

**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

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 and reference the meeting title and date in the subject line. Include your name and contact information. All times below are approximate.

1. Call to Order
2. Introduction of Guests
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 Committee members in addition to any in-person public comment.
6. Approval of Draft Meeting Minutes, May 18, 2021 (*Attachment A*)
7. RFP 21-02 Asphalt Paving Services (*Attachments B1-B5*)
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.*
8. Treasury Management-ACH Payments/Wire Transfer Policy (*Attachments C1-C3*)
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.
9. Ratification of Equipment Purchase and Payment Using Knight Grants Funds (*Attachments D1-D4*)
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.
10. North Florida Innovation Labs (NFIL) Cost Estimate and Funding Options (*Attachment E*)
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.

11. Chair's Report
 - a. Next Fiscal Year's Slate of Officers
12. Staff Reports
 - a. Executive Director
 - b. Director of North Florida Innovation Labs
13. New Business
14. Adjourn

UPCOMING MEETINGS AND EVENTS

Board of Governors Meeting
Tuesday, August 3, 2021
11:00am – 1:30pm

TechTopics
Tuesday, August 24, 2021
11:00am – 12:00pm

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
Executive Committee Meeting**

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Tuesday, May 18, 2021
11:00am – 1:00pm

DRAFT Minutes

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

Members in Attendance Virtually: None.

Members Not in Attendance: None.

Guests: Ron Miller, Bill Lickson, Naomi Molina, Peggy Bielby (LCRDA Staff); Steve Goudi, Nova Engineering and Environmental Consulting.

1. Call to Order

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

As all members were in attendance, no approval of participation by electronic means was necessary.

4. Modifications to the Agenda

Dave Ramsay asked to add a fourth option proposing a counteroffer: Item 10 d., to be discussed when the General Counsel Contract was addressed by the committee.

Kevin Graham offered a motion to approve the modification. Dave Ramsay seconded the motion which passed unanimously.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, November 17, 2020

Dave Ramsay offered a motion to approve the meeting minutes. Kevin Graham seconded the motion which passed unanimously.

7. Compensation Committee Conclusions and Recommendations

The Authority's Compensation Committee recommends approval of the following:

- a. The Compensation Committee requests approval of its recommendation to amend the Employee Policy to include the attached Telework Policy section.

- b. As a result of the Compensation Committee questions regarding applicability of the Federal Family and Medical Leave Act (FMLA), staff requests approval of the attached FMLA policy.
- c. The Compensations Committee requests the approval of its changes to the attached Executive Director Evaluation Form and to engage the Board to edit section 10 “Goal achievement”.

Ron Miller and Kim Moore reviewed the items and explained the Compensation Committee’s discussions and recommendations. Dave Ramsay stated that Goal Achievement (section 10.a.–e.) should also include: f. achieving revenue generation and expense control and g. maintaining of internal controls. Since the current ED evaluation period ends in four months, these financial related goal changes will be implemented for the next ED evaluation period in FY21-22.

After discussion, Kevin Graham offered a motion to approve all three items as modified and to be placed on the Board consent agenda. Dave Ramsay seconded the motion which passed unanimously.

8. 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 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. Due to the specialized complexity and safety requirements of the project, staff requests approval of a budget not to exceed \$15,000 to solicit informal bids to perform said consulting services for BOTH elevators.

Kevin Graham offered a motion to approve an additional \$15,000 to procure the consulting services with direction that the amount be offset in either FY20-21 or FY 21-22 by adjusting some other deferred maintenance item that does not impact safety in the way that elevators do. Dave Ramsay seconded the motion which passed unanimously.

9. RFP 21-02 Paving Services

Staff requests approval to advertise and issue 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.

Dave Ramsay offered a motion to approve the RFP. Kevin Graham seconded the motion which passed unanimously.

10. General Counsel Contract

General Counsel Melissa VanSickle’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 has proposed to extend the agreement for one year along with the attached rate schedule to be effective October 1, 2021.

Staff requests approval of one of the following options:

- a. Accept the proposed rate schedule and amend the agreement to extend the term one-year effective October 1, 2021, and place on the consent agenda for the next Board of Governors meeting.
- b. Issue a Request for Qualifications to solicit responses from firms interested in providing General Counsel Services for the Authority beginning October 1, 2021.
- c. Refer the question to the full Board of Governors at its next meeting.

