

Anastasia Mosquito Control District of St. Johns County



District Board Meeting
FEBRUARY 13, 2020
Thursday at
5:00 P.M

CONSENTS



**ANASTASIA MOSQUITO CONTROL DISTRICT
ST. JOHNS COUNTY**

PROPOSED AGENDA

Thursday, February 13, 2020
5:00 P.M.

Invocation and Pledge: *To be determined by the Board members at this meeting*

Consent Items: APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting, January 16, 2020 at 5:00 P.M.
5. Contract Approval for Vector Disease Education Center Building
6. Commissioners' Moeller and Becker and Dr. Xue to attend AMCA Washington DC Legislation meeting (May 12 - 14, 2020)
7. Approval of Contract Database Renewal
8. Budget Calendar 2020/2021
9. Budget Amendments ~ \$9,153.00 from Receipts-Misc. Refunds to Expenditures-Capital Outlay

Unfinished Business:

1. Aerial Program Update Report ~ *Mr. Ralph Bruner & Dr. Rui-De Xue (20 min)*
2. Solar Power Study Report ~ *Mr. Richard Weaver (15 min)*

New Business:

1. Dodd Short Course Report (Feb. 3 through Feb. 7, 2020) ~ *Commissioners (10 min)*
2. FMCA Tallahassee Legislation Meeting Report (Jan. 21-22, 2020) ~ *Commissioner Jeanne Moeller (5 min)*
3. Approval for staff and attorney to Finalize Revised Employee Handbook and bring back to the Board in April for approval ~ *Dr. Rui-De Xue and Mr. Wayne Flowers (10 min)*
4. Discussion on AMCD's Dress Code Policy ~ *Commissioner Becker (10 min)*

Reports

1. Director
2. Attorney

Commissioner Comments:

Attachments: FOR INFORMATION PURPOSES ONLY

1. 2019 Annual Program Report DRAFT

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

TREASURER'S REPORT

January 2020 Reconcile

Report for February, 2020 Meeting

Cash Balances Ending:

1/31/20

Local Fund	\$	4,380,810.82
S.B.A. Fund	\$	5,440,262.45
Total Funds as of 01/31/20	\$	9,821,073.27

Source of Income Local/ SBA Fund:

1/31/20

Taxes	\$	2,417,305.40	(Gross, before Tax Collector's Commission)
Prior Year Tax Distrib.	\$	-	
SBA Fund- Return on Investment	\$	8,353.24	
Local Fund, Interest	\$	-	
Other	\$	1,559.20	State FEMA,
Grant Momey	\$	20,000.00	Lamplight Farms
Dormatory Rent	\$	935.40	
Total Deposits by 01/31/20	\$	2,448,153.24	

CHEMICAL & INSECTICIDE INVENTORY

Report for February, 2020 Meeting

Summary

VOUCHERS PRESENTED

Report for February, 2020 Meeting

Local Fund

Several

Anastasia Mosquito Control District

VOUCHERS (Electronic Bill Pay & Canceled Checks)

02/04/20

From 01/01/20 through 01/31/20

Accrual Basis

Date	Num	Name	Memo	Clr	Amount	Balance
110 · Wells Fargo Bank - Local						2,417,620.00
110-A · QuickBooks Bill Pay						-8,924,378.32
Total 110-A · QuickBooks Bill Pay						-8,924,378.32
110 · Wells Fargo Bank - Local - Other						11,341,998.32
01/03/2020			Deposit	X	20,000.00	11,361,998.32
01/03/2020			Deposit	X	2,700.00	11,364,698.32
01/03/2020	Direct Dep	Don Girvan		X	-100.00	11,364,598.32
01/03/2020	Direct Dep	Gary Howell		X	-100.00	11,364,498.32
01/03/2020	Direct Dep	Gina LeBlanc		X	-100.00	11,364,398.32
01/03/2020	Direct Dep	Jeanne Moeller		X	-100.00	11,364,298.32
01/03/2020	Direct Dep	Panagiota Bec...		X	-100.00	11,364,198.32
01/03/2020	Direct Dep	Ameris Bank	John Allen 2018...	X	-6,200.00	11,357,998.32
01/03/2020	Direct Dep	TD Bank		X	-6,200.00	11,351,798.32
01/03/2020	Direct Dep	VyStar Credit ...	HSA Funding 2...	X	-100,600.00	11,251,198.32
01/06/2020	7528	Guardian	Group ID#00 47...	X	-318.31	11,250,880.01
01/06/2020	7529	Ann Simpson	Inv. 6140 for flo...	X	-2,200.00	11,248,680.01
01/07/2020	7530	UHC	Fed Tax ID# 59...	X	-197.48	11,248,482.53
01/07/2020	9-#428	Lea Bangonan	January 2020 R...	X	291.00	11,248,773.53
01/07/2020	9-#429	Mandi A. Pears...	January 2020 R...	X	291.00	11,249,064.53
01/08/2020	9-#417	Florida Retirem...	FRS December ...	X	-18,199.64	11,230,864.89
01/09/2020	7531	A/C Designs	0034549	X	-90.00	11,230,774.89
01/09/2020	7532	American Cros...	Mosquito Cntrl.	X	-56.00	11,230,718.89
01/09/2020	7533	Augustine Alar...	18081	X	-989.47	11,229,729.42
01/09/2020	7534	Bozard Ford	CUST#51724	X	-21.00	11,229,708.42
01/09/2020	7535	COPYFAX	AMO3	X	-103.16	11,229,605.26
01/09/2020	7536	Craft's Trophie...	Cust#1096	X	-60.00	11,229,545.26
01/09/2020	7537	Florida Mosquit...	FEIN#59-18193...		-1,675.00	11,227,870.26
01/09/2020	7538	Florida Pest C...	AMCD	X	-33.08	11,227,837.18
01/09/2020	7539	FPL - EOC DR...	54682-33191	X	-1,183.07	11,226,654.11
01/09/2020	7540	FPL - EOC DR...	37751-46008	X	-659.06	11,225,995.05
01/09/2020	7541	Legal Shield	Group#0144087	X	-57.80	11,225,937.25
01/09/2020	7542	Nationwide Ret...	Entity Code#00...	X	-1,020.00	11,224,917.25
01/09/2020	7543	Renco Corpora...	REP(CSE)	X	-330.00	11,224,587.25
01/09/2020	7544	St. Johns Coun...	500562-129798	X	-308.66	11,224,278.59
01/09/2020	7545	The Feed Store	00300	X	-138.50	11,224,140.09
01/09/2020	7546	The Home Depot	6035322500357...	X	-715.60	11,223,424.49
01/09/2020	7547	TPH The Parts...	23256	X	-468.56	11,222,955.93
01/09/2020	7548	UPS	39E90E	X	-30.69	11,222,925.24
01/09/2020	7549	US Departmen...	Tracing# 10171...	X	-138.79	11,222,786.45
01/09/2020	7550	Walmart Com...	6032 2020 0039...	X	-270.22	11,222,516.23
01/09/2020	9-#426	Payroll	Taxes Withheld	X	-14,512.60	11,208,003.63
01/09/2020	9-#426	Payroll	Bank Account, ...	X	-2,465.41	11,205,538.22
01/09/2020	9-#426	Payroll	Credit Union	X	-968.39	11,204,569.83
01/09/2020	9-#426	Payroll	Net Pay to Bank	X	-40,121.47	11,164,448.36
01/13/2020	7551	Blue Cross Blu...	A5658	X	-31,266.94	11,133,181.42
01/13/2020	7552	AFLAC	HZQ29	X	-72.72	11,133,108.70
01/13/2020	Direct Dep	Jeanne Moeller		X	-147.00	11,132,961.70
01/13/2020	Direct Dep	Morgan Duett		X	-147.00	11,132,814.70
01/13/2020	Direct Dep	Ralph Bruner		X	-147.00	11,132,667.70
01/13/2020	Direct Dep	Richard Weaver		X	-147.00	11,132,520.70
01/13/2020	Direct Dep	Ruide Xue		X	-147.00	11,132,373.70
01/13/2020	Direct Dep	Steven Smoleroff		X	-147.00	11,132,226.70
01/13/2020		wells Fargo		X	-393.39	11,131,833.31
01/15/2020	9-#431	Dennis Holling...	Distrib #6	X	1,485,072.68	12,616,905.99
01/16/2020	7553	A/C Designs	0034549	X	-584.00	12,616,321.99
01/16/2020	7554	Advance Auto ...	9530571521	X	-28.78	12,616,293.21
01/16/2020	7555	Advanced Disp...	PW004328	X	-152.79	12,616,140.42
01/16/2020	7556	Artium Technol...	Job# AMCD-525	X	-79,000.00	12,537,140.42
01/16/2020	7557	CINTAS- 120 ...	Py#14380229	X	-484.19	12,536,656.23
01/16/2020	7558	Comcast Busin...	906116964	X	-427.79	12,536,228.44
01/16/2020	7559	COMCAST TV...	8495-74-310-10...	X	-366.17	12,535,862.27
01/16/2020	7560	DiscoverTec	ANAS001	X	-50.00	12,535,812.27
01/16/2020	7561	Lewis Longma...	ID#4370-001	X	-1,250.00	12,534,562.27
01/16/2020	7562	Night Flight Co...	pleoneamcd@g...	X	-185.00	12,534,377.27
01/16/2020	7563	RICOH USA, I...	Order#72903055	X	-303.00	12,534,074.27
01/16/2020	7564	St. Johns Coun...	Account#000020	X	-13.12	12,534,061.15
01/16/2020	7565	The St. Aug. R...	15661	X	-22.44	12,534,038.71
01/16/2020	7566	Turner Ace Har...	ACCT#107	X	-146.47	12,533,892.24
01/16/2020	7567	United Concordia	Recipient 00024...	X	-1,693.37	12,532,198.87
01/16/2020	7568	UPS	39E90E	X	-101.99	12,532,096.88
01/17/2020			Deposit	X	2,423.58	12,534,520.46
01/17/2020	Direct Dep	Gary Howell		X	-287.70	12,534,232.76

Anastasia Mosquito Control District
VOUCHERS (Electronic Bill Pay & Canceled Checks)
 From 01/01/20 through 01/31/20

