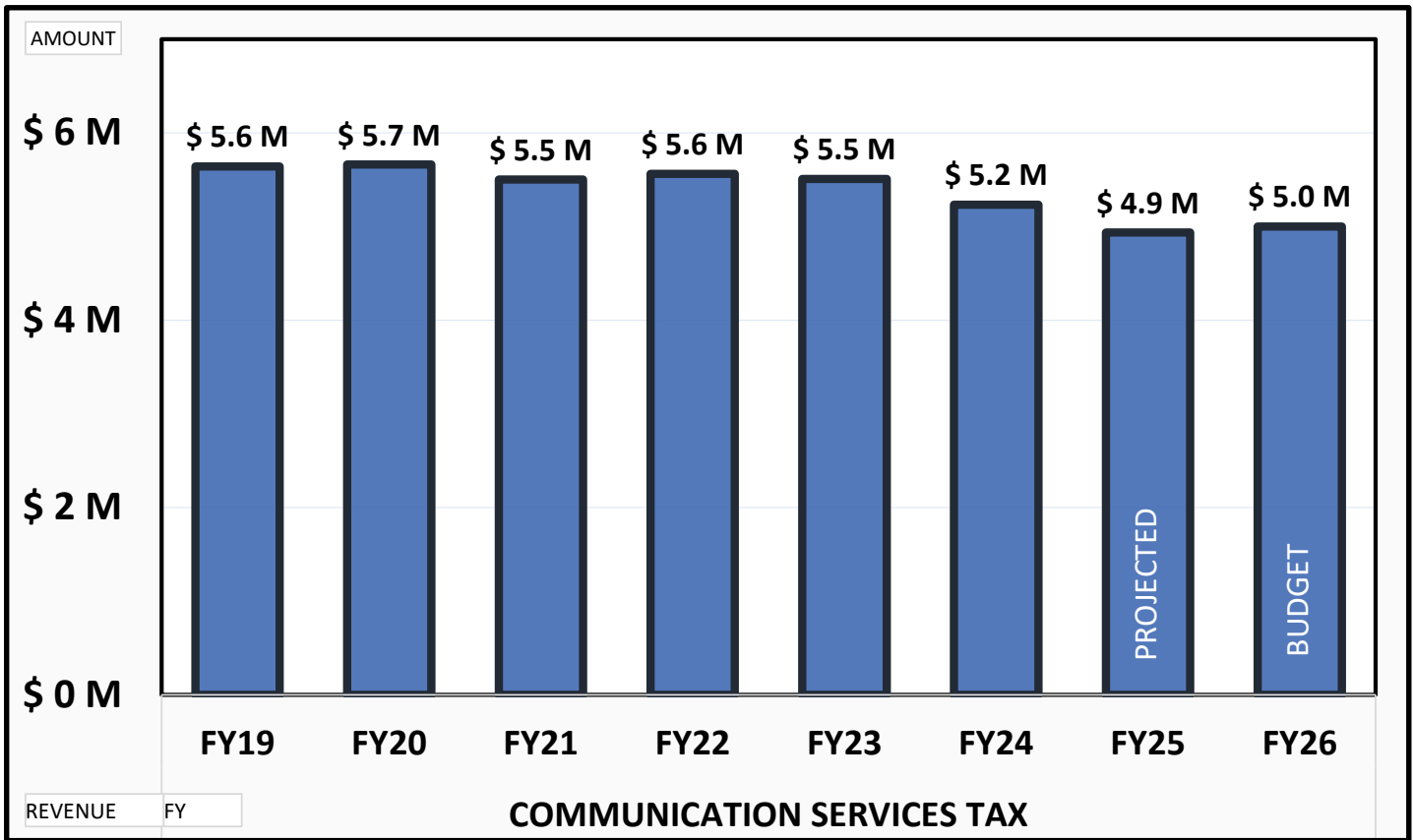


	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
<b>REVENUE AMOUNT</b>	\$ 5.6M	\$ 5.7M	\$ 5.5M	\$ 5.6M	\$ 5.5M	\$ 5.2M	\$ 4.9M	\$ 5.0M
<b>ANNUAL VARIANCE</b>		\$ 0.0M	-\$ 0.2M	\$ 0.1M	-\$ 0.1M	-\$ 0.3M	-\$ 0.3M	\$ 0.1M
<b>% CHANGE</b>		0.3%	-2.8%	1.1%	-1.0%	-5.0%	-6.3%	2.0%

# COMMUNICATION SERVICE TAX

GENERAL FUND

LOWER VARIANCE



## ACTUAL COLLECTIONS

MONTH	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
OCTOBER	513,813	460,579	526,228	484,106	580,744	402,984	418,451	
NOVEMBER	488,059	433,136	436,539	416,576	389,653	451,333	434,555	
DECEMBER	499,310	443,712	463,416	446,052	451,765	437,708	416,194	
JANUARY	480,250	482,480	450,679	420,192	468,258	431,346	436,139	
FEBRUARY	469,790	537,214	432,399	461,756	454,490	429,029	475,890	
MARCH	473,651	507,527	461,589	482,007	459,773	441,721		
APRIL	369,760	476,106	435,976	452,574	487,383	421,364		
MAY	483,991	473,091	487,005	467,634	453,308	426,730		
JUNE	476,730	486,010	464,306	428,496	462,193	470,837		
JULY	449,655	483,825	445,755	551,988	436,397	446,177		
AUGUST	482,569	439,415	445,428	469,700	430,965	436,256		
SEPTEMBER	453,760	437,822	451,681	482,158	434,403	436,745	2,754,597	5,000,000
Grand Total	5,641,340	5,660,917	5,501,002	5,563,239	5,509,332	5,232,230	4,935,826	5,000,000
							PROJECTED	BUDGET
BUDGET	5,700,000	5,950,000	5,400,000	5,400,000	5,400,000	5,300,000	5,000,000	5,000,000
FDOR EST	5,952,696	5,742,238	5,419,137	5,496,527	5,674,432	5,845,243	5,348,066	

# Total Base Revenues

REVENUE	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
AD VALOREM	\$ 155.1M	\$ 167.4M	\$ 178.6M	\$ 187.7M	\$ 210.8M	\$ 232.7M	\$ 251.4M	\$ 267.6M
HALF CENT	\$ 26.3M	\$ 25.1M	\$ 28.4M	\$ 31.5M	\$ 31.6M	\$ 29.6M	\$ 29.5M	\$ 30.0M
STATE SHARED	\$ 10.9M	\$ 10.2M	\$ 11.8M	\$ 14.9M	\$ 15.5M	\$ 14.7M	\$ 12.6M	\$ 13.4M
UTILITY TAXES	\$ 7.5M	\$ 7.8M	\$ 8.0M	\$ 8.2M	\$ 9.0M	\$ 9.0M	\$ 9.4M	\$ 9.6M
COMMUNICATION SVC	\$ 5.6M	\$ 5.7M	\$ 5.5M	\$ 5.6M	\$ 5.5M	\$ 5.2M	\$ 4.9M	\$ 5.0M
OTHER REVENUES	\$ 26.1M	\$ 18.6M	\$ 15.4M	\$ 17.4M	\$ 22.9M	\$ 27.7M	\$ 22.5M	\$ 21.7M
<b>TOTAL BASE REVENUES</b>	<b>\$ 231.4M</b>	<b>\$ 234.7M</b>	<b>\$ 247.7M</b>	<b>\$ 265.3M</b>	<b>\$ 295.3M</b>	<b>\$ 319.0M</b>	<b>\$ 330.3M</b>	<b>\$ 347.2M</b>

# New Revenues for FY25

REVENUE	FY24	FY25	FY26
TOTAL BASE REVENUES	\$ 319.0M	\$ 330.3M	\$ 346.5M
ONE TIME REVENUES	\$ 12.7M	\$ 4.3M	\$ 0.0M
TOTAL REVENUES	\$ 331.8M	\$ 334.5M	\$ 347.2M
<b>VARIANCE</b>		\$ 2.8M	<b>\$ 12.7M</b>
% CHANGE		0.8%	3.8%

# Expenditures

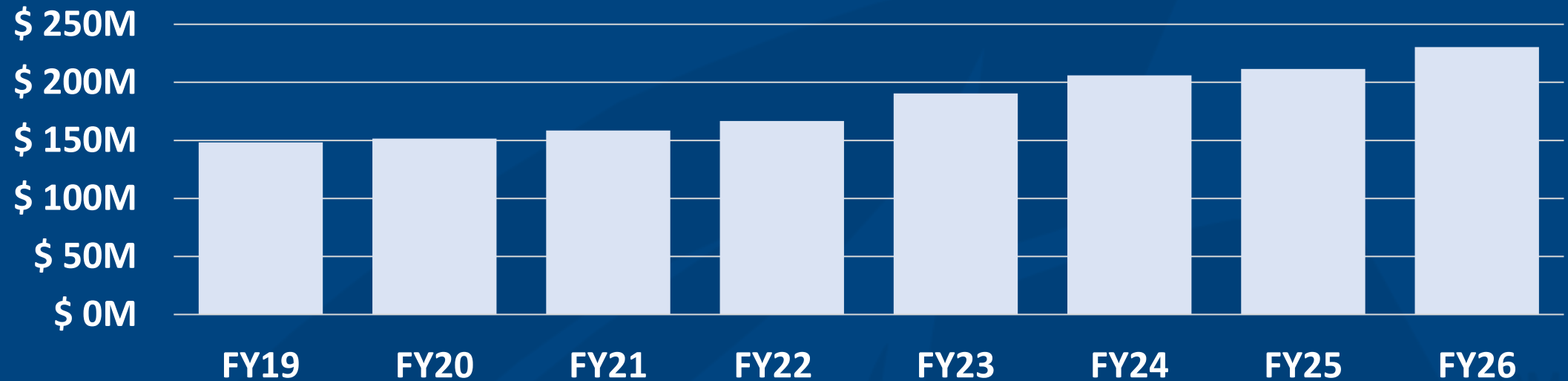
# Constitutional Officer Budgets

	FY21	FY22	FY23	FY24	FY25*	FY26	FY26 VARIANCE	%
SHERIFF ADOPTED	\$ 133M	\$ 137M	\$ 154M	\$ 166M	\$ 179.8M	\$ 196.0M	\$ 16.2M	9%
CLERK OF COURT	\$ 3.9M	\$ 4.6M	\$ 5.0M	\$ 5.3M	\$ 5.9M	\$ 6.1M	\$ 0.3M	5%
PROPERTY APPRAISER	\$ 5.4M	\$ 5.5M	\$ 5.9M	\$ 6.3M	\$ 6.6M	\$ 6.9M	\$ 0.3M	4%
SUPERVISOR ELECTIONS	\$ 3.6M	\$ 3.9M	\$ 4.5M	\$ 5.4M	\$ 4.6M	\$ 5.3M	\$ 0.7M	13%
TAX COLLECTOR	\$ 8.1M	\$ 8.6M	\$ 9.5M	\$ 10.4M	\$ 11.2M	\$ 11.9M	\$ 0.7M	6%
OTHER CONST BUDGETS	\$ 4.9M	\$ 6.8M	\$ 12.0M	\$ 12.7M	\$ 3.4M	\$ 4.1M	\$ 0.7M	
<b>TOTAL</b>	<b>\$ 159M</b>	<b>\$ 167M</b>	<b>\$ 190M</b>	<b>\$ 206M</b>	<b>\$ 211.5M</b>	<b>\$ 230.3M</b>	<b>\$ 18.8M</b>	

\*FY25 ADOPTED amount does not include \$6M in budgets carried forward from FY24, primarily related to Sheriff's Office purchase commitments and facility improvements at the County Jail.



# Constitutional Budgets



	FY19	FY20	FY21	FY22	FY23	FY24	FY25 ADOPTED	FY26 REQUEST
<b>CONSTITUTIONAL BUDGETS</b>	\$ 148.2M	\$ 151.5M	\$ 158.6M	\$ 166.8M	\$ 190.4M	\$ 206.0M	\$ 211.5M	\$ 230.3M
<b>ANNUAL VARIANCE</b>		\$ 3.3M	\$ 7.1M	\$ 8.2M	\$ 23.6M	\$ 15.6M		\$ 18.8M
<b>% CHANGE</b>		2.2%	4.7%	5.2%	14.2%	8.2%		8.9%

# BCC Dept Budget Development

- Still finalizing the County Manager's Proposed Budget
- Mandates, Obligations & Current Commitments
- BCC Base Operations
- Projects & Capital

# Mandates, Obligations & Current Commitments

# Unfunded Mandates

- Medicaid
- Medical Examiner
- Health Department
- Indigent Care
- Veteran Services

# Obligations

- Debt Service
- CRA Contributions
- SunRail
- Public Safety Systemwide 800MHz Radio
- Property & Liability Insurance
- CW Power & Water Utilities

## Current Commitments

- Seminole Forever
- Community Service Agencies (CSA's)
- Attainable Housing Contribution
- LYNX and Micro-Transit
- Judicial Support

# BCC Base Operations

- Administration
- Parks & Recreation
- Fire Dept (Comm Center)
- Water Quality & Mosquito Control
- Emergency Management
- Development Services
- Fleet & Facilities Maintenance
- Information Technology
- Resource Management
- Transportation Trust Transfer
- Internal Charges

# Project Budgets

## Annual Project Needs

- Fleet Replacement
- Facilities Maintenance
- Library Books
- IT Equipment Replacement

## Other General Fund Capital

- Public Safety Communications
  - CAD Dispatch System
  - Radio Tower Replacements
  - Portable Radios
  - Tower Site Equipment



