



**CITY OF WILLISTON
COMMUNITY REDEVELOPMENT AGENCY
AGENDA**

**MONDAY, APRIL 12, 5:30 PM
CITY COUNCIL CHAMBERS**

BOARDMEMBERS:

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

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

STAFF:

**Laura Jones, CRA Director
Nicole Bouse, Planning Assistant**

CALL TO ORDER

APPROVAL OF MINUTES - *March 8, 2021*

CONSENT AGENDA

TREASURER'S REPORT

1. *Finance Report*

PUBLIC COMMENTARY

NEW BUSINESS

1. *Boardwalk Shops - Matt Crandall*
2. *CRA Events - Nicole Bouse*
3. *Welcome Signs - Mike Langston*

OLD BUSINESS

1. *Wayfinding Signs RFP*
2. *Sidewalk Update*
3. *Parking Lot Update*

STAFF ANNOUNCEMENTS

1. *Audit and Annual Report* will be on next agenda

NEXT CRA MEETING DATE - *May 10, 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.

**COMMUNITY REDEVELOPMENT AGENCY
MINUTES**

MONDAY MARCH 8, 2021 5:30 PM

CALL TO ORDER - 5:30 PM

Roll

Nick Williams
Art Konstantino
Mike Langston
Nicole Bouse

Ken Schwiebert
Jonathan Lewis – Absent
Laura Jones

APPROVAL OF MINUTES

Dr. Ken Schwiebert, Vice Chair moved to approve the minutes, Mr. Art Konstantino seconded. The motion passed 4-0.

CONSENT AGENDA - None

TREASURER’S REPORT -Received first invoice for pressure washing project. Audit will be conducted by March 30, 2021. We will have that report by the next meeting.

PUBLIC COMMENTARY - None

NEW BUSINESS - None

OLD BUSINESS

1. **Wayfinding Signs RFP-** Ms. Laura Jones, CRA Director advised that the RFP has been sent out and that bids are due on March 26, 2021, would like to get the materials ordered and project started by May 1, 2021.

2. **Sidewalk Cleaning Plan-** Sidewalk cleaning has begun between Ivy House and 1st Ave. The pressure wash company was charging \$.14 a SF and would like to increase to \$.16 a SF. Mr. Nick Williams, Chair said that it sounds fair, would like to continue on Block 12. It is important for residents know that there is an effort being made to the appearance of downtown. The pressure washing is showing that we haven’t forgotten and a show of good faith. Also to continue a block or two east on both sides of E. Noble. Motion to increase the square foot amount Dr. Schwiebert Moved to motion, Mr. Mike Langston seconded passed 4-0.

- 3. Parking Lot Plan-** Ms. Jones advised that the RFP has been sent out, the Pre-Bid was March 3, 2021 and about 6 companies came out. Bids are due on March 25, 2021.

STAFF ANNOUNCEMENTS- Ms. Jones asked Ms. Debra Jones, councilwoman to announce to the Board know that at the last City Council meeting that voted to name the Pavilion in Heritage Park after Dr. Schweibert.

BOARD ANNOUNCEMENTS

Mr. Langston brought up that he had spoken to the Chamber of Commerce regarding the Welcome to Williston Signs and are coming up with the designs and will get it on the next agenda. Dr. Schweibert contacted 5 Star Landscaping to help with Brick installation and has not been able to get a price. He suggested about getting volunteers to help and keeping it in house.

NEXT CRA MEETING DATE - April 12, 2021 at 5:30 PM

ADJOURNMENT - 6:10 PM

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.

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CRA FUND
ACTUAL VS BUDGET
58.33 % Yr Complete For Fiscal Year: 2021 / 4

