



COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING
CITY OF NEW PORT RICHEY
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA
May 2, 2017
IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING

AGENDA

ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL, WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE LAW DOES NOT REQUIRE THE CITY CLERK TO TRANSCRIBE VERBATIM MINUTES; THEREFORE, THE APPLICANT MUST MAKE THE NECESSARY ARRANGEMENTS WITH A PRIVATE REPORTER (OR PRIVATE REPORTING FIRM) AND BEAR THE RESULTING EXPENSE. (F.S. 286.0105)

**ORDER OF
BUSINESS**

- 1 Call to Order - Roll Call
- 2 Approval of the April 4, 2017 CRA Minutes - Page 2
- 3 Former Smart Start Business Incubator - Consideration of Bid Award 2017 Front Roof Replacement Project - Page 6
- 4 Consideration of Amendment to the FY17 Adopted Budget - Page 69
- 5 Adjournment

Agendas may be viewed on the City's website: www.citynpr.org This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990 and Section 286.26, Florida Statutes, all persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk, 727-853-1024, not later than four days prior to said proceeding.



NEW PORT RICHEY

5919 MAIN STREET . NEW PORT RICHEY, FL 34652 . 727.853.1016

TO: Members of the Community Redevelopment Agency
FROM: Judy Meyers, City Clerk
DATE: 5/2/2017
RE: Approval of the April 4, 2017 CRA Minutes - Page 2

REQUEST:

The request is for the Board of Directors to approve the minutes from the April 4, 2017 CRA meeting.

DISCUSSION:

On April 4, 2017, the Board of Directors met for its regularly scheduled meeting. The minutes from that meeting are attached for the Board's review and approval.

RECOMMENDATION:

Staff recommends that the Board of Directors approve the minutes as submitted.

BUDGET / FISCAL IMPACT:

No funding is required for this item.

ATTACHMENTS:

Description	Type
□ April 4, 2017 CRA Minutes	Backup Material



MINUTES OF THE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING
CITY OF NEW PORT RICHEY
NEW PORT RICHEY CITY HALL COUNCIL CHAMBERS
5919 MAIN STREET, NEW PORT RICHEY, FLORIDA
April 4, 2017
IMMEDIATELY FOLLOWING THE REGULAR CITY COUNCIL MEETING

MINUTES

ORDER OF
BUSINESS

1 Call to Order - Roll Call

The meeting was called to order by Chairman Rob Marlowe at 9:21 pm. Those in attendance were, Director Bill Phillips, Director Jeff Starkey and Director Chopper Davis. Director DeBella Thomas was excused.

Also in attendance were Executive Director Debbie Manns, City Attorney Timothy Driscoll, City Clerk Judy Meyers, Chief of Police Kim Bogart, Finance Director Crystal Feast, Development Director Lisa Fierce, Fire Chief Chris Fitch, Economic Development Director Mario Iezzoni, Public Works Director Robert Rivera, Parks and Recreation Director Elaine Smith, Technology Solutions Director Bryan Weed, Human Resources Manager Bernie Wharran and Assistant to the City Manager Martin Murphy.

2 Approval of March 21, 2017 CRA Meeting Minutes - Page 2

Motion was made to approve the minutes as presented.

Motion made by Bill Phillips and seconded by Chopper Davis. The Motion Passed. 4-0. Ayes: Davis, Marlowe, Phillips, Starkey Absent: DeBella Thomas

3 Resolution No. 2017-11: Hacienda Small-Matching Grant - Page 6

City Attorney Driscoll read the resolution by title only. Executive Director Manns introduced Economic Development Director Mario Iezzoni who then made a presentation to the Board. Mr. Iezzoni stated that staff wishes to apply for this historic preservation grant for fiscal year 2018. Staff reached out to the architect regarding what to use the funds for and Mr. Bender replied windows and doors. The grant is a special category grant and can be up to \$750,000.

Upon opening the floor to public comment, no one came forward therefore Chairman Marlowe returned the floor to the Board. Director Phillips stated he appreciated the grant funding on this project but due to just one bid on the recent RFQ he would like Mr. Iezzoni to share the report received recently with the other members of the Board. He stated that it was imperative for us to be

driving down two lanes on the Hacienda and we've been traveling down one avenue for over a year. He stated the report from last year is important as we talk about the Hacienda as a whole. In this agenda item's memorandum it mentions taking fencing down and we need to achieve that with an overall comprehensive conversation about what we can do in the interim until we find the right development partner. The Friends of the Hacienda have proven that every time you open the gate people show up. Director Phillips stated that he has been here for six years and one of the first things he did was tour Hacienda. He stated that Council rolled out a challenge to the community and organized a clean up. The Hacienda is the center core for West Pasco. He stated we need to find a game plan of what needs to be done to open to the public every day in addition to the grant funds to spruce it up. We have to increase the net worth. He stated there has to be a better way now that it is stabilized. A better way to make the Hacienda a destination point.

Director Starkey stated that we are all passionate on the Hacienda but wanted to make sure that it is done right. He stated that he loved the vision statement in the one RFQ submission. He wants to see it open as well. The person who submitted the lone proposal is a proven developer. Mr. Iezzoni stated that he met with the developer on Friday and specifically asked for a timeline. Mr. Iezzoni stated that there has been a lot of interest with different strong developers. He stated this is a tough and challenging project but this year a more aggressive approach will be taken to move the project along. Phase II will consist of shelling out the building. Mr. Iezzoni stated that the Hacienda will be very relevant in the update of the CRA plan. He suggested it would be good to bring back Mr. Bender to give his perspectives. He stated we will pursue every avenue possible. The Hacienda is a strong candidate with Tourist Development dollars. It is a tourist draw. Mr. Iezzoni stated it will take about \$2 million to do what Director Phillips is suggesting. Mr. Iezzoni stated that the funds for the grant would be disbursed July 1st. This small matching grant money can be an amount up to two million.

Chairman Marlowe stated that he is just as passionate about the Hacienda as Director Phillips. He stated we have to get it back in use.

Motion was made to approve the item as presented.

Motion made by Bill Phillips and seconded by Jeff Starkey. The Motion Passed. 4-0. Ayes: Davis, Marlowe, Phillips, Starkey Absent: DeBella Thomas

4 Recommendation of Firm for Community Redevelopment Plan Update RFP # 17-004 - Page 10

Executive Director Manns introduced Economic Development Director Mario Iezzoni who then made a presentation to the Board. Mr. Iezzoni stated that staff released an RFP for CRA Plan update. There were eight submissions. Of the eight, the top three were interviewed. After the interviews it was clear that Kimley-Horn was the most qualified for this project. Kimley-Horn was chosen due to the CRA experience of their staff members, hired an economist, good understanding of unique challenges, realistic view of the economic concerns of New Port Richey, experience with redevelopment and implementation strategies and long standing successful track record. The city has a tremendous opportunity to identify itself moving forward. Mr. Iezzoni stated that we can drive this plan and can be comfortable to see where it is going.

Upon opening the floor to public comment, no one came forward therefore Chairman Marlowe returned the floor to the Board. Director Starkey asked the City Attorney Driscoll for confirmation that the City can use CRA dollars for this agenda item and City Attorney Driscoll replied yes this was an allowable expenditure.

Director Phillips told Mr. Iezzoni he appreciated his points. The CRA area is the same since 2001. He stated he hoped that Kimley-Horn is cognizant to find a way to undo CRA as a debt service. He asked if it will be a year long process to get back to game plan and Mr. Iezzoni replied that all of the RFQ submissions included a six month timeframe. Director Phillips stated we have not seen any tourist tax dollars reinvested in West Pasco. He stated the more you can reinvest back into neighborhoods has monumental effect to make good quality things happen.

Mr. Iezzoni stated it is important to have diversity. He scored the submissions the same as the Finance Director. He stated that it came down to looking at who can provide us the best access to.

Director Davis stated that for \$55,000 he wanted a complete product no questions asked.