Dave Ramsay offered a motion to modify the agenda to add and approve an additional option: item 10.d. “Make a counteroffer to the proposed hourly rates: \$300 for partners, \$220 for associates, \$125

for paralegals, effective October 1, 2021, and if accepted, extend the term for one year with an option for two additional one-year extensions. If the counteroffer is not accepted, then issue an RFQ as set forth in item 10.b.” Kevin Graham seconded the motion which passed unanimously.

11. Chair’s Report

Kimberly Moore reported that at the next meeting she will ask the Board to discuss masking, virtual option and in-person meeting plans going forward, and officer nominations.

12. Staff Reports

a. Executive Director

Ron Miller thanked Sonjoy Goswami, who is resigning following the August 3, 2021 Board of Governors meeting, for his service. Leon County will begin the nominating process. The IPTLH 501(c)(3) application is currently being reviewed by Thomas Howell Ferguson. NFIL design development should be complete July 7, 2021 and will be reviewed by the NFIL Oversight Committee the following week. Both Nhu Energy and Danfoss are working with the NFIL project engineers to see if they can be a part of the design, or potentially build in options for the future.

b. Director of North Florida Innovation Labs

Bill Lickson reported that as of today, day 22, he is reviewing at current facilities and programs and explained how important the 501(c)(3) will be to funding. He also reviewed potential grants and other funding opportunities he is pursuing, as well as his ongoing community engagement and outreach efforts.

c. Director of Marketing & Engagement

Naomi Molina provided updates on the Tech Topics held on April 20, 2021 and scheduled for June 15, 2021. TechGrant applications are in and the judges are reviewing them. Finalists will be announced on June 2, 2021. She continues to work on TechGrant sponsorships and the marketing plan.

13. New Business

None.

14. Adjourn

The meeting adjourned at 12:12pm.



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.", is written over a light blue horizontal line.

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**

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(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 30th, 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

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

Danfoss Corporate Expansion
East Paul Dirac Drive – Tallahassee, FL
Contact – Clayton Wells, Project Manager
(P)# 850-562-1101
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

Carrabelle SE 5th Street & SE Avenue D
SE 5th Street & SE Avenue D – Carrabelle, FL
Contact – Susan McConnell, Project Manager
(P)# 850-383-0009
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

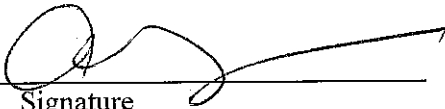
The PROPOSER, in compliance with the request for proposals for the **ASPHALT PAVING SERVICES**, having examined the required scope of services and written specifications, hereby proposes to furnish **ASPHALT PAVING SERVICES** for the following unit prices.

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&D Authority

DESCRIPTION	QTY	UNIT	TOTAL
1. Scope of work			
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	
Total			\$ 192,115.00

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

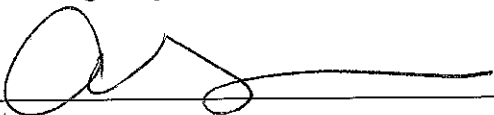


RFP Number 21-02: Asphalt Paving Services
Leon County Research and Development Authority
Submission Deadline: July 7, 2021 @ 2:00 p.m.

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>.

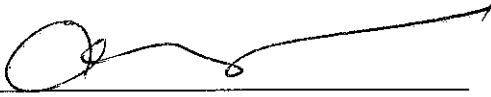
Respondent further agrees that it will require each subcontractor that performs work under this contract to verify the employment eligibility of its employees hired during the term of the contract by enrolling and participating in the E-Verify Program within ninety days of the effective date of the contract 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:  Title: Vice-President

STATE OF Florida
COUNTY OF Leon

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

Personally known X

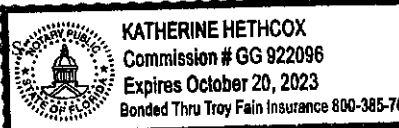

NOTARY PUBLIC

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.

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?

