

**Leon County Research and Development Authority**  
**Board of Governors Meeting**  
Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310

August 3, 2021  
11:00am to 1:30pm

**Agenda**

*The meeting will be live streamed on our Facebook page at: <https://www.facebook.com/InnovationParkTLH>. Due to the ongoing Coronavirus/COVID-19 pandemic, anyone wishing to address the Committee may appear in person (attendance in the room may be limited) or submit written comments by 9:00am the day before the scheduled meeting date so that the comments can be distributed to the committee members. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting. Email comments to: [publicinput@inn-park.com](mailto:publicinput@inn-park.com) and reference the meeting title and date in the subject line. Include your name and contact information. All times are approximate.*

1. Call to Order
2. Introduction of Guests & New Staff Member
3. Approval of Participation by Electronic Means  
*In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.*
4. Modifications to the Agenda
5. Public Comment  
*Any public comment received prior to the meeting will be provided to the Board members in addition to any in-person public comment.*
6. Approval of Draft Meeting Minutes, June 1, 2021 (Attachment A)
7. Consent Agenda
  - a. Treasurer's Report (Attachment B)
  - b. Monthly Financial Reports
    - i. May 2021 Link: <https://innovation-park.com/wp-content/uploads/2021/06/05.21-Monthly-Report-Innovation-Park.pdf>
    - ii. June 2021 Link: <https://innovation-park.com/wp-content/uploads/2021/07/06.21-Monthly-Report-Innovation-Park.pdf>
  - c. Investment Reports (Attachments C1 and C2)
    - i. May 2021
    - ii. June 2021
  - d. NFIL Oversight Committee Report (Attachments D1 and D2)
  - e. Executive Committee Report (Attachment E)

f. RFP 21-02 Asphalt Paving Services (*Attachments F1-F5*)

*Staff received two responses to RFP 21-02 for Asphalt Paving Services to repair and resurface the parking and driveway services surrounding the Collins, Morgan, and Johnson buildings. A summary of pricing proposals and the responses are attached. The low bidder's proposed price was \$192,115. The proposed prices are valid for 90 days through October 5, 2021. The approved budget for the project was \$89,385 and based on a cost estimate prepared in mid-2020. Staff believes that higher than budgeted costs are due to COVID impacts on supply chain and labor costs. Executive Committee requests ratification of its decision to refer the issue to the Budget Committee, which meets in September, to consider the impact on the Budget for next year and to make a recommendation to the Executive Committee which meets in September. Considering that the proposals expire before the October Board meeting, the Executive Committee also requests that the Board authorize the Executive Committee to execute an agreement with the low bidder, prior to expiration of the proposal, at its discretion and considering the recommendation of the Budget Committee.*

g. Ratification of Equipment Purchase and Payment Using Knight Grants Funds (*Attachments G1-G4*)

*The Executive Committee requests ratification of its decision to ratify the Executive Director's decision to sole source purchasing used lab equipment and to pay for the equipment via ACH with \$35,000 in grant funds. The grant deadline was 6/30/21 after previously receiving an extension due to COVID. Recent staff turnover delayed identification of equipment specifications that were finished just prior to the deadline after soliciting input from current lab tenants. Used equipment was selected to try to maximize the equipment purchased and a sole source purchase was made because of the challenges comparing specs and conditions of each piece. The used equipment dealer was recommended by a lab tenant who has previously purchased from the supplier, and the tenant also provided input as to the appropriate cost of equipment. The vendor required payment in advance. To meet the grant deadline payment was made via ACH. The ACH payment was initiated electronically by the Executive Director and approved electronically by Talcor's Director of Property Accounting.*

h. Florida Job Growth Fund Infrastructure Proposal (*Attachment H*)

*The Executive Committee requests ratification of its decision to authorize the Executive Director to sign and submit a Florida Job Growth Grant Fund Infrastructure Proposal and to execute any related award agreements. The attached proposal was subsequently signed and submitted.*

--- END CONSENT AGENDA ---

8. North Florida Innovation Labs (NFIL) Cost Estimate and Funding Options (*Attachment I-To be provided as a supplement*)

*Architects have provided the attached preliminary cost estimate for the NFIL facility. Based on existing funding of approximately \$17 million, this estimate indicates an approximately \$6.2 million funding shortfall. Staff will present funding options under consideration, recommendations from the NFIL Oversight Committee, and steps taken to-date to attempt to fund the shortfall. The University Financing Foundation (TUFF) will present its proposed terms to provide funding for consideration by the Board of Governors. Staff requests direction regarding pursuing funding from TUFF.*

9. Election of Officers – *Melissa VanSickle, General Counsel*  
*Bylaws section 2.5(a). The election of the Officers of the Authority shall occur at the last meeting of the Board each fiscal year, with the term in office to begin October 1 of the next fiscal year. All Officers shall hold office strictly at the pleasure of the Board. General Counsel will present a slate of candidates, accept nominations from the floor, and conduct the vote for Chair, Vice Chair and Treasurer.*
10. Treasury Management-ACH Payments/Wire Transfer Policy (*Attachments J1-J3*)  
*Staff requests approval of policy and bylaws amendments to permit the Executive Director and Talcor's Director of Property Accounting (authorized staff) to pay any amounts owed by the authority via electronic ACH payments or wire transfer, or to wire transfer funds between its bank and investment accounts. The bank's treasury management security controls require all electronic ACH payments and wire transfers to be initiated by authorized staff and approved by the other authorized staff. Amounts over \$10,000 shall require authorization of two Board officers emailed to both authorized staff with the email authorization documentation retained with each such invoice. Bylaws changes to remove the checks section have been reviewed and approved by Counsel.*
11. Bank Resolution and other officer authorizations effective October 1, 2021 (*Attachment K*)  
*Staff requests the Board's adoption of the attached bank resolution for all Authority bank accounts, effective October 1, 2021, authorizing the newly elected officers of the Board of Governors and the Executive Director to exercise the powers listed on the resolution, and approval for the officers to execute any other forms necessary to perform credit card authorization, wire transfers and investment related transactions consistent with policies, procedures, and bylaws of the Authority.*
12. Chair's Report
13. Staff Reports
  - a. Executive Director (*Attachment L1*)
  - b. Director of North Florida Innovation Labs (*Attachment L2*)
  - c. Property Manager (*Attachment L3*)
14. New Business
15. Adjourn

#### *UPCOMING MEETINGS AND EVENTS*

##### **Executive Committee Meeting**

Tuesday, September 21, 2021

11:00am – 1:00pm

##### **TechGrant 2021**

Thursday, October 21, 2021

5:00pm – 7:30pm

Goodwood Museum & Gardens Carriage House

**Leon County Research and Development Authority  
Board of Governors Meeting**  
Collins Building  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310

June 1, 2021  
11:00am to 1:30pm

**DRAFT Minutes**

**Members in Attendance In-Person:** Kimberly Moore, Tom Allen, Ray Bye, John Dailey, Kristin Dozier, Sonjoy Goswami, Eric Holmes, Anne Longman, Shawnta Friday-Stroud.

**Members in Attendance Virtually:** Keith Bowers, Dave Ramsay.

**Members Not in Attendance:** None.

**Guests:** Mary Jo Spector, FSU Research Facilities Design, Construction and Maintenance; Melissa VanSickle, Nelson Mullins Broad & Cassel; Stephanie Shoulet, NAI Talcot; Ron Miller, Bill Lickson, Naomi Molina, Peggy Bielby, LCRDA Staff.

**1. Call to Order**

Chair Kimberly Moore called the meeting to order at 11:03am.

**2. Introduction of Guests**

All present introduced themselves.

**3. Approval of Participation by Electronic Means**

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

*Kristin Dozier offered a motion to approve participation by electronic means. Tom Allen seconded the motion which passed unanimously.*

**4. Modifications to the Agenda**

None.

**5. Public Comment**

None.

**6. Approval of Draft Meeting Minutes, April 1, 2021**

*Kevin Graham offered a motion to approve the meeting minutes. Ray Bye seconded the motion which passed unanimously.*

**7. Consent Agenda**

- a. Treasurer's Report
- b. Monthly Financial Reports



- i. March 2021
- ii. April 2021
- c. Investment Reports
  - i. March 2021
  - ii. April 2021
- d. Compensation Committee Report
- e. NFIL Oversight Committee Report
- f. Executive Committee Report
- g. Telework Policy

The Compensation Committee recommended the attached policy, modeled after Leon County's Telework Policy and reviewed by Authority counsel, to provide direction regarding employee's working away from the Authority offices.

The Executive Committee requests ratification of its approval of the Compensation Committee's recommended amendment of the Employee Policy to include a Telework Policy.

- h. Family and Medical Leave Act Policy

The Compensation Committee recommended the attached policy, modeled after a sample policy from the Society of Human Resource Managers and reviewed by Authority counsel, to comply with Federal Family and Medical Leave Act requirements.

The Executive Committee requests ratification of its approval of the Compensation Committee's recommended new Family and Medical Leave Act policy.

- i. Executive Director Evaluation Form

The Compensation Committee reviewed the Executive Director Evaluation Form and recommended changes to be included in the current evaluation year. It further recommended that specific financial related goals be adapted into the form before the beginning of the next fiscal year.

The Executive Committee requests ratification of its approval of the Compensation Committee's recommended changes to the Executive Director Evaluation form.

- j. Elevator Modernization Consulting Services

The Board of Governors previously approved a budget item of \$70,000 for fiscal year 2021 to modernize the elevator in the Morgan Building. The same amount is expected to be budgeted in 2022 to modernize the elevator in the Johnson Building. The current year budget did not include funds for unanticipated but necessary consulting services for the development of a technical scope of work and other services necessary for the development of a Request for Proposals to perform the modernization and oversight of the project.

The Executive Committee requests ratification of its approval of a budget not to exceed \$15,000.00 to solicit informal bids to perform consulting services for the development of a technical scope of work and other services necessary to develop an RFP for the modernization of the Morgan and Johnson elevators, and that the Executive Director find budget adjustments to offset this added cost.

- k. RFP 21-02 Paving Services

The Executive Committee requests ratification of its approval of RFP 21-02 for Paving Services as further described in the solicitation and in accordance with the budget previously approved by the Board of Governors.

- l. Legal Services Contract Amendment

General Counsel's prior firm, Clark, Partington, et al. (now Nelson Mullins Broad and Cassel), was originally contracted for services October 1, 2014. Since that time, the Authority has agreed to

annual renewals without any increase in hourly rates. Counsel proposed rate increase terms and has agreed to the Executive Committee's counter proposal as reflected in the attached Amendment.

The Executive Committee requests ratification of its approval of the proposed Legal Services Contract Amendment with Nelson Mullins Broad and Cassel which increases hourly rates from \$250 to \$300, \$200 to \$220, and \$90 to \$125, for Partners, Associates and Paralegals, respectively. It also extends the term of the contract two years with two additional one-year options at the same rates.

*Ray Bye offered a motion to approve the consent agenda items. Kristin Dozier seconded the motion which passed unanimously.*

#### **8. North Florida Innovation Labs Plan — Bill Lickson**

Director Bill Lickson provided an update regarding initial program development planning for the North Florida Innovation Labs, best practices, prospecting, fundraising, equipment, and a design and construction update.

#### **9. Committee Roles Discussion — Chair Moore**

Chair Kimberly Moore facilitated a discussion regarding potential adjustments to the role of the Investment Advisory Committee and the potential need for new committees, including a new Finance Committee potentially combining the functions of the Budget and Investment Advisory Committees. The intent would be to better utilize the community professionals who currently serve on Investment Advisory and to expand revenue generating opportunities. Ron Miller, Anne Longman and Tom Allen will work together to provide some recommendations at the next Board of Governors meeting.

#### **10. Chair's Report**

- a. Return to in-person meetings: After discussion it was agreed that members feel comfortable returning to in-person meetings but would like to preserve the option to Zoom. Before lunch resumes staff will provide a survey to determine whether attendees prefer to pay a one-time contribution, or the Authority furnishes lunch, and how to serve it.
- b. Officers for next year: Anyone interested in serving as an officer for FY 2021-2021 should contact Ron Miller. Kevin Graham has agreed to serve as chair if elected, leaving the Vice Chair and Treasurer positions to fill.

#### **11. Staff Reports**

- a. Executive Director Ron Miller reported that he is working on completion of EDA required site certification. The IPTLH 501(c)(3) application has been submitted to the IRS. He has requested the construction schedule from Danfoss to plan for expenditure of the OEV MOU funds on milestone dates. He will explore minimal renovation of the Collins Building 10k sf unrenovated space as there has been interest in leasing it, and Florida Department of Agriculture extended its lease for 5 years.
- b. Director of Marketing & Engagement Naomi reported that she is moving into a new position later in June. On June 15 TechTopics will feature WeatherStem and WeatherTiger. TechGrant finalist are announced tomorrow, and planning for an in-person event on Oct. 21 is underway. Tallahassee Start-up Week is Nov 8 -12 and she and Bill have been involved on the planning. She thanked everyone for the opportunity to work together, and Ron Miller noted she had done a great job under very challenging circumstances.

- c. Property Manager Stephanie Shoulet reported on occupancy, non-routine repairs and maintenance including paving and elevator bids.

**12. New Business**

None.

**13. Adjourn**

The meeting was adjourned at 12:42pm.

*UPCOMING MEETINGS AND EVENTS*

**TechGrant Finalists Announced**

Wednesday, June 2, 2021

**TechTopics**

Tuesday, June 15, 2021

11:00am – 12:00pm

**NFIL Oversight Committee Meeting**

Wednesday, July 14, 2021

8:00am – 10:00am

**Executive Committee Meeting**

Tuesday, July 20, 2021

1:00am – 1:00pm

**Board of Governors Meeting**

Tuesday, August 3, 2021

11:00am – 1:30pm

**Executive Committee Meeting**

Tuesday, September 21, 2021

11:00am – 1:00pm

**TechGrant 2021**

Thursday, October 21, 2021

5:00pm – 7:30pm

Goodwood Museum & Gardens Carriage House

Leon County Research and Development Authority  
Treasurer's Report

Attachment B  
Page 1 of 2

August 3, 2021

The following is a summary of the more significant items relating to financial position, financial operations, and the budget:

For the months ending  
and the year-to-date through

6/30/2021

5/31/2021  
9 months thru

6/30/2021

1) Balance Sheet

	Increase/ (Decrease)	
Changes for the month:	5/31/2021	6/30/2021
Operating cash <sup>1</sup>	\$ 47,981	\$ (50,445)
NFIL Construction <sup>2</sup>	\$ 5	\$ 498,002
Receivables	\$ (26,102)	\$ (521)
Property <sup>3</sup>	\$ -	\$ 38,340
Accumulated depreciation and amortization	\$ (23,852)	\$ (23,852)
Investments <sup>4</sup>	\$ 2,068	\$ 2,116
Total assets	\$ (1,672)	\$ 463,116
Total liabilities <sup>5</sup>	\$ 26,667	\$ 447,116
Total capital	\$ (28,339)	\$ 16,001

<sup>1.</sup> 5/31 reduction in A/R and increase in A/P. 6/30 Purchase of lab equipment, and reduction in A/P.

<sup>2.</sup> 6/30 Received \$500k from FSURF and paid \$2k in permit fees.

<sup>3.</sup> 6/30 NFIL Construction \$2k; Lab Equipment \$36k

<sup>4.</sup> Normal interest income

<sup>5.</sup> 6/30 \$500k unearned revenue from FSURF matching contribution payment; Grant Revenue earned \$35k

2) Income Statement

	YTD	Month	
	6/30/2021	5/31/2021	6/30/2021
Interest income	\$ 26,168	\$ 2,149	\$ 1,953
Net operating income (loss) <sup>1</sup> (before depreciation & amort.)	\$ (37,922)	\$ (4,487)	\$ 39,853
Less: Depreciation & amort.	(214,670)	(23,852)	(23,852)
Net income (loss)	\$ (252,592)	\$ (28,339)	\$ 16,001

<sup>1.</sup> 6/30 Grant Revenue-Lab equipment grant revenue earned \$35k

3) Cash Flow Statement

	All Cash	
	5/31/2021	6/30/2021
Beginning balance	\$ 239,305	\$ 287,291
Net change	47,986	447,557
Ending Balance:		
Operating Account+Petty Cash	195,497	145,052
NFIL Construction Account	91,794	589,796
Ending balance	\$ 287,291	\$ 734,848

Cash is adequate to meet current cash disbursement needs.

Leon County Research and Development Authority  
Treasurer's Report

Attachment B  
Page 2 of 2

August 3, 2021

4) Budget Comparison Statement

a) Revenues:

Revenue Variances Year-to-Date thru: 6/30/2021	
Actual	\$ 748,119
Budgeted	796,327
Variance Favorable (Unfavorable)	<u>\$ (48,208)</u>
Variance breakdown:	
Rent <sup>1</sup>	\$ 37,272
Operating expense reimbursement <sup>2</sup>	\$ (24,986)
Interest income	(5,126)
Grant revenue <sup>3</sup>	(54,805)
TechForce and other program revenue <sup>4</sup>	(8,151)
All other <sup>5</sup>	7,588
Variance Favorable (Unfavorable)	<u>\$ (48,208)</u>

<sup>1</sup> CareerSource Capital Region lease

<sup>2</sup> Operating expense reimbursement budgeted (\$26k) for FSU share of elevator refurb, but corresponding expense not yet incurred.

<sup>3</sup> Grant revenue not yet earned. \$55k with FAMU in discussion about how we can use the funds--\$15k of which is expected to be invoiced in July/Aug.

<sup>4</sup> TechForce program not held due to insufficient interest, and TechGrant sponsorships delayed due to COVID delayed program

<sup>5</sup> Trail construction prepayment refund \$5.3k--will likely be expended on washout remediation

b) Operating Expenses (before Depreciation and Amortization):

Operating Expenses Year-to-Date thru: 6/30/2021	
Budgeted	\$ 1,038,242
Actual	786,041
Variance Favorable (Unfavorable)	<u>\$ 252,201</u>
Operating Expense Variances Year-to-Date thru: 6/30/2021	Favorable/ (Unfavorable)
Payroll <sup>1</sup>	\$ 14,026
Utilities	1,419
Repairs/Maintenance <sup>2</sup>	158,767
Cleaning & Improvements <sup>3</sup>	(6,657)
Services	1,776
Property Administration <sup>4</sup>	82,871
Total Favorable (Unfavorable) Variance	<u>\$ 252,201</u>

<sup>1</sup> Vacant position salary and benefits and comp changes

<sup>2</sup> Elevator refurb (\$72k) and parking lot resurface (\$96k) not yet completed

<sup>3</sup> Morgan 2nd floor carpet and paint for new tenant 3 year lease + hallway (\$26k); NPS Painting budgeted deferred to next year by tenant (\$20k)

<sup>4</sup> Grants for lab equipment capitalized (\$35k); Not yet expended: Program Expenses (\$11.7k), Travel (\$3.6k), TechGrant Awards moved to next fiscal year October (\$25k)

**Respectfully submitted, Sonjoy Goswami, Treasurer**

Leon County R&D Authority  
Board of Governors Meeting | Aug. 3, 2021  
Page 9 of 170

## INVESTMENT PORTFOLIO

For period ending May 31, 2021

*For the Month:*

<u>SECURITY OWNED</u>	<u>BALANCE BOM</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOM</u>	<u>YIELD</u>
FL PRIME	\$ 1,123,721.93	\$ 105.87	\$ -	\$ -	\$ 1,123,827.80	0.111%
SPIA	2,364,393.99	2,027.20	-	-	2,366,421.19	1.007%
	<u>\$ 3,488,115.92</u>	<u>\$ 2,133.07</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,490,248.99</u>	<u>0.720%</u>

*For the Fiscal Year Beginning October 1:*

<u>SECURITY OWNED</u>	<u>BALANCE BOP</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOP</u>	<u>YIELD</u>
FL PRIME	\$ 1,372,274.96	\$ 1,552.84	\$ -	\$ 250,000.00	\$ 1,123,827.80	0.173%
SPIA	2,343,976.79	22,444.40	-	-	2,366,421.19	1.436%
	<u>\$ 3,716,251.75</u>	<u>\$ 23,997.24</u>	<u>\$ -</u>	<u>\$ 250,000.00</u>	<u>\$ 3,490,248.99</u>	<u>0.966%</u>

SPIA Available Balance (see security description for minimum balance requirements)

\$ 948,883.40

Investments Designated for Capital Projects (North Florida Innovation Labs)

\$ 1,600,000.00

Undesignated Investments

\$ 1,890,248.99

**NOTABLE ADDITIONS OR DEDUCTIONS TO ACCOUNTS:**

4/2021 Withdrawal \$250k to fund \$200k for North Florida Innovation Labs A&amp;E, and \$50k for major maintenance and repair

Note: Security descriptions shown on reverse

## **SECURITY DESCRIPTIONS:**

- FL PRIME - SBA Florida Prime - The Local Government Surplus Funds Trust Fund (Florida PRIME) was created by an Act of the Florida Legislature in 1977 and currently serves over 800 participants across the state. Invests exclusively in short-term, high-quality fixed-income securities rated in the highest short-term rating category by one or more nationally recognized statistical rating organizations, or securities of comparable quality. Seeks to maintain a \$1.00 value and maintain a weighted average maturity of 60 days or less, with the maximum maturity of any investment limited to 397 days. Rated AAAm by Standard & Poor's, the highest rating available for a local government investment pool. Complies with legislation that requires numerous operational and reporting enhancements, including restating investment objectives to emphasize safety, liquidity and competitive returns with minimization of risks; and providing for enhanced internal controls, transparency and communication. Federated Investors has managed the assets of Florida PRIME to the exact specifications of its investment policies since February 13, 2008.
- SPIA – Florida Treasury Special Purpose Investment Trust – The Florida State Treasury operates a special investment program for public entities other than the State. This program is authorized in Section 17.61(1), Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Component units of the State, Universities, or Colleges that are created by the Florida Constitution or Florida Statutes are eligible to invest in SPIA. Current non-component unit participants, like the Authority, are allowed to stay in the program with capped investment limits and a minimum balance equal to 60% of the previous 3 months average balance. Liquidations in excess of the minimum balance require 6 months' notice. SPIA funds are invested in the same portfolio as Treasury funds, so the pool of funds has a stable base of funds (over 85% of the funds are captive trust funds) not needed for immediate disbursement. These funds are invested in a combination of short-term liquid instruments and intermediate-term fixed income securities. This “barbell” investment strategy, along with incremental income produced by securities lending, has the ability to return higher yields than a typical money market fund. Participants have the ability to invest and obtain fund withdrawals same day with an 11:00 a.m. deadline for notifying the Treasury. The SPIA maintains a credit rating of A+f by Standard & Poor's.

## INVESTMENT PORTFOLIO

For period ending June 30, 2021

For the Month:

<u>SECURITY OWNED</u>	<u>BALANCE BOM</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOM</u>	<u>YIELD</u>
FL PRIME	\$ 1,123,827.80	\$ 88.83	\$ -	\$ -	\$ 1,123,916.63	0.096%
SPIA	2,366,421.19	1,856.82	-	-	2,368,278.01	0.955%
	<u>\$ 3,490,248.99</u>	<u>\$ 1,945.65</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,492,194.64</u>	<u>0.678%</u>

For the Fiscal Year Beginning October 1:

<u>SECURITY OWNED</u>	<u>BALANCE BOP</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOP</u>	<u>YIELD</u>
FL PRIME	\$ 1,372,274.96	\$ 1,641.67	\$ -	\$ 250,000.00	\$ 1,123,916.63	0.164%
SPIA	2,343,976.79	24,301.22	-	-	2,368,278.01	1.382%
	<u>\$ 3,716,251.75</u>	<u>\$ 25,942.89</u>	<u>\$ -</u>	<u>\$ 250,000.00</u>	<u>\$ 3,492,194.64</u>	<u>0.930%</u>

SPIA Available Balance (see security description for minimum balance requirements)	\$ 949,628.81
Investments Designated for Capital Projects (North Florida Innovation Labs)	\$ 1,600,000.00
Undesignated Investments	\$ 1,892,194.64

**NOTABLE ADDITIONS OR DEDUCTIONS TO ACCOUNTS:**

4/2021 Withdrawal \$250k to fund \$200k for North Florida Innovation Labs A&E, and \$50k for major maintenance and repair

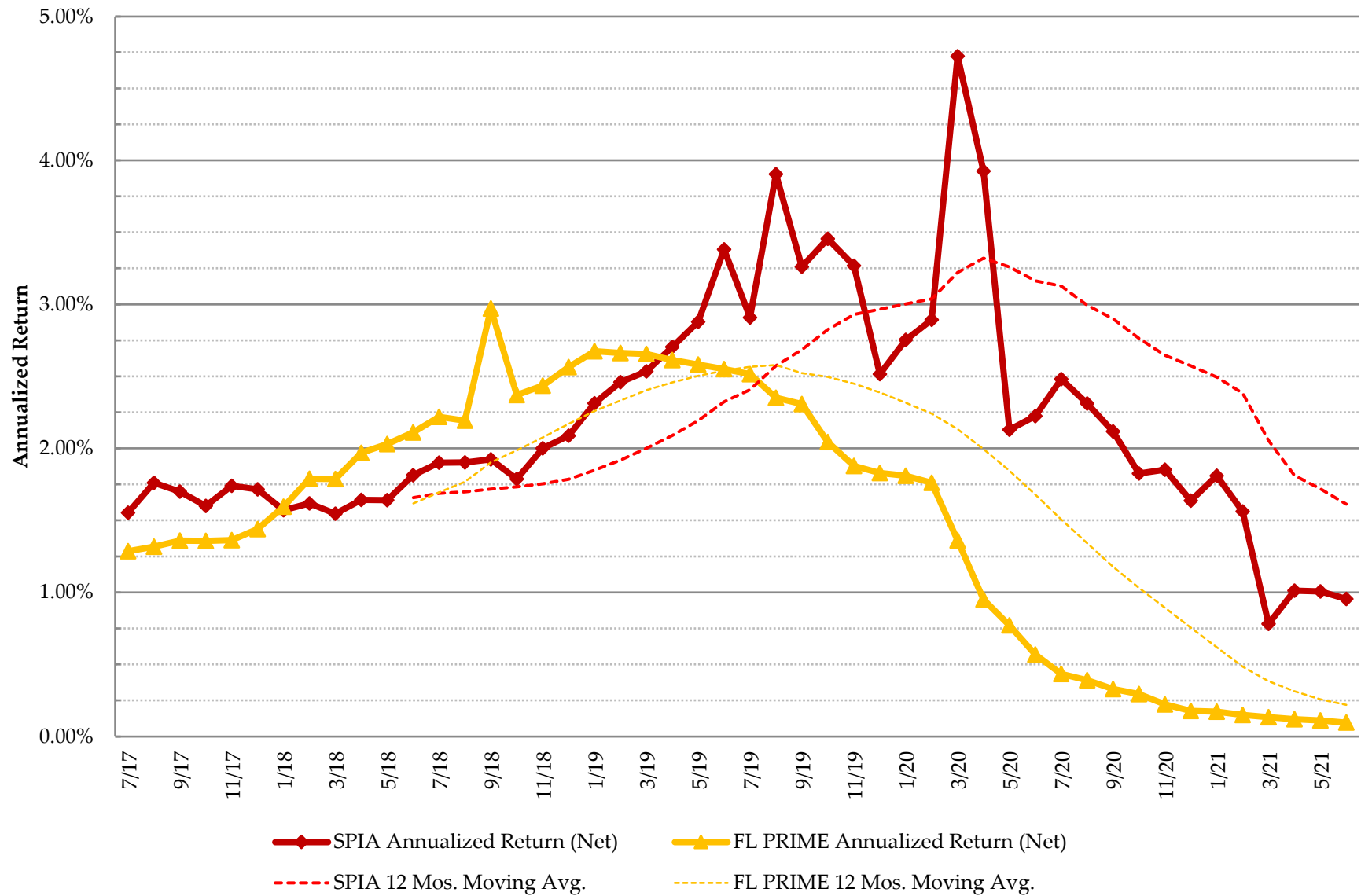
Note: Security descriptions shown on reverse



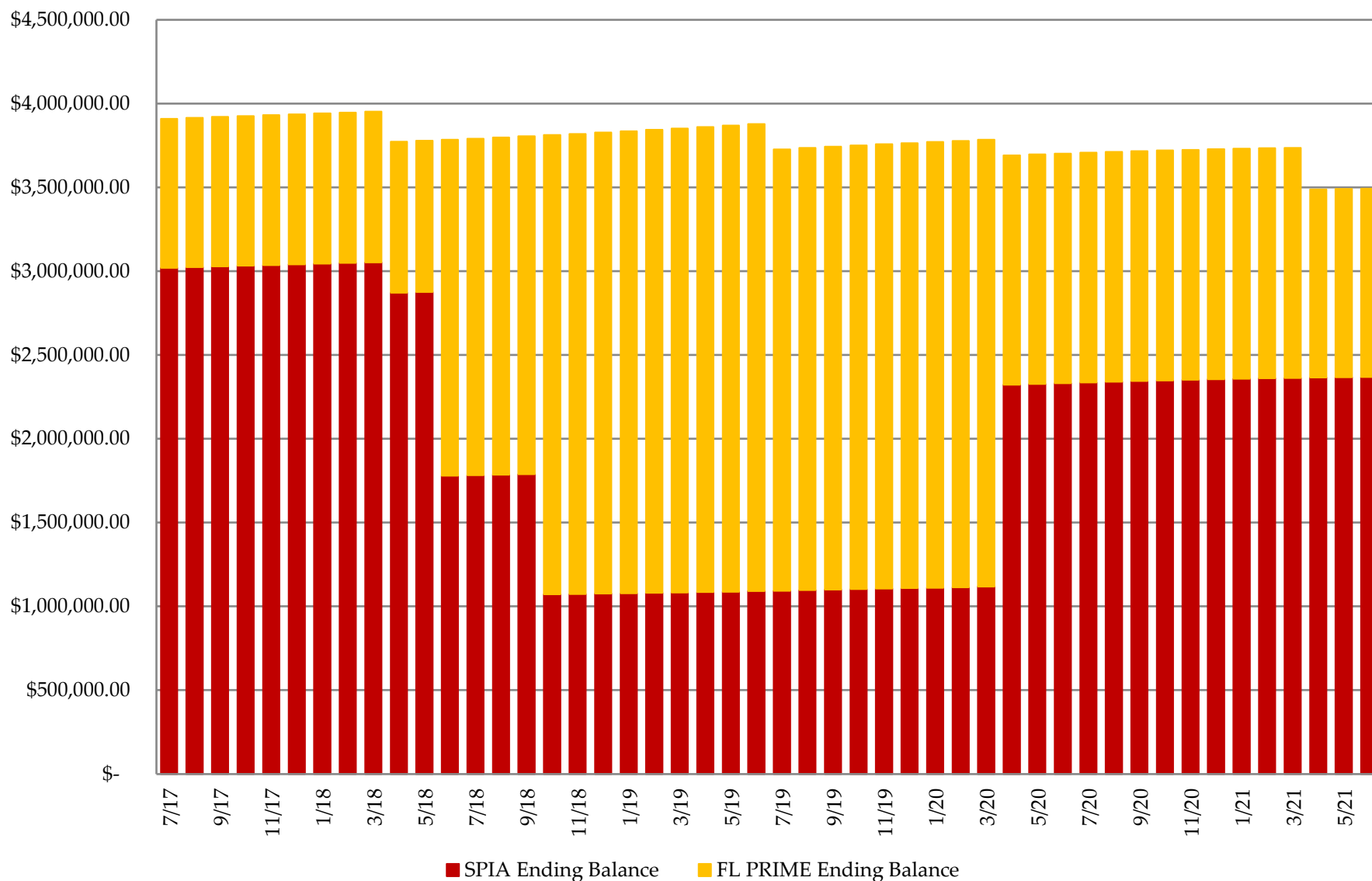
## **SECURITY DESCRIPTIONS:**

- FL PRIME - SBA Florida Prime - The Local Government Surplus Funds Trust Fund (Florida PRIME) was created by an Act of the Florida Legislature in 1977 and currently serves over 800 participants across the state. Invests exclusively in short-term, high-quality fixed-income securities rated in the highest short-term rating category by one or more nationally recognized statistical rating organizations, or securities of comparable quality. Seeks to maintain a \$1.00 value and maintain a weighted average maturity of 60 days or less, with the maximum maturity of any investment limited to 397 days. Rated AAAM by Standard & Poor's, the highest rating available for a local government investment pool. Complies with legislation that requires numerous operational and reporting enhancements, including restating investment objectives to emphasize safety, liquidity and competitive returns with minimization of risks; and providing for enhanced internal controls, transparency and communication. Federated Investors has managed the assets of Florida PRIME to the exact specifications of its investment policies since February 13, 2008.
- SPIA – Florida Treasury Special Purpose Investment Trust – The Florida State Treasury operates a special investment program for public entities other than the State. This program is authorized in Section 17.61(1), Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Component units of the State, Universities, or Colleges that are created by the Florida Constitution or Florida Statutes are eligible to invest in SPIA. Current non-component unit participants, like the Authority, are allowed to stay in the program with capped investment limits and a minimum balance equal to 60% of the previous 3 months average balance. Liquidations in excess of the minimum balance require 6 months' notice. SPIA funds are invested in the same portfolio as Treasury funds, so the pool of funds has a stable base of funds (over 85% of the funds are captive trust funds) not needed for immediate disbursement. These funds are invested in a combination of short-term liquid instruments and intermediate-term fixed income securities. This “barbell” investment strategy, along with incremental income produced by securities lending, has the ability to return higher yields than a typical money market fund. Participants have the ability to invest and obtain fund withdrawals same day with an 11:00 a.m. deadline for notifying the Treasury. The SPIA maintains a credit rating of A+f by Standard & Poor's.

