

Regular City Commission Meeting Agenda February 27, 2017

Mayor Gib Coerper
Vice Mayor Robert Wilford
Commissioner Gary Hardacre
Commissioner Ben Boukari, Jr.
Commissioner Shirley Green Brown

City Manager Traci L. Gresham
City Attorney Marian Rush

The City Commission will conduct a
Regular City Commission Meeting
At 6:00 PM
to address the item(s) below.

Meeting Date: February 27, 2017

Meeting Location: James A. Lewis Commission Chambers, City Hall

CITY COMMISSION MEETING

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

**APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY
TITLE ONLY**

I. SPECIAL PRESENTATIONS

- A. Alachua County Housing Authority Activities Update - Kenneth Armstrong
- B. Fiscal Analysis Report for the Periods Ended December 31, 2016 and January 31, 2017

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who is unable to speak at this time will have an opportunity to speak at the end of the meeting)

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

(Presentations, other than the applicant, please limit to **3 Minutes**)

V. AGENDA ITEMS

- A. Resolution 17-09 Amending the Fiscal Year 2016-2017 Budget; Increasing the General Fund Budget to Provide for Unanticipated Revenues and Expenses Related to the Use of Forfeiture Funds.
- B. RFB 2017-01 NW 157th Street Paving Project
- C. RFB 2017-02 Horizontal Directional Drilling and Open Cut Excavation Annual Contract
- D. FY 2017 Compensation Plan Amendment

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes.Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

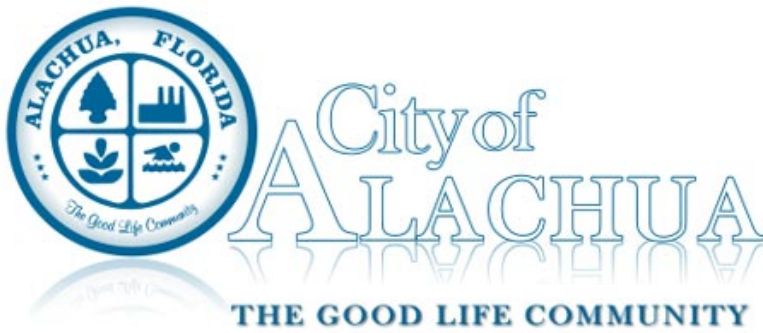
VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

VIII.COMMISSION COMMENTS/DISCUSSION

ADJOURN

CONSENT AGENDA

CONSENT AGENDA ITEMS



Commission Agenda Item

MEETING DATE: 2/27/2017

SUBJECT: Alachua County Housing Authority Activities Update - Kenneth Armstrong

PREPARED BY: G.B. Wilson

RECOMMENDED ACTION:

Receive the presentation.

Summary

The City of Alachua City Commission adopted its Strategic Plan for Fiscal Year 2016 on September 14, 2015. Initiative 4.1 relates to the strategy to support the Construction and Repair of Affordable Housing and Initiative 4.2 relates to a strategy to Encourage Construction of Senior Housing Opportunities including Assisted Living Facilities. The Compliance and Risk Management Department is tasked with meeting the City Commission Objectives.

City Staff first conducted basic demographic research projected from the 2010 Census. The results of that effort are summarized on the attached one page report. Meetings were held with the Alachua County Housing Authority Executive Director Ken Armstrong who is supported by a professional staff with extensive experience in the financing, construction and operation of affordable housing programs. His extensive experience is summarized in the brief profile set forth on the attached page from the ACHA web site.

The City Commission has accepted the recommendation of the City Manager and staff to accept the commitment of the ACHA Director to work closely with the City on cooperative programs to meet the needs of City residents. Mr. Armstrong's presentation will report on successes to date.

FINANCIAL IMPACT: No

BUDGETED: No

ATTACHMENTS:

Description

- ☐ Demographics Report
- ☐ Ken Armstrong Profile
- ☐ Sample Cooperative Projects

CITY OF ALACHUA
STRATEGIC INITIATIVES - AFFORDABLE HOUSING 4.1 &
SENIOR LIVING HOUSING OPPORTUNITIES 4.2

Projected from 2010 Census:

Population

Alachua County 260,000
Gainesville 125,000
City of Alachua 9,500- Gainesville 13x Larger or COA 7.7% size of Gainesville

Age Group 65+

Alachua County 12.9% vs. COA 7.1% (676 Persons)

Number of Households:

COA- 3620 households

Number of Persons in Household:

COA- 2.62 persons per household

Poverty Rate:

COA- 10% Poverty Rate- 360 Households (10% of 3620)
313 Subsidized Units (8.6% of 3620)

Subsidized Units in COA

80 ACHA Owned		
Merrillwood	64 Units	
Hitchcocks	<u>16 Units</u>	
		80 Units
Private Ownership (Section 8 Vouchers)		
Alachua Apartments	70 Units	
Sherwood Oaks	54 Units	
Alachua Villas	<u>29 Units</u>	
		153 Units
Housing Choice Vouchers		
Current	70	
New	<u>10</u>	
		<u>80 Vouchers</u>
		313 Total

Overview

48 of 67 Counties have at least one public housing development.

19 of 67 Do not

50+ % are in Miami-Dade, Duval, and Hillsboro

City of Alachua Approach

Cooperate actively with Alachua County Housing Authority staff of more than twenty affordable housing specialists.

Executive Director

The Housing Authority has hired Kenneth Armstrong as its Executive Director.

Armstrong is the former executive director of the Sanford Housing Authority, North Carolina agency since 2002 and was the executive director of the Ormond Beach Housing Authority in Florida for about a decade before Sanford.

After 20-plus years of experience as an executive director, Armstrong said he's pretty much done it all when it comes to housing authorities. He took on a troubled agency in Ormond Beach years ago and then came to a semi-troubled agency in North Carolina and was able to straighten troubling issues in both authorities.

The Alachua County Housing Authority has a few problems that he will need to pull up his sleeves and take care of as well. The housing authority needs to address some issues with the Sunshine Inn, which provides transitional housing for homeless veterans, he said. He is also looking into other possible opportunities for the local housing authority, such as potentially converting some warehouses downtown into housing. (Gainesville Sun, Sept 2014)



AFFORDABLE HOUSING 4.1 & SENIOR LIVING HOUSING OPPORTUNITIES 4.2

Completion of the Drainage and Roadway improvements has increased the overall quality of life in NE Alachua neighborhoods and provide enhanced infrastructure to support the addition of Affordable Housing or a Senior Housing component to the Merrillwood Affordable Housing Complex.

2016 Completed Roadway Improvements

The completed Roadway Improvements in the NE area of the City of Alachua consisted solely of repaving existing paved streets.

The area includes part of Hipp Way, roads within Merrillwood and others in the neighborhood.

The project used \$676,441 in Neighborhood Revitalization Category CDBG funding, and was specifically selected due to the household income levels of the residents. The City provided an additional \$125,000 in leverage match funds to support the \$801,441 total cost.

Roadway Improvements were completed September 2016.



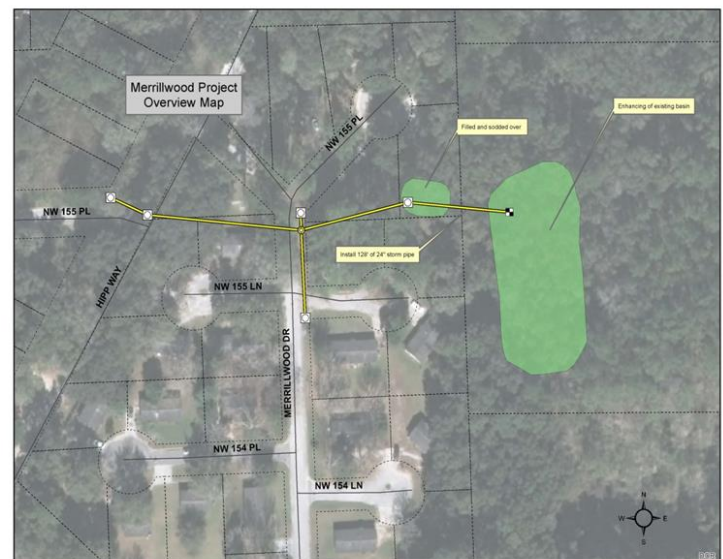
COA Cost	CDBG Grant Funds	Total Cost
\$125,000	\$676,441	\$801,441

2016 Completed Drainage Improvements

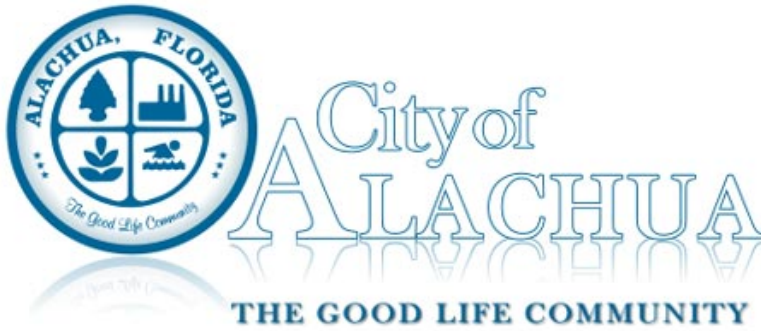
The completed 2016 Merrillwood Stormwater Improvement Project retrofitted, upgraded and enhanced the entire system in the affordable housing neighborhood. The improvements capture stormwater from all streets inside the development and provide drainage for Hipp Way that traverses the west side of Merrillwood.

The existing small interior basin, that was not functioning and had become a collector of trash, was filled and sodded to create new green space.

Drainage Improvements were completed September 2016.



COA Cost	SRWMD Grant Funds	Total Cost
\$40,936	\$40,936	\$81,872



Commission Agenda Item

MEETING DATE: 2/27/2017

SUBJECT: Fiscal Analysis Report for the Periods Ended December 31, 2016 and January 31, 2017

PREPARED BY: Robert A. Bonetti, Finance & Administrative Services Director

RECOMMENDED ACTION:

Receive the presentation.

Summary

The Finance and Administrative Services Department periodically prepares fiscal analysis reports for the purpose of conveying the City's general fiscal operating condition to the City Commission and the residents of the City of Alachua.

These reports, where applicable, may identify potential fiscal trends and, if necessary, assist in identifying and evaluating options for any required corrective action.

FINANCIAL IMPACT: No

BUDGETED: No

ATTACHMENTS:

Description

- ▢ 2017 01 31 Presentation
- ▢ Fiscal Analysis Report 20161231
- ▢ Fiscal Analysis Report 20170131

CITY OF ALACHUA



FISCAL ANALYSIS REPORT

FISCAL YEAR 2016/2017
THROUGH JANUARY 31, 2017

FEBRUARY 27, 2017

KEY TERMS



- **Fiscal year: period beginning October 1, 2016 and ending September 30, 2017.**
- **Amended budget: budget including all changes since the beginning of the fiscal year.**
- **Period benchmark: percentage of fiscal year that has transpired - 33%.**
- **Encumbrances: Funds committed for future expenses.**

ALL FUNDS SUMMARY



	FY 16/17 AMENDED BUDGET	PERCENT OF TOTAL BUDGET
GENERAL FUND	12,511,285	25.26%
SPECIAL REVENUE FUNDS	727,351	1.47%
DEBT SERVICE FUND	976,966	1.97%
CAPITAL PROJECTS FUNDS	7,540,163	15.22%
ENTERPRISE FUNDS	21,121,425	42.63%
INTERNAL SERVICE FUNDS	<u>6,665,533</u>	<u>13.45%</u>
	49,542,723	100.00%

GENERAL FUND



- **Primary Revenue Source: Taxes**
- **Programs Funded:**
 - **All General Governmental Functions:**
 - **City Commission**
 - **City Manager (City Manager, Human Resources, Special Expense)**
 - **City Attorney**
 - **Deputy City Clerk**
 - **Community Planning & Development (Community Plan./Dev., Building Inspections)**
 - **Compliance & Risk Management**
 - **Finance & Admin. Svcs. (Finance, Grants, Purchasing, Facilities, Information & Tech.)**
 - **Recreation**
 - **Police**
 - **Public Works**
 - **Fire Services/ Residential Waste Collection**

GENERAL FUND



- **Sources of Funding (61%) –**

- Current Revenues: \$ 5.7M (45%)
- Budgeted Balances: \$ 2.0M (16%)

- **Uses of Funding (39%) –**

- Expenses: \$3.6M (29%)
- Encumbrances: \$1.3M (10%)

SPECIAL REVENUE FUNDS



- **Primary Revenue Source: Intergovernmental Revenue**
- **Programs Funded:**
 - Law Enforcement Training
 - APD Explorers
 - T K Basin
 - Donation
 - Community Redevelopment Agency (CRA)

SPECIAL REVENUE FUNDS



- **Sources of Funding (102%) –**

- Current Revenues: \$ 472K (65%)
- Budgeted Balances: \$ 266K (37%)

- **Uses of Funding (28%) –**

- Expenses: \$ 107K (15%)
- Encumbrances: \$ 95K (13%)

DEBT SERVICE FUND



- **Primary Revenue Source: Inter-fund Transfers**
- **Programs Funded:**
 - Section 108 Debt Payments
 - Series 2016 Debt Payments
 - APD 2016 Capital Lease

DEBT SERVICE FUND



- **Sources of Funding (100%) –**

- Current Revenues: \$ 719K (74%)
- Budgeted Balances: \$ 258K (26%)

- **Uses of Funding (41%) –**

- Expenses: \$ 402K (41%)
- Encumbrances: \$ 0 (0%)

CAPITAL PROJECTS FUNDS



- **Primary Revenue Source: Intergovernmental Revenue**
- **Programs Funded:**
 - Heritage Oaks
 - San Felasco
 - Project Legacy
 - Municipal Complex
 - CDBG – Neighborhood Revitalization

CAPITAL PROJECTS FUNDS



- **Sources of Funding (69%) –**

- Current Revenues: \$ 616K (8%)
- Budgeted Balances: \$ 4.6M (61%)

- **Uses of Funding (85%) –**

- Expenses: \$ 3.0M (40%)
- Encumbrances: \$ 3.4M (45%)

ENTERPRISE FUNDS



- **Primary Revenue Source: Charges for Services**
- **Programs Funded:**
 - **Electric**
 - **Water**
 - **Waste Water**
 - **Mosquito**

ENTERPRISE FUNDS



- **Sources of Funding (47%) –**

- Current Revenues: \$ 5.7M (27%)
- Budgeted Balances: \$ 4.1M (20%)

- **Uses of Funding (27%) –**

- Expenses: \$ 5.4M (26%)
- Encumbrances: \$ 291K (1%)

INTERNAL SERVICE FUNDS



- **Primary Revenue Source: Charges for Services**

- **Programs Funded:**
 - **Utility Administration**
 - **Utility Billing**
 - **Utility Operations**
 - **Warehouse Operations**
 - **Water Distribution/Collection**
 - **Public Services Operations Center**

INTERNAL SERVICE FUNDS



- **Sources of Funding (84%) –**

- Current Revenues: \$ 1.1M (17%)
- Balances: \$ 4.5M (67%)

- **Uses of Funding (66%) –**

- Expenses: \$ 589K (9%)
- Encumbrances: \$ 3.8M (57%)

ALL FUNDS SUMMARY



- **Amended FY 16/17 Budget = \$ 49,542,723**

- **Sources of Funding (61%) –**
 - Current Revenues: \$ 14.2M (29%)
 - Budgeted Balances: \$ 15.7M (32%)

- **Uses of Funding (44%) –**
 - Expenses: \$ 13.2M (26%)
 - Encumbrances: \$ 8.8M (18%)

INVESTMENTS / CASH HOLDINGS



- **Investment portfolio total = \$ 1,540,117.97**
 - State Board of Administration (SBA) = \$ 1.0M
 - Money Market Account = \$ 508K
 - Certificate of Deposit = \$ 30K

- **Cash holdings total = \$ 26,254,590.81**
 - Operating Account = \$17.2M
 - CRA Account = \$ 723K
 - Customer Deposit Accounts = \$ 1.7M
 - Series 2016 Repayment Account = \$ 229K
 - Section 108 Account = \$ 50K
 - SRF Money Market account = \$ 115K
 - Heritage Oaks Account = \$ 330K
 - Series 2016 Projects = \$ 5.8M
 - Other Accounts = \$ 207K

CONCLUSION



- **Revenues & Expenses**
- **CDBG Neighborhood Revitalization Complete**
- **Audit Status**



City of
ALACHUA

THE GOOD LIFE COMMUNITY

**FINANCE DEPARTMENT
FISCAL ANALYSIS
FOR THE PERIOD ENDING
DECEMBER 31, 2016**

TABLE OF CONTENTS

Introduction	I
General Fund Summary	1
General Fund Revenue	4
General Fund Expenditures by Major Category	5
Special Revenue Funds Summary	9
Special Revenue Funds Revenue	10
Special Revenue Funds Expenditures by Major Category	11
Debt Service Fund Summary	12
Debt Service Fund Revenue	13
Debt Service Fund Expenditures by Major Category	14
Capital Projects Funds Summary	15
Capital Projects Funds Revenues	16
Capital Projects Funds Expenditures by Major Category	17
Enterprise Funds Summary	18
Enterprise Funds Revenue	19
Enterprise Funds Expenditures by Major Category	20
Internal Service Fund Summary	21
Internal Service Fund Revenues	22
Internal Service Fund Expenditures by Major Category	23
All City Funds Summary	25
Revenues by Major Category All City Funds	26
Expenditures by Major Category All City Funds	27
Budget Performance by Function All City Funds	28
Investments and Cash	29

INTRODUCTION TO FISCAL ANALYSIS REPORT

Purpose

The fiscal analysis report is used to report the operating condition of the City, and where applicable, identify potential trends and, if necessary, recommends options for corrective action. The report first looks at all City Funds, and then looks at the major fund types (General Fund, Enterprise Funds, etc.). This report is merely a snapshot that fairly represents the City's financial position at a given point in time. While materially accurate, these are unaudited figures.

Defining Revenue

Revenues are the financial resources available to the City. The City of Alachua has variety of revenue sources. These revenue sources include taxes, permits and fees, charges for services, fines and forfeitures, grants, and other miscellaneous revenues.

Defining Expenditure

Expenditures constitute a use of financial resources. There are three basic types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings and the purchase of land.

Debt is the expense related to principal and interest on long-term bonds and notes issued by the City. Expenditures figures within this report include encumbrances. Encumbrances are expenditure commitments that have not yet been actually incurred.

Defining Expenditure Function

Expenditure functions are expenditure classifications according to the principal purposes for which expenditures are made. Examples are general government, public safety, economic environment, physical environment, transportation, and culture/recreation.

Defining Fund Balance

Fund balances are the funds carried over from the previous fiscal year. The City has a variety of uses for fund balance including reserve for future capital projects, for emergencies and catastrophes, for certain bond issues, and for other contingencies and expenditures.

Conclusion

The report gives a more comprehensive view by fund type of the financial operations of the City. The Finance Department welcomes any feedback you may have.

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016

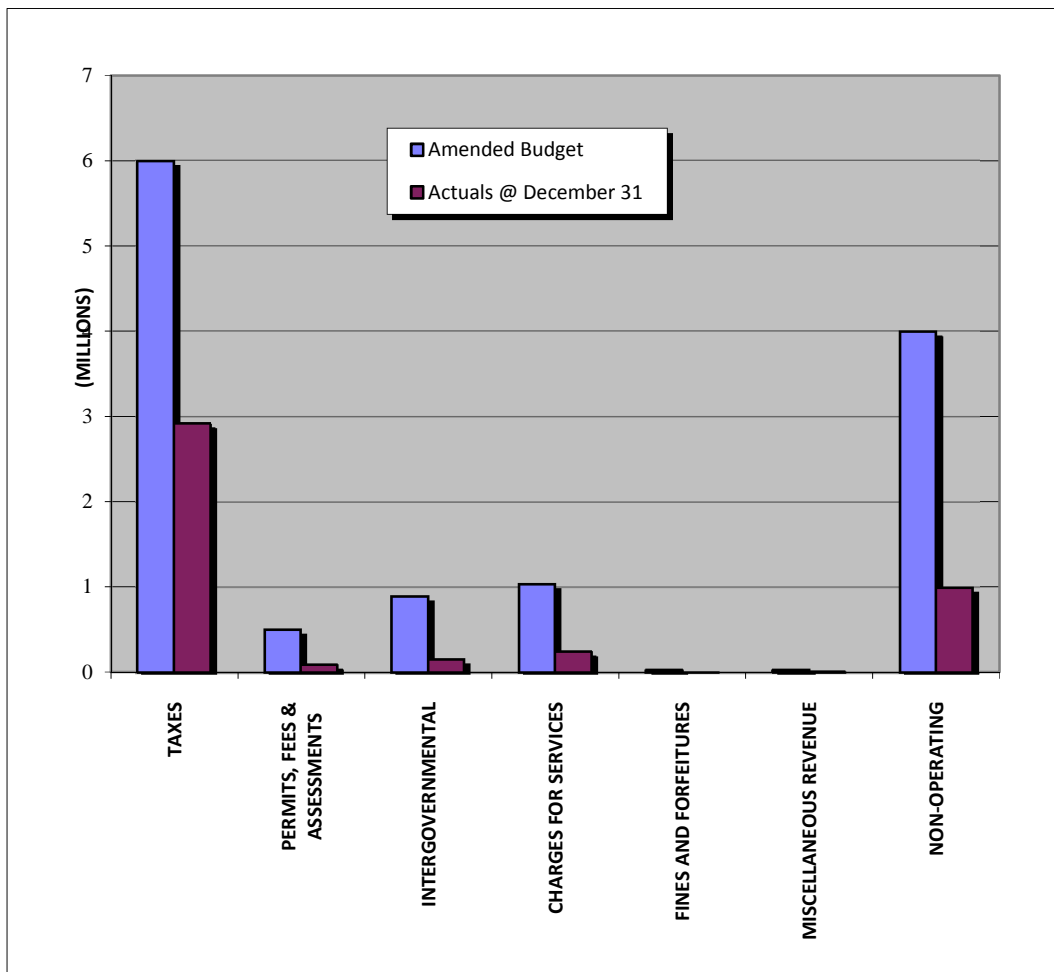
GENERAL FUND

FUND 001 - GENERAL FUND: The General Fund is the general operating fund for the Alachua City Commission. This fund is used to account for all financial resources, except those required to be accounted for separately. These resources provide funding for programs such as Fire Services, Recreation Services, General Government Administration, Capital Improvement Projects, Law Enforcement and Planning Services to all residents of the City of Alachua.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	2,917,854	49%
PERMITS, FEES & ASSESSMENTS	503,800	503,800	96,663	19%
INTERGOVERNMENTAL	900,589	900,589	160,291	18%
CHARGES FOR SERVICES	1,039,350	1,039,350	246,421	24%
FINES AND FORFEITURES	32,000	32,000	4,058	13%
MISCELLANEOUS REVENUE	38,000	38,000	10,154	27%
NON-OPERATING	3,999,490	3,999,490	1,000,000	25%
	12,511,285	12,511,285	4,435,441	35%
EXPENSES:				
GENERAL GOVERNMENT	6,618,338	6,619,038	1,826,565	28%
PUBLIC SAFETY	3,684,620	3,683,920	1,435,761	39%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	666,300	666,300	659,864	99%
TRANSPORTATION	937,010	937,010	211,923	23%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	605,017	605,017	150,091	25%
	12,511,285	12,511,285	4,284,204	34%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	5,382,436	5,382,436	1,218,403	23%
OPERATING EXPENDITURES	3,319,985	3,315,385	1,969,281	59%
CAPITAL OUTLAY	569,792	574,392	217,276	38%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	47,228	47,228	33,300	71%
NON-OPERATING	3,191,844	3,191,844	845,943	27%
POWER COSTS	0	0	0	0%
	12,511,285	12,511,285	4,284,204	34%