YES No

Commercial General Liability: Indicate Best Rating: **A+**
Indicate Best Financial Classification: **XV**

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

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

YES No

Indicate Best Rating: **A**
Indicate Best Financial Classification: **XV**

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

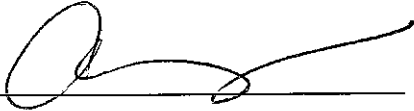
3. Is the Proposer able to obtain the required types and limits of coverage for this RFP, as identified within the solicitation package? Be sure to carefully review and ascertain that the Proposer either has coverage or will place coverage at these or higher levels.

YES NO

Please mark the appropriate box:

Coverage is in place 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 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

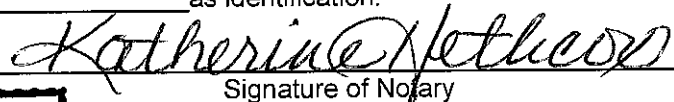
STATE OF Florida
COUNTY OF Leon

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)



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

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

**Submit completed registration form to Stephanie Shoulet via email at
stephanie@talcor.com.**

Kathy Hethcox

From: Stephanie Shoulet <stephanie@talcor.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

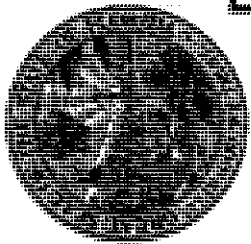
AA:cg

Improve Safety, Enhance Mobility, Inspire Innovation

www.fdot.gov

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

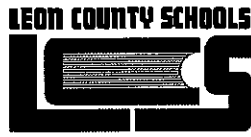
EXPIRATION DATE: AUGUST 31, 2022

Always verify licenses online at MyFloridaLicense.com



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

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
FE/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

FILE 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

01/31/2018 -- ANNUAL REPORT	View image in PDF format
01/08/2017 -- ANNUAL REPORT	View image in PDF format
03/03/2016 -- ANNUAL REPORT	View image in PDF format
01/07/2015 -- ANNUAL REPORT	View image in PDF format
01/06/2014 -- ANNUAL REPORT	View image in PDF format
01/18/2013 -- ANNUAL REPORT	View image in PDF format
07/24/2012 -- Reg. Agent Change	View image in PDF format
01/28/2012 -- ANNUAL REPORT	View image in PDF format
12/13/2011 -- Reg. Agent Change	View image in PDF format
02/22/2011 -- ANNUAL REPORT	View image in PDF format
11/09/2010 -- Reg. Agent Change	View image in PDF format
10/26/2010 -- REINSTATEMENT	View image in PDF format
01/06/2009 -- ANNUAL REPORT	View image in PDF format
03/26/2008 -- ANNUAL REPORT	View image in PDF format
01/09/2007 -- ANNUAL REPORT	View image in PDF format
01/09/2006 -- ANNUAL REPORT	View image in PDF format
01/27/2005 -- ANNUAL REPORT	View image in PDF format
02/17/2004 -- Amendment	View image in PDF format
02/04/2004 -- ANNUAL REPORT	View image in PDF format
01/13/2003 -- ANNUAL REPORT	View image in PDF format
04/09/2002 -- ANNUAL REPORT	View image in PDF format
04/27/2001 -- ANNUAL REPORT	View image in PDF format
04/10/2000 -- ANNUAL REPORT	View image in PDF format
04/22/1999 -- ANNUAL REPORT	View image in PDF format
05/08/1998 -- ANNUAL REPORT	View image in PDF format
05/19/1997 -- ANNUAL REPORT	View image in PDF format
05/01/1996 -- ANNUAL REPORT	View image in PDF format
06/12/1995 -- DOCUMENTS PRIOR TO 1997	View image in PDF format

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

TAB 2

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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 KOMATSO 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 Catepillar 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 INGERSOL RAND SD100 VIBR ROLLER
528	1994	1994 INGERSOLL RAND SD100 ROLLER
531	1998	1998 Ingersol Rand SD100DB Roller
547	1994	1994 INGERSOLL RAND D024 VIB ROLLER
548	1998	98 INGERSOL RAND DD110 ROLLER
549	2000	Ingersol Rand Roller DD110HF
550	1999	1999 Ingersol-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
		McARTHLY 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

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

Cert.)