Date	Num	Name	Memo	Clr	Amount	Balance
01/17/2020	Direct Dep	Jeanne Moeller		X	-647.65	12,533,585.11
01/17/2020	Direct Dep	Panagiota Bec...		X	-287.70	12,533,297.41
01/17/2020	Direct Dep	Scott Hanna	employee	X	-9.95	12,533,287.46
01/21/2020	7569	Blue Cross Blu...	A5658		-30,338.86	12,502,948.60
01/23/2020	7570	Altman Scientif...	INV#5836	X	-1,687.00	12,501,261.60
01/23/2020	7571	American Cros...	Mosquito Cntrl.		-148.00	12,501,113.60
01/23/2020	7572	Bank of America	4356 2200 0207...	X	-5,227.64	12,495,885.96
01/23/2020	7573	Murray Service...	Aircraft TNW J...	X	-9,995.00	12,485,890.96
01/23/2020	7574	Nationwide Ret...	Entity Code#00...		-1,030.00	12,484,860.96
01/23/2020	7575	US Departmen...	Tracing# 10171...		-138.79	12,484,722.17
01/23/2020	7576	Verizon Wirele...	942060161-00001		-1,127.96	12,483,594.21
01/23/2020	7577	Walmart Com...	6032 2020 0039...	X	-152.52	12,483,441.69
01/23/2020	9-#430	Payroll	Taxes Withheld	X	-14,510.02	12,468,931.67
01/23/2020	9-#430	Payroll	Bank Account, ...	X	-2,634.84	12,466,296.83
01/23/2020	9-#430	Payroll	Credit Union	X	-968.39	12,465,328.44
01/23/2020	9-#430	Payroll	Net Pay to Bank	X	-40,663.29	12,424,665.15
01/23/2020	7578	Guardian	Group ID#00 47...		-248.46	12,424,416.69
01/23/2020	7579	UHC	Fed Tax ID# 59...		-197.48	12,424,219.21
01/24/2020	Direct Dep	Jeanne Moeller		X	-241.53	12,423,977.68
01/24/2020	Direct Dep	Scott Hanna	employee	X	-29.85	12,423,947.83
01/30/2020	7580	Cintas Fire Pro...	Cust 28987		-500.00	12,423,447.83
01/30/2020	7581	COPYFAX	AMO3		-89.30	12,423,358.53
01/30/2020	7582	Florida U.C. Fu...	UT ACCT#9975...		-272.00	12,423,086.53
01/30/2020	7583	Legal Shield	Group#0144087		-57.80	12,423,028.73
01/30/2020	7584	St. Johns Coun...	500562-129798		-325.20	12,422,703.53
01/30/2020	9-#432	Dennis Holling...	Distrib. #7	X	878,349.91	13,301,053.44
01/31/2020			Deposit	X	5,649.70	13,306,703.14
01/31/2020	9-#424	Mandi A. Pears...	Direct Deposite...	X	-300.00	13,306,403.14
01/31/2020	Direct Dep	Barry Scott		X	-47.00	13,306,356.14
01/31/2020	Direct Dep	David Strickland		X	-47.00	13,306,309.14
01/31/2020	Direct Dep	Dena Autry	428	X	-60.00	13,306,249.14
01/31/2020	Direct Dep	Don Girvan		X	-60.00	13,306,189.14
01/31/2020	Direct Dep	Edward Zeszutko		X	-120.00	13,306,069.14
01/31/2020	Direct Dep	Gina LeBlanc		X	-60.00	13,306,009.14
01/31/2020	Direct Dep	Jeanne Moeller		X	-60.00	13,305,949.14
01/31/2020	Direct Dep	Jeremy Wholfo...		X	-93.00	13,305,856.14
01/31/2020	Direct Dep	Jerry Iser	428	X	-167.00	13,305,689.14
01/31/2020	Direct Dep	Kai Blore		X	-60.00	13,305,629.14
01/31/2020	Direct Dep	Marcia K Gaines		X	-60.00	13,305,569.14
01/31/2020	Direct Dep	Patrick Kendrick		X	-120.00	13,305,449.14
01/31/2020	Direct Dep	Ruide Xue		X	-60.00	13,305,389.14
01/31/2020	Direct Dep	Steven Arber		X	-80.00	13,305,309.14
01/31/2020	Direct Dep	Whitney Qualls		X	-120.00	13,305,189.14
Total 110 · Wells Fargo Bank - Local - Other					1,963,190.82	13,305,189.14
Total 110 · Wells Fargo Bank - Local					1,963,190.82	4,380,810.82
TOTAL					1,963,190.82	4,380,810.82

Anastasia Mosquito Control District
Reconciliation Summary
110 · Wells Fargo Bank - Local, Period Ending 01/31/2020

	<u>Jan 31, 20</u>
Beginning Balance	2,575,232.59
Cleared Transactions	
Checks and Payments - 90 items	-395,436.21
Deposits and Credits - 8 items	2,394,777.87
Total Cleared Transactions	<u>1,999,341.66</u>
Cleared Balance	<u><u>4,574,574.25</u></u>
Uncleared Transactions	
Checks and Payments - 19 items	-193,763.43
Total Uncleared Transactions	<u>-193,763.43</u>
Register Balance as of 01/31/2020	<u><u>4,380,810.82</u></u>
Ending Balance	4,380,810.82

Anastasia Mosquito Control District Reconciliation Detail

110 · Wells Fargo Bank - Local, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,575,232.59
Cleared Transactions						
Checks and Payments - 90 items						
Bill Pmt -Check	12/17/2019	7523	Wayne Flowers	X	-100.00	-100.00
Bill Pmt -Check	01/03/2020	Direct ...	VyStar Credit Union	X	-100,600.00	-100,700.00
Bill Pmt -Check	01/03/2020	Direct ...	TD Bank	X	-6,200.00	-106,900.00
Bill Pmt -Check	01/03/2020	Direct ...	Ameris Bank	X	-6,200.00	-113,100.00
Bill Pmt -Check	01/03/2020	Direct ...	Panagiota Becker	X	-100.00	-113,200.00
Bill Pmt -Check	01/03/2020	Direct ...	Jeanne Moeller	X	-100.00	-113,300.00
Bill Pmt -Check	01/03/2020	Direct ...	Gina LeBlanc	X	-100.00	-113,400.00
Bill Pmt -Check	01/03/2020	Direct ...	Gary Howell	X	-100.00	-113,500.00
Bill Pmt -Check	01/03/2020	Direct ...	Don Girvan	X	-100.00	-113,600.00
Bill Pmt -Check	01/06/2020	7529	Ann Simpson	X	-2,200.00	-115,800.00
Bill Pmt -Check	01/06/2020	7528	Guardian	X	-318.31	-116,118.31
Bill Pmt -Check	01/07/2020	7530	UHC	X	-197.48	-116,315.79
General Journal	01/08/2020	9-#417	Florida Retirement S...	X	-18,199.64	-134,515.43
General Journal	01/09/2020	9-#426	Payroll	X	-40,121.47	-174,636.90
General Journal	01/09/2020	9-#426	Payroll	X	-14,512.60	-189,149.50
General Journal	01/09/2020	9-#426	Payroll	X	-2,465.41	-191,614.91
Bill Pmt -Check	01/09/2020	7539	FPL - EOC DR-Main...	X	-1,183.07	-192,797.98
Bill Pmt -Check	01/09/2020	7542	Nationwide Retirem...	X	-1,020.00	-193,817.98
Bill Pmt -Check	01/09/2020	7533	Augustine Alarm, Fir...	X	-989.47	-194,807.45
General Journal	01/09/2020	9-#426	Payroll	X	-968.39	-195,775.84
Bill Pmt -Check	01/09/2020	7546	The Home Depot	X	-715.60	-196,491.44
Bill Pmt -Check	01/09/2020	7540	FPL - EOC DR - Re...	X	-659.06	-197,150.50
Bill Pmt -Check	01/09/2020	7547	TPH The Parts House	X	-468.56	-197,619.06
Bill Pmt -Check	01/09/2020	7543	Renco Corporation	X	-330.00	-197,949.06
Bill Pmt -Check	01/09/2020	7544	St. Johns County Uti...	X	-308.66	-198,257.72
Bill Pmt -Check	01/09/2020	7550	Walmart Community	X	-270.22	-198,527.94
Bill Pmt -Check	01/09/2020	7549	US Department of E...	X	-138.79	-198,666.73
Bill Pmt -Check	01/09/2020	7545	The Feed Store	X	-138.50	-198,805.23
Bill Pmt -Check	01/09/2020	7535	COPYFAX	X	-103.16	-198,908.39
Bill Pmt -Check	01/09/2020	7531	A/C Designs	X	-90.00	-198,998.39
Bill Pmt -Check	01/09/2020	7536	Craft's Trophies & A...	X	-60.00	-199,058.39
Bill Pmt -Check	01/09/2020	7541	Legal Shield	X	-57.80	-199,116.19
Bill Pmt -Check	01/09/2020	7532	American Crossroad...	X	-56.00	-199,172.19
Bill Pmt -Check	01/09/2020	7538	Florida Pest Control	X	-33.08	-199,205.27
Bill Pmt -Check	01/09/2020	7548	UPS	X	-30.69	-199,235.96
Bill Pmt -Check	01/09/2020	7534	Bozard Ford	X	-21.00	-199,256.96
Bill Pmt -Check	01/13/2020	7551	Blue Cross Blue Shi...	X	-31,266.94	-230,523.90
Check	01/13/2020		wells Fargo	X	-393.39	-230,917.29
Bill Pmt -Check	01/13/2020	Direct ...	Jeanne Moeller	X	-147.00	-231,064.29
Bill Pmt -Check	01/13/2020	Direct ...	Morgan Duett	X	-147.00	-231,211.29
Bill Pmt -Check	01/13/2020	Direct ...	Ralph Bruner	X	-147.00	-231,358.29
Bill Pmt -Check	01/13/2020	Direct ...	Ruide Xue	X	-147.00	-231,505.29
Bill Pmt -Check	01/13/2020	Direct ...	Steven Smoleroff	X	-147.00	-231,652.29
Bill Pmt -Check	01/13/2020	Direct ...	Richard Weaver	X	-147.00	-231,799.29
Bill Pmt -Check	01/13/2020	7552	AFLAC	X	-72.72	-231,872.01
Bill Pmt -Check	01/16/2020	7556	Artium Technologies...	X	-79,000.00	-310,872.01
Bill Pmt -Check	01/16/2020	7567	United Concordia	X	-1,693.37	-312,565.38
Bill Pmt -Check	01/16/2020	7561	Lewis Longman & ...	X	-1,250.00	-313,815.38
Bill Pmt -Check	01/16/2020	7553	A/C Designs	X	-584.00	-314,399.38
Bill Pmt -Check	01/16/2020	7557	CINTAS- 120 EOC- ...	X	-484.19	-314,883.57
Bill Pmt -Check	01/16/2020	7558	Comcast Business ...	X	-427.79	-315,311.36
Bill Pmt -Check	01/16/2020	7559	COMCAST TV-Inter...	X	-366.17	-315,677.53
Bill Pmt -Check	01/16/2020	7563	RICOH USA, Inc.	X	-303.00	-315,980.53
Bill Pmt -Check	01/16/2020	7562	Night Flight Concepts	X	-185.00	-316,165.53
Bill Pmt -Check	01/16/2020	7555	Advanced Disposal	X	-152.79	-316,318.32
Bill Pmt -Check	01/16/2020	7566	Turner Ace Hardware	X	-146.47	-316,464.79
Bill Pmt -Check	01/16/2020	7560	DiscoverTec	X	-50.00	-316,514.79
Bill Pmt -Check	01/16/2020	7554	Advance Auto Parts	X	-28.78	-316,543.57
Bill Pmt -Check	01/16/2020	7565	The St. Aug. Record...	X	-22.44	-316,566.01
Bill Pmt -Check	01/16/2020	7564	St. Johns County So...	X	-13.12	-316,579.13
Bill Pmt -Check	01/17/2020	Direct ...	Jeanne Moeller	X	-647.65	-317,226.78
Bill Pmt -Check	01/17/2020	Direct ...	Gary Howell	X	-287.70	-317,514.48
Bill Pmt -Check	01/17/2020	Direct ...	Panagiota Becker	X	-287.70	-317,802.18
Bill Pmt -Check	01/17/2020	Direct ...	Scott Hanna	X	-9.95	-317,812.13
General Journal	01/23/2020	9-#430	Payroll	X	-40,663.29	-358,475.42
General Journal	01/23/2020	9-#430	Payroll	X	-14,510.02	-372,985.44
Bill Pmt -Check	01/23/2020	7573	Murray Services, LLC	X	-9,995.00	-382,980.44
Bill Pmt -Check	01/23/2020	7572	Bank of America	X	-5,227.64	-388,208.08
General Journal	01/23/2020	9-#430	Payroll	X	-2,634.84	-390,842.92
Bill Pmt -Check	01/23/2020	7570	Altman Scientific, Inc.	X	-1,687.00	-392,529.92