Chairman Marlowe stated the sooner this gets done the better. There are several County leaders who need education on what a CRA is as there was one Commissioner who championed for the dissolution of CRA's to make way for more urban sprawl in Wesley Chapel. He stated an updated plan is critically important.

Motion was made to approve the item as presented.

Motion made by Bill Phillips and seconded by Jeff Starkey. The Motion Passed. 4-0. Ayes: Davis, Marlowe, Phillips, Starkey Absent: DeBella Thomas

5 Adjournment

There being no further business to consider, upon proper motion, the meeting adjourned at 9:57 pm.

(signed) _____
Judy Meyers, City Clerk

Approved: _____ (date)

Initialed: _____



TO: Members of the Community Redevelopment Agency

FROM: Robert M Rivera, Public Works Director

DATE: 5/2/2017

RE: Former Smart Start Business Incubator - Consideration of Bid Award 2017 Front Roof Replacement Project - Page 6

REQUEST:

The request of staff for the Community Redevelopment Agency is to review and to consider approval and award of the lowest bid submitted by SC Signature Construction, Inc. in the amount not to exceed forty-nine thousand two hundred forty-nine dollars and zero cents \$49,249.00 for the removal and replacement of the existing front roof at the Former Smart Start Business Incubator.

DISCUSSION:

As City Council may recall, a roof assessment report was completed by the City Engineer on November 24, 2015. The report identified several defective areas in the front roof due to the age of the roofing material. Extensive granule loss, numerous patches, and areas of deteriorated sealant and membrane were the cause of the water intrusion. Several of the areas had previously been repaired and failed. The report concluded that repairing the front roof section would not be cost efficient. The recommendation was for the north roof section to be replaced with a thermoplastic polyolefin (TPO) roofing membrane. The report further recommended no action be taken with the south or rear roof section due to an estimated 10 to 12 years of service life left.

On April 19, 2016 subsequent to staff request, City Council approved the bid award and agreement for the incubator front roof replacement to Professional Roofing Systems, Incorporated. Construction began on July 12, 2016 and continued sporadically thru the summer. On September 6, 2016 the City's Construction Services Division sent the Contractor a listing of corrective work items to be completed prior to the project completion date of September 28, 2016. The Contractor informed the City they felt as though the project was completed and invoiced the City.

On November 18, 2016 Engineer's from BillerReinhard Engineering Group Inc. performed a visual survey of the newly constructed front roof and submitted a report to the City on December 2, 2016. The report concluded substantial deficiencies in the as-built construction of the new front roofing system and concluded that the newly installed roof system will not function properly to protect the building for its intended use or withstand the life of its intended warranty. Defective workmanship was attributed to these defects. In conclusion, the report recommended the existing TPO roofing system be removed and replaced.

Subsequent to discussions between staff and the City Attorney, it was agreed that both the Contractor and the Contractors performance bond insurer should be notified of the City's intent to replace the front roofing

system and allow them the opportunity to perform corrective action under their current contract. In addition, it was agreed that in order not to waste time, staff would proceed with the design specifications and bid process so that if a resolution could not be obtained between the City and the Contractor the City could still get the front roof replaced prior to this year's rainy season. As of this date no reply has been made to the City from the Contractor. As for the Contractor's performance bond insurer, all information requested has been submitted by the City to the insurer with no response.

The Engineer of record has reviewed the submitted Invitation to Bid from SC Signature Construction, Inc. for omission and errors and has confirmed the ITB has met all of the requirements called out by the City. Professional references have been verified and spoken with and the engineer has submitted a recommendation memo as part of this packet for City Council's review.

RECOMMENDATION:

Approval and award of the attached low bid is recommended.

BUDGET/ FISCAL IMPACT:

Funding for the project is identified as Community Redevelopment Dollars account # 630-0080-515-62-99 Building Improvements.

ATTACHMENTS:

Description	Type
❑ Recommendation Letter	Cover Memo
❑ Simple Bid Tabulation	Backup Material
❑ ITB Submission	Backup Material
❑ 2016 BillerReinhart Roof System Condition Assessment Report	Backup Material
❑ 2015 City APW City Engineer Roof Assessment Report	Backup Material

April 18, 2017

Mr. Robert M. Rivera
Public Works Director
City of New Port Richey
6420 Pine Hill Road
Port Richey, Florida 34668

RE: Bid Recommendation – Incubator Building Roofing Project

Mr. Rivera:

On April 10, 2017 at 2:00 PM local time, bid proposals were opened for the above referenced project. Attached are the bid tabulation results containing the bidders' names and the bid prices.

From the bid tabulation results, there were a total of three (3) bids. The distribution of bids, between the highest and lowest is relatively linear with the highest bid being \$67,703.00 and the lowest bid being \$49,249.00.

The lowest bid of \$49,249.00 was submitted by **SC Signature Construction, Corp.** The City has worked with this company before, but not related to roofing construction. Their roofing work quality has been verified through discussions with their current client references. I have discussed the bid with **SC Signature Construction, Corp.** and have been assured that they understand the bid documents and are comfortable with their bid amount and the work that is expected by the City. They also did not acknowledge the Bid Addendum No. 1 on the Bid Form, but did subsequently state they received the addendum and there is no change to their bid. During the course of our review of the contractor's bid form, a minor error was found for Bid Item No. 2 Existing Roofing System Removal and Bid Item No. 3 Insulation Board. The bid item amount has been corrected and the total bid amount is now \$49,250.00. The bid rankings were not affected.

Therefore, I am confident that **SC Signature Construction, Corp.** is qualified and capable of performing all of the work described in the bid documents and recommend that the City of New Port Richey award this project to them in the amount of forty nine thousand two hundred fifty dollars (\$49,250.00).

Sincerely,



Brent A. Heath, P.E.
Senior Engineer



NEW PORT RICHEY

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TO: Debbie Manns, City Manager
FROM: Judy Meyers, City Clerk
CC: Robert Rivera, Public Works Director
Susan Marshall, Purchasing Administrator
DATE: April 10, 2017
RE: Bid Opening: ITB17-007 Incubator Roof Project

Bids for ITB17-007 Incubator Roof Project, were received by 2:00 pm on Thursday, April 6, 2017. The bid opening took place on Monday, April 10, 2017 at 2:00 pm in City Council Chambers.

Present were Purchasing Administrator Susan Marshall, City Clerk Judy Meyers, Construction Services Manager Gary Peterson and Scott Fish.

Bids were announced and opened from the following entities:

SC Signature Construction, 8530 Oreto Drive, Port Richey, FL 34668
Southern Roofing Co., 1727 W. Cypress Street, Tampa, FL 33606
Precision Roofing Solutions, Inc., 6300 University Parkway, Sarasota, FL 34240

The apparent low bidder was SC Signature Construction at \$49,249.

The bid opening concluded at 2:04 p.m. The bid tabulation is attached.



NEW PORT RICHEY

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BIDS RECEIVED

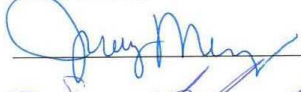
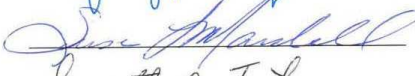
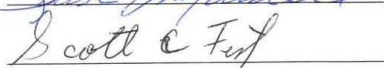
BID ITEM: Incubator Roof Project
BID NUMBER: ITB 17-007
BID OPENING: April 10, 2017 at 2:00 pm, City Council Chambers
DEPARTMENT: Public Works

NUMBER OF BIDS: 3

BIDDERS	BID	BID BOND	NON- COLLUSION	PUBLIC ENTITY	DRUG FREE
SC Signature Construction 8530 Oreto Drive Port Richey, FL 34668	\$49,249	✓	✓	✓	✓
Southern Roofing Co. 1727 W. Cypress Street Tampa, FL 33606	\$67,703	✓	✓	✓	✓
Precision Roofing Solutions, Inc. 6300 University Parkway Sarasota, FL 34240	\$53,413.53	✓	✓	✓	✓

Only offers received timely as of the dead-
line for receipt of bid are accepted. All others
submitted in response to this solicitation,
if any, are hereby rejected as late.