## Leon County Research & Development Authority Investment Yield



## Leon County Research & Development Authority Investments Balances



**Leon County Research and Development Authority**  
**NFIL Oversight Committee Meeting**  
Collins Building Seminar Room  
2051 East Paul Dirac Drive  
Tallahassee, FL 32310

July 14, 2021  
8:00am to 10:00am

**Report**

**Members in Attendance:** Kristin Dozier (chair), Tom Allen, Kevin Graham.

**Members Not in Attendance:** None.

**Guests:** Mary Jo Spector, FSU Research Facilities Design, Construction and Maintenance; Cam Whitlock, Architects Lewis + Whitlock; Ray Bye, LCRDA Board of Governors; Kevin Byrne, Victor Clements, Jordan Peterson, Anne Tomsy, The University Financing Foundation, Inc.; Ron Miller, Bill Lickson, Peggy Bielby, LCRDA staff.

**1. Call to Order**

Chair Kristin Dozier called the meeting to order at 8:02am.

**2. Introduction of Guests**

All present introduced themselves.

**3. Approval of Participation by Electronic Means (if needed)**

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

All members were present in person, so no vote was necessary.

**4. Modifications to the Agenda**

Ron Miller noted that Agenda Item 8. Project Cost Estimate would be presented before Agenda Item 7. Design Development Phase Update.

**5. Public Comment**

None.

**6. Meeting Minutes—April 19, 2021**

*Kevin Graham offered a motion to approve the draft meeting minutes. Tom Allen seconded the motion which passed unanimously.*

**7. Project Cost Estimate**

Staff will present a preliminary project cost estimate and discuss funding options.

Ron Miller reviewed the updated NFIL project budget; the EDA budget, estimate, and difference: \$6.2 million. He presented four options to address the projected shortfall:

1. The Florida Job Growth Grant Fund
2. The University Financing Foundation, Inc.

3. Traditional bank-financed debt
4. Private contributions and/or other grants

Kevin Graham introduced Kevin Byrne, president and CEO of The University Financing Foundation, Inc. (TUFF) who explained that the foundation is a 501c3 not-for-profit developer and advisor specializing in programmatic real estate solutions. TUFF brings funding but also expertise and experience in building innovation communities. See attached presentation from TUFF.

After discussion the Committee agreed that the Executive Committee and Board of Governors should review and consider the TUFF presentation and proposal. The Committee also agreed that other funding options should be considered, including additional EDA funding and CARES Act/ARPA funding.

*Tom Allen offered a motion to make a formal recommendation to the Executive Committee, to review each of the four funding options, with an estimated timeline for each. Kevin Graham seconded the motion which passed unanimously.*

## **8. Design Development Phase Update**

Staff and the project architect will present a progress update for the design development phase.

Cam Whitlock explained the value engineering steps that have been taken with the design, staying within scope but making the project more efficient. He reviewed the site plans, elevations, fixtures, and floor plans and the resulting total building cost estimate of \$23,251,143 yielding a \$517psf cost. The Committee agreed that modifications to facilitate the future capability of building out the 3000sf space located on the second floor over the loading dock and machine shop should be added to the project at the estimated cost of less than \$100psf. The Committee will meet again shortly after the August 3, 2021 Board meeting to address the Board's direction.

## **9. Payment Authorization Review**

The Committee previously directed that Section 4(b) of the Committee Policies and Procedures be reviewed by the committee in 60 days. The policy is presented for review at this, the next scheduled meeting.

Ron Miller explained the proposed treasury management system which, if approved by the Board of Governors, will allow payment of invoices via ACH with controls that include requiring the executive director and the director of accounting to both execute any funds transfer. Ray Bye stated that under this system, he had no concerns about the Committee's payment of invoices for the development in accordance with the proposed policies and procedures.

*Kevin Graham offered a motion to approve payment of invoices in the manner approved by the Board. Tom Allen seconded the motion which pass unanimously.*

## **10. New Business**

None.

## **11. Adjourn**

The meeting adjourned at 10:26am.

**Ray Bye added a post-meeting comment:**

“Conversations about new grants with State of FL and EDA should resolve any question (if TUFF has ownership) could TUFF propose and receive a new grant or could LCRDA submit without owning building. Also I said in meeting that EDA had 14 months to get CARES \$ out and has over \$1 Billion unexpended. Their focus will be to add funds to recently-awarded projects. True that money expires in 14 months, but EDA wants to move fast and they will/should remember about their deadlines in our award to start construction in February so they could make quick decision on a newly-submitted proposal (but namely, our earlier successful one). Also the electric lines, roads, other infrastructure outside of our building you mentioned at the meeting (even if that infrastructure also benefits Danfoss, FSU or other tenants) could be requested in our second proposal as legitimate costs as long as LCRDA owns the resulting infrastructure.”



July 14, 2021

## LCRDA / N FL Innovation Labs Oversight Committee

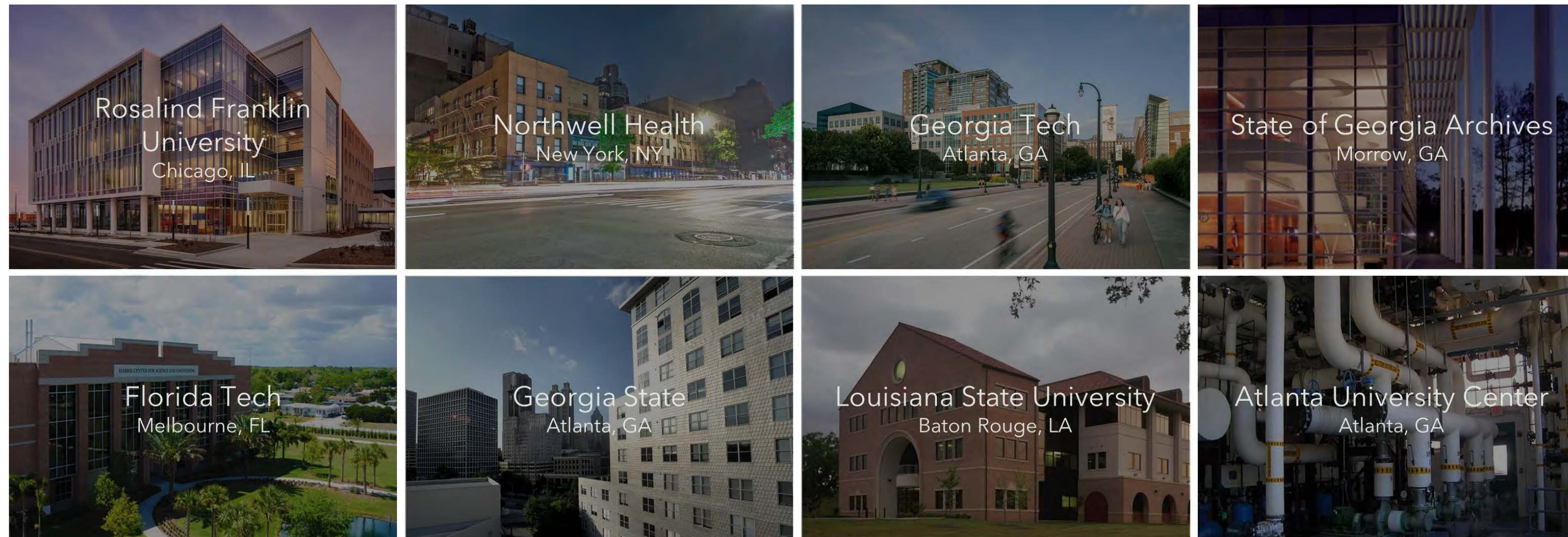
# TABLE OF CONTENTS

1. TUFF Overview
2. Current State
3. Transaction Summary
4. Additional Topics for Consideration with TUFF
5. Proposed Terms



# TUFF Overview

- TUFF is a **non-profit real estate developer and advisor**, focused on acquiring and delivering built-to-suit facilities to create **vibrant physical environments** for research, education, and healthcare institutions
- Since **1982**, TUFF has delivered facilities using **tax-exempt capital, direct investment, and strategic development counsel** to institutions nationwide, spanning multiple projects and use types
- TUFF strives to be a **trusted partner** helping guide clients through a careful analysis of needs and helping to find and execute on a **tailored solution** with **meaningful results**
- TUFF projects enhance institutional **viability** through **lowered costs** and **reduced risk**
- TUFF involvement in the project does not end with building completion, but instead TUFF **remains engaged** to assist the client in **successfully managing, activating and operating** the property
- Sample **TUFF-developed** projects below:



## TUFF Transaction Highlights

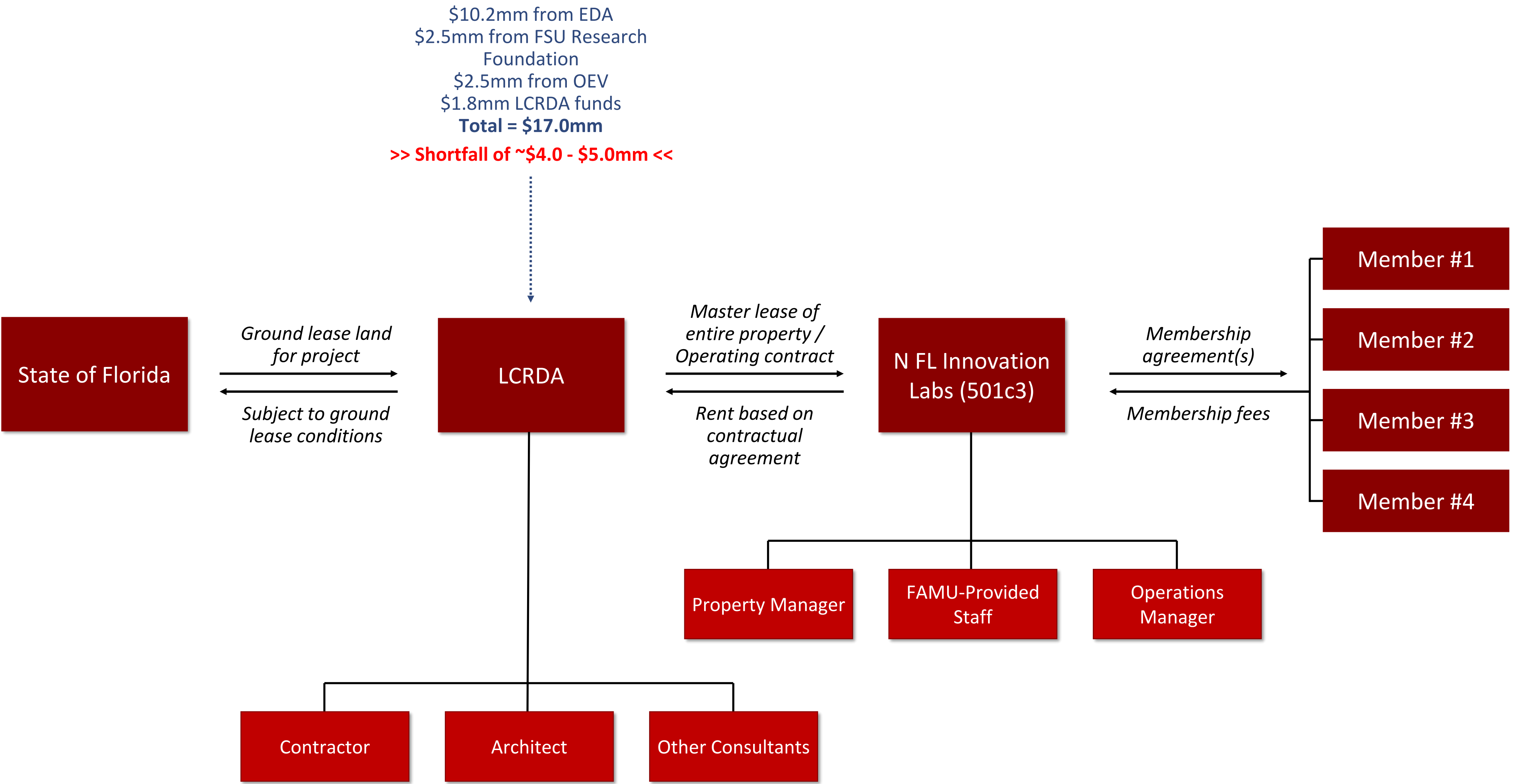
1982	\$1.6 Billion
Founding Date	Transaction Volume
55	
Projects Completed	
100+	\$20+ Billion
Institutional Clients	Economic Impact

## Representative Clients

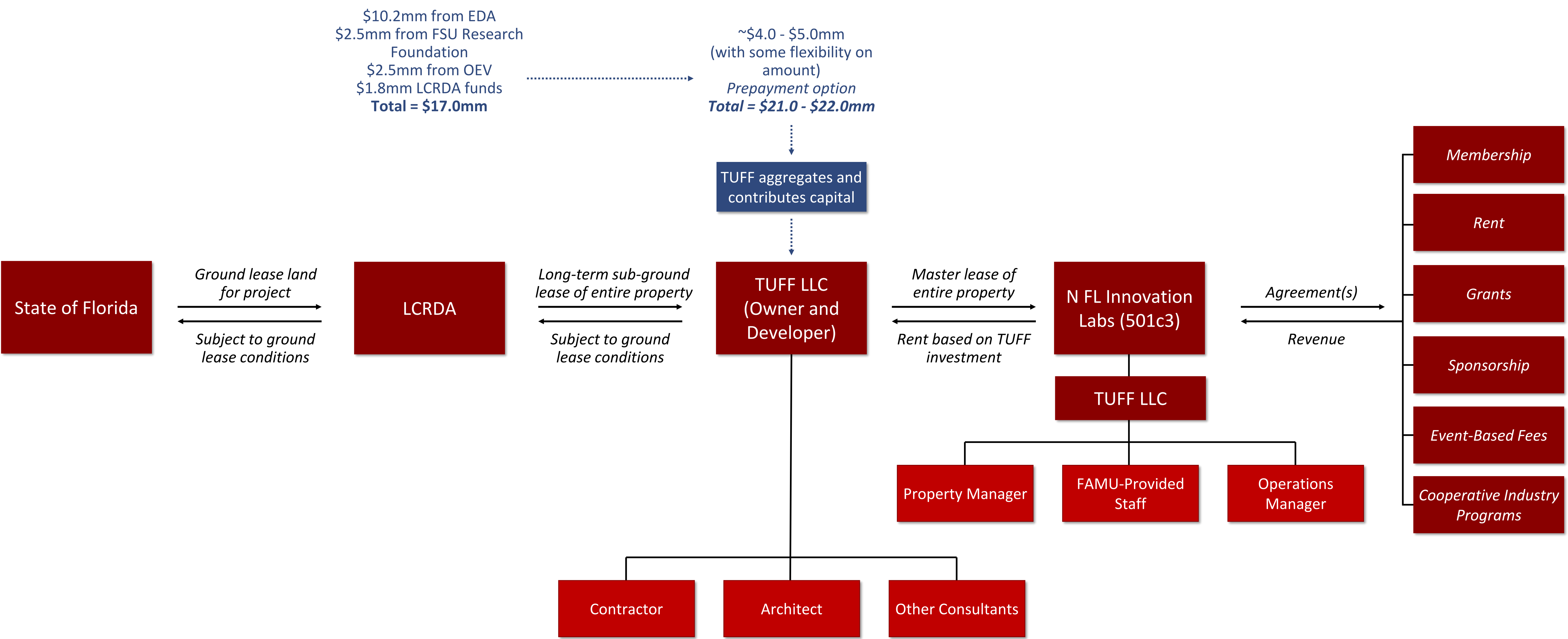




# Current State



# Transaction Summary



# Additional Topics for Consideration with TUFF

- Be responsible for development and bring delivery expertise and cost-savings to project
  - Including working with EDA and under the EDA-mandated delivery method
- Assist in creating additional revenue sources for 501c3 outside of membership fees
  - Including rent, grants, sponsorships, event-based fees and cooperative industry programs
- Offer property management and operations management expertise
  - Including implementing an activation program to enhance community and entrepreneurial activity
- Work with FSU and FAMU to assess opportunity for enhanced indirect cost recovery through research initiatives which lead to tech transfer
- Ensure connections and relationships with OEV, FAMU, FSU, and the broader Tallahassee and Florida communities
  - Promote center of economic development in Florida
  - Align academic institutions with the business community and the government to promote a center of innovation in Florida

# Proposed Terms

1. Primary transaction agreement between TUFF LLC and LCRDA would be a sub-ground lease
  - Sub-ground lease conveys all covenants and restrictions to which the land is subject
  - Sub-ground lease is contemplated at nominal rent to reduce the financial burden on 501c3 and the operations of the innovation lab
  - Sub-ground lease term can be any reasonable and financeable term (i.e. 40 or more years)
2. The leasehold interest in the land would convey development responsibility to TUFF LLC
  - TUFF can assume the architect's contract and engage with the contractor and other development consultants, as needed
  - TUFF would be responsible to the 501c3 for delivery of the facility based on the specs in the facility lease described below, as well as the required timeline
  - Development would be subject to all EDA development requirements and conditions
3. LCRDA would contribute existing raised capital to TUFF
  - TUFF is an eligible EDA recipient
  - LCRDA matching funds could be contributed through the master facility lease
4. TUFF would enter into a master facility lease with the 501c3
  - Lease would be for 30 years
  - 501c3 would provide capital to TUFF to reduce rent
  - Lease would be prepayable at anytime, which could eliminate the need for TUFF in the chain of tenancy
  - If lease runs the entire 30 years, TUFF will convey the facility to 501c3 and thus remove TUFF from the sub-ground lease
5. Separately, TUFF can engage with 501c3 to enter into other arrangements, including:
  - Property and activation management
  - Operations consulting
  - Marketing and leasing
  - Revenue creation assistance

**Leon County Research and Development Authority  
Executive Committee Meeting**

Collins Building  
2051 E Paul Dirac Drive  
Tallahassee, FL 32310

Tuesday, July 20, 2021  
11:00am – 1:00pm

**Report**

**Members in Attendance In-Person:** Kimberly Moore, Kevin Graham. Sonjoy Goswami.

**Members in Attendance Virtually:** Dave Ramsay.

**Members Not in Attendance:** None.

**Guests:** Ron Miller, Bill Lickson, Peggy Bielby (LCRDA Staff).

**1. Call to Order**

Chair Kimberly Moore called the meeting to order at 11:02am.

**2. Introduction of Guests**

All present introduced themselves.

**3. Approval of Participation by Electronic Means**

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

*Sonjoy Goswami offered a motion to approve participation by electronic means. Kevin Graham seconded the motion which was approved unanimously with Dave Ramsay not voting.*

**4. Modifications to the Agenda**

None.

**5. Public Comment**

None.

**6. Approval of Draft Meeting Minutes, May 18, 2021**

**7. RFP 21-02 Asphalt Paving Services**

Staff received two responses to RFP 21-02 for Asphalt Paving Services to repair and resurface the parking and driveway services surrounding the Collins, Morgan, and Johnson buildings. A summary of pricing proposals and the responses are attached. The low bidder's proposed price was \$192,115. The proposed prices are valid for 90 days through October 5, 2021. The approved budget for the project was \$89,385 and based on a cost estimate prepared in mid-2020. Staff believes that higher than budgeted costs are due

to COVID impacts on supply chain and labor costs. Staff has identified the following options and recommends option 4:

1. Accept the low bidder's proposal and amend the budget to reflect the proposed price.
2. Cancel the RFP and present to the Board to reissue an RFP when market conditions improve or indicate that they are not improving within 12 months.
3. Cancel the RFP and solicit Informal Bids for less than \$50,000 to repair the worst of the damaged surfaces and include in the next fiscal year budget the cost to resurface within 12 months.
4. Refer the issue to the Budget Committee, which meets in September, to consider the impact on the Budget for next year and to make a recommendation to the Executive Committee which meets in September. Considering that the proposals expire before the October Board meeting, at the August 2021 Board meeting request that the Board authorize the Executive Committee to execute an agreement with the low bidder, prior to expiration of the proposal, at its discretion and considering the recommendation of the Budget Committee.
5. Other recommendations of the Executive Committee.

*Kevin Graham offered a motion to refer the issue to the Budget Committee as set forth in Option 4 and recommended by staff. Sonjoy Goswami seconded the motion which passed unanimously.*

#### **8. Treasury Management-ACH Payments/Wire Transfer Policy**

Staff requests approval of policy and bylaws amendments to permit the Executive Director and Talcor's Director of Property Accounting (authorized staff) to pay any amounts owed by the authority via electronic ACH payments or wire transfer, or to wire transfer funds between its bank and investment accounts. The bank's treasury management security controls require all electronic ACH payments and wire transfers to be initiated by authorized staff and approved by the other authorized staff. Amounts over \$10,000 shall require authorization of two Board officers emailed to both authorized staff with the email authorization documentation retained with each such invoice.

*After discussion, the Committee directed staff to confer with the Authority's general counsel and CPAs regarding the changes and to include the item on the next Board of Governor's meeting regular agenda.*

#### **9. Ratification of Equipment Purchase and Payment Using Knight Grants Funds**

The Executive Director requests ratification of his decision to sole source purchasing used lab equipment and to pay for the equipment via ACH with \$35,000 in grant funds. The grant deadline was 6/30/21 after previously receiving an extension due to COVID. Recent staff turnover delayed identification of equipment specifications that were finished just prior to the deadline after soliciting input from current lab tenants. Used equipment was selected to try to maximize the equipment purchased and a sole source purchase was made because of the challenges comparing specs and conditions of each piece. The used equipment dealer was recommended by a lab tenant who has previously purchased from the supplier, and the tenant also provided input as to the appropriate cost of equipment. The vendor required payment in advance. To meet the grant deadline payment was made via ACH. The ACH payment was initiated electronically by the Executive Director and approved electronically by Talcor's Director of Property Accounting.

*Kevin Graham offered a motion to ratify the Executive Director's decisions and actions to sole source the purchase and to pay for the equipment via ACH. Sonjoy Goswami seconded the motion which passed unanimously.*

## **10. North Florida Innovation Labs (NFIL) Cost Estimate and Funding Options**

Architects have provided the attached preliminary cost estimate for the NFIL facility. Based on existing funding of approximately \$17 million, this estimate indicates a \$4 million funding shortfall. Staff will present funding options under consideration, recommendations from the NFIL Oversight Committee, and steps taken to-date to attempt to fund the shortfall.

After discussion, the Committee requested that the four funding options reviewed be presented to the Board for consideration at its next meeting, including a Memorandum of Understanding from The University Financing Foundation.

*Sonjoy Goswami offered a motion to authorize the Executive Director to sign the Florida Job Growth Grant Fund Public Infrastructure Grant Proposal and to execute any related agreements if they grant is awarded to the Authority. Kevin Graham seconded the motion which passed unanimously.*

## **11. Chair's Report**

### **a. Next Fiscal Year's Slate of Officers**

Kimberly Moore reported that the slate of officers who have agreed to be nominated for Fiscal Year 2021-2022 is:

Kevin Graham – Chair

Tom Allen – Vice Chair

Dave Ramsay - Treasurer

## **12. Staff Reports**

### **a. Executive Director**

Ron Miller reported that the FY21/22 budget process is underway, the new Director of Marketing & Engagement is expected to start on July 26, 2021, and that multiple various potential grant sources are being pursued.

### **b. Director of North Florida Innovation Labs**

Bill Lickson reported on additional grant applications including an SBA grant for STTR training, and his continued work with entrepreneurs including new incubator tenant Persica.

## **13. New Business**

None.

## **14. Adjourn**

The meeting was adjourned at 11:44am.





---

RFP 21-02 Asphalt Paving Services

RFP Response List

July 12, 2021

The following companies have responded to RFP 21-02 along with their proposed pricing:

1. Capital Asphalt, Inc.; \$296,400.
2. North Florida Asphalt, Inc.; \$192,115.

Submitted by:

A handwritten signature in black ink, appearing to read "Ronald J. Miller, Jr.".

Ronald J. Miller, Jr.  
Executive Director

**REQUEST FOR PROPOSALS  
ASPHALT PAVING SERVICES  
RFP NO. 21-02**

***NORTH FLORIDA ASPHALT, INC.  
2908 PLANT STREET  
TALLAHASSEE, FLORIDA 32304  
O# (850) 575-7228  
F# (850) 575-1835***

**CONTACT: Jacob Dulworth, Estimator  
M# (850) 933-7376  
[jacob@northfloridaasphalt.com](mailto:jacob@northfloridaasphalt.com)**

## **TABLE OF CONTENTS**

Section 1.	Title Page	Pg. 1
Section 2.	Table of Contents	Pg. 2
Section 3.	Approach to Scope of Services	Pg. 3
Section 4.	Qualification of Proposer	Pg. 4
Section 5.	Experience / Completed Projects	Pg. 5
Section 6.	References / Client List	Pg. 6
Section 7.	Required Forms:	Pg. 7-19
(A)	Attachment 1 – Proposal Form Attachment 2 – Price Schedule Attachment 3 – Equal Opportunity / Affirmative Action Statement Attachment 4 – Certification Regarding Disbarment, Suspension and Other Responsibility Matters Attachment 5 – Affidavit Certification Immigration Laws and Employment Eligibility Verification Attachment 6 – Insurance Certification Form Attachment 7 – Drug-Free Work Place Form Attachment 8 – Local Vendor Certification  Attachment 9 – Proposer Registration Form (as submitted prior to July 7, 2021)	
(B)	Copies of required licenses, registrations, and certifications.	Pg. 20-25



## **Equipment**

- Skid steer with milling head
- Mini excavator
- Box tractor
- Roller (for base compaction)
- Paver
- Rollers (for asphalt)
- Dump trucks to transport materials

## **Plan**

1. Remove all wheel stops, cleaning of existing wheel stops will take place prior to paving. (1 day)
2. Remove sections of damaged curb and re-pour (3 days)
3. Over excavate root areas, re-base & prep for Paving (1-2 days)
4. Mill all necessary transitions (1 day)
5. Clean Lot and prep for paving (2-3 days)
6. Pave lot, restripe and re-set wheel stops. (2 days to pave, 2 for re-setting wheels stops and striping)
7. All work to be completed before September 30<sup>th</sup>, 2021

## **Subcontractors**

- Fultineer Construction – pour curb
- Tallahassee Asphalt Repair – stripe lot

## **Personnel**

NFA will have a crew for prepping the lot for paving and a separate crew for paving the parking lots

The prepping crew will consist of a superintendent with 15+ years' experience along with 1-2 crew members

The paving crew is led by 2 guys with 20 + years' experience of paving, along with 2 rake guys, 2 shovel guys, 2 guys operating the rollers, and a guy who sprays the tack prior to laying asphalt.



DATE: July 7, 2021

PROJECT: Request for Proposals  
Asphalt Paving Services  
RFP No. 21-02

RE: Qualifications of Proposer

North Florida Asphalt, Inc. (NFA) is a locally owned and operated Florida corporation located in Tallahassee (Leon County). It has been in operation for thirty-four (34) years. and was incorporated on June 12, 1995. NFA does residential, commercial, and municipal projects within one hundred (100) miles of Tallahassee.

Currently six (6) employees have OSHA Excavation & Trenching Competent Person Course Certifications (Dustin Bodiford, Chase Harrell, A. B. Barrios, Kristopher Bennett, Andrew Piotrowski, and Carlos Barrios). Three (3) employees are FDEP Qualified Stormwater Management Inspector Certified (Matt Boltz, Angie Harrell, and Jacob Dulworth). Three (3) employees have completed a FDOT approved Temporary Traffic Control (TTC) Advanced Course (Dustin Bodiford, Jacob Dulworth, and Michael Gregory).

Rocco Fruggiero is NFA's Paving Foreman and has over twenty (20) years experience in the asphalt field. He will coordinate ordering the asphalt materials from the asphalt plant, lining up the trucks for delivery, and getting the equipment and personnel on-site for performing the work. Several of the crew have been with NFA for twenty (20) years.