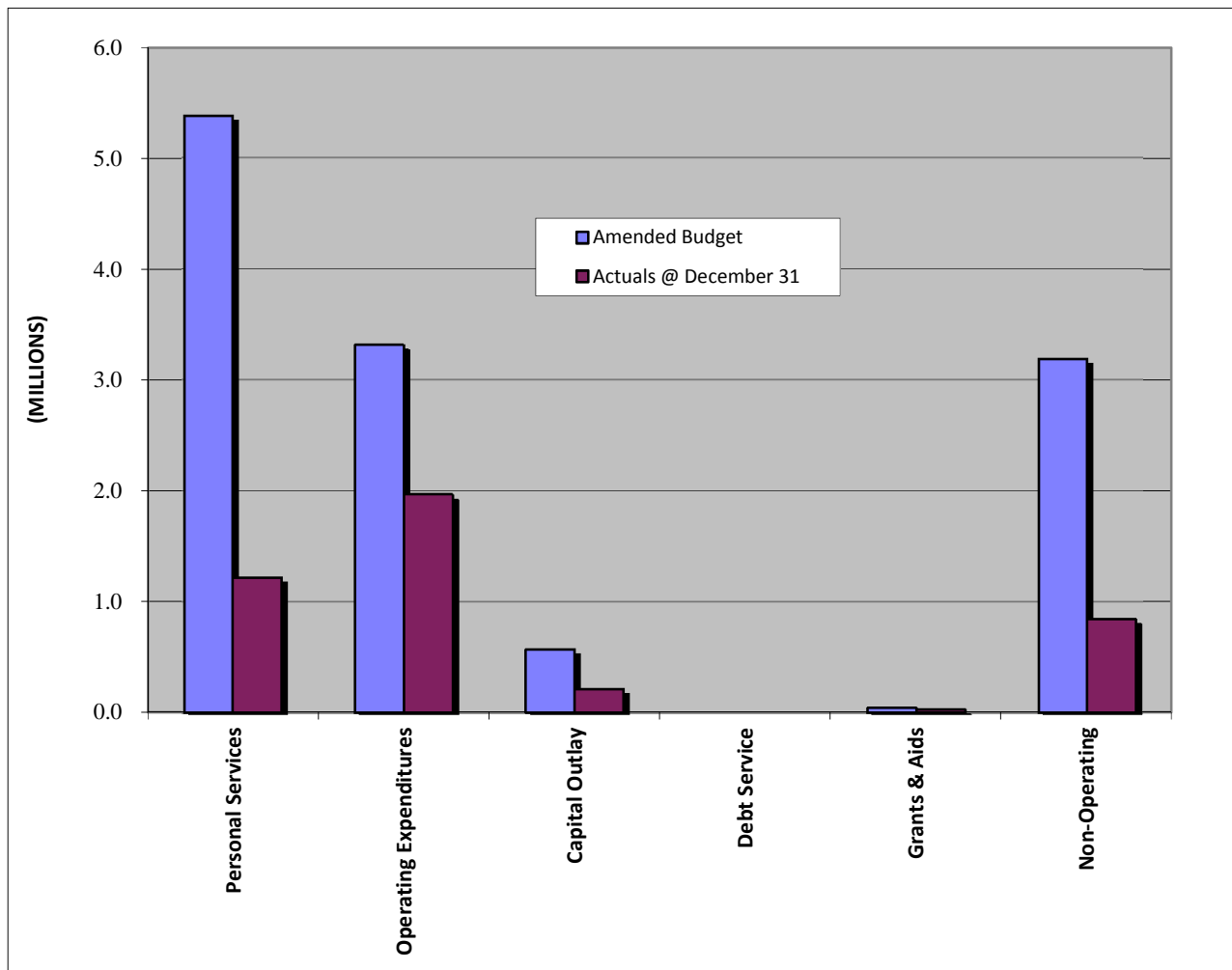
Revenues by Major Category General Fund

As of December 31, 2016, the City of Alachua collected 35% of budgeted General Fund revenues. Tax collections are at 49%. These revenues include property taxes, local option fuel taxes, utility taxes, and communication services taxes and account for \$6.0M, or almost half, of the General Fund annual budgeted revenues. Permits, Fees & Assessments are at 19%. The Intergovernmental Revenues are at 18%. Charges for Services are at 24%, Fines & Forfeitures are at 13%, Miscellaneous Revenues are at 27% and Non-Operating Revenues are at 25%.



Expenditures by Major Category General Fund

Overall, General Fund expenditure categories were at 34%. Personal Services are at 23% with Operating Expenditures at 59%. The Capital Outlay category is at 38%, Grants & Aids are 71% and Non-Operating expenditures are at 27%. Encumbrances for legal, fire, and residential waste collection services account for about 28% of the expense line total (aprox. \$1.2M).



CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016

GENERAL FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>TAXES</u>				
AD VALOREM TAXES	4,101,261	4,101,261	2,569,954	63%
LOCAL OPTION FUEL TAXES	250,162	250,162	41,640	17%
UTILITY SERVICES TAXES	1,250,000	1,250,000	240,238	19%
COMMUNICATIONS SERVICES TAXES	349,533	349,533	54,624	16%
LOCAL BUSINESS TAXES	47,100	47,100	11,398	24%
SUBTOTAL	5,998,056	5,998,056	2,917,854	49%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
BUILDING PERMITS	209,800	209,800	49,749	24%
FRANCHISE FEES	294,000	294,000	46,914	16%
SUBTOTAL	503,800	503,800	96,663	19%
<u>INTERGOVERNMENTAL REVENUE</u>				
STATE-SHARED REVENUES	900,589	900,589	160,291	18%
GRANTS	0	0	0	0%
SUBTOTAL	900,589	900,589	160,291	18%
<u>CHARGES FOR SERVICES</u>				
GENERAL GOVERNMENT	102,725	102,725	5,740	6%
PUBLIC SAFETY	86,647	86,647	18,970	22%
PHYSICAL ENVIRONMENT	822,978	822,978	221,161	27%
TRANSPORTATION	0	0	0	0%
CULTURE & RECREATION	27,000	27,000	550	2%
OTHER CHARGES FOR SVCS	0	0	0	0%
SUBTOTAL	1,039,350	1,039,350	246,421	24%
<u>FINES & FORFEITURES</u>				
FINES & FORFEITURES	32,000	32,000	4,058	13%
OTHER FINES & FORFEITURES	0	0	0	0%
SUBTOTAL	32,000	32,000	4,058	13%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	5,000	5,000	1,745	35%
RENTS & ROYALTIES	0	0	100	N/A+
OTHER MISCELLANEOUS REVENUE	33,000	33,000	8,309	25%
SUBTOTAL	38,000	38,000	10,154	27%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	2,000,000	2,000,000	1,000,000	50%
FUND BALANCE & UNDER COLLECTION	1,999,490	1,999,490	0	0%
SUBTOTAL	3,999,490	3,999,490	1,000,000	25%
GENERAL FUND	12,511,285	12,511,285	4,435,441	35%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>CITY COMMISSION</u>						
PERSONAL SERVICES	107,910	27,029	25%	0	0%	25%
OPERATING EXPENDITURES	36,888	8,985	24%	1,103	3%	27%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	144,798	36,014	25%	1,103	1%	26%
<u>CITY MANAGER'S OFFICE</u>						
PERSONAL SERVICES	400,329	101,860	25%	0	0%	25%
OPERATING EXPENDITURES	31,806	4,480	14%	566	2%	16%
CAPITAL OUTLAY	1,300	1,150	88%	51	4%	92%
GRANTS & AIDS	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	433,435	107,490	25%	617	0%	25%
<u>DEPUTY CITY CLERK</u>						
PERSONAL SERVICES	135,446	30,806	23%	0	0%	23%
OPERATING EXPENDITURES	37,295	12,948	35%	2,645	7%	42%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	172,741	43,754	25%	2,645	2%	27%
<u>CITY ATTORNEY</u>						
OPERATING EXPENDITURES	171,494	25,610	15%	110,000	64%	79%
TOTAL EXPENDITURES	171,494	25,610	15%	110,000	64%	79%
<u>INFORMATION & TECHNOLOGY SERVICES</u>						
PERSONAL SERVICES	136,034	30,333	22%	0	0%	22%
OPERATING EXPENDITURES	56,262	14,116	25%	463	1%	26%
CAPITAL OUTLAY	20,896	5,307	25%	9,342	45%	70%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	213,192	49,756	23%	9,805	5%	28%
<u>FINANCE</u>						
PERSONAL SERVICES	424,870	82,818	19%	0	0%	19%
OPERATING EXPENDITURES	70,707	37,963	54%	4,613	7%	60%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	495,577	120,781	24%	4,613	1%	25%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HUMAN RESOURCES</u>						
PERSONAL SERVICES	136,072	43,028	32%	0	0%	32%
OPERATING EXPENDITURES	43,278	12,675	29%	3,266	8%	37%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	179,350	55,703	31%	3,266	2%	33%
<u>FACILITIES MAINTENANCE</u>						
PERSONAL SERVICES	325,699	63,265	19%	0	0%	19%
OPERATING EXPENDITURES	120,850	23,248	19%	5,179	4%	24%
CAPITAL OUTLAY	5,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	451,549	86,513	19%	5,179	1%	20%
<u>GRANTS & CONTRACTS</u>						
PERSONAL SERVICES	63,661	14,820	23%	0	0%	23%
OPERATING EXPENDITURES	6,373	555	9%	0	0%	9%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	70,034	15,375	22%	0	0%	22%
<u>CP&D-PLANNING & DEVELOPMENT</u>						
PERSONAL SERVICES	326,648	63,567	19%	0	0%	19%
OPERATING EXPENDITURES	127,152	16,349	13%	0	0%	13%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	453,800	79,916	18%	0	0%	18%
<u>COMPLIANCE & RISK MANAGEMENT</u>						
PERSONAL SERVICES	282,946	64,289	23%	0	0%	23%
OPERATING EXPENDITURES	55,236	4,334	8%	1,962	4%	11%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	338,182	68,623	20%	1,962	1%	21%
<u>CP&D-BEAUTIFICATION BOARD</u>						
OPERATING EXPENDITURES	8,700	1,450	17%	7,250	83%	100%
TOTAL EXPENDITURES	8,700	1,450	17%	7,250	83%	100%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>SPECIAL EXPENSE</u>						
PERSONAL SERVICES	11,400	0	0%	0	0%	0%
OPERATING EXPENDITURES	110,734	2,266	2%	2,661	2%	4%
CAPITAL OUTLAY	124,980	3,291	3%	101,680	81%	84%
GRANTS & AIDS	47,228	33,300	71%	0	0%	71%
NON-OPERATING	3,191,844	845,943	27%	0	0%	27%
TOTAL EXPENDITURES	3,486,186	884,800	25%	104,341	3%	28%
<u>PS-SOLID WASTE DISPOSAL</u>						
OPERATING EXPENDITURES	666,300	111,401	17%	548,463	82%	99%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	666,300	111,401	17%	548,463	82%	99%
<u>PS-PUBLIC WORKS</u>						
PERSONAL SERVICES	373,409	91,264	24%	0	0%	24%
OPERATING EXPENDITURES	259,185	35,587	14%	70,156	27%	41%
CAPITAL OUTLAY	304,416	10,250	3%	4,666	2%	5%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	937,010	137,101	15%	74,822	8%	23%
<u>FIRE RESCUE SERVICES</u>						
OPERATING EXPENDITURES	703,616	111,225	16%	551,050	78%	94%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	703,616	111,225	16%	551,050	78%	94%
<u>BUILDING INSPECTIONS</u>						
PERSONAL SERVICES	165,782	37,419	23%	0	0%	23%
OPERATING EXPENDITURES	31,226	1,911	6%	754	2%	9%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	197,008	39,330	20%	754	0%	20%
<u>APD-PATROL & ADMIN</u>						
PERSONAL SERVICES	1,885,356	456,773	24%	0	0%	24%
OPERATING EXPENDITURES	377,337	97,946	26%	31,473	8%	34%
CAPITAL OUTLAY	117,800	0	0%	81,539	69%	69%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,380,493	554,719	23%	113,012	5%	28%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>APD-COMMUNICATIONS</u>						
PERSONAL SERVICES	356,306	59,580	17%	0	0%	17%
OPERATING EXPENDITURES	12,000	916	8%	0	0%	8%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	368,306	60,496	16%	0	0%	16%
<u>APD-SCHOOL CROSSING GUARDS</u>						
OPERATING EXPENDITURES	27,789	3,170	11%	0	0%	11%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	27,789	3,170	11%	0	0%	11%
<u>APD-EXPLORERS PROGRAM</u>						
OPERATING EXPENDITURES	2,000	156	8%	0	0%	8%
TOTAL EXPENDITURES	2,000	156	8%	0	0%	8%
<u>APD-RESERVE PROGRAM</u>						
OPERATING EXPENDITURES	4,708	1,849	39%	0	0%	39%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,708	1,849	39%	0	0%	39%
<u>PARKS & RECREATION</u>						
PERSONAL SERVICES	250,568	51,553	21%	0	0%	21%
OPERATING EXPENDITURES	354,449	59,151	17%	39,387	11%	28%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	605,017	110,704	18%	39,387	7%	25%
GENERAL FUND	12,511,285	2,705,936	22%	1,578,268	13%	34%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016**

SPECIAL REVENUE FUNDS

FUND VARIOUS - SPECIAL REVENUE FUNDS: Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	6,650	6,650	3,575	54%
INTERGOVERNMENTAL REVENUE	266,222	266,222	276,391	104%
CHARGES FOR SERVICES	2,800	2,800	440	16%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	200	200	4,211	2106%
NON-OPERATING	447,380	447,380	185,416	41%
	<u>723,252</u>	<u>723,252</u>	<u>470,033</u>	<u>65%</u>
EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	10,518	10,518	1,475	14%
ECONOMIC ENVIRONMENT	644,560	644,560	155,779	24%
PHYSICAL ENVIRONMENT	17,920	17,920	1,368	8%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	50,254	50,254	25,683	51%
	<u>723,252</u>	<u>723,252</u>	<u>184,305</u>	<u>25%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	18,810	18,810	0	0%
OPERATING EXPENDITURES	309,062	286,414	79,781	28%
CAPITAL OUTLAY	256,100	278,748	54,884	20%
DEBT SERVICE	99,280	99,280	49,640	50%
GRANTS & AIDS	30,000	30,000	0	0%
NON-OPERATING	10,000	10,000	0	0%
	<u>723,252</u>	<u>723,252</u>	<u>184,305</u>	<u>25%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

SPECIAL REVENUE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES AND ASSESSMENTS</u>				
SPECIAL ASSESSMENTS	6,650	6,650	3,575	54%
SUBTOTAL	6,650	6,650	3,575	54%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	0	0	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
PAYMENTS FROM LOCAL UNITS (FOR CRA)	266,222	266,222	276,391	104%
SUBTOTAL	266,222	266,222	276,391	104%
<u>CHARGES FOR SERVICES</u>				
ADDT'L CRT COSTS-\$2 FOR LEO TRAINING	2,800	2,800	440	16%
OTHER MISCELLANEOUS CHARGES	0	0	0	0%
SUBTOTAL	2,800	2,800	440	16%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	200	200	61	31%
RENTALS AND LEASES	0	0	1,750	NA+
CONTRIBUTIONS AND DONATIONS	0	0	2,400	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	200	200	4,211	2106%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN	181,317	181,317	185,416	102%
USE OF FUND BALANCE/UNDERCOLLECTION	266,063	266,063	0	0%
SUBTOTAL	447,380	447,380	185,416	41%
SPECIAL REVENUE FUNDS	723,252	723,252	470,033	65%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

SPECIAL REVENUE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ADDT'L COURT COST-\$2 FOR LEO TRAINING FUND</u>						
OPERATING EXPENDITURES	2,800	1,475	53%	0	0%	53%
TOTAL EXPENDITURES	2,800	1,475	53%	0	0%	53%
<u>EXPLORER SPECIAL REVENUE FUND</u>						
OPERATING EXPENDITURES	6,800	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,800	0	0%	0	0%	0%
<u>TK BASIN SPECIAL ASSESSMENT</u>						
OPERATING EXPENDITURES	17,920	228	1%	1,140	6%	8%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	17,920	228	1%	1,140	6%	8%
<u>DONATION FUND</u>						
OPERATING EXPENDITURES	28,524	3,036	11%	0	0%	11%
CAPITAL OUTLAY	22,648	0	0%	22,647	100%	100%
NON OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	51,172	3,036	6%	22,647	44%	50%
<u>CRA FUND</u>						
PERSONAL SERVICES	18,810	0	0%	0	0%	0%
OPERATING EXPENDITURES	230,370	35,867	16%	38,035	17%	32%
CAPITAL OUTLAY	256,100	2,299	1%	29,938	12%	13%
DEBT SERVICE	99,280	49,640	50%	0	0%	50%
AIDS TO PRIVATE ORGANIZATIONS	30,000	0	0%	0	0%	0%
NON OPERATING	10,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	644,560	87,806	14%	67,973	11%	24%
SPECIAL REVENUE FUNDS	723,252	92,545	13%	91,760	13%	25%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016

DEBT SERVICE FUND

FUND 070 - DEBT SERVICE FUND: The Debt Service Fund is used to account for the accumulation of resources for, and the payment of the City's general long-term debt, interest, and other related debt service charges. Debt obligations related to the Enterprise funds are accounted for in those specific funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	12	NA+
NON-OPERATING	976,966	976,966	718,502	74%
	<u>976,966</u>	<u>976,966</u>	<u>718,514</u>	<u>74%</u>
EXPENSES:				
GENERAL GOVERNMENT	976,966	976,966	394,235	40%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>394,235</u>	<u>40%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	0	0	0	0%
CAPITAL OUTLAY	0	0	0	0%
DEBT SERVICE	976,966	976,966	394,235	40%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>394,235</u>	<u>40%</u>

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016

DEBT SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	12	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	12	0%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	57,975	57,975	57,975	100%
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN-GF	660,527	660,527	660,527	100%
FUND BALANCE & UNDER COLLECTION	258,464	258,464	0	0%
SUBTOTAL	976,966	976,966	718,502	74%
 DEBT SERVICE FUND	 976,966	 976,966	 718,514	 74%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

DEBT SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEBT OBLIGATION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>OTHER DEBT COSTS</u>						
DEBT SERVICE	750	0	0%	0	0%	0%
	750	0	0%	0	0%	0%
<u>SECTION 108 LOAN</u>						
DEBT SERVICE	165,643	0	0%	0	0%	0%
TOTAL EXPENDITURES	165,643	0	0%	0	0%	0%
<u>CAPITAL LEASE - MOTOROLA</u>						
DEBT SERVICE	93,686	0	0%	0	0%	0%
TOTAL EXPENDITURES	93,686	0	0%	0	0%	0%
<u>ALACHUA COUNTY TDC</u>						
DEBT SERVICE	83,333	83,333	100%	0	0%	100%
TOTAL EXPENDITURES	83,333	83,333	100%	0	0%	100%
<u>SERIES 2016 CAPITAL IMPROVEMENT</u>						
DEBT SERVICE	633,554	310,902	49%	0	0%	49%
TOTAL EXPENDITURES	633,554	310,902	49%	0	0%	49%
DEBT SERVICE FUND	976,966	394,235	40%	0	0%	40%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016

CAPITAL PROJECTS FUNDS

FUND 3XX - CAPITAL PROJECTS FUNDS: Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities (other than those financed by the Enterprise Funds or Special Assessments).

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	353,545	353,545	282,808	80%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	7,244	NA+
NON-OPERATING	7,186,618	7,186,618	324,126	5%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>614,178</u>	<u>8%</u>
EXPENSES:				
GENERAL GOVERNMENT	324,126	324,126	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	333,940	333,940	98,635	30%
TRANSPORTATION	353,545	353,545	330,006	93%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	6,528,552	6,528,552	5,961,297	91%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>6,389,938</u>	<u>85%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	462,200	462,200	11,608	3%
CAPITAL OUTLAY	7,077,963	7,077,963	6,378,330	90%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>6,389,938</u>	<u>85%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

CAPITAL PROJECTS FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	353,545	353,545	282,808	80%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
SUBTOTAL	353,545	353,545	282,808	80%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	0	0	7,244	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	7,244	0%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	2,574,126	2,574,126	324,126	13%
USE OF FUND BALANCE	4,612,492	4,612,492	0	0%
SUBTOTAL	7,186,618	7,186,618	324,126	5%
 CAPITAL PROJECTS FUNDS	 7,540,163	 7,540,163	 614,178	 8%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

CAPITAL PROJECTS FUNDS EXPENDITURES
 BY MAJOR CATEGORY

CAPITAL PROJECT	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
HERITAGE OAKS						
OPERATING EXPENSES	120,066	0	0%	0	0%	0%
CAPITAL OUTLAY	213,874	9,400	4%	89,235	42%	46%
TOTAL EXPENDITURES	333,940	9,400	3%	89,235	27%	30%
SAN FELASCO CONSERVATION CORRIDOR						
OPERATING EXPENDITURES	6,508	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,508	0	0%	0	0%	0%
MUNICIPAL COMPLEX						
OPERATING EXPENDITURES	324,126	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	324,126	0	0%	0	0%	0%
CDBG - NEIGHBORHOOD REVITALIZATION						
OPERATING EXPENDITURES	11,500	11,608	101%	0	0%	101%
CAPITAL OUTLAY	342,045	318,398	93%	0	0%	93%
TOTAL EXPENDITURES	353,545	330,006	93%	0	0%	93%
PROJECT LEGACY						
CAPITAL OUTLAY	6,522,044	1,878,612	29%	4,082,685	63%	91%
TOTAL EXPENDITURES	6,522,044	1,878,612	29%	4,082,685	63%	91%
CAPITAL PROJECT FUNDS	7,540,163	2,218,018	29%	4,171,920	55%	85%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016

ENTERPRISE FUNDS

FUND 010, 020, 030, 042 - ENTERPRISE FUNDS: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's Electric, Water, Wastewater, and Mosquito Control services reside in Enterprise funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	16,710,202	16,710,202	4,220,907	25%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	276,320	276,320	61,305	22%
NON-OPERATING	4,134,903	4,134,903	0	0%
	21,121,425	21,121,425	4,282,212	20%

EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	21,121,425	21,121,425	4,912,249	23%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	21,121,425	21,121,425	4,912,249	23%

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	1,426,180	1,426,180	325,143	23%
OPERATING EXPENDITURES	1,467,914	1,467,914	450,254	31%
CAPITAL OUTLAY	3,078,826	3,078,826	155,878	5%
DEBT SERVICE	1,180,911	1,180,911	293,481	25%
NON-OPERATING	4,690,094	4,690,094	2,483,596	53%
POWER COSTS	9,277,500	9,277,500	1,203,898	13%
	21,121,425	21,121,425	4,912,249	23%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