Type	Date	Num	Name	Clr	Amount	Balance
General Journal	01/23/2020	9-#430	Payroll	X	-968.39	-393,498.31
Bill Pmt -Check	01/23/2020	7577	Walmart Community	X	-152.52	-393,650.83
Bill Pmt -Check	01/24/2020	Direct ...	Jeanne Moeller	X	-241.53	-393,892.36
Bill Pmt -Check	01/24/2020	Direct ...	Scott Hanna	X	-29.85	-393,922.21
General Journal	01/31/2020	9-#424	Mandi A. Pearson	X	-300.00	-394,222.21
Bill Pmt -Check	01/31/2020	Direct ...	Jerry Iser	X	-167.00	-394,389.21
Bill Pmt -Check	01/31/2020	Direct ...	Edward Zeszutko	X	-120.00	-394,509.21
Bill Pmt -Check	01/31/2020	Direct ...	Whitney Qualls	X	-120.00	-394,629.21
Bill Pmt -Check	01/31/2020	Direct ...	Patrick Kendrick	X	-120.00	-394,749.21
Bill Pmt -Check	01/31/2020	Direct ...	Jeremy Wholforth	X	-93.00	-394,842.21
Bill Pmt -Check	01/31/2020	Direct ...	Steven Arber	X	-80.00	-394,922.21
Bill Pmt -Check	01/31/2020	Direct ...	Dena Autry	X	-60.00	-394,982.21
Bill Pmt -Check	01/31/2020	Direct ...	Don Girvan	X	-60.00	-395,042.21
Bill Pmt -Check	01/31/2020	Direct ...	Gina LeBlanc	X	-60.00	-395,102.21
Bill Pmt -Check	01/31/2020	Direct ...	Ruide Xue	X	-60.00	-395,162.21
Bill Pmt -Check	01/31/2020	Direct ...	Marcia K Gaines	X	-60.00	-395,222.21
Bill Pmt -Check	01/31/2020	Direct ...	Jeanne Moeller	X	-60.00	-395,282.21
Bill Pmt -Check	01/31/2020	Direct ...	Kai Blore	X	-60.00	-395,342.21
Bill Pmt -Check	01/31/2020	Direct ...	Barry Scott	X	-47.00	-395,389.21
Bill Pmt -Check	01/31/2020	Direct ...	David Strickland	X	-47.00	-395,436.21
Total Checks and Payments					-395,436.21	-395,436.21
Deposits and Credits - 8 items						
Deposit	01/03/2020			X	2,700.00	2,700.00
Deposit	01/03/2020			X	20,000.00	22,700.00
General Journal	01/07/2020	9-#429	Mandi A. Pearson	X	291.00	22,991.00
General Journal	01/07/2020	9-#428	Lea Bangonan	X	291.00	23,282.00
General Journal	01/15/2020	9-#431	Dennis Hollingsworth	X	1,485,072.68	1,508,354.68
Deposit	01/17/2020			X	2,423.58	1,510,778.26
General Journal	01/30/2020	9-#432	Dennis Hollingsworth	X	878,349.91	2,389,128.17
Deposit	01/31/2020			X	5,649.70	2,394,777.87
Total Deposits and Credits					2,394,777.87	2,394,777.87
Total Cleared Transactions					1,999,341.66	1,999,341.66
Cleared Balance					1,999,341.66	4,574,574.25
Uncleared Transactions						
Checks and Payments - 19 items						
Bill Pmt -Check	10/28/2019	7482	Harrell Construction ...		-156,836.79	-156,836.79
Bill Pmt -Check	12/12/2019	7502	COMCAST TV-Inter...		-348.22	-157,185.01
Bill Pmt -Check	12/17/2019	7521	US Department of E...		-138.79	-157,323.80
Bill Pmt -Check	12/18/2019	7527	US Department of E...		-138.79	-157,462.59
Bill Pmt -Check	12/18/2019	7524	DiscoverTec		-50.00	-157,512.59
Bill Pmt -Check	01/09/2020	7537	Florida Mosquito Co...		-1,675.00	-159,187.59
Bill Pmt -Check	01/16/2020	7568	UPS		-101.99	-159,289.58
Bill Pmt -Check	01/21/2020	7569	Blue Cross Blue Shi...		-30,338.86	-189,628.44
Bill Pmt -Check	01/23/2020	7576	Verizon Wireless Ce...		-1,127.96	-190,756.40
Bill Pmt -Check	01/23/2020	7574	Nationwide Retirem...		-1,030.00	-191,786.40
Bill Pmt -Check	01/23/2020	7578	Guardian		-248.46	-192,034.86
Bill Pmt -Check	01/23/2020	7579	UHC		-197.48	-192,232.34
Bill Pmt -Check	01/23/2020	7571	American Crossroad...		-148.00	-192,380.34
Bill Pmt -Check	01/23/2020	7575	US Department of E...		-138.79	-192,519.13
Bill Pmt -Check	01/30/2020	7580	Cintas Fire Protection		-500.00	-193,019.13
Bill Pmt -Check	01/30/2020	7584	St. Johns County Uti...		-325.20	-193,344.33
Bill Pmt -Check	01/30/2020	7582	Florida U.C. Fund		-272.00	-193,616.33
Bill Pmt -Check	01/30/2020	7581	COPYFAX		-89.30	-193,705.63
Bill Pmt -Check	01/30/2020	7583	Legal Shield		-57.80	-193,763.43
Total Checks and Payments					-193,763.43	-193,763.43
Total Uncleared Transactions					-193,763.43	-193,763.43
Register Balance as of 01/31/2020					1,805,578.23	4,380,810.82
Ending Balance					1,805,578.23	4,380,810.82

Anastasia Mosquito Control District
Reconciliation Summary
115 - SBA, Period Ending 01/31/2020

	<u>Jan 31, 20</u>
Beginning Balance	5,431,909.21
Cleared Transactions	
Deposits and Credits - 1 item	<u>8,353.24</u>
Total Cleared Transactions	<u>8,353.24</u>
Cleared Balance	<u><u>5,440,262.45</u></u>
Register Balance as of 01/31/2020	5,440,262.45
Ending Balance	5,440,262.45

Anastasia Mosquito Control District
Reconciliation Detail
 115 · SBA, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,431,909.21
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2020			X	8,353.24	8,353.24
Total Deposits and Credits					8,353.24	8,353.24
Total Cleared Transactions					8,353.24	8,353.24
Cleared Balance					8,353.24	5,440,262.45
Register Balance as of 01/31/2020					8,353.24	5,440,262.45
Ending Balance					8,353.24	5,440,262.45



State Board of Administration
Local Government Surplus Funds Trust Fund
Participant Statement

AGENCY ACCOUNT 101071
 01/01/2020 - 01/31/2020

ANASTASIA MOSQUITO CONTROL DIS
 OF ST JOHNS COUNTY
 120 EOC DRIVE
 ST. AUGUSTINE, FL 32092

Participant Return 01/31/2020 : 1.81 %

Date	Transaction Type	Description	Amount	Balance
01/01/2020	BEGINNING BALANCE			5,431,909.21
01/31/2020	EARNED INCOME	INTEREST	8,353.24	5,440,262.45
	Totals:		8,353.24	5,440,262.45

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 MONTH OF NOVEMBER (Revised) 2019

DISTRICT TOTALS

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER/ (UNDER)
ALTOSID WSP EA.	3,578.00				3,578.00	95.00	3,483.00	3,483.00	0.00
ALTOSID XR LBS.	560.00				560.00	0.00	560.00	560.00	0.00
ALTOSID XRG LBS.	1,800.00				1,800.00	65.00	1,735.00	1,735.00	0.00
AQUABAC XT GALS.	15.06				15.06	2.69	12.37	12.38	0.01
AQUALUER 20-20 GALS.	288.20				288.20	4.37	283.83	284.20	0.37
B. t. i. DUNKS (Doughnuts) EA.	1,660.00				1,660.00	0.00	1,660.00	1,660.00	0.00
COCO BEAR GALS.	150.39				150.39	3.77	146.62	147.13	0.51
DUET GALS.	173.75				173.75	6.50	167.25	165.75	-1.50
MOSQUITOMIST TWO GALS.	201.00				201.00	0.00	201.00	201.00	0.00
NALED GALS.	749.00				749.00	0.00	749.00	749.00	0.00
NATULAR DT EA.	10,317.00				10,317.00	0.00	10,317.00	10,317.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	0.00	2,000.00			2,000.00	0.00	2,000.00	2,000.00	0.00
TALSTAR P GALS.	31.91				31.91	0.02	31.89	31.89	0.00
VECTOBAC 12AS GALS.	289.38				289.38	12.88	276.50	276.50	0.00
GASOLINE GALS.	4,198.00				4,198.00	1227.89	2,970.11	2,928.00	-42.11
JET A GALS.	3,007.00				3,007.00	95.41	2,911.59	2,900.00	-11.59
TOTALS	27,062.69	2000.00	0.00	0.00	29,062.69	1513.53	27,549.16	27,494.85	-54.31