WITNESSED BY:

00400

BID FORM

BIDDER'S NAME: SC Signature Construction, Corp.

BID FORM – UNIT PRICE (SINGLE PRIME CONTRACT)

NOTE TO BIDDER: Use BLACK ink for completing this Proposal form.

To: **City of New Port Richey, City Clerk's Office**
Address: 5919 Main Street
New Port Richey, FL 34652

Project Title: **INCUBATOR BUILDING ROOFING PROJECT**

Bid No. 17-007

Owner's Project No. _____

Bidder's person to contact for additional information on this Proposal:

Name: Joseph Matissek

Telephone: (727) 842 - 5163

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection of collusion with any person submitting another Proposal on this Contract.

The Bidder further agrees that he has exercised his own judgment regarding the interpretation of subsurface information and has utilized all data which he believes pertinent from the Engineer, Owner, and other sources in arriving at his conclusions.

The Bidder understands and agrees that if a Contract is awarded, the Owner may elect to award all schedules under one Contract, separately, or in any combination that best serves the interests of the Owner.

The Bidder further declares that he has carefully examined the Contract Documents for the construction of the project, that he has personally inspected the site, that he has satisfied himself as to the quantities involved, including materials and equipment, and conditions of work involved, including the fact that the description of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the Contract Documents, and that this Proposal is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this Proposal.

City of New Port Richey
Incubator Building Roofing Project
1810-14-26

Bid Form
00400-1

CONTRACT EXECUTION AND BONDS

The Bidder agrees that if this Proposal is accepted, he will, within ten (10) days, not including Sundays and legal holidays, after notice of award, sign the Contract in the form annexed hereto, and will at that time, deliver to the Owner the Performance Bond, Payment Bond, and certificates of insurance required herein, and will, to the extent of his Proposal, furnish all machinery, tools, apparatus, and other means of construction and do the work and furnish all the materials necessary to complete all work as specified or indicated in the Contract Documents.

CERTIFICATES OF INSURANCE

The Bidder further agrees to furnish the Owner, before Contract execution, the certificates of insurance as specified in these Documents.

START OF CONSTRUCTION AND CONTRACT COMPLETION TIME

The Bidder further agrees to begin work within 10 calendar days after the date of the Notice to Proceed and to complete the construction, in all respects, within the number of calendar days, after the date of the Notice to Proceed, indicated herein. The Contractor shall also comply with specific completion dates and sequences indicated elsewhere in the Contract Documents.

LIQUIDATED DAMAGES

In the event the Bidder is awarded the Contract and shall fail to complete the work within the time limit, extended time limit or completion dates agreed upon, as more particularly set forth in the Contract Documents, liquidated damages shall be paid to the Owner at the rate of \$1000 per day for all work awarded under one contract until the work shall have been satisfactorily completed as provided by the Contract Documents. Sundays and legal holidays shall be excluded in determining days in default.

ADDENDA

The Bidder hereby acknowledges that he has received Addenda No.'s N/A , N/A , N/A , (Bidder shall insert number of each Addendum received) and agrees that all addenda issued are hereby made part of the Contract Documents. Bidder further agrees that his Proposal(s) includes all impacts resulting from said addenda.

SALES AND USE TAXES

The Bidder agrees that all federal, state, and local sales and use taxes are included in the stated bid prices for the work.

NAMED MATERIALS AND MANUFACTURERS

In the space provided, the Bidder shall list as part of the bid the material(s) and manufacturer(s) to be utilized, if successful. Failure to list this information shall be cause for rejection of Bid.

DRUG-FREE WORKPLACE CERTIFICATION

In the case of tie bids, preference must be given to Bidders submitting a certification with their bid certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. The attached certification is provided for this purpose.

UNIT PRICE WORK

**SCHEDULE OF PRICES
CITY OF NEW PORT RICHEY
INCUBATOR BUILDING ROOFING PROJECT
City Bid # 17-007**

Item No.	Estimated Quantity	Units	Brief Description of Items	Unit Bid Price	Amount
CITY HALL					
1	1	LS	Mobilization/Demobilization	\$ 750.00	\$ 750.00
2	5,625	SF	Existing Roofing System Removal	\$ 8,437.00	\$ 8,437.00
3	5,625	SF	Insulation Board	\$ 14,062.00	\$ 14,062.00
4	5,625	SF	Membrane Roofing System	\$ 16,875.00	\$ 16,875.00
5	75	LF	Expansion Joint System	\$ 750.00	\$ 750.00
6	225	LF	Perimeter Edge Metal	\$ 3,375.00	\$ 3,375.00
CONTINGENCY					
7	1	LS	Owner's Allowance	\$5,000	\$5,000

TOTAL BID (Summation of Item Nos. 1 through 7, inclusive): \$ 49,249.00

TOTAL BID: Forty-Nine Thousand Two Hundred Forty-Nine and 00/100
(Written in Words)

LIST OF SUBCONTRACTORS AND MAJOR MANUFACTURERS

The following are subcontractors to be employed by the Contractor and the approximate percentage of the total work to be performed by each.

Name and Address	Description of Work	Estimated% of Total Contract
SC Signature Roofing 8530 Oreto Drive Port Richey, FL 34668	Roofing	30%

Listed below are the manufacturers' names of all the major items of materials and equipment to be furnished.

Name and Address	Material/Equipment Furnished
Mulehide Beloit, WI 53511	TPO, ISO board

The name of the Bidder submitting this Proposal is SC Signature Construction, Corp doing business at 8530 Oreto Drive, Port Richey, FL 34668 (Street, City, State Zip), which is the address to which all communications concerned with the Proposal and with the Contract shall be sent. The names of the principal officers of the corporation submitting this Proposal, or of the partnership, or of all persons interested in this Proposal as principals are as follows:

Joseph Matissek	President

IN WITNESS hereto the undersigned has set his (its) hand this 6th day of April, 2017.

**City of New Port Richey
Incubator Building Roofing Project
1810-14-26**

Page 16

If Corporation

IN WITNESS hereto the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this 6th day of April, 2017.

(Seal)

SC Signature Construction, Corp.

Name of Corporation

Florida

State of Incorporation

By

Joseph Matissek

Type/Printed Name

President

Title

Attest - Secretary

CGC1514332

License Number

727 842-5163

Telephone Number

59-3032041

Federal I.D. Number

END OF SECTION

00430

**BID SECURITY FORM
(FLORIDA BID BOND)**

BOND NO. BD146771

AMOUNT: \$ 49,249.00

KNOW ALL MEN BY THESE PRESENTS, that Joseph Matissek
hereinafter called the PRINCIPAL, and SC Signature Construction, Corp a corporation duly
organized under the laws of the State of Florida, having its principal place of business at
8530 Oreto Drive Port Richey, FL 34668 in the State of Florida,
and authorized to do business in the State of Florida, as SURETY, are held and firmly bound unto the
City of New Port Richey of the State of Florida, represented by its Council, hereinafter called the
OBLIGEE, in the sum of Forty-Nine Thousand Two Hundred Forty-Nine and 00/100 DOLLARS
(\$ 49,249.00), for the payment of which we bind ourselves, our heirs,
executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT:

WHEREAS, the PRINCIPAL contemplates submitting or has submitted a bid to the **City of New Port Richey** for the furnishing of all labor, materials (except those to be specifically furnished by the Owner), equipment, machinery, tools, apparatus, means of transportation for, and the performance of the work covered in the Proposal and the detailed Drawings and Specifications, entitled:

Incubator Building Roofing Project

WHEREAS, it was a condition precedent to the submission of said bid that a cashier's check, certified check, or bid bond in the amount of 5 percent of the base bid be submitted with said bid as a guarantee that the Bidder would, if awarded the Contract, enter into a written Contract with the Owner for the performance of said Contract, within 10 consecutive calendar days after written notice having been given of the award of the Contract, not including Sundays and legal holidays.

