



**CITY OF WILLISTON  
COMMUNITY REDEVELOPMENT AGENCY  
AGENDA**

**MONDAY, FEBRUARY 8, 5:30 PM  
CITY COUNCIL CHAMBERS**

**BOARDMEMBERS:**

***Nick Williams -Chair  
Art Konstantino  
Mike Langston***

***Ken Schwiebert -Vice Chair  
Jonathan Lewis - Treasurer***

**STAFF:**

Jackie Gorman, City Manager  
Laura Jones, CRA Director

**CALL TO ORDER**

**APPROVAL OF MINUTES - *January 11, 2021***

**CONSENT AGENDA**

**TREASURER'S REPORT**

1. *Finance Report*

**PUBLIC COMMENTARY**

**NEW BUSINESS**

1. *Arcade*
2. *Parking Lot*
3. *Block 12 Owners Contact Plan*

**OLD BUSINESS**

1. *Wayfinding Signs*
2. *Sidewalks*

**STAFF ANNOUNCEMENTS**

**NEXT CRA MEETING DATE - *March 8, 2021 at 5:30 PM***

**ADJOURNMENT**

**NOTICE:**

**IF A PERSON DECIDED TO APPEAL ANY DECISION MADE BY THIS COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, THEY MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.**

Minutes of the CRA meeting may be obtained from the Department of Community Development. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.



**CITY OF WILLISTON  
COMMUNITY REDEVELOPMENT AGENCY  
MINUTES**

**MONDAY JANUARY 11, 2021 5:30 PM**

**CITY COUNCIL CHAMBERS**

**BOARDMEMBERS:**

***Nick Williams -Chair  
Art Konstantino  
Mike Langston***

***Ken Schwiebert -Vice Chair  
Jonathan Lewis - Treasurer***

**STAFF:**

Jackie Gorman, City Manager, CRA Director  
Laura Jones, Planning Director

**CALL TO ORDER - 5:30 PM**

**APPROVAL OF MINUTES**

Dr. Ken Schwiebert, Vice Chair moved to accept the November 9, 2020 minutes with changes. Mr. Mike Langston seconded. The motion passed 5-0.

**CONSENT AGENDA**

**TREASURER'S REPORT**

Monthly Finance Report was in the packet for review. Ms. Jackie Gorman, City Manager, CRA Director, will send out the certification of taxable value for last year.

**PUBLIC COMMENTARY - None**

**NEW BUSINESS**

**1. *Police Department Façade Grant***

Ms. Gorman described the façade grant's purpose is to assist in replacing bay doors. She has already purchased two doors as the price was going to go up in 2021. Mr. Nick Williams said the Façade Grant Program is only intended for

businesses. Mr. Jonathan Lewis said there were at least two applications denied because the project had already been started. Mr. Williams would like to take another look at the façade grant paperwork for the future. Motion to approve was not asked for by Mr. Williams.

2. *Walker and Associates Proposal*

Ms. Gorman said she doesn't think the proposals are clear enough and she would like revisit them. Discussion occurred on how to get the buildings on Block 12 renovated when the owners won't help. Ms. Gorman said the purpose of the theater was to get people in front of the businesses and make them want to make improvements. Ms. Gorman said, "if you take that away, what is the incentive for improvements? So the alternative is to do a charette. I heard you say, we are watching them fail." She was referring to theaters. Mr. Williams said the businesses would have to be open at night, which none of the ones over there are, and would the facility be open enough to draw the people to the businesses? There are still a lot of questions that need to be answered. Ms. Gorman said people leave the town to go to dinner or for entertainment. The history of the theater was positive and Block 12 failed when the theater left. Dr. Ken Schweibert said it is not known what will happen in the future with streaming and internet access perhaps ending the need for theater. He also said he never liked the façade Walker and Assoc. presented. Mr. Lewis said people really want a parking lot and they are concerned that the theater will stop that progress. Mr. Konstantino said the business owners need to be reached out to. Ms. Gorman said it would be great if they would come to the meetings. He said everyone wants the parking lot. Discussion was had regarding the parking lot and possibly renovated the arcade and the businesses on either side. Ms. Gorman will have discussions with Walker and Associates about that new direction.

## **OLD BUSINESS**

1. *Heritage Park Maintenance Responsibility*

Ms. Jones explained that the CRA should not be responsible for day to day maintenance of the park (i.e. cleaning product purchases).

2. *Welcome Signs*

Project has been delayed because design has not been finalized.