- 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 SPOST/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 DURRANC
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
Asphalt Inc, or a partnership, a company, or an individual doing business as Capital

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 2270011 AND/OR SOCIAL SECURITY #: _____

Respectfully submitted,

Attest:

By: [Signature]
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

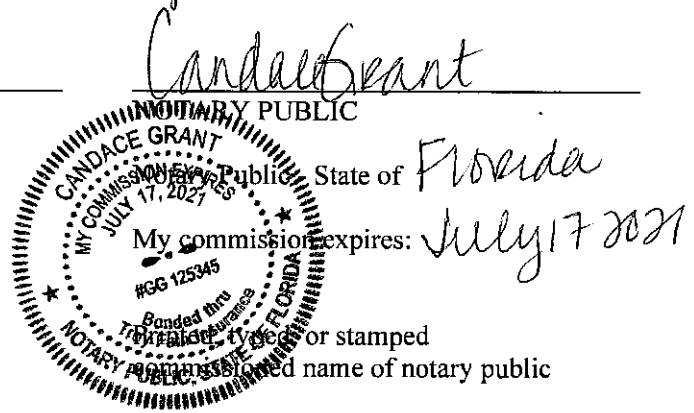
STATE OF Florida
COUNTY OF LM

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

Personally known X Candace Grant

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 Matthen Signature [Signature]
Typed or Printed

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.

[Signature]
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 Mark 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]

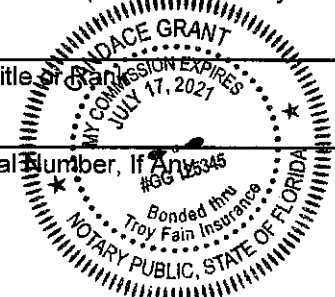
Signature of Notary

Candace Grant

Print, Type or Stamp Name of Notary

Title of Notary

Serial Number, if Any: 125345



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

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

Submit completed registration form to Stephanie Shoulet via email at 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

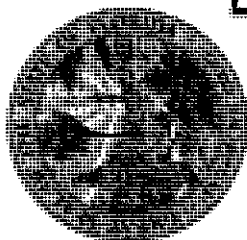
Alan Autry, Manager
Contracts Administration Office

AA:cg

Improve Safety, Enhance Mobility, Inspire Innovation
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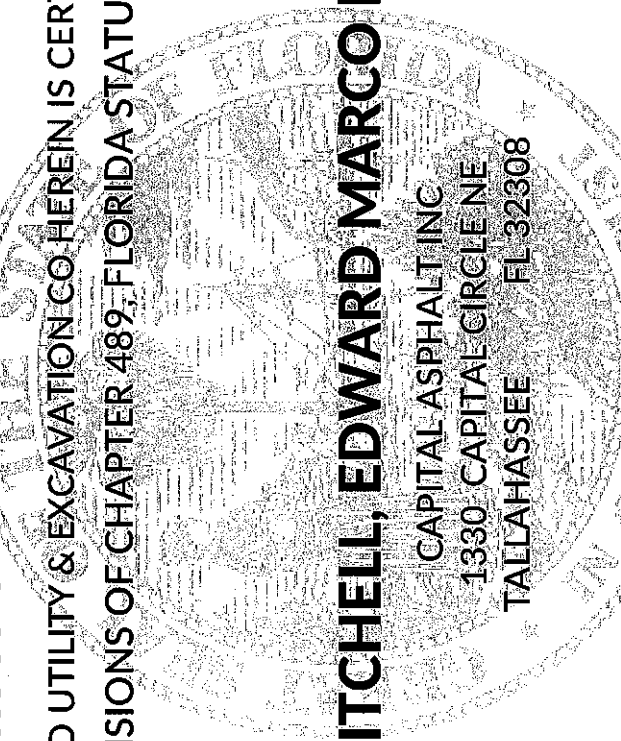
Halsey Beshears, Secretary



**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

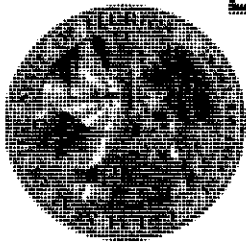
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Ron DeSantis, Governor



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

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INNOVATION PARK (innvtion)

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				
3990-0000	TOTAL REVENUE	632,288.16	722,875.40	-90,587.24	983,862.56
4000-0000	OPERATING EXPENSES				
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	TOTAL PAYROLL EXPENSE	292,729.89	303,625.00	10,895.11	458,065.00
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 (innvtion)