**North Florida Asphalt, Inc.**  
**Completed Projects - May 2021**

Project Title:	CHP Metropolitan Corporate Center Building
Location:	Metropolitan Boulevard - Tallahassee, FL
Contract Amount:	\$818,865.50
Scheduled Completion Date:	November 2019
Owners / General Contractor:	Childers Construction Co. (850) 222-2281
Contact Name:	Tad Buzick (850) 222-2281
Project Title:	Short Street Stormwater Outfall / Breckenridge on Park
Location:	Short Street / Breckenridge on Park - Tallahassee, FL
Contract Amount:	\$1,537,038.00
Scheduled Completion Date:	February 2020
Owners / General Contractor:	City of Tallahassee (850) 891-2874
Contact Name:	Joel Daughtry (850) 545-7048
Project Title:	Danfoss Corporate Expansion
Location:	East Paul Dirac Drive - Tallahassee, FL
Contract Amount:	\$525,047.00
Scheduled Completion Date:	April 2020
Owners / General Contractor:	Sperry & Associates, Inc. (850) 562-1101
Contact Name:	Clayton Wells (850) 452-1101
Project Title:	Construction of Substation BP-34
Location:	CCSW - Tallahassee Airport - Tallahassee, FL
Contract Amount:	\$297,821.25
Scheduled Completion Date:	November 2019
Owners / General Contractor:	All Florida Electric of Tallahassee, Inc. (850) 576-0593
Contact Name:	Smitty Aire (850) 576-0593
Project Title:	Mitchell Avenue Sidewalk Improvements
Location:	Mitchell Avenue - Tallahassee, FL
Contract Amount:	\$573,042.69
Scheduled Completion Date:	February 2020
Owners / General Contractor:	City of Tallahassee (850) 891-2858
Contact Name:	Eric Houge, P.E. (850) 891-2858
Project Title:	Broward Tallahassee Storage Facility
Location:	West Tennessee Street - Tallahassee, FL
Contract Amount:	\$332,916.00
Scheduled Completion Date:	July 2020
Owners / General Contractor:	PAR Builders II, Inc. (727) 532-6111
Contact Name:	Lee Barwick (727) 532-6111
Project Title:	Hopkins Power Plant
Location:	Geddie Road - Tallahassee, FL
Contract Amount:	\$131,426.94
Scheduled Completion Date:	June 2020
Owners / General Contractor:	Casey Industrial, Inc. (720) 974-2696
Contact Name:	T. J. Sokolowski (813) 857-7069
Project Title:	Mashes Sand Parking Area & Fence
Location:	Mashes Sand Road - Panacea, FL
Contract Amount:	\$85,228.00
Scheduled Completion Date:	July 2020
Owners / General Contractor:	Wakulla Co Board of Co Commissioners (850) 745-7711
Contact Name:	Brandy King (850) 745-7711
Project Title:	UF/IFAS GC Multipurpose Facility
Location:	West Jefferson Street - Quincy, FL
Contract Amount:	\$348,346.00
Scheduled Completion Date:	August 2020
Owners / General Contractor:	CSI, Inc. (850) 875-1471
Contact Name:	Hayes Woodward (850) 875-1471



## **REFERENCES / CLIENT LIST**

COT Southeast Park Sitework Project  
Four Oaks Blvd / Tram R - Tallahassee, FL  
Contact - Chris Hampton, Construction Inspector  
(P)# 850-891-2870  
[Chris.hampton@talgov.com](mailto:Chris.hampton@talgov.com)

City Church Tallahassee On-Site Parking Expansion  
Sessions Road – Tallahassee, FL  
Contact - Alex Scott, Executive Director  
(P)# 850-347-4100; Ext. 703  
[Alex.scott@citychurchtallahassee.com](mailto:Alex.scott@citychurchtallahassee.com)

Danfoss Corporate Expansion  
East Paul Dirac Drive – Tallahassee, FL  
Contact – Clayton Wells, Project Manager  
(P)# 850-562-1101  
[CWells@sperryconstruction.com](mailto:CWells@sperryconstruction.com)

UF/IFAS GC Multipurpose Facility  
West Jefferson Street – Quincy, FL  
Contact – Hayes Woodward, Project Manager  
(P)# 850-875-1471  
[hw@csi-contracting.com](mailto:hw@csi-contracting.com)

Carrabelle SE 5<sup>th</sup> Street & SE Avenue D  
SE 5<sup>th</sup> Street & SE Avenue D – Carrabelle, FL  
Contact – Susan McConnell, Project Manager  
(P)# 850-383-0009  
[smcconnell@ectinc.com](mailto:smcconnell@ectinc.com)

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 1**

**PROPOSAL FORM**

Asphalt Paving Services  
At Innovation Park

Place: Leon County R&D Authority  
2051 E. Paul Dirac Drive  
Tallahassee, FL 32310  
Due Date: July 7, 2021 at 2:00 PM

Proposal of North Florida Asphalt, Inc. hereinafter-called  
PROPOSER, a corporation organized and existing under the laws of the State of  
Florida, or, a partnership, a company, or an individual doing business as Excavation &  
Underground Utilities Contractor (Corporation).

To the Leon County Research and Development Authority, hereinafter referred to as  
"Authority".

The PROPOSER, in compliance with the request for proposals for Asphalt Paving  
Services, having examined the specifications with related documents and the sites of the proposed  
work, and being familiar with all of the conditions of the proposed work, including the  
availability of materials and labor, hereby proposes to furnish all labor, material and supplies and  
at the prices shown in the attached Price Schedule. These prices are to cover all expenses incurred  
in performing the work required under the proposal documents, of which this proposal is a part.  
These prices are firm and shall not be subject to adjustment provided this Proposal is accepted  
within ninety (90) days after the time set for receipt of proposals.

PROPOSER hereby agrees to commence work under this contract on or before a date to  
be specified in a written "Notice to Proceed" to be issued by the Authority.

PROPOSER agrees to perform all work for which he contracts as described in the  
specifications for the unit prices shown on the attached Price Schedule.

Upon receipt of the Notice of Award, PROPOSER will execute the formal contract  
attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the proposal  
as principal or principals are named herein, and that no other persons or firms than are herein  
mentioned have any interest in this Proposal or in the contract to be entered into; that all addenda  
issued related to the RFP have been received; that this proposal is made without connection with  
any other person, company, or parties likewise submitting a proposal; and that it is in all respects  
for and in good faith, without collusion or fraud.

DEVIATIONS FROM SPECIFICATIONS IF ANY:



RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

COMPANY: North Florida Asphalt, Inc. AGENT NAME: Jessica McGrew

ADDRESS: 2908 Plant Street

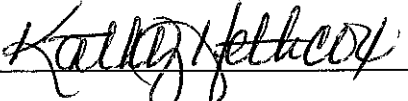
CITY: Tallahassee STATE: FL ZIP CODE: 32304

TELEPHONE: (850) 575-7228 TELEFAX: (850) 575-1835

FEDERAL ID#: 59-3327393 AND/OR SOCIAL SECURITY #: \_\_\_\_\_

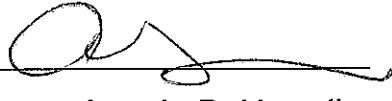
Respectfully submitted,

Attest:

By: 

Print Name Kathy Hethcox

Date July 7, 2021

By: 

Print Name Angela B. Harrell

Title Vice-President

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 2**

**PRICE SCHEDULE**

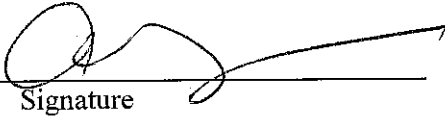
The PROPOSER, in compliance with the request for proposals for the **ASPHALT PAVING SERVICES**, having examined the required scope of services and written specifications, hereby proposes to furnish **ASPHALT PAVING SERVICES** for the following unit prices.

**FIXED COST OF BASIC SERVICES:** \$192,115.00

The above unit prices listed in the Price Schedule shall include all labor, materials, removal, overhead, profit, insurance, and any other cost necessary to cover the finished work of the several kinds called for in the scope defined.

PROPOSER agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.

Respectfully submitted,

By:   
Signature

Angela B. Harrell  
Print Name

Vice-President  
Print Title



## Asphalt Paving Services

7/7/2021

Leon County R&amp;D Authority

DESCRIPTION	QTY	UNIT	TOTAL
<b>1. Scope of work</b>			
Mobilization	1	LS	
Remove, clean, and reset undamaged car stops	146	EA	
Remove and replace damaged car stops	10	LS	
Mechanically excavate roots and damaged areas rebase areas w/ 6" crushed concrete subbase	228	SY	
Apply herbicide to grass in asphalt areas	1	LS	
Mill sidewalk transition areas down 1" as needed for smooth tie in	1	EA	
Mechanically clean all asphalt areas, and tac coat to prep for paving.	1	EA	
Remove and replace cracked or damaged curbing as needed.	285	LF	
Level through rough areas as needed			
Pave entire scope of area with 1.5" type 9.5 hot mix asphalt	752	TN	
Restripe entire lot with DOT marking paint	1	LS	
<b>Total</b>			<b>\$ 192,115.00</b>

### Note:

Total linear footage of curb and number of bumper blocks to be replaced taken into consideration

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

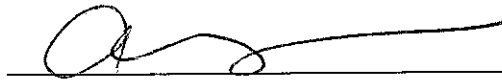
---

**ATTACHMENT 3**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

1. The Proposer hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Proposer agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_



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

Vice-President

Proposer: \_\_\_\_\_

North Florida Asphalt, Inc.

Address: \_\_\_\_\_

2908 Plant Street

Tallahassee, FL 32304


RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 4**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS**

- 1) The Proposer certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the Proposer is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this Proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

  
\_\_\_\_\_  
Signature

Vice-President  
\_\_\_\_\_  
Title

North Florida Asphalt, Inc.  
\_\_\_\_\_  
Proposer's name  
2908 Plant Street  
\_\_\_\_\_  
Address  
Tallahassee, FL 32304  
\_\_\_\_\_

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 5**

**AFFIDAVIT CERTIFICATION**

**IMMIGRATION LAWS AND EMPLOYMENT ELIGIBILITY VERIFICATION**

The Authority will not intentionally award Authority contracts to any Proposer who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act). The Authority may consider the employment by any Proposer of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Proposer of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by the Authority.**

Pursuant to section 448.095, Florida Statutes, Respondent agrees that it will enroll and participate in the Employment Eligibility Verification Program ("E-Verify Program") administered by the U.S. Department of Homeland Security ("DHS"), under the terms provided in the "Memorandum of Understanding" with DHS governing the program, to verify the employment eligibility of all persons it employs under the contract term to perform duties in Florida. Respondent further agrees to provide to the Authority, as part of the contracting documents, documentation of such enrollment in the form of a copy of the "Edit Company Profile" page in E-Verify, which contains proof of enrollment in the E-Verify Program. (This page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage.) Information regarding "E-Verify" is available at the following website: <http://www.uscis.gov/e-verify>.

Respondent further agrees that it will require each subcontractor that performs work under this contract to verify the employment eligibility of its employees hired during the term of the contract by enrolling and participating in the E-Verify Program within ninety days of the effective date of the contract or within ninety days of the effective date of the contract between the Respondent and the subcontractor, whichever is later. The Respondent shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Authority and other authorized state officials upon request.

[SIGNATURES ON NEXT PAGE]

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

RESPONDENT ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL  
APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION  
ACT AND SUBSEQUENT AMENDMENTS) AND REPSONDENT WILL ENROLL IN THE  
E-VERIFY PROGRAM AS A CONDITION OF ANY AWARD RESULTING FROM THIS  
RFP.

Company Name: North Florida Asphalt, Inc.

Signature: [Signature] Title: Vice-President

STATE OF Florida  
COUNTY OF Leon

Sworn to and subscribed before me this 7th day of July, 20 21

Personally known X

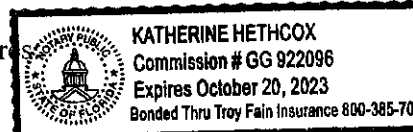
Katherine Hethcox  
NOTARY PUBLIC

OR Produced identification \_\_\_\_\_

Notary Public - State of Florida

(Type of identification)

My commission expires



Printed, typed, or stamped  
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the  
truth and accuracy of this affidavit to interrogatories hereinafter made.

***THE AUTHORITY RESERVES THE RIGHT TO REQUEST SUPPORTING  
DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.***

To indicate that Proposer understands and is able to comply with the required insurance, as stated in the RFP document, the Proposer shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- X   YES        No


Automobile Liability: Indicate Best Rating: **A+**  
Indicate Best Financial Classification: **XV**

- X YES \_\_\_\_\_ No \_\_\_\_\_

If answer is NO, provide name and address of insurer:

- X      YES      \_\_\_\_\_      No

Coverage is in place \_\_\_\_\_ Coverage will be placed, without exception  X

Name Angela B. Harrell Signature   
Typed or Printed

Date July 7, 2021 Title Vice-President  
(Company Risk Manager or  
Manager with Risk Authority)



RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 7**  
**Drug Free Work Place Form**

Drug-Free Work Place: Yes   X   N/A           

If **Yes** please complete the form.

The undersigned proposer hereby certifies that   North Florida Asphalt, Inc.    
(Name of Business) does:

Publish statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

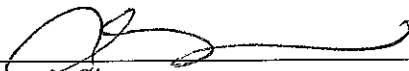
Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or novo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

  
\_\_\_\_\_  
Proposer's Signature

July 7, 2021  
\_\_\_\_\_  
Date

*This form **must** be completed, signed and returned with your response to fulfill the requirements of this RFP*

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

**ATTACHMENT 8**  
**LOCAL VENDOR CERTIFICATION**

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a Local Business. For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the Leon County R&D Authority; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: North Florida Asphalt, Inc.	
Current Local Address: 2908 Plant Street Tallahassee, Florida 32304	Phone: 850-575--7228 Fax: 850-575-1835
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address: 16 years	
Home Office Address: same as above	Phone: Fax:

Signature of Authorized Representative

July 7, 2021  
Date

STATE OF Florida  
COUNTY OF Leon

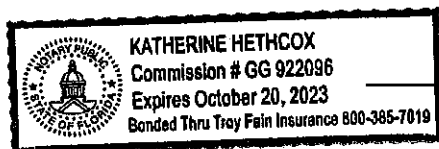
The foregoing instrument was acknowledged before me this 7th day of July, 2021.

By Angela B. Harrell, Vice-President of North Florida Asphalt, Inc.  
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a Florida corporation, on behalf of the corporation. ☒ (she) is personally known to me  
(State or place of incorporation)

or has produced \_\_\_\_\_ as identification.

(type of identification)



Katherine Hethcox  
Signature of Notary

Katherine Hethcox

Print, Type or Stamp Name of Notary

Administrative Assistant

Title or Rank

#GG 922096

Serial Number, If Any

## Leon County Research and Development Authority (LCRDA) Proposer Registration Request for Proposals (RFP) Number: 21-02 Asphalt Paving Services

Distribution of Solicitation Documents – Documents related to the subject RFP are being distributed via the LCRDA's website, <http://innovation-park.com/opportunities/>.

Official Registration - Companies must officially register in order to be placed on the proposer registration list for this solicitation. This list is used for communications to prospective companies.

- To register as a proposer, complete the following information in its entirety and email the completed registration form to Stephanie Shoulet at [stephanie@talcor.com](mailto:stephanie@talcor.com).
- Potential respondents to the RFP are responsible for reviewing the complete RFP documents and for collecting all addenda prior to submitting their response. Addenda and revisions will not be forwarded automatically. Potential respondents are advised to check the LCRDA's website periodically and prior to submitting their response.

Name of the Company: <b>North Florida Asphalt, Inc.</b>		
Company's Mailing Address: <b>2908 Plant Street</b>		
City: <b>Tallahassee</b>	State: <b>FL</b>	Zip Code: <b>32304</b>
Telephone: <b>850-575-7228</b>	Fax: <b>850-575-1835</b>	E-Mail: <b>kathy@northfloridaasphalt.com</b>
Primary Contact Person for the Company: <b>Jacob Dulworth, Estimator</b>		
Contact Person's Mailing Address: <b>2908 Plant Street</b>		
City: <b>Tallahassee</b>	State: <b>FL</b>	Zip Code: <b>32304</b>
Telephone: <b>850-933-7376</b>	Fax: <b>850-575-1835</b>	E-Mail: <b>jacob@northfloridaasphalt.com</b>

Questions & Answers - Questions concerning the RFP, required submittals, evaluation criteria, response schedule, or selection process, and requests for interpretations or corrections of any or actual or perceived ambiguity, inconsistency or error which the company may discover shall be directed in writing to Stephanie Shoulet. Such written questions and requests shall be: (1) received by Stephanie Shoulet no later than **June 28, 2021 at 2:00 p.m. EST**; (2) signed by a person authorized to contractually bind such company; and (3) directed to Stephanie Shoulet by the company by e-mail. Answers to such questions will be posted on the LCRDA's website, <http://innovation-park.com/opportunities/>.

Communication Prohibition - Prospective respondents are cautioned not to contact any officials other than Stephanie Shoulet concerning this RFP.

Contact Information for Stephanie Shoulet –

- E-mail: [stephanie@talcor.com](mailto:stephanie@talcor.com)

**Submit completed registration form to Stephanie Shoulet via email at  
[stephanie@talcor.com](mailto:stephanie@talcor.com).**

## Kathy Hethcox

---

**From:** Stephanie Shoulet <stephanie@talcot.com>  
**Sent:** Thursday, June 17, 2021 10:32 AM  
**To:** Kathy Hethcox  
**Subject:** Re: Request for Proposals (RFP) Number: 21-02 - Asphalt Paving Services

Received! Thank you

Sent from my iPhone

On Jun 16, 2021, at 1:24 PM, Kathy Hethcox <kathy@northfloridaasphalt.com> wrote:

June 16, 2021

Please find attached the Proposer Registration for North Florida Asphalt, Inc. for the above referenced project. Should you have any questions or require anything further, do not hesitate to contact our office.

Respectfully submitted,

*Kathy Hethcox*

Administrative Assistant

**NORTH FLORIDA ASPHALT, INC.  
2908 PLANT STREET  
TALLAHASSEE, FLORIDA 32304**

**PHONE (850) 575-7228  
FAX (850) 575-1835**

<Proposer Registration - NFA, Inc..pdf>

January 17, 2019

Angie Harrell  
North Florida Asphalt, Inc.  
2908 Plant St.  
Tallahassee, FL 32304

Dear Ms. Harrell:

The City of Tallahassee has completed its review of your pre-qualification application and is pleased to inform you that your application has been approved. You have been pre-qualified in the following categories, with an unlimited bid threshold:

- Roads/Streets
- Underground Utilities/Excavation

Your pre-qualification status will expire on February 17, 2021. If you wish to remain on our list of pre-qualified bidders, you must re-apply at least 60 days prior to this expiration date. PLEASE

NOTE: You must maintain a current FDOT Certification of Qualification in order to remain qualified to bid City projects in the Roads/Streets category. Your records indicate that your FDOT certification expires on 1/31/2020. Please be sure to provide us a copy of the updated certification when it is renewed.

Thank you for your interest in bidding City of Tallahassee construction projects. We look forward to working with you in the future. If you have any questions or comments regarding this matter, please feel free to call or email, my contact information is below.

Sincerely,



Roger Cain, P. E., C.E. III  
City of Tallahassee | Underground Utilities & Public Infrastructure Engineering  
408 N. Adams St. | Tallahassee, FL 32301  
Office: (850) 891-2869 | Cell: (850) 491-8721  
roger.cain@talgov.com

cc: Eric Houge, P.E. Construction Program Engineer



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

December 21, 2020

NORTH FLORIDA ASPHALT, INC.  
2908 PLANT STREET  
TALLAHASSEE, FLORIDA 32304

RE: CERTIFICATE OF QUALIFICATION

Dear Sir/Madam:

The Department of Transportation has qualified your company for the type of work indicated below. Unless your company is notified otherwise, this Certificate of Qualification will expire 1/31/2022. However, the new application is due 11/30/2021.

In accordance with S.337.14 (1) F.S. your next application must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If your company's maximum capacity has been revised, you can access it by logging into the Contractor Prequalification Application System via the following link:  
<HTTPS://fdotwp1.dot.state.fl.us/ContractorPreQualification/>

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

**FDOT APPROVED WORK CLASSES:**

DRAINAGE, FLEXIBLE PAVING, GRADING, HOT PLANT-MIXED BITUM. COURSES, Underground Utilities

You may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing your most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that your company has done such work with your own forces and equipment or that experience was gained with another contractor and that you have the necessary equipment for each additional class of work requested.

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

*Darlene Anderson*, for

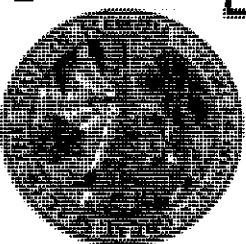
Alan Autry, Manager  
Contracts Administration Office

AA:cg

*Improve Safety, Enhance Mobility, Inspire Innovation*

[www.fdot.gov](http://www.fdot.gov)

Leon County R&D Authority  
Board of Governors Meeting | Aug. 3, 2021  
Page 50 of 170



Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE UNDERGROUND UTILITY & EXCAVATION CO. HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



**LICENSE NUMBER: CUC1224064**

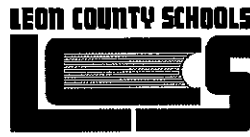
**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



## CONTRACTOR ANNUAL PREQUALIFICATION CERTIFICATE FOR CONSTRUCTION SERVICES

Issued by: Department of Facilities & Construction  
Leon County Schools  
3420 West Tharpe Street, Suite 100  
Tallahassee, Florida 32303  
Email: [prequalification.construction@leonschools.net](mailto:prequalification.construction@leonschools.net)

Date of Board Approval: September 22, 2020 Item #: 18.02  
Applicant Business Name: North Florida Asphalt, Inc.  
Mailing Address: 2908 Plant Street  
City, State, Zip Code: Tallahassee, Florida 32304  
Contractor Trade Category: Certified Underground Utility & Excavation  
Bond Limit Single Project: \$8,000,000.00

The School Board has approved the recommendation of prequalification for your company.

This certificate is to verify that your company has met all of the requirements as set forth in School Board Policy for the prequalification of contractors and is approved to submit work within appropriate trade categories and bond limits.

This certificate shall expire on September 22, 2021. It is the sole responsibility of the certificate holder to renew this certificate within a timely period prior to the expiration date to maintain continuous prequalification.





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

## Detail by Entity Name

Florida Profit Corporation  
NORTH FLORIDA ASPHALT, INC.

### Filing Information

Document Number	P95000044911
FEI/EIN Number	59-3327393
Date Filed	06/12/1995
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	10/26/2010

### Principal Address

2908 PLANT ST  
TALLAHASSEE, FL 32304

Changed: 01/09/2006

### Mailing Address

2908 PLANT ST  
TALLAHASSEE, FL 32304

Changed: 01/09/2006

### Registered Agent Name & Address

DUCHEMIN, CLAIRE A  
1615 VILLAGE SQUARE BLVD #7  
TALLAHASSEE, FL 32309

Name Changed: 07/24/2012

Address Changed: 07/24/2012

### Officer/Director Detail

#### **Name & Address**

Title D

HARRELL, TIMOTHY D  
4801 OLD BAINBRIDGE RD  
TALLAHASSEE, FL 32303

TIMOTHY D

Title vs I

HARRELL, ANGELA  
4801 OLD BAINBRIDGE RD.  
TALLAHASSEE, FL 32303

Annual Reports

Report Year	Filed Date
2016	03/03/2016
2017	01/08/2017
2018	01/31/2018

Document Images

<a href="#">01/31/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/08/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/03/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/07/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/06/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/18/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">07/24/2012 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
<a href="#">01/26/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">12/13/2011 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
<a href="#">02/22/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">11/09/2010 -- Reg. Agent Change</a>	<a href="#">View image in PDF format</a>
<a href="#">10/26/2010 -- REINSTATEMENT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/06/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/26/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/09/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/09/2006 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/27/2005 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/17/2004 -- Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">02/04/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/13/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/09/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/27/2001 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/10/2000 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/22/1999 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/08/1998 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/19/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/01/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/12/1995 -- DOCUMENTS PRIOR TO 1997</a>	<a href="#">View image in PDF format</a>

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---



REQUEST FOR PROPOSALS  
ASPHALT PAVING SERVICES  
RFP NO. 21-02

PROPOSAL DUE DATE  
JULY 7, 2021

# TAB 1

## RFP Number 21-02: Asphalt Paving Services

Capital Asphalt Inc – Marc Mitchell

Marc Mitchell  
1330 Capital Circle NE  
Tallahassee Florida 32308  
850-574-3742 (work)  
850-556-6661 (cell)  
[marc@capitalasphaltinc.com](mailto:marc@capitalasphaltinc.com)

## TAB 2

### Table of Contents

TAB 1 - Title Page.....	Page 1
TAB 2 - Table of Contents.....	Page 2
TAB 3 – Approach of Scope of Service.....	Page 3 – 4
TAB 4 – Qualifications .....	Page 5
TAB 5 – Experience.....	Page 6
TAB 6 – References/Client List.....	Page 7
TAB 7 – Required Forms.....	Page 8

## TAB 3

### Approach of Scope of Service

1. Coordinate with all surrounding building owners and NAI Talcor to schedule a phased implementation approach to maintain accessibility to impacted buildings during normal work hours.
2. If questions arise about property boundaries and specified work areas, contractor should contact the Authority.
3. All required approvals and permits must be obtained before work is started. The contractor shall use materials and applications approved and specified by Federal, State, and Municipal authorities, and ASTM. The contractor shall take all reasonable actions to protect private and public areas, as well as the public.
4. Remove all car stops, clean and re-use undamaged car stops. Replace any damaged car stops.
5. Mechanically excavate all damaged areas or areas affected by tree roots. Level any depressed areas and rebase with 6 inches of crushed concrete or lime rock.
6. Mill existing asphalt to an appropriate depth to provide proper drainage, an even surface for repaving, and smooth transitions at sidewalks and cross walks, and leveling, as necessary.
7. Areas to be resurfaced shall be thoroughly cleaned, and tack coated, with properly cured emulsified asphalt (exception: asphalt leveling, or binder is placed the same day and remains clean), before placement of the asphalt over-layment. All vertical edges abutting the asphalt edges should be tack coated.
8. Repair/replace all cracked curbs (curbs to be repaired/replaced to be agreed to by the Authority).
9. Pave with 1.5" type SP-9.5 hot mix asphalt. Over - layment shall be placed (1.5" minimum compacted thickness). Surface shall be smooth, consistent, and uniform density, and the surface and surface slopes shall be established or maintained to provide acceptable storm water drainage.
10. Re-install car stops.
11. Stripe with DOT traffic marking paint all parking spaces, curbs, loading zones, yellow curbs, stop bars, handicap spaces in accordance with ADA code, and labeled parking areas as they were painted prior to resurfacing.
12. All excavated pavement, debris, and other waste materials shall be removed from the site and disposed of legally by the contractor.
13. All work and materials shall comply with applicable Federal, State, and Municipal codes and standards.
14. Project Completion Date: Except when weather conditions make completion date impossible, awarded project is to be completed on or before September 30, 2021. Contractor's proposals should include tentative completion dates. A penalty of \$250 payable to the Authority will be imposed for every day the project continues after

15. Contractor shall warranty application and workmanship for asphalt overlay and re - striping/re - painting: 1): Asphalt overlay shall be warranted from raveling, potholes, and alligating for minimum of 1-year from date of application. 2) Re - striping/re - painting shall be warranted from washing - off and/or peeling - off and/or abnormal wearing - off for 1 - year from date of application.

Equipment List Attached

Will start after the notice to proceed is issued to ensure completion by September 30, 2021. We will have subcontractor chosen after the job is awarded to Capital Asphalt Inc for striping and milling. Capital Asphalt Inc employees between 13-18 qualified paving employees and will always take the proper safety measures.

OLD Equipment #	Equipment Year	Description
1016	1995	1995 CHEVY K1500 PICKUP 9156
1018	1991	91 FORD F150 P/U
1024	1995	1995 CHEVY K1500 PICKUP 0765
1093	1980	80 INTERNATIONAL S1800 CARGO TRUCK
1101	2004	2004 International 4300 Truck (Water Truck / Flatbed)
10006	1993	93 FORD 4X4 PICKUP
10011	2000	2000 Ford F350 4X4 30420
10013	2002	CHEVY SILVERADO CREW CAB 65187
10014	2002	CHEVY SILVERADO CREW CAB 10368
10017	2003	2003 Chevrolet Silverado XCab
10018	2003	2003 Chevy Silverado 1500
10021	2005	2005 CHEVY TRUCK
10024	2005	2005 FORD F650 F800 310022
232	2005	JOHN DEERE BACKHOE 310S
857		Broce Broom RC 300
858		Broce Broom RC 300
859	2005	2005 ROSCO BROOM 860
890	2004	2004 ROSCO BROOM 861
891		Leeboy Broom
892		Lee Boy Broom
893		Broce Broom
		CAT COMPACTOR
2010		EAGLE 1000 CRUSHER
777	1995	1995 FORD F8000 4383
779	2017	Kenworth T300   Etnyre Tack Truck
113	1971	1971 CATERPILLER D7F DOZER
1059	1999	Mack Dump Truck
1061	2000	Mack Dump Truck
1063	2004	Mack Dump Truck
1072	2020	2020 Mack Dump Truck GR64B
1073	2020	2020 Mack Dump Truck GR64B
19DT01	2019	2019 Mack Dump Truck GR64B
19DT02	2019	2019 Mack Dump Truck GR64B
206	1991	1991 KOMATSU PC300LC-5 EXCAVATOR
207	1991	1991 KOMATSO PC400LC-5 EXCAVATOR
212	2000	2000 Komatsu PC200 Excavator A85229
234		Cat 320 EL Excavator
20EX240	2020	Komatsu Excavator PC360LC-11
235	2015	2015 BOBCAT E85T4 EXCAVATOR
977	2002	2002 Genie TML4000N Light Tower
978	2002	2002 Genie TML4000N Light Tower
418	1999	Caterpillar 966G Wheel Loader
419	2005	KOMATSU WHEEL LOADER WA 320
420	2014	CAT 966K
421	2006	2006 CAT IT38G wheel loader
422		JOHN DEERE 210LE



847		PAVEMENT QUALITY INDICATOR MODEL 301
		PAVING BREAKER
	2008	2008 cat 12m motorgrad
		Cat 12h motorgade
710		Rebuilt Caterpillar Paver Model #BG240B
712	2009	2009 WELLER E 1250
713		PAVER \ CR352
714		361R PAVER   CR361
715		CEDAR RAPIDS PAVER CR462
717		LEEBOY 420 RUBBER TIRE
718		CR 552 Paver
720		CR 452 PAVER
752		BLAW-KNOX RW100 ROAD WIDENER
	1996	1996 BLAW-KNOX RW
509	1993	1993 HYSTER ROLLER
511		Hyster C530A 9 Wheel Roller
524	1990	SD100D COMPACTOR   INGERSOLL RAND SD100 VIBR ROLLER
528	1994	1994 INGERSOLL RAND SD100 ROLLER
531	1998	1998 Ingersoll Rand SD100DB Roller
547	1994	1994 INGERSOLL RAND D024 VIB ROLLER
548	1998	98 INGERSOLL RAND DD110 ROLLER
549	2000	Ingersoll Rand Roller DD110HF
550	1999	1999 Ingersoll-Rand DD110 Roller
570	2005	2005 CAT ROLLER 570
571	2005	2005 CAT ROLLER 571
572	2006	2006 CAT ROLLER #572
945		CORE DRILL   12" CORECUT CORE DRILL
1076	1989	1989 MACK LOWBOY TRACTOR
1079	2004	2004 Mack LOWBOY Tractor Truck   CV513
2001	2013	2013 PETERBUILT 386 Tractor
2002	2013	2013 PETERBUILT 386 Tractor
2003	2020	Mack Truck AN64T
2004	2020	Mack Truck AN64T
907		ARROW BOARD (USED)
115	1990	90 CAT D8N TRACTOR
826		T77 Bobcat #421
827	2016	2016 JOHN DEERE 210L
828		Ford Tractor W/ Drag Box
829		Bush Hog
937		15' ROLLING STRAIGHT-EDGE
954		WALL. 40TON LOWBOY TRLR
957	1996	LOW BOY TRAILER   WALLACE LOWBOY TRAILER
959	1999	STRAIGHT-EDGE TRAILER   PAGE EQUIPMENT TRAILER
966		Core Rig Trailer
988		RINGPOWER-2015 LEEBOY L250T
989	2015	2015 clement axp trailer
990	2015	2015 clement axp trailer

1001	2015	2015 ROLLSRITE TRAILER
1003	2016	2016 ROLLSRITE TRAILER
1004	2005	Homemade Trailer
1005	2005	Homemade Trailer
McARTHRY b020 TEREX TRANSF MACHINE		
MS4 Transfer Machine (Shuttle Buggy)		
2012 Terex MS4 Transfer Machine (Shuttle Buggy)		

## TAB 4

### Qualifications

Capital Asphalt Inc currently has a continuing services contract with Leon County for Asphaltic Paving Services and has had this contract for the last 6 years.