3. *Wayfinding Signs*

Wayfinding Signs bid was handed out. Mr. Konstantino does not want different sign companies doing the blades. Mr. Langston said the blades can go with specifications. Mr. Lewis questioned if there were local companies that could do

the project. Ms. Jones said she was not able to get local companies to give her a price. Dr. Schwiebert moved to accept the bid with the Utility Department input on installation. Mr. Langston seconded. The motion passed 4-0 with Mr. Lewis not voting.

#### **STAFF ANNOUNCEMENTS**

Ms. Gorman would like to turn over the role of CRA Director to Laura Jones. Mr. Konstantino asked if the City Manager doesn't oversee the CRA anyway. Ms. Gorman said yes they do. Dr. Schwiebert moved to terminate Jackie as CRA Director and appoint Laura Jones. Mr. Constantino seconded. The motion passed 5-0.

#### **BOARD ANNOUNCEMENTS**

Mr. Konstantino mentioned putting marketing information for businesses in the arcade. Ms. Debra Jones, City Council, mentioned old playbills.

Dr. Schweibert said his term ends in March and he is willing to say on for another term.

**NEXT CRA MEETING DATE - February 8, 2021 at 5:30 PM**

**ADJOURNMENT - 7:00 PM**

#### **NOTICE:**

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**CRA FUND**  
**ACTUAL VS BUDGET**  
**41.66 % Yr Complete For Fiscal Year: 2021 / 2**

G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET
REVENUES					
403-331-200	TAX INCREMENTAL REVENUE - CITY	112,465.00	28,116.00	(84,349.00)	25.00 %
403-331-300	TAX INCREMENTAL REVENUE - COUNTY	135,225.00	155,720.86	20,495.86	115.16 %
403-361-100	INTEREST INCOME	150.00	39.69	(110.31)	26.46 %
403-384-000	OTHER FINANCING SOURCES	264,408.00	0.00	(264,408.00)	0.00 %
403-385-000	SPECIAL EVENTS	0.00	200.00	200.00	0.00 %
TOTAL REVENUES		512,248.00	184,076.55	(328,171.45)	35.94 %
EXPENDITURES					
OPERATING & PERSONAL SERVICES					
403-552-010-014	OVERTIME	300.00	131.98	(168.02)	43.99 %
403-552-010-021	PAYROLL TAXES	3,588.00	1,347.07	(2,240.93)	37.54 %
403-552-010-022	RETIREMENT	1,184.00	139.58	(1,044.42)	11.79 %
403-552-010-023	LIFE & HEALTH INSURANCE	8,393.00	2,868.19	(5,524.81)	34.17 %
403-552-010-024	WORKER'S COMPENSATION	1,125.00	364.62	(760.38)	32.41 %
403-552-010-112	SALARIES & WAGES	46,608.00	17,781.97	(28,826.03)	38.15 %
403-552-030-031	PROFESSIONAL SERVICES	15,000.00	0.00	(15,000.00)	0.00 %
403-552-030-032	ACCOUNTING AND AUDIT	7,000.00	0.00	(7,000.00)	0.00 %
403-552-030-036	FINANCIAL SERVICES	16,363.00	5,454.39	(10,908.61)	33.33 %
403-552-030-040	TRAVEL AND PER DIEM	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-042	POSTAGE	200.00	5.80	(194.20)	2.90 %
403-552-030-154	DUES AND SUBSCRIPTIONS	175.00	795.00	620.00	454.29 %
403-552-030-248	ADVERTISING	1,000.00	0.00	(1,000.00)	0.00 %
403-552-030-254	TRAINING - SCHOOLS & SEMINARS	3,000.00	0.00	(3,000.00)	0.00 %
403-552-030-352	MATERIAL AND SUPPLIES	15,000.00	1,710.20	(13,289.80)	11.40 %
403-552-030-400	SPECIAL EVENTS	3,500.00	750.00	(2,750.00)	21.43 %
403-552-080-082	CRA - AID TO PRIVATE ORGANIZATIONS	10,000.00	0.00	(10,000.00)	0.00 %
TOTAL OPERATING & PERSONAL		135,436.00	31,348.80	(104,087.20)	(23.00) %
CAPITAL OUTLAY					
403-552-060-063	CAPITAL OUTLAY - HERITAGE PARK	0.00	1,225.25	1,225.25	0.00 %
403-552-060-064	CAPITAL OUTLAY - CONTINGENCY	376,812.00	0.00	(376,812.00)	0.00 %
TOTAL CAPITAL OUTLAY		376,812.00	1,225.25	(375,586.75)	0.00 %
TOTAL EXPENDITURES		512,248.00	32,574.05	(479,673.95)	(6.00) %
EXCESS REVENUES OVER/UNDER EXPENDITURES		0.00	151,502.50	151,502.50	0.00 %

DATE: 12/28/2011  
 DRAWING NO.: 11-001  
 CHECKED: T.E.B.  
 DRAWN: S.M.V.