ENTERPRISE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
GRANTS FROM LOCAL UNITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>CHARGES FOR SERVICES</u>				
PHYSICAL ENVIRONMENT-ELECTRIC	12,964,838	12,964,838	3,305,469	25%
PHYSICAL ENVIRONMENT-WATER	1,487,971	1,487,971	376,335	25%
PHYSICAL ENVIRONMENT-WASTEWATER	2,199,393	2,199,393	524,506	24%
PHYSICAL ENVIRONMENT-MOSQUITO	58,000	58,000	14,597	25%
SUBTOTAL	16,710,202	16,710,202	4,220,907	25%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	3,820	3,820	2,469	65%
RENTS & ROYALTIES	29,100	29,100	0	0%
OTHER MISCELLANEOUS REVENUE	243,400	243,400	58,836	24%
SUBTOTAL	276,320	276,320	61,305	22%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	4,134,903	4,134,903	0	0%
SUBTOTAL	4,134,903	4,134,903	0	0%
 ENTERPRISE FUNDS	 21,121,425	 21,121,425	 4,282,212	 20%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

ENTERPRISE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ELECTRIC UTILITY</u>						
PERSONAL SERVICES	849,122	197,209	23%	0	0%	23%
OPERATING EXPENDITURES	421,722	110,372	26%	25,126	6%	32%
CAPITAL OUTLAY	1,842,942	483	0%	4,009	0%	0%
DEBT SERVICE	465,770	15,044	3%	0	0%	3%
NON OPERATING	3,420,179	1,872,152	55%	0	0%	55%
POWER COSTS	9,277,500	1,203,898	13%	0	0%	13%
TOTAL EXPENDITURES	16,277,235	3,399,158	21%	29,135	0%	21%
<u>WATER UTILITY</u>						
PERSONAL SERVICES	189,780	42,806	23%	0	0%	23%
OPERATING EXPENDITURES	381,518	77,044	20%	43,529	11%	32%
CAPITAL OUTLAY	745,571	7,191	1%	32,937	4%	5%
DEBT SERVICE	170,850	62,818	37%	0	0%	37%
NON OPERATING	761,668	355,834	47%	0	0%	47%
TOTAL EXPENDITURES	2,249,387	545,693	24%	76,466	3%	28%
<u>WASTEWATER UTILITY</u>						
PERSONAL SERVICES	379,790	84,933	22%	0	0%	22%
OPERATING EXPENDITURES	639,364	129,557	20%	64,064	10%	30%
CAPITAL OUTLAY	487,113	0	0%	111,258	23%	23%
DEBT SERVICE	544,291	215,619	40%	0	0%	40%
NON OPERATING	489,122	248,548	51%	0	0%	51%
TOTAL EXPENDITURES	2,539,680	678,657	27%	175,322	7%	34%
<u>MOSQUITO CONTROL</u>						
PERSONAL SERVICES	7,488	195	3%	0	0%	3%
OPERATING EXPENDITURES	25,310	562	2%	0	0%	2%
CAPITAL OUTLAY	3,200	0	0%	0	0%	0%
NON OPERATING	19,125	7,062	37%	0	0%	37%
TOTAL EXPENDITURES	55,123	7,819	14%	0	0%	14%
ENTERPRISE FUNDS	21,121,425	4,631,326	22%	280,923	1%	23%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016**

INTERNAL SERVICE FUND

FUND 700 - INTERNAL SERVICE FUND: The Internal Service Fund is used to account for the provision of goods or services by Utility Administration, Utility Operations, Utility Billing, Warehouse Operations, and postage services for the City's utility system and other departments.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	156	NA+
NON-OPERATING	6,665,533	6,665,533	1,101,496	17%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>1,101,652</u>	<u>17%</u>
EXPENSES:				
GENERAL GOVERNMENT	6,665,533	6,665,533	574,776	9%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>574,776</u>	<u>9%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	1,414,367	1,411,867	278,898	20%
OPERATING EXPENDITURES	434,168	436,668	129,487	30%
CAPITAL OUTLAY	4,610,303	4,610,303	78,701	2%
DEBT SERVICE	156,695	156,695	87,690	56%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	50,000	50,000	0	0%
POWER COSTS	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>574,776</u>	<u>9%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

INTERNAL SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES & ASSESSMENTS</u>				
OTHER LICENSES, FEES, AND PERMITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
OTHER FEDERAL GRANTS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	156	NA+
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	156	NA+
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	0	0	0	0%
SERIES 2016 DEBT PROCEEDS	0	0	0	0%
INTERFUND TRANSFER	2,202,993	2,202,993	1,101,496	50%
FUND BALANCE & UNDER COLLECTION	4,462,540	4,462,540	0	0%
SUBTOTAL	6,665,533	6,665,533	1,101,496	17%
 INTERNAL SERVICE FUND	 6,665,533	 6,665,533	 1,101,652	 17%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016

INTERNAL SERVICE FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>FINANCE / UTILITY OPERATIONS</u>						
PERSONAL SERVICES	233,256	58,872	25%	0	0%	25%
OPERATING EXPENDITURES	29,880	3,690	12%	0	0%	12%
CAPITAL OUTLAY	20,000	0	0%	19,596	98%	98%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	283,136	62,562	22%	19,596	7%	29%
<u>FINANCE / UTILITY BILLING</u>						
PERSONAL SERVICES	290,819	62,023	21%	0	0%	21%
OPERATING EXPENDITURES	127,812	54,875	43%	9,251	7%	50%
CAPITAL OUTLAY	11,875	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	430,506	116,898	27%	9,251	2%	29%
<u>PUBLIC SERVICES / UTILITY ADMINISTRATION</u>						
PERSONAL SERVICES	501,838	92,460	18%	0	0%	18%
OPERATING EXPENDITURES	117,654	24,530	21%	9,288	8%	29%
CAPITAL OUTLAY	29,754	0	0%	7,740	26%	26%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	649,246	116,990	18%	17,028	3%	21%
<u>PUBLIC SERVICES-WAREHOUSE OPERATIONS</u>						
PERSONAL SERVICES	51,643	10,054	19%	0	0%	19%
OPERATING EXPENDITURES	17,972	3,673	20%	0	0%	20%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	69,615	13,727	20%	0	0%	20%
<u>ISF - COMPLIANCE AND RISK MANAGEMENT</u>						
PERSONAL SERVICES	30,075	5,781	19%	0	0%	19%
TOTAL EXPENDITURES	30,075	5,781	19%	0	0%	19%
<u>PUBLIC SERVICES-WATER DISTRIBUTION/COLLECTION</u>						
PERSONAL SERVICES	304,236	49,708	16%	0	0%	16%
OPERATING EXPENDITURES	143,350	4,281	3%	19,899	14%	17%
CAPITAL OUTLAY	60,000	0	0%	51,365	86%	86%
TOTAL EXPENDITURES	507,586	53,989	11%	71,264	14%	25%
<u>DEBT SERVICE FUND - SERIES 2016</u>						
DEBT SERVICE	156,695	87,690	56%	0	0%	0%
TOTAL EXPENDITURES	156,695	87,690	56%	0	0%	56%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING DECEMBER 31, 2016

INTERNAL SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>INTERNAL SERVICE FUND RESERVES</u>						
NON-OPERATING	50,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	50,000	0	0%	0	0%	0%
<u>CP OPS/WAREHOUSE</u>						
CAPITAL OUTLAY	4,488,674	0	0%	0	0%	0%
OTHER DEBT COSTS	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,488,674	0	0%	0	0%	0%
INTERNAL SERVICE FUND	6,665,533	457,637	7%	117,139	2%	9%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING DECEMBER 31, 2016**

ALL CITY FUNDS

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	2,917,854	49%
PERMITS, FEES & ASSESSMENTS	510,450	510,450	100,238	20%
INTERGOVERNMENTAL	1,520,356	1,520,356	719,490	47%
CHARGES FOR SERVICES	17,752,352	17,752,352	4,467,768	25%
FINES AND FORFEITURES	32,000	32,000	4,058	13%
MISCELLANEOUS REVENUE	314,520	314,520	83,082	26%
NON-OPERATING	23,410,890	23,410,890	3,329,540	14%
	<u>49,538,624</u>	<u>49,538,624</u>	<u>11,622,030</u>	<u>23%</u>

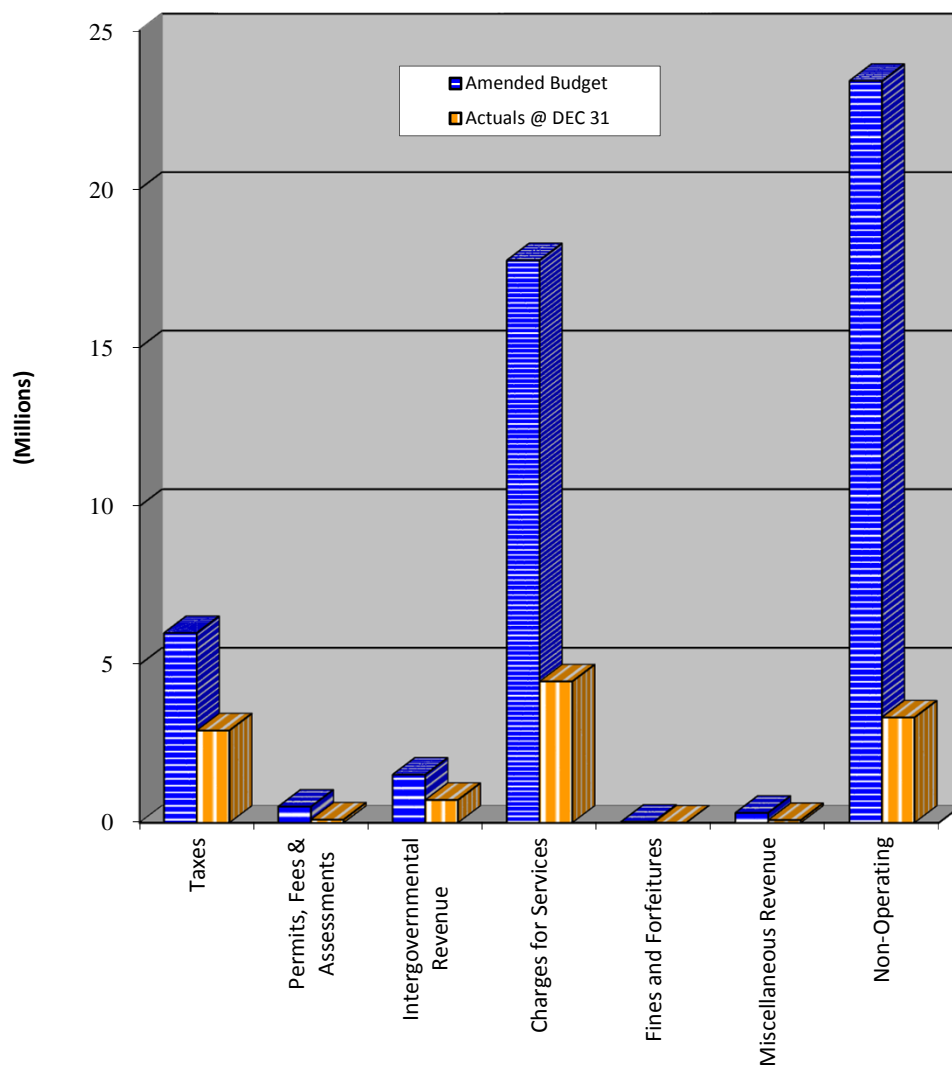
EXPENSES:				
GENERAL GOVERNMENT	14,584,963	14,585,663	2,795,576	19%
PUBLIC SAFETY	3,695,138	3,694,438	1,437,236	39%
ECONOMIC ENVIRONMENT	644,560	644,560	155,779	24%
PHYSICAL ENVIRONMENT	22,139,585	22,139,585	5,672,116	26%
TRANSPORTATION	1,290,555	1,290,555	541,929	42%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	7,183,823	7,183,823	6,137,071	85%
	<u>49,538,624</u>	<u>49,538,624</u>	<u>16,739,707</u>	<u>34%</u>

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	8,241,793	8,239,293	1,822,444	22%
OPERATING EXPENDITURES	5,993,329	5,968,581	2,640,412	44%
CAPITAL OUTLAY	15,592,984	15,620,232	6,885,069	44%
DEBT SERVICE	2,413,852	2,413,852	825,045	34%
GRANTS & AIDS	77,228	77,228	33,300	43%
NON-OPERATING	7,941,938	7,941,938	3,329,539	42%
POWER COSTS	9,277,500	9,277,500	1,203,898	13%
	<u>49,538,624</u>	<u>49,538,624</u>	<u>16,739,707</u>	<u>34%</u>

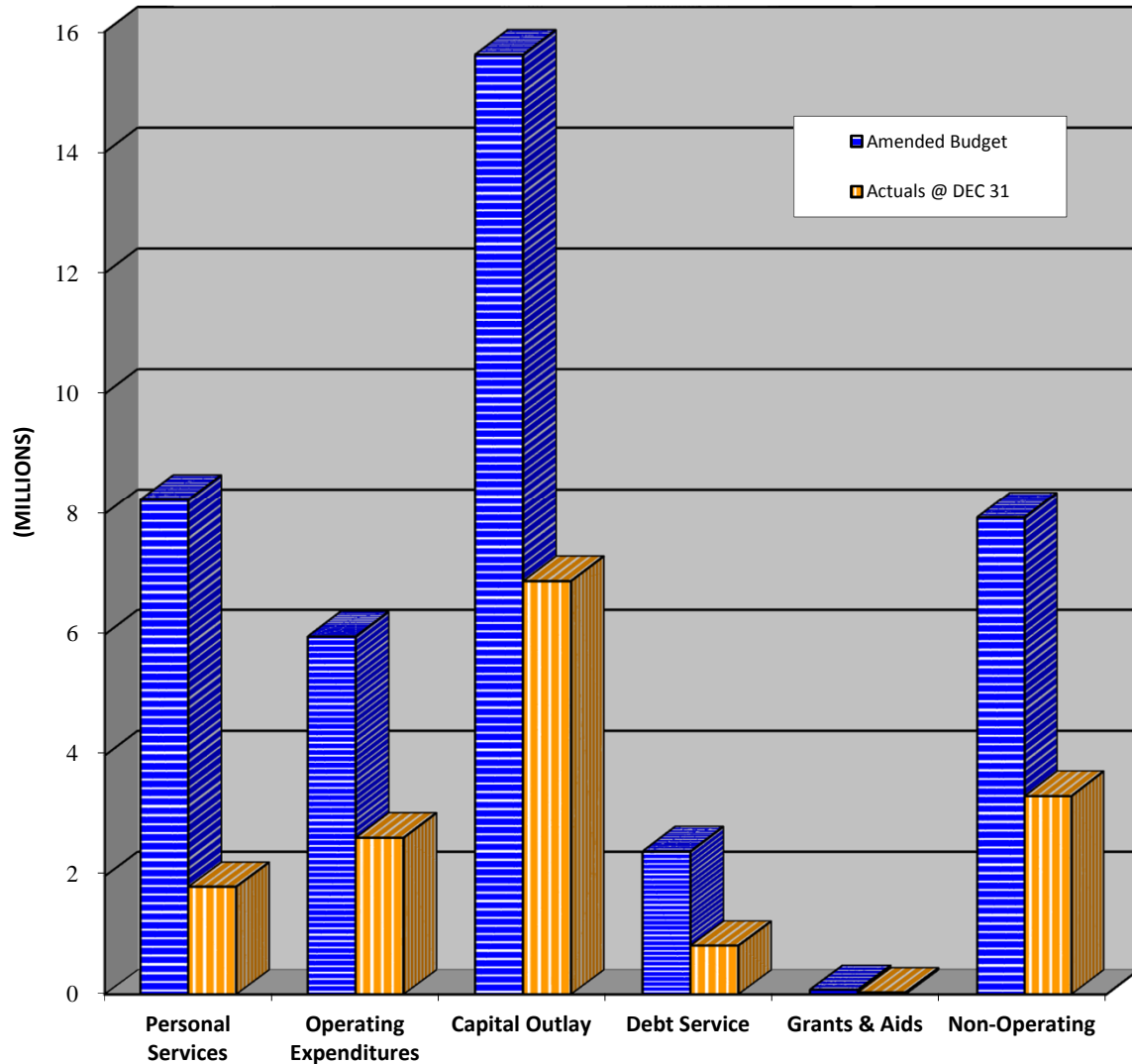
Revenues by Major Category All City Funds

The City of Alachua's overall revenues are at 23% of budget for the fiscal year. Taxes are at 49% of budget. These include ad valorem property taxes and public utility taxes. Other revenue sources are: Permits, Fees and Assessments (20%); Intergovernmental Revenue (47%); Charges for Services (25%); Fines and Forfeitures (13%); Miscellaneous Revenue (26%); and Non-Operating Revenue (14%).



Expenditures by Major Category All City Funds

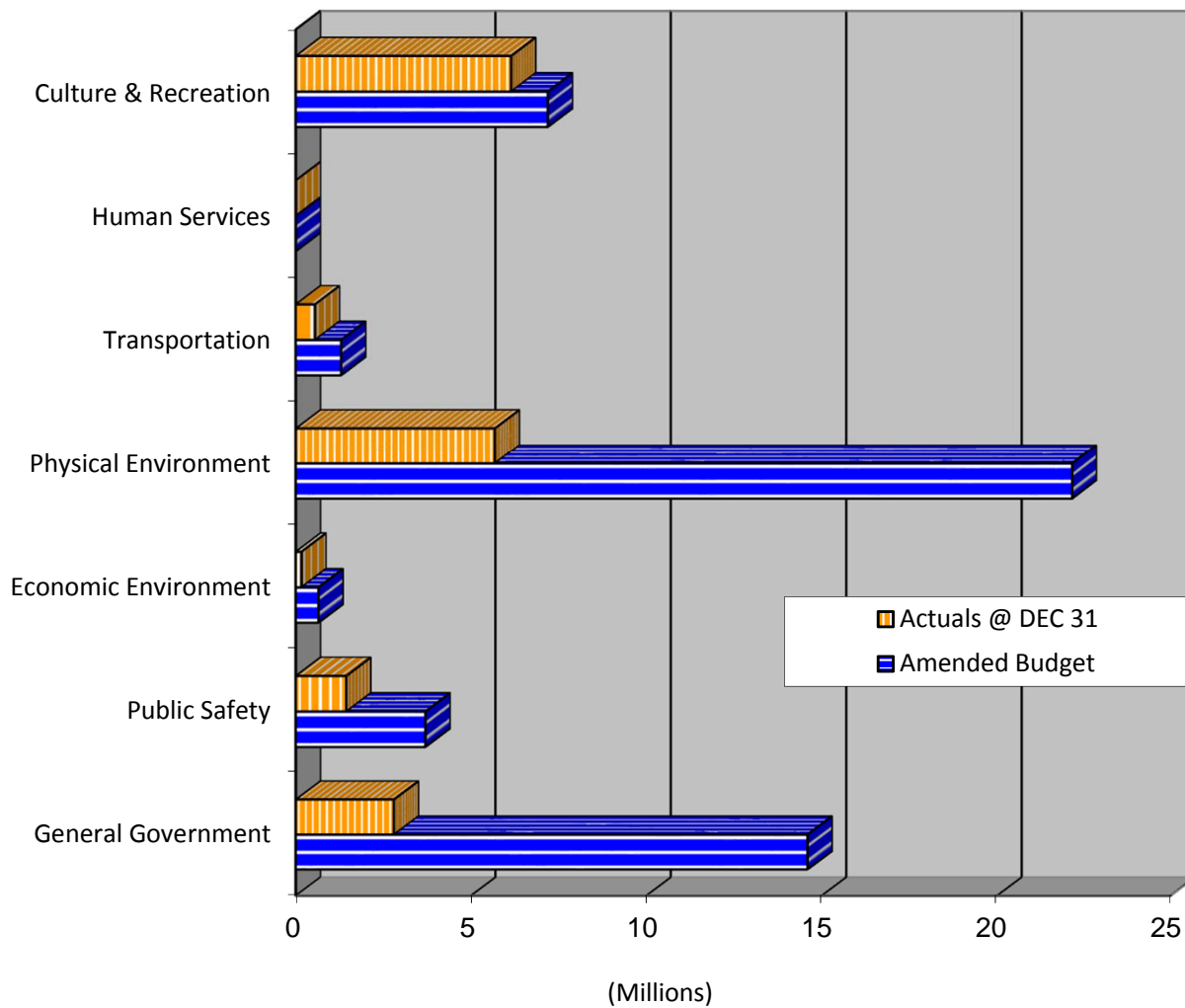
Overall, City expenditures and encumbrances are at 34% of budget for the period. The Personal Services category is at 22% of budget for the fiscal year. The Operating Expenditures category is at 44%, with encumbrances for legal, fire, and residential waste collection services of approximately \$1.2M. Capital Outlay is at 44%, Debt Service is 34%, Grants & Aids is 43% and Non-Operating Expenditures are at 42%. Encumbrances for future expenditures account for 37.3% (aprox. \$6.2M) of the expense line total.



* Encumbered activity are purchase orders that are reserved for payment, but have not been paid as of the report date.

Budget Performance by Function All City Funds

Overall, expenditures are at 34% of budget with General Government expenses at 19%, Public Safety at 39%, Economic Environment at 24%, Physical Environment at 26% (Enterprise Funds & residential waste collection services), Transportation at 42%, and Culture & Recreation at 85%.



INVESTMENTS AND CASH

Purpose

The purpose of this section is to report the City's cash and investment holdings at the end of each month. These funds are managed in accordance with the City's Investment Policies, which are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

Investment Objectives

The foremost objective of the City's investment program is the safety of the principal of those funds within the portfolios. The portfolio is managed in a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. The portfolio is designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. However, return on investment is insignificant in comparison to the safety and liquidity objectives described above. The City's core investments are limited to relatively low risk investment instruments in anticipation of earning fair return relative to the risk being assumed.

Defining Principal

Principal, when dealing with investments can be defined as the original amount invested in a security.

Defining of Portfolio

A portfolio can be defined as various investment instruments possessed by an individual or organization.

Defining Rate of Return on Investment

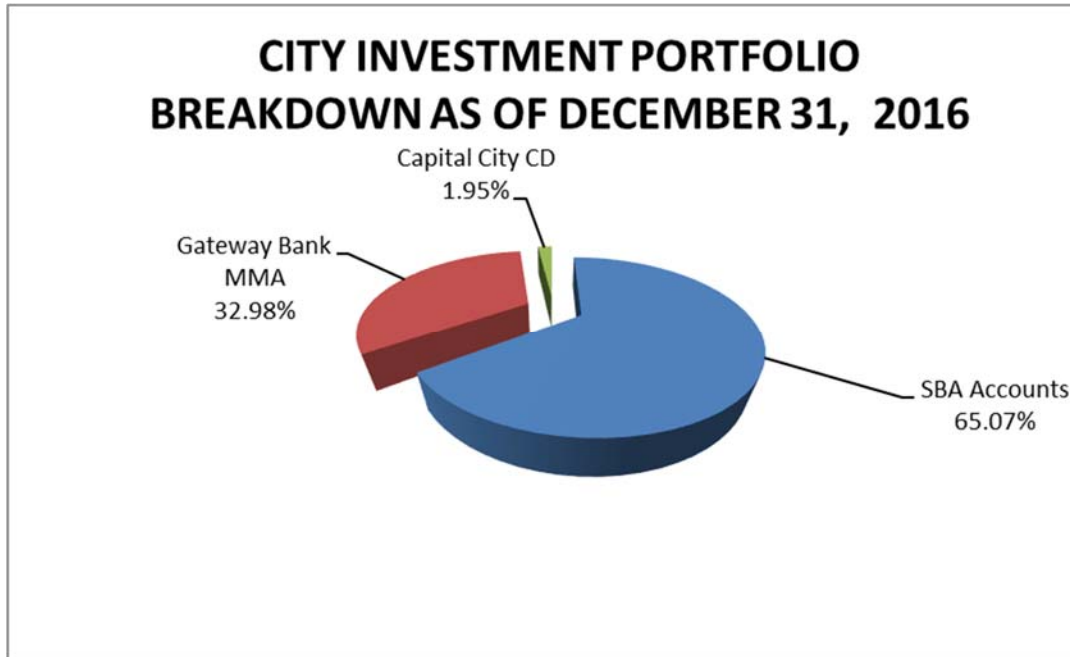
The Rate of Return on Investment refers to the benefits (the profits) to an investor or organization relative to the cost of the initial investment. It is similar to the rate of profit as a measure of profitability.