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	2,897.51	5,068.00	2,170.49	7,608.00
4642-0000	1,654.93	0.00	-1,654.93	0.00
4648-0000	448.16	517.00	68.84	777.00
4649-0000	342.48	0.00	-342.48	0.00
4650-0000	2,306.40	2,286.00	-20.40	3,438.00
4660-0000	1,890.16	1,893.00	2.84	2,841.00
4799-0000	68,637.19	69,809.00	1,171.81	112,081.00
5116-5000				
5120-0000	1,035.57	1,680.00	644.43	2,520.00
5122-0000	437.48	0.00	-437.48	0.00
5125-0000	2,206.92	1,056.00	-1,150.92	1,584.00
5140-0000	362.00	72,050.00	71,688.00	72,200.00
5141-0000	533.00	0.00	-533.00	0.00
5145-4400	0.00	80.00	80.00	120.00
5160-0000	8,486.37	6,160.00	-2,326.37	7,740.00
5161-0000	104.50	150.00	45.50	225.00
5162-0000	21.13	0.00	-21.13	0.00
5170-0000	1,707.00	1,820.00	113.00	1,820.00
5175-0000	955.50	840.00	-115.50	1,260.00
5180-0000	18,000.83	12,920.00	-5,080.83	19,380.00
5185-0000	4.31	0.00	-4.31	0.00
5192-0000	538.92	500.00	-38.92	500.00
5195-0000	4,200.00	4,800.00	600.00	6,400.00
5197-0000	0.00	500.00	500.00	1,000.00
5198-0000	0.00	800.00	800.00	1,200.00
5210-0000	592.00	590.00	-2.00	660.00
5220-0000	7,000.00	96,385.00	89,385.00	96,385.00
5230-0000	1,312.80	2,580.00	1,267.20	3,720.00
5235-0000	646.39	320.00	-326.39	480.00
5240-0000	0.00	21.00	21.00	55.00
5245-0000	1,046.75	1,530.00	483.25	1,920.00
Irrigation Repairs				

INNOVATION PARK (innvtion)

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	58.67	1,000.00	941.33	1,000.00
5290-0000	2,612.27	3,980.00	1,367.73	5,120.00
5292-0000	621.40	0.00	-621.40	0.00
5299-0000	56,078.81	212,272.00	156,193.19	229,129.00
5300-0000	TOTAL REPAIR/MAINTENANCE			
5310-0000	115.00	850.00	735.00	2,900.00
5313-0000	19,369.46	0.00	-19,369.46	0.00
5340-0000	25,555.05	39,090.00	13,534.95	39,090.00
5342-0000	3,307.20	0.00	-3,307.20	0.00
5380-0000	0.00	300.00	300.00	300.00
5399-0000	48,346.71	40,240.00	-8,106.71	42,290.00
5400-0000	TOTAL CLEANING AND IMPROVEME			
5410-0000	1,373.97	2,054.00	680.03	2,054.00
5412-0000	1,599.87	0.00	-1,599.87	0.00
5415-0000	0.00	368.00	368.00	552.00
5420-0000	3,341.00	3,832.00	491.00	3,832.00
5425-0000	2,457.27	2,000.00	-457.27	3,000.00
5430-0000	2,787.26	3,509.00	721.74	4,584.00
5445-0000	125.00	340.00	215.00	340.00
5445-5000	0.00	40.00	40.00	40.00
5447-0000	6,898.74	10,347.00	3,448.26	13,796.00
5450-0000	31,272.56	30,606.64	-665.92	44,204.00
5460-0000	18,960.82	20,982.00	2,021.18	32,274.00
5461-0000	1,295.00	1,486.00	191.00	2,250.00
5462-0000	2,629.70	2,934.00	304.30	4,510.00
5480-0000	1,035.21	910.00	-125.21	1,320.00
5487-0000	279.95	1,430.00	1,150.05	9,644.00
5499-0000	74,056.35	80,838.64	6,782.29	122,400.00

TOTAL SERVICES

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
9900-0000	TOTAL OTHER EXPENSES	-268,592.68	-417,598.24	149,005.56	-575,125.32
	NET INCOME				