**BURRELL**  
 CIVIL ENGINEERING  
 1000 N. W. 10th St.  
 Ft. Lauderdale, FL 33304  
 TEL: 754.333.8877  
 FAX: 754.333.8878



**WILLSTON DOWNTOWN**  
 PARKING PLAN  
 CITY OF WILLSTON, FLORIDA

**SITE AND STRIPING PLAN**

NO.	REVISION	DATE
1	ISSUED FOR PERMITS	12/28/11
2	ISSUED FOR PERMITS	12/28/11
3	ISSUED FOR PERMITS	12/28/11

PROJECT NO.: 11-001  
 FILE NO.: 11-001  
 DATE: 12/28/11

SHEET 5 OF 16

**SITE AREA**  
 SITE AREA = 82,228 SFT<sup>2</sup> = 1.89 AC  
 PERVIOUS SURFACE AREA (PAV) = 5,774 SFT<sup>2</sup>  
 PERVIOUS SURFACE AREA (PAV) = 0.13 AC

**PERMITS REQUIRED**  
 43 SPACES  
 42 SPACES  
 6 SPACES  
 98 SPACES

**TOTAL PARKING SPACES INCLUDING:**  
 (1) 18' X 50' LOADING ZONES  
 (2) 100 SFT<sup>2</sup> PER SFT

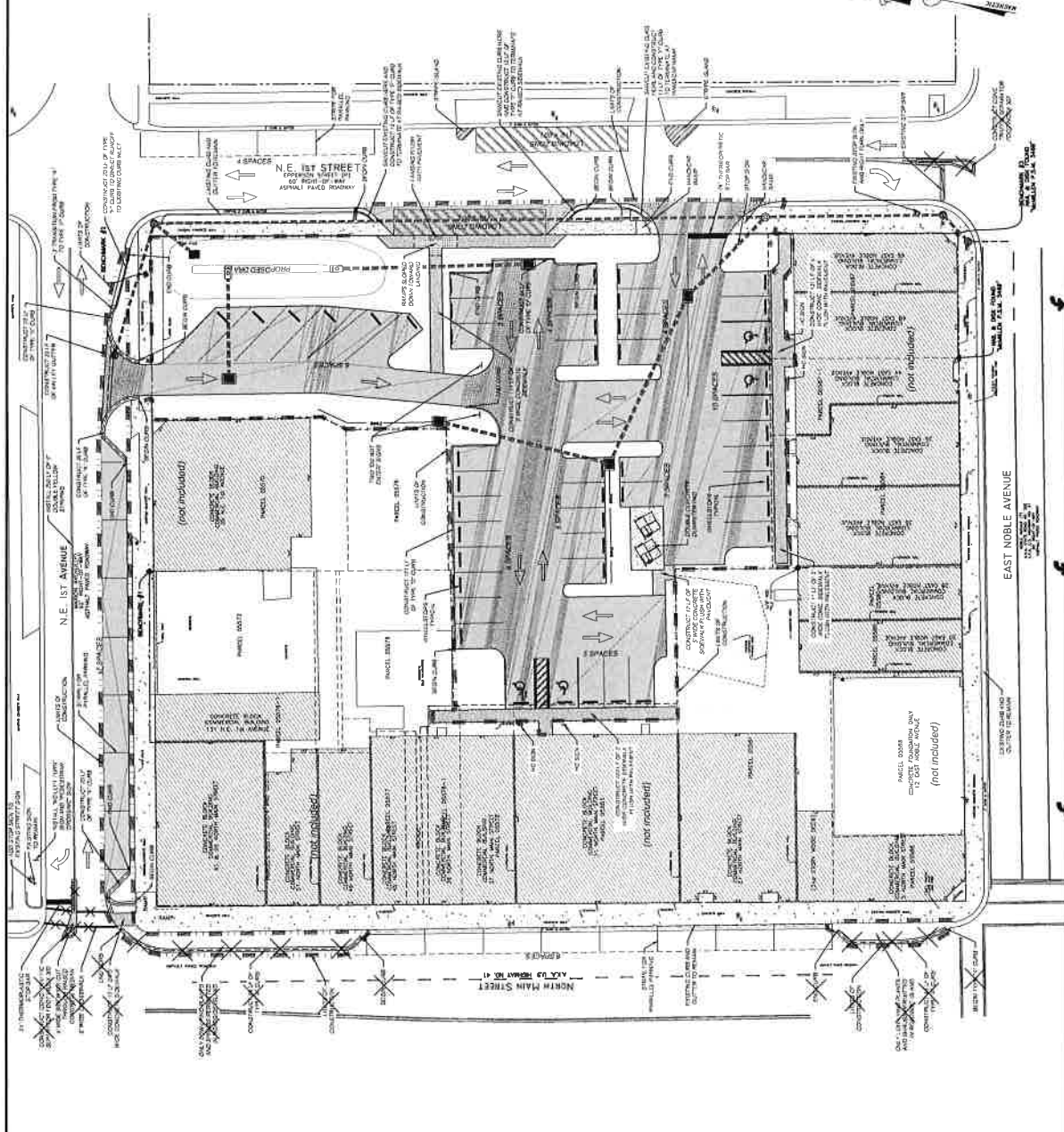
**LEGEND**

- INDICATES PROPOSED PAVEMENT
- INDICATES PROPOSED CONCRETE
- INDICATES EXISTING CONCRETE TO REMAIN
- 34" THERMOPLASTIC STOP MARK

WARNING: PEDESTRIAN CROSSING SIGN MUTCD NO. W11A-2



- NOTES**
- ALL PAVEMENT MARKINGS WITHIN THE SITE SHALL BE PAVEMENT PAINT. ALL PAVEMENT MARKINGS IN THE RIGHT-OF-WAY SHALL BE THERMOPLASTIC AND ALL SIGNAGE SHALL BE TO MUTCD AND FOOT REGULATIONS.
  - SEED AND MULCH ALL LOS TYPICAL AREAS UNLESS OTHERWISE NOTED.
  - ALL CURB RAMP NOT OTHERWISE NOTED SHALL BE A MINIMUM OF 2%.
  - ALL SIDEWALKS TERMINATING AT PARADEWAY SHALL HAVE A HANDICAP RAMP AND/OR DETECTABLE WARNING STRIPS CONSISTENT WITH FOOT INCS. 302 AND 310.



# Burrell Engineering, Inc.

12005 N. Florida Ave.  
Dunnellon, FL 34434

# Invoice

DATE	INVOICE #
2/1/2021	8249

<b>BILL TO</b>