**City of New Port Richey
Incubator Building Roofing Project
1810-14-26**

**Bid Security Form (Florida Bid Bond)
00430-1**

NOW, THEREFORE, the conditions of this obligation are such that if the PRINCIPAL within 10 consecutive calendar days after written notice of such acceptance, not including Sundays and legal holidays, enters into a written Contract with the **City of New Port Richey** and furnishes the Performance and Payment Bonds, each in an amount equal to 100 percent of the base bid, satisfactory to the Owner, then this obligation shall be void; otherwise the sum herein stated shall be due and payable to the **City of New Port Richey** and the Surety herein agrees to pay said immediately upon demand of the

SC Signature Construction, Corp in good and lawful money of the United States of America, as liquidated damages for failure thereof said PRINCIPAL.

Signed and sealed this 6th day of April, 20 17.

Joseph Matissek

PRINCIPAL

By

Joseph Matissek President

Typed Name & Title

Auto-Owners Insurance Company

SURETY

By - (Attorney-In-Fact)

Denise Williams

Typed Name & Title

END OF SECTION

DATE AND ATTACH TO ORIGINAL BOND
AUTO-OWNERS INSURANCE COMPANY

LANSING, MICHIGAN
POWER OF ATTORNEY

NO. BD146771

KNOW ALL MEN BY THESE PRESENTS: That the AUTO-OWNERS INSURANCE COMPANY AT LANSING, MICHIGAN, a Michigan Corporation, having its principal office at Lansing, County of Eaton, State of Michigan, adopted the following Resolution by the directors of the Company on January 27, 1971, to wit:

"RESOLVED, That the President or any Vice President or Secretary or Assistant Secretary of the Company shall have the power and authority to appoint Attorneys-in-fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity, and other writings obligatory in the nature thereof. Signatures of officers and seal of Company imprinted on such powers of attorney by facsimile shall have same force and effect as if manually affixed. Said officers may at any time remove and revoke the authority of any such appointee."

Does hereby constitute and appoint Teresa E. Gibson

its true and lawful attorney(s)-in-fact, to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and the execution of such instrument(s) shall be as binding upon the AUTO-OWNERS INSURANCE COMPANY AT LANSING, MICHIGAN as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office.

IN WITNESS WHEREOF, the AUTO-OWNERS INSURANCE COMPANY AT LANSING, MICHIGAN, has caused this to be signed by its authorized officer this 1st day of August, 2016.

Denise Williams

Denise Williams

Senior Vice President

STATE OF MICHIGAN } ss.
COUNTY OF EATON }

On this 1st day of August, 2016, before me personally came Denise Williams, to me known, who being duly sworn, did depose and say that they are Denise Williams, Senior Vice President of AUTO-OWNERS INSURANCE COMPANY, the corporation described in and which executed the above instrument, that they know the seal of said corporation, that the seal affixed to said instrument is such Corporate Seal, and that they received said instrument on behalf of the corporation by authority of their office pursuant to a Resolution of the Board of Directors of said corporation.



My commission expires March 10, 2022.

Susan E. Theisen
Susan E. Theisen

Notary Public

STATE OF MICHIGAN } ss.
COUNTY OF EATON }

I, the undersigned Senior Vice President, Secretary and General Counsel of AUTO-OWNERS INSURANCE COMPANY, do hereby certify that the authority to issue a power of attorney as outlined in the above board of directors resolution remains in full force and effect as written and has not been revoked and the resolution as set forth is now in force.

Signed and sealed at Lansing, Michigan. Dated this 6th day of April, 2017.



William F. Woodbury

William F. Woodbury, Senior Vice President, Secretary and General Counsel



Bond Number BD146771

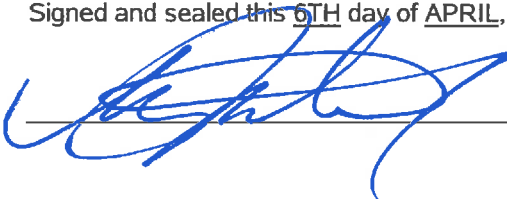
BID BOND

KNOW ALL BY THESE PRESENTS, that we, SC SIGNATURE CONSTRUCTION CORP of 8530 ORETO DR PORT RICHEY, FL 34668-5965 (hereinafter called the Principal), as Principal, and Auto-Owners Insurance Company (hereinafter called the Surety), as Surety, are held and firmly bound unto CITY OF NEW PORT RICHEY 5919 MAIN ST, NEW PORT RICHEY FL 34652-2715 (hereinafter called the Obligee), in the penal sum of Five Percent of bid Dollars (5% of Attached bid) for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

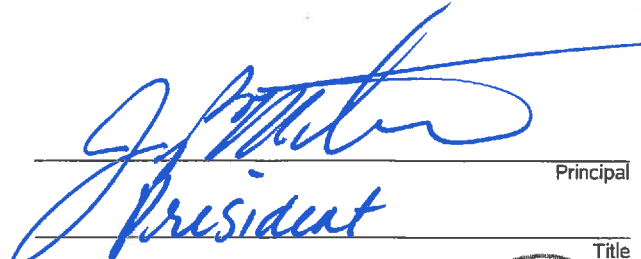
THE CONDITION OF THIS OBLIGATION IS SUCH, that WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligee on a contract for INCUBATOR ROOF PROJECT 6345 GRAND BLVD NEW PORT RICHEY, FL CITY BID #17-007

NOW, THEREFORE, if the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Obligee for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 6TH day of APRIL, 2017.



Witness

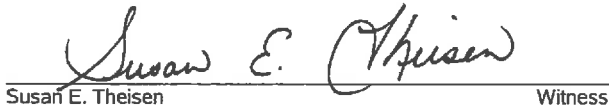


Principal

Auto-Owners Insurance Company

Title





Susan E. Theisen
Witness



Teresa E. Gibson
Attorney-in-Fact



Bond Number BD146771

ACKNOWLEDGEMENT BY SURETY

STATE OF MICHIGAN

County of Eaton

On this 6TH day of APRIL, 2017, before me personally appeared Teresa E. Gibson, known to me to be the Attorney-in-Fact of Auto-Owners Insurance Company, the corporation that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.



Susan E. Theisen

Notary Public in the State of Michigan
County of Kent

SUSAN E. THEISEN
NOTARY PUBLIC-STATE OF MICHIGAN
COUNTY OF KENT
My Commission Expires March 10, 2022
Acting in the County of Eaton

00453

NON-COLLUSION AFFIDAVIT

STATE OF Florida)
) SS
COUNTY OF Pasco)

Joseph Matissek, being first duly sworn deposes and says that:

1. He (it) is the President of SC Signature Construction, Corp.
, the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price in any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

By 

Sworn and subscribed to before me this 6th day of April, 2017,

in the State of Florida County of Pasco

 Notary Public

My Commission Expires: August 27, 2019

END OF SECTION



MARLA JANIKOWSKI-WARDEN
MY COMMISSION # FF 913874
EXPIRES: August 27, 2019
Bonded Thru Budget Notary Services

City of New Port Richey
Incubator Building Roofing Project
1810-14-26

Non-Collusion Affidavit
00453 -1

00451

**PUBLIC ENTITY CRIMES STATEMENT
SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

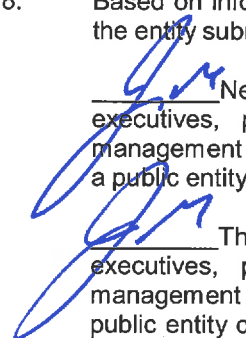
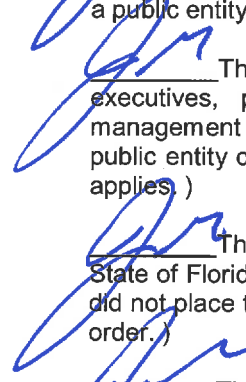
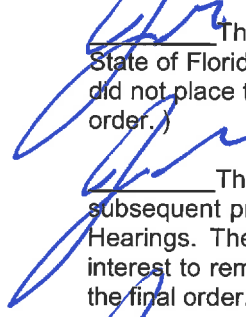
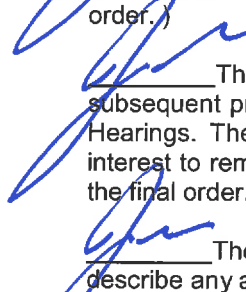
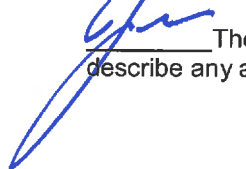
1. This sworn statement is submitted with Bid, Proposal or Contract
No. 17-007
for Incubator Roof Project
2. This sworn statement is submitted by SC Signature Construction, Corp.
(name or entity, submitting sworn statement)
whose business address is 8530 Oreto Drive Port Richey, FL 34668

and
(if applicable) its Federal Employer Identification Number (FEIN) 59-3032041

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is Joseph Matissek and my relationship to the
(please print name of individual signing)
entity named above is self
4. I understand that a "public entity crime" as defined in Paragraph 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(l)(b) Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