# Fleet Replacement

FUND	#	CURRENT REPLACEMENT VALUE
00100 GENERAL FUND*	439	\$ 25,730,000
10101 TRANSPORTATION TRUST FUND*	217	\$ 27,471,000
10400 BUILDING PROGRAM	29	\$ 1,097,000
11001 TOURISM SPORTS 4 & 6 CENT FUND	1	\$ 39,000
11200 FIRE PROTECTION FUND	266	\$ 76,859,000
12500 EMERGENCY 911 FUND	1	\$ 31,000
40100 WATER AND SEWER FUND	342	\$ 42,563,482
40201 SOLID WASTE FUND	135	\$ 27,288,000
Grand Total	1430	\$ 201,078,482

Inventory includes:

- Heavy Equipment
- Light Fleet
- Work Trucks
- Generators
- Trailers
- Emergency Vehicles

**Minimum Recommended  
Annual Replacement of \$1.5M**

\*General Fund Impact

# Facilities Maintenance Projects

## Countywide Assets Under Management:

- 341 Buildings
- 2,000,000 square feet of interior space
- 800,000 square feet of roofs
- 1,000 HVACs, Air Handlers, Boilers, and Chillers

\*General Fund Impact

Minimum  
Recommended  
Annual Maintenance  
Projects of \$2M

# One Time Revenues

# One Time Revenues

REVENUE	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	TOTAL
ARPA BUDGET STABILIZATION				\$ 13.8M	\$ 13.8M	\$ 13.8M			\$ 41.5M
ARPA GENERAL GOVT SERVICES				\$ 0.0M	\$ 8.7M	\$ 8.5M	\$ 4.8M		\$ 22.0M
FEMA REVENUES	\$ 1.1M		\$ 1.8M	\$ 0.3M		\$ 12.3M			\$ 15.4M
SHERIFF HOPE & HEALING RETURN							\$ 4.0M		\$ 4.0M
<b>TOTAL ONE TIME REVENUES</b>	<b>\$ 1.1M</b>	<b>\$ 0.0M</b>	<b>\$ 1.8M</b>	<b>\$ 14.2M</b>	<b>\$ 22.5M</b>	<b>\$ 34.6M</b>	<b>\$ 8.8M</b>	<b>\$ 0.0M</b>	<b>\$ 82.9M</b>

# Reserves

# Reserves

	FY26	FY27
20% RESERVES	\$ 69.3M	\$ 72.4M
2 MONTHS RESERVES	\$ 55.4M	\$ 57.9M


# General Fund Millage History

<b>FISCAL YEAR</b>	<b>COUNTYWIDE GENERAL MILLAGE</b>
1990/91	5.4146
1991/92	5.3586
1992/93	5.3337
1993/94	5.2714
1994/95	5.1638
1995/96	5.1638
1996/97	5.1638
1997/98	5.1638
1998/99	5.1579
1999/00	4.9989

<b>FISCAL YEAR</b>	<b>COUNTYWIDE GENERAL MILLAGE</b>
2005/06	4.9989
2006/07	4.9989
2007/08	4.3578
2008/09	4.5153
2009/10	4.9000
2010/11	4.8751
2011/12	4.8751
2012/13	4.8751
2013/14	4.8751
2014/15	4.8751

<b>FISCAL YEAR</b>	<b>COUNTYWIDE GENERAL MILLAGE</b>
2015/16	4.8751
2016/17	4.8751
2017/18	4.8751
2018/19	4.8751
2019/20	4.8751
2020/21	4.8751
2021/22	4.8751
2022/23	4.8751
2023/24	4.8751
2024/25	4.8751

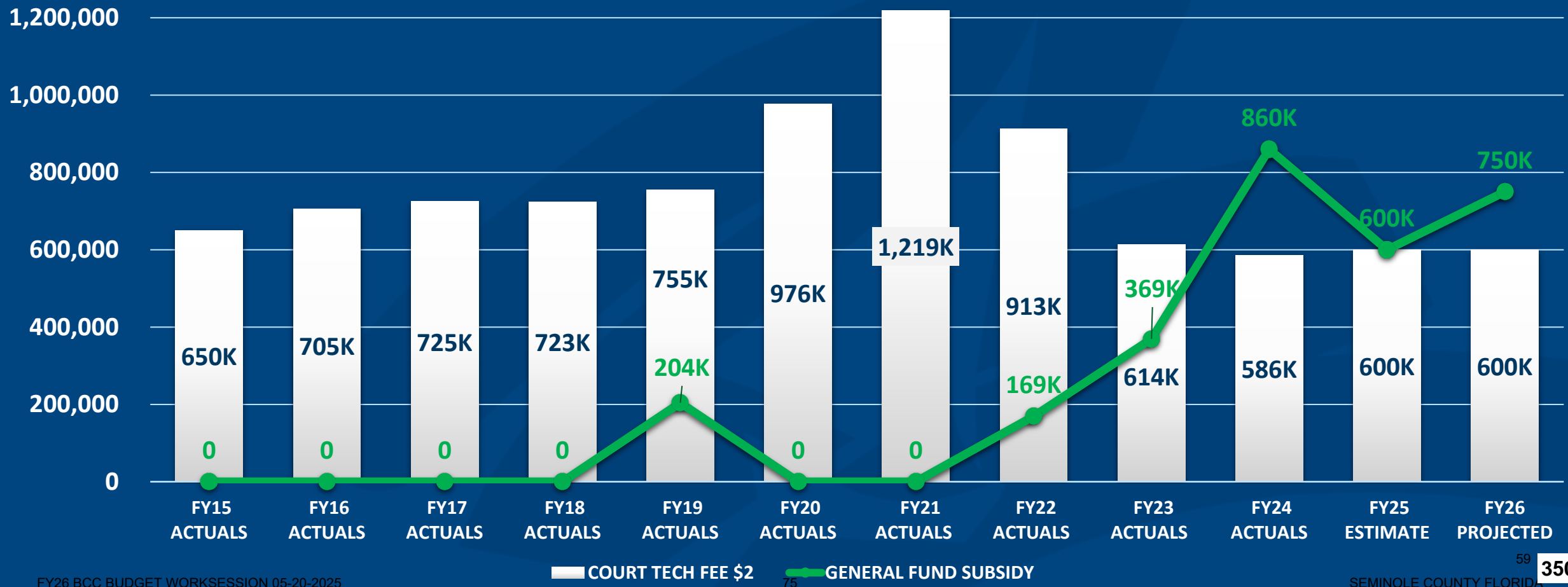
# Next Steps

- 
- March 25<sup>th</sup> Budget Worksession #1
  - May 20<sup>th</sup> Budget Worksession #2
  - May 30<sup>th</sup> Publish County Manager Proposed Budget Document
  - June 17<sup>th</sup> Budget Worksession #3
  - July 22<sup>nd</sup> TRIM BCC Meeting
  - July 29<sup>th</sup> Budget Worksession #4 (if needed)
  - Sept 10<sup>th</sup> First Public Hearing
  - Sept 23<sup>rd</sup> Second Public Hearing