City of Williston P.O. Drawer 160 Williston, FL 32696

P.O. NO.	PROJECT NO.	PROJECT NAME
	15-60	Downtown Parking Plan

ITEM	Service Date	DESCRIPTION	HRS	RATE	AMOUNT
Principal Engin...	7/12/2019	research for addendum 3 and discuss with Jackie	0.75	150.00	112.50
Principal Engin...	7/16/2019	research into permit status	1.25	150.00	187.50
Principal Engin...	7/22/2019	research into permit status	0.25	150.00	37.50
Principal Engin...	8/8/2019	discuss changes with Jackie	1	150.00	150.00
Principal Engin...	8/19/2019	Addendum 3	0.5	150.00	75.00
Principal Engin...	10/23/2019	met with Jackie and CJ to go over chnages , bids and what we could do to reduce cost and how to proceed, reviewed permit status	2	150.00	300.00
Principal Engin...	10/24/2019	met with Jackie and CJ to go over chnages , bids and what we could do to reduce cost and how to proceed, reviewed permit status	0.25	150.00	37.50
Project Engineer	11/18/2019	sent CAD file to architect	0.75	100.00	75.00
Principal Engin...	1/15/2020	addressed emails from Jacjie discussing how to procede with permitting of site to accomadate new building	0.25	150.00	37.50
Principal Engin...	1/19/2021	spoke with Jackie and started proceeding with modifying bid docs	1.5	150.00	225.00
Principal Engin...	1/26/2021	worked on specs and reviewed revised plan	0.75	150.00	112.50
Senior Designer	1/26/2021	drafting on revisions to plan to remove Main street improvements	2	65.00	130.00
Principal Engin...	1/27/2021	worked on specs and reviewed revised plan	0.5	150.00	75.00
Principal Engin...	1/28/2021	worked on specs and reviewed revised plan	0.5	150.00	75.00