BASE=	27,494.85
Total	27,494.85

DATE: 1/9/20
 DATE: 1/09/20
 DATE: 1/9/20

PREPARED BY: [Signature]
 REVIEWED BY: [Signature]
 REVIEWED BY: [Signature]

**ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
VALUE**

MONTH OF NOVEMBER (Revised) 2019

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP EA.	3,483.00	\$0.8100	\$2,821.23	6/22/17	UNIVAR
ALTOSID XR LBS.	560.00	\$3.42	\$1,915.03	4/26/19	UNIVAR
ALTOSID XRG LBS.	1,735.00	\$8.7500	\$15,181.25	10/8/19	UNIVAR
AQUABAC XT GALS.	12.38	\$32.5000	\$402.35	9/24/18	ADAPCO
AQUALUER 20-20 GALS.	284.20	\$118.0000	\$33,535.60	7/18/18	ALLPRO
B. t. i. DUNKS (Doughnuts) EA.	1,660.00	\$0.8550	\$1,419.30	4/30/19	ADAPCO
COCO BEAR GALS.	147.13	\$20.4800	\$3,013.22	7/16/18	CLARKE
DUET GALS.	165.75	\$197.9900	\$32,816.84	7/11/18	CLARKE
MOSQUITOMIST TWO GALS.	201.00	\$68.2800	\$13,724.28	8/13/18	CLARKE
NALED GALS.	749.00	\$211.8400	\$158,668.16	6/18/18	ADAPCO
NATULAR DT EA.	10,317.00	\$0.4168	\$4,300.13	9/9/16	CLARKE
STRIKE PELLETS LBS.	44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG LBS.	2,000.00	\$6.9000	\$13,800.00	1/7/19	ALLPRO
TALSTAR P GALS.	31.89	\$57.8273	\$1,844.11	8/9/19	UNIVAR
VECTOBAC 12AS GALS.	276.50	\$32.5000	\$8,986.25	6/26/19	ADAPCO
GASOLINE GALS.	2,928.00	\$2.2641	\$6,629.28	10/23/19	L. V. HIERS
JET A GALS.	2,900.00	\$2.6051	\$7,554.79	5/20/19	Avfuel
TOTAL	27,494.85	\$949.59	\$314,714.43		

PREPARED BY:  Weaver DATE: 1/9/20

COST FIGURES REVIEWED BY:  DATE: 1/07/20

REVIEWED BY:  DATE: 1/9/20

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
CHEMICAL & FUEL INVENTORY
 MONTH OF DECEMBER 2019

DISTRICT TOTALS

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	BEGINNING PHYSICAL COUNT	AMOUNT PURCHASED	TRANSFER IN	TRANSFER OUT	AMOUNT AVAILABLE	AMOUNT USED	ENDING "BOOK" BALANCE	PHYSICAL COUNT	OVER / (UNDER)
ALTOSID WSP EA.	3,483.00	32,000.00			35,483.00	0.00	35,483.00	35,483.00	0.00
ALTOSID XR LBS.	560.00				560.00	0.00	560.00	560.00	0.00
ALTOSID XRG LBS.	1,735.00	12,800.00			14,535.00	15.00	14,520.00	14,520.00	0.00
AQUABAC XT GALS.	12.38				12.38	1.88	10.51	10.50	-0.01
AQUALUER 20-20 GALS.	284.20				284.20	0.00	284.20	284.20	0.00
B. t. i. DUNKS (Doughnuts) EA.	1,660.00				1,660.00	0.00	1,660.00	1,660.00	0.00
COCO BEAR GALS.	147.13				147.13	0.25	146.88	146.88	0.00
DUET GALS.	165.75	330.00			495.75	1.50	494.25	494.25	0.00
MOSQUITOMIST TWO GALS.	201.00				201.00	0.00	201.00	201.00	0.00
NALED GALS.	749.00				749.00	0.00	749.00	749.00	0.00
NATULAR DT EA.	10,317.00				10,317.00	0.00	10,317.00	10,317.00	0.00
STRIKE PELLETS LBS.	44.00				44.00	0.00	44.00	44.00	0.00
SUSTAIN MBG LBS.	2,000.00				2,000.00	0.00	2,000.00	2,000.00	0.00
TALSTAR P GALS.	31.89				31.89	0.00	31.89	31.89	0.00
VECTOBAC 12AS GALS.	276.50				276.50	7.13	269.38	269.38	0.00
GASOLINE GALS.	2,928.00				2,928.00	604.87	2,323.13	2,317.00	-6.13
JET A GALS.	2,900.00				2,900.00	90.13	2,809.87	2,799.00	-10.87
TOTALS	27,494.85	45,130.00	0.00	0.00	72,624.85	720.75	71,904.10	71,887.10	-17.00

BASE=	71,887.10
Total	71,887.10

DATE: 1/2/20
 DATE: 2/04/20
 DATE: 2-4-20

PREPARED BY: [Signature]
 REVIEWED BY: [Signature]
 REVIEWED BY: Kay Haines

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY
 CHEMICAL & FUEL INVENTORY
 VALUE
 MONTH OF DECEMBER 2019

CHEMICAL DESCRIPTION (indicate lbs., gals. or ea.)	PHYSICAL COUNT	ACTUAL COST PER LB/GAL/EA	TOTAL INVENTORY VALUE	INVOICE DATE	PURCHASED FROM
ALTOSID WSP	EA. 35,483.00	\$0.8400	\$29,805.72	12/13/19	UNIVAR
ALTOSID XR	LBS. 560.00	\$3.42	\$1,915.03	4/26/19	UNIVAR
ALTOSID XRG	LBS. 14,520.00	\$8.7500	\$127,050.00	12/13/19	UNIVAR
AQUABAC XT	GALS. 10.50	\$32.5000	\$341.25	9/24/18	ADAPCO
AQUALUER 20-20	GALS. 284.20	\$118.0000	\$33,535.60	7/18/18	ALLPRO
B. t. i. DUNKS (Doughnuts)	EA. 1,660.00	\$0.8550	\$1,419.30	4/30/19	ADAPCO
COCO BEAR	GALS. 146.88	\$20.4800	\$3,008.10	7/16/18	CLARKE
DUET	GALS. 494.25	\$194.3184	\$96,041.87	12/6/19	CLARKE
MOSQUITOMIST TWO	GALS. 201.00	\$68.2800	\$13,724.28	8/13/18	CLARKE
NALED	GALS. 749.00	\$211.8400	\$158,668.16	6/18/18	ADAPCO
NATULAR DT	EA. 10,317.00	\$0.4168	\$4,300.13	9/9/16	CLARKE
STRIKE PELLETS	LBS. 44.00	\$184.1500	\$8,102.60	5/10/10	ADAPCO
SUSTAIN MBG	LBS. 2,000.00	\$6.9000	\$13,800.00	1/7/19	ALLPRO
TALSTAR P	GALS. 31.89	\$57.8273	\$1,844.11	8/9/19	UNIVAR
VECTOBAC 12AS	GALS. 269.38	\$32.5000	\$8,754.85	6/26/19	ADAPCO
GASOLINE	GALS. 2,317.00	\$2.2641	\$5,245.92	10/23/19	L. V. HIERS
JET A	GALS. 2,799.00	\$2.6051	\$7,291.67	5/20/19	Avfuel
TOTAL	71,887.10	\$945.95	\$514,848.60		

PREPARED BY: *[Signature]* *weaver* DATE: 1/9/20

COST FIGURES REVIEWED BY: *[Signature]* DATE: 2/6/20

REVIEWED BY: *Kay Starnes* DATE: 2/4/20

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092
Telephone: (904)-471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

BOARD OF COMMISSIONERS

Gary Howell, Chairperson
Jeanne Moeller, Vice-Chairperson
Gina LeBlanc, Secretary/Treasurer
Don Girvan, Commissioner
Trish Becker, Commissioner



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, January 16, 2020

Next Meeting(s): Thursday, February 13, 2020 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, January 16, 2020, at 5:00 P.M.

Board members in attendance:

Mr. Gary Howell, Chairperson
Mrs. Jeanne Moeller, Vice-Chairperson
Mrs. Gina LeBlanc, Secretary/Treasurer
Mr. Don Girvan, Commissioner
Mrs. Trish Becker, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Bill Youker, V.P., Harrell Construction Co., Inc.

Chairperson Howell called the meeting to order.

Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

ROLL CALL: Chairperson Howell noted ~ All were present

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

APPROVAL OF AGENDA: Chairperson Howell called for approval of the Agenda.

A. A motion was made to approve the Agenda as presented.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Girvan
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

APPROVAL OF CONSENT AGENDA: Chairperson Howell called for approval of the Consent Agenda.