# Break – Return at 1:00 PM

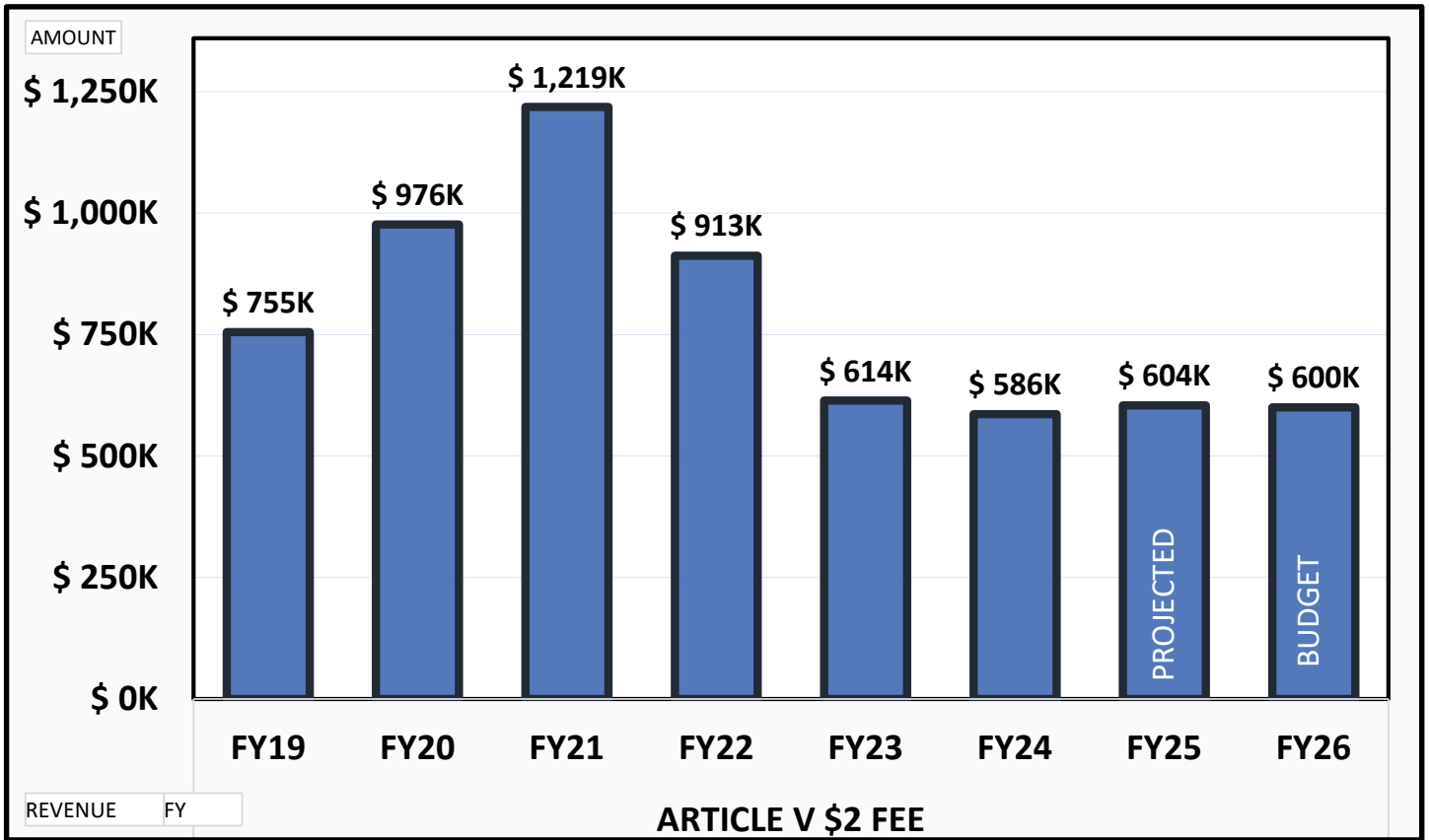
# Court Tech Fee (Article V) Revenues



# ARTICLE V FEES

ART V COURT TECHNOLOGY FUND

HIGHER VARIANCE



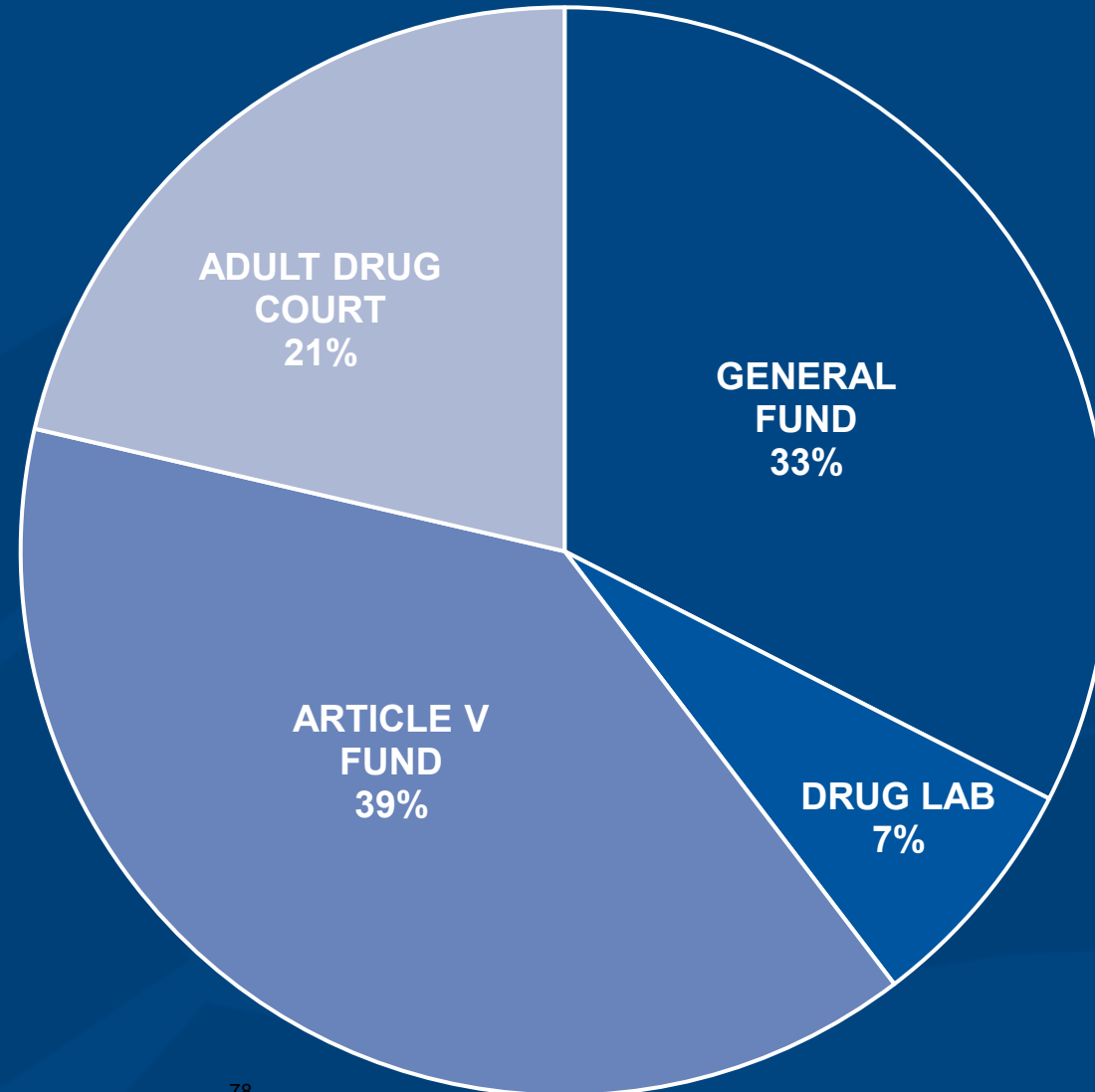
## ACTUAL COLLECTIONS

MONTH	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
OCTOBER	71,009	77,270	103,861	87,420	55,681	48,306	52,712	
NOVEMBER	45,893	65,617	86,963	95,768	43,247	44,850	44,862	
DECEMBER	60,351	72,994	109,391	85,235	51,271	41,382	53,196	
JANUARY	54,749	65,737	100,643	87,990	39,754	44,955	44,426	
FEBRUARY	45,387	61,347	92,197	69,010	42,771	44,949	42,268	
MARCH	57,806	79,767	118,117	93,086	57,252	48,320	52,896	
APRIL	69,798	83,963	102,843	81,182	50,269	53,211		
MAY	65,719	74,181	96,459	69,083	59,492	53,301		
JUNE	68,337	92,589	107,702	67,891	58,307	51,311		
JULY	69,190	101,540	95,212	60,774	50,537	52,628		
AUGUST	78,255	101,462	107,301	65,468	56,288	57,007		
SEPTEMBER	68,327	100,001	97,915	49,666	49,224	45,831	314,071	600,000
Grand Total	754,820	976,466	1,218,602	912,567	614,092	586,050	604,429	600,000
							PROJECTED	BUDGET
BUDGET	715,000	720,000	825,000	1,050,000	1,050,000	500,000	550,000	600,000
FDOR EST	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

# Courts – 18<sup>th</sup> Judicial

Deputy Chief Judge Melanie Chase

# Department Funding Sources



# Base Budget Comparison – General Fund Impact

	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED BUDGET	FY26 PROPOSED BUDGET	VAR	%
<b>JUDICIAL</b>						
033000 CIRCUIT COURT	252,487	346,365	437,722	456,171	18,449	4.2%
140362 INFO SVCS-ART V JUDICIAL	470,258	457,954	511,693	546,907	35,214	6.9%
<b>Grand Total</b>	<b>722,746</b>	<b>804,319</b>	<b>949,415</b>	<b>1,003,078</b>	<b>53,663</b>	<b>5.7%</b>

COUNTY FTE's		
	FY25 CURRENT	FY26 PROPOSED
JUDICIAL	8.00	8.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>

## HIGHLIGHT:

02603001 JUDICIAL LAPTOP REPLACEMENTS - \$44K

# Base Budget Comparison – Other Fund Impacts

	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED BUDGET	FY26 PROPOSED BUDGET	VAR
<b>JUDICIAL</b>					
033608 ADULT DRUG COURT	17,667	12,139	0	300,000	300,000
033700 COURT PROGRAM DRUG LAB	0	0	0	100,000	100,000
<b>Grand Total</b>	<b>17,667</b>	<b>12,139</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>

## VARIANCE NOTES:

- The Adult Drug Court agency fund budget is being included in the Adopted Budget starting in FY26.
- The Court Program Drug Lab Fund was approved by the BCC on 12/10/2024 to support the 18th Judicial Circuit Courts' Programs Trust Fund. The amendment occurred after the FY25 budget was adopted.

# COURT SUPPORT

		FY23	FY24	FY25	FY26		
EXCLUDES INTERNAL SERVICE CHARGES ITEM DETAIL		ACTUALS	ACTUALS	ADOPTED BUDGET	PROPOSED BUDGET	VARIANCE	%
<b>JUDICIAL</b>							
BASE BUDGETS							
<b>033000 CIRCUIT COURT</b>							
<b>PERSONNEL SERVICES</b>		215,950	308,823	399,322	417,771	18,449	4.6%
<b>OPERATING EXPENDITURES</b>							
530310 PROFESSIONAL SERVICES	NO ITEM DETAIL	301	0	0	0	0	
530310 PROFESSIONAL SERVICES	3100330001 TRAFFIC HEARING OFFICER	25,920	25,920	27,500	27,500	0	0.0%
530340 OTHER SERVICES	NO ITEM DETAIL	1,857	0	0	0	0	
530340 OTHER SERVICES	3400330001 INTERPRETER SERVICES	1,986	5,613	5,500	5,500	0	0.0%
530400 TRAVEL AND PER DIEM	4019999901 TRAVEL-TRAINING	0	560	0	0	0	
530490 OTHER CHARGES/OBLIG	5200330001 MEDIATION - VOLUNTEER BANQUET	180	0	0	0	0	
530490 OTHER CHARGES/OBLIG	5209999901 OPERATING SUPPLIES	0	263	0	0	0	
530510 OFFICE SUPPLIES	5109999901 OFFICE SUPPLIES	1,112	590	500	500	0	0.0%
530520 OPERATING SUPPLIES	NO ITEM DETAIL	(13)	0	0	0	0	
530520 OPERATING SUPPLIES	4600666001 APPLIANCES	799	649	0	0	0	
530520 OPERATING SUPPLIES	5109999901 OFFICE SUPPLIES	594	10	0	0	0	
530520 OPERATING SUPPLIES	5200330001 MEDIATION - VOLUNTEER BANQUET	0	434	0	0	0	
530520 OPERATING SUPPLIES	5200330003 MEDIATION -VOLUNTEER SUPPLIES	693	421	1,050	1,050	0	0.0%
530520 OPERATING SUPPLIES	5209999901 OPERATING SUPPLIES	0	2,004	1,250	1,250	0	0.0%
530540 BOOKS, DUES PUBLICATIONS	NO ITEM DETAIL	440	0	0	0	0	
530540 BOOKS, DUES PUBLICATIONS	5409999901 BOOKS, DUES, PUBS	265	1,077	1,000	1,000	0	0.0%
530540 BOOKS, DUES PUBLICATIONS	5409999905 EDUCATIONAL MATERIALS	363	0	0	0	0	
530550 TRAINING	5200102501 VARIOUS SUPPLIES	45	0	0	0	0	
530550 TRAINING	5509999901 TRAINING REGISTRATION	1,995	0	1,600	1,600	0	0.0%
<b>033000 CIRCUIT COURT Total</b>		<b>252,487</b>	<b>346,365</b>	<b>437,722</b>	<b>456,171</b>	<b>18,449</b>	<b>4.2%</b>

## 140362 INFO SVCS-ART V JUDICIAL

<b>PERSONNEL SERVICES</b>		379,718	363,696	392,593	427,807	35,214	9.0%
<b>OPERATING EXPENDITURES</b>							
530310 PROFESSIONAL SERVICES	3100011001 TECHNOLOGY SECURITY	0	0	5,000	5,000	0	0.0%
530310 PROFESSIONAL SERVICES	3100380001 PROFESSIONAL SERVICES	0	1,540	0	0	0	
530310 PROFESSIONAL SERVICES	3109999901 GENERAL PROFESSIONAL SERVICES	0	0	18,000	18,000	0	0.0%
530310 PROFESSIONAL SERVICES	5220102009 REMOTE ASSISTANCE SOFTWARE	178	0	0	0	0	
530401 TRAVEL - TRAINING RELATED	NO ITEM DETAIL	3,233	0	0	0	0	
530401 TRAVEL - TRAINING RELATED	4019999901 TRAVEL-TRAINING	0	147	3,200	3,200	0	0.0%
530460 REPAIRS AND MAINTENANCE	4600109001 REPAIRS AND MAINTENANCE	1,678	3,392	0	0	0	
530490 OTHER CHARGES/OBLIG	5229999910 MISCELLANEOUS	0	59	0	0	0	
530510 OFFICE SUPPLIES	5109999901 OFFICE SUPPLIES	39	204	0	0	0	
530520 OPERATING SUPPLIES	NO ITEM DETAIL	0	(259)	0	0	0	
530520 OPERATING SUPPLIES	5109999901 OFFICE SUPPLIES	216	28	0	0	0	
530520 OPERATING SUPPLIES	5209999901 OPERATING SUPPLIES	6,107	17,663	0	0	0	
530520 OPERATING SUPPLIES	5210380003 OPERATING SUPPLIES - EQUIPMENT	1,381	0	0	0	0	
530520 OPERATING SUPPLIES	5409999903 SUBSCRIPTION	0	1,191	0	0	0	
530521 EQUIPMENT \$1000-\$4999	NO ITEM DETAIL	10,709	0	0	0	0	
530521 EQUIPMENT \$1000-\$4999	5210380004 OPERATING EQUIPMENT	0	1,276	0	0	0	
530521 EQUIPMENT \$1000-\$4999	5219999913 LAPTOP COMPUTER	0	0	27,400	27,400	0	0.0%
530521 EQUIPMENT \$1000-\$4999	5229999913 NEW LAPTOP-087806	0	13,185	0	0	0	
530522 OPERATING SUPPLIES-TECH	NO ITEM DETAIL	25	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	5201406401 CLOUD THREAT PROTECTION	0	597	0	0	0	
530522 OPERATING SUPPLIES-TECH	5209999901 OPERATING SUPPLIES	0	189	0	0	0	
530522 OPERATING SUPPLIES-TECH	5210380002 OFFICE EQUIPMENT	1,123	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	5210380003 OPERATING SUPPLIES - EQUIPMENT	643	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	5220105401 SOFTWARE	9,905	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	5220105602 SPECIALIZED SOFTWARE/LICENSES	9,528	18,850	20,000	20,000	0	0.0%
530522 OPERATING SUPPLIES-TECH	5220105603 MICROSOFT LICENSES	34,518	35,701	40,000	40,000	0	0.0%
530522 OPERATING SUPPLIES-TECH	5221405061 MISCELLANEOUS TECHNOLOGY EQU	1,368	0	2,500	2,500	0	0.0%



# COURT SUPPORT

		FY23	FY24	FY25	FY26		
		ACTUALS	ACTUALS	ADOPTED BUDGET	PROPOSED BUDGET	VARIANCE	%
<b>EXCLUDES INTERNAL SERVICE CHARGES ITEM DETAIL</b>							
530522 OPERATING SUPPLIES-TECH	5221406304 ANYDOC SOFTWARE MAINTENANCE	2,636	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	5229999910 MISCELLANEOUS	7,254	0	0	0	0	
530550 TRAINING	5200562001 EDUCATION & TRAINING PROGRAM	0	495	0	0	0	
530550 TRAINING	5500664003 ON-LINE TRAINING WEBINARS	0	0	3,000	3,000	0	0.0%
<b>140362 INFO SVCS-ART V JUDICIAL Total</b>		<b>470,258</b>	<b>457,954</b>	<b>511,693</b>	<b>546,907</b>	<b>35,214</b>	<b>6.9%</b>

## 033608 ADULT DRUG COURT

### OPERATING EXPENDITURES

530490 OTHER CHARGES/OBLIG	NO ITEM DETAIL	8,338	526	0	0	0	
530490 OTHER CHARGES/OBLIG	3100380001 PROFESSIONAL SERVICES	258	0	0	0	0	
530490 OTHER CHARGES/OBLIG	3384200003 TRANSPORTATION (EXPENSED FROM	862	0	0	0	0	
530490 OTHER CHARGES/OBLIG	4009999901 TRAVEL & PER DIEM	0	2,806	0	0	0	
530490 OTHER CHARGES/OBLIG	4029999901 TRAVEL-NON EMPLOYEE	1,259	466	0	0	0	
530490 OTHER CHARGES/OBLIG	4109999902 CELL SERVICE	0	639	0	0	0	
530490 OTHER CHARGES/OBLIG	4809999907 PROMOTIONAL ITEMS & COLLATERA	0	610	0	0	0	
530490 OTHER CHARGES/OBLIG	4909999902 OTHER CHARGES/OBLIGATIONS	0	305	0	300,000	300,000	
530490 OTHER CHARGES/OBLIG	5200330001 MEDIATION - VOLUNTEER BANQUET	0	1,365	0	0	0	
530490 OTHER CHARGES/OBLIG	5200330003 MEDIATION - VOLUNTEER SUPPLIES	0	639	0	0	0	
530490 OTHER CHARGES/OBLIG	5409999902 MEMBERSHIP	300	0	0	0	0	
530490 OTHER CHARGES/OBLIG	5509999912 CONFERENCE REGISTRATION	0	1,790	0	0	0	
530520 OPERATING SUPPLIES	NO ITEM DETAIL	2,691	432	0	0	0	
530520 OPERATING SUPPLIES	4809999907 PROMOTIONAL ITEMS & COLLATERA	0	40	0	0	0	
530520 OPERATING SUPPLIES	5109999901 OFFICE SUPPLIES	0	10	0	0	0	
530520 OPERATING SUPPLIES	5200102501 VARIOUS SUPPLIES	373	156	0	0	0	
530520 OPERATING SUPPLIES	5200330001 MEDIATION - VOLUNTEER BANQUET	3,384	1,217	0	0	0	
530520 OPERATING SUPPLIES	5209999901 OPERATING SUPPLIES	201	1,137	0	0	0	
<b>033608 ADULT DRUG COURT Total</b>		<b>17,667</b>	<b>12,139</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>	