<b>Total</b>
<b>Payments/Credits</b>
<b>Balance Due</b>



**Burrell Engineering, Inc.**

12005 N. Florida Ave.  
Dunnellon, FL 34434

**Invoice**

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2/1/2021	8249

<b>BILL TO</b>
City of Williston P.O. Drawer 160 Williston, FL 32696

P.O. NO.	PROJECT NO.	PROJECT NAME
	15-60	Downtown Parking Plan

ITEM	Service Date	DESCRIPTION	HRS	RATE	AMOUNT
Senior Designer	1/28/2021	drafting on revisions to plan to remove Main street improvements	0.5	65.00	32.50
Reimb Group	4/7/2017	Blueprints		69.46	69.46
	2/1/2021	Landscape Architect Services to revise plan and quantities to delete Main Street		616.25	616.25
		Total Reimbursable Expenses			685.71

<b>Total</b>	\$2,348.21
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,348.21



Date: February 8, 2021

**CRA AGENDA ITEM**

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**SUBJECT:** Wayfinding Signs Bid

**REQUESTED BY:** Laura Jones

**PREPARED BY:** Laura Jones

**BACKGROUND / DESCRIPTION:**

I, Laura Jones, requested quotes from three companies in October 2020 for purchase and installation of Wayfinding Signs. B4 Signs sent a quote with no numbers and I called them and asked for clarification which I didn't receive. This quote is attached as Appendix A. At this point the other two companies did not send a quote. In December I reached out again to B4 Signs with no response, and to three more companies and received a quote only from Creative Sign Designs, which you saw and approved at the January 11, 2021 meeting. On January 12, 2021, I received an email from Jonathan Lewis telling me he did not vote and did not want to approve the purchase. I also received a text message from Debra Jones, Council Member, on January 12, 2021, is attached as Appendix B, which is a quote from B4 Signs with prices for the Wayfinding Signs and Williston Welcome Signs. Due to this new information, I asked B4 Signs, via email, to send me that quote with the Welcome Signs removed. They responded that now that they saw the other bid, they would like to revise due to Creative Sign Designs quoting a taller pole, see Attachment C. I suggest we rebid the project as an RFP. RFP is attached for review, Attachment D.

**LEGAL REVIEW: NONE**

**FISCAL IMPACTS: <\$20,000**

**RECOMMENDED ACTION: Re-Bid**

**ATTACHMENTS:**

CONTRACT       RESOLUTION       MAP

LEASE       OTHER DOCUMENTS

CONSULTANT OR PARTY TO ACTION HAS BEEN NOTIFIED

**CRA BOARD ACTION:**

APPROVED       DISAPPROVED

# Attachment A



# Invoice 7484

**BILL TO**  
 CJ Zimoski  
 City of Williston  
 50 NW Main St  
 Williston, FL 32696

<b>DATE</b> 10/24/2020	<b>PLEASE PAY</b> \$0.00	<b>DUE DATE</b> 11/24/2020
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ACTIVITY	QTY	RATE	AMOUNT
<b>MISC:Miscellaneous</b> 3" round fluted post (6ft tall) 800 series base SOR 3 3DB (deco ball) Black finish 20 @ \$475 each	0		0.00
<b>MISC:Miscellaneous</b> Accessory mounting system 25 signs on posts 25 @ \$55 each	0		0.00
<b>Max Metal:Max Metal Custom</b> Business Sign Panels Size TBD but estimated and recommended size to be 8"-10"tall x 18"-24" wide Business name to be on both sides of panels Panels to be custom cut with radius outer edge and square end for post side. 25 @ \$62.50 each	0		0.00
<b>MISC:Miscellaneous</b> Freight charge for posts, bases, and sign mounting accessories	0		0.00
***Estimated charge and final amount could be lessened upon shipping*** \$150 freight estimation			
<b>Max Metal:Max Metal Custom</b> Welcome to Williston Signs Metal Panels to Replace Faded Panels 4' x 16' Remove old panels and install new panels. Design TBD 2 signs @ \$650 each	0		0.00

VOID

\*\*Please make checks payable to B4 Signs & Advertising  
 241 S Main St - Williston, FL 32696 (352) 529-1114  
[www.B4SignsAndAdvertising.com](http://www.B4SignsAndAdvertising.com)

TOTAL DUE

\$0.00

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THANK YOU.