A. A motion was made to approve the Consent Agenda as presented.

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner LeBlanc
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting: December 12, 2019 at 5:00 PM
5. 2020 Committee Member List
6. Final Revision of Commissioner's Handbook
7. Safety Manual
8. Change Order for Building Outdoor Screened Cage Enclosure
9. Approval of Dr. Stephen Dobson as Adjunct Senior Entomologist
10. Non-Funded MOU Collaboration between AMCD and IMAAC (Malta)
11. Quarterly Budget Analysis (Oct. – Dec. 2019)
12. Budget Amendments ~ \$142,546.00 (From Misc. Supplies & Capital Outlay (Field Cage Enclosure and Hangar Door) to Capital Outlay (Contingency))

UNFINISHED BUSINESS:

Item 1: RFP Award for Site Plan, Permits & Design of the Disease Vector Education Center ~ *Mr. Richard Weaver*

- Mr. Weaver explained the questions that had been asked by the Board at the December 12, 2019 Board meeting (on the memo in the Board book). It was stated that Dr. Xue, staff, Board members, and the current contractor collaborated on how to write the RFP to attract builders. After discussion, they decided to do a design and build on the site and a design on the building and interior, which allows the project to be completed in two (2) steps. At the October 10, 2019 Board meeting, the Board voted to allow the RFP to be advertised. In the current RFP, there are 3 design elements and one build element, at a cost of \$412,245.00 with a 5% cost overrun, which had it coming in under the \$500,000.00 budgeted amount. The cost estimate for the actual build was \$850,000 for a 6,000 square foot building. The cost would be \$1.5 million after displays and furniture were added over two fiscal year periods. Commissioners also asked Mr. Youker some questions on permitting, infrastructure and the building.
 - A. **A motion was made to approve the award of the RFP for the site plan, permits, and design of the Disease Vector Education Center to Harrell Construction Company for \$412,245.00.**
 - Motioned by: Commissioner Moeller
 - Seconded by: Commissioner LeBlanc
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 2: DOD/CDC Grant Proposal Update ~ Dr. Whitney Qualls

- The Department of Defense Armed Forces Pest Management Board requested AMCD to submit a full proposal, which will be approximately February 25, 2020. The pre-proposal was already submitted. It is for \$225,000.00 per year for a 3 year period. We submitted three proposals to the CDC. The research is to support operational sterile insect technique for innovative West Nile virus control in two hotspot areas in St. Johns County, Florida. If the CDC accepts the proposal, AMCD can negotiate at that time.
 - **THERE WAS NO MOTION ON THIS ITEM**

NEW BUSINESS

Item 1: Review of the Government-in-the-Sunshine Law & Ethics ~ Mr. Wayne Flowers

- Mr. Flowers gave an overview of the Government-in-the-Sunshine Law and Ethics, essentially: meetings are to be open to the public, reasonable notice must be given of the meetings, and minutes of the meetings must be taken and promptly recorded. He also went over public records, Chapter 119 of the Florida Statutes, all documents (in any format) that an elected official or agency receives or sends, connected with official business, is a public record and public records must be retained. Violation of this could be a civil offense, 1st degree misdemeanor and a fine.

- **THERE WAS NO MOTION ON THIS ITEM**

Item 2: Election of Officers (Chairperson, Vice-Chairperson, and Secretary/Treasurer)

- Commissioner Gary Howell nominated Commissioner Jeanne Moeller as Chairperson. There were no other nominations.

A. A motion was made to approve Commissioner Moeller as Chairperson for 2020.

- Motioned by: Commissioner Howell
- Seconded by: Commissioner Girvan
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

Mr. Flowers informed the Board that it is not necessary to have a second when they nominate officers.

- Commissioner Jeanne Moeller nominated Commissioner Trish Becker as Vice-Chairperson. There were no other nominations.

B. A motion was made to approve Commissioner Trish Becker as Vice-Chairperson.

- Motioned by: Commissioner Moeller
- **Accepted unanimously by a Consensus of all commissioners**

- Commissioner Jeanne Moeller nominated Commissioner Don Girvan as Secretary/Treasurer, as he is already the Financial Committee Chairperson. There were no other nominations.

C. A motion was made to approve Commissioner Don Girvan as Secretary/Treasurer.

- Motioned by: Commissioner Moeller
- **Accepted unanimously by a Consensus of all commissioners**

Commissioner Moeller requested Commissioner Howell finish directing the meeting.

Item 3: Recognition of the 2019 Chairperson's Service ~ Commissioner Moeller

- Commissioner Moeller, newly elected Chairperson, presented a plaque to Commissioner Howell for appreciation of his serving as Chairperson in 2019. Pictures were then taken of him and the Board. Commissioner Howell then thanked all and stated it was his pleasure to serve and then he called his wife, Mrs. Cheryl Howell to stand by him as pictures were taken and thanked her and Mrs. Moeller for always assisting him. He also thanked Dr. Xue, Ms. Hall and all other Commissioners for helping him keep things straight through the four years he served as Chairperson.

- **THERE WAS NO MOTION ON THIS ITEM**

REPORTS:

1. **Director** ~ Dr. Xue; one horse tested positive for WNV and EEE; 8 sentinel chickens tested positive for EEE and 54 for WNV; there were no locally acquired human cases of mosquito-borne diseases in St. Johns County in 2019. The DOH took off their mosquito-borne illness advisory from St. Johns County. He thanked the Board.
2. **Attorney** ~ Mr. Flowers; had nothing further to add.

COMMISSIONER COMMENTS:

Commissioner Becker ~ not having any human cases of mosquito-borne diseases is a huge accomplishment; our neighboring counties are not as lucky; she is proud to be here and to be nominated as the Vice-Chairperson; we did a lot in 2019 and she suggested we implement incentives such as; "Casual Fridays", where staff can wear jeans and mosquito control t-shirts.

Commissioner LeBlanc ~ thanked the staff for all their hard work.

Commissioner Moeller ~ handed out the talking points for the Tallahassee Legislative Meeting; with three meetings with Representatives' Stevenson, Renner, and Hudson; there are no new commissioners this year for the Dodd Short Courses so there will not be any Sunshine training this year; she, along with Dr. Xue, Mr. Bruner, Mr. Weaver, Mr. Duett, and Mr. Smoleroff, went to Lee County for the Fly in Class and a demonstration on drones; Mr. Morgan Duett, Mosquito Control Technician, Surveillance Department, is licensed as a drone operator; we need to ask for money this year out of the appropriations budget for the SIT lab to be built; we were the first elected District to have a Whistle Blower policy, a policy on public speakers not needing to give their address if they didn't wish to, and making \$15 per hour the minimum wage for employees.

Commissioner Girvan ~ suggested that we look at separating aerial and ground operations into two Committees.

Commissioner Howell ~ he liked the information on the drones; thanked all employees; likes when community members call him about mosquitoes as our employees get right out there and get it done; he stated that our Board is tremendous.

ATTACHMENTS: ~

1. *None*

ADJOURNMENT:

2019 Chairperson, Commissioner Howell adjourned the meeting at 6:49 P.M.

ATTEST

Chairperson, Commissioner Jeanne Moeller

Secretary/Treasurer, Commissioner Don Girvan

These minutes are not intended to be a verbatim transcript of this meeting and could easily be misinterpreted by a reader who was not present. To obtain a full and accurate record of the meeting, an individual should view/listen to the entire proceedings via the District's DVD visual/recording system.

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, Florida 32092

PH: (904) 471-3107 • Fax (904) 471-3189 • Web Address: www.amcdsjc.org

2020 MEMO

DISTRICT DIRECTOR

Dr. Rui-De Xue



BOARD OF COMMISSIONERS:

Jeanne Moeller, Chairperson
Trish Becker, Vice-Chairperson
Don Girvan, Secretary/Treasurer
Gary Howell, Commissioner
Gina LeBlanc, Commissioner

TO: Board of Commissioners

FROM: Dr. Rui-De Xue, Director

CC: Charolette M. Hall, Administrative Assistant

DATE: February 13, 2020

RE: AMCD Disease Vector Education Center Design and Design/Build Contracts

The AMCD Board of Commissioners approved the RFP from Harrell Construction January 16, 2020 for the design build of the site work and the design of the building for the AMCD Disease Vector Education Center.

To improve the clarity of the scope of work and the contract obligations Harrell Construction split the contract into two contracts. One contract covers the design and the building for the site work and the other contract covers the design of the building. All pricing and costs remained unchanged from the RFP pricing and was listed separately on the RFP's ranking form.

Staff and the District attorney have reviewed the contracts and found them to be correct and satisfactory. Staff recommends that the Board approve the two contracts and that the Chairperson sign the contracts.



AIA[®] Document C141[™] – 2014

Standard Form of Agreement Between Owner and Consultant for a Design-Build Project

AGREEMENT made as of the 31st day of January in the year 2020

BETWEEN the Owner:

Anastasia Mosquito Control District of St. Johns County
120 EOC Drive
St. Augustine, FL 32092
Telephone Number: 904-471-3107
Fax Number: 904-471-3189

and the Consultant:

Harrell Construction Company, Inc.
4185 Sunbeam Road, Bldg. 200
Jacksonville, FL 32257
Telephone Number: 904-739-5700
Fax Number: 904-739-5959

for the following Project:

Anastasia Mosquito Control District of St. Johns Co. Disease Vector Education Center-
Design
120 EOC Drive
St. Augustine, FL 32092

The Owner and Consultant agree as follows:

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Consultation with an attorney is also encouraged with respect to professional licensing requirements in the jurisdiction where the Project is located.

Init.

TABLE OF ARTICLES

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- 2 CONSULTANT'S RESPONSIBILITIES
- 3 OWNER'S RESPONSIBILITIES
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- 5 CLAIMS AND DISPUTES
- 6 TERMINATION OR SUSPENSION
- 7 MISCELLANEOUS PROVISIONS
- 8 COMPENSATION
- 9 SPECIAL TERMS AND CONDITIONS
- 10 SCOPE OF AGREEMENT

EXHIBIT A CONSULTANT'S SERVICES

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1. References to AIA Document A141™–2014, and its exhibits, are references to the standard forms published by the American Institute of Architects. If the Owner and Design-Builder modify the standard text of AIA Document A141–2014, or its exhibits, the modifications shall not affect this Agreement unless the Owner and the Consultant amend this Agreement or otherwise agree to the modifications in writing.

(Paragraph deleted)

§ 1.1.1 The Owner's program for the Project:

Attachements #2 RFP 19-20-1 (edited), #3 RFP Ranking Form (edited), #4 RFP Addendum 1 and 2.

§ 1.1.2 The Owner's design requirements for the Project and related documentation:

Attachements #2 RFP 19-20-1 (edited), #3 RFP Ranking Form (edited), #4 RFP Addendum 1 and 2.

§ 1.1.3 The Owner's anticipated Sustainable Objective for the Project, if any:

None

§ 1.1.4 Incentive programs the Owner intends to pursue for the Project, including those related to the Sustainable Objective, and any deadlines for receiving the incentives that are dependent on, or related to, the Consultant's services, are as follows:

None

§ 1.1.5 The Project's physical characteristics:

RFP #19/20-1

Init.

§ 1.1.6 The Owner's budget for the Cost of the Work as defined in Section 4.1 is identified below:

RFP Ranking Form 19/20-1-1 (Tab11)
\$148,000.00

§ 1.1.7 The Owner's design and construction milestone dates:

.1 Design phase milestone dates:

Start Ten (10) Days after Execution of this agreement.
(Paragraphs deleted)
Complete Design.