## 033700 COURT PROGRAM DRUG LAB

### OPERATING EXPENDITURES

530520 OPERATING SUPPLIES	5209999901 OPERATING SUPPLIES	0	0	0	100,000	100,000	
<b>033700 COURT PROGRAM DRUG LAB Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	

### TECHNOLOGY

#### 01903001 CRIMINAL COURT A/V UPDATE

82,334 0 0 0 0

#### 02403001 JJC A/V UPDATE

0 28,998 0 0 0

#### 02403002 FIREWALL SOFTWARE & HARDWARE

0 15,890 0 0 0

#### 02603001 JUDICIAL LAPTOP REPLACEMENTS

0 0 0 44,000 44,000

<b>JUDICIAL Total</b>		<b>822,746</b>	<b>861,346</b>	<b>949,415</b>	<b>1,447,078</b>	<b>497,663</b>	<b>52.4%</b>
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# Clerk of the Circuit Court & Comptroller

Grant Maloy



Grant Maloy  
Seminole County Clerk of the  
Circuit Court and Comptroller

## *Fiscal Year 2026 Proposed Budget*

Presentation For the Board  
of County Commissioners

May 20, 2025





# FY 2026 PROPOSED BUDGET

## Clerk of the Circuit and County Court and Comptroller

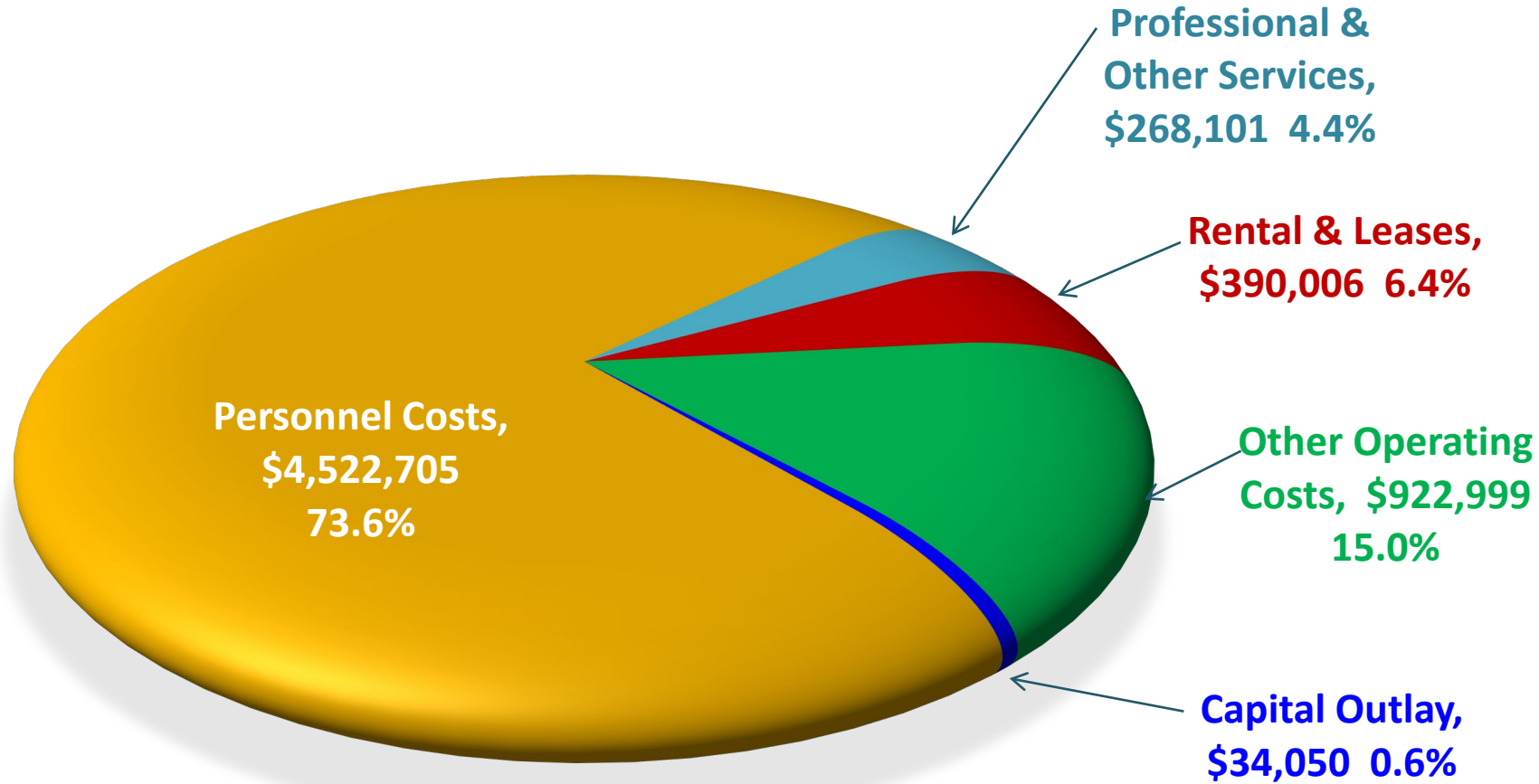
Comptroller ● County Recorder ● Auditor ● BCC Records

### BUDGET REQUEST: \$6,137,861

PERSONNEL	OPERATING	CAPITAL	Overall Increase
\$4,522,705	\$1,581,106	\$34,050	4.5%



# Budget Summary by Category





# Budget Summary By Department

Department	FY 25/26 Proposed Budget	FY 24/25 Approved Budget	Dollar Variance	% Variance
Comptroller & Commission Records	\$ 2,635,821	\$ 2,653,633	\$ (17,812)	(1.0%)
Information Services	1,736,031	1,341,091	394,940	29.0%
Other Costs / Administrative Support	650,952	659,268	(8,317)	(1.0%)
Inspector General	644,921	667,868	(22,947)	(3.0%)
Records Center	432,372	427,921	4,451	1.0%
Records Management	<u>37,763</u>	<u>36,381</u>	<u>1,382</u>	<u>4.0%</u>
Total Proposed Budget	<u>6,137,861</u>	<u>5,786,163</u>	<u>351,698</u>	<u>6.1%</u>
Budget Amendment 25-003	<u>-</u>	<u>86,000</u>	<u>(86,000)</u>	<u>100%</u>
Total	<u>\$ 6,137,861</u>	<u>\$ 5,872,163</u>	<u>\$ 265,698</u>	<u>4.5%</u>





# Budgeted FTE

Department	FY 25/26 Proposed Budget	FY 24/25 Approved Budget	Variance
Comptroller's Office	21.02	21.81	(0.79)
County Commission Records	3.00	3.00	-
Records Management	0.45	0.45	-
Information Services	5.34	5.14	0.20
Inspector General	4.20	4.20	-
Mail	0.20	0.20	-
Administration and Clerk Finance	2.59	2.84	(0.25)
Human Resources	0.59	0.61	(0.02)
Total Budgeted FTEs	<u>37.39</u>	<u>38.25</u>	<u>(0.86)</u>



Grant Maloy  
Seminole County Clerk of the  
Circuit Court and Comptroller

**THANK  
YOU**

**QUESTIONS**





# SEMINOLE COUNTY CLERK OF THE CIRCUIT COURT & COMPTROLLER

## NON-COURT GENERAL FUND PROPOSED BUDGET For the Fiscal Year Ending September 30, 2026



**Grant Maloy**

**Seminole County  
Clerk of the Circuit Court and  
Comptroller**

**Convenient  
Walk Up Windows  
for Fast Service**

**365**







**GRANT MALOY**  
**Clerk of the Circuit Court and Comptroller**  
**Seminole County**

April 30, 2025

Commissioner Jay Zembower, Chairman and  
Members of the Seminole County Board of County Commissioners  
1101 E. First Street  
Sanford, Florida 32771

**RE: Clerk of the Circuit Court Non-Court Budget Request for Fiscal Year 25-26**

Dear Chairman Zembower and County Commissioners:

Pursuant to Section 129.03(2), Florida Statutes, the proposed fiscal year 25-26 budget document includes the funding requirements for the *Seminole County Clerk of the Circuit Court and Comptroller* (the "Clerk's Office") to fulfill statutory responsibilities as *Clerk to the Board of County Commissioners, Comptroller, Auditor, County Recorder, Value Adjustment Board Clerk and Custodian of funds for the Seminole County Board of County Commissioners* (the "County").

The amount requested is required to maintain our current service levels for the citizens of the County. As Clerk and Comptroller, I am committed to fiscal transparency and accountability.

If you should have any questions, please do not hesitate to contact me at 407-665-4335 or Jenny Spencer, Director of the Comptroller's Office and Clerk's Finance, at 407-665-7665.

Sincerely,

Grant Maloy  
Clerk of the Circuit Court and Comptroller

Cc: Commissioner Lee Constantine  
Commissioner Amy Lockhart  
Commissioner Bob Dallari  
Commissioner Andria Herr  
County Manager, Darren Gray  
Resource Management



**CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
SEMINOLE COUNTY  
FISCAL YEAR 2025-2026 BUDGET REQUEST**

	<b>Budget Request Fiscal Year 25-26</b>	<b>Approved Amended Budget Fiscal Year 24-25</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Comptroller's Office and County Commission Records</b>				
<b>Personnel Services:</b>				
Comptroller's Office	\$ 2,077,816	\$ 2,049,529	\$ 28,287	1%
County Commission Records	384,755	350,854	33,901	10%
Total Personnel Services and Related Benefits	2,462,571	2,400,383	62,188	3%
<b>Operating Expenditures</b>				
Comptroller's Office	28,500	39,950	(11,450)	-29%
County Commission Records	3,250	3,300	(50)	-2%
	31,750	43,250	(11,500)	-27%
<b>Other Operating Expenditures:</b>				
Valuation of OPEB (Other Post Employment Benefits)	3,500	34,000	(30,500)	-90%
Investment Custodian/Safekeeping Fees	75,000	75,000	-	0%
Investment Reporting Software- Sympro*	-	24,000	(24,000)	-100%
Arbitrage Rebate Calculation for County Bonds	3,000	12,000	(9,000)	-75%
DebtBook Subscription*	-	15,000	(15,000)	-100%
Professional Services for Financial Reporting	60,000	50,000	10,000	20%
Total Other Operating Expenditures	141,500	210,000	(68,500)	-33%
Total Comptroller's Office & County Commission Records	2,635,821	2,653,633	(17,812)	-1%
<b>Records Management:</b>				
Personnel Services	36,564	35,134	1,430	4%
Operating Expenditures	1,199	1,247	(48)	-4%
Total Records Management	37,763	36,381	1,382	4%
<b>Information Services:</b>				
Personnel Services	772,388	748,435	23,953	3%
Operating Expenditures	61,580	85,790	(24,210)	-28%
Communications	316,500	169,500	147,000	87%
Maintenance Contracts	376,513	263,616	112,897	43%
Professional Services	175,000	50,500	124,500	247%
Capital Outlay	34,050	23,250	10,800	46%
Total Information Services	1,736,031	1,341,091	394,940	29%
<b>Inspector General:</b>				
Personnel Services	625,597	652,245	(26,648)	-4%
Operating Expenditures	19,324	15,623	3,701	24%
Total Inspector General	644,921	667,868	(22,947)	-3%
<b>Records Center Lease, Taxes &amp; Maintenance:</b>				
Records Center Building Lease	387,322	387,321	1	0%
Property Taxes and Other Operating Expenditures	45,050	40,600	4,450	11%
Total Records Center Lease and Related Expenditures	432,372	427,921	4,451	1%
<b>Administrative Support:</b>				
Mail - Personnel and Operating	22,363	21,005	1,358	6%
Administration and Clerk's Finance - Personnel & Operating	531,175	547,222	(16,047)	-3%
Human Resources - Personnel and Operating	97,414	91,042	6,372	7%
Total Administrative Support	650,952	659,269	(8,317)	-1%
<b>Total Proposed Budget Before Budget Amendments</b>	<b>6,137,861</b>	<b>5,786,163</b>	<b>351,698</b>	<b>6.1%</b>
<b>Budget Amendment:</b>				
BAR 25-003-PaymentWorks Vendor Validation*	-	86,000	(86,000)	100%
<b>Total</b>	<b>\$ 6,137,861</b>	<b>\$ 5,872,163</b>	<b>\$ 265,698</b>	<b>4.5%</b>



**CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
SEMINOLE COUNTY  
FY 25-26 SUMMARY BUDGET REQUEST BY OBJECT ACCOUNT**

<b>Object Account Description</b>	<b>Budget Request Fiscal Year 25-26</b>
<b>510 Personnel Services</b>	
510110 Executive Salaries	\$ 38,198
510120 Regular Salaries	2,962,061
510211 Social Security Matching	185,978
510212 Medicare Employer	43,495
510220 Retirement Contributions	520,451
510230 Health, Life and Other Benefits	770,153
510250 Unemployment	2,369
510 Personnel Services TOTAL	<u>4,522,705</u>
<b>530 Operating Expenditures</b>	
530310 Professional Expenses	185,799
530312 Legal Services	4,888
530320 Accounting and Auditing	60,000
530340 Other Services	17,414
530400 Travel and Per Diem	7,791
530410 Communications	316,500
530420 Postage	915
530440 Rentals and Leases	390,006
530451 Property Taxes	37,000
530461 Repairs and Maintenance	1,152
530462 Maintenance Contracts	381,378
530470 Printing and Binding	9,367
530490 Other Current Charges	5,654
530493 Fees and Service Charges	77,127
530510 Office Supplies	4,759
530520 Operating Supplies	16,052
530522 Operating Supplies Tech	33,497
530540 Books, Dues, Publications	12,336
530550 Training	19,472
530 Operating Expenditures TOTAL	<u>1,581,106</u>
<b>560 Capital Outlay</b>	
560640 Equipment	<u>34,050</u>
560 Capital Expenditures TOTAL	<u>34,050</u>
<b>GRAND TOTAL</b>	<u><u>\$ 6,137,861</u></u>