Conclusion

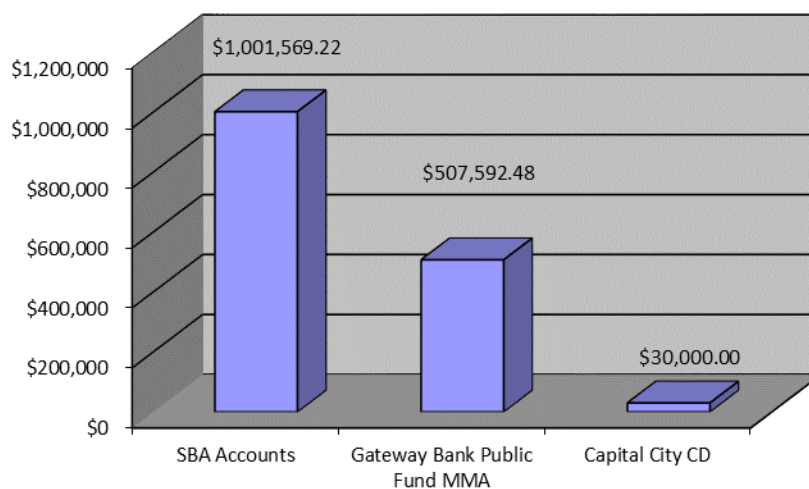
The City's cash and investments are pursuant to Section 218.415, Florida Statutes as well as the City's own adopted Investment Policy. To ensure that the City's funds are effectively managed, the Finance Director and other appropriate staff shall annually complete eight (8) hours of continuing professional education in subjects or courses of study related to investment practices and products.

INVESTMENTS AND CASH

As of December 31, 2016, the City's investment portfolio totaled **\$1,539,161.70**. The portfolio consists of: two State Board of Administration Investment Pool (SBA) accounts, one money market account and a certificate of deposit account. The graphs below illustrate the breakdown, by percentage, of each investment.



INVESTMENTS AS OF DECEMBER 31, 2016



INVESTMENTS AND CASH

As of December 31, 2016, the City had cash holdings in several accounts with Capital City Bank, Gateway Bank and Renasant Bank (formerly Alarion & Heritage) that totaled **\$26,345,627.08**. Each bank account has a specific purpose. The accounts are listed as follows:

- Main Operating account: This account is for the City's daily deposits (utility payments, grant revenue, etc.) and expenses (vendor payments, debt service payments, etc.).
- Payroll account: This account is for payroll-related expenses (salaries payable).
- Community Redevelopment Agency (CRA) account: This account is for deposits and expenses related to CRA activities.
- Police Forfeiture account: This account is for fines and forfeiture funds received by the Alachua Police Department. Expenditures from this account will not be permitted without Commission approval.
- Section 108 account: This account is for the pay-down of the City's Section 108 outstanding debt that was related to infrastructure within the City.
- Series 2016 Repayment: This account contains is intended to be utilized to make the annual Series 2016 Debt payments.
- Restricted Deposit account: This account is for utility customer deposits only.
- Series 2016 Projects: This account is for the proceeds and expenses related to the Series 2016 bonds.
- Explorer account: This account is for deposits and expenses related to Police Explorer activities.
- Heritage Oaks account: This account is for funds related to the completion of improvements to the Heritage Oaks subdivision Phase I.
- SRF Repayment Money Market account: This account is for the repayment of the State Revolving Fund (SRF) loan related to the construction of the waste water facility.

The bank account balances as of the end of the report period are as follows:

Bank Account	December 31 Balance
Main Operating Account	\$16,688,897.11
Payroll Account	\$11,506.17
CRA Account	\$735,998.58
Police Forfeiture Account	\$26,170.75
Section 108 Account	\$31,670.38
Series 2016 Repayment Account	\$228,630.67
Deposit Account	\$1,656,501.58
Series 2016 Projects	\$6,516,672.95
Explorer Account	\$7,308.94
SRF Repayment Account	\$86,205.93
Heritage Oaks Account	<u>\$356,064.02</u>
TOTAL	<u><u>\$26,345,627.08</u></u>



City of
ALACHUA

THE GOOD LIFE COMMUNITY

**FINANCE DEPARTMENT
FISCAL ANALYSIS
FOR THE PERIOD ENDING
JANUARY 31, 2017**

TABLE OF CONTENTS

Introduction	I
General Fund Summary	1
General Fund Revenue	4
General Fund Expenditures by Major Category	5
Special Revenue Funds Summary	9
Special Revenue Funds Revenue	10
Special Revenue Funds Expenditures by Major Category	11
Debt Service Fund Summary	12
Debt Service Fund Revenue	13
Debt Service Fund Expenditures by Major Category	14
Capital Projects Funds Summary	15
Capital Projects Funds Revenues	16
Capital Projects Funds Expenditures by Major Category	17
Enterprise Funds Summary	18
Enterprise Funds Revenue	19
Enterprise Funds Expenditures by Major Category	20
Internal Service Fund Summary	21
Internal Service Fund Revenues	22
Internal Service Fund Expenditures by Major Category	23
All City Funds Summary	25
Revenues by Major Category All City Funds	26
Expenditures by Major Category All City Funds	27
Budget Performance by Function All City Funds	28
Investments and Cash	29

INTRODUCTION TO FISCAL ANALYSIS REPORT

Purpose

The fiscal analysis report is used to report the operating condition of the City, and where applicable, identify potential trends and, if necessary, recommends options for corrective action. The report first looks at all City Funds, and then looks at the major fund types (General Fund, Enterprise Funds, etc.). This report is merely a snapshot that fairly represents the City's financial position at a given point in time. While materially accurate, these are unaudited figures.

Defining Revenue

Revenues are the financial resources available to the City. The City of Alachua has variety of revenue sources. These revenue sources include taxes, permits and fees, charges for services, fines and forfeitures, grants, and other miscellaneous revenues.

Defining Expenditure

Expenditures constitute a use of financial resources. There are three basic types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings and the purchase of land.

Debt is the expense related to principal and interest on long-term bonds and notes issued by the City. Expenditures figures within this report include encumbrances. Encumbrances are expenditure commitments that have not yet been actually incurred.

Defining Expenditure Function

Expenditure functions are expenditure classifications according to the principal purposes for which expenditures are made. Examples are general government, public safety, economic environment, physical environment, transportation, and culture/recreation.

Defining Fund Balance

Fund balances are the funds carried over from the previous fiscal year. The City has a variety of uses for fund balance including reserve for future capital projects, for emergencies and catastrophes, for certain bond issues, and for other contingencies and expenditures.

Conclusion

The report gives a more comprehensive view by fund type of the financial operations of the City. The Finance Department welcomes any feedback you may have.

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017

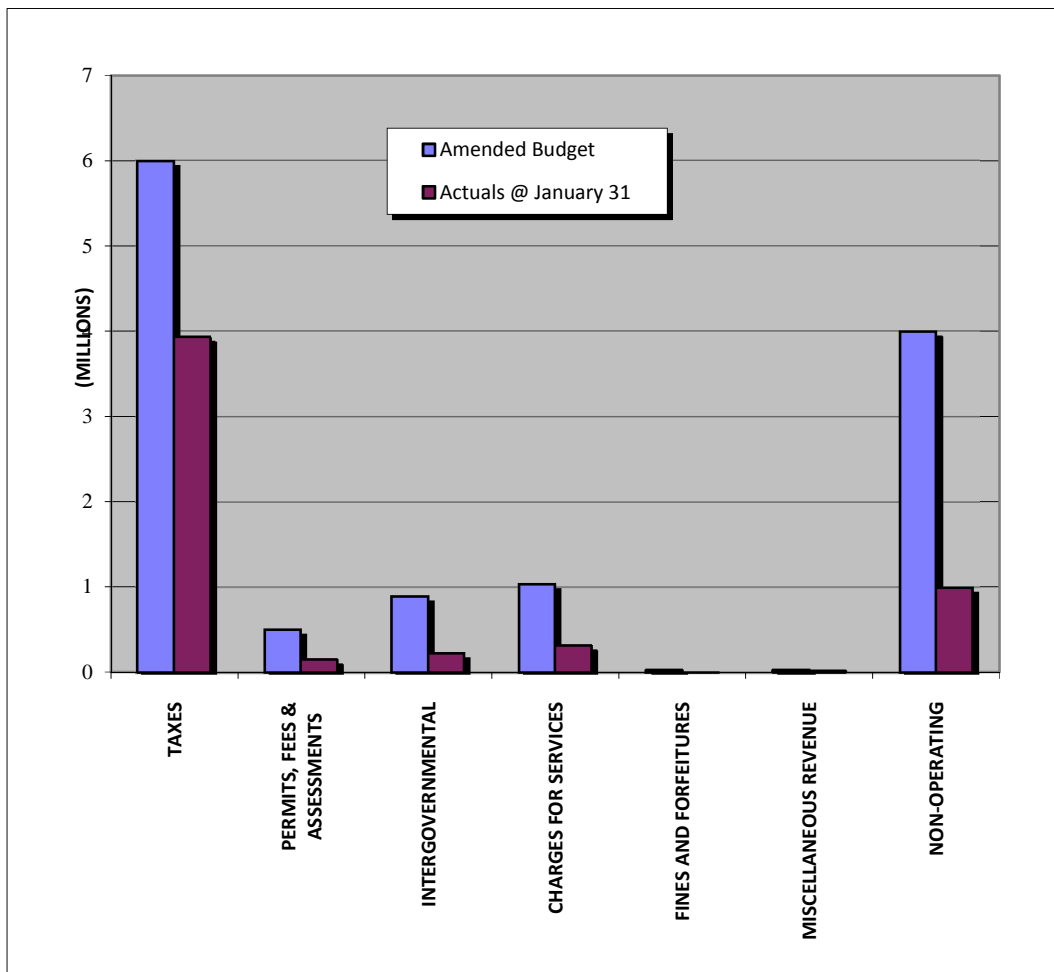
GENERAL FUND

FUND 001 - GENERAL FUND: The General Fund is the general operating fund for the Alachua City Commission. This fund is used to account for all financial resources, except those required to be accounted for separately. These resources provide funding for programs such as Fire Services, Recreation Services, General Government Administration, Capital Improvement Projects, Law Enforcement and Planning Services to all residents of the City of Alachua.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	3,934,681	66%
PERMITS, FEES & ASSESSMENTS	503,800	503,800	157,210	31%
INTERGOVERNMENTAL	900,589	900,589	231,821	26%
CHARGES FOR SERVICES	1,039,350	1,039,350	321,694	31%
FINES AND FORFEITURES	32,000	32,000	7,056	22%
MISCELLANEOUS REVENUE	38,000	38,000	25,183	66%
NON-OPERATING	3,999,490	3,999,490	1,000,000	25%
	12,511,285	12,511,285	5,677,645	45%
EXPENSES:				
GENERAL GOVERNMENT	6,618,338	6,615,159	2,074,190	31%
PUBLIC SAFETY	3,684,620	3,687,799	1,647,475	45%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	666,300	666,300	660,214	99%
TRANSPORTATION	937,010	937,010	268,346	29%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	605,017	605,017	204,994	34%
	12,511,285	12,511,285	4,855,219	39%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	5,382,436	5,367,436	1,643,979	31%
OPERATING EXPENDITURES	3,319,985	3,336,230	2,122,585	64%
CAPITAL OUTLAY	569,792	578,271	209,412	36%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	47,228	47,228	33,300	71%
NON-OPERATING	3,191,844	3,182,120	845,943	27%
POWER COSTS	0	0	0	0%
	12,511,285	12,511,285	4,855,219	39%

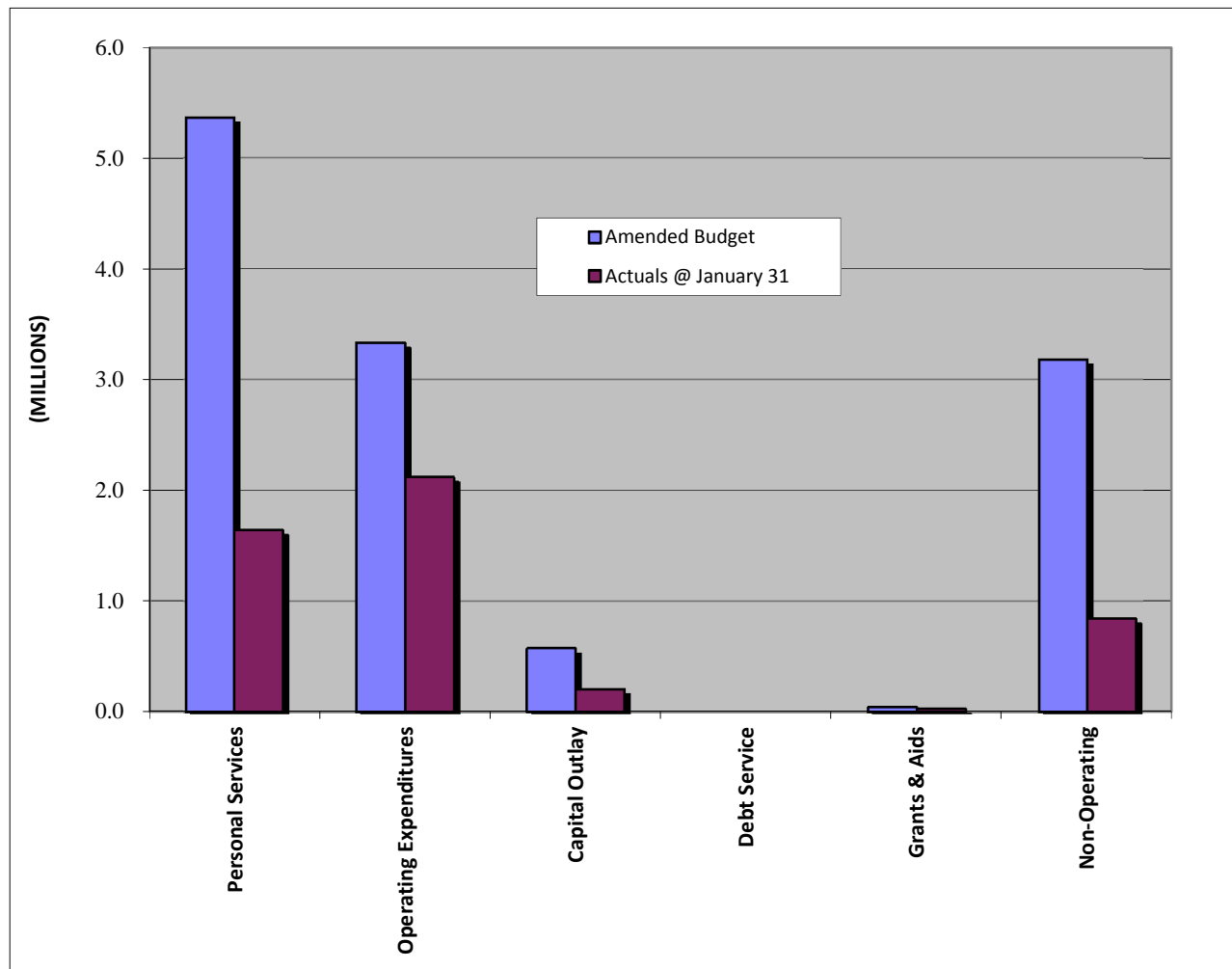
Revenues by Major Category General Fund

As of January 31, 2017, the City of Alachua collected 45% of budgeted General Fund revenues. Tax collections are at 66%. These revenues include property taxes, local option fuel taxes, utility taxes, and communication services taxes and account for \$6.0M, or almost half, of the General Fund annual budgeted revenues. Permits, Fees & Assessments are at 31%. The Intergovernmental Revenues are at 26%. Charges for Services are at 31%, Fines & Forfeitures are at 22%, Miscellaneous Revenues are at 66% and Non-Operating Revenues are at 25%.



Expenditures by Major Category General Fund

Overall, General Fund expenditure categories were at 39%. Personal Services are at 31% with Operating Expenditures at 64%. The Capital Outlay category is at 36%, Grants & Aids are 71% and Non-Operating expenditures are at 27%. Encumbrances for legal, fire, and residential waste collection services account for about 22% of the expense line total (aprox. \$1.1M).



CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017

GENERAL FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>TAXES</u>				
AD VALOREM TAXES	4,101,261	4,101,261	3,440,194	84%
LOCAL OPTION FUEL TAXES	250,162	250,162	62,819	25%
UTILITY SERVICES TAXES	1,250,000	1,250,000	339,948	27%
COMMUNICATIONS SERVICES TAXES	349,533	349,533	79,837	23%
LOCAL BUSINESS TAXES	47,100	47,100	11,883	25%
SUBTOTAL	5,998,056	5,998,056	3,934,681	66%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
BUILDING PERMITS	209,800	209,800	83,841	40%
FRANCHISE FEES	294,000	294,000	73,369	25%
SUBTOTAL	503,800	503,800	157,210	31%
<u>INTERGOVERNMENTAL REVENUE</u>				
STATE-SHARED REVENUES	900,589	900,589	231,821	26%
GRANTS	0	0	0	0%
SUBTOTAL	900,589	900,589	231,821	26%
<u>CHARGES FOR SERVICES</u>				
GENERAL GOVERNMENT	102,725	102,725	6,024	6%
PUBLIC SAFETY	86,647	86,647	28,514	33%
PHYSICAL ENVIRONMENT	822,978	822,978	286,381	35%
TRANSPORTATION	0	0	0	0%
CULTURE & RECREATION	27,000	27,000	775	3%
OTHER CHARGES FOR SVCS	0	0	0	0%
SUBTOTAL	1,039,350	1,039,350	321,694	31%
<u>FINES & FORFEITURES</u>				
FINES & FORFEITURES	32,000	32,000	7,056	22%
OTHER FINES & FORFEITURES	0	0	0	0%
SUBTOTAL	32,000	32,000	7,056	22%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	5,000	5,000	1,860	37%
RENTS & ROYALTIES	0	0	100	N/A+
OTHER MISCELLANEOUS REVENUE	33,000	33,000	23,223	70%
SUBTOTAL	38,000	38,000	25,183	66%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	2,000,000	2,000,000	1,000,000	50%
FUND BALANCE & UNDER COLLECTION	1,999,490	1,999,490	0	0%
SUBTOTAL	3,999,490	3,999,490	1,000,000	25%
GENERAL FUND	12,511,285	12,511,285	5,677,645	45%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
CITY COMMISSION						
PERSONAL SERVICES	107,910	35,435	33%	0	0%	33%
OPERATING EXPENDITURES	36,888	9,418	26%	1,103	3%	29%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	144,798	44,853	31%	1,103	1%	32%
CITY MANAGER'S OFFICE						
PERSONAL SERVICES	400,329	136,637	34%	0	0%	34%
OPERATING EXPENDITURES	31,806	5,537	17%	514	2%	19%
CAPITAL OUTLAY	1,300	1,150	88%	51	4%	92%
GRANTS & AIDS	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	433,435	143,324	33%	565	0%	33%
DEPUTY CITY CLERK						
PERSONAL SERVICES	135,446	41,178	30%	0	0%	30%
OPERATING EXPENDITURES	37,295	14,341	38%	2,439	7%	45%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	172,741	55,518	32%	2,439	1%	34%
CITY ATTORNEY						
OPERATING EXPENDITURES	171,494	62,549	36%	101,582	59%	96%
TOTAL EXPENDITURES	171,494	62,549	36%	101,582	59%	96%
INFORMATION & TECHNOLOGY SERVICES						
PERSONAL SERVICES	136,034	40,793	30%	0	0%	30%
OPERATING EXPENDITURES	56,262	18,937	34%	411	1%	34%
CAPITAL OUTLAY	20,896	5,452	26%	9,198	44%	70%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	213,192	65,182	31%	9,609	5%	35%
FINANCE						
PERSONAL SERVICES	424,870	110,558	26%	0	0%	26%
OPERATING EXPENDITURES	76,552	38,716	51%	10,252	13%	64%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	501,422	149,274	30%	10,252	2%	32%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HUMAN RESOURCES</u>						
PERSONAL SERVICES	136,072	57,783	42%	0	0%	42%
OPERATING EXPENDITURES	43,278	14,511	34%	3,214	7%	41%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	179,350	72,294	40%	3,214	2%	42%
<u>FACILITIES MAINTENANCE</u>						
PERSONAL SERVICES	310,699	84,033	27%	0	0%	27%
OPERATING EXPENDITURES	135,850	40,172	30%	4,904	4%	33%
CAPITAL OUTLAY	5,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	451,549	124,205	28%	4,904	1%	29%
<u>GRANTS & CONTRACTS</u>						
PERSONAL SERVICES	63,661	19,644	31%	0	0%	31%
OPERATING EXPENDITURES	6,373	1,831	29%	0	0%	29%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	70,034	21,475	31%	0	0%	31%
<u>CP&D-PLANNING & DEVELOPMENT</u>						
PERSONAL SERVICES	326,648	85,069	26%	0	0%	26%
OPERATING EXPENDITURES	127,152	21,680	17%	0	0%	17%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	453,800	106,749	24%	0	0%	24%
<u>COMPLIANCE & RISK MANAGEMENT</u>						
PERSONAL SERVICES	282,946	85,828	30%	0	0%	30%
OPERATING EXPENDITURES	55,236	5,795	10%	1,910	3%	14%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	338,182	91,623	27%	1,910	1%	28%
<u>CP&D-BEAUTIFICATION BOARD</u>						
OPERATING EXPENDITURES	8,700	2,882	33%	7,232	83%	116%
TOTAL EXPENDITURES	8,700	2,882	33%	7,232	83%	116%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>SPECIAL EXPENSE</u>						
PERSONAL SERVICES	11,400	0	0%	0	0%	0%
OPERATING EXPENDITURES	110,734	4,577	4%	2,661	2%	7%
CAPITAL OUTLAY	124,980	95,646	77%	9,325	7%	84%
GRANTS & AIDS	47,228	33,300	71%	0	0%	71%
NON-OPERATING	3,182,120	845,943	27%	0	0%	27%
TOTAL EXPENDITURES	3,476,462	979,466	28%	11,986	0%	29%
<u>PS-SOLID WASTE DISPOSAL</u>						
OPERATING EXPENDITURES	666,300	166,497	25%	493,717	74%	99%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	666,300	166,497	25%	493,717	74%	99%
<u>PS-PUBLIC WORKS</u>						
PERSONAL SERVICES	373,409	118,171	32%	0	0%	32%
OPERATING EXPENDITURES	259,185	74,750	29%	58,390	23%	51%
CAPITAL OUTLAY	304,416	14,870	5%	2,166	1%	6%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	937,010	207,791	22%	60,556	6%	29%
<u>FIRE RESCUE SERVICES</u>						
OPERATING EXPENDITURES	703,616	166,584	24%	495,941	70%	94%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	703,616	166,584	24%	495,941	70%	94%
<u>BUILDING INSPECTIONS</u>						
PERSONAL SERVICES	165,782	50,039	30%	0	0%	30%
OPERATING EXPENDITURES	31,226	2,100	7%	754	2%	9%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	197,008	52,139	26%	754	0%	27%
<u>APD-PATROL & ADMIN</u>						
PERSONAL SERVICES	1,885,356	623,383	33%	0	0%	33%
OPERATING EXPENDITURES	377,337	122,039	32%	26,688	7%	39%
CAPITAL OUTLAY	121,679	66,918	55%	0	0%	55%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,384,372	812,340	34%	26,688	1%	35%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>APD-COMMUNICATIONS</u>						
PERSONAL SERVICES	356,306	84,384	24%	0	0%	24%
OPERATING EXPENDITURES	12,000	1,244	10%	1,100	9%	20%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	368,306	85,628	23%	1,100	0%	24%
<u>APD-SCHOOL CROSSING GUARDS</u>						
OPERATING EXPENDITURES	27,789	4,296	15%	0	0%	15%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	27,789	4,296	15%	0	0%	15%
<u>APD-EXPLORERS PROGRAM</u>						
OPERATING EXPENDITURES	2,000	156	8%	0	0%	8%
TOTAL EXPENDITURES	2,000	156	8%	0	0%	8%
<u>APD-RESERVE PROGRAM</u>						
OPERATING EXPENDITURES	4,708	1,849	39%	0	0%	39%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,708	1,849	39%	0	0%	39%
<u>PARKS & RECREATION</u>						
PERSONAL SERVICES	250,568	71,045	28%	0	0%	28%
OPERATING EXPENDITURES	354,449	94,038	27%	35,275	10%	36%
CAPITAL OUTLAY	0	4,637	NA+	0	0%	NA+
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	605,017	169,719	28%	35,275	6%	34%
GENERAL FUND	12,511,285	3,586,392	29%	1,268,827	10%	39%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017