Attached is the President Marc Mitchell's Resume

## **Marc Mitchell**

Home Address  
825 Lake Ridge Rd  
Tallahassee, FL 32308  
850-574-3742

marc@capitalasphaltinc.com

### **Education**

**Auburn University**, Auburn, AL  
Bachelor of Building Science  
Graduated May 2006

### **Experience**

**Capital Asphalt Inc.**, Tallahassee, FL

·President, Capital Asphalt Inc. 2009-Present

·PM Target Tallahassee, FL Resurfacing Project 2011

·PM FCI Prison Parking Lot Re-Alignment Project 2011

·PM FDOT T3294 Monroe St Mill/Resurface Project 2011

·PM CNS City of Thomasville, GA Resurfacing Project 2010

·PM Home Depot Tallahassee, FL Mill/Resurfacing Project 2010

·PM FDOT E3I56 Design Build Project 2010

·PM FDOT E3I40 Design Build Project 2010

·PM Chieftan Way Resurfacing for FSU 2010

·PM Asbury Hills Resurfacing Project 2010

·PM Northshire HOA (Resurfacing Project) 2010

·PM Burger King (New Construction) Crawfordville 2009

·PM Burger King (New Construction) Southwood 2009

·Project Manager on FSU Research Project for Childers  
Construction. 2009

·Estimator, Project Manager on Southwood Burger King Project. 2009

**Mitchell Brothers Asphalt**, Tallahassee, FL

·Estimator, Project Manager on Village Commons Paving project for  
Stripe-A-Lot. 2008

·Estimator, Project Manager on Capital City Lanes Paving Project. 2007

·Project Manager on Brookwood Paving Project for Eubanks Excavating.  
2007

·Project Manager on Evening Rose Paving project for Leduc Enterprises.  
2007

·Estimator, Project Manager on Resurfacing Project for Circle K Gas  
Station. 2007

·Estimator, Project Manager on the Springfield Community Center  
Project for PDC Construction. 2006

·Estimator, Project Manager for Market Square Shopping Center Paving  
improvements. 2006

·Estimator, Project Manager on Harvey Mill Subdivision Paving Project  
for B&S Utilities. 2006

·Estimator, Project Manager on Velda Dairy Road Paving Project for  
Greene Enterprises. 2006

·Estimator, Project Manager on Lakes of San Marcos Apartments FDOT  
Turn Lane installation for Camden Construction. 2006

·Estimator, Project Manager on Villa Christina Apartment Complex  
Paving Project for Leoni Properties. 2006

·Project Manager on Cascade Court Subdivision Paving. 2006

·Managed the Site Work and Paving operations for the Farmers and  
MerchantsBank on Thomasville Rd. in Tallahassee, FL. Summer 2005

·Mitchell Brothers Asphalt Plant Lab QC Tech. for FDOT projects.  
Summer 2005

·Paving Crew Foreman for FDOT project on Tennessee St. in  
Tallahassee, FL. Summer 2005

·Project Foreman for FDOT CR 259 Project in Jefferson County, FL.  
Summer 2004

·Pipe Crew Foreman on Hwy. 20 and Capital Circle Intersection FDOT  
Project in Tallahassee, FL. Summer 2003

·Project Foreman Florida State University FDOT beautification project,  
roadway and tunnel construction. Summer 2002

·Estimator, Project Manager and QC at Mitchell Brothers. Summer 2001

**North Florida Asphalt, Tallahassee, FL**

·Paving a Discount Tires parking lot. Summer 2002

**FDOT Qualifications, CTQP Training/Qualifications**

·Asphalt Paving Technician- Level 1

·Asphalt Paving Technician- Level 2

·Asphalt Plant Technician- Level 1

Cert.)

- Asphalt Plant Technician- Level 2
- Asphalt Mix Designer
- Final Estimates- Level 1
- Finale Estimates- Level 2
- Earthwork Construction Inspection- Level 1 (Need Nuclear Safety
- Earthwork Construction Inspection- Level 2
- QC Manager

**Additional Information**

- Licensed General Contractor in the State of Florida 2009 License #  
CGC1517660
- Member of the Collegiate Association of Builders and Contractors 2004-  
2006

## TAB 5

### Experience

Attached previous and current project listing.

## ALL PROJECTS

JOB NAME	AMOUNT	COMPLETION DATE	START DATE
FDOT - T2702 - PERRY FL	\$4.16M	7/5/2019	10/1/2018
LEON COUNTY ASPHALTIC SUPPLY CONTRACT	\$5.39M	2/1/2018	2/9/2016
LEON COUNTY ASPHALTIC SUPPLY CONTRACT	\$7.147M	2/9/2016	1/1/2014
JEFFERSON COUNTY - PINHOOK ROAD	\$216K	12/20/2018	6/1/2018
CITY OF TALLAHASSEE - PEPPER DRIVE	\$206K	9/27/2018	9/17/2018
JEFFERSON COUNTY - WEST LAKE ROAD	\$824K	2/5/2018	11/29/2017
WAKULLA COUNTY - CR365 - SHADEVILLE	\$597K	4/9/2018	2/6/2018
CITY OF TALLAHASSEE - CIRCLE DR	\$550K	4/17/2018	2/8/2018
CITY OF TALLAHASSEE - GOVERNOR'S SQUARE	\$265K	5/23/2018	4/24/2018
FDOT - E3P15 - SR267	\$1.296M	2/6/2017	4/30/2017
FDOT - T3460 - SR263	\$1.33M	11/14/2016	6/21/2016
FDOT - E3L68 - SR10	\$2.50M	9/1/2016	4/22/2016
GOVERNOR'S SQUARE MALL	\$438K	4/5/2016	2/17/2016
2015 SPLOST/LMIG - THOMASVILLE	\$1.44M	5/15/2017	1/4/2015
FDOT - E3N70 - SR10	\$2.387M	8/17/2015	2/24/2015
FDOT - E3N27	\$2.29M	8/22/2016	6/23/2015
JEFFERSON COUNTY - BETH PAGE ROAD	\$299K	8/15/2017	7/5/2017
JEFFERSON COUNTY - FREEMAN ROAD	\$572K	10/1/2017	8/7/2017
WAKULLA COUNTY - PANACEA ROAD	\$526K	6/1/2017	4/1/2017
FDOT - E3Q80 - CABLE RAIL	\$676K	8/15/2018	2/1/2018
FDOT - E3R16 - MAGNOLIA	\$5.245M	4/10/2020	1/14/2019
CITY OF TALLAHASSEE - FAMU WAY	\$76K	12/31/2018	12/4/2018
JEFFERSON COUNTY - THOMPSON VALLEY	\$823K	7/1/2019	3/11/2019
CITY OF TALLAHASSEE - EASTERBROOK	\$467K	4/25/2019	3/1/2019
CITY OF TALLAHASSEE - FOUR POINTS	\$117K	6/10/2019	7/10/2019
LEON COUNTY ASPHALTIC SUPPLY CONTRACT	\$6.357M	4/30/2021	2/1/2021
CITY OF TALLAHASSEE - GOODWILL DONATION STA	\$297	2/1/2020	11/30/2019
APALACHEE CORRECTION INSTITUTE	\$972K	7/25/2020	5/11/2020
TOLAR WHITE ROAD	\$687K	8/31/2020	6/1/2020
JUNIPER ROAD	\$396K	9/1/2020	8/1/2020
WAKULLA COUNTY-AARON STRICKLAND ROAD	\$226K	1/31/2021	10/16/2020
LEON COUNTY ASPHALTIC SUPPLY CONTRACT	\$7.85M	IN PROGRESS	5/1/2021
DISTRICT 4 PAVING/US90/DOWLING ROAD	\$354K	4/30/2021	3/22/2021
FDOT - T3762	\$7.54M	IN PROGRESS	8/1/2021
COCHRAN ROAD SCRAP	\$874K	IN PROGRESS	7/1/2021
BETTON RD	\$623K	IN PROGRESS	7/1/2021



## TAB 6

### References/Client List

LEON COUNTY ASPHALTIC SUPPLY CONTRACT  
FDOT - E3R16 - MAGNOLIA  
FDOT - T2702 - PERRY FL  
TOLAR WHITE ROAD  
WILDWOOD RD  
BETTON RD

LEON COUNTY PUBLIC WORKS  
MARILYN DURRANCE - FDOT  
MARK SMITH -FDOT  
DEWBERRY  
HALE CONTRACTING  
TALCON GROUP

COREY GUNTER  
MARILYN DURRANCE  
MARK SMITH  
JUSTIN FORD  
DEL TUCKER  
SABRINA WRIGHT

# TAB 7

Required Forms

Attached

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

- e. The Authority reserves the right to deny award or immediately suspend any contract resulting from this response pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

**9. Proposal Format.**

**a. General Format for Proposals**

To facilitate evaluation, the Proposer shall follow the format outlined in this section. Failure of a Proposer to follow the required format may, at the sole discretion of the Authority, result in the rejection of the submittal. Proposals shall contain concise written material that enables a clear understanding and evaluation of the capabilities of the Proposer. Clarity and completeness are essential. The Authority, at its sole discretion, may reject any Proposal which is unclear in any way.

**b. Proposal Content**

This RFP will be used as the instrument to solicit Proposals for Asphalt Paving Services for the Authority. It defines the terms, conditions and specifications to be followed and met by the Proposers. In order to maintain comparability and simplify the review and evaluation process, all Proposals submitted are required to be organized in the following manner. Failure to comply with the prescribed organization may, at the discretion of the Evaluation Committee, result in the elimination of the Proposal from consideration. Proposals are to be submitted in three ring binders or bound by binder clips **only**. No manner of plastic, comb or wire bindings or staples are acceptable. Be sure to follow and clearly mark each section of your Proposal according to the sections below.

Tab 1 – Title Page – The Title Page should contain the following:

- The RFP title
- The name of the proposing Proposer
- The name, address, telephone, e-mail address and fax number of the primary contact person

Tab 2 – Table of Contents – The table of contents should include a clear identification of the material included in the Proposal, by section and by page number.

Tab 3 – Approach to Scope of Service, including schedule of dates to complete the Services.

Tab 4 – Qualifications

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

Tab 5 – Experience

Tab 6 – References/Client List

Tab 7 – Required Forms

- (1) Include the following completed forms:
  - Attachment 1 – Proposal Form
  - Attachment 2 – Price Schedule
  - Attachment 3 – Equal Opportunity/Affirmative Action Statement;
  - Attachment 4 – Certification Regarding Debarment, Suspension and Other Responsibility Matters;
  - Attachment 5 – Affidavit Certification Immigration Laws and Employment Eligibility Verification;
  - Attachment 6 – Insurance Certification Form; and
  - Attachment 7 – Drug-Free Work Place Form.
  - Attachment 8 – Local Vendor Certification
  - Attachment 9 –Proposer Registration Form (as submitted prior to July 7, 2021)
- (2) Copies of required licenses, registrations, and certifications, if any

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 1**

**PROPOSAL FORM**

Asphalt Paving Services  
At Innovation Park

Place: Leon County R&D Authority  
2051 E. Paul Dirac Drive  
Tallahassee, FL 32310

Due Date: July 7, 2021 at 2:00 PM

Proposal of MARE MITCHEN hereinafter-called  
PROPOSER, a corporation organized and existing under the laws of the State of Florida  
or a partnership, a company, or an individual doing business as Capital  
Asphalt Inc

To the Leon County Research and Development Authority, hereinafter referred to as  
"Authority".

The PROPOSER, in compliance with the request for proposals for Asphalt Paving Services, having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions of the proposed work, including the availability of materials and labor, hereby proposes to furnish all labor, material and supplies and at the prices shown in the attached Price Schedule. These prices are to cover all expenses incurred in performing the work required under the proposal documents, of which this proposal is a part. These prices are firm and shall not be subject to adjustment provided this Proposal is accepted within ninety (90) days after the time set for receipt of proposals.

PROPOSER hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" to be issued by the Authority.

PROPOSER agrees to perform all work for which he contracts as described in the specifications for the unit prices shown on the attached Price Schedule.

Upon receipt of the Notice of Award, PROPOSER will execute the formal contract attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the proposal as principal or principals are named herein, and that no other persons or firms than are herein mentioned have any interest in this Proposal or in the contract to be entered into; that all addenda issued related to the RFP have been received; that this proposal is made without connection with any other person, company, or parties likewise submitting a proposal; and that it is in all respects for and in good faith, without collusion or fraud.

DEVIATIONS FROM SPECIFICATIONS IF ANY:

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

COMPANY: Capital Asphalt Inc. AGENT NAME: MARC MITCHELL  
ADDRESS: 1330 Capital Circle NE  
CITY: Tallahassee STATE: FL ZIP CODE: 32308  
TELEPHONE: 850 5743742 TELEFAX: 850 656 6435  
FEDERAL ID#: 59 3270011 AND/OR SOCIAL SECURITY #: \_\_\_\_\_

Respectfully submitted,

Attest:

By: C Grant  
Print Name Candace Grant  
Date July 7th 2021

By: [Signature]  
Print Name MARC MITCHELL  
Title PRESIDENT

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 2**

**PRICE SCHEDULE**

The PROPOSER, in compliance with the request for proposals for the **ASPHALT PAVING SERVICES**, having examined the required scope of services and written specifications, hereby proposes to furnish **ASPHALT PAVING SERVICES** for the following unit prices.

**FIXED COST OF BASIC SERVICES:** \$ 296,400.00

The above unit prices listed in the Price Schedule shall include all labor, materials, removal, overhead, profit, insurance, and any other cost necessary to cover the finished work of the several kinds called for in the scope defined.

PROPOSER agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.

Respectfully submitted,

By:   
Signature

Marc Mitchell  
Print Name

President  
Print Title

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 3**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

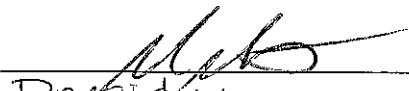
1. The Proposer hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Proposer agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_

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

Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

  
PRESIDENT  
Capital Asphalt Inc - Marc Mitchell  
1330 Capital Circle NE  
Tallahassee FL 32308



RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 4**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS**

- 1) The Proposer certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the Proposer is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this Proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

  
\_\_\_\_\_  
Signature

President  
\_\_\_\_\_  
Title

Capital Asphalt Inc - Marc Mitchell  
\_\_\_\_\_  
Proposer's name

330 Capital Circle NE  
\_\_\_\_\_  
Address  
Tallahassee FL 32308

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 5**

**AFFIDAVIT CERTIFICATION**

**IMMIGRATION LAWS AND EMPLOYMENT ELIGIBILITY VERIFICATION**

The Authority will not intentionally award Authority contracts to any Proposer who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act). The Authority may consider the employment by any Proposer of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Proposer of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by the Authority.**

Pursuant to section 448.095, Florida Statutes, Respondent agrees that it will enroll and participate in the Employment Eligibility Verification Program ("E-Verify Program") administered by the U.S. Department of Homeland Security ("DHS"), under the terms provided in the "Memorandum of Understanding" with DHS governing the program, to verify the employment eligibility of all persons it employs under the contract term to perform duties in Florida. Respondent further agrees to provide to the Authority, as part of the contracting documents, documentation of such enrollment in the form of a copy of the "Edit Company Profile" page in E-Verify, which contains proof of enrollment in the E-Verify Program. (This page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage.) Information regarding "E-Verify" is available at the following website: <http://www.uscis.gov/e-verify>.

Respondent further agrees that it will require each subcontractor that performs work under this contract to verify the employment eligibility of its employees hired during the term of the contract by enrolling and participating in the E-Verify Program within ninety days of the effective date of the contract or within ninety days of the effective date of the contract between the Respondent and the subcontractor, whichever is later. The Respondent shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Authority and other authorized state officials upon request.

[SIGNATURES ON NEXT PAGE]

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

RESPONDENT ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS) AND RESPONDENT WILL ENROLL IN THE E-VERIFY PROGRAM AS A CONDITION OF ANY AWARD RESULTING FROM THIS RFP.

Company Name: Capital Asphalt Inc

Signature: [Signature] Title: President

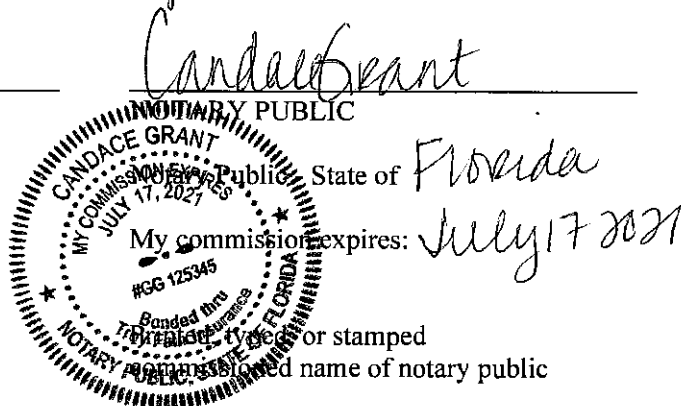
STATE OF Florida  
COUNTY OF Leon

Sworn to and subscribed before me this 7th day of July, 2021

Personally known X

OR Produced identification \_\_\_\_\_

(Type of identification)



The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**THE AUTHORITY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

**ATTACHMENT 6**  
**INSURANCE CERTIFICATION FORM**

To indicate that Proposer understands and is able to comply with the required insurance, as stated in the RFP document, the Proposer shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

1. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

X YES \_\_\_\_\_ NO

Commercial General  
Liability:

Indicate Best Rating: A-

Indicate Best Financial Classification: IX

Automobile Liability:

Indicate Best Rating: A-

Indicate Best Financial Classification: IX

2. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

X YES \_\_\_\_\_ NO

Indicate Best Rating: A+

Indicate Best Financial Classification: A+

If answer is NO, provide name and address of insurer:

3. Is the Proposer able to obtain the required types and limits of coverage for this RFP, as identified within the solicitation package? Be sure to carefully review and ascertain that the Proposer either has coverage or will place coverage at these or higher levels.

X YES \_\_\_\_\_ NO

Please mark the appropriate box:

Coverage is in place X Coverage will be placed, without exception \_\_\_\_\_

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name MARC MATCHEN  
Typed or Printed

Signature [Signature]

Date July 7 2021

Title Company Risk Manager  
(Company Risk Manager or  
Manager with Risk Authority)

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

---

**ATTACHMENT 7**  
**Drug Free Work Place Form**

Drug-Free Work Place: Yes X N/A \_\_\_\_\_

If Yes please complete the form.

The undersigned proposer hereby certifies that Capital Asphalt Inc  
(Name of Business) does:

Publish statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or novo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

  
Proposer's Signature

July 7th 2021  
Date

*This form **must** be completed, signed and returned with your response to fulfill the requirements of this RFP*

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

**ATTACHMENT 8**  
**LOCAL VENDOR CERTIFICATION**

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a Local Business. For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the Leon County R&D Authority; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: <u>Capital Asphalt Inc</u>	
Current Local Address: <u>1330 Capital Avenue Tallahassee FL 32308</u>	Phone: <u>8505743742</u> Fax: <u>8506560435</u>
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address: <u>41 years</u>	
Home Office Address: <u>1330 Capital Avenue Tallahassee FL 32308</u>	Phone: <u>8505743742</u> Fax: <u>8506560435</u>

[Signature]  
Signature of Authorized Representative

July 7 2021  
Date

STATE OF Florida  
COUNTY OF Leon

The foregoing instrument was acknowledged before me this 7th day of July, 2021  
By Marc Mitchell, of Capital Asphalt Inc,  
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)  
a Florida corporation, on behalf of the corporation. He/she is personally known to me  
(State or place of incorporation)  
or has produced personally known as identification.  
(type of identification)

[Signature]  
Signature of Notary  
Candace Grant  
Print, Type or Stamp Name of Notary

Title or Rank: Notary Public  
Serial Number, if any: 125345  
My Commission Expires: July 17, 2021  
Bonded thru: Troy Fain Insurance  
NOTARY PUBLIC, STATE OF FLORIDA

RFP Number 21-02: Asphalt Paving Services  
Leon County Research and Development Authority  
Submission Deadline: July 7, 2021 @ 2:00 p.m.

## ATTACHMENT 9

### PROPOSER REGISTRATION FORM

Distribution of Solicitation Documents – Documents related to the subject RFP are being distributed via the LCRDA's website, <http://innovation-park.com/opportunities/>.

Official Registration - Companies must officially register, before July 7, 2021, in order to be placed on the proposer registration list for this solicitation. This list is used for communications to prospective companies.

- To register as a proposer, complete the following information in its entirety and email the completed registration form to Stephanie Shoulet at [stephanie@talcor.com](mailto:stephanie@talcor.com).
- Potential respondents to the RFP are responsible for reviewing the complete RFP documents and for collecting all addenda prior to submitting their response. Addenda and revisions will not be forwarded automatically. Potential respondents are advised to check the LCRDA's website <http://innovation-park.com/opportunities/> periodically and prior to submitting their response.

Name of the Company: <i>Capital Asphalt Inc</i>		
Company's Mailing Address: <i>1350 Capital Circle NE</i>		
City: <i>Tallahassee</i>	State: <i>Florida</i>	Zip Code: <i>32308</i>
Telephone: <i>850 574 3742</i>	Fax: <i>850 656 6435</i>	E-Mail: <i>marc@capitalasphaltinc.com</i>
Primary Contact Person for the Company: <i>Marc Mitchell</i>		
Contact Person's Mailing Address: <i>1350 Capital Circle NE</i>		
City: <i>Tallahassee</i>	State: <i>Florida</i>	Zip Code: <i>32308</i>
Telephone: <i>850 574 3742</i>	Fax: <i>850 656 6435</i>	E-Mail: <i>marc@capitalasphaltinc.com</i>

Questions & Answers - Questions concerning the RFP, required submittals, evaluation criteria, response schedule, or selection process, and requests for interpretations or corrections of any or actual or perceived ambiguity, inconsistency or error which the company may discover shall be directed in writing to Stephanie Shoulet. Such written questions and requests shall be: (1) received by Stephanie Shoulet no later than June 28, 2021 at 2:00 p.m. EST; (2) signed by a person authorized to contractually bind such company; and (3) directed to Stephanie Shoulet by the company by e-mail. Answers to such questions will be posted on the LCRDA's website <http://innovation-park.com/opportunities/>.

Communication Prohibition - Prospective respondents are cautioned not to contact any officials other than Stephanie Shoulet concerning this RFP.

Contact Information for Stephanie Shoulet --

- E-mail: [stephanie@talcor.com](mailto:stephanie@talcor.com)

**Submit completed registration form to Stephanie Shoulet via email at [Stephanie@Talcor.com](mailto:Stephanie@Talcor.com)**



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

June 4, 2021

CAPITAL ASPHALT INC  
600 BLOUNTSTOWN HWY  
TALLAHASSEE, FLORIDA 32304

RE: CERTIFICATE OF QUALIFICATION

Dear Sir/Madam:

The Department of Transportation has qualified your company for the type of work indicated below. Unless your company is notified otherwise, this Certificate of Qualification will expire 6/30/2022. However, the new application is due 4/30/2022.

In accordance with S.337.14 (1) F.S. your next application must be filed within (4) months of the ending date of the applicant's audited annual financial statements.

If your company's maximum capacity has been revised, you can access it by logging into the Contractor Prequalification Application System via the following link:  
<HTTPS://fdotwp1.dot.state.fl.us/ContractorPreQualification/>

Once logged in, select "View" for the most recently approved application, and then click the "Manage" and "Application Summary" tabs.

**FDOT APPROVED WORK CLASSES:**

DRAINAGE, FLEXIBLE PAVING, GRADING, GRASSING, SEEDING AND SODDING, GUARDRAIL, HOT PLANT-MIXED BITUM. COURSES, SIDEWALK

You may apply for a Revised Certificate of Qualification at any time prior to the expiration date of this certificate according to Section 14-22.0041(3), Florida Administrative Code (F.A.C.), by accessing your most recently approved application as shown above and choosing "Update" instead of "View." If certification in additional classes of work is desired, documentation is needed to show that your company has done such work with your own forces and equipment or that experience was gained with another contractor and that you have the necessary equipment for each additional class of work requested.

All prequalified contractors are required by Section 14-22.006(3), F.A.C., to certify their work underway monthly in order to adjust maximum bidding capacity to available bidding capacity. You can find the link to this report at the website shown above.

Sincerely,

*Darlene Anderson, for*

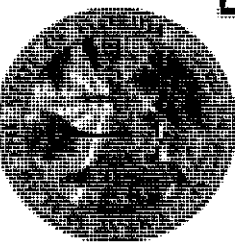
Alan Autry, Manager  
Contracts Administration Office

AA:cg

*Improve Safety, Enhance Mobility, Inspire Innovation*  
[www.fdot.gov](http://www.fdot.gov)



Ron DeSantis, Governor



Halsey Beshears, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE UNDERGROUND UTILITY & EXCAVATION CO. HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**MITCHELL, EDWARD MARCO III**

CAPITAL ASPHALT INC  
1330 CAPITAL CIRCLE NE  
TALLAHASSEE FL 32308

**LICENSE NUMBER: CUC1225086**

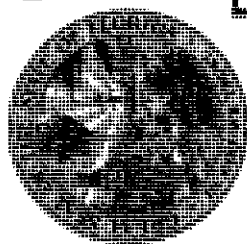
**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**MITCHELL, EDWARD MARCO III**

CAPITAL ASPHALT INC  
1330 CAPITAL CIRCLE NE  
TALLAHASSEE FL 32308

**LICENSE NUMBER: CGC1517660**

**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

INNOVATION PARK (innvntion)  
**Budget Comparison**

Period = May 2021

Book = Accrual

		YTD Actual	YTD Budget	Variance	Annual
3000-0000	INCOME				
3050-0000	INCOME - OPERATING				
3110-0000		546,408.24	516,910.40	29,497.84	743,568.56
3114-5000	Rent	4,635.31	29,648.00	-25,012.69	30,872.00
3115-0000	Operating Expense Reimbursement	41,720.40	41,722.00	-1.60	62,583.00
3220-0000	CAM	24,214.36	28,095.00	-3,880.64	40,339.00
3305-0000	Interest Income	99.00	1,000.00	-901.00	1,000.00
3306-0000	TechForce Revenue	8,250.00	15,500.00	-7,250.00	15,500.00
3306-0100	Other Program Income	195.00	90,000.00	-89,805.00	90,000.00
3310-0000	Grant Revenue	6,536.84	0.00	6,536.84	0.00
3315-0000	Other Income	55.65	0.00	55.65	0.00
3540-0000	Sales Tax Discount	173.36	0.00	173.36	0.00
	Electricity Pass Thru				
<b>3990-0000</b>	<b>TOTAL REVENUE</b>	<b>632,288.16</b>	<b>722,875.40</b>	<b>-90,587.24</b>	<b>983,862.56</b>
<b>4000-0000</b>	<b>OPERATING EXPENSES</b>				
4400-0000	PAYROLL EXPENSE				
4401-0000		103,333.28	103,336.00	2.72	155,004.00
4402-0000	Executive Director-Authority	67,301.05	73,548.00	6,246.95	111,044.00
4403-0000	Director Business Inc	30,525.00	30,600.00	75.00	46,200.00
4404-0000	Salary - Director PC	15,874.61	15,927.00	52.39	24,939.00
4405-0000	Payroll Taxes - Authority	1,863.36	2,254.00	390.64	3,398.00
4406-0000	Worker's Compensation-Authority	60,597.54	64,235.00	3,637.46	96,651.00
4410-0000	Employee Benefits-Authority	13,235.05	13,725.00	489.95	20,829.00
4490-0000	<b>TOTAL PAYROLL EXPENSE</b>	<b>292,729.89</b>	<b>303,625.00</b>	<b>10,895.11</b>	<b>458,065.00</b>
4600-0000	UTILITIES				
4605-0000		53,569.75	55,050.00	1,480.25	90,134.00
4620-0000	Electric	37.00	0.00	-37.00	0.00
4625-0000	Utility - Turn On Fees	22.26	0.00	-22.26	0.00
4627-0000	Natural Gas	131.11	0.00	-131.11	0.00
	Natural Gas-Vacant				

INNOVATION PARK (innvntion)