G/L NO.	DESCRIPTION	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	% OF BUDGET
REVENUES					
403-331-200	TAX INCREMENTAL REVENUE - CITY	112,465.00	46,860.00	(65,605.00)	41.67 %
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	75.17	(74.83)	50.11 %
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	202,856.03	(309,391.97)	39.60 %
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	1,943.17	(1,644.83)	54.16 %
403-552-010-022	RETIREMENT	1,184.00	237.15	(946.85)	20.03 %
403-552-010-023	LIFE & HEALTH INSURANCE	8,393.00	4,151.48	(4,241.52)	49.46 %
403-552-010-024	WORKER'S COMPENSATION	1,125.00	607.70	(517.30)	54.02 %
403-552-010-112	SALARIES & WAGES	46,608.00	25,677.03	(20,930.97)	55.09 %
403-552-010-113	OTHER SALARIES	0.00	21.25	21.25	0.00 %
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	6,818.03	(9,544.97)	41.67 %
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	420.32	(579.68)	42.03 %
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	3,478.42	(11,521.58)	23.19 %
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	45,037.33	(90,398.67)	(33.00)%
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	2,348.21	(374,463.79)	0.62 %
TOTAL CAPITAL OUTLAY		376,812.00	3,573.46	(373,238.54)	0.00 %
TOTAL EXPENDITURES		512,248.00	48,610.79	(463,637.21)	(9.00)%
EXCESS REVENUES OVER/UNDER EXPENDITURES		0.00	154,245.24	154,245.24	0.00 %

Date: April 12, 2021

CRA AGENDA ITEM

TOPIC: WAYFINDING SIGNS RFP

REQUESTED BY: LAURA JONES, CRA DIRECTOR

BACKGROUND / DESCRIPTION:

RFP for Wayfinding Signs went out for bid.

Creative Sign Designs was only bidder at \$16,571

SCHEDULE: Commence by: May 1, 2021
Completed by: July 1, 2021

LEGAL REVIEW: NA

RECOMMENDED ACTION: Approve Bid

FISCAL IMPACTS: \$16,571

ATTACHMENTS: Bid Documents

**BID SUBMITTED PURSUANT TO THE CITY OF WILLISTON COMMUNITY
REDEVELOPMENT AGENCY
WAYFINDING SIGNAGE PROJECT**

City of Williston, 50 NW Main Street Williston, FL 32696

The undersigned hereby declares that this bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that he/she has carefully read and examined the Contract Documents, including the Request for Bid (RFB), General Requirements, and Program Guidelines for the designated work and understands all of the same; that he/she, or his/her representative, has made such personal investigation at the sites as is necessary to determine the character and difficulties attending the execution of the proposed work. Bidder proposes and agrees that if this Proposal is accepted, bidder will contract with the City, provide necessary machinery, tools, apparatus and transportation services necessary to do all the work specified or referred to in the RFB and Contract Documents in the manner and time therein prescribed, and according to the requirements of the City as therein set forth, to furnish the insurance required of the Contractor by the RFB and Contract Documents, and that he/she will take in full payment, the unit prices set forth in the following proposal.

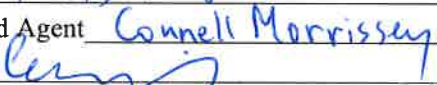
All bidders understand that the City reserves the right to accept or reject any and/or all bids, to waive any irregularities and/or errors in the bids, negotiate with any bidder, or to select the bid(s), or portions thereof, most advantageous to the City.

The Successful Bidder agrees that this bid shall be good, may not be withdrawn and may be accepted by the City for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.

Upon receipt of a written Notice of Award of the Bid, the Successful Bidder shall execute a formal Contract Agreement within ten (10) calendar days. In the event that the Contract is not executed within the time set forth above, the Bid Proposal shall become the property of the City as liquidated damage for the delay and additional expense to the City caused thereby.

Pursuant to your wayfinding signage services request for bids dated , I submit the following as my Company's bid, with the understanding that if my bid, or portion thereof, is accepted, I will execute a written contract with the City of Williston which will embody the terms as outlined in the request for bids.

I will meet all of the requirements and provide all of the services for the amounts listed as outlined in this bid proposal.

Company Creative Sign Designs
Address 12801 Commodity Place, Tampa, FL 33626
Phone 813-475-7448
Authorized Agent Connell Morrissey
Signature 
Title Account Manager
Date 3/15/2021

RFP 2021-02-WAYFINDING SIGNS/ WILLISTON, FL

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

TOTAL BASE BID \$ 16,571.00 **LS**

Company Creative Sign Designs
Address 12801 Community Place, Tampa, FL 33626
Phone 813-475-7448
Authorized Agent Connell Morrissey
Signature [Signature]
Title Account Manager
Date 3/15/2021

Type	Sign Description	Qty	Unit Sell	Unit Install	Unit Ext	Install Ext	Total
1	Custom Wayfinding sign assemblies. Includes the following: (20) 3" fluted posts, 15' long, (20) B-3 final, (20) SB-33 bases. Includes installation for (20) assemblies in concrete footers.	20	383.	114.	7,660.	2,280.	9,940.
2	Custom Wayfinding blades: (25) 12" tall x 38" long blades with oval ends and mounting brackets. Double-sided. Content TBD. Installation included in item (1).	25	211.		5,275.		5,275.
3							

Subtotal

12,935.00

2,280.00

15,215.00

General Conditions: Project coordination, design, shop drawings, mobilizations and delivery

1,356.00

Engineering

0.00

Permit Acquisition

0.00

Permit Fee - To be billed at cost on final invoice.