**City of New Port Richey
Incubator Building Roofing Project
1810-14-26**

**Public Entity Crime Statement
00451 -1**

6. I understand that an "affiliate" as defined in Paragraph 287.133(l)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(l)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)
-  Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
-  The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)
-  There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)
-  The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
-  The person or affiliate has not been placed in the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)



(Signature)
Date: April 6, 2017

STATE OF Florida

COUNTY OF Pasco

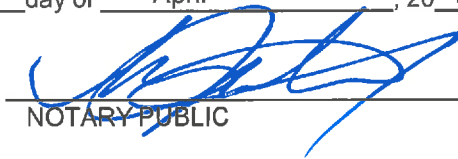
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Joseph Matisschek who, after first being sworn by me, affixed his/her signature
(name of individual signing)

in the space provided above on this 6th day of April, 20 17.



MARLA JANIKOWSKI-WARDEN
MY COMMISSION # FF 913874
EXPIRES: August 27, 2019
Bonded Thru Budget Notary Services



NOTARY PUBLIC

My commission expires: August 27, 2019

END OF SECTION

DRUG-FREE WORKPLACE CERTIFICATION

VENDOR NAME: SC Signature Construction, Corp. BID NO: 17-007

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


Vendor's Signature

STATE OF: Florida

COUNTY OF: Pasco

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Joseph Matissek

who, after first being sworn by me, affixed his/her signature in the space provided above on this

6th day of April, 20 17


Notary Public



MARLA JANIKOWSKI-WARDEN
MY COMMISSION # FF 913874
EXPIRES: August 27, 2019
Bonded Thru Budget Notary Services

My commission expires:

August 27, 2019

END OF SECTION

Certificate of Compliance

SC SIGNATURE CONSTRUCTION CORP.

HAS SUCCESSFULLY IMPLEMENTED A FULLY COMPLYING

DRUG-FREE WORKPLACE

meeting standards established by the State of Florida for the maintenance of comprehensive drug abuse and alcohol misuse deterrence, education, training and assistance programs which comply with applicable Federal and State laws, including Florida Statutes, Chapter 440 Workers' Compensation, Section 440.101 - .102 and Chapter 59A-24 Drug-Free Workplace Standards. Compliance may be verified by contacting Alcohol & Substance Abuse Prevention Programs, Inc. at (800) 329-6334.

January - 2018
CERTIFIED THROUGH

ASAP™

Alcohol & Substance Abuse Prevention Programs
USCIS Office Plaza • 5635 Hoover Blvd. • Tampa, FL 33634

REFERENCE FORM

In the spaces provided below, provide all requested information for a minimum of three (3) references for projects of similar work, cost, type, and size.

Project Number 1

Project Name: Pasco County Waste Water Treatment Plant 7512 Crabtree Ln Port Richey

Project Owner: Pasco County BOCC

Contact Name/Title: Elee Dumas / Purchasing Contact Phone No.: 813 235-6189

Date of Project: 12/1/2015 Contract Price: \$35,555.00

Scope of Work (type, size and nature of project): Mobilization, remove existing roof, install new TPO taper roof system with ISO board and new gutters and downspouts. Approximately 80 squares.

Project Number 2

Project Name: Pasco County Waste Water Treatment Plant 10475 Denton Ave Hudson

Project Owner: Pasco County BOCC

Contact Name/Title: Elee Dumas / Purchasing Contact Phone No.: 813 235-6189

Date of Project: 12/14/2015 Contract Price: \$35,555.00

Scope of Work (type, size and nature of project): Mobilization, remove existing roof, install new TPO taper roof system with ISO board and new gutters and downspouts. Approximately 80 squares.

Project Number 3

Project Name: US 19 Save-a-lot / Publix 12110 US 19 Hudson

Project Owner: Intra Holdings

Contact Name/Title: Tim Lowe / President Contact Phone No.: 727 919-6974

Date of Project: 11/14/2016 Contract Price: \$147,000.00

Scope of Work (type, size and nature of project): Mobilization, remove existing roof, install new TPO taper roof system with ISO board. Approximately 330 squares.



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

**CONSTRUCTION INDUSTRY LICENSING BOARD
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0783**

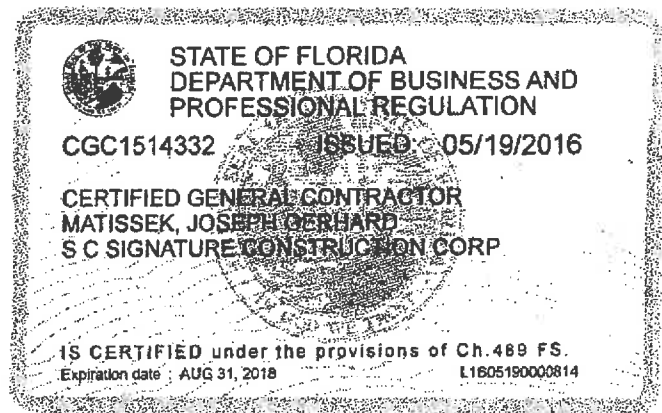
(850) 487-1395

**MATISSEK, JOSEPH GERHARD
S C SIGNATURE CONSTRUCTION CORP
8504 AIRWAY BLVD
NEW PORT RICHEY FL 34654**

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER	
CGC1514332	

**The GENERAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2018**

**MATISSEK, JOSEPH GERHARD
S C SIGNATURE CONSTRUCTION CORP
8504 AIRWAY BLVD
NEW PORT RICHEY FL 34654**



ISSUED: 05/19/2016

DISPLAY AS REQUIRED BY LAW

SEQ # L1605190000814

PASCO COUNTY BUSINESS TAX RECEIPT

Issued pursuant and subject to Florida Statutes and Pasco County Ordinances. Issuance does not certify compliance with zoning or other laws. This receipt must be posted conspicuously in place of business.

2017

Expires September 30th



ACCOUNT #:: 06692

SIC CODE: 1522.00

MIKE FASANO
TAX COLLECTOR
PASCO COUNTY FLORIDA

TYPE OF BUSINESS
GENERAL CONTRACTOR

STATE LICENSE #
CGC1514332

OWNER/QUALIFYING AGENT
MATISSEK JOSEPH G

LOCATION ADDRESS:
8530 ORETO DR
PORT RICHEY, FL 34668-5965

SC SIGNATURE CONSTRUCTION CORP

8530 ORETO DR
PORT RICHEY, FL 34668-5965

DATE	RECEIPT	AMOUNT
08/17/2016	16-3-005980	42.50

Dear Business Owner:

Your 2017 Pasco County Business Tax Receipt is printed above. Please detach the receipt and display it in a place that is visible to the public and available for inspection.

The Pasco County Business Tax Receipt is in addition to any other license or certificate that may be required by law and does not signify compliance with zoning, health, or regulatory requirements. The Pasco County Business Tax Receipt is non-regulatory and is not meant to be a certification of the holder's ability to perform the service for which it is registered.

Business Tax Receipts expire September 30th. Annual renewals are mailed in June to the address of record at that time. Please contact our office if there are any changes to your business name, ownership, physical address, or closing of your business.

Thank you for allowing us to serve you!