\*\*Please make checks payable to B4 Signs & Advertising  
241 S Main St - Williston, FL 32696 (352) 529-1114  
[www.B4SignsAndAdvertising.com](http://www.B4SignsAndAdvertising.com)

## Attachment B



**Invoice**

**BILL TO**  
 CJ Zimoski  
 City of Williston

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
7484	10/24/2020	\$13,887.50	11/24/2020	

ACTIVITY	QTY	RATE	AMOUNT
<b>Miscellaneous</b> 3" round fluted post (6ft tall) 800 series base SOR 3 3DB (deco ball) Black finish	20	475.00	9,500.00
<b>Miscellaneous</b> Accessory mounting system 25 signs on posts	25	55.00	1,375.00
<b>Max Metal Custom</b> Business Sign Panels Size TBD but estimated and recommended size to be 8"-10"tall x 18"-24" wide Business name to be on both sides of panels Panels to be custom cut with radius outer edge and square end for post side.	25	62.50	1,562.50
<b>Miscellaneous</b> Freight charge for posts, bases, and sign mounting accessories	1	150.00	150.00
***Estimated charge and final amount could be lessened upon shipping***			
<b>Max Metal Custom</b> Welcome to Williston Signs Metal Panels to Replace Faded Panels 4' x 16' Remove old panels and install new panels. Design TBD	2	650.00	1,300.00

B4 Signs strives to exceed your expectations.  
 We greatly appreciate your business.  
 God Bless.

**BALANCE DUE**

**\$13,887.50**

\*\*Please make checks payable to B4 Signs & Advertising  
 241 S Main St - Williston, FL 32696 (352) 529-1114  
[www.B4SignsAndAdvertising.com](http://www.B4SignsAndAdvertising.com)

## Attachment C





547 NW 3rd Ave  
 Williston, FL 32696 US  
 (352) 529-1114  
 matt.brooks@b4signs.com

## Estimate 1605

<b>ADDRESS</b> Laura Jones 50 NW Main St Williston FL 32696	<b>SHIP TO</b> Laura Jones 50 NW Main St Williston FL 32696	<b>DATE</b> 01/14/2021	<b>TOTAL</b> \$17,655.00	<b>EXPIRATION DATE</b> 02/14/2021
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ACTIVITY	QTY	RATE	AMOUNT
<b>MISC:Miscellaneous</b> Business District Signage - Wayfinding Project (20) 3" round fluted post (15ft tall) Black finish (20) 300 series base Black finish (20) Finials (3B - deco ball) Black finish (20) Hardware Assemblies	20	405.25	8,105.00
<b>MISC:Miscellaneous</b> (25) Paddle Blades PADDLE BLADE-12" X 38" X 1/4" WITH ROUNDED END, ROUND POST MOUNT, PC BLACK ***GRAPHICS TBD AND NOT INCLUDED IN PRICE***	25	216.00	5,400.00
<b>MISC:Miscellaneous</b> Freight of Product, Art Preparation and Project Coordination	1	1,500.00	1,500.00
<b>Labor:Installation</b> Installation Costs for Total Project (20)	20	132.50	2,650.00

Here's your estimate! Thank you for the opportunity to work on this project for you!

**TOTAL** **\$17,655.00**

\*\*\*IF PAID IN FULL UP FRONT AND CITY INSTALLS WE WILL EXTEND A 3% DISCOUNT ON THE ENTIRE ORDER\*\*\*

THANK YOU.

Respectfully,

Matt Brooks  
 B4 Signs & Advertising

Accepted By

Accepted Date

\*\*Please make checks payable to B4 Signs & Advertising  
 241 S Main St - Williston, FL 32696  
 www.B4SignsAndAdvertising.com

## Attachment D

## **The Community Redevelopment Agency Request for Proposals for Wayfinding Signs**

### **RFP 2021-01**

The Community Redevelopment Agency, acting as an agent for the City of Williston, a political subdivision of the State of Florida, will receive proposal from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida for the purpose of:

- Custom Wayfinding Sign design and assemblies to include 20, 3" fluted posts (15' tall), necessary accessories (including bases), and 25, 12" x 38" blades with mounting brackets, and installation to be installed in designated areas in the City of Williston.

All proposals must be received no later than February 26, 2021 at 4 PM at the City of Williston City Hall located at 50 NW Main Street, Williston, FL 32696.

The CRA has budgeted \$18,000.00 for the completion of this work.

All questions should be sent to Laura Jones by February 22, 2021 via email: [City.Planner@Willitonfl.org](mailto:City.Planner@Willitonfl.org).

## Introduction

This Request for Proposals (RFP) is being issued by Community Redevelopment Agency of the City of Williston (the "CRA"). The CRA is soliciting Proposals from entities with demonstrated experience and qualifications in designing and installing Wayfinding Signs in the City.

## City of Williston Background Information

The City of Williston is a small, rural city located in northeast Levy County. The City is approximately 15 miles southwest of Gainesville and approximately 20 miles northwest of Ocala. Historically, the City has been known for its agricultural base; at one time cucumbers were the City's primary export, but have since been replaced by peanuts, timber, and watermelons. Corn and hay can also be found throughout the area, as well as cattle and horses.