SPECIAL REVENUE FUNDS

FUND VARIOUS - SPECIAL REVENUE FUNDS: Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	6,650	6,650	3,575	54%
INTERGOVERNMENTAL REVENUE	266,222	266,222	276,391	104%
CHARGES FOR SERVICES	2,800	2,800	772	28%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	200	200	5,762	2881%
NON-OPERATING	447,380	451,479	185,416	41%
	<u>723,252</u>	<u>727,351</u>	<u>471,916</u>	<u>65%</u>
EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	10,518	10,518	1,475	14%
ECONOMIC ENVIRONMENT	644,560	648,659	173,245	27%
PHYSICAL ENVIRONMENT	17,920	17,920	1,618	9%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	50,254	50,254	25,683	51%
	<u>723,252</u>	<u>727,351</u>	<u>202,020</u>	<u>28%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	18,810	78,139	440	1%
OPERATING EXPENDITURES	309,062	227,085	97,056	43%
CAPITAL OUTLAY	256,100	278,748	54,884	20%
DEBT SERVICE	99,280	99,280	49,640	50%
GRANTS & AIDS	30,000	30,000	0	0%
NON-OPERATING	10,000	14,099	0	0%
	<u>723,252</u>	<u>727,351</u>	<u>202,020</u>	<u>28%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

SPECIAL REVENUE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES AND ASSESSMENTS</u>				
SPECIAL ASSESSMENTS	6,650	6,650	3,575	54%
SUBTOTAL	6,650	6,650	3,575	54%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	0	0	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
PAYMENTS FROM LOCAL UNITS (FOR CRA)	266,222	266,222	276,391	104%
SUBTOTAL	266,222	266,222	276,391	104%
<u>CHARGES FOR SERVICES</u>				
ADDT'L CRT COSTS-\$2 FOR LEO TRAINING	2,800	2,800	772	28%
OTHER MISCELLANEOUS CHARGES	0	0	0	0%
SUBTOTAL	2,800	2,800	772	28%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	200	200	92	46%
RENTALS AND LEASES	0	0	2,520	NA+
CONTRIBUTIONS AND DONATIONS	0	0	3,150	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	200	200	5,762	2881%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN	181,317	185,416	185,416	100%
USE OF FUND BALANCE/UNDERCOLLECTION	266,063	266,063	0	0%
SUBTOTAL	447,380	451,479	185,416	41%
SPECIAL REVENUE FUNDS	723,252	727,351	471,916	65%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

SPECIAL REVENUE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ADDT'L COURT COST-\$2 FOR LEO TRAINING FUND</u>						
OPERATING EXPENDITURES	2,800	1,475	53%	0	0%	53%
TOTAL EXPENDITURES	2,800	1,475	53%	0	0%	53%
<u>EXPLORER SPECIAL REVENUE FUND</u>						
OPERATING EXPENDITURES	6,800	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,800	0	0%	0	0%	0%
<u>TK BASIN SPECIAL ASSESSMENT</u>						
OPERATING EXPENDITURES	17,920	467	3%	1,151	6%	9%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	17,920	467	3%	1,151	6%	9%
<u>DONATION FUND</u>						
OPERATING EXPENDITURES	28,524	3,036	11%	0	0%	11%
CAPITAL OUTLAY	22,648	0	0%	22,647	100%	0%
NON OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	51,172	3,036	6%	22,647	44%	50%
<u>CRA FUND</u>						
PERSONAL SERVICES	78,139	440	1%	0	0%	1%
OPERATING EXPENDITURES	171,041	49,668	29%	41,260	24%	53%
CAPITAL OUTLAY	256,100	2,299	1%	29,938	12%	13%
DEBT SERVICE	99,280	49,640	50%	0	0%	50%
AIDS TO PRIVATE ORGANIZATIONS	30,000	0	0%	0	0%	0%
NON OPERATING	14,099	0	0%	0	0%	0%
TOTAL EXPENDITURES	648,659	102,048	16%	71,197	11%	27%
SPECIAL REVENUE FUNDS	727,351	107,025	15%	94,995	13%	28%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017

DEBT SERVICE FUND

FUND 070 - DEBT SERVICE FUND: The Debt Service Fund is used to account for the accumulation of resources for, and the payment of the City's general long-term debt, interest, and other related debt service charges. Debt obligations related to the Enterprise funds are accounted for in those specific funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	15	NA+
NON-OPERATING	976,966	976,966	718,502	74%
	<u>976,966</u>	<u>976,966</u>	<u>718,517</u>	<u>74%</u>
EXPENSES:				
GENERAL GOVERNMENT	976,966	976,966	401,856	41%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>401,856</u>	<u>41%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	0	0	0	0%
CAPITAL OUTLAY	0	0	0	0%
DEBT SERVICE	976,966	976,966	401,856	41%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>401,856</u>	<u>41%</u>

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017**

DEBT SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	15	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	15	0%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	57,975	57,975	57,975	100%
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN-GF	660,527	660,527	660,527	100%
FUND BALANCE & UNDER COLLECTION	258,464	258,464	0	0%
SUBTOTAL	976,966	976,966	718,502	74%
 DEBT SERVICE FUND	 976,966	 976,966	 718,517	 74%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

DEBT SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEBT OBLIGATION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>OTHER DEBT COSTS</u>						
DEBT SERVICE	750	0	0%	0	0%	0%
	750	0	0%	0	0%	0%
<u>SECTION 108 LOAN</u>						
DEBT SERVICE	165,643	7,621	5%	0	0%	5%
TOTAL EXPENDITURES	165,643	7,621	5%	0	0%	5%
<u>CAPITAL LEASE - MOTOROLA</u>						
DEBT SERVICE	93,686	0	0%	0	0%	0%
TOTAL EXPENDITURES	93,686	0	0%	0	0%	0%
<u>ALACHUA COUNTY TDC</u>						
DEBT SERVICE	83,333	83,333	100%	0	0%	100%
TOTAL EXPENDITURES	83,333	83,333	100%	0	0%	100%
<u>SERIES 2016 CAPITAL IMPROVEMENT</u>						
DEBT SERVICE	633,554	310,902	49%	0	0%	49%
TOTAL EXPENDITURES	633,554	310,902	49%	0	0%	49%
DEBT SERVICE FUND	976,966	401,856	41%	0	0%	41%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017

CAPITAL PROJECTS FUNDS

FUND 3XX - CAPITAL PROJECTS FUNDS: Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities (other than those financed by the Enterprise Funds or Special Assessments).

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	353,545	353,545	282,808	80%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	9,185	NA+
NON-OPERATING	7,186,618	7,186,618	324,126	5%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>616,119</u>	<u>8%</u>
EXPENSES:				
GENERAL GOVERNMENT	324,126	324,126	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	333,940	333,940	102,385	31%
TRANSPORTATION	353,545	353,545	330,006	93%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	6,528,552	6,528,552	6,011,676	92%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>6,444,067</u>	<u>85%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	462,200	462,200	13,008	3%
CAPITAL OUTLAY	7,077,963	7,077,963	6,431,059	91%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>6,444,067</u>	<u>85%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

CAPITAL PROJECTS FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	353,545	353,545	282,808	80%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
SUBTOTAL	353,545	353,545	282,808	80%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	0	0	9,185	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	9,185	0%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	2,574,126	2,574,126	324,126	13%
USE OF FUND BALANCE	4,612,492	4,612,492	0	0%
SUBTOTAL	7,186,618	7,186,618	324,126	5%
 CAPITAL PROJECTS FUNDS	 7,540,163	 7,540,163	 616,119	 8%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

CAPITAL PROJECTS FUNDS EXPENDITURES
 BY MAJOR CATEGORY

CAPITAL PROJECT	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HERITAGE OAKS</u>						
OPERATING EXPENSES	120,066	0	0%	0	0%	0%
CAPITAL OUTLAY	213,874	38,300	18%	64,085	30%	48%
TOTAL EXPENDITURES	333,940	38,300	11%	64,085	19%	31%
<u>SAN FELASCO CONSERVATION CORRIDOR</u>						
OPERATING EXPENDITURES	6,508	1,400	22%	0	0%	22%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,508	1,400	22%	0	0%	22%
<u>MUNICIPAL COMPLEX</u>						
OPERATING EXPENDITURES	324,126	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	324,126	0	0%	0	0%	0%
<u>CDBG - NEIGHBORHOOD REVITALIZATION</u>						
OPERATING EXPENDITURES	11,500	11,608	101%	0	0%	101%
CAPITAL OUTLAY	342,045	318,398	93%	0	0%	93%
TOTAL EXPENDITURES	353,545	330,006	93%	0	0%	93%
<u>PROJECT LEGACY</u>						
CAPITAL OUTLAY	6,522,044	2,676,535	41%	3,333,741	51%	92%
TOTAL EXPENDITURES	6,522,044	2,676,535	41%	3,333,741	51%	92%
CAPITAL PROJECT FUNDS	7,540,163	3,046,241	40%	3,397,826	45%	85%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017

ENTERPRISE FUNDS

FUND 010, 020, 030, 042 - ENTERPRISE FUNDS: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's Electric, Water, Wastewater, and Mosquito Control services reside in Enterprise funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	16,710,202	16,710,202	5,580,556	33%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	276,320	276,320	79,129	29%
NON-OPERATING	4,134,903	4,134,903	0	0%
	21,121,425	21,121,425	5,659,685	27%

EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	21,121,425	21,121,425	5,717,931	27%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	21,121,425	21,121,425	5,717,931	27%

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	1,426,180	1,426,180	431,477	30%
OPERATING EXPENDITURES	1,467,914	1,467,914	576,217	39%
CAPITAL OUTLAY	3,078,826	3,078,826	147,004	5%
DEBT SERVICE	1,180,911	1,180,911	293,481	25%
NON-OPERATING	4,690,094	4,690,094	2,483,597	53%
POWER COSTS	9,277,500	9,277,500	1,786,156	19%
	21,121,425	21,121,425	5,717,931	27%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

ENTERPRISE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
GRANTS FROM LOCAL UNITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>CHARGES FOR SERVICES</u>				
PHYSICAL ENVIRONMENT-ELECTRIC	12,964,838	12,964,838	4,314,395	33%
PHYSICAL ENVIRONMENT-WATER	1,487,971	1,487,971	519,835	35%
PHYSICAL ENVIRONMENT-WASTEWATER	2,199,393	2,199,393	726,896	33%
PHYSICAL ENVIRONMENT-MOSQUITO	58,000	58,000	19,430	33%
SUBTOTAL	16,710,202	16,710,202	5,580,556	33%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	3,820	3,820	2,486	65%
RENTS & ROYALTIES	29,100	29,100	0	0%
OTHER MISCELLANEOUS REVENUE	243,400	243,400	76,643	31%
SUBTOTAL	276,320	276,320	79,129	29%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	4,134,903	4,134,903	0	0%
SUBTOTAL	4,134,903	4,134,903	0	0%
 ENTERPRISE FUNDS	 21,121,425	 21,121,425	 5,659,685	 27%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

ENTERPRISE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ELECTRIC UTILITY</u>						
PERSONAL SERVICES	849,122	261,906	31%	0	0%	31%
OPERATING EXPENDITURES	421,722	112,494	27%	74,351	18%	44%
CAPITAL OUTLAY	1,842,942	1,118	0%	4,009	0%	0%
DEBT SERVICE	465,770	15,044	3%	0	0%	3%
NON OPERATING	3,420,179	1,872,152	55%	0	0%	55%
POWER COSTS	9,277,500	1,786,156	19%	0	0%	19%
TOTAL EXPENDITURES	16,277,235	4,048,870	25%	78,360	0%	25%
<u>WATER UTILITY</u>						
PERSONAL SERVICES	189,780	54,916	29%	0	0%	29%
OPERATING EXPENDITURES	381,518	127,122	33%	36,940	10%	43%
CAPITAL OUTLAY	745,571	7,191	1%	30,317	4%	5%
DEBT SERVICE	170,850	62,818	37%	0	0%	37%
NON OPERATING	761,668	355,834	47%	0	0%	47%
TOTAL EXPENDITURES	2,249,387	607,881	27%	67,257	3%	30%
<u>WASTEWATER UTILITY</u>						
PERSONAL SERVICES	379,790	114,459	30%	0	0%	30%
OPERATING EXPENDITURES	639,364	183,613	29%	40,514	6%	35%
CAPITAL OUTLAY	487,113	0	0%	104,369	21%	21%
DEBT SERVICE	544,291	215,619	40%	0	0%	40%
NON OPERATING	489,122	248,548	51%	0	0%	51%
TOTAL EXPENDITURES	2,539,680	762,239	30%	144,883	6%	36%
<u>MOSQUITO CONTROL</u>						
PERSONAL SERVICES	7,488	195	3%	0	0%	3%
OPERATING EXPENDITURES	25,310	1,184	5%	0	0%	5%
CAPITAL OUTLAY	3,200	0	0%	0	0%	0%
NON OPERATING	19,125	7,063	37%	0	0%	37%
TOTAL EXPENDITURES	55,123	8,441	15%	0	0%	15%
ENTERPRISE FUNDS	21,121,425	5,427,431	26%	290,500	1%	27%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017

INTERNAL SERVICE FUND

FUND 700 - INTERNAL SERVICE FUND: The Internal Service Fund is used to account for the provision of goods or services by Utility Administration, Utility Operations, Utility Billing, Warehouse Operations, and postage services for the City's utility system and other departments.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	824	NA+
NON-OPERATING	6,665,533	6,665,533	1,101,496	17%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>1,102,320</u>	<u>17%</u>
EXPENSES:				
GENERAL GOVERNMENT	6,665,533	6,665,533	4,367,930	66%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>4,367,930</u>	<u>66%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	1,414,367	1,401,867	369,855	26%
OPERATING EXPENDITURES	434,168	446,668	136,021	30%
CAPITAL OUTLAY	4,610,303	4,610,303	3,774,364	82%
DEBT SERVICE	156,695	156,695	87,690	56%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	50,000	50,000	0	0%
POWER COSTS	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>4,367,930</u>	<u>66%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

INTERNAL SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES & ASSESSMENTS</u>				
OTHER LICENSES, FEES, AND PERMITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
OTHER FEDERAL GRANTS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	156	NA+
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	668	NA+
SUBTOTAL	0	0	824	NA+
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	0	0	0	0%
SERIES 2016 DEBT PROCEEDS	0	0	0	0%
INTERFUND TRANSFER	2,202,993	2,202,993	1,101,496	50%
FUND BALANCE & UNDER COLLECTION	4,462,540	4,462,540	0	0%
SUBTOTAL	6,665,533	6,665,533	1,101,496	17%
 INTERNAL SERVICE FUND	 6,665,533	 6,665,533	 1,102,320	 17%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017

INTERNAL SERVICE FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>FINANCE / UTILITY OPERATIONS</u>						
PERSONAL SERVICES	233,256	75,916	33%	0	0%	33%
OPERATING EXPENDITURES	29,880	5,073	17%	0	0%	17%
CAPITAL OUTLAY	20,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	283,136	80,989	29%	0	0%	29%
<u>FINANCE / UTILITY BILLING</u>						
PERSONAL SERVICES	280,819	82,156	29%	0	0%	29%
OPERATING EXPENDITURES	137,812	60,837	44%	8,771	6%	51%
CAPITAL OUTLAY	11,875	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	430,506	142,993	33%	8,771	2%	35%
<u>PUBLIC SERVICES / UTILITY ADMINISTRATION</u>						
PERSONAL SERVICES	501,838	123,731	25%	0	0%	25%
OPERATING EXPENDITURES	117,654	21,137	18%	9,288	8%	26%
CAPITAL OUTLAY	29,754	1,014	3%	7,740	26%	29%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	649,246	145,882	22%	17,028	3%	25%
<u>PUBLIC SERVICES-WAREHOUSE OPERATIONS</u>						
PERSONAL SERVICES	51,643	13,526	26%	0	0%	26%
OPERATING EXPENDITURES	17,972	4,991	28%	0	0%	28%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	69,615	18,517	27%	0	0%	27%
<u>ISF - COMPLIANCE AND RISK MANAGEMENT</u>						
PERSONAL SERVICES	30,075	8,150	27%	0	0%	27%
TOTAL EXPENDITURES	30,075	8,150	27%	0	0%	27%
<u>PUBLIC SERVICES-WATER DISTRIBUTION/COLLECTION</u>						
PERSONAL SERVICES	304,236	66,376	22%	0	0%	22%
OPERATING EXPENDITURES	143,350	7,195	5%	18,729	13%	18%
CAPITAL OUTLAY	60,000	0	0%	51,365	86%	86%
TOTAL EXPENDITURES	507,586	73,571	14%	70,095	14%	28%
<u>DEBT SERVICE FUND - SERIES 2016</u>						
DEBT SERVICE	156,695	87,690	56%	0	0%	0%
TOTAL EXPENDITURES	156,695	87,690	56%	0	0%	56%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JANUARY 31, 2017

INTERNAL SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>INTERNAL SERVICE FUND RESERVES</u>						
NON-OPERATING	50,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	50,000	0	0%	0	0%	0%
<u>CP OPS/WAREHOUSE</u>						
CAPITAL OUTLAY	4,488,674	30,947	1%	3,683,297	82%	83%
OTHER DEBT COSTS	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,488,674	30,947	1%	3,683,297	82%	83%
INTERNAL SERVICE FUND	6,665,533	588,740	9%	3,779,191	57%	66%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JANUARY 31, 2017**

ALL CITY FUNDS

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	3,934,681	66%
PERMITS, FEES & ASSESSMENTS	510,450	510,450	160,785	31%
INTERGOVERNMENTAL	1,520,356	1,520,356	791,020	52%
CHARGES FOR SERVICES	17,752,352	17,752,352	5,903,023	33%
FINES AND FORFEITURES	32,000	32,000	7,056	22%
MISCELLANEOUS REVENUE	314,520	314,520	120,099	38%
NON-OPERATING	23,410,890	23,414,989	3,329,540	14%
	<u>49,538,624</u>	<u>49,542,723</u>	<u>14,246,203</u>	<u>29%</u>

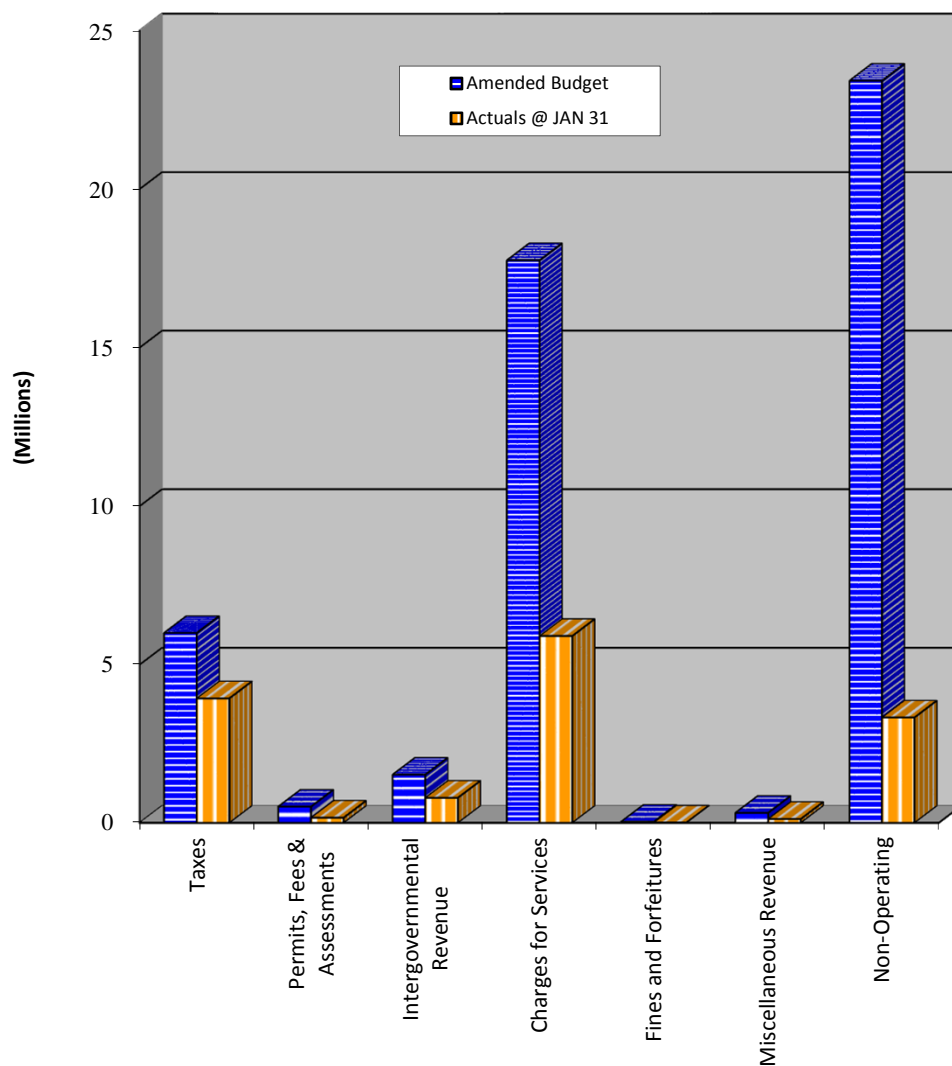
EXPENSES:				
GENERAL GOVERNMENT	14,584,963	14,581,784	6,843,976	47%
PUBLIC SAFETY	3,695,138	3,698,317	1,648,950	45%
ECONOMIC ENVIRONMENT	644,560	648,659	173,245	27%
PHYSICAL ENVIRONMENT	22,139,585	22,139,585	6,482,148	29%
TRANSPORTATION	1,290,555	1,290,555	598,352	46%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	7,183,823	7,183,823	6,242,353	87%
	<u>49,538,624</u>	<u>49,542,723</u>	<u>21,989,024</u>	<u>44%</u>