MIKE FASANO
PASCO COUNTY TAX COLLECTOR

EAST PASCO GOVERNMENT CENTER
DADE CITY

WEST PASCO GOVERNMENT CENTER
NEW PORT RICHEY

TAX COLLECTOR BUILDING
GULF HARBORS

CENTRAL PASCO GOVERNMENT CENTER
LAND O' LAKES

COMPARK 75 BUSINESS PARK
WESLEY CHAPEL

CALL CENTER: MONDAY - FRIDAY 8:30 AM - 5:00 PM (352) 521-4338 • (727) 847-8032 • (813) 235-6076



SCSIGNA-01

BWARNER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/6/2017

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

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

PRODUCER ASSOCIATES AGENCY, INC. 11470 N 53rd St Temple Terrace, FL 33617	CONTACT NAME:	PHONE (A/C, No, Ext): (813) 988-1234	FAX (A/C, No): (813) 988-0989
	E-MAIL ADDRESS: certs@associatesins.com		
INSURED S C Signature Construction Corp 8530 Oreto Dr Port Richey, FL 34668	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : National Builders Insurance Company		16632
	INSURER B : OWNERS INSURANCE CO.		32700
	INSURER C : American Interstate Insurance Co		31895
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLP 0142379 03	10/18/2016	10/18/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			4970659801	01/18/2017	01/18/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	AVWCFL2575662017	02/22/2017	02/22/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of New Port Richey
5919 Main St.
New Port Richey, FL 34652

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

AUTHORIZED REPRESENTATIVE



Report of Roof System Condition Assessment

Incubator Building – North Roof Area
6345 Grand Blvd.
New Port Richey, FL 34652

Issue Date:
December 2, 2016

BillerReinhart Project No. 16-502



December 2, 2016

Mr. Scott Fish
City of New Port Richey – Public Works
6132 Pine Hill Rd.
Port Richey, FL 34668

**Subject: Report of Roof System Condition Survey
Incubator Building – North Roof Area
6345 Grand Blvd.
New Port Richey, FL 34652
BillerReinhart Project No. 16-502**

Introduction

Michael H. Biller, PE, RRC and Joel Brown, Project Engineer of Biller Reinhart Engineering Group, Inc. performed a visual survey of the New Port Richey Public Works Incubator Building new roof system, located at 6345 Grand Blvd. New Port Richey, Florida on Friday, November 18, 2016. Mr. Scott Fish from the City of New Port Richey Public Works Department was present during the site visit.

BillerReinhart understands that Professional Roof Services Inc., replaced the north portion of the Incubator Building's roof with a thermoplastic polyolefin (TPO) roofing system commencing in July of 2016 and ending in September 2016. The purpose of this project is to review the existing conditions that may affect the warranty or life of the TPO roof and to generate a report to document our findings and communicate opinions regarding the replacement roof's condition.

The visual survey by BillerReinhart was of the structure's current state and did not involve further destructive activity to view inaccessible areas. Photographs were taken during the site assessment and are included in Appendix A of this report.

Documentation Reviewed

The following documentation was provided to and reviewed by BillerReinhart:

1. Photographs, dated July 12, 2016 – August 31, 2016 taken by the City of New Port Richey Department of Public Works.
2. Mule-Hide Products Co., Inc. TPO-c Membrane 60-mil Product Data and Specifications dated revised January 2016.
3. Mule-Hide Products Co., Inc. Reinforced TPO Membranes Technical Guide dated revised October 2013.

4. Mule-Hide Products Co., Inc. TPO Systems Installation Details revised dated January 2013.
5. Invitation to Bid – Business Incubator Roof Replacement ITB 16-010.
6. Contract and Supplemental Forms 00-50-00 dated June 7, 2016.
7. Letter to Contractor listing corrective work items dated September 6, 2016.
8. Mule-Hide Products Co., Inc. 20-Year Single-Ply Roof System Limited Material Warranty for Commercial Buildings dated September 22, 2016.
9. Second letter to Contractor listing corrective work items still outstanding dated October 4, 2016.

Structural Description

The subject structure is a one-story masonry commercial building. The subject roof structure is constructed in a low-slope configuration with the slope pitching to the north, east and west directions. The roof structure consists of pre-manufactured/pre-engineered metal bar joists decked with corrugated metal panels. The roof surface is covered with tapered polystyrene foam insulation board and a 60 mil TPO roofing membrane system.

Project History

The following information was obtained from Mr. Fish at the time of the assessment:

1. The City of New Port Richey contracted with Professional Roof Systems, Inc. (Contractor) on June 7, 2016
2. Contractor commenced construction on July 12, 2016.
3. The scope of work consisted of:
 - a. Removal of the previous low-slope roof system down to the metal roof decking at the north end of the building, including the expansion joint.
 - b. Removal and replacement of drip edge metal, boots, and vents.
 - c. Install new tapered insulation board system. Install the submitted and approved roof system which is Mule-Hide mechanically attached white 60 mil TPO.
4. Mr. Fish claimed throughout the construction process that once the Contractor began tearing off sections of the roof for replacement, areas torn off were not properly weather tight at the end of each work day causing substantial leaking and damage into the interior building components below.
5. On September 6, 2016 Mr. Fish sent a letter to Mr. Dennis Rogers of Professional Roof Services Inc. listing corrective work items to be



- completed prior to the contracted project completion date of September 28, 2016.
6. The Contractor claimed to be substantially complete on September 22, 2016 and submitted warranty documents.
 7. On October 4, 2016 Mr. Fish sent a second letter to Mr. Dennis Rogers of Professional Roof Services Inc. listing corrective work items yet to be completed.
 8. On November 18, 2016 Mr. Fish stated to BillerReinhart that the Contractor has ceased communication with him and refuses to address the remaining corrective work items.

Survey of the Roof Area

The roof areas were visually observed. Typical conditions observed throughout the roof surface are listed as follows:

1. The roof system was observed to consist of a TPO roofing system. Refer to *Figure A-1*.
2. Areas of standing water and evidence of water staining were observed along the perimeter of the roof areas – typical condition along the roof perimeter. Refer to *Figure A-2*, *Figure A-3*, and *Figure A-4*.
3. Voids in seams of the membrane / hot air welds were observed throughout the roof. Seam welds must be a minimum 1-1/2 inches wide and free of voids. Refer to *Figure A-5* through *Figure A-8*.
4. “T” Patches are missing at numerous joints throughout the roof. “T” Patches are required on all 60 mil membranes to be welded directly over a “T” joint. Refer to *Figure A-9* through *Figure A-11*.
5. “T” Patches were observed to be 5-inch diameter circle patches. “T” Patches are required to be minimum 6-inch x 6-inch non-reinforced TPO membrane centered over a “T” joint and hot air welded. Refer to *Figure A-12* and *Figure A-13*.
6. Wrinkles were observed throughout the TPO membrane and seams. The presence of wrinkles indicates an improper installation. Refer to *Figure A-14* through *Figure A-16*.
7. Cut edges of TPO membrane were observed to be installed without the required Mule-Hide TPO Cut-Edge Sealant. Mule-Hide Cut-Edge Sealant is required to seal all cut edges of the membrane (seams, patches, and flashing) where the reinforcing scrim fibers are exposed to weather. Fibers of the cut edge were observed to be sticking out and can act as a wick for water intrusion. Refer to *Figure A-17* through *Figure A-19*.
8. Miscellaneous metal screws, washers, razor blades, and other metal objects were left on the TPO membrane which could potentially cause a



- tear in the membrane as well as leave rust staining on the brand new TPO membrane. Refer to *Figure A-20* through *Figure A-24*.
9. Voids in the membrane where reinforcing fibers are exposed were observed in the middle and east side of the roof. A patch must be 3-inches larger in all directions than the void. Refer to *Figure A-25* and *Figure A-26*.
 10. Asphalt petroleum based products were observed throughout the roof membrane. Per Mule-Hide Products Co., Inc., no asphalt or petroleum based products should be used on any single-ply roof as it will degrade the membrane. Refer to *Figure A-27* through *Figure A-30*.
 11. Depressions in the Iso tapered insulation board were observed/detected in sporadic areas throughout the roof membrane. Refer to *Figure A-31*.
 12. A fastener was missing in the termination metal flashing at the expansion joint near the center of the roof. Refer to *Figure A-32*.
 13. The Johns Manville Expand-O-Flash Expansion Joint Cover splice connections were observed to be out of line by one-inch or more in areas throughout the expansion joint run. According to John Manville installation guidelines adjacent sections shall be aligned and uniform in profile. Refer to *Figure A-33* and *Figure A-34*.