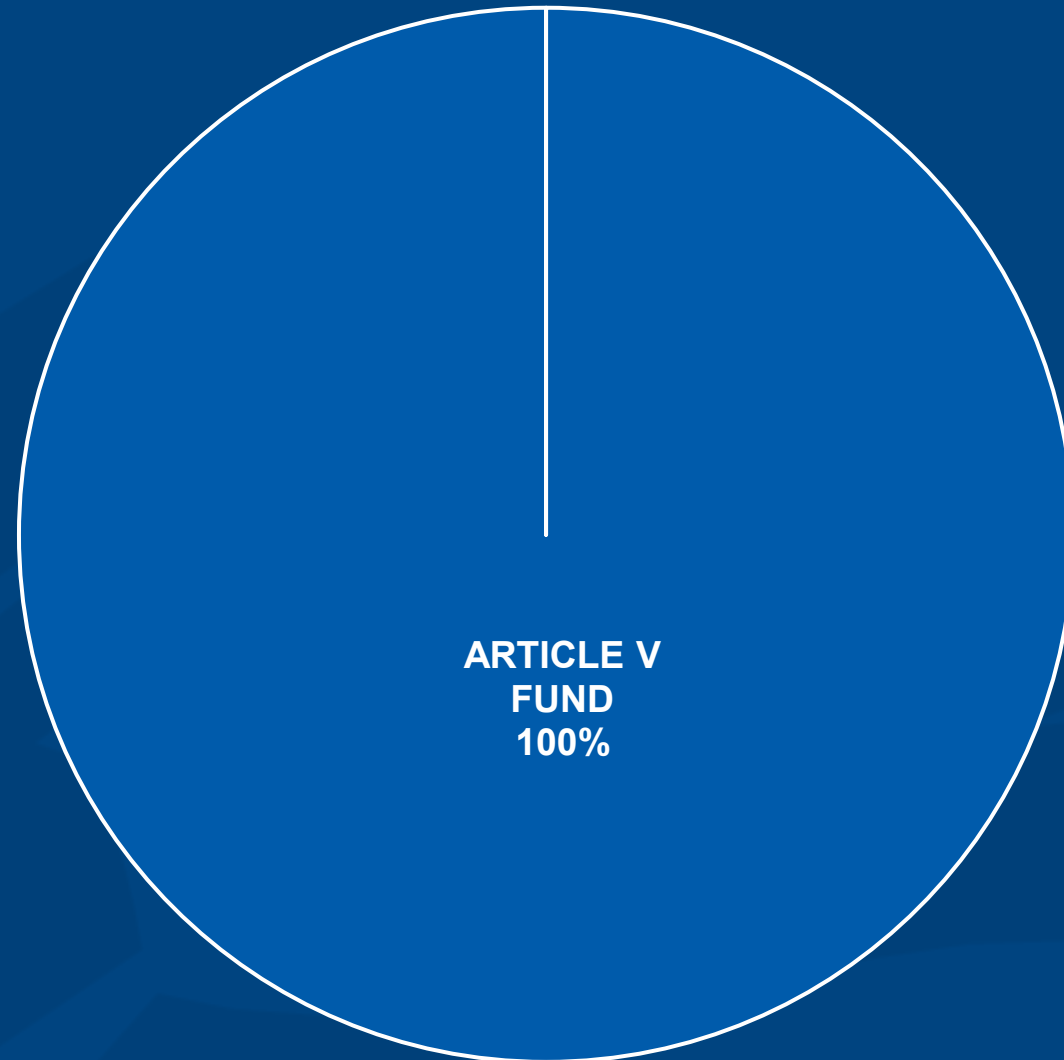
**CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
SEMINOLE COUNTY  
BUDGETED FULL TIME EQUIVALENTS (FTE)'S**

<u>Department</u>	<u>25-26 Budget</u>	<u>24-25 Budget</u>	<u>Variance</u>
Comptroller's Office	21.02	21.81	(0.79)
County Commission Records	3.00	3.00	-
Records Management	0.45	0.45	-
Information Services	5.34	5.14	0.20
Inspector General	4.20	4.20	-
Mail	0.20	0.20	-
Administration and Clerk's Finance	2.59	2.84	(0.25)
Human Resources	<u>0.59</u>	<u>0.61</u>	<u>(0.02)</u>
Total Budgeted FTEs	<u><b>37.39</b></u>	<u><b>38.25</b></u>	<u><b>(0.86)</b></u>

# State Attorney

William Scheiner

# Department Funding Sources





# Base Budget Comparison – General Fund Impact

	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED BUDGET	FY25 CURRENT BUDGET	FY26 PROPOSED BUDGET	VAR	%
<b>STATE ATTORNEY</b>							
140365 INFO SVCS-ART V STATE ATTY	401,716	464,794	480,927	480,927	735,380	254,454	52.9%
<b>Grand Total</b>	<b>401,716</b>	<b>464,794</b>	<b>480,927</b>	<b>480,927</b>	<b>735,380</b>	<b>254,454</b>	<b>52.9%</b>

## HIGHLIGHTS:

OPERATING INCREASES

CASE MGMT SYSTEM (STAC 3.0) - \$246,742

COLA FOR EMPLOYEE SALARY REIMB - \$7,712



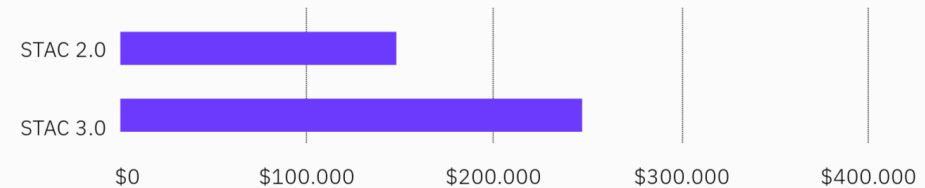
# Seminole County Budget STAC 3.0

The State Attorney's Office for Brevard and Seminole counties seek a budget increase to pay for a critical update of its computerized case management system.

STAC 2.0 has reached the end of its useful life and will no longer be supported by its vendor.

## Cost and Budget Impact

The cost of upgrading to STAC 3.0, including software and data storage, would be **\$246,742**.