## Budget Comparison

Period = May 2021

Book = Accrual

	YTD Actual	YTD Budget	Variance	Annual
4635-0000	5,337.43	4,995.00	-342.43	7,283.00
4640-0000 Refuse Collection	2,897.51	5,068.00	2,170.49	7,608.00
4642-0000 Water/Sewer	1,654.93	0.00	-1,654.93	0.00
4648-0000 Non CAM Water/Sewer	448.16	517.00	68.84	777.00
4649-0000 Irrigation - Utility	342.48	0.00	-342.48	0.00
4650-0000 Irrigation-NonCAM	2,306.40	2,286.00	-20.40	3,438.00
4660-0000 Stormwater	1,890.16	1,893.00	2.84	2,841.00
4799-0000 TOTAL UTILITIES	68,637.19	69,809.00	1,171.81	112,081.00
5116-5000 REPAIR/MAINTENANCE				
5120-0000	1,035.57	1,680.00	644.43	2,520.00
5122-0000 Electric Repairs	437.48	0.00	-437.48	0.00
5125-0000 NONCAM Electrical Repairs	2,206.92	1,056.00	-1,150.92	1,584.00
5140-0000 Electric Supplies	362.00	72,050.00	71,688.00	72,200.00
5141-0000 Elevator Maintenance	533.00	0.00	-533.00	0.00
5145-4400 Elevator Maintenance-NonCAM	0.00	80.00	80.00	120.00
5160-0000 Security Maint & Repair	8,486.37	6,160.00	-2,326.37	7,740.00
5161-0000 Exterior Building Maintenance	104.50	150.00	45.50	225.00
5162-0000 Exterior Building Supplies	21.13	0.00	-21.13	0.00
5170-0000 Non CAM Exterior Bldg Maint.	1,707.00	1,820.00	113.00	1,820.00
5175-0000 Fire Extinguisher Maintenance	955.50	840.00	-115.50	1,260.00
5180-0000 Fire Alarm/Sprinkler Repair	18,000.83	12,920.00	-5,080.83	19,380.00
5185-0000 HVAC Repair	4.31	0.00	-4.31	0.00
5192-0000 HVAC Supplies	538.92	500.00	-38.92	500.00
5195-0000 Landscaping Expense	4,200.00	4,800.00	600.00	6,400.00
5197-0000 Tree Trimming	0.00	500.00	500.00	1,000.00
5198-0000 Holding Pond Maintenance	0.00	800.00	800.00	1,200.00
5210-0000 TIC-Trail Maintenance Expense	592.00	590.00	-2.00	660.00
5220-0000 Locks & Keys Repairs	7,000.00	96,385.00	89,385.00	96,385.00
5230-0000 Parking Lot Repairs	1,312.80	2,580.00	1,267.20	3,720.00
5235-0000 Plumbing Repairs	646.39	320.00	-326.39	480.00
5240-0000 Plumbing Supplies	0.00	21.00	21.00	55.00
5245-0000 Backflow Maintenance	1,046.75	1,530.00	483.25	1,920.00
Irrigation Repairs				

INNOVATION PARK (innvntion)

**Budget Comparison**

Period = May 2021

Book = Accrual

		YTD Actual	YTD Budget	Variance	Annual
5250-0000		3,595.00	2,510.00	-1,085.00	3,840.00
5260-0000	Roof Repairs	58.67	1,000.00	941.33	1,000.00
5290-0000	Signage	2,612.27	3,980.00	1,367.73	5,120.00
5292-0000	Other Maintenance	621.40	0.00	-621.40	0.00
5299-0000	Non CAM Other Maintenance	56,078.81	212,272.00	156,193.19	229,129.00
5300-0000	TOTAL REPAIR/MAINTENANCE				
5310-0000	CLEANING AND IMPROVEMENTS	115.00	850.00	735.00	2,900.00
5313-0000	Carpet Cleaning	19,369.46	0.00	-19,369.46	0.00
5340-0000	Carpet Repairs	25,555.05	39,090.00	13,534.95	39,090.00
5342-0000	Painting	3,307.20	0.00	-3,307.20	0.00
5380-0000	Non CAM Painting	0.00	300.00	300.00	300.00
5399-0000	Other Cleaning and Improvements	48,346.71	40,240.00	-8,106.71	42,290.00
5400-0000	TOTAL CLEANING AND IMPROVEME				
5410-0000	SERVICES	1,373.97	2,054.00	680.03	2,054.00
5412-0000	Elevator Service	1,599.87	0.00	-1,599.87	0.00
5415-0000	Elevator Service-NonCAM	0.00	368.00	368.00	552.00
5420-0000	Elevator Phone Service	3,341.00	3,832.00	491.00	3,832.00
5425-0000	Fire Protection System	2,457.27	2,000.00	-457.27	3,000.00
5430-0000	Fire Protection Phone	2,787.26	3,509.00	721.74	4,584.00
5445-0000	Exterminating	125.00	340.00	215.00	340.00
5445-5000	Backflow Prevention Service	0.00	40.00	40.00	40.00
5447-0000	Backflow Prevention Svc-NonCAM	6,898.74	10,347.00	3,448.26	13,796.00
5450-0000	HVAC Monthly Service	31,272.56	30,606.64	-665.92	44,204.00
5460-0000	Janitorial Service	18,960.82	20,982.00	2,021.18	32,274.00
5461-0000	Landscaping Service	1,295.00	1,486.00	191.00	2,250.00
5462-0000	Landscaping - Trail	2,629.70	2,934.00	304.30	4,510.00
5480-0000	Non CAM Landscaping	1,035.21	910.00	-125.21	1,320.00
5487-0000	Security	279.95	1,430.00	1,150.05	9,644.00
5499-0000	Window Washing Service	74,056.35	80,838.64	6,782.29	122,400.00

TOTAL SERVICES

INNOVATION PARK (innvntion)

## Budget Comparison

Period = May 2021

Book = Accrual

		YTD Actual	YTD Budget	Variance	Annual
5500-0000	PROPERTY ADMINISTRATION				
5510-0000		17,500.00	17,500.00	0.00	17,500.00
5520-0000	Accounting	1,373.18	1,304.00	-69.18	1,956.00
5522-0000	Phone Service	1,251.50	2,110.00	858.50	2,910.00
5525-0000	Internet Charge	-16.00	0.00	16.00	0.00
5530-0000	Bank Charges	153.60	400.00	246.40	600.00
5560-0000	Copies	110.25	136.00	25.75	204.00
5565-0000	Fees/Licenses/Permits	355.02	400.00	44.98	1,000.00
5566-0000	Office Supplies	0.00	400.00	400.00	600.00
5570-0000	Office Equipment Maintenance	0.00	40.00	40.00	60.00
5575-0000	Postage/Delivery	12,909.50	14,000.00	1,090.50	21,000.00
5580-0100	Professional Fees	0.00	1,220.00	1,220.00	1,380.00
5581-0000	Printing	0.00	1,000.00	1,000.00	1,000.00
5581-0100	TechForce Expenses	0.00	35,000.00	35,000.00	35,000.00
5582-0000	Grant Expenses	144.81	9,475.00	9,330.19	13,725.00
5585-0000	Other Program Expenses	2,345.00	2,420.00	75.00	2,920.00
5586-0000	Subscriptions	5,564.38	6,180.00	615.62	8,440.00
5587-0000	Marketing/PR	387.46	960.00	572.54	1,440.00
5589-0000	General Authority Expense	25,000.00	50,000.00	25,000.00	50,000.00
5594-0000	Research Grants	0.00	3,600.00	3,600.00	4,500.00
5596-0000	Travel	1,542.03	2,020.00	477.97	2,500.00
5599-0000	TOTAL PROPERTY ADMINISTRATION	68,620.73	148,165.00	79,544.27	166,735.00
6110-0000	Other Administration Costs	58,834.96	58,832.00	-2.96	88,248.00
6150-0000	Management Fees TALCOR	35.00	0.00	-35.00	0.00
6159-0000	Other Expenses	58,869.96	58,832.00	-37.96	88,248.00
7110-0000		42,615.44	42,616.08	0.64	63,924.00
7111-0000	TOTAL OTHER EXPENSES	107.92	107.92	0.00	161.88
7199-0000	Property Insurance	42,723.36	42,724.00	0.64	64,085.88
	Property Insurance-NonCAM				
7800-0000	TOTAL INSURANCE/TAXES	710,063.00	956,505.64	246,442.64	1,283,033.88
7999-0000	NET INCOME OPERATING	-77,774.84	-233,630.24	155,855.40	-299,171.32
	TOTAL OPERATING EXPENSES				

INNOVATION PARK (innvtion)

## Budget Comparison

Period = May 2021

Book = Accrual

		YTD Actual	YTD Budget	Variance	Annual
8200-0000					
8210-0000	OTHER EXPENSES	185,866.16	179,016.00	-6,850.16	268,526.00
8220-0000	Depreciation Expense	4,951.68	4,952.00	0.32	7,428.00
8299-0000	Amortization Expense	190,817.84	183,968.00	-6,849.84	275,954.00
<b>9900-0000</b>	<b>TOTAL OTHER EXPENSES</b>	<b>-268,592.68</b>	<b>-417,598.24</b>	<b>149,005.56</b>	<b>-575,125.32</b>
	<b>NET INCOME</b>				

**Capital Projects-Deferred Maint**

2020-21			2019-20					
Building	Item	Amount	Building	Item	Paid from py budget	Budget	Actual	Variance
Collins			Collins					
New Building		\$ 900,000						
Tenants In Common			TIC					
Fuqua			Fuqua					
Morgan		-	Morgan		\$ -	-	-	-
	Total Major Projects	900,000		Total Major Projects	-	-	-	-
Knight		-	Knight					
Fuqua			Fuqua					
Phipps		-						
			Morgan/ Johnson/ Phipps	HVAC-If needed		30,000	-	30,000
Morgan/ Johnson/ Collins	HVAC-If needed	30,000						
	Total Regular CapEx	30,000		Total Regular CapEx		30,000	-	30,000
Total Capital Expenditures		\$ 930,000	Total Capital Expenditures		\$ 30,000	\$ -	\$ -	\$ 30,000

**Deferred maint plan:**

			Current OpEx	Added to Current OpEx	Year 2
Fuqua	Remodel elevator including ceiling/ lighting/ upgrades	70,000		70,000	
	Paint - Stairs, all rails, and half way up on upper level	3,700		3,700	
Johnson	Elevator remodel/upgrades	70,000			70,000
	Paint: Interior lobby, both floors	4,300		4,300	
	Paint: interior of NPS/SEAC	20,000	20,000		
	Paint: 4 exterior doors and roll up door	654	654		
	Paint: 2 stairwells	5,000		5,000	
Morgan	Paint 6 exterior doors	436	436		
	Replace two exterior doors	1,700	1,700		
	Paint 2 stairwells	5,000		5,000	
Knight	Clean roof, deck, walkways, and building	1,170	1,170		
	Repair back deck (gutter?)	3,000		3,000	
Inn-tic	Irrigation repairs	1,000	1,000		
	Landscaping two entrance monument signs	3,500	3,500		
	Signage: Refurb (high estimate \$3,000 x 42)	126,000			126,000
	Signage: New/replacements	10,000			10,000
Parking Lots					
Morgan	Overlay	21,750		21,750	
Johnson	Overlay	21,750		21,750	
Collins	Overlay	45,885		45,885	
Knight	Sealing/Striping	3,500		3,500	
Phipps	Sealing/Striping	3,500		3,500	
Total deferred maintenance		\$ 421,845	\$ 28,460	\$ 187,385	\$ 206,000
			\$ 215,845		



North Florida Innovation Labs  
Attn: Bill Lickson  
2051 E. Paul Dirac Drive, Ste 100  
Tallahassee FL 32310

INVOICE

Ship To/Remarks  
North Florida Innovation Labs  
Attn: Bill Lickson  
2051 E. Paul Dirac Drive, Ste 100  
Tallahassee FL 32310

DATE		NUMBER	PAGE	DUE DATE	
06/11/21		23561	1	06/11/21	
SHIP VIA		FOB	TERMS	YOUR #	OUR #
Best Way		Haverhill, MA	Advance	VERBAL/EMA	JM
DESCRIPTION		ORDERED	SHIPPED	UNIT PRICE	EXTENDED PRICE
Tuttnauer 3870 ELV Item #: 0551F A-CLAVE		1.0	1.0	16500.0000	16500.00
VWR Model 1546 Item #: 3186R INC		1.0	1.0	1650.0000	1650.00
Mettler XSE205 dual range Item #: 0665J BALANCE		1.0	1.0	4100.0000	4100.00
New Brunswick 4230 Innova Item #: 4835L SHAKER		1.0	1.0	4200.0000	4200.00
Beckman Allegra 6R centrifuge Item #: 1265G CENTRI		1.0	1.0	4800.0000	4800.00
Sanyo MDF-U730M Freezer Item #: 2569F FREEZER		1.0	1.0	3200.0000	3200.00
Thermo Forma Series II 3110 Item #: 3177HH INC		1.0	1.0	3750.0000	3750.00
Package Discount					-3280.00
Shipping					1419.69
SUB TOTAL				36339.69	
TAX				0.00	
TOTAL PAYMENT				36339.69	
NET TO PAY				36339.69	

# Payment Details



Leon County Research & Development Authority - [REDACTED]

## PAYMENT ID: 6

ACH Company Leon CRDA  
ACH Company ID [REDACTED]  
From Account Operating Account  
From Account ID [REDACTED] 9592  
Payment Type Corporate/Vendor Payments  
Same Day No  
Value Date 06/18/2021  
Batch Status Released  
Entry Method Freeform  
Batch Description CORP PAY

## COMMENTS

Knight Grant Lab Equipment Purchase

## AUDIT INFORMATION

	Timestamp	User ID
APPROVED	06/17/2021 12:01:01 PM	[REDACTED] KRISTY
ENTERED	06/17/2021 11:49:28 AM	[REDACTED] RONALD

Beneficiary Name	Bene ID	Credit/(Debit)	ABA	Acct No.	Type	Status	Pmnt ID	Trace ID
American Instrument Ex		36,339.69	[REDACTED] 0066	[REDACTED] 2769	Checking	Entered	2495313	065400150000001
<b>Addenda:</b>	Invoice 23561							

<b>Batch Totals</b>	<b>36,339.69</b>	<b>Credits - 1</b>	<b>Prenotes - 0</b>
	<b>0.00</b>	<b>(Debits) - 0</b>	

# Payment Details



Leon County Research & Development Authority - [REDACTED]

REPORT TOTALS

ACH		Total Debit Amount	Items	Total Credit Amount	Items	Total Batches
ACH	(USD to USD)			36,339.69 USD	1	1





**\*SENT VIA EMAIL\***

July 2, 2021

Ms. Emily Fulton  
Senior Director of Donor Relations  
Community Foundation of North Florida  
3600 Maclay Boulevard South, Suite 200  
Tallahassee, FL 32312

Dear Ms. Fulton,

On behalf of the Leon County Research & Development Authority and North Florida Innovation Labs, we want to thank the Knight Foundation, the Community Foundation of North Florida and its Board of Directors for their generous grant. With the \$35,000 grant from the Knight Foundation Fund for COVID-19 Short-term Relief Support, we were able to purchase essential pieces of lab equipment that are needed to accelerate the research taking place inside the North Florida Innovation Labs facility in Innovation Park.

In advance of ordering the equipment, we were able to discuss the highest-priority equipment needs with our lab incubation entrepreneurs and the equipment that was funded will benefit each of the companies working on the commercialization of their technologies in our lab facility.

Our objectives at North Florida Innovation Labs are to accelerate the development and commercialization of technologies that are created in our region and to grow companies that create good jobs for the people in our area. The equipment the Knight Foundation funded helps make significant progress toward our goals and objectives.

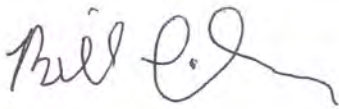
The Leon County Research and Development Authority will be building a new 40,000 square foot facility in Innovation Park as the new location of North Florida Innovation Labs. The new building is designed for the commercialization of technology and will feature wet labs, dry labs, flex labs, offices and coworking spaces for entrepreneurs. The equipment purchased through the Knight Foundation grant will be part of the resources utilized by companies when the new facility opens in 2023.

The lab equipment is in the process of being delivered. There have been some challenges with the supply chain, so not all of the equipment is arriving at the same times. Once all of the equipment is delivered and installed, we are planning to photograph it being used by our technology entrepreneurs and will send the photographs for the Foundation's usage. We will also be publicizing the lab's activities through our marketing and social media channels.

In the meantime, please see the attached document with the list of the equipment purchased. The document also has the cover of the Tallahassee Innovation & Technology Magazine that was published recently which shows Eric Graben working with equipment in North Florida Innovation Labs.

Thank you again for your generous support of our mission to create a broad spectrum of technologies developed by a diverse group of entrepreneurs. As always, we welcome your ideas and input and look forward to our ongoing collaboration.

Sincerely,



**Bill Lickson**

Director

North Florida Innovation Labs

2051 E. Paul Dirac Dr., Ste. 100, Tallahassee, FL 32310

P: (850) 575-0343 x 103

[innovation-park.com/NFIL](http://innovation-park.com/NFIL)



Enclosure: Equipment Funded by the Knight Foundation Grant



Equipment Funded by the Knight Foundation Grant

June 2021



North Florida Innovation Labs - Technology Entrepreneur, Eric Graben

[https://issuu.com/rowlandpublishing/docs/21tlhtech\\_digitaledition\\_linked](https://issuu.com/rowlandpublishing/docs/21tlhtech_digitaledition_linked)

## Grant Funded Equipment List

### Tuttnauer 3870ELV vertical autoclave. 85L chamber volume

Item 0551F A-CLAVE - Tuttnauer 3870 ELV



**Tuttnauer 3870 ELV Fully Automatic Vertical Autoclave**


- 85L chamber volume
- 14 9/16" dia. x 27 1/8" deep
- Microprocessor control panel
- 90-day warranty

The Tuttnauer vertical, top loading laboratory autoclave has a capacity of 85 liters. With higher capacity and better performance, Tuttnauer's ELV Laboratory line of fully automatic vertical steam sterilizers provide safe, economical, and effective sterilization. The ELV models have an advanced microprocessor-based control panel.

The applications that can be carried out using the autoclave's standard programs include liquids, such as nutrient media and buffer solutions; solid items such as pipettes, tubes and filters, glassware and plastic articles; and waste sterilization.

### VWR model 1546 general purpose incubator

Item 3186R INC - VWR Model 1546



**VWR 1546 Incubator**

- General purpose incubator
- Single 5.6 cubic foot chamber
- Temperature range: ambient +8°C to 70°C
- 90 day warranty

The VWR 1546 general purpose incubator is designed for use in industrial applications, biological research and environmental studies that demand accurate and repeatable results. Heated door and a unique air jacket design achieve precise temperature uniformity. An independent secondary temperature controller offers the added safety and security of over temperature protection.

### Mettler XSE205 dual range analytical balance

Item 0665J BALANCE - Mettler XSE205 dual range



**Mettler Toledo XSE205DU Dual-Range Analytical Balance**

- Capacity: 51 + 220g (30mg minimum)
- Readability: 0.01 + 0.1mg
- Touchscreen display
- 90-day warranty

The XSE205DU dual range models are best suited for applications in the lower to middle end of the maximum capacity, because the fine range has increased accuracy in the lower end of the range. Key features include a Status light indicator that displays a green light if the balance is ready for operation, a yellow if there are warnings, or red for errors; a color touchscreen operates in 11 languages and has a graphical display for leveling; password protection for eight users and antilift device ensures security; and a built-in RS-232 communications port.

## New Brunswick 4230 incubator shaker

Item 4835L SHAKER - New Brunswick 4230 Innova




**New Brunswick Innova 4230 incubator shaker**

- Speed range: 25 to 400 rpm (to 300rpm for stacked unit)
- Temperature range: 20°C below ambient (min 4°C) to +75°C
- 20" x 20" shelves
- 0.25-inch circular orbit
- 90 day warranty

The New Brunswick Scientific Innova 4230 is a refrigerated incubator shaker that is versatile and dependable. The Innova 4230 can be used for the culture of microorganisms, photosynthetic microbial growth, cell culture and hybridization. A microprocessor controller with feedback controls the temperature and speed of the shaker while temperature and speed setpoints are entered or changed using the membrane switch keypad.

## Beckman Allegra 6R benchtop centrifuge. Includes 4 x 750mL rotor

Item 1265G CENTRI - Beckman Allegra 6R centrifuge



**Beckman Allegra 6R refrigerated benchtop centrifuge**

- Maximum Speed: 8,000 rpm
- Capacity: 4 x 750mL
- Temperature range -10°C to 40°C
- 90 day warranty

The Beckman Allegra 6R is designed to meet the needs of high-volume labs requiring a durable centrifuge with simple operation and basic user interface. Ideal for cell culture, plasma, and other general purpose separations. The Allegra 6R features Beckman's Automatic Rotor Imbalance Equilibrium System (ARIES) and can automatically identify and correct rotor imbalance of up to 50g. Depending on rotor selection, the Beckman Allegra 6R can swing a wide variety of tubes, bottles, plates, and blood bags. This centrifuge features a simple user interface with analog controls with a digital display.

## Sanyo MDF-U731M biomedical lab freezer

Item 2569M FREEZER - Panasonic MDF-U731M



**Panasonic MDF-U731M -30° Upright Freezer**

- 24.4 cubic foot chamber
- Temperature range -18°C to -30°C
- 4 adjustable shelves
- Can accept pad locks for extra security
- 90-day warranty

Panasonic Healthcare High Performance Biomedical Freezers are designed for short- or intermediate-term storage at temperatures as low as -30°C. Constructed with high performance laboratory and clinical grade refrigeration systems, these freezers are used in medical, biotechnology and industrial labs for storage of blood components, enzymes, culture media, reagents, specimens and vaccines.



## Thermo Forma Series II 3110 incubator. Water jacketed. Single chamber

Item 3177HH INC - Thermo Forma Series II 3110



### Thermo Forma 3110 Series II water jacketed CO2 incubator

- Single 6.5 cubic foot chamber
- Temperature range: ambient +5oC to +55oC
- HEPA air filter provides Class 100 air quality
- Ideal for cell culture
- Two shelves included
- 90 day warranty

An industry standard! If you've worked in a cell culture lab, chances are you're familiar with one version or another of the classic Forma 3110. This water-jacketed incubator offers precise control of both CO2 levels and temperature to protect your critical cell cultures. The Thermo Forma 3110 Series II has a polished stainless steel, easy to clean chamber with adjustable shelves. The validatable in-chamber HEPA filtration system filters the entire chamber volume every sixty seconds, creating a Class 100 cleanroom environment standard within the chamber for particulates of 0.5 micron size or larger per cubic foot of air.

COMMUNITY FOUNDATION OF NORTH FLORIDA

3600 MACLAY BLVD. S., SUITE 200  
TALLAHASSEE, FL 32312  
PHONE: (850) 222-2899

NO.

12113

Attachment G4  
Page 1 of 3

DATE

05/04/2020

AMOUNT

\$ \*\*\*\*35,000.00

PAY Thirty-Five Thousand and no/100 \*

TO Leon County Research and Development Authority  
THE ATTN: Mr. Michael Tentnowski  
ORDER 2051 E. Paul Dirac Drive  
OF Tallahassee, FL 32310

TWO SIGNATURES REQUIRED OVER \$2,000



*[Signature]*  
*[Signature]*  
AUTHORIZED SIGNATURE

From Knight Foundation Fund

COMMUNITY FOUNDATION OF NORTH FLORIDA

12113

8146 Leon County Research and Development Authority

05/04/2020 012113

20006804 05/01/2020 COVID-19 short term relief support  
KFDAF Knight Foundation Fund

35,000.00  
35,000.00

*Please credit  
Knight - Grant Income*



May 4, 2020

Mr. Michael Tentnowski  
Director of Entrepreneurship  
Leon County Research and Development Authority  
2051 E. Paul Dirac Drive  
Tallahassee, FL 32310

Re: <b>Grant</b>	\$35,000.00
<b>Purpose</b>	COVID-19 short-term relief support
<b>Fund</b>	Knight Foundation Fund

Dear Mr. Tentnowski:

Enclosed is a \$35,000.00 grant for **COVID-19 short-term relief support** from the Knight Foundation Fund, a component fund at the Community Foundation of North Florida (CFNF). This grant was recommended by Knight Foundation for COVID-19 short-term relief support and approved by the CFNF Board of Directors.

**Please recognize and thank Knight Foundation for recommending this generous grant:**

John S. and James L. Knight Foundation  
Ms. Lilly Weinberg, Community Foundations Program Director  
Southeast Financial Center  
200 Biscayne Blvd., Suite 3300  
Miami, FL 33131

Your acceptance of this grant requires your organization to:

- Utilize these funds for the following...
- Provide a complete narrative (500 words or less) by November 15, 2020, addressing your use of the funds and any substantive learnings from the benefit of these funds to address short-term COVID-29 relief efforts. Please submit this document to Laurie Hartsfield Burleson, Sr. Director of Donor Relations for CFNF, via email [Laurie@cnf.org](mailto:Laurie@cnf.org).
- Acknowledge the Knight Foundation and follow its grantee communications guidelines posted at [knightcommunications.org](http://knightcommunications.org) when publicizing this grant. Please also send a draft copy of all press releases to Laurie Hartsfield Burleson at [Laurie@cnf.org](mailto:Laurie@cnf.org) prior to issuing your release.
- If you wish to highlight this grant on social media, please include whatever recognition of Knight Foundation that space allows:

3600 Maclay Boulevard South, Suite 200 | Tallahassee, FL 32312 | [cnf.org](http://cnf.org) | (850) 222-2899



- On Twitter, follow or tag @knightfdn and @lillyweinberg, and join the conversation using #knightcities.
- On Facebook, like Knight's page at <http://www.facebook.com/knightfdn> and tag Knight Foundation in posts and <http://www.facebook.com/CommunityFoundationofNorthFlorida>.
- On Instagram, like or tag Knight at @knightfdn and tag #knightcities

By cashing this check, you agree to use these funds for the purpose(s) listed above and you certify to CFNF that (1) the Internal Revenue Service currently recognizes your organization as a 501(c)(3) charitable organization in good standing, (2) this grant does not constitute payment of anyone's pledge or membership, and (3) no private individual will receive tangible benefits, goods or services (including tickets for events or the right to purchase event tickets) as a result of this grant. Knight Foundation is aware of the waiver of benefits.

If you have any questions, please contact Laurie Hartsfield Burleson, Sr. Director of Donor Relations at (850) 222-2899 or [Laurie@cfnf.org](mailto:Laurie@cfnf.org).

Sincerely,

Katrina Rolle, JD  
President & CEO



## 2021-2022 Florida Job Growth Grant Fund Public Infrastructure Grant Proposal

Proposal Instructions: Please read this document carefully and provide the information requested below. Some questions may request that a separate narrative be completed. If additional space is needed, attach a word document with your entire answer.

### **Governmental Entity Information**

Name of Governmental Entity: Leon County Research and Development Authority (LCRDA)  
Government Federal Employer Identification Number: 59-1931373

Primary Contact Name: Ronald J. Miller, Jr.  
Title: Executive Director  
Mailing Address: 2051 E. Paul Dirac Drive, Suite 100  
Tallahassee, Florida 32310  
Phone Number: (850) 575-0343 ext. 101  
Email: rmiller@inn-park.com

Secondary Contact Name: Bill Lickson  
Title: Director of North Florida Innovation Labs  
Phone Number: (850) 575-0343 ext. 103

### **Public Infrastructure Grant Eligibility**

Pursuant to section 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. Eligible entities that wish to access this grant fund must submit public infrastructure proposals that:

- Promote economic recovery in specific regions of the state, economic diversification or economic enhancement in a targeted industry. ([View Florida's Targeted Industries here.](#))
- Are not for the exclusive benefit of any single company, corporation or business entity.
- Are for infrastructure that is owned by the public and is for public use or predominately benefits the Public.

**1. Program Requirements:**

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the project satisfies eligibility requirements listed on page 1.

**A. Provide a detailed description of the public infrastructure improvements.**

Please see Attachment A, Response 1A.

**B. Provide location of public infrastructure, including physical address and county of project.**

The North Florida Innovation Labs (NFIL) building will be constructed on 3.8 acres located in Innovation Park at 1729 West Paul Dirac Drive, Tallahassee, FL 32310 in Leon County. The area is designated as a HUBZone.

**C. Is this infrastructure currently owned by the public?**☒ Yes☐ No

If no, is there a current option to purchase or right of way provided to the County?

N/A

**D. Provide current property owner.**

See Attachment A, Response 1D.

**E. Is this infrastructure for public use or does it predominately benefit the public?**☒ Yes☐ No

NFIL will support and house high-potential startup businesses developing and commercializing technologies. These companies will create jobs in many of the Florida targeted industries to foster economic recovery and diversification in Tallahassee and surrounding rural regions and in disadvantaged communities.

**F. Will the public infrastructure improvements be for the exclusive benefit of any single company, corporation, or business entity?**☐ Yes☒ No

The facility will support 50+ technology-based businesses at any one time. NFIL will function as a business incubator/accelerator, supporting the launch and scaling of technology businesses within the area. New businesses and "launched" businesses will be joining and leaving the facility every few months, as each business progresses through the incubation/acceleration process.

**G.** Provide a detailed description of, and quantitative evidence demonstrating, how the proposed public infrastructure project will promote:

- Economic recovery in specific regions of the state;
- Economic diversification; or
- Economic enhancement of a Targeted Industry ([View Florida's Targeted Industries here.](#))
  - Describe how the project will promote specific job growth. Include the number of jobs that will be retained or created, and in which industry(ies) the new net jobs will be created using the North American Industry Classification System ([NAICS](#)) codes. Where applicable, you may list specific businesses that will retain or create jobs or make capital investment.
  - Provide a detailed explanation of how the public infrastructure improvements will connect to a broader economic development vision for the community and benefit additional current or future businesses.

Please see Attachment A, Response 1G. Attachment B is a list of the largest employers within Leon County (2020), by business sector.

---

## 2. Additional Information:

(If additional space is needed, attach a word document with your entire answer.)

**A.** Provide the proposed commencement date and number of days required to complete construction of the public infrastructure project.

The project is required by the federal grant already awarded to commence construction by March 17, 2022, with a completion date of September 17, 2023 (18 months or approximately 540 days).

---

**B.** What permits are necessary for the public infrastructure project?

Northwest Florida Water Management District Permit (stormwater management and treatment); Florida Department of Environmental Protection National Pollutant Discharge Elimination System (storm water sediment control) Notice of Intent; City of Tallahassee Environmental Permit; City of Tallahassee Right of Way Work Permit; City of Tallahassee Building Permit. All permits will be obtained for the work within the property boundary with the exception of the Right of Way Permit which is contained within the road rights of way.

---

- C.** Detail whether required permits have been secured, and if not, detail the timeline for securing these permits. Additionally, if any required permits are local permits, will these permits be prioritized?

City Growth Mgmt. has been briefed about the project. Permits schedule-- NFWFMD Permit: December 2021; City of Tallahassee Environmental Permit: December 2021; City of Tallahassee Building Permit: February 2022; FDEP NPDES Notice of Intent: March 2022; City of Tallahassee Right of Way Work Permit: March 2022

- D.** What is the future land use and zoning designation on the proposed site of the infrastructure improvements, and will the improvements conform to those uses?

The land in Innovation Park, including the subject parcel, is zoned PUD 13-Innovation Park PUD. Zoning is for a mixed use suburban research park. This project is consistent with that zoning.

- E.** Will an amendment to the local comprehensive plan or a development order be required on the site of the proposed project or on adjacent property to accommodate the infrastructure and potential current or future job creation opportunities? If yes, please detail the timeline.

☐ Yes ☒ No

N/A

- F.** Is the project ready to commence upon grant fund approval and contract execution? If no, please explain.

☒ Yes ☐ No

The design of North Florida Innovation Labs is moving forward, with construction bid expected in January 2022. Federal funding obligations require ground breaking in March 2022 and project completion within the following 18 months.

- G.** Does this project have a local match amount? ☒ Yes ☐ No

If yes, please describe the entity providing the match and the amount.

Local match pledged from the City of Tallahassee and Leon County Intergovernmental Agency(\$2.5 million), Florida State University Research Foundation(\$2.5 million) and LCRDA (\$1,809,348). A grant awarded by the US Economic Development Agency (EDA) provides \$10,214,022. See Attachment C for supporting documents.