## Estimated Schedule

Event	Date
RFP Published	February 9, 2021
Last Day for Questions	February 22, 2021
Proposals Due	February 26, 2021
Selection of Top 3 completed	March 1, 2021
Notice to Proceed Issued (estimated)	March 9, 2021
Completion of project	April 30, 2021

## GENERAL INSTRUCTIONS TO BIDDERS

### QUESTIONS REGARDING RFP

All RFP-related communication should be in writing by fax, e-mail, or mail to:

Mail: 50 NW Main Street  
P. O. Drawer 160  
Williston, FL 32696  
Email: [City.Planner@willistonfl.org](mailto:City.Planner@willistonfl.org)  
Fax: 352-528-2877

Any supplements, amendments, or addenda to this RFP will be made in writing and will be issued by the City of Williston. Vendors should not seek or rely on any oral communication provided by the City.

## PROPOSAL SUBMISSION

### PROPOSAL SUBMISSION DATE

The proposal submission deadline date and time is October 2, 2014 at 4 PM. Any proposal received after 4:00:59 on such date will be rejected and returned to sender unopened.

Proposals should be firmly sealed in packaging that is clearly marked on the outside "Request for Proposals for Wayfinding Signs RFP 2021-01".

Sealed proposals should be mailed or delivered to:

Williston City Hall  
50 NW Main St  
Williston, FL 32696

### **RESERVATION OF RIGHTS**

The City reserves and holds at its discretion the following rights and options:

- Issue addenda to the Request for Proposals, including extending or otherwise revising the timeline for submittals
- Withdraw the request for proposals
- Request clarification and/or additional information from any Vendor at any point in the procurement process
- Execute an agreement with an Vendor on the basis of the original proposal or any additions to the proposal submission at the request of the City
- Reject any or all proposals, waive irregularities in any proposal, accept or reject all or any part of the proposal, waive any requirements of the request for proposal, as may be deemed to be in the best interest of the City
- Reissue the RFP or modify the RFP

### **PUBLIC RECORDS**

Any material submitted in response to this request for proposals will become a public record and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. At all times, the City will comply with the provisions of the Florida Public Records Law.

### **EXAMINATION OF PROPOSAL MATERIALS**

The submission of a sealed proposal shall be deemed a representation and warranty by the Vendor that the Vendor has investigated all aspects of the RFP, that the Vendor is aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that the Vendor has read and understands the RFP. No request for modification of the provisions of a proposal shall be considered after its submission on the grounds that the Vendor was not fully informed as to any fact or condition. Statistical data that may be contained in the RFP or any addenda thereto is for informational purpose only.

### **INTERPRETATION**

No person is authorized to give oral interpretations of, or make oral changes to, the RFP documents. Therefore, oral statements will not be binding and should not be relied upon. Any interpretation of, or changes to, the RFP documents will be made in the form of a written addendum to the RFP document and will be furnished by the City of Williston. Only those interpretations of, or changes to, the RFP document that are made in writing and furnished to the Vendors by the City may be relied upon.

## **RECEIPT OF ADDENDA**

Vendor shall sign and return the indicated page of each addendum to the City via fax or scan and email to acknowledge receipt.

## **CLARIFICATIONS**

All requests for explanation or clarification must be presented to the City in written form.

## **INSTRUCTIONS FOR PREPARING THE PROPOSAL**

### **PROPOSAL FORMAT**

The proposal shall be submitted on physical paper. Pages shall be secured by staple, cerlox binding or similar closure.

Responses must be complete and unequivocal. In instances where a response is not required, or is not applicable or material to the proposal, a response such as "no response required" or "not applicable" is acceptable.

### **NUMBER OF PROPOSALS**

One original and six copies are required.

### **ORGANIZATION OF THE PROPOSAL**

The Proposal shall be organized by the following sections:

1. Cover Statement
2. List and photographs of relevant completed projects
3. Sketch of proposed signs
4. Written work plan including scheduling, equipment, materials, etc.
5. Cost of Work
6. References

Instructions for preparing each section of the proposal shall be shown in the outline given below.

#### ***COVER STATEMENT***

All proposals must be accompanied by a cover letter that clearly indicates the name and title as well as the mailing and email addresses, and telephone and fax numbers of the Vendor's contact person.

#### ***LIST AND PHOTOGRAPHS OF RELEVANT COMPLETED PROJECTS***

All proposals must be submitted with photographs of completed relevant projects that the Vendor has completed. These photographs must include an index sheet identifying the location of the work and the date completed by the Vendor.