## Cost Increase



**\$246,742**

**Total \$735,380.35  
Request**

## Alternatives

Karpel	\$1.388 million
365Lab	\$2.366 million
In-House	\$1.266 million

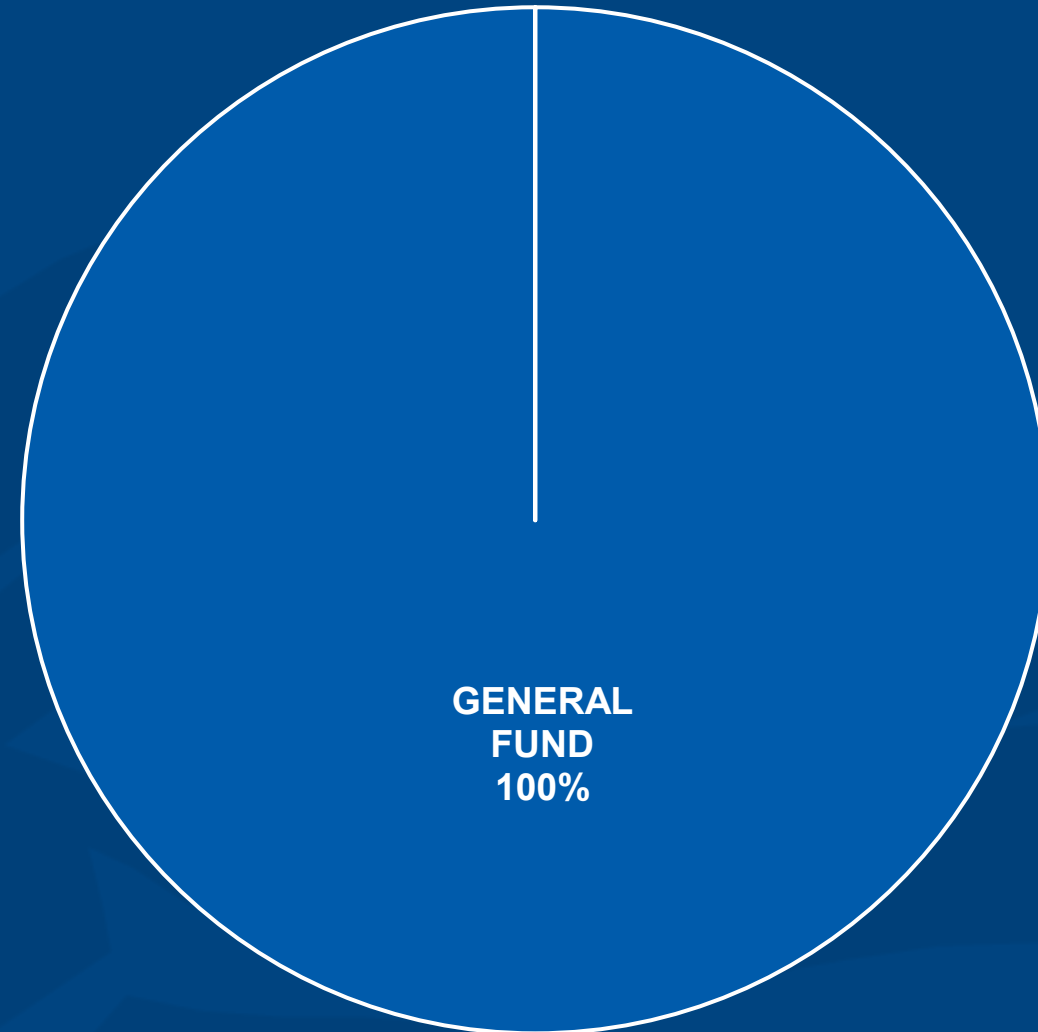
# COURT SUPPORT

		FY23	FY24	FY25	FY26		
EXCLUDES INTERNAL SERVICE CHARGES ITEM DETAIL		ACTUALS	ACTUALS	ADOPTED BUDGET	PROPOSED BUDGET	VARIANCE	%
<b>STATE ATTORNEY</b>							
BASE BUDGETS							
<b>140365 INFO SVCS-ART V STATE ATTY</b>							
<b>OPERATING EXPENDITURES</b>							
530310 PROFESSIONAL SERVICES	3101403651 ART V - WEBSITE MAINTENANCE	0	0	2,500	1,000	(1,500)	-60.0%
530310 PROFESSIONAL SERVICES	3101405103 TECHNOLOGY CONSULTING	0	33,166	0	0	0	
530310 PROFESSIONAL SERVICES	5220105602 SPECIALIZED SOFTWARE/LICENSES	11,698	0	0	0	0	
530340 OTHER SERVICES	3400380002 CONTRACTED SERVICES	2,617	0	0	0	0	
530340 OTHER SERVICES	3401403651 BILLED LABOR	109,170	117,988	154,237	161,949	7,712	5.0%
530340 OTHER SERVICES	3401407301 LEARNING MGMT SYSTEM	0	0	4,500	0	(4,500)	-100.0%
530410 COMMUNICATIONS	4101403651 INTERNET SVC - ART V COURT SUP	0	0	28,500	25,000	(3,500)	-12.3%
530410 COMMUNICATIONS	4101403652 ALERT MEDIA	0	0	2,250	0	(2,250)	-100.0%
530410 COMMUNICATIONS	5220105602 SPECIALIZED SOFTWARE/LICENSES	0	19,500	0	0	0	
530440 RENTAL AND LEASES	NO ITEM DETAIL	769	0	0	0	0	
530440 RENTAL AND LEASES	4400105614 COPIER LEASE	3,425	20,505	32,500	29,314	(3,186)	-9.8%
530460 REPAIRS AND MAINTENANCE	4600109001 REPAIRS AND MAINTENANCE	14,442	5,367	0	0	0	
530460 REPAIRS AND MAINTENANCE	4600380002 REPAIRS/MAINTENANCE	252	0	0	0	0	
530460 REPAIRS AND MAINTENANCE	4600380004 REPAIRS & MAINTENANCE	77,420	1,750	0	0	0	
530460 REPAIRS AND MAINTENANCE	4600662201 REPAIRS AND MAINTENANCE	0	2,183	0	0	0	
530460 REPAIRS AND MAINTENANCE	5220105602 SPECIALIZED SOFTWARE/LICENSES	26,339	0	0	0	0	
530510 OFFICE SUPPLIES	5109999901 OFFICE SUPPLIES	6,534	1,154	0	0	0	
530520 OPERATING SUPPLIES	NO ITEM DETAIL	0	6,086	0	0	0	
530520 OPERATING SUPPLIES	5201405105 WEBSITE RENEWALS	0	0	500	0	(500)	-100.0%
530520 OPERATING SUPPLIES	5209999901 OPERATING SUPPLIES	7,382	8,111	0	0	0	
530520 OPERATING SUPPLIES	5209999924 COMPUTER & OPERATING SUPPLIES	0	2,640	8,400	8,000	(400)	-4.8%
530520 OPERATING SUPPLIES	5219999911 OPERATING EQUIPMENT - PRINTER	782	0	0	0	0	
530520 OPERATING SUPPLIES	5219999913 LAPTOP COMPUTER	0	13,125	0	0	0	
530521 EQUIPMENT \$1000-\$4999	5210380002 OFFICE EQUIPMENT	1,697	0	0	0	0	
530521 EQUIPMENT \$1000-\$4999	5219999913 LAPTOP COMPUTER	0	0	21,700	12,712	(8,989)	-41.4%
530522 OPERATING SUPPLIES-TECH	NO ITEM DETAIL	17,387	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	5209999901 OPERATING SUPPLIES	0	18,402	0	0	0	
530522 OPERATING SUPPLIES-TECH	5220105602 SPECIALIZED SOFTWARE/LICENSES	119,187	206,950	140,690	0	(140,690)	-100.0%
530522 OPERATING SUPPLIES-TECH	5220105603 MICROSOFT LICENSES	0	0	42,500	50,000	7,500	17.6%
530522 OPERATING SUPPLIES-TECH	5221403651 ART V - VISUALIZ SOFT & MAINT	0	0	6,000	8,500	2,500	41.7%
530522 OPERATING SUPPLIES-TECH	5221403652 ART V - TINTRI SERVER MAINTEN	0	0	12,500	10,400	(2,100)	-16.8%
530522 OPERATING SUPPLIES-TECH	5221403654 ART V - MONITORS	0	0	3,000	700	(2,300)	-76.7%
530522 OPERATING SUPPLIES-TECH	5221403657 REDACTIONS -ADOBE/CREATIVE CLD	0	0	13,400	13,000	(400)	-3.0%
530522 OPERATING SUPPLIES-TECH	5221403659 ART V - FILE BACKUPS - EVAULT	0	0	2,000	2,250	250	12.5%
530522 OPERATING SUPPLIES-TECH	5221403661 SAO CASE MGMT SYSTEM STAC 3.0	0	0	0	392,046	392,046	
530522 OPERATING SUPPLIES-TECH	5221403662 ART V - MOVEIT	0	0	0	3,750	3,750	
530522 OPERATING SUPPLIES-TECH	5221403663 ART V - TEAM DINAMICS	0	0	0	2,460	2,460	
530522 OPERATING SUPPLIES-TECH	5221403664 ART V - LUCID CHART	0	0	0	800	800	
530522 OPERATING SUPPLIES-TECH	5221403665 ART V - UDEMY	0	0	0	1,800	1,800	
530522 OPERATING SUPPLIES-TECH	5221403667 ART V - REMOTE ACCESS-VIRTUAL	0	0	0	2,040	2,040	
530522 OPERATING SUPPLIES-TECH	5221403668 ART V - SNAGIT	0	0	0	60	60	
530522 OPERATING SUPPLIES-TECH	5221403669 ART V - LOG360 / PAM360	0	0	0	7,000	7,000	
530522 OPERATING SUPPLIES-TECH	5221403670 ART V - PEPLINK	0	0	0	2,600	2,600	
530522 OPERATING SUPPLIES-TECH	5221403671 ART V -OPERATING SUPPLIES TECH	0	7,865	0	0	0	
530550 TRAINING	5500561001 TRAINING - TECHNOLOGY	0	0	3,000	0	(3,000)	-100.0%
530550 TRAINING	5501403652 CYBERSECURITY TRAINING	0	0	2,750	0	(2,750)	-100.0%
530550 TRAINING	5509999906 SOFTWARE TRAINING	2,616	0	0	0	0	
<b>140365 INFO SVCS-ART V STATE ATTY Total</b>		<b>401,716</b>	<b>464,794</b>	<b>480,927</b>	<b>735,380</b>	<b>254,454</b>	<b>52.9%</b>
<b>STATE ATTORNEY Total</b>		<b>401,716</b>	<b>464,794</b>	<b>480,927</b>	<b>735,380</b>	<b>254,454</b>	<b>52.9%</b>

# Courts – Guardian Ad Litem

Amber Padrick

# Department Funding Sources



# Base Budget Comparison – General Fund Impact

	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED BUDGET	FY26 PROPOSED BUDGET	VAR	%
<b>GUARDIAN AD LITEM</b>						
034000 GUARDIAN AD LITEM	103,115	146,560	157,692	165,716	8,025	5.1%
<b>Grand Total</b>	<b>103,115</b>	<b>146,560</b>	<b>157,692</b>	<b>165,716</b>	<b>8,025</b>	<b>5.1%</b>

COUNTY FTE's		
	FY25 CURRENT	FY26 PROPOSED
GUARDIAN AD LITEM	2.00	2.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>

# COURT SUPPORT

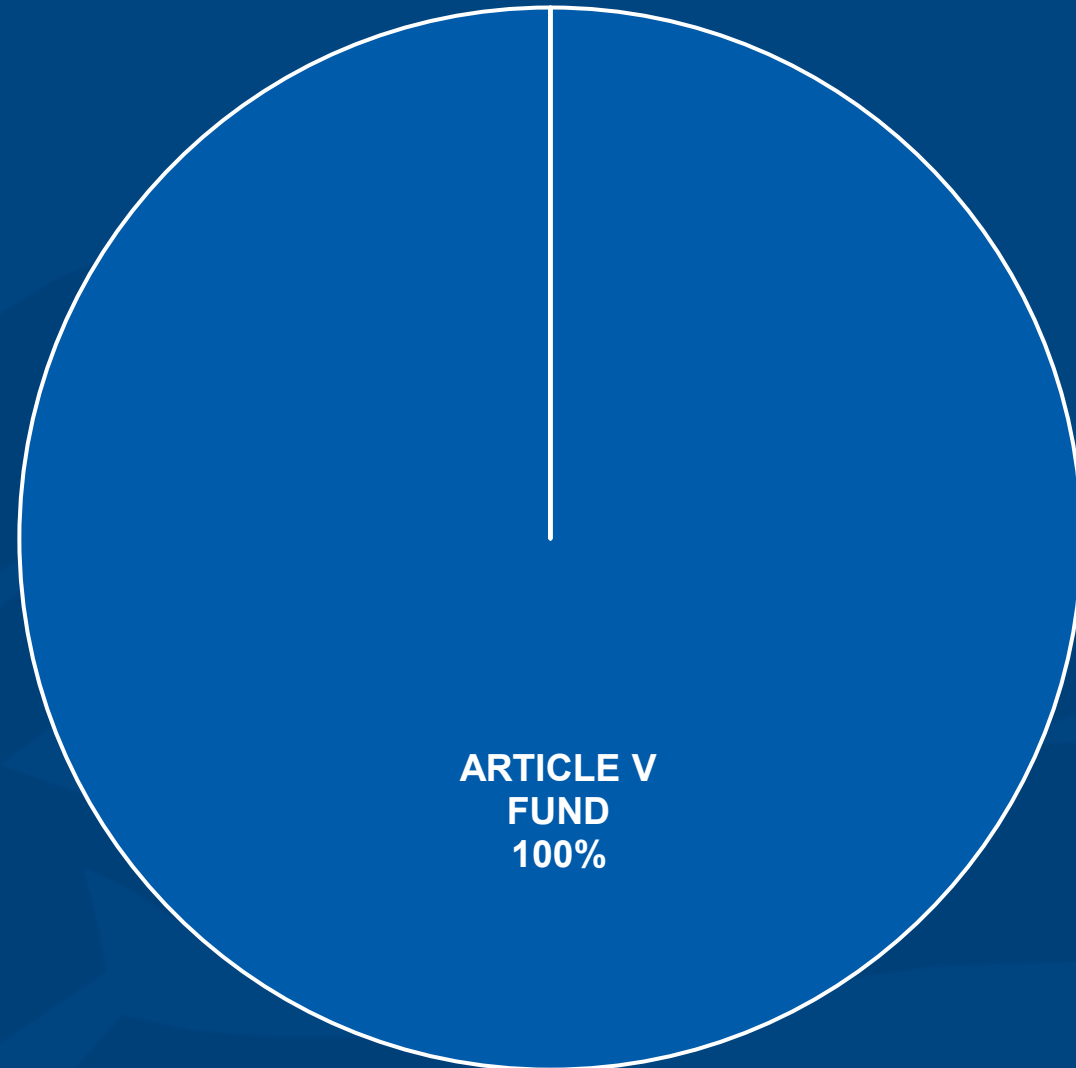
EXCLUDES INTERNAL SERVICE CHARGES ITEM DETAIL		FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED BUDGET	FY26 PROPOSED BUDGET	VARIANCE	%
<b>GUARDIAN AD LITEM</b>							
BASE BUDGETS							
<b>034000 GUARDIAN AD LITEM</b>							
<b>PERSONNEL SERVICES</b>		75,074	133,127	143,267	151,291	8,025	5.6%
<b>OPERATING EXPENDITURES</b>							
530340 OTHER SERVICES	3400340001 FRONT DESK RECEPTIONIST	19,159	2,040	0	0	0	
530400 TRAVEL AND PER DIEM	4009999901 TRAVEL & PER DIEM	0	0	50	50	0	0.0%
530420 TRANSPORTATION	4209999901 USPS POSTAGE & FREIGHT	0	0	50	50	0	0.0%
530440 RENTAL AND LEASES	4409999903 RENTALS & LEASES-FACILITIES	3,839	4,289	3,600	3,600	0	0.0%
530460 REPAIRS AND MAINTENANCE	4600340001 EQUIPMENT REPAIR	0	0	50	50	0	0.0%
530490 OTHER CHARGES/OBLIG	4900103601 SPECIAL PROJECT ADVERTISING	2,000	2,000	0	0	0	
530490 OTHER CHARGES/OBLIG	4900340001 AD FOR RECRUITING VOLUNTEERS	0	0	2,700	2,700	0	0.0%
530510 OFFICE SUPPLIES	5109999901 OFFICE SUPPLIES	0	0	825	825	0	0.0%
530520 OPERATING SUPPLIES	5109999901 OFFICE SUPPLIES	250	0	0	0	0	
530520 OPERATING SUPPLIES	5200340004 SUPPLIES FOR VOLUNTEERS	0	0	2,750	2,750	0	0.0%
530520 OPERATING SUPPLIES	5209999901 OPERATING SUPPLIES	457	665	600	600	0	0.0%
530520 OPERATING SUPPLIES	5210380004 OPERATING EQUIPMENT	0	704	0	0	0	
530522 OPERATING SUPPLIES-TECH	5201405105 WEBSITE RENEWALS	0	192	0	0	0	
530522 OPERATING SUPPLIES-TECH	5209999901 OPERATING SUPPLIES	0	43	0	0	0	
530540 BOOKS, DUES PUBLICATIONS	3401406301 WEB/APP HOSTING SRV	43	0	0	0	0	
530540 BOOKS, DUES PUBLICATIONS	5201405105 WEBSITE RENEWALS	168	0	0	0	0	
530540 BOOKS, DUES PUBLICATIONS	5409999901 BOOKS, DUES, PUBS	0	0	200	200	0	0.0%
530550 TRAINING	NO ITEM DETAIL	2,125	3,500	0	0	0	
530550 TRAINING	5509999901 TRAINING REGISTRATION	0	0	3,600	3,600	0	0.0%
<b>034000 GUARDIAN AD LITEM Total</b>		<b>103,115</b>	<b>146,560</b>	<b>157,692</b>	<b>165,716</b>	<b>8,025</b>	<b>5.1%</b>
<b>GUARDIAN AD LITEM Total</b>		<b>103,115</b>	<b>146,560</b>	<b>157,692</b>	<b>165,716</b>	<b>8,025</b>	<b>5.1%</b>

# Courts – Public Defender

Blaise Trettis



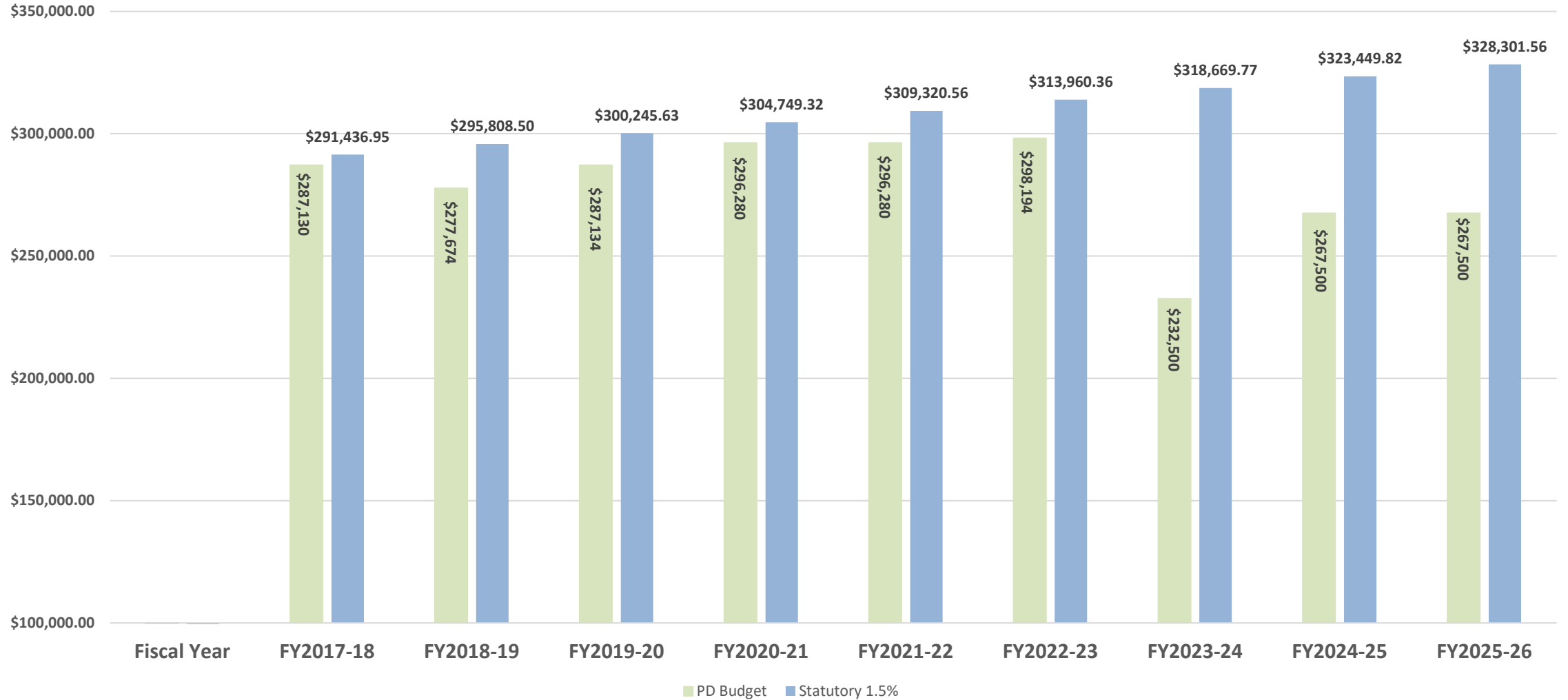
# Department Funding Sources



# Base Budget Comparison – General Fund Impact

	FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED BUDGET	FY26 PROPOSED BUDGET	VAR	%
<b>PUBLIC DEFENDER</b>						
140364 INFO SVCS-ART V PUB DEFEND	270,547	216,587	267,500	267,500	0	0.0%
<b>Grand Total</b>	<b>270,547</b>	<b>216,587</b>	<b>267,500</b>	<b>267,500</b>	<b>0</b>	<b>0.0%</b>