- H.** Provide any additional information or attachments to be considered for this proposal. Maps and other supporting documents are encouraged.

Please see Attachment D-1 for Innovation Park map, and D-2 for current site plan, floor plans and elevations for North Florida Innovation Labs (design is in final development stages and is subject to some modifications).



### 3. Program Budget

(If additional space is needed, attach a word document with your entire answer.)

**Estimated Costs and Sources of Funding:** Include all applicable public infrastructure costs and other funding sources available to support the proposal.

**1.) Total Amount Requested** \$ 6,227,773.00  
Florida Job Growth Grant Fund

**A. Other Public Infrastructure Project Funding Sources:**

City/County \$ 2,500,000.00  
Private Sources \$ 0.00

Other (grants, etc.) \$ 14,523,370.00

**Total Other Funding** \$ 17,023,370.00

Please Specify: FSU, LCRDA,  
EDA

**B. Public Infrastructure Project Costs:**

Construction \$ 18,898,065.00

Reconstruction \$ 0.00

Design & Engineering \$ 1,560,475.00

Land Acquisition \$ 0.00

Land Improvement \$ 668,610.00

Other \$ 2,123,993.00

**Total Project Costs** \$ 23,251,143.00

Please Specify: Permits &  
Contingency

**Note:** The total amount requested must be calculated by subtracting the total other public infrastructure project funding sources in A. from the total public infrastructure project costs in B.

- C.** Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding and any other pertinent budget-related information.

Please see Attachment E, which contains the budget narrative.

---

## 4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

- A.** If the governmental entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?

None.

---

If board authorization is not required, who is authorized to sign?

Ronald J. Miller, Jr., Executive Director of LCRDA.

- 
- B.** If approval of a board, commission, council or other group is needed prior to execution of an agreement between the governmental entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

N/A

- 
- C.** Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the governmental entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

The Executive Committee of the LCRDA Board of Governors have delegated authority to execute this proposal to the Executive Director. Attachment F provides evidence of this delegation.

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Governmental Entity: Leon County Research and Development Authority

Name and Title of Authorized Representative: Ronald J. Miller Jr., Executive Director

Representative Signature: 

Signature Date: 07/21/2021

## Program Requirements

### Response 1A. Detailed description of public infrastructure improvements.

The purpose of this application is to obtain approximately \$6.2 million in state funding to augment \$17 million in already committed federal and local funding to construct the North Florida Innovation Labs (NFIL), a hard-science technology business incubator/accelerator, in Innovation Park of Tallahassee. The objective of NFIL is to grow the number of technology-related companies and resulting high-wage jobs which will help diversify the region's economy. This project is progressing quickly through the design phase, but needs additional funding as described in the attached budget narrative. The \$10.2 million federal funding award agreement requires the facility to begin construction by March of 2022 and to be completed within the following 18 months, or risk loss of funding.

NFIL addresses the gap in the region's need for specialized start-up facilities necessary to bring new technologies to market within the Tallahassee region. The 40,000 square foot facility will include 35 chemistry, biology, dry and fabrication labs, specialized equipment, 24 offices, conference rooms, collaboration spaces, a multipurpose entrepreneur training room, and other support spaces. More than just space and equipment, NFIL will provide prototype development support, business incubation/acceleration programs and support services. Programs and services will include training, mentoring, support for technology transfer from the universities, identification of funding sources and other support necessary to successfully launch and grow companies which will successfully commercialize new technologies.

The region includes two top State research universities in Florida State University and Florida A&M University. These universities have excelled at creating innovative technologies but have had limited success fostering commercialization. Previously, the region has not had the ecosystem to support hard-science technology entrepreneurs. As a result, a number of these entrepreneurs have moved to other areas to advance their companies. One reason has been the lack of facilities like NFIL will provide.

This entrepreneurial ecosystem has been growing and evolving in the last 7 years. In 2015, LCRDA commissioned a feasibility study which demonstrated the need for a mixed used business incubator/accelerator. Other advancements have been the creation of the FSU Jim Moran College of Entrepreneurship, the Domi Station incubator and other niche incubators, the Big Bend Alliance of Entrepreneurial Resource Organizations, and the TCC Innovation Center, just to name a few. The ecosystem has begun to focus on collaboration efforts to coordinate services and reduce overlapping services which will better support companies as

they move through the company development process. The growth of the ecosystem will help to make NFIL a success.

Attachment's D-1 and D-2 provide a map of Innovation Park and a current draft of a site plan, floor plans, and elevations which illustrate the design of the facility which will be unmatched in the region.

### **Response 1D. Property Owner**

Leon County Research and Development Authority (LCRDA), pursuant to a lease agreement with the State of Florida Board of Trustees of the Internal Improvement Trust Fund dated 1/28/1980 and expires 1/28/2074. LCRDA manages Innovation Park, a 208-acre research and development park having 17 buildings, and more than 30 organizations on site. LCRDA is a Florida Statute Section 159, Part V, special district local government entity.

Innovation Park includes the National High Magnetic Field Laboratory with the largest and most powerful magnets in the world; the FSU High-Performance Materials Institute; the FSU Florida Center for Advanced Aero-Propulsion; the FAMU Center for Plasma Science and Technology; and other university research facilities and centers of excellence. Private company manufacturer Danfoss Turbocor is in the park, in addition to several early-stage businesses. The Park also houses State of Florida agencies Department of Agriculture and Consumer Service's Fresh from Florida test kitchen, and the Department of Transportation Structures Research Center.

Innovation Park is adjacent to the FAMU-FSU College of Engineering. It is conveniently located within 5 miles of Tallahassee International Airport, Florida State University, Florida A&M University, and Tallahassee Community College. Local government is making an investment in the "Airport Gateway Project" which will further enhance connectivity between all these assets as the newly created and renovated roads will run by Innovation Park.

Innovation Park serves the eight-county area surrounding Leon County, including Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Liberty, and Wakulla Counties. These counties correspond to those served by the statutorily designated Apalachee Regional Planning Council.

Innovation Park has a total annual economic impact of over \$500 million and over 2,000 direct jobs not including the approximately 2,000 faculty staff and students at the College of Engineering. These impacts will continue to grow. FSU is breaking ground in August 2021 on a new facility in Innovation Park, the Interdisciplinary Research and Commercialization Building. Danfoss Turbocor is breaking ground in October 2021 on the development of a

new, approximately 150,000 square foot manufacturing and R&D facility in Innovation Park. These developments will enhance the future success of NFIL through the further creation of advanced technologies and the collaboration with private companies like Danfoss. Danfoss has committed to contribute furniture and equipment to NFIL.

**Response 1G. Detailed description of, and quantitative evidence demonstrating, how the project promotes economic recovery in specific regions of the state, economic diversification, or economic enhancement of a Targeted Industry.**

The Region:

The North Florida Innovation Labs (NFIL) incubator building will be located at Innovation Park of Tallahassee in Florida's northern most region. The area consists of the contiguous nine counties of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla. In addition to the state capital, Tallahassee is home to Florida State University (FSU), Florida A&M University (FAMU), and Tallahassee Community College (TCC).

Although Tallahassee is generally prosperous, it has significant disadvantaged urban areas. Innovation Park is within an SBA Qualified HUBZone, and there are high levels of economic distress in surrounding rural counties of the project region as well. Two counties (Jefferson, Liberty) rate "low" on the *Capacity for Innovation* scale, while three counties (Calhoun, Gadsden, Gulf) rate "very low."

Parts of six counties in the region have Opportunity Zone status, denoting that they are low-income communities eligible for unique capital investments. There are eight tracts identified in Leon County alone, and as many as twenty-two Zones may benefit from this project.

The region also consists of seven counties in Florida's Northwest Rural Areas of Opportunity (RAO). These are defined as rural communities, or a region composed of rural communities, that have been adversely affected by extraordinary economic events or natural disasters. RAO counties include Calhoun, Franklin, Gadsden, Gulf, Jackson, Liberty, and Wakulla.

Promoting Economic Recovery and Diversification:

The U.S. Department of Commerce Economic Development Agency awarded \$10.2 million in funding to LCRDA for the NFIL project to support economic recovery related to Hurricane Michael and to promote resilience related to potential future events. As most Floridians know, Hurricane Michael was the strongest storm to hit Florida since Hurricane Andrew in 1992. The justification for the EDA grant award is consistent with the requirements of this grant.

It is apparent that regional economic prosperity is linked to an area's ability to prevent, withstand, and quickly recover from major disruptions to its economic base. In the context of economic development, economic resilience becomes inclusive of three primary

attributes: the ability to recover quickly from an event, the ability to withstand an occurrence, and the ability for avoidance altogether. Establishing a business incubator gives the region the ability to anticipate risk by offering office and lab space to disrupted businesses after a disaster, by outfitting the facility with redundant power and Internet services. A backup generator, an uninterruptable power supply (UPS), and other safeguards are planned for the new facility.

Most of the region did not return to levels of jobs, population, county gross domestic product, or combined personal income projected to otherwise occur without hurricanes. Nearly 40 percent of small businesses that close due to disaster events never re-open. Many counties in the region are already suffering from the effects of long-term economic stagnation, past catastrophic storms, and threats to its infrastructure, economy, and human capital from tropical storms and hurricanes just adds to anguish.

The addition of a high-tech business incubator will help to promote a positive vision for the region. Innovation Park is undertaking efforts to broaden the industrial base with diversification initiatives, such as targeting the development of emerging clusters. These clusters will build on the region's unique assets and competitive strengths in science and engineering. This also provides stability during downturns that disproportionately impact any single cluster.

The ten largest employers within Tallahassee with 1,000 or more employees are limited to educational institutions/systems, governments (state and local), and healthcare facilities. Attachment B, which lists the largest employers within Leon County for 2020, indicates few employers are technology-based. Those listed as technology companies focus primarily on information technology or telecommunications. NFIL, with space for science and engineering entrepreneurs to develop products and launch businesses, will diversify the local economy. As these burgeoning businesses grow, neighboring counties with economic needs will participate in this growth, through the provision of manufacturing facilities, and employees.

Whether or not communities are in locations likely to experience significant natural disasters or economic shifts, they must be able to recognize vulnerabilities. Economic challenges or deficiencies are seen in the region's economic weak spots such as a lack of qualified engineers to fill available positions, an excessive dependency on government employment, and lack of access to the financial resources required to advance businesses (i.e., angel and venture Capital).

Measuring the economic resilience of a region is by the degree of regional income equality and the degree of regional economic diversification. The incubator service region suffers

from a large income gap across the population. Efforts will be made to include workforce training initiatives to address closing the gap. With the move to promote more of an innovation economy away from the reliance of government and academia, the Park is diversifying the commercial employment opportunities for the region.

NFIL and its partner organizations support another dimension of diversification by expanding opportunities for entrepreneurship within the region by growing the number of women- and minority-owned businesses while creating more technology-focused businesses. This group has recently applied for federal funding to further these opportunities.

The incubator facility and programs will leverage the intellectual capital from government and university communities, and augment them with new and expanded entrepreneurial opportunities, facilities, and networks. The community's focus has shifted to technology startups and research commercialization because of the 2008 recession, which revealed the limitations of an economy predominantly based on government agencies.

The shift in the U.S. economy from heavy industry to high-technology business is reflected in the economy of the Tallahassee region as well. Traditional manufacturing jobs are decreasing while Life and Health Sciences, Information Technology, Agribusiness, Advanced Engineering, and other technology disciplines continue to prosper. The Tallahassee region is also experiencing a "brain drain" as many of its college graduates in Science/Engineering leave after graduation.

This project will create new, high quality jobs and support spinouts which will contribute to the region's economy. It will provide opportunities for students who may intern, work, or provide services to member companies, and gives them the opportunity to find gainful employment after graduation. The incubator allows faculty a place to consult with businesses and will give them the opportunity to germinate their own ideas into successful companies.

In addition to institutes of higher education, the presence of the National High Magnetic Field Laboratory (MagLab), the only facility of its kind, presents a unique opportunity for the area in research, product development, and commercialization. The MagLab is a partnership among FSU, the University of Florida, and Los Alamos National Laboratory. Many other research-intensive institutes and centers are also located at Innovation Park, including private companies.

According to the National Academy of Inventors and the Intellectual Property Owners Association, FSU was ranked 84th worldwide among universities for producing U.S. utility patents in 2020. The university produced 35 such patents. This productivity is critical to creating more technology-based companies but has not done so to-date. When considering



major employers in the area, there are no “research/technical” employers in the list of the top 20 companies and most are governmental, academic, or retail oriented. NFIL’s facility and programs will address this issue.

No biology and chemistry wet laboratory spaces are currently available in the greater Leon County area, and this space will add a unique dimension to the facility. The presence of these wet laboratories will allow Innovation Park to take advantage of key discoveries in the School of Medicine and the Pharmacy School to form biotechnology/biomedicine companies and provide an exceptional environment for their growth. Wet labs facilitate the commercialization of a wide range of chemical, biotechnology, and biomedical research, and can attract these types of companies to the area.

There have been several companies created in the last few years that could have used wet lab facilities. One of those companies is currently located in private space due to the lack of a public high-tech incubator facility. This company produces test kits for allergens from tree nuts. Another company is now located at the Sid Martin Bio Center at the University of Florida, which is a two-and-a-half-hour commute for the founder who lives in Tallahassee. Another aerospace related company has moved away from the region to start and grow its company but would like to return when we have the needed facilities. While other parts of Florida may benefit from the relocations, they dilute the ability of the region to fully take advantage of all the innovation it creates.

This project is a joint community initiative by the LCRDA, FSU, FAMU, TCC, the City of Tallahassee, and Leon County. In addition, the project is supported by a cross-section of community leaders, units of government, and the entrepreneurial ecosystem. The incubator would offer a unique opportunity for entrepreneurs to interact with world-class scientists located at Innovation Park.

### Targeted Industries

Targeted industries such as aviation and aerospace, cleantech, defense, life sciences and manufacturing are all industries which could gain additional early-stage companies commercializing innovations developed from active research in the area. The MagLab focuses on materials, energy, and life sciences research. FSU’s Aeropropulsion, Mechatronics and Energy facility houses advanced wind tunnels, and conducts research related to robotics applications, and battery technology. FSU’s Materials Research Building focuses on high performance materials including carbon nanotube applications which could result in new products for manufacture. The Florida Center for Applied Power Systems has conducted research for the U.S. Navy and spun out a company focused clean energy production. Because the current entrepreneurial ecosystem does not have any existing available facilities of the type that will be provided by NFIL, the project has the potential to create jobs in all targeted industries.

Incubators continue to be a job-creating tool based on the research conducted by the International Business Innovation Association (iNBIA). Based on IMPLAN modeling and comparison to similar projects, it is anticipated that NFIL will directly or indirectly produce and sustain more than 639 full-time, permanent, high quality jobs within the region. Incubators build foundations of success for local economic development efforts and have provided a platform for aspiring entrepreneurs to conceive, develop, nurture, and grow their business ideas. NFIL intends to help the region realize these economic benefits.

NFIL is nearly shovel-ready and largely funded, but the funds sought from DEO through the Florida Job Growth grant fund are critical to making it a reality.

## Major Employers

<u>SIZE</u>	<u>EMPLOYER</u>	<u>INDUSTRY</u>
<b><u>5,000+</u></b>	Florida State University	Education
	State of Florida	Government
	Tallahassee Memorial Healthcare, Inc.	Healthcare
<b><u>2,000 - 4,999</u></b>	City of Tallahassee	Government
	Florida A&M University	Education
	Leon County Schools	Education
<b><u>1,000 to 1,999</u></b>	Capital Regional Medical Center	Healthcare
	Leon County	Government
	Tallahassee Community College	Education
	Trulieve	Agriculture
<b><u>300 to 999</u></b>	Apalachee Center, Inc.	Healthcare
	Capital City Bank Group	Finance & Insurance
	Capital Health Plan	Healthcare
	Citizens Property Insurance Corporation	Business Services
	Coastal Forest Resources Company	Manufacturing
	Georgia Pacific	Manufacturing
	Goodwill Industries - Big Bend	Social Services
	Mainline Information Systems	Technology
	Sodexo	Food Services
	St. Marks Powder	Manufacturing
	The Florida Bar	Associations & Organizations
	VA Outpatient Clinic	Healthcare
<b><u>200-299</u></b>	Cone Distributing	Transportation
	Danfoss Turbocor	Manufacturing
	Envision Credit Union	Finance & Insurance
	General Dynamics Land Systems	Manufacturing
	McKenzie Tank Lines	Transportation
	Preferred Managing Agency	Finance & Insurance
	Radiology Associates	Healthcare
	Residential Elevators	Manufacturing
	Seven Hills Health & Rehabilitation Center	Healthcare
	Tallahassee Orthopedic Clinic	Healthcare
	Tallahassee Primary Care Associates	Healthcare
	Tri-Eagle Sales	Transportation
	Westminster Oaks	Healthcare

<b><u>100-199</u></b>	ALSCO	Business Services
	Automated Health Systems	Technology
	Bank of America	Finance & Insurance
	Big Bend Hospice	Healthcare
	Brandt Information Systems	Technology
	Bright Red (The Zimmerman Agency)	Business Services
	Capital Area Community Action Agency	Associations & Organizations
	Centre Point Health and Rehab	Healthcare
	CenturyLink	Telecommunications
	Coca Cola UNITED	Transportation
	Comcast Cable	Telecommunications
	Consulate Health Care	Healthcare
	CSG Systems	Technology
	Culpepper Construction	Construction
	DISC Village	Healthcare
	FBMC Benefits Management	Business Services
	FedEx Ground	Transportation
	First Commerce Credit Union	Finance & Insurance
	Gadsden Tomato Company	Agriculture
	GT Technologies	Manufacturing
	HealthSouth Rehabilitation Hospital (Encompass)	Healthcare
	Home Instead Senior Care	Healthcare
	Iconic Group	Business Services
	Jimmie Crowder Excavating	Construction
	Kaye Scholer LLP	Business Services
	Maclay School	Education
	Marquis Software	Technology
	MCCi	Business Services
	Miracle Hill Nursing and Rehabilitation Center	Healthcare
	Municipal Code Corporation	Business Services
	North Florida Medical Centers	Healthcare
	North Florida Women's Care	Healthcare
	Tresta	Technology
	Peavy & Son Construction	Construction
	Pensacola Care, Inc (Tallahassee Developmental Center)	Healthcare
	Select Specialty Hospital	Healthcare
	Syn-Tech Systems	Manufacturing
	Talquin Electric	Utilities
	Tapestry Senior Living	Healthcare
	TeligentEMS	Manufacturing
	T-Formation	Manufacturing
	Thomas Howell Ferguson, P.A. CPAs	Business Services

Data for this list was collected in conjunction with information from Office of Economic Vitality, feedback received from employer surveys, direct employer communication and Chamber database.

If your company information needs updating, please contact Dana Noles at [dnoles@talchamber.com](mailto:dnoles@talchamber.com).

☒ GRANT ☐ COOPERATIVE AGREEMENTAttachment H  
Page 17 of 28

## FINANCIAL ASSISTANCE AWARD

FEDERAL AWARD ID NUMBER

04-79-07447

RECIPIENT NAME

Leon County Research and Development Authority

PERIOD OF PERFORMANCE

51 months after date of EDA approval

STREET ADDRESS

2051 E. Paul Dirac Drive

FEDERAL SHARE OF COST

\$ 10,214,022

CITY, STATE, ZIP CODE

Tallahassee, Florida 32310

RECIPIENT SHARE OF COST

\$ 6,809,348

AUTHORITY

Public Works and Economic Development Act of 1965, as amended

TOTAL ESTIMATED COST

\$ 17,023,370

CFDA NO. AND NAME

11.307 Economic Adjustment Program

PROJECT TITLE

High-Tech Business Incubator

This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

- ☐ DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS
- ☐ R & D AWARD
- ☐ FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE
- ☒ SPECIFIC AWARD CONDITIONS (See attached Exhibit "A")
- ☒ LINE ITEM BUDGET (See Attachment 1)
- ☒ 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
- ☒ 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
- ☐ MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.
- ☒ OTHER(S): EDA Standard Terms and Conditions for Construction Projects, dated February 12, 2016

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

H. Philip Paradise, Jr., Director, Atlanta Regional Office

H. Philip Paradise, Jr

DATE  
Digitally signed by H. Philip Paradise,  
Jr  
Date: 2020.09.17 13:40:22 -04'00'

PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Ronald J. Miller, Jr., Executive Director, Leon County Research &amp; Development Authority

DATE

Leon County R&D Authority  
Board of Governors Meeting | Aug. 3, 2021



FLORIDA STATE UNIVERSITY  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH

March 23, 2020

Mr. Ronald J. Miller, Jr., Executive Director  
Leon County R&D Authority  
2051 E. Paul Dirac Drive, Suite 100  
Tallahassee, FL 32310

Dear Ron,

The FSU Research Foundation has completed its review of the LCRDA's EDA Incubator Project. All of its concerns have been addressed. I am issuing this letter as a substitute to my letter dated August 23, 2019 evidencing our commitment of \$2.5 million for the project.

These funds are committed to the project, available as needed, and are not conditioned or encumbered in any way that would preclude their use consistent with the purpose of this project.

Sincerely,

A handwritten signature in blue ink, reading "Gary K. Ostrander".

Gary K. Ostrander, Ph.D.  
Vice-President for Research  
Florida State University





315 South Calhoun Street • Suite 100  
Tallahassee • Florida • 32301  
850.219.1060

July 9, 2020

Mr. Ronald J. Miller, Jr., Executive Director  
Leon County Research and Development Authority  
2051 E. Paul Dirac Drive, Suite 100  
Tallahassee, FL 32310

Dear Ron,

I am issuing this letter as a substitute to my letter dated August 19, 2019 evidencing our commitment of \$2.5 million for the project.

These funds are committed to the project, available as needed, and are not conditioned or encumbered in any way that would preclude their use consistent with the purpose of this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ben H. Pingree", is written over a horizontal line. The signature is stylized with a large, sweeping loop at the end.

Ben H. Pingree  
PLACE, Director

---

August 15, 2019

Mr. Greg Vaday  
401 West Peachtree Street, NW  
Suite 1820  
Atlanta, GA 30308-3510

Dear Greg:

I am pleased to report that the Executive Committee of the Leon County Research and Development Authority has approved pledging \$1.8 million in matching funds for its grant application in response to EDA-2019-DISASTER-PKG00253548. These funds are currently and immediately available upon award of the grant.

We are very excited that we have the full support of our partners. The Florida State University Research Foundation has pledged \$2.5 million. The Tallahassee-Leon County Office of Economic Vitality, as unanimously approved by the 12-member joint city/county Intergovernmental Agency, is also pledging \$2.5 million. Their individual pledge letters are included in the application.

While Florida A&M University was unable to currently make a pledge toward the construction phase of the incubator, they have discussed providing other funding support perhaps toward equipment and operations. Further, we have a pledge from Danfoss Turbocor, an Innovation Park company, to donate equipment, furniture and computers to the facility.

The proposed incubator is an incredibly important project for our region. I hope the financial support from our partners, and the letters included in the application, illustrate the broad community support that exists for this project.

We look forward to the EDA's response to our application.

Sincerely,



Ronald J. Miller, Jr.  
Executive Director.



NFIL sites to be developed

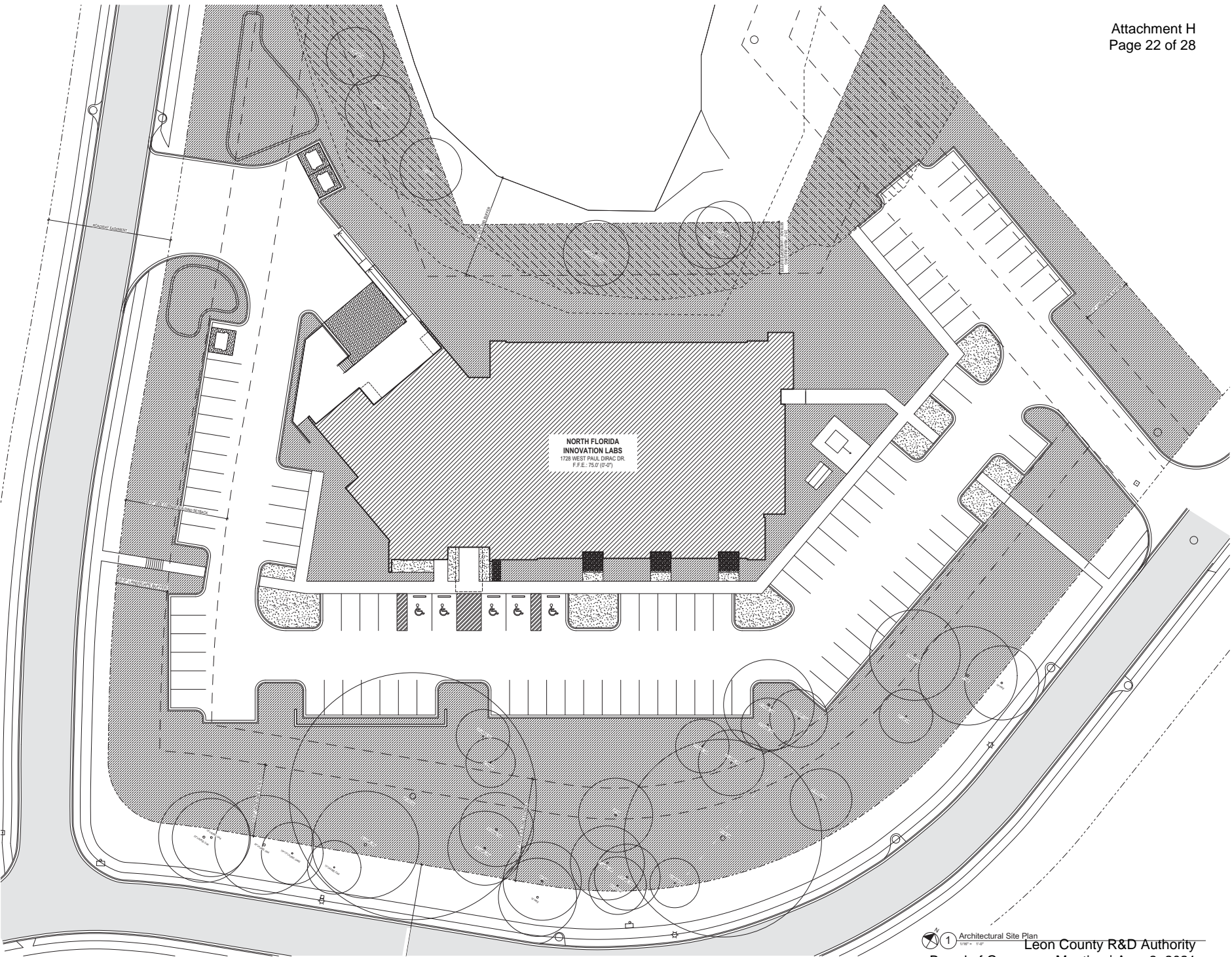


Bldg ID	Lot	Tenant
1	2C	FSU Research Foundation A
2	1C	FSU Research Foundation B
3	1D-3D, 1E	Danfoss Turbocor Compressors
4	2E-3E	Avalanche Partnership/Florida Virtual Camp
5	3F	FSU Technology Services (Tall-Com)
6	4G	Centennial Building
7	5G	Collins Building
8	6G	Morgan Building
9	6G	Sliger Building
10	6G	Johnson Building
11	6G	Shaw Building
12	1B	Phipps Building
13	4-10A	National High Magnetic Field Laboratory
14	3A	Northwest Regional Data Center
15	12A	Knight Administrative Centre
16	2B	High Performance Materials Institute
17	3B	Aero-Propulsion, Mechatronics, and Energy

All land in Innovation Park is leased from the State of Florida Board of Trustees of the Internal Improvement Trust Fund except for the Danfoss Expansion\* parcel. The lease expires 1/28/2074.