(Paragraphs deleted)

§ 1.1.9 Other Initial Information on which this Agreement is based:

None

§ 1.1.10 If the Owner and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions. Unless otherwise agreed, the parties will use AIA Document E203™-2013 to establish the protocols for the development, use, transmission, and exchange of digital data and building information modeling.

§ 1.2 Project Team

§ 1.2.1 The Owner identifies the following representative in accordance with Section 3.1:

Richard Weaver
Anastasia Mosquito Control District of St. Johns County
120 EOC Drive
St. Augustine, FL 32092
Telephone Number: 904-471-3107
Fax Number: 904-471-3189

§ 1.2.2 The persons or entities, in addition to the Owner's representative, who are required to review the Consultant's services and Instruments of Service are as follows:

None

§ 1.2.3 The Owner will retain the following other consultants and contractors:

None

(Paragraphs deleted)

§ 1.2.5 The Consultant identifies the following representative in accordance with Section 2.1:

Doherty Sommers Architects Engineers, Inc.
CA# AA25000952
370 15th Avenue S.
Units A & B
Jacksonville, FL 32250
Telephone: 904-249-0698

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Matthews Design Group, Inc., Civil Engineer
CA# 26535
7 Waldo Street
St. Augustine, FL 32084
Telephone Number: 904-826-1334

§ 1.2.6 The Consultant will retain the following subconsultants:

None

ARTICLE 2 CONSULTANT'S RESPONSIBILITIES

§ 2.1 The Consultant is the person or entity identified as such in this Agreement and is referred to throughout this Agreement as if singular in number. The Consultant shall designate in writing a representative who shall act on the Consultant's behalf with respect to the Project. The term "Consultant" means the Consultant or the Consultant's authorized representative.

§ 2.2 The Consultant shall perform as required under this Agreement and provide the services designated in Attachments #2 RFP 19-20-1 (edited), #3 RFP Ranking Form (edited), #4 RFP Addendum 1 and 2.

§ 2.2.1 The Consultant may provide Additional Services not designated in RFP 19/20-1, after execution of this Agreement, without invalidating this Agreement. Upon recognizing the need to perform Additional Services that may arise after execution of this Agreement, the Consultant shall notify the Owner. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 2.2.1 shall entitle the Consultant to compensation pursuant to Section 8.2.

§ 2.3 The Consultant shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Consultant normally maintains, the Owner shall reimburse the Consultant for any additional cost as set forth in Section 8.6.

See Attachment #6 Sample Certificate of Insurance (COI).

(Paragraphs deleted)

§ 2.3.6 The Owner shall be an additional insured on the Contractor's primary and excess policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing and completed operations.

§ 2.3.7 The Consultant shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.3. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.4 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. When applicable law requires that services be performed by licensed professionals, the Consultant shall provide those services through the performance of qualified persons or entities duly licensed to practice their professions. The Consultant shall require that its subconsultants maintain professional liability insurance as appropriate to the services provided.

§ 2.5 The Consultant shall coordinate its services with those services provided by the Owner, the Owner's other consultants and contractors, and the Design-Builder. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner, the Owner's other consultants and contractors, and the Design-Builder. The Consultant shall provide prompt written notice to the Owner if the Consultant becomes aware of any error, omission or inconsistency in such services or information.

Init.

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User Notes:

(959139653)

§ 2.6 As soon as practicable after the date of this Agreement, the Consultant shall submit for the Owner's approval a schedule for the performance of the Consultant's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's other consultants and contractors, and the Design-Builder and, for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant or Owner. With the Owner's approval, the Consultant shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 2.7 Except with the Owner's knowledge and consent, the Consultant shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Consultant's professional judgment with respect to the Project.

§ 2.8 The Consultant shall coordinate information provided by the Owner with information and data developed by the Consultant in the performance of its services.

§ 2.9 By performing the services under this Agreement, the Consultant does not assume any responsibility for the preparation, adequacy, suitability, performance, quality and completeness of the final design, or for the construction of the Work in accordance with the approved final design. The Consultant shall not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs of the Project.

§ 2.10 Services, if any, performed by the Consultant during the construction of the Project are undertaken and performed by the Consultant in the sole interest, and for the exclusive benefit, of the Owner.

ARTICLE 3 OWNER'S RESPONSIBILITIES

§ 3.1 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The term "Owner" means the Owner or the Owner's authorized representative.

§ 3.2 The Owner shall provide full and timely information regarding requirements for, and limitations on, the Project and shall render decisions and approve the Consultant's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

§ 3.3 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 4.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Consultant. The Owner and the Consultant shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 3.4 The Owner shall furnish the services of other consultants and contractors in addition to those designated in this Agreement, or authorize the Consultant to furnish them as an Additional Service, when the Consultant requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 3.5 The Owner shall provide prompt written notice to the Consultant if the Owner becomes aware of any errors, omissions or inconsistencies in the Consultant's services or in the services or information furnished by the Owner.

§ 3.6 Services provided by Owner's other consultants or contractors, and the Design-Builder, whether such services are performed directly by them or by their subconsultants or subcontractors, shall be performed by qualified professionals licensed as may be required by applicable law to perform such services in the jurisdiction in which the Project is located. The Owner shall require that its other consultants and contractors, and the Design-Builder maintain professional liability insurance as appropriate to the services provided.

(Paragraphs deleted)

ARTICLE 4 TERMS AND CONDITIONS

§ 4.1 Cost of the Work

§ 4.1.1 The Cost of the Work includes all costs, charges and expenses to be paid by the Owner in connection with the design and construction of the Project.

§ 4.1.2 The Cost of the Work does not include the compensation of the Consultant and the Consultant's subconsultants, the costs of the land, rights-of-way and financing or other costs that are the responsibility of the Owner.

§ 4.2 Copyrights and Licenses

§ 4.2.1 Drawings, specifications, and other documents furnished by the Consultant, including those in electronic form, are Instruments of Service. The Consultant, and any other person or entity providing services or work for the Consultant, shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements, or for similar purposes in connection with the Project, is not to be construed as publication in derogation of the reserved rights of the Consultant, and any other person or entity providing services or work for the Consultant.

§ 4.2.2 The Owner and Consultant warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 4.2.3 Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The license granted under this Section 4.2.3 permits the Owner to authorize the Design-Builder and its consultants, contractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to use and reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project, including the further development of the Instruments of Service. The Consultant shall obtain similar limited, irrevocable and non-exclusive licenses from its subconsultants consistent with this Agreement. If the Consultant rightfully terminates this Agreement for cause as provided in Section 6.4, the license granted in this Section 4.2.3 shall terminate.

§ 4.2.4 The Owner, to the extent permitted by law, agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity, to the extent such costs and expenses arise from changes to, or further development of, the Instruments of Service by, or on behalf of, the Owner, and without the involvement of the Consultant.

§ 4.2.5 Except for the licenses granted in this Article 4, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not otherwise assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized reproduction or use of the Instruments of Service by the Owner or others shall be at the Owner's sole risk and expense and without liability to the Consultant and its subconsultants.

ARTICLE 5 CLAIMS AND DISPUTES

§ 5.1 General

§ 5.1.1 The Owner and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in Section 5.2.4 this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Project. The Owner and Consultant waive all claims and causes of action not commenced in accordance with this Section 5.1.1.

§ 5.1.2 To the extent damages are covered by property insurance, the Owner and Consultant waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A141-2014, including its exhibits. The Owner or the Consultant, as appropriate, shall require of their contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

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§ 5.1.3 The Owner and Consultant waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 6.6.

§ 5.2 Mediation

§ 5.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 5.2.2 The Owner and Consultant shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 5.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 5.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 5.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Owner and Consultant do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

Litigation in a court of competent jurisdiction
(Paragraphs deleted)

§ 5.3 Arbitration

§ 5.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 5.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 5.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 5.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 5.3.4 Consolidation or Joinder

§ 5.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 5.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 5.3.4.3 The Owner and Consultant grant to any person or entity made a party to an arbitration conducted under this Section 5.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Consultant under this Agreement.

ARTICLE 6 TERMINATION OR SUSPENSION

§ 6.1 If the Owner fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial non-performance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. Prior to suspension or termination of services, the Consultant shall give seven days' written notice to the Owner. The Consultant shall have no liability to the Owner for delay or damage caused to the Owner because of such suspension or termination of services. In the event of suspension of services, and before resuming services, the Consultant shall be paid for all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's compensation and schedule for the remaining services shall be equitably adjusted.

§ 6.2 If the Owner suspends the Project or the Consultant's services, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's compensation and schedule for the remaining services shall be equitably adjusted.

§ 6.3 If the Project is suspended or the Consultant's services are suspended for more than 90 cumulative days, the Consultant may terminate this Agreement by giving not less than seven days' written notice.

§ 6.4 This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 6.5 This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Consultant for the Owner's convenience and without cause.

§ 6.6 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all expenses directly attributable to termination for which the Consultant is not otherwise compensated.

ARTICLE 7 MISCELLANEOUS PROVISIONS

§ 7.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 5.3.

§ 7.2 Terms not defined in this Agreement shall have the same meaning as those in AIA Document A141-2014, Standard Form of Agreement Between Owner and Design-Builder, and its exhibits.

§ 7.3 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

§ 7.4 Unless explicitly provided otherwise in this Agreement, the Consultant and its subconsultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or for the exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 7.5 Subject to the confidentiality requirements of Section 7.6, the Consultant shall have the right to include in its promotional and professional materials photographic representations of the Project, copies of its Instruments of Service or any other materials prepared by the Consultant in connection with the Project. The Consultant shall be given reasonable access to the completed Project to make such photographic representations. The Owner shall provide professional credit to the Consultant in the Owner's promotional materials for the Project.

§ 7.6 If the Owner or Consultant receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 7.6.1.

§ 7.6.1 If the Owner or Consultant receives information specifically designated as "confidential" or "business proprietary," the receiving party may disclose such information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. The Party receiving such information may also disclose it to its employees, consultants or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 7.6.