Conclusion/Recommendations

Proper installation of a roofing membrane and its flashings in accordance with Building Codes, Construction Details, and Manufacturer's Specifications is critical to the performance of a roofing system as well as meeting manufacturer's warranty requirements. Product installation guidelines and good construction practices must be followed in order to ensure the integrity of the roofing system. Proper adhesion and welds are required to resist wind pressures, meet warranty requirements, and to prevent water intrusion. Voids, improper weld sizes, improper patch sizes, wrinkles in the membrane, inadequate slope, unsealed edges of membrane, low lying areas that pond water are potential failure areas that are prone to cause water intrusion related issues. Water intrusion into the building by way of roof failures are known to cause unforeseen damages to the tapered polystyrene foam insulation board, structural decking and framing, which can reduce the roof's load bearing capacity, as well as damages to interior finishes.

Based on the information obtained from the condition assessment, substantial deficiencies in the as-built construction of the new roofing system have been revealed. BillerReinhart believes that the newly installed roof system will not function properly to protect the building for its intended use or withstand the life of its intended warranty. Defective workmanship whereas the Contractor failed to comply with the manufacturer's instructions and specifications and accepted practices for good and workmanlike



construction are attributed to these defects. Should these defects not be corrected, these conditions will likely allow water intrusion into the building.

BillerReinhart recommends that the existing TPO roofing system be removed and replaced.

Neither the survey nor this report is intended to cover hidden defects, mechanical, electrical, or architectural features, nor environmental concerns. Unauthorized use of this report, without the permission of BillerReinhart, shall not result in any liability or legal exposure to Biller Reinhart Engineering Group, Inc.

Biller Reinhart Engineering Group, Inc. reserves the right to update the information contained in this report if deemed necessary due to modified site conditions or the availability of new/additional information.

Thank you for offering us the opportunity to provide our services for this project. Please contact our office if you have any questions regarding this report.

Sincerely,

Biller Reinhart Engineering Group, Inc.

State of Florida Certificate of Authorization No. 9149

Michael H. Biller, P.E., RRC
President/Principal Structural Engineer
Florida P.E. No. 49972

This item has been electronically signed
using a Digital Signature.

Printed copies of this document are not
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signature must be verified on any
electronic copies.



Appendix A

Photographic Documentation – Incubator Building North Roof Area





Figure A- 1



Figure A- 2





Figure A- 3



Figure A- 4





Figure A- 5



Figure A- 6





Figure A- 7



Figure A- 8





Figure A- 9



Figure A- 10





Figure A- 11



Figure A- 12





Figure A- 13



Figure A- 14





Figure A- 15



Figure A- 16





Figure A- 17



Figure A- 18





Figure A- 19

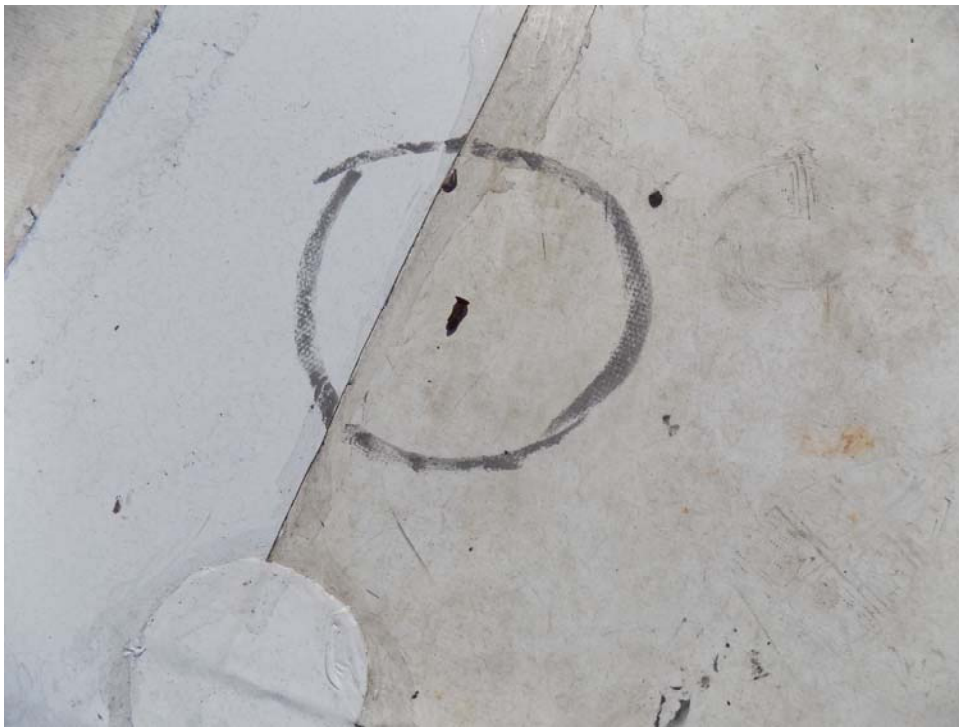


Figure A- 20





Figure A- 21



Figure A- 22





Figure A- 23



Figure A- 24





Figure A- 25



Figure A- 26





Figure A- 27



Figure A- 28





Figure A- 29



Figure A- 30





Figure A- 31



Figure A- 32





Figure A- 33



Figure A- 34



Smart Start Business Incubator Roof Assessment



Chris Hanning, P.E.
Assistant Public Works Director
City of New Port Richey
November 24, 2015

Executive Summary

This report contains an evaluation of the current condition of the roof covering the Smart Start Business Incubator building. A modified bitumen membrane roofing system currently covers the building. A raised expansion joint sits at the approximate midpoint of the roof, dividing the roof into a north and a south section.

Ms. Martin, office manager for Smart Start New Port Richey, reported that water was found leaking from the ceiling in a utility room located under the north section of the roof along the east wall of the building. The roof was repaired shortly after the leak was discovered and no water has been seen since. No other stains were found on the drop ceiling. However, staining of an older ceiling, located above the present drop ceiling, was found under the north section of the roof.

The north section of roof has extensive granule loss, numerous patches, areas of deteriorated sealant and membrane, large depressed areas where the loose granules have collected and water ponds, and several areas that feel “soft” when walked upon. There are places along the edges of the roof where the membrane has deteriorated, curled, or simply shrunk and no longer covers the drip edge. Pipe penetrations have deteriorated sealant around them, and there is a small depression around the entire perimeter of the north section of roof.

The south section of roof has minimal granule loss, small areas where loose granules have collected, and sealant in good condition. There are some small spots of deteriorated membrane with exposed fibers along the expansion joint. A concrete “disc” that looks like a manhole cover and fist-sized chunks of concrete are also atop this section of roof.

The expansion joint is slightly elevated above the roof and covered with a black fabric with no visible tears attached with mechanical fasteners that have some corrosion. The gutters and downspouts extend around the entire perimeter of the building and are in good condition.

The north section of the roof is at the end of its service life. The south section of the roof has an estimated 10 to 12 years of service life left. The fabric covering the expansion joint is in excellent condition and has many years of service life left.

It is recommended that the north section of the roof be replaced with a thermoplastic polyolefin (TPO) roofing membrane. During installation, any rotted decking should be replaced as well. The south section of roof is in good condition and needs no repair work. The large concrete “disc” and several chunks of concrete on top of the south section need to be removed. The expansion joint and gutters and downspouts are in good condition and do not need to be repaired or replaced.

Background

This report contains an opinion of the current condition of the roof covering the Smart Start Business Incubator building located at 6345 Grand Boulevard, New Port Richey, Florida. The building is a single story structure that is approximately 9,000 square feet containing numerous offices, a large classroom, and co-working space. According to the Pasco County Property Appraiser website, the building was constructed in 1959, the exterior walls are made of Concrete Masonry Brick (CMU) with a stucco finish, and the roof is clad with a modified bitumen membrane.