## Land Lessee Color Key

	Leon County R&D Authority undeveloped land		Florida State University undeveloped land		Florida A&M University undeveloped land
	Leon County R&D Authority land with buildings		Florida State University land with buildings		Florida A&M University land with buildings



Architectural Site Plan  
1"=50'-0"

Leon County R&D Authority  
Board of Governors Meeting | Aug. 3, 2021  
Page 126 of 170

ALW Architectural Leon County R&D Authority 200 West Virginia St. Tallahassee, Florida 32301 850.942.1719 www.alw.com	Project # 21414 Design Development	Client Innovation Park Tallahassee, Florida	Job Title North Florida Innovation Labs	DATE	REVISION	DATE	REVISION	DATE	REVISION
				DATE	REVISION	DATE	REVISION	DATE	REVISION
Drawn: [ ]				Checked: [ ]		Reviewed: [ ]		Approved: [ ]	
Scale: [ ]				Scale: [ ]		Scale: [ ]		Scale: [ ]	
Sheet No.: A1.0				Sheet No.: A1.0		Sheet No.: A1.0		Sheet No.: A1.0	

Y:\21414 - Innovation Lab\Design Development\NFIIL Teamwork Model.pht 08 PM



<p> <b>Client:</b>  <b>Innovation Park</b>  <b>Tallahassee, Florida</b> </p>	<p> <b>Contract:</b> </p>	<p> <b>Serial:</b> </p>	<p> <b>Project #</b>    <b>21414</b>  <b>Design Development</b> </p>	<p> <b>Job Title</b>  <b>North Florida Innovation Labs</b> </p>	<p> <b>NAME</b>          JOHN D. CLEGG          JOHN D. CLEGG, ESQ.          JOHN D. CLEGG &amp; ASSOCIATES          1000 N. GUNTER BLVD., SUITE 100          TALLAHASSEE, FL 32301-1101          TEL: 904.433.2211       </p>	<p> <b>DRAWN</b> </p>	<p> <b>REVIEWED</b> </p>	<p> <b>DATE</b> </p>	<p> <b>Q</b>    <b>REVISION</b> </p>	<p> <b>DRAWN</b>    <b>REVIEWED</b>    <b>DATE</b> </p>	<p>         THESE DRAWINGS AND INSTRUMENTS ARE THE PROPERTY OF JOHN D. CLEGG &amp; ASSOCIATES. NO PARTS OF THESE DRAWINGS OR INSTRUMENTS ARE TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM JOHN D. CLEGG &amp; ASSOCIATES.       </p>
--	---------------------------	-------------------------	--	---	--	-----------------------	--------------------------	----------------------	--------------------------------------	---	--

**ALW**

---

Architects Lewis + Whitlock  
206 West Virginia St.  
Tallahassee, Florida 32301  
850.942.1718  
[www.think3d.net](http://www.think3d.net)

Description:  
**First Floor Plan**

Sheet No.:  
**A1.1**



- COORDINATE WITH INSTALLER.
- PROVIDE THRESHOLD INTO VAULT - COORDINATE WITH VAULT VENDOR.
- COUNTERTOP - SEE DETAIL SHEET A6.5
- PROVIDE WOOD BLOCKING FOR TR VENT AND SUPPORT.
- SEE FLOORING OVER GRV TILL - OVERHEAD DOOR MODEL # 683.  
STAINLESS STEEL PATTERN OR APPROVED ALIKE FOR  
CEILING TRUCK ASSEMBLY.
- CARD READER LOCATION.
- DAMPER PROVIDED EQUIPMENT (EP01)
- ICE MACHINE HUSBERG - ICE-MATIC BY ADA KITA-20
- PLYWOOD BACKER BOARD FOR DATA EQUIPMENT
- CHECK WIRING/CORDS AND CABINET MILLWORK - SEE MILLWORK SECTIONS / INTERIOR ELEVATION
- FLOOR DRAIN - SEE PLUMB DINGS  
MOP / FLOOR BINK 3" X 3"
- EXPONED PAINTED STEEL COLUMN
- EXPONED WALK-OF GRV TILL - SEE DETAILS - BARS  
OR STAINLESS STEEL MILLWORK DESIGN TRACK, ALUMINUM
- GLASS PARTITION FOR TR ALUMINUM GLASS CHANNEL.
- INTERIOR FLOOR MOUNTED BARS - FORM-GUARDING, BAY CITY  
CIRK BARE, MODEL # SHARY, COLOR: TSD

Description:  
**Second Floor Plan**

Sheet No.:  
**A1.2**

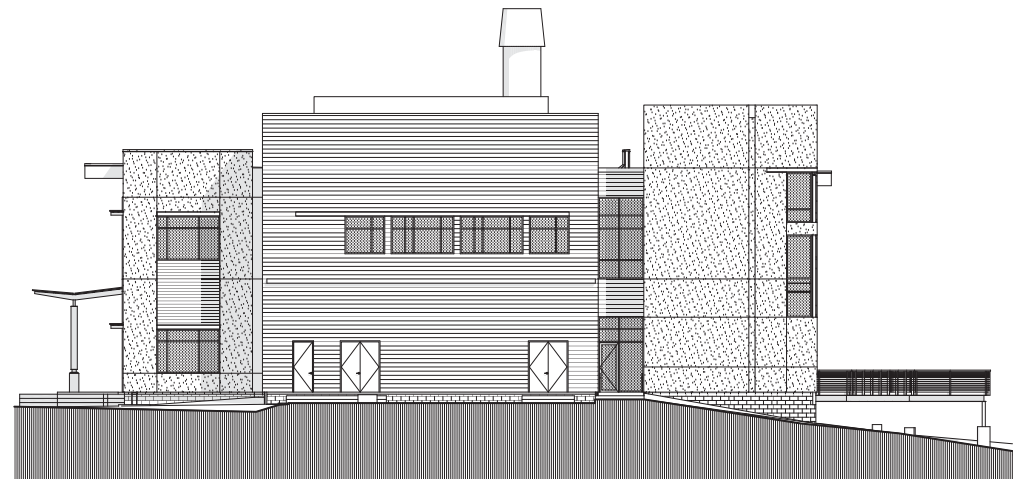
Leon County R&D Authority  
Board of Governors Meeting | Aug. 3, 2021  
Page 129 of 170

#LayID

#LayID

#LayID

#LayID



#LayID

Serial	Consent	Client	Package	Quoted	Date	ID	Revision	Quoted	Required	Date	
Project # 21414 Design Development		Innovation Park Tallahassee, Florida	EXIST & EXTERIOR								
			ENVIRONMENTAL DOCUMENTS								
			PERMITS								
			AS-BUILT								
			REVISION # 1								

Job Title

North Florida Innovation Labs

Project # 21414

Design Development

THE UNIVERSITY OF FLORIDA  
INSTITUTE OF BUILT ENVIRONMENTAL  
DESIGN  
ARCHITECTURAL RECORDING AND CAD  
UNIT  
400 W. UNIVERSITY BLVD. SUITE 100  
TALLAHASSEE, FL 32310-4000  
TEL: 904.246.2000 FAX: 904.246.2001  
WWW.FLORIDAARCHITECTS.COM  
FLORIDA ARCHITECTS, INC.  
1000 N. W. 11TH AVE. SUITE 1000  
FORT LAUDERDALE, FL 33304  
TEL: 954.776.1000 FAX: 954.776.1001  
WWW.FLORIDAARCHITECTS.COM  
FLORIDA ARCHITECTS, INC.  
1000 N. W. 11TH AVE. SUITE 1000  
FORT LAUDERDALE, FL 33304  
TEL: 954.776.1000 FAX: 954.776.1001  
WWW.FLORIDAARCHITECTS.COM  
FLORIDA ARCHITECTS, INC.

## **Budget Narrative**

The Leon County Research and Development Authority (LCRDA) seeks a State contribution from DEO to the North Florida Innovation Labs construction project of \$6,227,773. The original project cost of approximately \$17 million was estimated in 2019, and the impact of COVID-19 on the cost of construction materials and labor, along with other costs, has increased the estimated cost to \$23,251,143. The award of the requested funds from the Florida Job Growth Grant Fund is critical to keeping this important project moving forward and realizing its potential to create high-tech companies and high-wage jobs in the State.

LCRDA has \$17,023,370 of committed funds including \$10,214,022 from the U.S. Department of Commerce, Economic Development Agency; \$2,500,000 from the Florida State University Research Foundation; \$2,500,000 from the Tallahassee-Leon County Office of Economic Vitality; and \$1,809,348 from the applicant entity, LCRDA.

There are no land acquisition costs as the property is leased by LCRDA from the Board of Trustees of the Internal Improvement Trust Fund, and the use is consistent with the permitted uses. The site survey, geotechnical studies, and State Historic Preservation Officer review have been completed and no additional related unbudgeted costs are expected to be incurred.

Land improvements, including site work and landscaping is estimated at \$668,610. Design and engineering fees, which also includes construction inspection fees, is \$1,560,475. Construction costs include the structure itself, the laboratory space build out, and all mechanical, electrical, plumbing, and fire protection systems. These costs equate to \$18,898,065. The other project costs included in the budget are for permit fees and a project contingency, of \$2,123,993. The total project cost is estimated at \$23,251,143.



---

July 20, 2021

Florida Department of Economic Opportunity  
107 East Madison Street  
Caldwell Building  
Tallahassee, FL 32399-4120

RE: 2021-2022 Florida Job Growth Grant Fund Proposal

To Whom it May Concern:

Please let this letter serve as evidence that, at its meeting on July 20, 2021, the Executive Committee of the Board of Governors of the Leon County Research and Development Authority (LCRDA) delegated authority to Ronald J. Miller, Jr., Executive Director, to execute a Public Infrastructure Grant Proposal to the 2021-2022 Florida Job Growth Grant Fund on behalf of LCRDA. The Executive Director is also authorized to execute any related award agreement on behalf of LCRDA.

Sincerely,  
Leon County Research and Development Authority

A handwritten signature in black ink that reads "Kimberly Moore". The signature is written in a cursive, flowing style.

Kimberly Moore, Chair



**AMENDED AND RESTATED**  
**BYLAWS OF**  
**LEON COUNTY RESEARCH AND**  
**DEVELOPMENT AUTHORITY**

Adopted August 3, 2021

Amending and Restating the Bylaws adopted on March 18, 1981, as amended on the following  
dates:

~~Amended~~

March 18, 1981

May 14, 1981

August 18, 1993

October 15, 2002

February 1, 2011

May 10, 2011

January 10, 2013

December 4, 2014

August 4, 2016

August 3, 2017

~~August 3, 2021~~

## TABLE OF CONTENTS

<b>1.</b>	<b>ARTICLE I - GOVERNANCE.....</b>	<b><u>44</u></b>
1.1	Definitions. ....	<u>44</u>
1.2	Identity and Principal Office. ....	<u>55</u>
1.3	Background. ....	<u>55</u>
1.4	Purpose. ....	<u>66</u>
1.5	Membership. ....	<u>66</u>
1.6	Meetings.....	<u>77</u>
1.7	Quorum and Voting.....	<u>88</u>
1.8	Removal and Vacancies.....	<u>99</u>
1.9	Attendance.....	<u>99</u>
1.10	Conflicts of Interests.....	<u>1010</u>
<b>2.</b>	<b>ARTICLE II - OFFICERS.....</b>	<b><u>1010</u></b>
2.1	Officers. ....	<u>1010</u>
2.2	The Chair. ....	<u>1010</u>
2.3	Vice-Chair. ....	<u>1111</u>
2.4	Treasurer.....	<u>1111</u>
2.5	Election, Eligibility, Terms and Removal of Officers. ....	<u>1111</u>
<b>3.</b>	<b>ARTICLE III - COMMITTEES .....</b>	<b><u>1212</u></b>
3.1	Conduct of Committee Meeting.....	<u>1212</u>
3.2	Standing Committees. ....	<u>1212</u>
3.3	Audit Committee.....	<u>1212</u>
3.4	Budget Committee. ....	<u>1313</u>
3.5	Bylaws Committee. ....	<u>1313</u>
3.6	Executive Committee.....	<u>1313</u>
3.7	Investment Advisory Committee.....	<u>1414</u>
<b>4.</b>	<b>ARTICLE IV - DELEGATION OF DUTIES .....</b>	<b><u>1515</u></b>
4.1	Delegation of Duties.....	<u>1515</u>
<b>5.</b>	<b>ARTICLE V - OATH OF OFFICE AND FINANCIAL DISCLOSURE .....</b>	<b><u>1515</u></b>
5.1	Oath of Office.....	<u>1515</u>
5.2	Statement of Financial Interest. ....	<u>1515</u>

<b>6.</b>	<b>ARTICLE VI - RESOLUTIONS.....</b>	<b><u>1616</u></b>
6.1	Resolutions. ....	<u>1616</u>
<b>7.</b>	<b>ARTICLE VII - FINANCES AND FINANCIAL MANAGEMENT.....</b>	<b><u>1616</u></b>
7.1	Finances. ....	<u>1616</u>
7.2	Audit. ....	<u>1616</u>
7.3	Execution of Contracts. ....	<u>1616</u>
<del>7.4</del>	<del>Checks.....</del>	<del><u>1616</u></del>
<b>8.</b>	<b>ARTICLE VIII - EXECUTIVE DIRECTOR.....</b>	<b><u>1717</u></b>
8.1	Duties and Responsibilities. ....	<u>1717</u>
8.2	Custodian of Records. ....	<u>1717</u>
8.3	Responsibilities to the Board. ....	<u>1717</u>
<b>9.</b>	<b>ARTICLE IX - PARLIAMENTARY AUTHORITY.....</b>	<b><u>1818</u></b>
9.1	Parliamentary Authority.....	<u>1818</u>
<b>10.</b>	<b>ARTICLE X- INDEMNIFICATION OF MEMBERS, OFFICERS, EMPLOYEES AND OTHERS .....</b>	<b><u>1818</u></b>
10.1	Indemnification of Members, Officers, Employees and Others. ....	<u>1818</u>
<b>11.</b>	<b>ARTICLE XI - IMPLEMENTATION AND AMENDMENTS .....</b>	<b><u>1919</u></b>
11.1	Implementation and Amendments .....	<u>1919</u>
<b>12.</b>	<b>ARTICLE XII - FISCAL YEAR.....</b>	<b><u>1919</u></b>
12.1	Fiscal Year.....	<u>1919</u>

## 1. ARTICLE I - GOVERNANCE

### 1.1 Definitions.

- a.) “Authority” shall mean The Leon County Research and Development Authority.
- b.) “Board” shall mean the Board of the Authority.
- c.) “Commission” shall mean the Leon County Commission.
- d.) “Ex-Officio Member” means a person who is a member of the Board by virtue of the office or position they hold. An Ex-Officio Member shall have exactly the same rights as all other members including the right to vote on all matters, unless another applicable statute provides otherwise.
- e.) Whenever the phrase “Florida’s Government in the Sunshine Law” is used it shall refer to Section 286.011, Florida Statutes.
- f.) “Innovation Park” shall mean the Research and Development Park operated by the Authority on property owned by the Florida Board of Trustees of the Internal Improvement Trust Fund in Leon County, Florida and leased to the Leon County Research and Development Authority pursuant to Lease Agreement dated January 28, 1980.
- g.) The use of the masculine gender shall also include the feminine.
- h.) “Affiliated Institution of Higher Education” shall mean Florida State University, Florida Agricultural and Mechanical University, and Tallahassee Community College.
- i.) “Present” shall mean physically or electronically in attendance and legally entitled to vote.
- j.) “Electronic Means” for participating in meetings may include the use of such devices as a speaker telephone or any other communications media that allows the

absent member to participate in discussions, and to be heard by other board members and the public during the meeting.

## 1.2 **Identity and Principal Office.**

- a.) **Identity.** These are the Bylaws of the Leon County Research and Development Authority, a public body corporate.
- b.) **Principal Office.** The principal office of the Authority shall be at 1736 West Paul Dirac Drive, Tallahassee, FL 32310, or at such other place as may be subsequently designated by the Board.

## 1.3 **Background.**

The Leon County Research and Development Authority was created as a public body corporate pursuant to the enactment of 78-402, Laws of Florida, which created the Florida Research and Development Commission and provided for the creation of five-member Research and Development Authorities. The Charter of the Authority was filed with the Secretary of State on October 24, 1978. On July 1, 1979, pursuant to the enactment of 79-101 Laws of Florida, Part V of Chapter 159, Florida Statutes, was created. This amendment expanded the powers of authorities to provide for financing of projects. Section 159.75, Florida Statutes, required any authority established prior to this enactment, to reconstitute itself under the amended statute in order to be able to exercise any power to issue bonds or other debt obligations pursuant to Sections 159.74(6) and (7), Florida Statutes. On December 16, 1980 Ordinance 80-68 was adopted by the Commission. Ordinance 80-68 confirmed the creation and existence of the Authority pursuant to Section 159.704(3), Florida Statutes.

#### 1.4 Purpose.

The Authority was created to promote scientific research and development, in affiliation with, and related to the research and development activities of state-based, accredited institutions of higher education and to foster economic development and the broadening of the economic base of Leon County in conjunction with institutions of higher education.

#### 1.5 Membership.

- a.) **Members Appointed by the Commission.** The Board shall consist of at least five (5) members who are residents and electors of, or have their principal place of employment in, Leon County, appointed by the Commission pursuant to Section 159.703(3), Florida Statutes. Pursuant to Leon County Board of County Commissioners Resolution 16-19, the number of members appointed by the Commission is seven (7), six (6) of which shall be at-large members. The terms of the members appointed by the Commission shall be for four (4) years. One Board member shall be a member of the Commission who shall serve a term of four (4) years or until such time such appointee ceases to be a member of the Commission.
- b.) **Ex-Officio Members.** The Board shall also include the Mayor of the City of Tallahassee or the Mayor's designee, the President of Florida State University, or the President's designee, the President of Florida Agricultural and Mechanical University, or the President's designee, and the President of Tallahassee Community College, or the President's designee. Each of the members indicated in this paragraph shall serve in an Ex-Officio capacity as defined in Section 1.1(d) herein.
- c.) **Term of Membership.** An Ex-Officio member shall serve for so long as the member serves in his respective position. If the member serves as a designee of a member in

Section 1.5(b), the member shall serve as long as he remains a designee, subject to the provisions of Section 1.8(a) herein.

- d.) **Change in Designee.** If the Commission or an Ex-Officio member changes his designee to the Board, notification of such change must be provided in writing to the Chairman and to the Executive Director within at least ten days of the change. The President of each Affiliated Institution of Higher Education may designate one alternate designee. Any such designation shall be provided in writing to the Chairman and to the Executive Director at least 24 hours prior to an alternate participating in a meeting.

## 1.6 Meetings

- a.) **Annual Meeting.** The first meeting of the Board in October shall be the Annual Meeting. At the Annual Meeting the Board shall, if not previously adopted, adopt the budget for the current fiscal year and the Chair shall make initial appointments of members to committees.
- b.) **Regular Meetings.** Regular meetings of the Board shall be held not less than quarterly. The Board may dispense with any regular meeting which the Chair in consultation with the Executive Director deems to be unnecessary.
- c.) **Special Meetings.** Special meetings require seventy-two (72) hours advance notice to the public. Special meetings of the Board may be convened in the following manner. Special meetings of the Board may be called at any time by the Chair. A special meeting shall also be called if the Executive Director receives a written request to convene a special meeting to discuss the same subject from three (3) members of the Board. In such event the Chair shall convene a special meeting consistent with the notice provisions of this paragraph.

- d.) **Notice.** All meetings of the Authority shall be publicly noticed in compliance with Florida's Government in the Sunshine Law to ensure full participation of the public. Notice of meetings shall be published in the Florida Administrative Weekly.

#### 1.7 Quorum and Voting.

- a.) **Quorum.** A majority of the members of the Board shall constitute a quorum.
- b.) **Voting.** Each member of the Board shall have equal voting rights and privileges. The affirmative vote of a majority of the members Present shall be necessary for any action taken by the Board. Pursuant to Section 159.703(6), Florida Statutes, the President of each Affiliated Institution of Higher Education or that President's designee shall be Present and vote on any action taken by the Board involving the issuance of bonds or the transfer, development, lease or encumbrance of any lands owned by the Trustees of the Internal Improvement Trust Fund and leased to the Authority. In addition, the President of each Affiliated Institution of Higher Education or such President's designee shall be Present and vote in the affirmative on any action taken by the Board involving the lease of any Innovation Park lands to a State agency.
- c.) **Voting by Proxy.** Voting by proxy or through any other means shall not be permitted except to the extent provided in Section 1.7(d) herein.
- d.) **Meetings Conducted Via Electronic Means.** Participation via Electronic Means by an absent member in discussion and voting in a meeting of the Board, or a Committee of the Board, shall be permitted only when such absence is due to extraordinary circumstances such as serious illness. Whether the absence of a member due to any other reason constitutes such an extraordinary circumstance shall be determined by majority vote of the Board in the case of meetings of the Board or Committees, or by majority vote of the Executive Committee in the case of meetings of any Committee



where the Executive Committee can make such determination before the meeting of the Committee. Members requesting approval to participate via Electronic Means shall not participate in the vote to approve such participation. If more members are approved to participate via electronic means than can be accommodated by available Electronic Means, then members will be accommodated in the order the requests were received. For the purposes of determining quorum electronic participation is not included.

#### 1.8 **Removal and Vacancies.**

- a.) **Removal.** Any member serving on the Board may be removed from office by the Commission for misfeasance, malfeasance or willful neglect of duty.
- b.) **Assignment of Membership.** An individual, once designated as a member of the Board, shall not designate anyone else to fulfill his duties as a member of the Board on a fulltime, temporary, or interim basis.
- c.) **Vacancies.** Except as to members who serve Ex-Officio, the Commission shall fill any vacancy for an unexpired term.

#### 1.9 **Attendance.**

All members of the Board are expected to attend meetings of the Board as well as meetings of committees to which they have been appointed. At each Annual Meeting of the Board, the Executive Director shall present the attendance record of each member of the Board for the prior fiscal year. If a member of the Board fails to regularly attend Board and/or Committee meetings during the year, a recommendation may be made to remove him from the Board unless extenuating circumstances are demonstrated. If such recommendation is approved by the Board then a request in writing shall be forwarded to the Commission for consideration.

### **1.10 Conflicts of Interests.**

Each member of the Board is a public officer who must abstain from voting when a conflict of interest exists pursuant to Chapter 112, Florida Statutes. It is the duty of each member to make known through verbal and written communication to the Board and the General Counsel when a conflict of interest exists and to refrain from voting and/or participating in actions to be taken on the item for which they have a conflict of interest. For the purpose of this subsection, the term participate means any attempt to influence the decision by oral or written communication. This provision shall not be construed to contravene Section 159.703(6), Florida Statutes.

## **2. ARTICLE II - OFFICERS**

### **2.1 Officers.**

The officers of the Authority shall consist of the Chair, Vice-Chair and Treasurer. The Board may elect additional officers as required or desired.

### **2.2 The Chair.**

- a.) The Chair shall preside at all Board meetings.
- b.) The Chair, Vice Chair or, if the Vice Chair is unavailable, the Chair's designee, shall represent the Authority in all official business.
- c.) The Chair shall maintain oversight of all Board committee activity, including the timely planning, implementation and completion of all Board-directed action. The Chair shall initially appoint members and chairpersons of all committees at the Annual Meeting, and may make or change appointments at any other time as the Chair deems necessary.
- d.) The Chair shall sign all instruments which require his signature.

- e.) The Chair, with the consent of the Board, may appoint other committees or task forces as may be deemed helpful to the Board. Such committees or task forces shall consist of members of the Board and may consist of members of the community with expertise in particular areas and shall perform such functions and possess such powers as approved by the Board.

### 2.3 Vice-Chair.

The Vice-Chair shall perform the duties of the Chair when the Chair is absent or the position is vacated and have such other responsibilities as may be designated by the Chair.

### 2.4 Treasurer.

- a.) The Treasurer shall serve as the Chair of the Budget Committee.
- b.) The Treasurer shall review the financial records of the Authority, including all funds received and disbursed.
- c.) The Treasurer shall have the responsibility to ensure the Authority's financial accountability and compliance and shall perform such other duties as may be properly required of the Treasurer.
- d.) The Treasurer shall sign all instruments which require his signature.

### 2.5 Election, Eligibility, Terms and Removal of Officers.

- a.) **Election of Officers.** The election of the Officers of the Authority shall occur at the last meeting of the Board each fiscal year, with the term in office to begin October 1 of the next fiscal year. All Officers shall hold office strictly at the pleasure of the Board.
- b.) **Eligibility.** All members of the Board or their designees shall be eligible to be an officer of the Authority.

- c.) **Terms of Office.** The Chair and Vice-Chair shall serve no more than two consecutive terms in office unless additional consecutive terms are approved by the affirmative vote of a majority of the Board Present at a meeting at which a quorum is present at any duly called regular or special meeting of the Board.
- d.) **Removal of Officers.** Any officer may be removed with or without cause at any time by the affirmative vote of a majority of the Board Present at a meeting at which a quorum is present at any duly called regular or special meeting of the Board.

### **3. ARTICLE III - COMMITTEES**

#### **3.1 Conduct of Committee Meeting.**

Each committee shall have at least three (3) members and shall meet at the call of its Chair. Meetings of any committee, including an advisory committee or task force, may be held at such time and place as such committee Chair may from time to time schedule, so long as they comply with the requirements of Florida's Government in the Sunshine Law. Each committee shall keep minutes and audio recordings of its meetings and report its activities to the Board at the Regular or Special Meeting as required.

#### **3.2 Standing Committees.**

There shall be five (5) standing Committees established by the Authority: Audit Committee, Budget Committee, Bylaws Committee, Executive Committee and Investment Advisory Committee. The Committees shall perform the duties listed below, and all other duties assigned by the Chair.

#### **3.3 Audit Committee.**

The Audit Committee shall consist of three (3) members of the Board. The Treasurer shall not serve on the committee but is encouraged to attend all meetings of the committee; the Treasurer's attendance shall not be required to conduct a meeting of the

committee. The committee shall engage an auditor to conduct the annual audit pursuant to Section 218.39, Florida Statutes, review the Audit Plan, and assist the Board in fulfilling its fiduciary responsibilities relating to accounting and reporting practices. The committee will receive the audit report and report both the findings and response of the Executive Director to the findings to the Board for approval and make recommendations to the Authority's system of internal controls as warranted. The committee shall also be responsible for ensuring that the annual Financial Audit Report and any response to the Report are filed with the Auditor General's Office and with the Clerk of Court.

#### **3.4 Budget Committee.**

The Budget Committee shall assist the Board in assuring the budgetary and financial practices of the Authority are sound and prudent. The Budget Committee shall develop the annual operating budget and present its recommendations to the Board at the first meeting of the Board in October, if not before. The Treasurer shall be the Chair of the Budget Committee.

#### **3.5 Bylaws Committee.**

The Bylaws Committee shall review and recommend changes as needed to the Bylaws of the Authority, bylaws of any committees, Charter of the Authority, and any other governing documents on an annual basis. The Bylaws Committee shall meet more frequently if needed. The duties of the Bylaws Committee may be fulfilled by the Executive Committee at the discretion of the Chair.

#### **3.6 Executive Committee.**

- a.) **Composition, Meetings and Powers.** The Executive Committee shall at a minimum include the Chair, Vice Chair, Treasurer, and the immediate past Chair if still a member of the Board. The Executive Committee shall meet at the call of the Chair.

The Executive Committee shall have the general powers and duties of management of the Authority. The Executive Committee shall establish, review and recommend changes to the policies of the Authority as needed. The Executive Committee, or in emergency situations the Chair, shall exercise the powers and authority of the Board in between meetings of the Board.

- b.) **Ratification and Notification.** If the Executive Committee or Chair exercises the power of the Board, the committee or Chair shall seek ratification of its actions at the next meeting of the Board. The Executive Director or General Counsel shall notify the Board within 72 hours of any extraordinary actions taken by the Executive Committee or Chair. Extraordinary actions shall include, but are not limited to, termination of the Executive Director, termination or cancellation of contracts, and authorization of expenditures which require Board approval according to the Authority's purchasing policy.
- c.) **Delegation of Powers and Duties.** The Executive Committee, with approval of the Board, may delegate the general powers and duties of management of the Authority and/or Innovation Park to a fulltime employee, including the Executive Director as defined in Article VIII, or to any person, firm, or corporation which assumes responsibility by contract.

### 3.7 Investment Advisory Committee.

The Investment Advisory Committee shall assist the Board with review and oversight of the Authority's investment policy, objectives, guidelines and investment performance; provide recommendations to the Board on major investment objectives, strategies and policies; and oversee the Authority's investment consultants and/or fund managers.

Authority, composition, and responsibilities of the committee shall be detailed in the committee charter approved by the Board.

#### **4. ARTICLE IV - DELEGATION OF DUTIES**

##### **4.1 Delegation of Duties.**

No officer of the Authority or Chair of any committee shall delegate any of his duties to any other person or persons, except with the approval of the Board. The Executive Committee may, in case of the absence or inability of any officer to act, delegate the duty of such officer to any Board member whom the Executive Committee may select, and the Executive Committee shall report such selection to the Board within 72 hours.

#### **5. ARTICLE V - OATH OF OFFICE AND FINANCIAL DISCLOSURE**

##### **5.1 Oath of Office.**

Each member of the Board, before entering upon the member's duties shall take and subscribe the oath or affirmation as required by the Constitution of the State of Florida. The record of such oath or affirmation shall be filed with the Department of State and with the Clerk of the Circuit Court. Each member shall provide a record of such oath or affirmation to the Executive Director before assuming the functions of a member.

##### **5.2 Statement of Financial Interest.**

Each member of the Board shall also file a statement of financial interest within thirty (30) days of the date of the appointment in accordance with Section 112.3145, Florida Statutes. Each member shall provide written confirmation to the Executive Director of the submission of the statement of financial interest within thirty (30) days of the date of his appointment.

## **6. ARTICLE VI - RESOLUTIONS**

### **6.1 Resolutions.**

Any action taken by the Board may be authorized by resolution at any regular or special meeting.

## **7. ARTICLE VII - FINANCES AND FINANCIAL MANAGEMENT**

### **7.1 Finances.**

The funds of the Authority shall be deposited in its name with such banks, trust companies, other financial institutions, or as otherwise authorized by law, as the Board may from time to time designate.

### **7.2 Audit.**

An audit of the books and records of the Authority shall be conducted annually by a certified public accountant. When received, the audit report, together with all related documents, shall be reviewed by the Audit Committee and promptly presented to the Board for its consideration.

### **7.3 Execution of Contracts.**

Unless otherwise delegated by policy approved by the Board, only the Chair or the Vice-Chair if the Chair so designates in specific cases, is authorized to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and only then with the ratification of the Board. All documents executed by the Chair shall be provided promptly to the Executive Director, who serves as the Custodian of Records for the Authority, and to the Board members for their review.

### ~~7.4 Checks.~~

~~a.) Checks drawn in amount greater than \$10,000 shall be co-signed by the Chair and Treasurer.~~



- ~~b.) Checks drawn in amount not more than \$10,000 shall be signed by the Chair, Treasurer, or Executive Director.~~
- ~~c.) The Vice Chair shall co-sign or sign checks in the absence of the Chair or Treasurer in accordance with the other requirements of this section.~~

## **8. ARTICLE VIII - EXECUTIVE DIRECTOR**

### **8.1 Duties and Responsibilities.**

Under the supervision of the Board, the Executive Director shall exercise the general powers and duties of management of the Authority and such other duties and responsibilities as assigned by the Board or the Executive Committee pursuant to the Executive Director's employment agreement, or policies of the Authority approved by the Board.

### **8.2 Custodian of Records.**

The Executive Director shall serve as the Custodian of Records for the Authority and be responsible for maintaining all of the records of the Authority at its principal office. The Executive Director shall also be responsible for ensuring and maintaining documentation establishing that each member of the Board has taken the oath or affirmation and has filed a statement of financial interest as set forth in Article V herein.

### **8.3 Responsibilities to the Board.**

The Executive Director shall report to the Board the actions of any Board member or Committee member which in the Executive Director's judgment is in conflict with any applicable state statute, city or county ordinance or Charter, bylaws or policies of the Authority. Such actions must first be reported to the Executive Committee, unless the issue involves the actions of the Executive Committee, or any of its members, in which case the issue shall be reported to the full Board. In the latter circumstance, the

Executive Director shall request that three Board members ask for a Special meeting of the full Board consistent with the requirements of Section 1.6(c) herein.

## **9. ARTICLE IX - PARLIAMENTARY AUTHORITY**

### **9.1 Parliamentary Authority.**

*Roberts Rules of Order*, newly revised (“Robert’s Rules”), shall govern all proceedings of the Board where applicable. When Roberts Rules are in conflict with these Bylaws, the Authority’s Bylaws will control.

## **10. ARTICLE X- INDEMNIFICATION OF MEMBERS, OFFICERS, EMPLOYEES AND OTHERS**

### **10.1 Indemnification of Members, Officers, Employees and Others.**

The Authority shall indemnify, to the full extent provided by law, any person who is named a party to any proceeding due to his service as a member, officer and employee of the Authority, or who serves at the Authority's written request, against liability and expenses incurred in connection with such proceeding, so long as the person acted in good faith and in a manner he reasonably believed to be in the best interest of the Authority. The Authority shall develop an ongoing plan for risk management and indemnification of members, officers and employees of the Authority and those serving at the Authority’s written request, taking into consideration Federal and State Laws. This paragraph shall not be construed to apply to any acts of a member, officer or employee of the Authority, or those serving at the Authority’s written request, undertaken prior to the effective date of the adoption of this provision, it being the intent that such acts would be covered by the Bylaws in effect prior to the effective date of adoption of this provision.

## **11. ARTICLE XI - IMPLEMENTATION AND AMENDMENTS**

### **11.1 Implementation and Amendments**

- a.) These Bylaws may be repealed, amended or altered or new Bylaws may be adopted by a majority vote at any meeting of the Board; however, any proposed amendments shall be distributed to the members at least five (5) working days before the Board meeting at which they are to be considered.
- b.) The Board shall be bound by and conformed to all of these Bylaws, as they exist at the time of their joining the Board, or as they may thereafter be changed or amended.
- c.) These Bylaws shall become effective immediately upon adoption by majority vote of the Board. The Board's interpretation of the Bylaws shall be considered the correct interpretation when reached by majority vote.