§ 7.7 The Owner and Consultant, respectively, bind themselves, their partners, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Consultant shall assign this Agreement without the written consent of the other except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 7.8 If the Owner requests the Consultant to execute certificates, the proposed language of such certificates shall be submitted to the Consultant for review at least 14 days prior to the requested dates of execution. If the Owner requests the Consultant to execute consents reasonably required to facilitate assignment to a lender, the Consultant shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Consultant for review at least 14 days prior to execution. The Consultant shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

ARTICLE 8 COMPENSATION

§ 8.1 For the Consultant's services under this Agreement, the Owner shall compensate the Consultant as follows:

Monthly draw on approved SOV Based on percentage of completion.

§ 8.2 For Additional Services pursuant to Section 2.2.1 that may arise during the course of the Project, the Owner shall compensate the Consultant as follows:

Cost Plus

§ 8.3 Compensation for Additional Services of the Consultant's subconsultants when not included in Section 8.2, shall be the amount invoiced to the Consultant plus Fifteen percent (15 %), or as otherwise stated below:

§ 8.4 The hourly billing rates for services of the Consultant and the Consultant's subconsultants, if any, are set forth below. The rates shall be adjusted in accordance with the Consultant's and Consultant's subconsultants' normal review practices.

(Paragraph deleted)

Employee or Category	Rate
See Attached (6)	

§ 8.5 Compensation for Reimbursable Expenses

§ 8.5.1 The Owner shall compensate the Consultant for expenses incurred by the Consultant and the Consultant's subconsultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Consultant's subconsultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Consultant's subconsultants;
- .9 All taxes levied on professional services and on reimbursable expenses; and
- .10 Other similar Project-related expenditures.

§ 8.5.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant and the Consultant's sub-consultants plus Fifteen percent (15 %) of the expenses incurred.

§ 8.6 If the insurance requirements listed in Section 2.3 exceed the types and limits the Consultant normally maintains and the Consultant incurred additional costs to satisfy such requirements, the Owner shall reimburse the Consultant for such costs as set forth below:

§ 8.7 If the services covered by this Agreement have not been completed by through no fault of the Consultant, extension of the Consultant's services beyond that time shall be compensated as provided in Section 8.2.

§ 8.8 Payments to the Consultant

§ 8.8.1 An initial payment of (\$ 14,800.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 8.8.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid ten (10) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Consultant.

1.5 percent 1.5 %)

§ 8.8.3 The Owner shall not withhold amounts from the Consultant's compensation to impose a penalty or liquidated damages on the Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 8.8.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 9 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

None

ARTICLE 10 SCOPE OF AGREEMENT

§ 10.1 This Agreement represents the entire and integrated agreement between the Owner and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Consultant. This Agreement is comprised of the documents listed below:

- .1 AIA Document C141™–2014, Standard Form of Agreement Between Owner and Consultant.
- .2 RFP # 19/20-1 (edited).
- .3

(Paragraphs deleted)

RFP # 19/20-1 Ranking Form (edited).

- .4 RFP # 19/20-1 Addendum #1 & #2.
- .5 Sample Certificate of Insurance (COI).
- .6 Hourly Rates.

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*

CONSULTANT *(Signature)*

(Printed name and title)

(Printed name and title)

Additions and Deletions Report for AIA® Document C141™ – 2014

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 14:49:36 ET on 01/30/2020.

PAGE 1

~~AGREEMENT made as of the day of~~ in the year
(In words, indicate day, month and year.) 31st day of January in the year 2020

...

~~(Name, address and other information)~~
Anastasia Mosquito Control District of St. Johns County
120 EOC Drive
St. Augustine, FL 32092
Telephone Number: 904-471-3107
Fax Number: 904-471-3189

...

~~(Name, address and other information)~~
Harrell Construction Company, Inc.
4185 Sunbeam Road, Bldg. 200
Jacksonville, FL 32257
Telephone Number: 904-739-5700
Fax Number: 904-739-5959

...

~~(Name, location and detailed description)~~
Anastasia Mosquito Control District of St. Johns Co. Disease Vector Education Center- Design
120 EOC Drive
St. Augustine, FL 32092

PAGE 2

(Note the disposition of the following items by inserting the requested information or a statement such as "not applicable" or "unknown at time of execution.")

...

~~(Set forth the program, identify documentation in which the program is set forth, or state the manner in which the program will be developed.)~~
Attachments #2 RFP 19-20-1 (edited), #3 RFP Ranking Form (edited), #4 RFP Addendum 1 and 2.

...

(Identify below, or in an attached exhibit, the documentation that contains the Owner's design requirements, including any performance specifications for the Project.)

Attachments #2 RFP 19-20-1 (edited), #3 RFP Ranking Form (edited), #4 RFP Addendum 1 and 2.

...

(Identify the Owner's Sustainable Objective for the Project such as Sustainability Certification, benefit to the environment, enhancement to the health and well-being of building occupants, or improvement of energy efficiency.)

None

...

(Identify incentive programs the Owner intends to pursue for the Project and deadlines for submitting or applying for the incentive program.)

None

...

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

RFP #19/20-1

PAGE 3

(Provide total, and if known, a line item breakdown of the Owner's budget for the Cost of the Work.)

RFP Ranking Form 19/20-1-1 (Tab11)

\$148,000.00

...

~~.2 — Date for initiating selection of Design Builder: Start Ten (10) Days after Execution of this agreement.~~

~~.3 — Date for finalizing agreement with the Design Builder:~~

~~.4 — Commencement of construction:~~

~~.5 — Phased completion dates:~~

~~.6 — Substantial Completion date:~~

~~.7 — Other milestone dates:~~

Complete Design.

§ 1.1.8 Other information regarding the selection of the Design Builder is as follows:

(Identify whether the selection of the Design-Builder will be negotiated, competitively bid or part of a design competition. If the Design-Builder is known, provide the information at Section 1.2.4.)

None

...

(List name, address and other information.)

Richard Weaver
Anastasia Mosquito Control District of St. Johns County
120 EOC Drive
St. Augustine, FL 32092
Telephone Number: 904-471-3107
Fax Number: 904-471-3189

...

(List name, address and other information.)

None

...

(List discipline and, if known, identify them by name and address.)

None

...

§ 1.2.4 The Design-Builder, if known, is as follows:

(If known, list name, legal status, address and other information, including name of the Design-Builder's designated representative.)

(List name, address and other information.)

Doherty Sommers Architects Engineers, Inc.
CA# AA25000952
370 15th Avenue S.
Units A & B
Jacksonville, FL 32250
Telephone: 904-249-0698

Matthews Design Group, Inc., Civil Engineer
CA# 26535
7 Waldo Street
St. Augustine, FL 32084
Telephone Number: 904-826-1334

PAGE 4

(List discipline and, if known, identify them by name and address.)

None

...

§ 2.2 The Consultant shall perform as required under this Agreement and provide the services designated in ~~Exhibit A-~~ Attachments #2 RFP 19-20-1 (edited), #3 RFP Ranking Form (edited), #4 RFP Addendum 1 and 2.

§ 2.2.1 The Consultant may provide Additional Services not designated in ~~Exhibit A, RFP 19/20-1,~~ after execution of this Agreement, without invalidating this Agreement. Upon recognizing the need to perform Additional Services that may arise after execution of this Agreement, the Consultant shall notify the Owner. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 2.2.1 shall entitle the Consultant to compensation pursuant to Section 8.2.

...

See Attachment #6 Sample Certificate of Insurance (COI).

~~§ 2.3.1 Commercial General Liability with policy limits of not less than —(\$ —) for each occurrence and —(\$ —) in the aggregate for bodily injury and property damage.~~

~~§ 2.3.2 Automobile Liability covering vehicles owned by the Consultant and non-owned vehicles used by the Consultant with policy limits of not less than —(\$ —) per claim and —(\$ —) in the aggregate for bodily injury and property damage along with any other statutorily required automobile coverage.~~

~~§ 2.3.3 The Consultant may achieve the required limits and coverage for Comprehensive General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.3.1 and 2.3.2.~~

~~§ 2.3.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than —(\$ —).~~

~~§ 2.3.5 Professional Liability covering the negligent acts, errors and omissions in the performance of professional services with policy limits of not less than —(\$ —) per claim and —(\$ —) in the aggregate.~~

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~~§ 3.7 Upon the Consultant's written request, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.~~

~~§ 3.8 Upon the Consultant's written request, the Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.~~

~~§ 3.9 Upon the Consultant's written request, the Owner shall furnish tests, inspections and reports required by law, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.~~

~~§ 3.10 Upon the Consultant's written request, and to the extent reasonably required for performance of the Consultant's services, the Owner shall provide the Consultant with a copy of the scope of services in the executed agreements between the Owner and the Owner's other consultants and contractors, including the Design Builder.~~

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Arbitration pursuant to Section 5.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: *(Specify)*

PAGE 9

(Insert amount of, or basis for, compensation.)

Monthly draw on approved SOV Based on percentage of completion.

...

(Insert amount of, or basis for, compensation.)

Cost Plus

§ 8.3 Compensation for Additional Services of the Consultant's subconsultants when not included in Section 8.2, shall be the amount invoiced to the Consultant plus Fifteen percent (15 %), or as otherwise stated below:

...

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

...

See Attached (6)

PAGE 10

§ 8.5.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant and the Consultant's sub-consultants plus percent (~~—Fifteen~~ percent (15 %) of the expenses incurred.

...

§ 8.8.1 An initial payment of (\$ 14,800.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 8.8.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid ten (10) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Consultant.

(Insert rate of monthly or annual interest agreed upon.)

~~—percent~~ (~~—1.5~~ percent 1.5 %)

...

None

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.2 AIA Document C141™-2014, Exhibit A, Consultant's Services, RFP # 19/20-1 (edited).

.3 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or the following:

RFP # 19/20-1 Ranking Form (edited).

.4 Other documents, as follows: RFP # 19/20-1 Addendum #1 & #2.

(List other documents, if any, forming part of this Agreement.) .5 Sample Certificate of Insurance (COI).

.6 Hourly Rates.

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Glenis Harrell, Jr., hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 14:49:36 ET on 01/30/2020 under Order No. 9789523179 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document C141™ – 2014, Standard Form of Agreement Between Owner and Consultant for a Design-Build Project, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)



HARRCON-01

BOTTO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/20/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cecil W. Powell & Company 219 N. Newnan Street Jacksonville, FL 32202	CONTACT NAME: Brenda Otto CISR	
	PHONE (A/C, No, Ext): (904) 353-3181	FAX (A/C, No): (904) 353-5722
E-MAIL ADDRESS: Botto@cwpowellins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Trust Insurance Co		20141
INSURER B : FCCI Insurance Company		10178
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED

Harrell Construction Co Inc, Harrell Construction of GA, Inc.
 4185 Sunbeam Road Bldg 200
 Jacksonville, FL 32257

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		GL0019794	06/20/2017	06/20/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
3	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA100014720	06/20/2017	06/20/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB100014722	06/20/2017	06/20/2018	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	001WC17A76314	06/20/2017	06/20/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Leased/Rented Eqpmt			CM0009722	06/20/2017	06/20/2018	Deductible \$1,000
B	Installation Floater			CM0009722	06/20/2017	06/20/2018	Deductible \$1,000

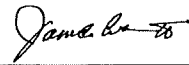
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: AMCD Research Facility
 Anastasia Mosquito Control District of St. Johns County is Additional Insured for General Liability per attached form.