The interior is divided into office spaces and meeting rooms by partitions clad with drywall. A CMU wall runs east—west at the approximate mid-point of the building. A raised expansion joint sits directly over this CMU wall dividing the roof into a north and south section. The ceiling is a drop ceiling that hangs below the main roof structure with flush mounted light fixtures.

Observations

Interior

A visual inspection of the roof and ceiling took place on November 17 and 18, 2015. Ms. Becky Martin, the office manager for Smart Start New Port Richey, was kind enough to point out areas of concern. Ms. Martin reported that water was found leaking from the ceiling in the utility room located under the north section of the roof along the east wall of the building. Ms. Martin stated that the roof was repaired shortly after the leak was discovered and no water has been seen since. Ms. Martin also reported another leak was found in an office under the south section of the roof along the east wall. However, Ms. Martin stated that the water was found to be originating from condensation that formed on HVAC duct work located above the drop ceiling at this location.

Two gentlemen working at Tampa Bay Multi Media, which is located in the south half of the building, were also asked about possible leaks. They explained that no water has been seen dripping from the ceiling in this area of the building.

The ceiling in other areas of the building was also inspected. No stains were found on the ceiling tiles in the hallway, offices, and classroom. Ceiling tiles in several rooms were removed and the area above the ceiling and below the roof was inspected. Staining of an older

ceiling, believed to be from original construction, was found in a hallway that leads to a door on the west side of the building under the north section of the roof.

Roof

The roof is flat and divided into two sections; a north section and a south section, which are roughly equal in size (the north is slightly larger). A raised expansion joint of the roof runs east-west and sits directly over an interior CMU wall. Gutters extend around the entire perimeter of the roof. Both sections of the roof are clad with a modified bitumen membrane, which is a roofing system composed of a built up roof membrane with 2 or 3 plies of fabric and a polymer-modified bitumen cap sheet. Granules adhere to this cap sheet for color and to protect the membrane from the adverse effects of the weather and sun.

The north section of roof has extensive granule loss, numerous patches, areas of deteriorated sealant and membrane, and large depressed areas where the loose granules have collected. Although the last rain event occurred about two weeks before the inspection took place, pictures taken by Public Works show large areas of ponding water on the roof. There are also several areas in the roof that feel “soft” when walked upon. Pipe penetrations in this section of roof and have deteriorated sealant around them.

There are a couple of depressed areas in the north section of roof where a large amount of granules have collected. There are two smaller depressed locations where granules have accumulated over an inch in thickness in this section as well. There are places along the edges of the roof where the membrane has deteriorated, curled, or simply shrunk and no longer covers the top of the drip edge.

There are numerous patches on the north section that are up to approximately four feet by four feet in size. The sealant used to place these patches has deteriorated. Long strips of membrane have been placed along the three external edges of the roof. However, the seams on these strips have been placed on top of the existing membranes. There is also a small depression around the entire external perimeter of the north section of roof.

The south section of roof has minimal granule loss, small areas where loose granules have collected, and sealant is in good condition around an electrical utility box that sits atop the roof. Small amounts of sealant used to apply the roofing membrane are visible and in good condition as well. There are some small spots of deteriorated membrane with exposed fibers along the expansion joint that separates the south and north sections of the roof. A concrete “disc” approximately three feet in diameter that looks like a manhole cover and fist-sized chunks of concrete are also sitting atop this section of roof.

The expansion joint is slightly elevated above the roof and covered with a black fabric attached with mechanical fasteners. Strips of roofing membrane run along both sides of the joint and are installed under the black fabric. There are no visible tears or rips in the fabric. There is some corrosion of the mechanical fasteners. The gutters and downspouts extend around the entire perimeter of the building and are in good condition.

Conclusions

Based on the observations made during the visual inspection, the north and south sections of roof have been installed many years apart. The extensive granule loss, numerous patches, deteriorated sealant, soft spots, and depressed areas where water ponds on the north section are consistent with a roofing system that is at the end of its service life. The south section has some granule loss and exposed sealant in good condition suggesting that this section of the roof has upwards of 10 to 12 years of service life left.

The gutters and downspouts are in good condition and do not need to be replaced. The expansion joint in the middle of the roof is in good condition also and needs no repairs.

Recommendations

It is recommended that the north section of the roof be replaced with a thermoplastic polyolefin (TPO) roofing membrane, which is a common roofing system installed on flat, commercial buildings. During installation, any rotted decking should be replaced as well.

The south section of roof is in good condition and needs no repair work on it. There is a large concrete “disk” that is very heavy and several chunks of concrete on top of the roof that need to be removed.



Figure 1: Stains are visible on the original ceiling in a utility room under the north section of roof along the east wall of the building.



Figure 2: Stains on the original ceiling are visible in a hallway under the north section of roof.



Figure 3: North section of the roof looking south.



Figure 4: Depressed area in north section of roof where granules have accumulated over 1" thick.



Figure 5: New patch, loose granules, and deteriorated sealant are found over the utility room where water was leaking from the ceiling.



Figure 6: Extensive granule loss, deteriorated sealant, and patches are found on the north section of roof.



Figure 7: Deteriorated membrane and extensive granule loss are visible on the north section of roof.



Figure 8: A small depression extends around the perimeter of the north section of roof.



Figure 9: Torn and deteriorated membrane reveals portion of the drip edge around the perimeter of the roof.



Figure 10: The expansion joint divides the north (left) section from the south (right) section of the roof.



Figure 11: The south section of roof looking south.



Figure 12: A concrete "disc", chunks of concrete, and sealant around an electrical utility box are visible on the south section of roof.



Figure 13: Minimal granule loss is present on the south section of the roof.



Figure 14: Small areas of deteriorated membrane are visible near the expansion joint.



TO: Members of the Community Redevelopment Agency

FROM: Crystal S. Feast, Finance Director

DATE: 5/2/2017

RE: Consideration of Amendment to the FY17 Adopted Budget - Page 69

REQUEST:

The Board is asked to review and approve the following amendment to the FY17 Adopted Budget, which would allow for roofing improvements to the Incubator to be made and the transfer of funds within the CRA to cover those costs.

DISCUSSION:

This amendment request accompanies the ITB 17-007, Incubator Roof Replacement Bid Award, which was just presented by Public Works. The roofing improvements were not part of the CRA's original budget for FY17. The cost of the roof replacement will total \$49,249. There are other miscellaneous costs associated with this project, totaling \$1,576, that have been included in the attached budget amendment request. The total budget amendment request is \$50,825.

As stated in the City's Purchasing Policy, any capital purchases or improvements that are not part of the original budget must go before the Board for approval.

RECOMMENDATION:

It is recommended that the Board approve the attached amendment to the FY17 Adopted Budget, which would allow for roofing improvements to the Incubator.

BUDGET/ FISCAL IMPACT:

The adjustment results in the transfer of funds within the CRA Fund; therefore, there is no effect to the overall budgeted amount for the CRA.

ATTACHMENTS:

Description	Type
□ Budget Amendment Request	Exhibit



BUDGET AMENDMENT REQUEST

Date 4/20/17

No. _____

INCREASE

Account No.	Division	Description	Budget Current	Change	Proposed Budget
630-0080-515.62-99	CRA	Building Improvements – Incubator	\$22,600	\$50,825	\$73,425

DECREASE

Account No.	Division	Description	Budget Current	Change	Proposed Budget
630-0080-515.31-99	CRA	Professional Services	\$80,000	(\$50,825)	\$29,175

Explanation:

To cover unexpected roofing costs, due to wrongful work by previous contractor; any future proceeds from litigation will be put into the CRA Fund

Requested by: _____ Name Maria Title _____

Approved by: Assistant Finance Director Capital

Finance Director _____

City Manager [Signature]

Council Action Required ☒ Yes ☐ No If "Yes", Date Approved _____

Date Posted _____ Current Month _____ Posted By _____