0.00

Sales Tax

0.00

Total Project Cost

16,571.00

Local Vendor Certification Statement

Local vendor preference will not apply unless a qualified application is included with the bid. (Not qualifying or not including the certificate does not prevent any company from submitting a bid)

1. The company has had an office located in Levy County, Florida for at least one (1) year immediately prior to the issuance of this bid and will continue to do so for the duration of the contract.
2. The company maintains that as a minimum, thirty percent (30%) or more of full time employees have a primary residence located within the legal boundaries of Levy County.
3. The company's owner or principal officer maintains a primary residence located within the legal boundaries of Levy County.
4. The company has a tangible property tax identification for the business address located in Levy County.
5. Business location is accessible to the public during regular business hours.
6. Please check one of the following: Office is located in: a residence or commercial office

City of Williston utilizes websites such as the Levy County Property Appraiser's Office, Sunbiz.Org and Google to confirm provided information.

Company Name: Creative Sign Designs
Address: Hillsborough and Seminole County offices
Owner/Principal Officer's Name: Jamie Hoden
Owner/Principal Officer's Signature: _____
Date business established in Levy County? n/a
Date: 3/15/2021

The firm DOES ___ DOES NOT qualify as a local firm for this bid.

By signing this certification statement, the vendor affirms that the above information is true and accurate and has not knowingly provided false information. I make this certification with full knowledge that should any information be proved false that my company may be excluded from bidding on projects for up to three (3) years.

LOCAL VENDOR PREFERENCE: If a low bid is received by a responsive responsible bidder who is not a local vendor, and the second low bidder is a local vendor submitting a responsive responsible bid within 10% of the low bid, both the low bidder and the second low bidder will have the opportunity to present a Best-and-Final-Offer ("BFO" or bid-off) at a price that shall not exceed the original offer. **FIRMS WILL BE NOTIFIED BY EMAIL WITHIN 48 HOURS.** The BFO will be submitted in a sealed envelope by a date and time set forth by Procurement Services, and the lowest responsive responsible bidder of the BFO will be considered for award. Vendors shall affirm in writing their compliance as a local vendor by filling out this Local Vendor Certificate and returning with their original bid (may NOT be turned in or changed after-the-fact) in their bid packet. A vendor who knowingly misrepresents the local vendor status of its firm in a bid will lose the privilege to claim local vendor status for a period of one year.

This document must be completed and returned with your Submittal

REFERENCES FOR SIMILAR PROJECTS

Provide at least two (2) unique references for similar work that your company has completed.

Entity Name: <i>City of Oldsmar</i>	
How the scope of work applies to this ITB: <i>Decorative Street Signage / Wayfinding</i>	
Entity Address: <i>100 State Street W</i>	
City, State, ZIP: <i>Oldsmar, FL, 34677</i>	Phone Number: <i>813-749-1270</i>
Point of Contact: <i>Tina Wright</i>	E-mail: <i>twright@myoldsmar.com</i>
FOR CITY USE ONLY BELOW THIS LINE	
Work completed on-time:	Work completed within contracted budget:
Work completed in accordance with Scope of Work:	Work completed in a professional manner:

Entity Name: <i>City of Tampa, Riverwalk</i>	
How the scope of work applies to this ITB: <i>Decorative Wayfinding, Directional and Solar Signs</i>	
Entity Address: <i>Tampa, FL,</i>	
City, State, ZIP:	Phone Number: <i>813-244-8500</i>
Point of Contact: <i>Eric Bullington</i>	E-mail: <i>ebullington@johnson-bros.com</i>
FOR CITY USE ONLY BELOW THIS LINE	
Work completed on-time:	Work completed within contracted budget:
Work completed in accordance with Scope of Work:	Work completed in a professional manner:

This document must be completed and returned with your Submittal