## Public Defender Information Technology Budget Actual Budgets vs Statutory 1.5% Increase



# COURT SUPPORT

		FY23	FY24	FY25	FY26		
EXCLUDES INTERNAL SERVICE CHARGES ITEM DETAIL		ACTUALS	ACTUALS	ADOPTED BUDGET	PROPOSED BUDGET	VARIANCE	%
<b>PUBLIC DEFENDER</b>							
BASE BUDGETS							
<b>140364 INFO SVCS-ART V PUB DEFEND</b>							
<b>OPERATING EXPENDITURES</b>							
530310 PROFESSIONAL SERVICES	3100380001 PROFESSIONAL SERVICES	570	1,950	0	0	0	
530310 PROFESSIONAL SERVICES	3101405103 TECHNOLOGY CONSULTING	0	0	12,000	12,000	0	0.0%
530310 PROFESSIONAL SERVICES	5200562001 EDUCATION & TRAINING PROGRAM	2,317	0	0	0	0	
530340 OTHER SERVICES	3400102001 TECH SUPPORT & MAINTENANCE	0	0	8,000	8,000	0	0.0%
530410 COMMUNICATIONS	4100878301 WIRELESS COMMUNICATION SERVIC	2,597	2,597	2,800	2,800	0	0.0%
530440 RENTAL AND LEASES	3699000001 MISCELLANEOUS-OTHER	67	67	0	0	0	
530440 RENTAL AND LEASES	4409999902 LEASED EQUIPMENT	996	0	0	0	0	
530440 RENTAL AND LEASES	4600380002 REPAIRS/MAINTENANCE	0	991	0	0	0	
530460 REPAIRS AND MAINTENANCE	3400102001 TECH SUPPORT & MAINTENANCE	4,116	1,515	0	0	0	
530460 REPAIRS AND MAINTENANCE	3400775102 SUNRAIL MAINTENANCE	0	531	0	0	0	
530460 REPAIRS AND MAINTENANCE	3699000001 MISCELLANEOUS-OTHER	0	75	0	0	0	
530460 REPAIRS AND MAINTENANCE	3699100001 COPYING FEES	0	2,239	0	0	0	
530460 REPAIRS AND MAINTENANCE	4209999901 USPS POSTAGE & FREIGHT	0	30	0	0	0	
530460 REPAIRS AND MAINTENANCE	4600102002 WIRING & COMMUNICATION EQUIP	0	0	4,000	4,000	0	0.0%
530460 REPAIRS AND MAINTENANCE	4600380002 REPAIRS/MAINTENANCE	0	8,010	0	0	0	
530460 REPAIRS AND MAINTENANCE	4600561006 MAINTENANCE OF EQUIPMENT	203	0	0	0	0	
530460 REPAIRS AND MAINTENANCE	4600775001 EQUIPMENT SERVICE/MAINTENANC	6,078	0	0	0	0	
530460 REPAIRS AND MAINTENANCE	4600775102 MINOR COPIER/SCANNER R&M	0	0	24,000	24,000	0	0.0%
530460 REPAIRS AND MAINTENANCE	4601403651 ROUTER MAINTENANCE & SUPPORT	0	1,870	0	0	0	
530460 REPAIRS AND MAINTENANCE	4709999901 PRINTING SERVICES	1,802	0	0	0	0	
530460 REPAIRS AND MAINTENANCE	5220102006 SONICWALL SERVICES	270	270	0	0	0	
530460 REPAIRS AND MAINTENANCE	5221403653 ART V - ROUTER MAINTENANCE	0	2,372	0	0	0	
530460 REPAIRS AND MAINTENANCE	5409999904 MISCELLANEOUS DUES	52	0	0	0	0	
530490 OTHER CHARGES/OBLIG	7209999901 INTEREST	0	17	0	0	0	
530510 OFFICE SUPPLIES	4600105620 LARGE UPS BATTERY REPLACEMENT	528	0	0	0	0	
530510 OFFICE SUPPLIES	5109999901 OFFICE SUPPLIES	3,526	2,023	6,000	6,000	0	0.0%
530510 OFFICE SUPPLIES	5229999908 MONITOR	0	8,151	0	0	0	
530520 OPERATING SUPPLIES	NO ITEM DETAIL	0	1,076	0	0	0	
530520 OPERATING SUPPLIES	4600105620 LARGE UPS BATTERY REPLACEMENT	0	997	0	0	0	
530520 OPERATING SUPPLIES	5209999915 COMPUTER & PRINTER SUPPLIES	178	0	1,500	1,500	0	0.0%
530520 OPERATING SUPPLIES	5219999904 MONITOR	8,386	0	0	0	0	
530520 OPERATING SUPPLIES	5221403654 ART V - MONITORS	0	2,131	0	0	0	
530521 EQUIPMENT \$1000-\$4999	NO ITEM DETAIL	40,485	3,834	0	0	0	
530521 EQUIPMENT \$1000-\$4999	5209999924 COMPUTER & OPERATING SUPPLIES	0	1,076	0	0	0	
530521 EQUIPMENT \$1000-\$4999	5210102001 COMPUTERS - ARTICLE V	0	1,310	0	0	0	
530521 EQUIPMENT \$1000-\$4999	5219999913 LAPTOP COMPUTER	0	0	23,000	44,200	21,200	92.2%
530521 EQUIPMENT \$1000-\$4999	98000101 LAPTOP	0	4,800	0	0	0	
530522 OPERATING SUPPLIES-TECH	3400879208 ODOR CNTRL SYS SVCS & SUPPLIES	0	1,057	0	0	0	
530522 OPERATING SUPPLIES-TECH	3401403671 ART V - OFFSITE CLOUD STORAGE	0	28,000	0	0	0	
530522 OPERATING SUPPLIES-TECH	5209999901 OPERATING SUPPLIES	1,559	2,774	0	0	0	
530522 OPERATING SUPPLIES-TECH	5209999924 COMPUTER & OPERATING SUPPLIES	2,564	2,592	0	0	0	
530522 OPERATING SUPPLIES-TECH	5220102008 SYSTEM SUPPORT SERVICES	1,999	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	5220105602 SPECIALIZED SOFTWARE/LICENSES	73,162	120,010	68,000	68,000	0	0.0%
530522 OPERATING SUPPLIES-TECH	5220105603 MICROSOFT LICENSES	0	0	53,000	53,000	0	0.0%
530522 OPERATING SUPPLIES-TECH	5220110201 CUST RELATION MANG SOFTWARE	9,854	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	5221405061 MISCELLANEOUS TECHNOLOGY EQU	0	0	4,000	4,000	0	0.0%
530522 OPERATING SUPPLIES-TECH	5221405106 IBOSS WEB FILTERING ANN MAINT	0	6,499	0	0	0	
530522 OPERATING SUPPLIES-TECH	5221405107 SAN SOFTWARE/LICENSE/SUPPORT	3,675	3,579	0	0	0	
530522 OPERATING SUPPLIES-TECH	5229999920 SCANNER	3,860	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	5409999903 SUBSCRIPTION	0	1,353	0	0	0	
530522 OPERATING SUPPLIES-TECH	98000105 DESKTOP SERVER	13,104	0	0	0	0	
530522 OPERATING SUPPLIES-TECH	98000112 PRINTER	0	2,793	0	0	0	
530550 TRAINING	5200562001 EDUCATION & TRAINING PROGRAM	4,495	0	0	0	0	
530550 TRAINING	5509999911 TRAINING AND EXERCISES	0	0	5,000	5,000	0	0.0%

# COURT SUPPORT

EXCLUDES INTERNAL SERVICE CHARGES ITEM DETAIL		FY23 ACTUALS	FY24 ACTUALS	FY25 ADOPTED BUDGET	FY26 PROPOSED BUDGET	VARIANCE	%
<b>CAPITAL OUTLAY</b>							
560642 EQUIPMENT >\$4999	5220102011 CLOUD SERVER	18,410	0	0	0	0	
560642 EQUIPMENT >\$4999	6421103401 CAPITAL NETWORK EQUIPMENT	0	0	21,200	0	(21,200)	-100.0%
<b>GRANTS &amp; AIDS</b>							
580811 AID TO GOVT AGENCIES	8119999901 AID TO GOVERNMENTAL AGENCIES	65,694	0	35,000	35,000	0	0.0%
<b>140364 INFO SVCS-ART V PUB DEFEND Total</b>		<b>270,547</b>	<b>216,587</b>	<b>267,500</b>	<b>267,500</b>	<b>0</b>	<b>0.0%</b>
TECHNOLOGY							
<b>02103001 PUBLIC DEFENDER LAPTOPS</b>		16,443	0	0	0	0	
<b>PUBLIC DEFENDER Total</b>		<b>286,990</b>	<b>216,587</b>	<b>267,500</b>	<b>267,500</b>	<b>0</b>	<b>0.0%</b>

# Department of Health

Dr. Ethan Johnson

# Florida Department of Health

## Seminole County BOCC Budget Workshop

Dr. Ethan Johnson, DrPH, MPH  
Administrator & Health Officer

May 20, 2025

**Mission:** To protect, promote & improve the health of all people in Florida through integrated state, county, and community efforts.

Florida  
HEALTH

# FY 24-25 Projected Revenue

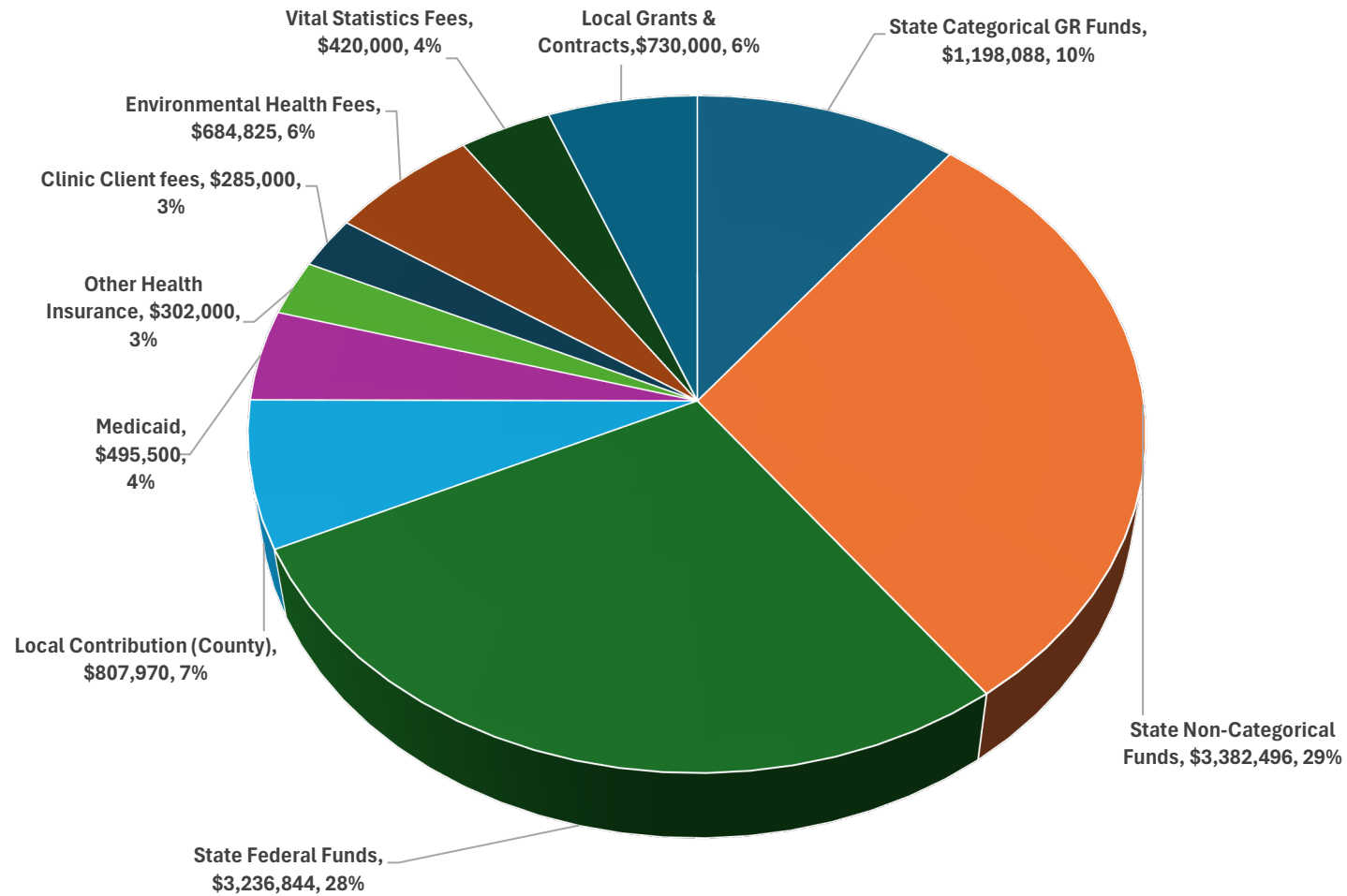
State Categorical GR Funds	\$1,245,347	10.20%
State Non-Categorical Funds	\$3,382,496	27.70%
State Federal Funds	\$3,655,688	29.94%
Local Contribution (County)	\$807,970	6.62%
Medicaid	\$512,650	4.20%
Other Health Insurance	\$312,472	2.56%
Clinic Client fees	\$290,429	2.38%
Environmental Health Fees	\$805,825	6.60%
Vital Statistics Fees	\$420,000	3.44%
Local Grants & Contracts	\$780,000	6.39%
<b>Total</b>	<b>\$12,212,877</b>	<b>100%</b>