CERTIFICATE HOLDER

CANCELLATION

Anastasia Mosquito Control District of St. Johns County
 120 EOC Drive
 Saint Augustine, FL 32092

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE


THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS –
AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION
AGREEMENT WITH YOU – ONGOING OPERATIONS AND
PRODUCTS-COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE (OPTIONAL)

Name of Additional Insured Persons or Organizations
(As required by written contract or agreement per Paragraph A. below.) Automatic Status

Locations of Covered Operations
(As per the written contract or agreement, provided the location is within the "coverage territory".)

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

A. **Section II – Who Is An Insured** is amended to include as an additional insured:

1. Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement in effect during the term of this policy that such person or organization be added as an additional insured on your policy; and
2. Any other person or organization you are required to add as an additional insured under the contract or agreement described in Paragraph 1. above; and
3. The particular person or organization, if any, scheduled above.

Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" occurring after the execution of the contract or agreement described in Paragraph 1. above and caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf in the performance of your ongoing operations for the additional insured; or
3. Your work" performed for the additional insured and included in the "products-completed operations hazard" if such coverage is specifically required in the written contract or agreement.

However, the insurance afforded to such additional insured(s) described above:

1. Only applies to the extent permitted by law;
 2. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured;
 3. Will not be broader than that which is afforded to you under this policy; and
 4. Nothing herein shall extend the term of this policy.
- B. The insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
1. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 2. Supervisory, inspection, architectural or engineering activities.
- C. This insurance is excess over any other valid and collectible insurance available to the additional insured whether on a primary, excess, contingent or any other basis; unless the written contract or agreement requires that this insurance be primary and non-contributory, in which case this insurance will be primary and non-contributory relative to insurance on which the additional insured is a Named Insured.
- D. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits of Insurance**:

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement described in Paragraph A.1.; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

- E. **Section IV – Commercial General Liability Conditions** is amended as follows:

The Duties In The Event of Occurrence, Offense, Claim or Suit condition is amended to add the following additional conditions applicable to the additional insured:

An additional insured under this endorsement must as soon as practicable:

1. Give us written notice of an "occurrence" or an offense which may result in a claim or "suit" under this insurance, and of any claim or "suit" that does result;
2. Send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions; and
3. Tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover the additional insured for a loss we cover under this endorsement and agree to make available all such other insurance. However, this condition does not affect Paragraph C. above.

We have no duty to defend or indemnify an additional insured under this endorsement until we receive from the additional insured written notice of a claim or "suit".

- F. This endorsement does not apply to any additional insured or project that is specifically identified in any other additional insured endorsement attached to the Commercial General Liability Coverage Form.

ANASTASIA MOSQUITO CONTROL DISTRICT
OF ST. JOHNS COUNTY

120 EOC DRIVE, ST. AUGUSTINE, FLORIDA 32092
TELEPHONE: 904-471-3107 FAX: 904-471-3189

**REQUEST FOR PROPOSAL FOR THE SITE PLAN DEVELOPMENT &
PERMITTING AND BUILDING DESIGN OF THE AMCD DISEASE VECTOR
EDUCATION CENTER**

REQUEST FOR PROPOSAL # 19/20-1

RFP SOLICITATION START DATE: 8 A.M. OCTOBER 21, 2019

RFP SOLICITATION END DATE: 4 P.M. NOVEMBER 21, 2019

RFP OPENING BY STAFF DATE: 9 A.M. NOVEMBER 25, 2019

RFP CONSIDERATION: BOARD OF COMMISSIONERS' REGULAR MEETING
AT 5 P.M. DECEMBER 12, 2019

SPECIFICATIONS

PROJECT NAME: AMCD Disease Vector Education Center Phase One.

PROJECT LOCATION: 120 EOC Drive, St. Augustine FL 32092.

LOCATION STATUS: Property is cleared and fenced. Power, water and sewer are in place adjacent to the proposed building location. All property is zoned for government use.

SCOPE OF WORK:

- AMCD is requesting proposals from qualified design/build construction firms to:
 - Develop a site plan (blueprints) for the project including all necessary permitting.
 - Produce a plan/design (blueprints) for one building including interior layout and displays.
 - Perform the site construction and permitting.
- The plans will be approved by the AMCD Director and staff, then required permits will be pulled and the site work will be constructed.
- AMCD will expect the selected firm to meet with the AMCD Director and staff to assure the selected firm completely understands the needs before evolving final design(s)/plan(s).

PROJECT DESCRIPTION:

AMCD is building a 6000 sq. ft., 60' X 100' foot print, single story building that will house an education center. This building will be located at 120 EOC Drive St. Augustine FL 32092 East of building 400 and south of the east parking lot. The design and building of this project will be done in phases. The current RFP, phase one is for the site plan, building plan and construction of the site plan. Building construction, interior design including displays and construction of interior including, but not limited to, walls, ceiling flooring, counters, electric, plumbing, HVAC, data, phone, alarms, keycard and installation of displays will be bid in additional phase(s). The education center will educate the public about disease vectors and vector borne diseases, especially mosquito borne diseases.

REQUIREMENTS:

Design and building requirements will be broken down into three sections

Site Plan

- ~~Develop an Engineering Concept Site Plan using the following criteria:~~
 - ~~Placement of a 6000 sq. ft building east of building 400 and south of the east parking lot.~~
 - ~~Additional or improved parking as needed.~~
 - ~~Sidewalks, fencing, access points to the public and non-public areas.~~
 - ~~Placement of exterior displays.~~
 - ~~All underground utilities.~~
 - ~~All above ground utilities.~~
 - ~~Other appurtenances requested by AMCD during the Concept Plan development.~~
- ~~Prepare a Construction Plan based on this RFP. Construction Plan will depict limits of land clearing and tree removal, site grading and earthwork, storm water drainage systems, buildings, paving and water and sewer utilities. Plans will describe the construction work including details and specifications in conformance with St. Johns County (SJC) and St. Johns River Water Management District (SJRWMD). It is assumed that utility connections will be made to stub outs provided at the south east corner of building 400. It is anticipated that storm water treatment for the project will be provided by existing retention ponds.~~
- ~~Site Plan describing site layout, walkways, roadways, building and site improvements.~~
- ~~Demolition Plan describing items to be removed/retained on the existing site.~~
- ~~Grading Plan describing site grading details and contours, storm water retention and storm water lines.~~
- ~~Utility Plan describing water, fire water and domestic sewer requirements, with references to the appropriate SJC standards.~~

- ~~Construction details as needed to expand on the information in the above plan sets.~~
- ~~Storm Water Pollution Prevention Plan (SWPPP).~~
- ~~Minimum landscaping to meet SJC requirements.~~
- ~~Prepare permit application packages with supporting documents to apply for the following construction permits:~~
 - ~~SJC Development Review Permit.~~
 - ~~SJRWMD Environmental Resource Permit.~~
 - ~~FDEP Permit modification for sanitary Sewer.~~
 - ~~Any other permits necessary.~~
- ~~This proposal will include addressing reasonable comments from the permitting agencies in the permitting process.~~

Building Plan/Design

- 6000 sq. ft 60' X 100' metal building, prefer that the building be "Varco Pruden Building" to match all current buildings on site.
- The building design will be decided during the planning stage dependent on needs.
- The front (north) wall of the building will have a unique design to make it stand out as an Education Center. Design will be glass and steel modern. Entry and exit door will consist of two glass store front doors to match existing buildings doors or the modern architecture of the building front design. The front (north) wall of the building will have a lighted or spotlighted sign "Anastasia Mosquito Control District Disease Vector Education Center".
- Land area between the north east parking lot and new building will have a small plaza area with concrete paved area, landscaping and benches.
- Plaza area and or complex parking entrance will have a small spot lighted sign "Anastasia Mosquito Control District Disease Vector Education Center"
- Solar power panels on roof top.
- Building will contain two bathrooms to code, store room and two offices.
- Building design would include all interior spaces and all necessary components to include electrical (including solar power), plumbing, HVAC, flooring, ceiling, etc.
- Interior design would include display locations, display type and all necessary display components like lighting, data, power etc.
- If company has no education center design experience, they may consider partnering with a design company with this type of experience.
- Building will have fire suppression (sprinkler) system.
- Phone and data from building 100.
- Burglar alarm will be installed in the building. The alarm system will tie into the existing system located in building 100. Key pad locations will be at the front entry door and the rear entry door (2 key pads).

- CCTV that will cover parking lot, entrances and interior. The CCTV will tie into the existing system located in building 100. CCTV will be installed as part of the future interior work.
- Key card scan system to match existing system. Key cards will be required for entry and exit doors. The amount of key card access locations expected are 4 but will depend on outside door layout with a minimum of one at each outside door.
- All lighting will be long life LED lights and light fixtures. Minimum lighting will be installed until interior installation.
- Design and plans for the building will adhere to all applicable laws, rules regulations and codes.
- Any discrepancies or perceived problems found in the RFP's design requirements should be brought to the attention of AMCD in the RFP as a proposed change.
- Door keys for all buildings will conform and work with existing master keys and key locks used at the current facility.
- Building design/plans will be used for interior design bid and interior construction bid.

Site Construction

- ~~Domestic water, fire system water and sanitary sewer utilizing the existing system.~~
- ~~Provide underground electric service, (single phase 200 A), from the existing power pole and transformer to the new building.~~
- ~~Construct additions to parking lot as need by code.~~
- ~~Run fiber optic and or data cable as needed from building 100 for phone, data, burglar and key card system to service to the building.~~
- ~~Landscaping & Irrigation as needed per code. The design team will work with AMCD maintenance staff during design to develop an easy to maintain design.~~
- ~~Wall mounted outside LED lights located near entrance doors. Other outside lighting will be used for accents, sign lighting and safety.~~

SCHEDULE OF ALTERNATES

None.