### ***SKETCH OF PROPOSED SIGNS***

All proposals must be accompanied by a sketch from the Vendor showing generally the subject matter, colors to be used, other materials to be used, and any other pertinent information regarding the completion of the signs.

### ***WRITTEN WORK PLAN***

The Vendor shall include with the Proposal a written work plan indicating the proposed schedule of work (length of time to complete). The plan shall also include the materials to be used. If any special accommodations are needed, as well, the Vendor shall submit these in this section. This work plan must include at a minimum:

1. Background material on which the mural shall be painted
2. The type of paint to be used
3. The expected lifespan of the mural
4. The type of protective coating to be applied (if any)
5. Method by which the mural shall be affixed to the wall

### ***COST***

The Vendor shall include with their proposal a written quote for the cost of completing such work. The CRA has established a maximum threshold of \$18,000 for the completion of this project.

### ***REFERENCES***

The Vendor shall provide a list of three professional references that have knowledge of work and methods. List must include names, addresses, and telephone numbers.

## **PROPOSAL EVALUATION PROCESS**

### **GENERAL**

The purpose of the RFP is to evaluate Proposals based on the Vendor's demonstrated ability to provide the requested service. Qualifications will be assessed by the Community Redevelopment Agency on the basis of information submitted in response to this RFP.

### **ACCEPTANCE AND EVALUATION OF PROPOSALS**

All Proposals received by the City by the submittal date shall be distributed to and evaluated by the Community Redevelopment Agency Board (the "Board"). The evaluation process is designed to lead to a ranking of Vendors which can provide the services that meet the City's needs. The criteria used to complete the Committee's evaluation will include, but not be limited to, the following:

1. Experience of Vendor (20 points maximum)
2. Examples of Work presented by Vendor (20 points maximum)
3. Proposed sketches (20 points maximum)

4. Proposed work plan (20 points maximum)
5. Cost of work (20 points maximum)

The City reserves the right to consider other, relevant information, concerning an Vendor, provided such information is deemed accurate and reliable.

Please see the attached evaluation matrix that the Board will use to evaluate proposals.

**PURCHASING POLICY**

The City shall adhere to the City Purchasing Policy unless waived.



Criteria	Experience of Vendor / or Vendors	Examples of Work Presented by Vendor	Proposed Sketch(es)	Proposed Work Plan	Fee for Services (in the event of more than 4 submissions, all fees higher than the 4th lowest shall be awarded 5 points)
Points					
5	Respondent has 0- 5 years' experience in completing Wayfinding Signs	Respondent's submitted examples of work are limited or informal	Respondent's submitted sketches are not detailed enough or do not align with the CRA's desired style or substance	Respondent's submitted work plan does not include or does not meet any of the five minimum items as stipulated in the full request for proposal	Highest Fee submitted
10	Respondent has 6-10 years' experience in completing Wayfinding Signs	Respondent's submitted 1 or 2 examples of work that are similar in nature to this project	Respondent's submitted sketches are somewhat detailed and align with the CRA's desired style or substance, but not necessarily both style and substance	Respondent's submitted work plan includes and meets at least three of the five minimum items as stipulated in the full request for proposal	Third Lowest Fee
15	Respondent has 11-15 years' experience in completing Wayfinding Signs	Respondent's submitted 3 or 4 examples of work that are similar in nature to this project	Respondent's submitted sketches are somewhat detailed and align with both the CRA's desired style or substance	Respondent's submitted work plan includes and meets at least four of the five minimum items as stipulated in the full request for proposal	Second lowest fee
20	Respondent has over 16 years' experience in completing Wayfinding Signs	Respondent's submitted five or more examples of work that are similar in nature to this project	Respondent's submitted sketches are very detailed and align with both the CRA's desired style or substance	Respondent's submitted work plan includes and meets all of the five minimum items as stipulated in the full request for proposal	Lowest Fee

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NW 1<sup>st</sup> Ave. to  
NW 2<sup>nd</sup> Ave.

Ocala Florida

(352)426-9795 or (352)426-8330

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\*By license professional

Soak with cleaning solutions pressure  
washer side walks \$ 300

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remove algae mold mildew and other  
contaminants for your home

Facebook: [Fb.me/Mdpowercleaning](https://fb.me/Mdpowercleaning)

100mdpovercleanig@gmail.com

\* Clint info\*

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

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

Phone number: \_\_\_\_\_

**\*\*\*Sign In Here\*\*\***

From: \_\_\_\_\_

To: \_\_\_\_\_

**Thank you for choosing  
M&D power cleaning**