## **12. ARTICLE XII - FISCAL YEAR**

### **12.1 Fiscal Year.**

The fiscal year of the organization shall begin on October 1 and end on September 30.

**Leon County Research & Development Authority  
Internal Controls & Operating Procedures**

Revised: ~~12/1/2016~~08/03/2021

**a. Internal Controls Procedures**

- Accounts receivable reports are reviewed periodically throughout each month for any delinquent receivables. Any delinquent receivables will be followed up on immediately with the tenant by the property manager.
- Agent has a year-end closing procedure in place and reconciles all balance sheet accounts prior to year end closing.
- Personnel independent of the check writing process receives all bank statements unopened and inspect contents for any unexpected or unusual transactions. This person reviews all payments and inspects signatures.
- Bank reconciliations are performed and reviewed within 20 days of each month end.
- A review of the bank reconciliations for any unusual reconciling items, old checks or deposits, and for agreement to the general ledger is performed by personnel independent of the check writing process.
- The aged receivables and payables are reviewed on a monthly basis for accounts requiring additional follow-up action due to age and/or balance. This is done by someone outside of accounting.
- Adjustments to AR or AP are approved by the Executive Director or Board Treasurer prior to removal. Any adjustments to such accounts are printed monthly to be included in the monthly reports for review by the Executive Director for any unauthorized transactions
- All purchases shall be made in accordance with Purchasing Policy 11-03.
- Checks are cut by one person and signed by Board members and management who do not have access to change accounting records. ~~As provided by the Bylaws of the Authority, t~~The Chair and Treasurer must co-sign checks greater than \$10,000; the Chair, Treasurer, or Executive Director shall sign checks \$10,000 or less; the Vice Chair shall sign for the Chair or Treasurer in their absence. An independent person (not one of the people who cuts or signs checks) reviews the bank statement each month for any unusual items.
- Electronic ACH payments and wire transfers may be made in lieu of payment by check provided transactions are initiated and approved by

**Leon County Research & Development Authority  
Internal Controls & Operating Procedures**

Revised: ~~12/1/2016~~08/03/2021

two different Authorized Persons. Authorized Persons include the Chair, Vice Chair, Treasurer, Executive Director, and Accounting Director. Transactions for amounts over \$10,000 require email approval by the Chair and Treasurer to the Authorized Persons with such approval evidence retained with the invoice; the Vice Chair shall provide email approval for the Chair or Treasurer in their absence.

- A budget comparison report is included in each monthly report. Any significant variation from budget is explained in a variation report provided by the property manager.
- All reports are reviewed and reconciled to the general ledger before being distributed.
- Banking stock is kept in a locked drawer when not in use and not accessible by check signers.
- No signature stamps are used.
- Monthly transactions are entered as soon as reasonably possible in the general ledger. Written policies and procedures are currently in place regarding the reconciliation process and will be updated for any changes made as soon as possible after such change is made.
- All mail is opened by someone outside of accounting and stamped as to date received. These are then received by accounting with another date stamp and passed onto property management for coding and approval.
- Payments for rent are received into the accounting software as soon as deposited (daily). The software keeps track of balances due/owed which are reflected on the aged receivable detail that is monitored carefully each month. No cash payments are accepted.
- Voided checks are maintained in a monthly folder. All checks are numerical in order and tracked by number.
- The personnel who will create new vendors in the system must receive a W9 and insurance certificates before creating a new vendor. This person is a different person than the person who cuts checks each month.
- All journal entries are printed and reviewed monthly by the Treasurer and another independent party with Agent.
- Billing for maintenance and other reimbursable costs is performed monthly.

**Leon County Research & Development Authority  
Internal Controls & Operating Procedures**

Revised: ~~12/1/2016~~08/03/2021

- There is currently an accounting policies and procedures manual in place at agent's office. This will be maintained and updated as needed to comply with the Authority's policies and procedures.
- A formal disaster recovery plan is currently in place. This will be updated as needed to comply with the Authority's policy.
- An IT policy is currently in place. This will be updated as needed to comply with the Authority's policy.
- Background and reference checks are done on all employees prior to hiring. All detail is kept in each employee file.
- A records retention system is currently in place. This will be updated as needed to comply with the Authority's policy.
- An inventory will be done on all fixed assets at Innovation Park prior to October 1 each year.
- Agent will assist in evaluating the current insurance coverage in place and any need to modify.
- Employee files will be kept for each Authority employee that records any and all leave time used, approval of such time, and leave balances.

**b. Mail Processing and Payable Processing**

- Mail is opened by designated personnel and stamped with date received.
- Invoices delivered to accounting and stamped with accounting date received and then placed in appropriate property manager folder for approval.
- Once approved, given to accounting department for entry into system.
- Accounting scans in payable aging detail and invoices in order.
- Payable Aging Detail and invoices are emailed to the Executive Director of the Authority or Board Treasurer for approval of payment with a blind carbon copy to each of the Executive Committee members. Upon approval, Accounting Director cuts the checks, and the runner delivers them for signatures. Two Board officer signatures are required for check amounts greater than \$10,000, while check amounts less than or equal to \$10,000 may be signed by the Executive Director; The Executive Director and officers of the Board (Chair, Vice-Chair and Treasurer) have signature

**Leon County Research & Development Authority  
Internal Controls & Operating Procedures**

Revised: 12/1/201608/03/2021

authority.

- Once the checks are received back from the Authority for payment; the runner checks the list for any missing invoices and/or checks and makes sure the appropriate signatures are there.
- The runner copies all the checks and then mails out. Invoices are then filed in the appropriate folders with check copies.
- Electronic ACH Payments and wire transfers may be made in lieu of payment by check provided transactions are initiated and approved by two different Authorized Persons. Authorized Persons include the Chair, Vice Chair, Treasurer, Executive Director, and Accounting Director. Transactions for amounts over \$10,000 require email approval by the Chair and Treasurer to the Authorized Persons with such approval evidence retained with the invoice; the Vice Chair shall provide email approval for the Chair or Treasurer in their absence.

**c. Check Deposits and Invoice Transmittals**

- Mail is opened by designated personnel and stamped with date received.
- Checks are copied and endorsed for deposit.
- A deposit transmittal is created and saved on the agent's computer a folder dedicated to the Authority. This folder is password protected and cannot be accessed outside of certain accounting personnel and certain property managers.
- Checks are written up on a deposit slip and taken to the bank by the runner.
- Deposits slips are given to designated personnel for recording in the Excel checkbook.
- Deposit slip is given back to accounting for entry into the accounting system.
- Once entered into accounting system, the deposit slip is attached to invoice transmittal and check copies and given to Accounting Director for filing.

**d. Tenant Invoices**

- Updated Rent Roll created and charges made by the 25<sup>th</sup> of each month.
- List of tenant contacts printed out and invoice numbers assigned to each tenant.

**Leon County Research & Development Authority  
Internal Controls & Operating Procedures**

Revised: ~~12/1/2016~~08/03/2021

- Create invoices using assigned numbers and give to another member of accounting to review.
- Once reviewed, invoices are mailed or emailed to each tenant as specified on the contact list.
- If a tenant is more than 30 days delinquent, a reminder invoice will be sent and the property manager will contact the tenant by email and/or telephone.
- If a tenant is more than 45 days delinquent, the property manager will again follow-up by email and telephone.
- At 60 days delinquent, tenants will be given 3 days notice of eviction for non-payment.
- If the above efforts to collect fail, a collection agency may be utilized.

**e. Financial Statement Preparation Procedures**

- SPIA, FLPRIME and FLGIT information is received from the Authority.
- Bank statements are received from the bank for the month just ended. Original bank statements are sent directly from the bank to the Chairman of the Audit Committee.
- Journal entries are made in the accounting system for any needed adjustments such as bank fees/interest income/depreciation/amortization, etc. All journal entries are verified in-house by someone independent of the accounting process and also by the Treasurer of the Board.
- All bank accounts are reconciled to the general ledger.
- All balances are verified. All receivables are double checked; all payables verified. The trial balance is gone through thoroughly to make sure all balances agree.
- Budget comparisons are printed and given to the Property Manager to review and clarify any differences from budget to actual.
- All reports are printed as preliminary (pending any adjustments above) and submitted to the Board Treasurer for review.
- Once the budget comparison explanations are received from the Property Manager, all reports are printed to Adobe PDF and assembled into report format. The report is then sent to the Executive Director and the Treasurer



**Leon County Research & Development Authority  
Internal Controls & Operating Procedures**

Revised: ~~12/1/2016~~08/03/2021

of the Board for presentation at the monthly Board of Governors Meeting.

**f. Audited Financial Statement Follow-Up**

1. File Audit with Leon County Board of County Commissioners

- Submit to Leon County Board of County Commissioners & Authority's Board of Governors.
- Cover letter from Executive Director.

2. Auditor General Report

- File within 45 days of Audit Acceptance
- General info at: [www.myflorida.com/audgen](http://www.myflorida.com/audgen)
- 1 electronic copy as unsecured PDF emailed to [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)
- File name [year] [name] .pdf; all lower case for name.  
For example: "2010 leon county research and development authority.pdf"
- 1 hard copy plus 1 check list

to: Auditor General

Local Government Audits/342

Claude Pepper Building, Room 401

111 W. Madison St.

Tallahassee, FL 32399-

1450

3. Annual Financial Report to Department of Financial Services

- Complete Online at  
<https://apps.fldfs.com/LOCALGOV/Default.aspx>
  - Confirm/Update General Information
  - Add Revenues (all ENTERPRISE):
    - Code 361100: Interest
      - 2010: \$13,605 (Nonoperating Revenues "Interest Income")
    - Code 362000: Rents and Royalties
      - 2010: \$1,529,967 (Total Operating

**Leon County Research & Development Authority**  
**Internal Controls & Operating Procedures**

Revised: ~~12/1/2016~~08/03/2021

Revenue  
s)

- Add Expenditures (all ENTERPRISE)
  - Code 552 (Industry Development)
    - Account 10 (Personal Services)
      - 2010: \$145,128 (Operating Expenses “Salaries & Employee Benefits”)
    - Account 30 (Operating Expenses)
      - 2010: \$1,403,935 (“Total Operating Expenses” minus “Salaries & Employee Benefits”)
    - Account 70 (Debt Service)
      - 2010: \$153,800 (Non-Operating Revenue/Expenses – Sum of “Amortization of Bond Issuance Costs” and “Interest on Bonds”)
  - Add Debt Information
    - Amount of Long Term Debt
      - 2010: \$3,235,858 (Sum of “Current Portion of Bond Payable” plus “Bond payable net of current portion”)
  - Audit
    - Add Audit Information (firm, date, etc)
      - Completion date is the date of letter from Audit  
or
  - Certification
    - Generally No Financial Emergency
    - Therefore next question is NO
    - Yes in terms of compliance and matching the

**Leon County Research & Development Authority  
Internal Controls & Operating Procedures**

Revised: ~~12/1/2016~~08/03/2021

Audit to AFR submission.

- Certify CFO & Chairman
- Also need to submit the Audited Financial Statements to certify the AFR submission. The Statements can be submitted by providing a link to them on the website, electronically as a PDF attachment to [localgov@myfloridacfo.com](mailto:localgov@myfloridacfo.com) or through the mail to:

Bureau of Local Government

200 East Gaines  
Street

Tallahassee, FL. 32399-0354

**4. Public Depositor Annual Report to the Chief Financial  
Officer**

- Form DFS-J1-1009
- Filed each November; certification of QPDs (Qualified Public Depositories) – short form to be filed with Department of Financial Services

Leon County R&D Authority

20-01 Investment Procedures and Internal Controls Manual

August 4, 2020

Revised: August 3, 2021

Scope

This document applies to procedures and controls related to investment accounts and related transactions.

Objectives

To ensure that all investment accounts and transactions are properly authorized and recorded in the accounting records of the Authority, and in accordance with the Investment Policy, as well as to prevent losses of funds which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees of the Authority.

Designated Controller

The procedures and controls below include references to "Controller". This position is designated by the Board of Governors and may be an employee of the Authority or an employee of a contractor. If an employee, the Controller is under the supervision of the Executive Director. If an employee of a contractor, the Controller is under the supervision of the contractor, while subject to oversight by the Executive Director in accordance with any related service contract. In either case, the Controller shall report to the Executive Committee or the Board of Governors any issues or differences with the Executive Director related to compliance with this procedure and controls. The Executive Director may not serve as the Controller.

General Controls:

1. All new investment accounts must be authorized by the Board.
2. The Controller will verify Board authorization for the creation of any new accounts.
3. The function of authorizing or performing investment transactions will be separated from the function of recording the transaction.
4. Confirmation. All telephone or other electronically initiated transactions will be supported by written communications and approved by a person other than the person initiating the transaction.
5. The Controller will require written documentation of any transaction reflected in the organization's banking account, and properly record the transaction in the organization's accounting records.
6. All securities purchased or sold will be transferred only under the "deliver versus payment" (DVP) method to ensure that funds or securities are not released until all criteria relating to the specific transaction are met.
7. The Executive Director will accept, on behalf of and in the name of the Authority, bank trust receipts or confirmations as evidence of actual delivery of the obligations or securities in return

for investment of funds.

8. Trust receipts or confirmations shall fully describe the various obligations or securities held. The receipt or confirmation shall state that the investment is held in the name of the Authority.
9. The actual obligations or securities, whether in book-entry or physical form, on which trust receipts or confirmations are issued, may be held by a third-party custodial bank and/or institution or a designated correspondent bank which has a correspondent relationship to the Authority's third-party custodian.
10. The Controller and the Executive Director will be notified electronically by the bank of any deposit or withdrawal transactions \$10,000 or greater.

#### Withdrawals:

1. Withdrawals from investment accounts shall only be made by wire transfer to the organization's checking account by the fund holder.
2. Withdrawals from the investment accounts that are to be transferred to the organization's checking account are initiated by the Executive Director in order to meet operating cash needs, as approved by the Investment Advisory Committee, Executive Committee, or Board Chair as required by the Investment Policy section VIII.
3. The Executive Director shall not have access to check stock, or the ability to enter transactions into the accounting records. However, as permitted by ~~the Bylaws policy~~, the Executive Director may sign checks, up to \$10,000, created and entered into the accounting records by the Controller.
4. Changes to withdrawal banking instructions on file with the investment account require two authorized signatures from the Board Chair, Treasurer, and Executive Director.

#### Deposits:

1. Deposits to the investment accounts from the organization checking account are performed by ~~"repetitive" wire transfers~~ scripts pre-authorized with the bank wire transfer department utilizing the bank's treasury management system. The treasury management system must utilize multi factor authentication and require two-party initiation and approval for all transactions, as well as creation of, or changes to, users and user permissions. No other wire transfers are permitted without approval from the Board Chair and Treasurer.
2. All wire transfers for deposits to investment accounts require two party initiation and authorization. The Board Chair, or the Vice Chair in the Chair's absence, and the Board Treasurer must authorize wire transfers in writing delivered directly to the Executive Director and the Controller. may initiate and authorize transfers of unlimited amounts subject to availability of funds. The Controller may initiate a repetitive wire transfers up to \$50,000, but it must be authorized by the Board Treasurer.
3. The Executive Director and Controller, using the bank's treasury management system, shall initiate and approve the authorized wire transfer. To serve as a backup, if necessary, the Board Chair, Vice Chair, and Treasurer may be granted access to the bank's treasury system to provide the two-party initiation and approval of transactions.
4. Confirmation of the executed transaction shall be delivered to the Board Chair, Vice Chair and Treasurer.

~~The Executive Director shall advise the Board Chair and Treasurer verbally, in person or via telephone, the details of the wire transfer after following the investment accounts notification process. Email and/or text communication alone shall NOT BE sufficient to begin the wire transfer process.~~

~~The Executive Director may not initiate or authorize wire transfers with the bank.~~

~~3.5.~~ Changes to the Wire Transfer Agreement ~~and Repetitive Wire Transfer Instructions~~ must be approved by the Board Chair and Treasurer.

# RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

## Hancock Whitney Bank

## LEON COUNTY RESEARCH & DEVELOPMENT AUTHORITY

Branch Name: DOWNTOWN TALLAHASSEE/4405

Name/User ID: [REDACTED]

Name

2051 E PAUL DIRAC DRIVE SUITE 100

Address

TALLAHASSEE, FL 32310

City, State, and Zip Code

- A. We, the undersigned, certify that: we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of FLORIDA, Federal Employer ID Number [REDACTED], and; that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on August 3, 2021 and; that this resolution has been properly entered into the minutes of the Governing Authority, having not been modified or rescinded.
- B. To be resolved that:
- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority;
  - (2) This resolution shall continue to have effect until express written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution;
  - (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed;
  - (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they may deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transacting of all business concerning funds deposited in, moneys borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and; to endorse checks and orders for the payment of moneys and withdrawal of funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, agreements, stipulations and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given;
  - (5) Any and all prior resolutions adopted by this governing authority and certified to this Financial Institution as governing the operation of the Governing Authority's account(s), are in full force and effect, unless supplemented or modified by this authorization;
  - (6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes the Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution;
- C. Print the name(s) and title(s) of any person who is authorized to exercise the powers listed below:

, CHAIR

, VICE CHAIR

, TREASURER

RONALD J MILLER JR, EXECUTIVE DIRECTOR

- D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt the foregoing resolution(s) and to confer the powers granted to the person(s) named herein;

IN WITNESS WHEREOF, we have hereunto affixed our signatures as of [REDACTED] (date).

Chair

Treasurer

Printed Name

Printed Name

Leon County R&D Authority  
Executive Director Report  
August 3, 2021

1. Priority 1a: Incubator Construction and Development

a. Funding

- i. Worked with architect on preliminary cost estimate overrun. Advised committee members, board chair, and Greg Vaday of issue along with approach to identifying additional funding. Setup NFIL Oversight committee meeting to consider options. Notified remaining BOG members via email, and EDA project manager in quarterly report.
- ii. Worked with Bill & grant writer to prepare application for funding through the Florida Job Growth Grant Fund to help fill the funding gap for NFIL construction. Submitted on 7/21/21. Received follow up call from DEO Analyst on 7/23/21 with questions and expressing enthusiasm for the type of jobs to be created by project. Meeting in person with Representative Alexander to get help support through the process.
- iii. Met with The University Financing Foundation and Ballard Partners to brief about ongoing developments at Innovation Park. TUFF presented options to the NFIL Oversight Committee. Negotiating proposed terms to be presented to BOG at August meeting.
- iv. Discussion with Hancock Whitney Bank regarding potential debt issue to cover NFIL funding and cash flow timing gaps.
- v. Worked with FSU and OEV to request \$500,000 each for initial payments of matching funds.
- vi. Updated FSU and OEV regarding current design and funding issues.

b. Design

- i. Two NFIL interior design and two design development meetings were conducted.
- ii. Worked with Nhu Energy to identify opportunities to build in infrastructure for solar energy production and storage and controls which can be added as funds are available.
- iii. Visited new FSU CAPS facility to view finishes being considered for NFIL.
- iv. Worked with City on information needed to consider extension of natural gas utility services to NFIL site and potentially to Danfoss expansion.
- v. Met with Reamon Soto to review current design and identify opportunities to attract his company back to Tallahassee. Made connections with OEV to continue this process.

c. EDA

- i. Efforts ongoing to complete EDA Site Certification. Received architect's certification, and title search completed. General Counsel portion and final document should be completed next week.
- ii. 2<sup>nd</sup> quarter EDA Project Report submitted July 15 for June 30<sup>th</sup>.

d. Program Development

- i. Bill and I met with FSU Career Center staff, and College of Engineering (COE) professor and his assistant interested in placing their students in internships or permanent positions. Identified professor's history with UF startups and interest in working with the incubator. Subsequently toured COE facilities and asked question to help with NFIL design.
- ii. Worked with Bill and General Counsel on a draft intern agreement for future use. Bill is working with FSU Tech Fellows program to place interns with NFIL.

e. Member Pipeline Development

- i. Contracted with consultant (\$1,000) to assist with implementing HubSpot Customer Relationship Management System. Converted one incubator member from virtual membership to a resident membership to support the requirements of its SBIR grant application. Bill is working with another virtual member to do the same. Working to build energy in the incubator by getting more resident members.
- ii. New lab bench tenant for the Collins Building began June 1. This is the third lab tenant.



Leon County R&D Authority  
Executive Director Report  
August 3, 2021

- iii. Bill and I met with MagCorp to review current design and consider relocating their office to the current NFIL in the Collins Building. Proposal presented to occupy large incubator office and labs space.
- iv. Bill working with another prospect interested in an office and lab bench.
- v. Bill continuing to work with referral from FAMU interested in two offices and a large display area for their technology in the un-remodeled portion of Collins Building. Lease/NFIL Membership will be dependent on successful award of grant funding passthrough from FAMU beginning in the fall.

2. Priority 1b: Financial Sustainability

- a. Working with OEV and Bill to define a scope of work for \$150k in ARPA funding (\$75k over two years). Has already been approved by City and County subject to final MOU with OEV.
- b. Bill is working with SBAN, FAMU and OEV on additional grant pass through opportunities.
- c. Requested schedule from Danfoss to begin planning for expenditure of OEV MOU funds (\$805,000) based on expected construction milestone dates. First funding not available until after groundbreaking. Will look at options for additional Collins building finish updates. Schedule has not been finalized, but groundbreaking expected in October.
- d. Contracted with grant writer to assist with identification of grants and writing applications.
- e. Bill completed purchase of lab equipment for the \$35,000 Knight grant before June 30. Report submitted. Delivery of equipment for use in Collins lab is forthcoming.
- f. Anthropology lease expires July 31, representing \$194,000 per year in lease revenue. Move out is complete.
- g. Renewed Nhu Energy lease for another year.

3. Programs/Media/PR/Community Relations

- a. Naomi's last day was June 17. Worked with her to document project status and recurring project steps outline, closeout computer, and return of credit cards and keys.
- b. Recruited Karen Thurston-Chavez to be new Director of Marketing and Engagement. Started July 26<sup>th</sup>.
- c. Met virtually with State Representative Alexander to brief him on Innovation Park and current activities. Received offer to assist with Florida Job Growth Grant Fund application process.
- d. Spoke at a Rotary Club meeting June 2<sup>nd</sup>. Great reception including contact with Marjorie Turnbull.
- e. Participated in OEV stakeholders' meetings.
- f. Tech Topics: Naomi held the June event focused on weather entrepreneurs.
- g. Tech Grant: Received 8 applications and selected 5 finalists. Working on finalizing PR coaches to assist with pitch development. Pitch night will be held in October.
- h. Two meetings with FSU Provost Office, OEV and other community stakeholders to discuss remote worker attraction.
- i. Attended Chamber of Commerce luncheon regarding talent growth for the community.
- j. Updated AERO website to add North Florida Innovation Labs and update Innovation Park offerings. Will direct new DME to review these entries.
- k. Communicated FASTER ACT details to FSU Office of Research, MagLab, MagCorp and other partners related to legislative initiative potentially impacting national labs.
- l. Bill and I met with Prescient Consulting Group, a local firm which invests in early-stage companies, to visit their new offices discuss happenings at Innovation Park, and how we might help each other.

Leon County R&D Authority  
Executive Director Report  
August 3, 2021

4. Miscellaneous

- a. Asphalt Paving RFP was posted, meeting held, and responses received. Two firms responded, but both bids far exceeded budgeted amounts. Executive committee referred RFP recommendation to Budget committee—action pending ratification by the BOG.
- b. FSU Interdisciplinary Research and Commercialization Building received final \$23M in State funding needed to build the project. Groundbreaking scheduled for August 2<sup>nd</sup> for Lot 4B.
- c. Received the survey for Danfoss' 12 acre outparcel. General counsel recorded the C&R Supplement to bring the parcel under the requirements of the C&R.
- d. Extended Insurance Broker Agreement for one year at the same annual fixed fee of \$5,000.
- e. Began insurance application process for next fiscal year's Property and Casualty insurance bids.
- f. Worked with Talcot to properly account for taxable group term life insurance fringe benefit.
- g. Discussed Board officer position openings with board members, securing next vice chair and treasurer nominees.
- h. Worked with Hancock Whitney Bank to setup online Treasury Management System.
- i. Drafted revisions to Bylaws and policies to address new Treasury Management System.
- j. Conducted Executive Committee and NFIL Oversight Committee meetings

Leon County Research & Development Authority

Board of Governors Meeting August 2, 2021

North Florida Innovation Labs Update  
Director, Bill Lickson

Facility Design & Development:

- Worked collaboratively with Ron Miller and the facility Planning & Design Teams to optimize space design including the interior design concepts.
- Developed potential funding scenarios that might be needed related preliminary budget estimates.
- Toured facilities and discussed “best practices” with lab subject matter experts.

Membership & Programs:

- Ongoing meetings and calls with North Florida Innovation Labs members & prospects.
- Optimizing the utilization of the current lab and office spaces
- Expecting 2-3 new office and lab companies to join North Florida Innovation Labs by September

Administrative:

- Worked with Executive Director Miller to complete the interviews for the LCRDA marketing position
- Engaged vendor to install and launch HubSpot CRM marketing automation software and related processes
- Evaluated current websites and marketing needs
- Completed grants - Knight and FAMU REACH – including reporting
- Ordered lab equipment funded through the \$35,000 Knight Grant which will be delivered and installed in August

Fundraising:

- Collaborated with our contract grant writer and ecosystem partners to submit \$150,000 SBA SBIR/STTR training & outreach grant
- Received funding commitment from OEV for \$150,000 to support “Entrepreneurial Training & Incubator Resources” for North Florida Innovation Labs
- Worked with Executive Director Miller to submit a DEO grant for \$6+ Million Dollars for North Florida Innovation Labs building construction
- Researching other short & medium term Federal & other grant funding related to ARPA and other large foundations that support technology entrepreneurship programs and facilities – including new EDA funding

**NAI Talcor Property Manager's Report to the  
Leon County R&D Authority Board of Governors  
6/1/2021-7/31/2021**

**Occupancy:**

Building	Leasable Square Feet	Vacant Square Feet	% Vacant
<b>Phipps</b>	14,661	0	0%
<b>Morgan</b>	21,936	8,832	40%
<b>Johnson</b>	28,385	0	0%
<b>Collins</b>	18,435	15,439	84%
<b>Knight</b>	1,512	516	34%
<b>Total</b>	<b>90,622</b>	<b>24,787</b>	<b>27%</b>

**Non-Routine Repairs & Maintenance:**

Building	Completed Since Last Report	In Process	Deferred/To Do
<b>Phipps</b>	<ul style="list-style-type: none"> <li>• Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept.</li> <li>• All batteries for emergency lighting have been tested and replaced as necessary.</li> <li>• HVAC maintenance has been completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Patch holes in EIFS located on exterior NE corner of the building.</li> <li>• Replace water fountain.</li> </ul>	<ul style="list-style-type: none"> <li>• The irrigation system is not connected and has no backflow.</li> </ul>
<b>Morgan</b>	<ul style="list-style-type: none"> <li>• Installed missing number plates for new tenant, CareerSource.</li> <li>• . Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept.</li> <li>• All batteries for emergency lighting have been tested and replaced as necessary.</li> <li>• HVAC maintenance has been completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Window washing and soft washing of the building.</li> </ul>	<ul style="list-style-type: none"> <li>• Common areas - Carpet cleaning and the interior of entrance ways.</li> <li>• Re-pave parking lot</li> </ul>

**NAI Talcor Property Manager's Report to the  
Leon County R&D Authority Board of Governors  
6/1/2021-7/31/2021**

Building	Completed Since Last Report	In Process	Deferred/To Do
<b>Collins</b>	<ul style="list-style-type: none"> <li>• Replace compressor in HVAC unit 20.</li> <li>• Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept.</li> <li>• All batteries for emergency lighting have been tested and replaced as necessary.</li> <li>• HVAC maintenance has been completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance continues to balance the HVAC in the building.</li> <li>• Maintenance pulling ceiling tiles in lab, replacing, and wrapping HVAC drain lines.</li> <li>• Relocate HVAC vent in lab.</li> <li>• Maintenance repairing all lights located in the hallways of the vacant area.</li> </ul>	<ul style="list-style-type: none"> <li>• Re-pave parking lot.</li> <li>• Repair walkways located on backside of the building near parking area.</li> </ul>
<b>Johnson</b>	<ul style="list-style-type: none"> <li>• Small leak in valve to Pre-action system for National Park Service.</li> <li>• Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept.</li> <li>• All batteries for emergency lighting have been tested and replaced as necessary.</li> <li>• HVAC maintenance has been completed.</li> <li>• Crack in water main plumbing line repaired.</li> </ul>	<ul style="list-style-type: none"> <li>• Various small leaks to toilets in process of being repaired.</li> <li>• HVAC #5 full system replacement. System is a 4 ton and has been ordered.</li> </ul>	<ul style="list-style-type: none"> <li>• Missing up light on right side of Johnson building.</li> <li>• Re-pave parking lot.</li> </ul>
<b>Knight</b>	<ul style="list-style-type: none"> <li>• Inspection of life safety items in preparation for Fire safety inspections by Tallahassee Fire Dept.</li> <li>• HVAC maintenance has been completed.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Exterior paint</li> <li>• Interior paint of common areas.</li> </ul>
<b>Fuqua</b>	<ul style="list-style-type: none"> <li>• Replace Exit sign.</li> </ul>	<ul style="list-style-type: none"> <li>• Manager is working with FSU facilities to repair irrigation and install plants in planters.</li> <li>• Maintenance painting stairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Elevator updates.</li> </ul>

**NAI Talcor Property Manager's Report to the  
Leon County R&D Authority Board of Governors  
6/1/2021-7/31/2021**

Building	Completed Since Last Report	In Process	Deferred/To Do
<b>Common</b>	<ul style="list-style-type: none"> <li>• Washing of common area signs. Trash pickup and waste disposal of Central Pond walking trail. Wipe down of all benches.</li> <li>• Main entrance signs have been touched up with new paint.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance blows off all walkways, removes cobwebs, and wasps' nests on a regular basis.</li> <li>• Replace damaged irrigation covers.</li> <li>• Repair wash out at culvert draining into the central pond.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

**Accounts Receivable Past Due as of Report Date (30+days):**

Tenant	Invoice Date	Invoice Amount	Last Contact Date	Tenant Response/Date to be Paid/Comments
None to Report				

**Tenant Issues Encountered, Status of Other Outstanding Issues, Contract Procurements, Projects, Accounting issues, etc.:**

1. The elevator located in the Fuqua Center continues to malfunction. Several service calls have been completed for various small repairs. The VCT tiles have cracked and some are missing on the cab floor.
2. Pressure washing of the Morgan building, along with The Fuqua Center was completed. The pressure washing for Phipps, Johnson, and Knight has been deferred.
3. Tree trimming for Morgan, Johnson, Knight, and Collins, will take place in August.
4. FSU Anthropology has moved out. A final move out tenant walk through will take place on July 29<sup>th</sup> 2021.