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	8,241,793	8,273,622	2,445,751	30%
OPERATING EXPENDITURES	5,993,329	5,940,097	2,944,887	50%
CAPITAL OUTLAY	15,592,984	15,624,111	10,616,723	68%
DEBT SERVICE	2,413,852	2,413,852	832,667	34%
GRANTS & AIDS	77,228	77,228	33,300	43%
NON-OPERATING	7,941,938	7,936,313	3,329,540	42%
POWER COSTS	9,277,500	9,277,500	1,786,156	19%
	<u>49,538,624</u>	<u>49,542,723</u>	<u>21,989,024</u>	<u>44%</u>

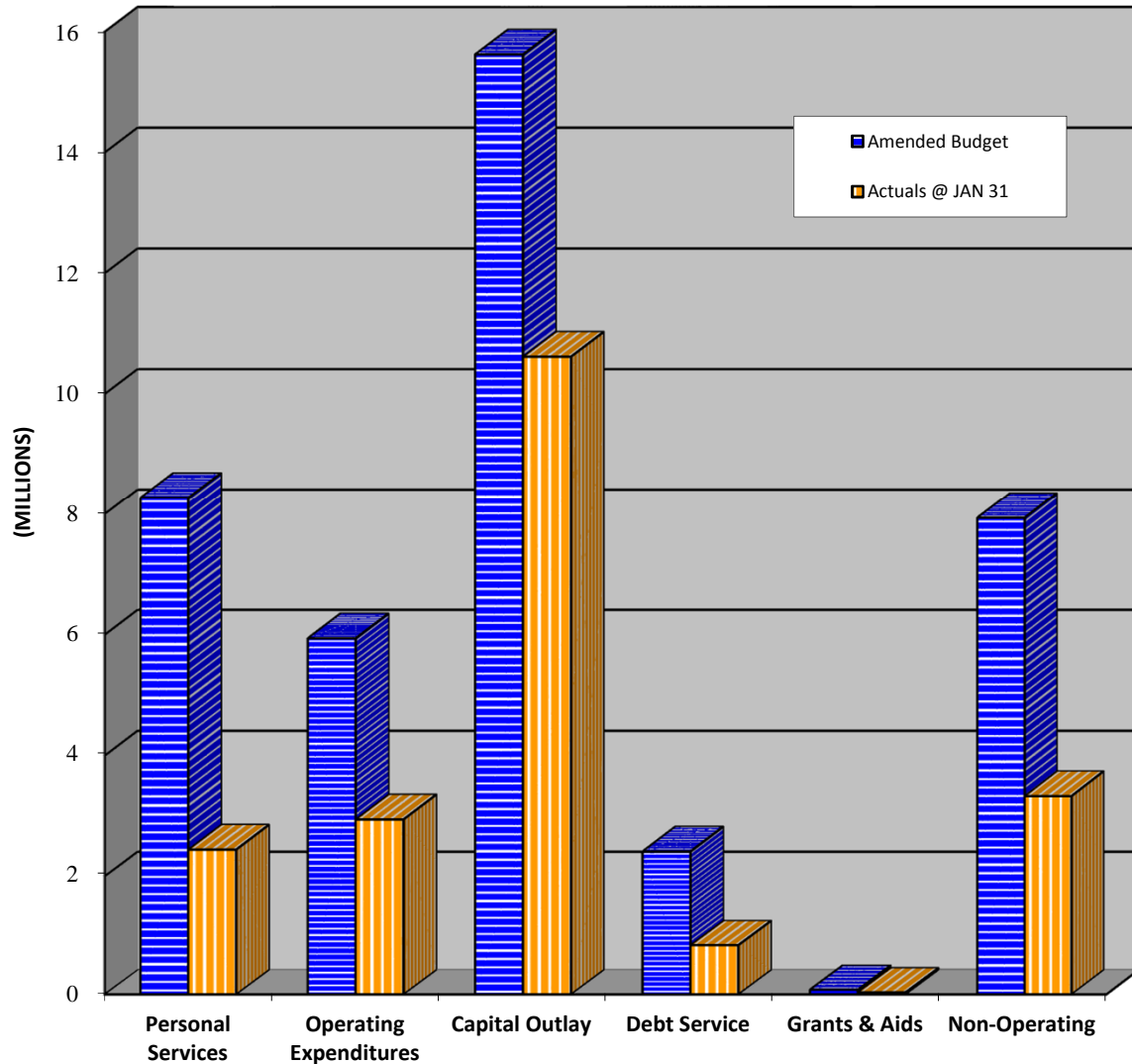
Revenues by Major Category All City Funds

The City of Alachua's overall revenues are at 29% of budget for the fiscal year. Taxes are at 66% of budget. These include ad valorem property taxes and public utility taxes. Other revenue sources are: Permits, Fees and Assessments (31%); Intergovernmental Revenue (52%); Charges for Services (33%); Fines and Forfeitures (22%); Miscellaneous Revenue (38%); and Non-Operating Revenue (14%).



Expenditures by Major Category All City Funds

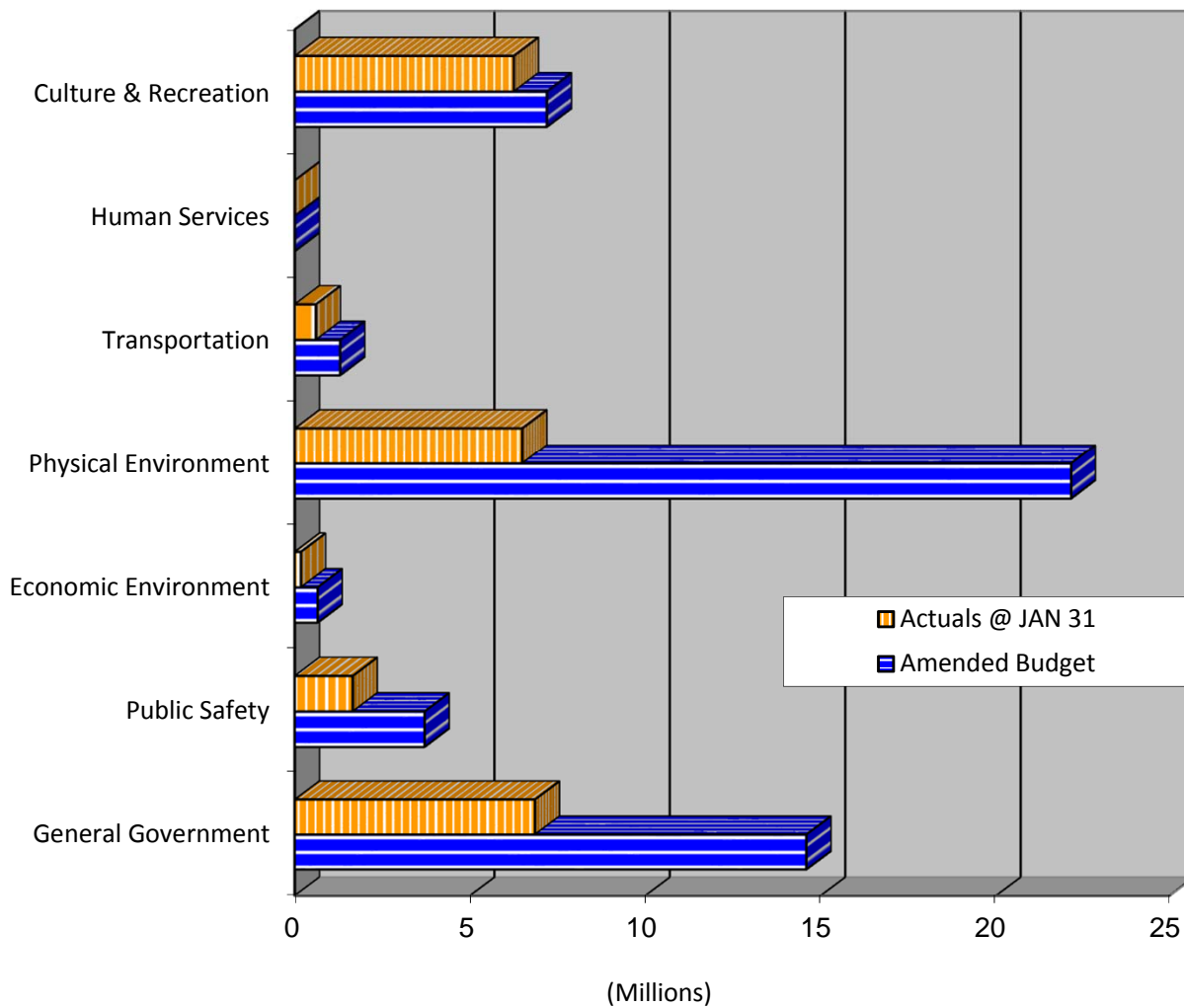
Overall, City expenditures and encumbrances are at 44% of budget for the period. The Personal Services category is at 30% of budget for the fiscal year. The Operating Expenditures category is at 50%, with encumbrances for legal, fire, and residential waste collection services of approximately \$1.1M. Capital Outlay is at 68%, Debt Service is 34%, Grants & Aids is 43% and Non-Operating Expenditures are at 42%. Encumbrances for future expenditures account for 40.2% (aprox. \$8.8M) of the expense line total.



* Encumbered activity are purchase orders that are reserved for payment, but have not been paid as of the report date.

Budget Performance by Function All City Funds

Overall, expenditures are at 44% of budget with General Government expenses at 47%, Public Safety at 45%, Economic Environment at 27%, Physical Environment at 29% (Enterprise Funds & residential waste collection services), Transportation at 46%, and Culture & Recreation at 87%.



INVESTMENTS AND CASH

Purpose

The purpose of this section is to report the City's cash and investment holdings at the end of each month. These funds are managed in accordance with the City's Investment Policies, which are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

Investment Objectives

The foremost objective of the City's investment program is the safety of the principal of those funds within the portfolios. The portfolio is managed in a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. The portfolio is designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. However, return on investment is insignificant in comparison to the safety and liquidity objectives described above. The City's core investments are limited to relatively low risk investment instruments in anticipation of earning fair return relative to the risk being assumed.

Defining Principal

Principal, when dealing with investments can be defined as the original amount invested in a security.

Defining of Portfolio

A portfolio can be defined as various investment instruments possessed by an individual or organization.

Defining Rate of Return on Investment

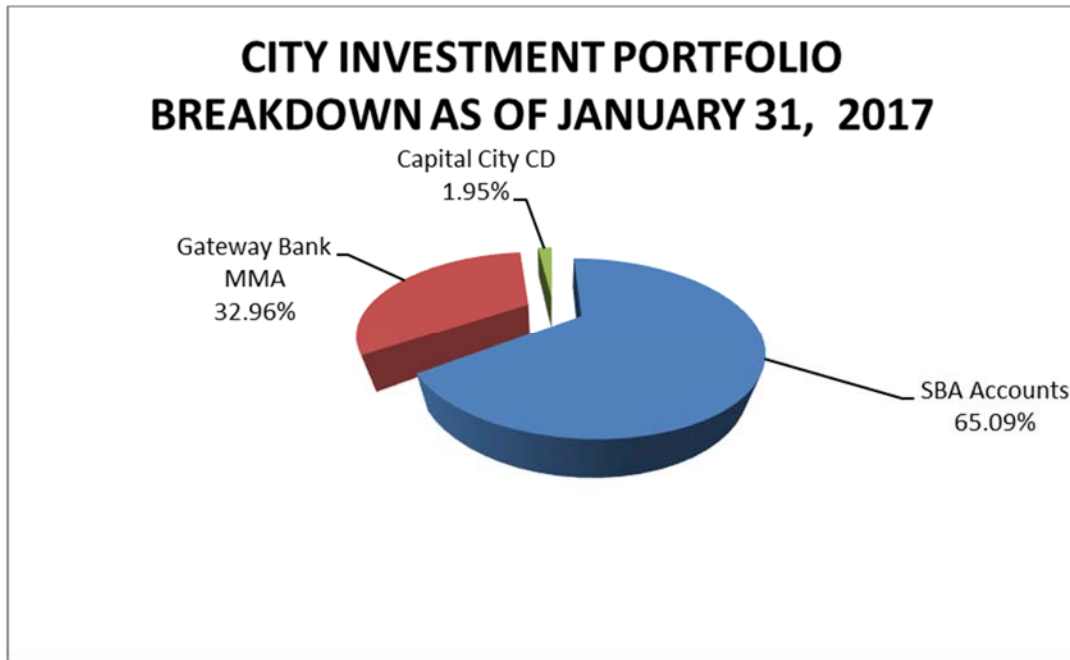
The Rate of Return on Investment refers to the benefits (the profits) to an investor or organization relative to the cost of the initial investment. It is similar to the rate of profit as a measure of profitability.

Conclusion

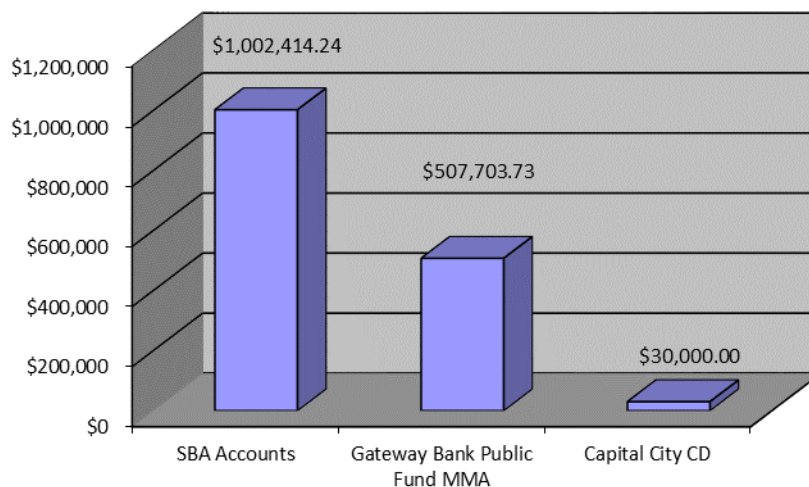
The City's cash and investments are pursuant to Section 218.415, Florida Statutes as well as the City's own adopted Investment Policy. To ensure that the City's funds are effectively managed, the Finance Director and other appropriate staff shall annually complete eight (8) hours of continuing professional education in subjects or courses of study related to investment practices and products.

INVESTMENTS AND CASH

As of January 31, 2017, the City's investment portfolio totaled **\$1,540,117.97**. The portfolio consists of: two State Board of Administration Investment Pool (SBA) accounts, one money market account and a certificate of deposit account. The graphs below illustrate the breakdown, by percentage, of each investment.



INVESTMENTS AS OF JANUARY 31, 2017



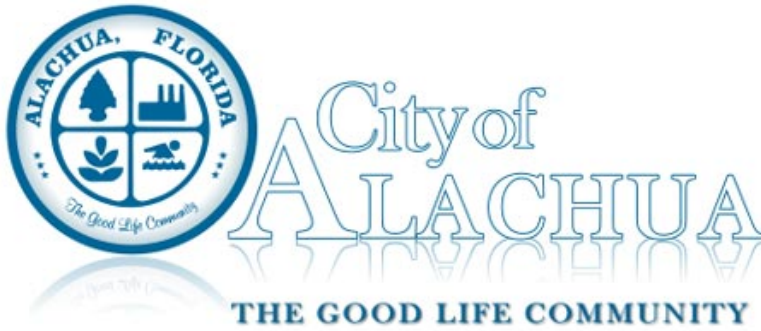
INVESTMENTS AND CASH

As of January 31, 2017, the City had cash holdings in several accounts with Capital City Bank, Gateway Bank and Renasant Bank (formerly Alarion & Heritage) that totaled **\$26,254,590.81**. Each bank account has a specific purpose. The accounts are listed as follows:

- Main Operating account: This account is for the City's daily deposits (utility payments, grant revenue, etc.) and expenses (vendor payments, debt service payments, etc.).
- Payroll account: This account is for payroll-related expenses (salaries payable).
- Community Redevelopment Agency (CRA) account: This account is for deposits and expenses related to CRA activities.
- Police Forfeiture account: This account is for fines and forfeiture funds received by the Alachua Police Department. Expenditures from this account will not be permitted without Commission approval.
- Section 108 account: This account is for the pay-down of the City's Section 108 outstanding debt that was related to infrastructure within the City.
- Series 2016 Repayment: This account contains is intended to be utilized to make the annual Series 2016 Debt payments.
- Restricted Deposit account: This account is for utility customer deposits only.
- Series 2016 Projects: This account is for the proceeds and expenses related to the Series 2016 bonds.
- Explorer account: This account is for deposits and expenses related to Police Explorer activities.
- Heritage Oaks account: This account is for funds related to the completion of improvements to the Heritage Oaks subdivision Phase I.
- SRF Repayment Money Market account: This account is for the repayment of the State Revolving Fund (SRF) loan related to the construction of the waste water facility.

The bank account balances as of the end of the report period are as follows:

Bank Account	January 31 Balance
Main Operating Account	\$17,190,261.89
Payroll Account	\$173,873.62
CRA Account	\$722,812.17
Police Forfeiture Account	\$26,170.75
Section 108 Account	\$50,321.53
Series 2016 Repayment Account	\$228,634.55
Deposit Account	\$1,656,501.58
Series 2016 Projects	\$5,754,033.49
Explorer Account	\$7,308.94
SRF Repayment Account	\$114,618.27
Heritage Oaks Account	<u>\$330,054.02</u>
TOTAL	<u><u>\$26,254,590.81</u></u>



Commission Agenda Item

MEETING DATE: 2/27/2017

SUBJECT: Resolution 17-09 Amending the Fiscal Year 2016-2017 Budget; Increasing the General Fund Budget to Provide for Unanticipated Revenues and Expenses Related to the Use of Forfeiture Funds.

PREPARED BY: Tara L. Malone, Administrative Services Manager

RECOMMENDED ACTION:

Authorize expenditure of forfeiture funds in the amount of \$19,030, from the Restricted Forfeiture Account for the purchase of agency equipment as detailed in the item summary; and adopt Resolution 17-09 amending the City's Fiscal Year 2016-2017 Budget.

Summary

The Florida Contraband Forfeiture Act provides law enforcement agencies authorization to use proceeds collected under this act as supplemental funding for authorized purposes. Pursuant to Florida State Statute (FSS) 932.7055 of the Florida Contraband Forfeiture Act, City Commission approval is required for all expenditures from the City's established Forfeiture Fund. The Alachua Police Department therefore requests the Commission's approval to utilize funds for the purchase of the following equipment, and certifies that these proposed expenses comply with the provisions established in FSS 932.7055:

1. Tasers – The department last purchased tasers in 2011; additional tasers are needed in order to outfit all patrol units with an intermediate weapon. The total cost for an additional four (4) tasers and accessories (holsters, cartridges and battery packs) is approximately **\$7,070**.
2. Automated External Defibrillators (AED's) – The department last purchased AED's in 2013; additional units are needed in order to equip each of our patrol vehicles with an AED. The total cost for an additional eight (8) AED's is **\$11,960**.

Upon authorizing expenditure of forfeiture funds, a resolution to amend the City's approved Fiscal Year 2016-2017 Budget would also be required.

FINANCIAL IMPACT: Yes

BUDGETED: No

AMOUNT: \$19,030

FUNDING SOURCE: General Fund, Other

ADDITIONAL FINANCIAL INFORMATION: There are available funds in the Forfeiture Fund for the expenditure.

COMMISSION GOALS:

Strengthen Community Services

ATTACHMENTS:

	Description
<input type="checkbox"/>	Resolution 17-09
<input type="checkbox"/>	Resolution 17-09_ Ex A _Budget Adjustment
<input type="checkbox"/>	Taser International Quote
<input type="checkbox"/>	Verbal Quote of AED's

RESOLUTION 17-09

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA; APPROVING THE USE OF FORFEITURE FUNDS; AMENDING THE FISCAL YEAR 2016-2017 BUDGET; INCREASING THE GENERAL FUND BUDGET BY \$19,030, TO PROVIDE FOR UNANTICIPATED REVENUES AND EXPENSES RELATED TO THE USE OF FORFEITURE FUNDS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission approves and desires to utilize Forfeiture Funds for the purchase of law enforcement equipment – tasers, taser accessories and Automated External Defibrillators (AED's);

WHEREAS, it is necessary to increase the 2016-2017 General Fund budget in the amount of \$19,030, to reflect revenues and expenses associated with the unanticipated use of Forfeiture Funds for law enforcement equipment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ALACHUA COMMISSION:

1. The Finance and Administrative Services Director is directed to amend the Fiscal Year 2016-2017 Budget by the amount of nineteen thousand thirty dollars (\$19,030) as reflected in the budget amendment attached hereto as Exhibit A.
2. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 27th day of February, 2017.

**CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA**

Gib Coerper, Mayor

SEAL

ATTEST:

Traci L. Gresham, City Manager/Clerk

CITY OF ALACHUA
BUDGET AMENDMENT / BUDGET TRANSFER

CHECK ONE: _____ TRANSFER

 X AMENDMENT

FOR FINANCE USE ONLY	
BA REFERENCE #	BA - _____
BATCH NUMBER	_____
PERIOD/DATE	_____
INITIALS	_____

#	FUND NAME	DEPARTMENT NAME	ACCOUNT NAME	ACCOUNT NUMBER	REVENUES (+/-)	EXPENSES (+/-)
1	General Fund	APD	Capital Outlay - Equipment	001-521.7100-506.6400		16,374.00
2	General Fund	APD	Capital Outlay - Equipment	001-521.7100.506.6400		2,656.00
3	General Fund	Non-Departmental	Other Judgements and Forfeits	001-000.0000-359.0000	19,030.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
AMENDMENT/TRANSFER TOTALS					19,030.00	19,030.00
					COMBINED TOTAL	38,060.00

NOTE: TO INCREASE REVENUE OR EXPENSE = POSITIVE NUMBER, TO DECREASE REVENUE OR EXPENSE = NEGATIVE NUMBER.

USE WHOLE DOLLARS ONLY.

Purpose: Provide for appropriation of Forfeiture Funds per Resolution 17-09.

APPROVED BY: _____

FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

DATE

APPROVED BY: _____

CITY MANAGER

DATE

TASER International

Protect Life. Protect Truth.

17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737
Fax: (480) 999-6152

Daniel Chalker

(386) 462-6571
(386) 462-1831
dchalker@cityofalachua.org



Quotation

Quote: Q-97688-3

Date: 1/20/2017 6:17 AM

Quote Expiration: 6/30/2017

Contract Start Date*: 4/30/2017

Contract Term: 1 year

AX Account Number:

113444

Bill To:

Alachua Police Dept.- FL
P.O. Box 910
Alachua, FL 32616
US

Ship To:

Daniel Chalker
Alachua Police Dept.- FL
15000 NW. 142 Terrace
Alachua, FL 32615
US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Joshua Taylor	(480) 463-2155	jotaylor@taser.com	Fedex - Ground	Net 30

*Note this will vary based on the shipment date of the product.