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	<u>900,000</u>		Total Major Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Knight		-	Knight					
Fuqua			Fuqua					
Phipps		-						
Morgan/ Johnson/ Collins	HVAC-If needed	30,000	Morgan/ Johnson/ Phipps	HVAC-If needed		30,000	-	30,000
	Total Regular CapEx	<u>30,000</u>		Total Regular CapEx		<u>30,000</u>	<u>-</u>	<u>30,000</u>
Total Capital Expenditures		<u>\$ 930,000</u>	Total Capital Expenditures		<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>

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		<u>\$ 421,845</u>	<u>\$ 28,460</u>	<u>\$ 187,385</u>	<u>\$ 206,000</u>
				<u>\$ 215,845</u>	

BYLAWS OF
LEON COUNTY RESEARCH AND
DEVELOPMENT AUTHORITY

Adopted March 18, 1981

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](#)

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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

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Internal Controls & Operating Procedures

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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.

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- 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

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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 25th of each month.
- List of tenant contacts printed out and invoice numbers assigned to each tenant.

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- 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
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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
- 1 electronic copy as unsecured PDF emailed to 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

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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

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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 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.

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: 06/11/21 NUMBER: 23561 PAGE: 1 DUE DATE: 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
<i>Addenda:</i>	Invoice 23561							

Batch Totals	36,339.69	Credits - 1	Prenotes - 0
	0.00	(Debits) - 0	

Continued

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.

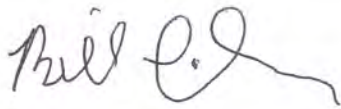
The Leon County Research and Development Authority will be building a new 40,000 square foot facility in Innovation Park as the new location of North Florida Innovation Labs. The new building is designed for the commercialization of technology and will feature wet labs, dry labs, flex labs, offices and 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



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

Grant Funded Equipment List

Tuttnauer 3870ELV vertical autoclave. 85L chamber volume

Item 0651F A-CLAVE - Tuttnauer 3870 ELV



Tuttnauer 3870 ELV Fully Automatic Vertical Autoclave


- 85L chamber volume
- 14 96" dia. x 27 16" 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 x 220g (20mg 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 light for 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 an anti-theft 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 incubated 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: 6,000 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



eShield™ Check Fraud Protection for Business

NO.

12113

Attachment D4
Page 1 of 3

DATE

05/04/2020

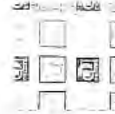
AMOUNT

\$ *****35,000.00

PAY* Thirty-Five Thousand and no/100 *

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

TWO SIGNATURES REQUIRED OVER \$2,000



Katherine D. Kelly
Susan Elaine Turner
AUTHORIZED SIGNATURE

Security features. Details on back.

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: Grant	\$35,000.00
Purpose	COVID-19 short-term relief support
Fund	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@cfnf.org.
- Acknowledge the Knight Foundation and follow its grantee communications guidelines posted at knightcommunications.org when publicizing this grant. Please also send a draft copy of all press releases to Laurie Hartsfield Burleson at Laurie@cfnf.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 | cfnf.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.

Sincerely,

Katrina Rolle, JD
President & CEO

PROJECT BUDGET
North Florida Innovation Labs
June 29, 2021

Part 1 - Building Cost

Facility/Space Type	Building Area	Unit Cost (Cost/GSF)	Total Cost
Site Work and Landscaping	40,000	\$17.00	680,000
Structure	40,000	\$110.00	4,400,000
Architecture/Lab Fit-Out	40,000	\$135.00	5,400,000
MEP/FP	40,000	\$191.00	7,640,000
Part 1 - Totals		\$453.00	\$18,120,000

Note: Escalation Factor or 13% assumed in cost/GSF.

\$ 2.355 million

Part 2 - Related Project Cost

Professional Fees Committed	\$1,466,549
Design Fee Contingency	\$93,926
Permit Fees	\$28,000
Furnishings and Moveable Equipment	\$0
A/V Equipment	\$0
Project Contingency	\$1,313,326
Part 2 - Totals	\$2,901,801

TOTAL PROJECT BUDGET **\$21,021,801**

Owner's Construction Budget **\$14,121,571**
Amount Over Budget **\$3,998,429**
Current Cost/SF **\$453**