# FY 25-26 Projected Revenue

State Categorical GR Funds	\$1,198,088	10.38%
State Non-Categorical Funds	\$3,382,496	29.30%
State Federal Funds	\$3,236,844	28.05%
Local Contribution (County)	\$807,970	7.00%
Medicaid	\$495,500	4.29%
Other Health Insurance	\$302,000	2.62%
Clinic Client fees	\$285,000	2.47%
Environmental Health Fees	\$684,825	5.93%
Vital Statistics Fees	\$420,000	3.64%
Local Grants & Contracts	\$730,000	6.32%
<b>Total</b>	<b>\$11,542,723</b>	<b>100%</b>

# FY 25-26 Projected Revenue



# Three-Year Budget

	Budget FY 23-24 (Actual)	Budget FY 24-25 (Projected)	Budget FY 25-26 (Projected)
<b>Total Revenue</b>	\$ 12,664,127	\$ 12,212,877	\$ 11,542,723
<b>Total Expense</b>	\$ 12,564,622	\$ 12,595,000	\$ 12,025,000
<b>Total Balance LESS Total Expenditures</b>	\$ 99,505	\$ (382,123)	\$ (482,277)
<b>Trust Fund (Percentage)</b>	11.67%	8.87%	5.21%
<b>Trust Fund Amount</b>	\$ 1,479,103	\$ 1,096,980	\$ 614,703

# Seminole County Contributions

Seminole County Government Contributions	
Direct Services	\$807,970
Diabetes Prevention & Education	\$40,000
Dental Sealant Program	\$30,000
Integrated System of Care	\$100,000
Nutrition Education	\$70,000
<b>Total:</b>	<b>\$1,047,970</b>

# Foundational Public Health Services

Core Functions	Communicable Disease Control (Sec 154.01(b), F.S.)	Environmental Public Health (Sec 154.01(a), F.S.)	Community Health (Sec 154.01(c), F.S.)	Preparedness (Sec 381.0303, F.S.)
	Investigate/Control Diagnose/Prevent Link to Care/Services Inform/Education	Inspect Permit Enforce Inform/Educate	Screen Link to Care/Services Prevent Inform/Educate	SpNS Coordination (staffing) Implement Preparedness Capabilities

# Health Department Facilities



## Airport Blvd.

- Vital Records
- Immunizations
- WIC (All Services)
- Disease Control
- HIV/STD - Testing/Treatment/Counseling
- Family Planning
- Other Clinical Services (Refugee Health, Breast & Cervical Cancer Prevention, SANE)
- Dental Clinic
- Community Partners



## Environmental Health

- OSTDS
- Public Pools
- Group Care Facilities
- Body Piercing
- Biomedical Waste
- Tanning
- Mobile Home and RV Parks
- Drinking Water Services
- Sanitary Nuisance Complaints



## WIC Casselberry

- DOH-Seminole Contract Manager Office
- WIC Benefits Certification & Issuance
  - Nutrition Education & Counseling
  - Labs
  - Breastfeeding Support
  - Referrals for Health Care & Community Services



## Sanford Warehouse

- STD Staff Offices
- State Health Staff Offices
- Public Health Preparedness



# Communicable Disease Control

## Communicable Disease Investigations

- FY 23-24: 1,249 Investigations (21 Mosquito-Borne Illnesses)
- FY 24-25: 1,381 Investigations (21 Mosquito-Borne Illnesses)

## Confirmed/Probable Cases Investigated

- FY 23-24: 845 (9 Mosquito-Borne Illnesses)
- FY 24-25: 996 (8 Mosquito-Borne Illnesses)

## Refugee Health Screening Clients

- FY 23-24: 568 Clients
- FY 24-25: 245 Clients

## Special Events

- Flu Vaccine Outreach Events
- ICAR Investigations Presentation at APIC Conference
- World TB Day
- NACCHO Preparedness Summit Scholarship Recipients



# Environmental Public Health

- Improved septic permit issuance from multiple weeks to a one-day average.
- Pool inspection completion increased to 48.58% compared to 24.6% this time last inspection year.
- Biomedical waste inspection completion increased to 59% this year as compared to 35% last year.
- Offered well sampling kits to residents whose drinking water wells had been impacted during Hurricane Milton.





# Community Health

- DOH-Seminole **WIC** increased the number of pregnant women enrolling in the program within their 1<sup>st</sup> trimester by 17%.
- **WIC** provided a total of 105,871 services last fiscal year.
- Through our **School Health Program**, 95% of Seminole County students were screened for vision and hearing issues.
- **Vital Records** utilization and revenue is up 11%.
- **BCCP** partnered with the American Muslim Center to provide Pap smears to 39 women.
- The **Family Planning Program** increased the percentage of our clients electing for long-acting birth control by 4.7%.
- The **Ryan White** program is actively serving 350 clients.
- Provided free **STD screenings** to 863 clients over the last 10 months in the DOH-Seminole clinic.
- Working with five moms through our home visiting program, **Cradle Seminole**.
- **SANE** served 36 victims this year.
- Attended over **80 Community Outreach Events** promoting public health initiatives and healthy habits since July 1<sup>st</sup>.



# Public Health Preparedness

- Conducted full-scale SPNS exercise at Bentley Elementary School.
- Activated special needs shelters during Hurricane Milton.
  - Provided care for 95 Seminole County residents who were mobility challenged or dependent on oxygen/electricity.
- Conducted inventory management of all public health preparedness assets stored in warehouse.
- Participated in/assisted with planning preparedness exercises:
  - Pandemic Tabletop Exercise.
  - Annual Regional Mass Causality Exercise.
  - Functional COOP Exercise.





# Diabetes Prevention & Education

- From October 2024 to present, we have hosted and completed 5 cohorts of the Diabetes Empowerment Education Program.
- Diabetes education and prevention presentations were presented to several Seminole County Community-Based organizations reaching 166 residents since October 2024.
- Provided 796 blood glucose tests/screenings from October 2024 to April 2025.
- Worked with 8 local medical providers to promote diabetic education through referral of clients for the diabetes education program.

**Current Seminole County contribution: \$40,000**  
**Requested contribution for next FY: \$40,000**



# Community Nutrition Program

***“I learned how to read labels and look for healthier food options for myself. I also learned how to weigh the food that I’m eating. I am eating healthier now than I was before. I learned a lot from this class” -Testimonial from Westside Community Center Nutrition Class***

- Provided 98 classes at Goldsboro Elementary and 5 classes at Midway Elementary since November 2024.
- A total of 526 unduplicated children were taught through these classes.
- From November 2024 to February 2025, *10 Tips for Adults* was implemented at the Westside Community center with a total of 127 adults taught.



**Current Seminole County contribution: \$70,000**  
**Requested contribution for next FY: \$70,000**



# Mobile Health Services

- The Mobile Clinic has provided community-based health examinations, treatments, screenings, testing, education, and referrals to populations with limited access to care in Seminole County.
- The Mobile Health Unit conducts multiple outreaches throughout the month, on average about four outreaches per week.
- Outreach events are held in underserved areas to improve awareness of chronic diseases, minimize risk of communicable diseases, and promote wellness.
- 84 patients were provided full medical screenings between October 2024 and April 2025 via the Mobile Clinic.
- 1,285 point of contact screenings provided from October 2024 to April 2025 via the Mobile Clinic & Mobile Unit.



**Current Seminole County contribution: \$100,000**  
**Requested contribution for next FY: \$100,000**

# School Dental Sealant Services

## School-Based Services

- The School-Based Sealant Program provided dental screenings, prophylaxis, fluoride varnish, oral hygiene instruction, and sealants at all 15 Seminole County Title I elementary schools.
- A total of 703 students were served.
- A total of 3,903 services were provided.

## DOH-Seminole Dental Clinic

- A total of 1,737 patients were seen at DOH-Seminole's fixed dental clinic from 07/1/24 through 4/29/25.
- We project to see just under 2,000 patients by the end of our FY (6/30/25).

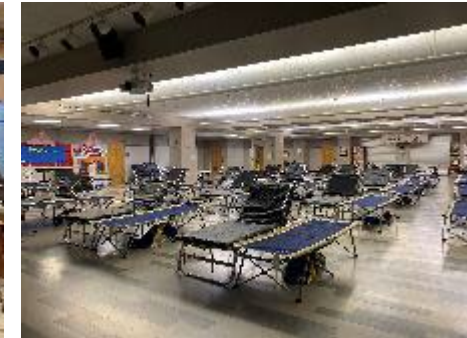


**Current Seminole County contribution: \$30,000**  
**Requested contribution for next FY: \$60,000**



# Special Projects

- ESOL & Health Literacy Class
- Contracted AARP Staff
- Swim Lesson Voucher Program
- Prostate Cancer Prevention
- SPNS Client Case Management Project
- Tdap Clinic
- Food Pantry
- Adopt-a-Road



# DOH-SEMINOLE Promotes and Collaborates



We **PROMOTE** and **COLLABORATE** by hosting and attending health fairs, outreach events and preparedness exercises.



# The Florida Department of Health in Seminole County

## Thank you for your support!



**Mission:** To protect, promote & improve the health of all people in Florida through integrated state, county, and community efforts.



# Rescue Outreach Mission

Chris Ham



# Rescue Outreach Mission's Seminole County Budget Presentation

**5/20/2025**

***Chris Ham, Executive Director***  
***Krystine Schafer, Director of Shelter Services***



# Year-over-year Increase in those served

	2021	2022	2023	2024	2025 Q1
<b>Meals Prepared</b>	<b>54,105</b>	<b>88,800</b>	<b>104,055</b>	<b>106,275</b>	<b>27,696</b>
<b>Shelter Beds</b>	<b>18,035</b>	<b>29,600</b>	<b>34,685</b>	<b>35,425</b>	<b>9232</b>
<b>Men, Women &amp; Children Served</b>	<b>350</b>	<b>664</b>	<b>730</b>	<b>733</b>	<b>270</b>
<b>Transitioned to housing</b>	<b>70</b>	<b>213</b>	<b>222</b>	<b>248</b>	<b>65</b>

# Fundraising Increases at ROM

Individuals, Faith, Corporations, Foundations

2022	2023	2024	2025 Projected
\$173,000	\$415,000	\$624,000	\$800,000*
Year-over-year Increase	140%	50%	28%
Increase from 2021	140%	260%	362%

*\*This does not include CSA funding*



# 2026 Budget

**ROM Fundraising: \$1,000,000**

**Projected Expenses: \$1,500,000**

**Projected difference: \$500,000**

***Our ask will be up to \$400,000 in CSA/County Funds***







# Questions



# Public Comment



# Board Comment

# Next Steps

- 6/17** BCC Worksession #3 – BCC Departments
- 7/22** TRIM Establish the Millage (BCC Meeting)
- 7/29** *BCC Worksession #4 – Follow Up – If Necessary*
- 9/10** 1<sup>st</sup> Public Hearing – Tentative Budget Adoption (Wednesday 5:30pm)
- 9/23** 2<sup>nd</sup> Public Hearing – Final Budget Adoption (Tuesday 5:30pm)



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-475**

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**Title:**

Property Appraiser - *David Johnson*



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771 □ 468

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**File Number: 2025-476**

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**Title:**

Supervisor of Elections, *Amy Pennock*



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-477**

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**Title:**

General Fund Budget Overview - *Timothy Jecks*



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-483**

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**Title:**

18<sup>th</sup> Judicial Circuit Court - *Deputy Chief Judge Melanie Chase*



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-478**

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**Title:**

Clerk of the Circuit Court & Comptroller - *Grant Maloy*



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-479**

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**Title:**

State Attorney - *William Scheiner*





# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-480**

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**Title:**

Guardian Ad Litem - *Amber Padrick*



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-482**

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**Title:**

Public Defender - *Blaise Trettis*



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-484**

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**Title:**

Florida Department of Health - *Dr. Ethan Johnson*



# SEMINOLE COUNTY, FLORIDA

## Agenda Memorandum

COUNTY SERVICES  
BUILDING  
1101 EAST FIRST STREET  
SANFORD, FLORIDA  
32771-1468

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**File Number: 2025-485**

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**Title:**

Rescue Outreach Mission - *Chris Ham*