Hardware

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
4	22002	HANDLE, BLACK, CLASS III, X2	USD 1,103.31	USD 4,413.24	USD 0.00	USD 4,413.24
5	22501	HOLSTER, BLACKHAWK, RIGHT, X2, 44HT01BK-R-B	USD 70.54	USD 352.70	USD 0.00	USD 352.70
50	22151	CARTRIDGE, PERFORMANCE, SMART, 25'	USD 33.74	USD 1,687.00	USD 0.00	USD 1,687.00
9	22012	TPPM, BATTERY PACK, TACTICAL, PINKY EXTENDER, X2/X26P	USD 58.38	USD 525.42	USD 0.00	USD 525.42

Hardware Total Before Discounts: USD 6,978.36

Hardware Net Amount Due: USD 6,978.36

Subtotal USD 6,978.36

Estimated Shipping & Handling Cost USD 90.72

Grand Total USD 7,069.08

**TASER International, Inc.'s Sales Terms and Conditions
for Direct Sales to End User Purchasers**

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and TASER's Master Services and Purchasing Agreement posted at www.taser.com/legal. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to TASER that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Signature: _____	Date: _____
Name (Print): _____	Title: _____
PO# (if needed): _____	

Quote: Q-97688-3

Please sign and email to Joshua Taylor at jotaylor@taser.com or fax to (480) 999-6152

THANK YOU FOR YOUR BUSINESS!

‘Protect Life’ and © are trademarks of TASER International, Inc., and TASER® is a registered trademark of TASER International, Inc., registered in the U.S.
© 2013 TASER International, Inc. All rights reserved.

AEDs

From : Jesse Sandusky <jsandusky@apd.cityofalachua.org>

Tue, Feb 21, 2017 02:45 PM

Subject : AEDs

 1 attachment

To : Tara Malone <tmalone@cityofalachua.org>

Tara,

In follow-up to our conversation about AEDs. I spoke to a representative from Cardiac Science, the company we purchased our last AEDs from. He advised that the government price for the Powerheart G5 fully automatic defibrillator is \$1,495.00 per unit. The quoted price is a government price based off of a contract. The representative will follow up with a formal quote for 8 units. I am currently waiting to receive that quote and will forward it to you as soon as I have it.

Thanks,

Sgt. Jesse Sandusky

Criminal Investigations/Public Relations

Alachua Police Department

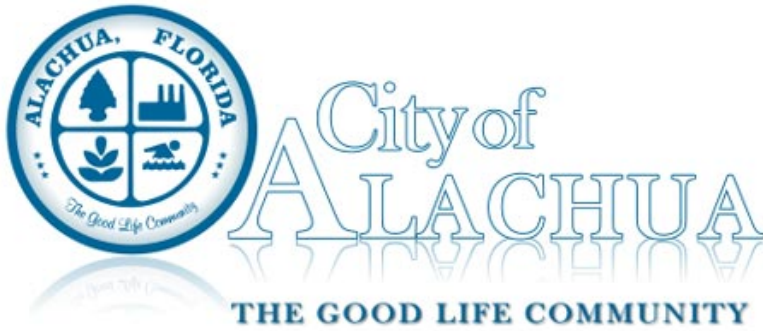
(386)462-1396

jsandusky@apd.cityofalachua.org

[Click here to find us on Facebook!](#)



facebook.png
2 KB



Commission Agenda Item

MEETING DATE: 2/27/2017

SUBJECT: RFB 2017-01 NW 157th Street Paving Project

PREPARED BY: Donna Smith, Purchasing Specialist

RECOMMENDED ACTION:

- 1) Accept the lowest Responsive and Responsible bid in the amount of \$233,767.00 submitted by Andrews Paving, Inc.
 - 2) Authorize the City Manager to enter into a contract with Andrews Paving, Inc. to complete the work under the provisions of RFB 2017-01.
-

Summary

On December 15, 2016, the City solicited formal bids from qualified vendors to furnish labor, equipment and materials to complete the NW 157th Street Paving Project (work area generally located within the NW 157th Street right of way bounded by County Road 235 and NW 118 Avenue).

The Request for Bid closed on January 17, 2017. The City received five (5) bids in response to RFB 2017-01. Four of the five bids were determined to be Responsive & Responsible Bidders: Anderson Columbia with a base bid of \$502,191.00; O'Steen Brothers with a base bid of \$302,752.00; John C. Hipp Construction with a base bid of \$298,451.00 and Andrews Paving, Inc. with a base bid of \$233,767.00.

Staff recommends to proceed with awarding RFB 2017-01 to Andrews Paving, Inc. as the lowest Responsive and Responsible Bidder with a base bid of \$233,767.00.

FINANCIAL IMPACT: Yes

BUDGETED: Yes

AMOUNT: \$233,767.00

FUNDING SOURCE: General Fund, Other

ADDITIONAL FINANCIAL INFORMATION:

Funding is available in the City's General Fund for roadway improvements. An additional \$30,000.00 in funding was received from the developers of Tara Village, consistent with their recent approval of its Planned Development.

COMMISSION GOALS:

Quality of Life, Community Enhancement

ATTACHMENTS:

Description

RFB 2017-01 NW 157th Street Paving Project

CONTRACT

THIS CONTRACT made effective the _____ day of _____, 2017 by and between City of Alachua, hereinafter referred to as COA and Andrews Paving, Inc., hereinafter referred to as CONTRACTOR,

WITNESSETH:

WHEREAS, COA has prepared a Project Scope (and specifications), Exhibit A, General Conditions, Exhibit B, and CONTRACTOR has submitted to COA a bid, Exhibit C, in accordance with the terms of this Contract and the Contract Documents; and

WHEREAS, COA, has determined and declared CONTRACTOR, has submitted the lowest responsive and responsible bid for the work specified herein and hereby awards to CONTRACTOR this contract for the sum or sums named in CONTRACTOR bid as set forth in Exhibit C; and

ARTICLE I. The City of Alachua may be interchangeably referred to herein as OWNER, COA, CITY, PURCHASER, or like term.

ARTICLE II. CONTRACTOR shall furnish the labor, equipment, materials, supplies and or services as specified and required herein; and

ARTICLE III. The work shall be performed by CONTRACTOR in accordance with the Contract Documents and completed as set forth in Article IV; and

ARTICLE IV. COA shall pay, upon completion of all work and acceptance by COA, the sum or sums set forth in Exhibit C plus or minus the sum of sums of any fully executed Change Order Exhibit D.

ARTICLE V. COA and CONTRACTOR agree time is of the essence in the completion of the project and the deadline for completion is June 28, 2017 unless CONTRACTOR obtains a Change Order extending the date. Contractor expressly agrees that, in undertaking to complete the work/services within the time specified, Contractor has made allowances for all hindrances and delays which might usually be expected to occur in performing the work. No claims shall be made by Contractor or his sub-contractors for such hindrances and delays. If Contractor or his sub-contractors experience hindrances or delays that, in opinion of Contractor, are not usually to be expected in the performance of the work, and which affect the performance of the work, Contractor may request a Change Order for an extension of time. Such hindrances and delays may include, but not be limited to, acts or failure to act by COA or other Contractors employed by COA, fires, floods, labor disputes, epidemics, abnormal weather conditions or acts of God.

ARTICLE VI. It is recognized and agreed that the Project that is the subject of this Contract is publicly funded as a part of the annual budget of COA and it is the pre-contract responsibility

of Contractor to inspect any work site, call for or seek permission from COA to conduct any tests contractor deems necessary or appropriate, and be familiar with all conditions or other factors that may affect the cost(s) or contract time(s) set forth in this Contract. The Contract Price is agreed and understood to be a Lump Sum and Contract Times are of the essence. Any Change Order request submitted by Contractor shall be considered accordingly.

ARTICLE VII. The parties agree CITY will suffer damages in the event the work is not completed and accepted by the required completion date. Therefore, it is agreed, since the amount of damage from delay is not able to be specifically determined at this point, that a reasonable approximation of damage is \$100.00 per day past the scheduled completion date. The parties agree the \$100.00 amount is not a penalty but is a reasonable approximation of actual damage that will be suffered by CITY.

ARTICLE VIII. A written (defined as delivered by email) Notice to Proceed by City to Contractor will fix the date the Contract Times will commence to run and the date the Contractor is authorized to start and perform the work under the Contract Documents.

ARTICLE IX. CONTRACTOR hereby agrees to indemnify and save harmless COA for any loss caused directly or indirectly by CONTRACTOR, its subcontractor, agent, employee acting on its behalf or in its stead or caused by any product, service or work supplied pursuant to this contract.

ARTICLE X. CONTRACTOR will continue to maintain its status as and meet requirements of an approved vendor of COA during the term of the contract and will provide, before beginning work, a certificate of insurance acceptable to COA reflecting Comprehensive Liability Insurance with Bodily Injury/Property Damage Occurrence Coverage and like Automobile Coverage in the amount of \$1,000,000 per claim and in the aggregate as well as Workers Compensation coverage, all in accordance with state law and Articles 2 and 5 of and the herein incorporated General Conditions (Exhibit B).

ARTICLE XI. CONTRACTOR warrants all work, products and services provided directly or indirectly, by CONTRACTOR a subcontractor, agent, employee acting on its behalf or in its stead and any product, service or work supplied under the contract will be fit for all purposes intended and consistent with all commercial standards.

ARTICLE XII. Notwithstanding any express or implied term or language elsewhere in the contract or any document furnished by CONTRACTOR, COA has not and does not waive sovereign immunity and reserves the limits of liability as set forth in Section 768.28, Florida Statutes.

ARTICLE XIII. The Project is a Public Work under Chapter 255, Florida Statutes. No Lien may be filed against the City. Any Claimant shall have a right of action against Contractor and against required Payment or Performance Bonds in accordance with Chapter 255. Such action may not involve the City in any action or expense.

ARTICLE XIV. Performance and Payment Bonds, acceptable to City, shall be posted, in accordance with Contract General Conditions after award of bid, in amounts equal to the Contract Price, and otherwise in accordance with Article 5 of the General Conditions and Chapter 255, Florida Statutes. Contractor shall insert the following in every subcontract:

“Notice: Claims for labor, materials and supplies are not assertable against City of Alachua, and are subject to proper prior notice to Contractor, pursuant to Chapter 255 of the Florida Statutes.”

ARTICLE XV. Jurisdiction and venue for any claim or cause of action arising under the contract, or related to performance thereunder, shall lie in the courts of competent jurisdiction of Alachua County, Florida. All claims or causes of action arising under the contract shall be resolved in accordance with the laws of the State of Florida.

ARTICLE XVI. Contractor shall not assign, subcontract or transfer any interest in this agreement without the written consent of COA. Nor shall Contractor assign any monies due or to become due to it under this agreement without the prior written consent of COA. Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to the agreement, whether arising in tort, contract or otherwise, without the written consent of the other party. These conditions and the entire agreement are binding on the heirs, successors and assigns of the parties.

ARTICLE XVII. It is understood and agreed that Contractor is an independent Contractor and not an employee of COA. COA will not withhold income taxes, social security or any other sums from the payments made to Contractor. Contractor shall in no way hold Contractor out to any third person as an agent of COA. Contractor and all subcontractors are solely responsible for all employee or agent wages. Contractor and subcontractor will be solely responsible for full payment to any outside employment agencies and/or sub-contractors. All persons furnished by Contractor or subcontractor shall be considered solely its employees or agents and each shall be responsible for payment of all unemployment, social security and other payroll taxes, including making contributions when required by law.

ARTICLE XVIII. No partial payment made under this agreement shall be evidence of the performance of the agreement either wholly or in part, and no payment shall be construed to be an acceptance of improper material or unsatisfactory performance. No act of COA in superintending, nor failure to disapprove or reject any material used work performed, nor any extension of time for the completion shall be construed as acceptance of the work either wholly or in part. Acceptance shall be evidenced only by the final payment by COA.

ARTICLE XIX. Contractor covenants and agrees to indemnify and save harmless COA and to defend from all cost, expenses, damages, attorney fees injury or loss to which COA and/or its officials, directors, partners, consultants, agents or employees may be subjected by any person, firm, corporation or organization by reason of any wrongdoing, misconduct, want or need of care or skill, negligence or default or breach of contract, guaranty, or warranty, by the successful Contractor, sub-contractor, sub-supplier any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable.

ARTICLE XX. No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in the Contract Documents. All modifications, amendments or addenda to the Contract Documents must be made in writing and executed by Contractor and COA in order to be legally enforceable.

ARTICLE XXI. Contractor hereby certifies that it is aware of any and all applicable federal, state and local laws, regulations, orders of courts or governmental agencies (including the Occupational Safety and Health Act) ordinances and permitting requirements and further certifies that it has taken or will take all actions necessary to ensure full compliance with such requirements, including full compliance by any sub-contractors and/or material suppliers employed by Contractor to perform on this Contract. Contractor agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to Contractor failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.

ARTICLE XXII. Contractor hereby certifies that it is aware of any and all applicable federal immigration law requirements, including, without limitation, Contractor obligation to properly verify the legal work status of each of its employees by the filing of a complete and accurate Form I-9. Contractor also acknowledges the importance of ensuring that all personnel accessing any of COA property have been properly verified through the I-9 documentation process. Accordingly, Contractor further certifies that it has taken and will take all actions necessary to ensure full compliance with the Form I-9 requirements, and any other applicable immigration law requirements, and shall also ensure the compliance with such requirements by any sub-contractors and material suppliers employed by Contractor on this Contract. Contractor agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to Contractor failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.

ARTICLE XXIII. All hazardous waste and used materials, such as containers, liquids, rags, filters, and solvents, etc. must be disposed of in accordance with all Federal, State and Local Laws and regulations.

ARTICLE XXIV. Public Records

Contractor shall allow public access to all documents, papers, letters or other material subject to the provisions of 119, Florida Statute (F.S.) made or received by Contractor in conjunction with this Contract. Specifically, Contractor must:

1. Keep and maintain public records that ordinarily and necessarily would be required by COA in order for COA to perform the services being performed by Contractor.
2. Provide the public with access to public records on the same terms and conditions that COA would provide the records and at a cost that does not exceed the cost provided in 119, F.S., or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records or transfer, at no cost to COA, all public records in possession of Contractor upon termination of the contract. All records stored electronically must be provided to COA in a format that is compatible with the information technology systems of COA.

Contractor must promptly provide COA with a copy of any request to inspect or copy public records in possession of Contractor and shall promptly provide COA a copy of Contractor response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by COA.

This provision will apply to all services provided unless Contractor can demonstrate by clear and convincing evidence that it is not or was not acting on behalf of COA under Florida law. The Contractor will be held liable for plaintiff attorney fees and costs if a suit is properly filed and the court finds that the Contractor unlawfully refused to comply with a public records request within a reasonable time.

The Contractor shall contact Deputy City Clerk Alan Henderson, Custodian of City Public Records, at (386) 418-6104 or ahenderson@cityofalachua.com, concerning any questions the Contractor may have regarding the duty of Contractor to provide Public Records.

ARTICLE XXV. The Contractor agrees to furnish such detail as may be required by COA to support charges or invoices, to make available for audit purposes all records covering charges pertinent to CONTRACT and to make appropriate adjustments in the event discrepancies are found. COA will pay the cost of any audit. COA shall have the right to audit the Contractor records pertaining to the work/product for a period of three (3) years after final payment.

ARTICLE XXVI. The current version of the COA Purchasing and Sales Policy and Regulations published at http://cityofalachua.com/images/Departments/Admin_Services/Purchasing/Purchasing_Manual_Eff_03-24-14.pdf is herein incorporated by reference and made a part of this contract as if set forth in its entirety.

ARTICLE XXVII. Notice to the parties shall be perfected by sending an email to COA at dsmith@cityofalachua.org and CONTRACTOR by email at ron@andrewspavinginc.com.

EXECUTION PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year of the last signature affixed.

CONTRACTOR: Andrews Paving, Inc.

By: 

Print Name: Ronald Andrews

Its President
Title

Date: 2-21-17

Signed by CONTRACTOR in the presence of:


Signature

Jon Anderson
Print Name

CITY OF ALACHUA

By: _____
Traci L. Gresham

Its: City Manager

Date: _____

Exhibit A

Page 1 of 4

PROJECT SCOPE AND SPECIFICATIONS

I. SCOPE

A. General Provision

1. Obtain utility locates for all work areas where excavation will occur.
2. Mobilize to jobsite.
3. Exercise care when working in close proximity to existing utility facilities.
4. Clear and grub right of way to limits of construction as required to perform work.
5. Properly dispose of excess material from project site.
6. Provide proper maintenance of traffic (MOT) at all times. All work adjacent to State or County roads must provide MOT satisfactory to those agencies.
7. Demobilize from jobsite.
8. Traffic signs and permanent pavement striping / markings for project will be provided by Owner after completion of Contractor's work.
9. Sod all disturbed areas with centipede sod or match ST. Augustine with sod where it applies.

B. Work Location:

1. Work generally is located within the NW 157 Street right of way bounded by County Road 235 and NW 118 Avenue.
2. See drawings for actual work locations.

C. Work Scope:

1. Preparation of Roadbed

- a. Complete the area to be stabilized to the lines shown in the drawings (C2.30) and to a grade parallel to the finished elevation of the stabilized base, before adding the stabilizing material. Ensure that the elevation of the road bed is such that the base will conform to the typical cross-section upon completing the work. Dispose of any surplus excavated materials resulting from this work.
- b. Spreading and Mixing-In shall conform to FDOT section 230-5.
- c. Lime rock base moisture content that is being compacted shall conform to FDOT section 200-6.2.
- d. Compacting and Finishing Base shall conform to FDOT section 200-6.
- e. If Cracks and Checks appear in the base before or after priming that would impair the structural efficiency of the base, remove the cracks or checks by re-scarifying, re-shaping, adding base material where necessary, and re-compacting.

2. Asphalt Pavement Overlay:

- a. Apply prime and tack coat to lime rock base as stated in FDOT section 300.
- b. Design asphalt mix shall meet requirements stated in FDOT section 334.
- c. Apply 1 1/2" of SP-12.5 asphalt concrete mix as stated in FDOT section 334.

Exhibit A

Page 2 of 4

3. Shoulder Treatment / Grassed Swales

- a. Remove overburden and construct shoulder treatment or swales adjacent to roadways. Sod all disturbed areas with centipede grass or match ST Augustine where it applies.
 - b. Remove and properly dispose of excess material from project site.

4. Water, Wastewater, and Storm Water Facility Modifications:

- a. It is the intent of this project that finished roadway surfaces maintain a constant slope and cross slope. As such, manholes, storm inlets, and valve boxes must be adjusted to match the final grade of asphalt.
- b. Provide manhole risers in roadway to be flush with final grade of asphalt.
- c. Provide water valve box risers in roadway to be flush with final grade of asphalt.
- d. Raise or lower valve boxes and manhole risers to match grade in grassed areas.

5. Pavement Striping / Marking:

- a. Provide temporary stop bar markings at road intersections where stop signs are present.

6. Driveway Aprons:

- a. It is the intention of this project that each property with an existing residence receive a single asphalt driveway apron between the edge of pavement and the right of way line. Refer to Unpaved Side Road Detail drawing C2.30.

II. SPECIFICATIONS

A. Prime and Tack Coats:

1. Prime Coat per FDOT Section 300
2. Tack Coat: per FDOT Section 300
3. Application: per FDOT Section 300
 - a. Cover Material for Prime Coat:
 - (1) Uniformly cover the primed base by a light application of cover material. Ensure the primed base is not exposed to general traffic and construction traffic to mar the prime coat so as to expose the base.
 - (2) The Contractor may use sand. For the Sand, meet the requirements as specified in Sections 902-2 or 902-6.
4. **Submittals:** Required; per FDOT Section 300

Exhibit A

Page 3 of 4

B. Hot Mix Asphalt:

1. Hot Mix Asphalt: SP 12.5
2. Application: per FDOT Sections 334
3. **Submittals:** Required; per FDOT Section 330 and Section 334

C. Lime Rock Stabilized Base:

1. Base and Stabilized Base: per FDOT section 911
2. Lime Rock Bearing Ratio (LBR-100) per FDOT section 911

Materials shall not contain deleterious substances that would result in: prevention of the bituminous prime coat from adhering to the base course; a detriment to the finishing, strength, or performance of the base; or a surface which is susceptible to distortion under construction traffic. Such substances include, but are not limited to: cherty or other extremely hard pieces, lumps, balls or pockets of sand or clay size material, organic matter, loose sand, loose, free shells, corals or skeletal remain of other marine invertebrates retained on the No. 4 sieve, or water sensitive clay minerals.

D. Bituminous Concrete Procedures

1. Environmental Conditions:

Place bituminous mixture only during dry weather and on dry surfaces. Place course only when the surface temperature of the underlying course is greater than 55 degrees F.

2. Transportation of Bituminous Concrete Mixtures:

Transport bituminous material from the mixing plant to the paving site in trucks having tight, clean, smooth beds that have been coated with a minimum amount of concentrated solution of hydrated lime and water or other approved coating to prevent adhesion of the mixture to the truck. Petroleum products will not be permitted for coating the truck. If the air temperature is less than 60 degrees F or the haul time is greater than 30 minutes, cover each load with a canvas or other approved material of ample size to protect the mixture from loss of heat. Make deliveries so that the spreading and rolling of all mixtures prepares for one day's run can be completed during daylight, unless adequate approved artificial lighting is provided. Deliver mixture to area to be paved so that the temperature at the time of dumping into the spreader is within the range specified herein. Reject loads that are below minimum temperature, that have crusts of cold unworkable material, or that have been wet excessively by rain. Hauling over freshly laid material is prohibited.

Exhibit A

Page 4 of 4

3. Bituminous Concrete Placement:

The range of temperatures of the mixtures at the time of spreading shall be between 250 degrees F and 300 degrees F. Bituminous concrete having temperature less than minimum spreading temperature when dumped into the spreader will be rejected.

4. Protection:

Do not permit vehicular traffic, including heavy equipment, on pavement until surface temperature has cooled at least 120 degrees F. Measure surface temperature by approved surface thermometers or other satisfactory methods.

III. DRAWINGS, SUPPLEMENTAL SPECIFICATIONS AND CONSTRUCTION DETAILS

Drawings and Specifications stored on CD attached hereto and incorporated herein.

Master copy on file with City of Alachua Purchasing Division:

Donna Smith , Purchasing Specialist
Email: dsmith@cityofalachua.com

**** END OF SECTION ****

EXHIBIT B
STANDARD GENERAL CONDITIONS OF THE
CONSTRUCTION CONTRACT

TABLE OF CONTENTS

	Page
Article 1 – Definitions and Terminology	1
1.01 Defined Terms.....	1
1.02 Terminology	4
Article 2 – Preliminary Matters	6
2.01 Delivery of Bonds and Evidence of Insurance	6
2.02 Copies of Documents.....	6
2.03 Commencement of Contract Times; Notice to Proceed.....	6
2.04 Starting the Work	6
2.05 Before Starting Construction	6
2.06 Preconstruction Conference; Designation of Authorized Representatives.....	7
2.07 Initial Acceptance of Schedules.....	7
Article 3 – Contract Documents: Intent, Amending, Reuse	8
3.01 Intent.....	8
3.02 Reference Standards.....	8
3.03 Reporting and Resolving Discrepancies.....	8
3.04 Amending and Supplementing Contract Documents.....	9
3.05 Reuse of Documents	9
3.06 Electronic Data.....	10
Article 4 – Availability of Lands; Subsurface and Physical Conditions; Hazardous Environmental Conditions; Reference Points.....	10
4.01 Availability of Lands.....	10
4.02 Differing Subsurface or Physical Conditions	10
4.03 Underground Facilities.....	12
4.04 Reference Points.....	13
4.05 Hazardous Environmental Condition at Site	13
Article 5 – Bonds and Insurance.....	14
5.01 Performance, Payment, and Other Bonds.....	14
5.02 Licensed Sureties and Insurers.....	15
5.03 Certificates of Insurance	15
5.04 Contractor’s Insurance	16
5.05 Waiver of Rights	17
5.06 Receipt and Application of Insurance Proceeds	18
5.07 Acceptance of Bonds and Insurance; Option to Replace	18

Article 6 – Contractor’s Responsibilities	19
6.01 Supervision and Superintendence.....	19
6.02 Labor; Working Hours	19
6.03 Services, Materials, and Equipment	19
6.04 Progress Schedule	20
6.05 Substitutes and “Or-Equals”	20
6.06 Concerning Subcontractors, Suppliers, and Others.....	22
6.07 Patent Fees and Royalties	23
6.08 Permits.....	24
6.09 Laws and Regulations	24
6.10 Taxes	25
6.11 Use of Site and Other Areas.....	25
6.12 Record Documents.....	26
6.13 Safety and Protection	26
6.14 Safety Representative.....	27
6.15 Hazard Communication Programs.....	27
6.16 Emergencies	27
6.17 Shop Drawings and Samples	27
6.18 Continuing the Work.....	29
6.19 Contractor’s General Warranty and Guarantee	30
6.20 Indemnification	30
Article 7 – Other Work at the Site	31
7.01 Related Work at Site	31
7.02 Coordination.....	31
7.03 Legal Relationships.....	32
Article 8 – Owner’s Responsibilities.....	32
8.01 Communications to Contractor.....	32
8.02 Replacement of Owner Contact.....	32
8.03 Furnish Data	32
8.04 Pay When Due.....	32
8.05 Change Orders.....	32
8.06 Inspections, Tests, and Approvals	32
8.07 Limitations on Owner’s Responsibilities	32
8.08 Undisclosed Hazardous Environmental Condition	33
8.09 Evidence of Financial Arrangements.....	33
8.10 Compliance with Safety Program	33
Article 9 – Owner’s Status During Construction	33
9.01 Visits to Site	33
9.02 Project Representative.....	33
9.03 Authorized Variations in Work	34
9.04 Rejecting Defective Work.....	34
9.05 Shop Drawings, Change Orders and Payments.....	34
9.06 Determinations for Unit Price Work	34
9.07 Decisions on Requirements of Contract Documents and Acceptability of Work	34
9.08 Limitations on Owner’s Authority and Responsibilities.....	35

9.09 Compliance with Safety Program	35
Article 10 – Changes in the Work; Claims	35
10.01 Authorized Changes in the Work	35
10.02 Unauthorized Changes in the Work.....	36
10.03 Execution of Change Orders.....	36
10.04 Notification to Surety.....	36
10.05 Claims.....	37
Article 11 – Cost of the Work; Allowances; Unit Price Work	38
11.01 Cost of the Work	38
11.02 Allowances	40
11.03 Unit Price Work	41
Article 12 – Change of Contract Price; Change of Contract Times	41
12.01 Change of Contract Price	41
12.02 Change of Contract Times	43
12.03 Delays	43
Article 13 – Tests and Inspections; Correction, Removal or Acceptance of Defective Work.....	44
13.01 Notice of Defects.....	44
13.02 Access to Work	44
13.03 Tests and Inspections	44
13.04 Uncovering Work.....	45
13.05 Owner May Stop the Work.....	45
13.06 Correction or Removal of Defective Work	45
13.07 Correction Period	46
13.08 Acceptance of Defective Work.....	47
13.09 Owner May Correct Defective Work	47
Article 14 – Payments to Contractor and Completion	48
14.01 Schedule of Values.....	48
14.02 Progress Payments	48
14.03 Contractor’s Warranty of Title.....	50
14.04 Substantial Completion.....	51
14.05 Partial Utilization	51
14.06 Final Inspection	51
14.07 Final Payment.....	52
14.08 Final Completion Delayed	53
14.09 Waiver of Claims	53
Article 15 – Suspension of Work and Termination	53
15.01 Owner May Suspend Work.....	53
15.02 Owner May Terminate for Cause	53
15.03 Owner May Terminate For Convenience	55
15.04 Contractor May Stop Work or Terminate.....	55

Article 16 – Dispute Resolution	56
16.01 Methods and Procedures	56
Article 17 – Miscellaneous	56
17.01 Giving Notice	56
17.02 Computation of Times	56
17.03 Cumulative Remedies	57
17.04 Survival of Obligations	57
17.05 Controlling Law	57
17.06 Headings.....	57

ARTICLE 1 – DEFINITIONS AND TERMINOLOGY

1.01 *Defined Terms*

- A. Wherever used in the Bidding Requirements or Contract Documents and printed with initial capital letters, the terms listed below will have the meanings indicated which are applicable to both the singular and plural thereof. In addition to terms specifically defined, terms with initial capital letters in the Contract Documents include references to identified articles and paragraphs, and the titles of other documents or forms.
1. *Addenda*—Written or graphic instruments issued prior to the opening of Bids which clarify, correct, or change the Bidding Requirements or the proposed Contract Documents.
 2. *Agreement*—The written instrument which is evidence of the agreement between Owner and Contractor covering the Work.
 3. *Application for Payment*—EJCDC C-620 Owner which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Contract Documents.
 4. *Bid*—The offer or proposal of a Bidder submitted on the prescribed form setting forth the prices for the Work to be performed.
 5. *Bidder*—The individual or entity who submits a Bid directly to Owner.
 6. *Bidding Documents*—The Bidding Requirements and the proposed Contract Documents (including all Addenda).
 7. *Bidding Requirements*—The advertisement or invitation to bid, Instructions to Bidders, Bid security of acceptable form, if any, and the Bid Form with any supplements.
 8. *Change Order*—EJCDC C-941 which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Contract Price or the Contract Times, issued on or after the Effective Date of the Agreement.
 9. *Claim*—A demand or assertion by Owner or Contractor seeking an adjustment of Contract Price or Contract Times, or both, or other relief with respect to the terms of the Contract. A demand for money or services by a third party is not a Claim.
 10. *Contract*—The entire and integrated written agreement between the Owner and Contractor concerning the Work. The Contract supersedes prior negotiations, representations, or agreements, whether written or oral.
 11. *Contract Documents*—Those items so designated in the Agreement and which together comprise the Contract.

12. *Contract Price*—The moneys payable by Owner to Contractor for completion of the Work in accordance with the Contract Documents as stated in the Agreement (subject to the provisions of Paragraph 11.03 in the case of Unit Price Work).
13. *Contract Times*—The number of days or the dates stated in the Agreement to: (i) achieve Milestones, if any; (ii) achieve Substantial Completion; and (iii) complete the Work so that it is ready for final payment as evidenced by Owner's written recommendation of final payment.
14. *Contractor*—The individual or entity with whom Owner has entered into the Agreement.
15. *Cost of the Work*—See Paragraph 11.01 for definition.
16. *Drawings*—That part of the Contract Documents which graphically shows the scope, extent, and character of the Work to be performed by Contractor. One printed copy will be delivered to Contractor, along with an electronic copy on Compact Disc being attached as an Exhibit D to the written copy of the Contract. A printed, copy will be on file with the City and maintained as the Master Copy. The Master Copy will control in resolving any challenges or disputes concerning the contract documents. Shop Drawings and other Contractor submittals are not Drawings as so defined.
17. *Effective Date of the Agreement*—The date indicated in the Agreement on which it becomes effective, but if no such date is indicated, it means the date on which the Agreement is signed and delivered by the last of the two parties to sign and deliver.
18. *Hazardous Environmental Condition*—The presence at the Site of Asbestos, PCBs, Petroleum, Hazardous Waste, or Radioactive Material in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto.
19. *Hazardous Waste*—The term Hazardous Waste shall have the meaning provided in Section 1004 of the Solid Waste Disposal Act (42 USC Section 6903) as amended from time to time.
20. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.
21. *Milestone*—A principal event specified in the Contract Documents relating to an intermediate completion date or time prior to Substantial Completion of all the Work.
22. *Notice to Proceed*—A written notice given by Owner to Contractor fixing the date on which the Contract Times will commence to run and on which Contractor shall start to perform the Work under the Contract Documents.
23. *Owner*—The individual or entity with whom Contractor has entered into the Agreement and for whom the Work is to be performed.

24. *Petroleum*—Petroleum, including crude oil or any fraction thereof which is liquid at standard conditions of temperature and pressure (60 degrees Fahrenheit and 14.7 pounds
25. per square inch absolute), such as oil, petroleum, fuel oil, oil sludge, oil refuse, gasoline, kerosene, and oil mixed with other non-Hazardous Waste and crude oils.
26. *Progress Schedule*—A schedule, prepared and maintained by Contractor, describing the sequence and duration of the activities comprising the Contractor's plan to accomplish the Work within the Contract Times.
27. *Project*—The total construction of which the Work to be performed under the Contract Documents may be the whole, or a part.
28. *Radioactive Material*—Source, special nuclear, or byproduct material as defined by the Atomic Energy Act of 1954 (42 USC Section 2011 et seq.) as amended from time to time.
29. *Resident Project Representative*—The authorized representative of Owner who may be assigned to the Site or any part thereof.
30. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and which establish the standards by which such portion of the Work will be judged.
31. *Schedule of Submittals*—A schedule, prepared and maintained by Contractor, of required submittals and the time requirements to support scheduled performance of related construction activities.
32. *Schedule of Values*—A schedule, prepared and maintained by Contractor, allocating portions of the Contract Price to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.
33. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information which are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work.
34. *Site*—Lands or areas indicated in the Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements for access thereto, and such other lands furnished by Owner which are designated for the use of Contractor.
35. *Specifications*—Also referred to as *Technical Specifications*, are that part of the Contract Documents consisting of requirements for materials, equipment, systems, standards and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable thereto. One printed copy will be delivered to Contractor, along with an electronic copy on Compact Disc being attached as Exhibit D to the written copy of the Contract.

A printed copy will be on file with the City and maintained as the Master Copy. The Master Copy will control in resolving any challenges or disputes concerning the contract documents.

36. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work at the Site.
37. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Owner, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion thereof.
38. *Successful Bidder*—The Bidder submitting a responsive Bid to whom Owner makes an award.
39. *Supplementary Conditions*—That part of the Contract Documents which amends or supplements these General Conditions.
40. *Supplier*—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or Subcontractor.
41. *Underground Facilities*—All underground pipelines, conduits, ducts, cables, wires, manholes, vaults, tanks, tunnels, or other such facilities or attachments, and any encasements containing such facilities, including those that convey electricity, gases, steam, liquid petroleum products, telephone or other communications, cable television, water, wastewater, storm water, other liquids or chemicals, or traffic or other control systems.
42. *Unit Price Work*—Work to be paid for on the basis of unit prices.
43. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction, and furnishing, installing, and incorporating all materials and equipment into such construction, all as required by the Contract Documents.

1.02 Terminology

- A. The words and terms discussed in Paragraph 1.02.B through F are not defined but, when used in the Bidding Requirements or Contract Documents, have the indicated meaning.

B. Intent of Certain Terms or Adjectives:

1. The Contract Documents include the terms "as allowed," "as approved," "as ordered," "as directed" or terms of like effect or import to authorize an exercise of judgment by Owner. In addition, the adjectives "reasonable," "suitable," "acceptable," "proper," "satisfactory," or adjectives of like effect or import are used to describe an action or determination of Owner as to the Work. It is intended that such exercise of judgment, action, or determination will be solely to evaluate, in general, the Work for compliance with the information in the Contract Documents and with the design concept of the
2. Project as a functioning whole as shown or indicated in the Contract Documents (unless there is a specific statement indicating otherwise).

C. Day:

1. The word "day" means a calendar day of 24 hours measured from midnight to the next midnight.

D. Defective:

1. The word "defective," when modifying the word "Work," refers to Work that is unsatisfactory, faulty, or deficient in that it:
 1. does not conform to the Contract Documents; or
 2. does not meet the requirements of any applicable inspection, reference standard, test, or approval referred to in the Contract Documents; or
 3. has been damaged prior to final payment (unless responsibility for the protection thereof has been assumed by Owner at Substantial Completion in accordance with Paragraph 14.04 or 14.05).

E. Furnish, Install, Perform, Provide:

1. The word "furnish," when used in connection with services, materials, or equipment, shall mean to supply and deliver said services, materials, or equipment to the Site (or some other specified location) ready for use or installation and in usable or operable condition.
2. The word "install," when used in connection with services, materials, or equipment, shall mean to put into use or place in final position said services, materials, or equipment complete and ready for intended use.
3. The words "perform" or "provide," when used in connection with services, materials, or equipment, shall mean to furnish and install said services, materials, or equipment complete and ready for intended use.

4. When “furnish,” “install,” “perform,” or “provide” is not used in connection with services, materials, or equipment in a context clearly requiring an obligation of Contractor, “provide” is implied.
- F. Unless stated otherwise in the Contract Documents, words or phrases that have a well-known technical or construction industry or trade meaning are used in the Contract Documents in accordance with such recognized meaning.

ARTICLE 2 – PRELIMINARY MATTERS

2.01 *Delivery of Bonds and Evidence of Insurance*

- A. Before Owner delivers the executed counterparts of the Agreement to Contractor, Contractor shall deliver to Owner such bonds as Contractor may be required to furnish.
- B. *Evidence of Insurance:* Before any Work at the Site is started, Contractor shall deliver such evidence of insurance, with copies to each additional insured, which Contractor is required to purchase and maintain in accordance with Article 5.

2.02 *Copies of Documents*

- A. Bid documents are available on the City’s website, www.cityofalachua.org and can be found by selecting Administrative Services, then selecting Purchasing Division and selecting RFQ, RFP and RFB’s.

2.03 *Commencement of Contract Times; Notice to Proceed*

- A. The Contract Times will commence on the day indicated in the Notice to Proceed. A Notice to Proceed may be given at any time within 30 days after the Effective Date of the Agreement. In no event will the Contract Times commence to run later than the sixtieth day after the day of Bid opening or the thirtieth day after the Effective Date of the Agreement, whichever date is earlier.

2.04 *Starting the Work*

- A. Contractor shall start to perform the Work on the date when the Contract Times commence to run. No Work shall be done at the Site prior to the date on which the Contract Times commence to run.

2.05 *Before Starting Construction*

- A. *Preliminary Schedules:* Within 10 days after the Effective Date of the Agreement (unless otherwise specified in the General Requirements or Supplementary Conditions), Contractor shall timely submit owner for review and acceptance the following schedules: *Page*
 1. a preliminary Progress Schedule indicating the times (numbers of days or dates) for starting and completing the various stages of the Work, including any Milestones specified in the Contract Documents;

2. a preliminary Schedule of Submittals; and

3. a preliminary Schedule of Values for all of the Work which includes quantities and prices of items which when added together equal the Contract Price and subdivides the Work into component parts in sufficient detail to serve as the basis for progress payments during performance of the Work. Such prices will include an appropriate amount of overhead and profit applicable to each item of Work.

2.06 Preconstruction Conference; Designation of Authorized Representatives

- A. Before any Work at the Site is started, a conference attended by Owner, Contractor, and others as appropriate will be held to establish a working understanding among the parties as to the Work and to discuss the schedules referred to in Paragraph 2.05.A, procedures for handling Shop Drawings and other submittals, processing Applications for Payment, and maintaining required records.
- B. At this conference Owner and Contractor each shall designate, in writing, a specific individual to act as its authorized representative with respect to the services and responsibilities under the Contract. Such individuals shall have the authority to transmit instructions, receive information, render decisions relative to the Contract, and otherwise act on behalf of each respective party.

2.07 Initial Acceptance of Schedules

- A. At least 10 days before submission of the first Application for Payment a conference attended by Contractor, and others as appropriate will be held to review for acceptability to Owner as provided below the schedules submitted in accordance with Paragraph 2.05.A. Contractor shall have an additional 10 days to make corrections and adjustments and to complete and resubmit the schedules. No progress payment shall be made to Contractor until acceptable schedules are submitted to Owner.
 - 1. The Progress Schedule will be acceptable to Owner if it provides an orderly progression of the Work to completion within the Contract Times. Such acceptance will not impose on Owner responsibility for the Progress Schedule, for sequencing, scheduling, or progress of the Work, nor interfere with or relieve Contractor from Contractor's full responsibility therefor.
 - 2. Contractor's Schedule of Submittals will be acceptable to Owner if it provides a workable arrangement for reviewing and processing the required submittals.
 - 3. Contractor's Schedule of Values will be acceptable to Owner as to form and substance if upon review, it provides a reasonable allocation of the Contract Price to component parts of the Work; otherwise changes will be required for the contractor before the Schedule of Values is accepted.

ARTICLE 3 – CONTRACT DOCUMENTS: INTENT, AMENDING, REUSE

3.01 *Intent*

- A. The Contract Documents are complementary; what is required by one is as binding as if required by all.
- B. It is the intent of the Contract Documents to describe a functionally complete project (or part thereof) to be constructed in accordance with the Contract Documents. Any labor, documentation, services, materials, or equipment that reasonably may be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the indicated result will be provided whether or not specifically called for, at no additional cost to Owner.

3.02 *Reference Standards*

- A. Standards, Specifications, Codes, Laws, and Regulations
 - 1. Reference to standards, specifications, manuals, or codes of any technical society, organization, or association, or to Laws or Regulations, whether such reference be specific or by implication, shall mean the standard, specification, manual, code, or Laws or Regulations in effect at the time of opening of Bids (or on the Effective Date of the Agreement if there were no Bids), except as may be otherwise specifically stated in the Contract Documents.
 - 2. No provision of any such standard, specification, manual, or code, or any instruction of a Supplier, shall be effective to change the duties or responsibilities of Owner, Contractor, or any of their subcontractors, consultants, agents, or employees, from those set forth in the Contract Documents. No such provision or instruction shall be effective to assign to Owner, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, any duty or authority to supervise or direct the performance of the Work or any duty or authority to undertake responsibility inconsistent with the provisions of the Contract Documents.

3.03 *Reporting and Resolving Discrepancies*

A. *Reporting Discrepancies:*

- 1. *Contractor's Review of Contract Documents Before Starting Work:* Before undertaking each part of the Work, Contractor shall carefully study and compare the Contract Documents and check and verify pertinent figures therein and all applicable field measurements. Contractor shall promptly report in writing to Owner any conflict, error, ambiguity, or discrepancy which Contractor discovers, or has actual knowledge of, and shall obtain a written interpretation or clarification from Owner before proceeding with any Work affected thereby.

2. *Contractor's Review of Contract Documents During Performance of Work:* If, during the performance of the Work, Contractor discovers any conflict, error, ambiguity, or discrepancy within the Contract Documents, or between the Contract Documents and (a) any applicable Law or Regulation, (b) any standard, specification, manual, or code, or (c) any instruction of any Supplier, then Contractor shall promptly report it to Owner in writing. Contractor shall not proceed with the Work affected thereby (except in an emergency as required by Paragraph 6.16.A) until an amendment or supplement to the Contract Documents has been issued by one of the methods indicated in Paragraph 3.04.
3. Contractor shall not be liable to Owner or Owner for failure to report any conflict, error, ambiguity, or discrepancy in the Contract Documents unless Contractor had actual knowledge thereof.

B. Resolving Discrepancies:

1. Except as may be otherwise specifically stated in the Contract Documents, the provisions of the Contract Documents shall take precedence in resolving any conflict, error, ambiguity, or discrepancy between the provisions of the Contract Documents and:
 1. the provisions of any standard, specification, manual, or code, or the instruction of any Supplier (whether or not specifically incorporated by reference in the Contract Documents); or
 2. the provisions of any Laws or Regulations applicable to the performance of the Work (unless such an interpretation of the provisions of the Contract Documents would result in violation of such Law or Regulation).

3.04 Amending and Supplementing Contract Documents

- A. The Contract Documents may be amended to provide for additions, deletions, and revisions in the Work or to modify the terms and conditions thereof only by a Change Order.

3.05 Reuse of Documents

- A. Contractor and any Subcontractor or Supplier shall not:

1. have or acquire any title to or ownership rights in any of the Drawings, Specifications, or other documents (or copies of any thereof) prepared by Owner or its consultants, including electronic media editions; or
2. reuse any such Drawings, Specifications, other documents, or copies thereof on extensions of the Project or any other project without written consent of Owner and specific written verification or adaptation by Owner.

- B. The prohibitions of this Paragraph 3.05 will survive final payment, or termination of the Contract. Nothing herein shall preclude Contractor from retaining copies of the Contract Documents for record purposes.

3.06 *Electronic Data*

- A. The data furnished by Owner to Contractor, or by Contractor to Owner, of text, data, graphics, or other types should be in electronic searchable format (*.pdf).
- B. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 5 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 5 day acceptance period will be corrected by the transferring party.
- C. When transferring documents in electronic media format, the transferring party makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the data's creator.

ARTICLE 4 – AVAILABILITY OF LANDS; SUBSURFACE AND PHYSICAL CONDITIONS; HAZARDOUS ENVIRONMENTAL CONDITIONS; REFERENCE POINTS

4.01 *Availability of Lands*

- A. Owner shall furnish the Site. Owner shall notify Contractor of any encumbrances or restrictions not of general application but specifically related to use of the Site with which Contractor must comply in performing the Work. Owner will obtain in a timely manner and pay for easements for permanent structures or permanent changes in existing facilities. If

Contractor and Owner are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the Contract Price or Contract Times, or both, as a result of any delay in Owner's furnishing the Site or a part thereof, Contractor may make a Claim therefor as provided in Paragraph 10.05.

- B. Upon reasonable written request, Owner shall furnish Contractor with a current statement of record legal title and legal description of the lands upon which the Work is to be performed and Owner's interest therein.
- C. Contractor shall provide for all additional lands and access thereto that may be required for temporary construction facilities or storage of materials and equipment.

4.02 *Differing Subsurface or Physical Conditions*

- A. *Notice:* If Contractor believes that any subsurface or physical condition that is uncovered or revealed either:

1. is of such a nature as to establish that any "technical data" on which Contractor is entitled to rely as provided in Paragraph 4.02 is materially inaccurate; or
2. is of such a nature as to require a change in the Contract Documents; or
3. differs materially from that shown or indicated in the Contract Documents; or
4. is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents;

then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any Work in connection therewith (except in an emergency as required by Paragraph 6.16.A), notify Owner in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except as aforesaid) until receipt of written order to do so.

B. *Review:* After receipt of written notice as required by Paragraph 4.02.A, Owner will promptly review the pertinent condition, determine the necessity of Owner obtaining exploration or tests with respect thereto, and advise Contractor in writing (with a copy to Contractor) of Owner's findings and conclusions.

C. *Possible Price and Times Adjustments:*

1. The Contract Price or the Contract Times, or both, will be equitably adjusted to the extent that the existence of such differing subsurface or physical condition causes an increase or decrease in Contractor's cost of, or time required for, performance of the Work; subject, however, to the following:
 1. with respect to Work that is paid for on a unit price basis, any adjustment in Contract Price will be subject to the provisions of Paragraphs 9.07 and 11.03.
2. Contractor shall not be entitled to any adjustment in the Contract Price or Contract Times if:
 1. Contractor knew of the existence of such conditions at the time Contractor made a final commitment to Owner with respect to Contract Price and Contract Times by the submission of a Bid or becoming bound under a negotiated contract; or
 2. the existence of such condition could reasonably have been discovered or revealed as a result of any examination, investigation, exploration, test, or study of the Site and contiguous areas required by the Bidding Requirements or Contract Documents to be conducted by or for Contractor prior to Contractor's making such final commitment; or
 3. Contractor failed to give written notice as required by Paragraph 4.02.A.

3. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the Contract Price or Contract Times, or both, a Claim may be made therefor as provided in Paragraph 10.05. However, neither Owner, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors shall be liable to Contractor for any claims, costs, losses, or damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other project or anticipated project.

4.03 *Underground Facilities*

A. *Shown or Indicated:* The information and data shown or indicated in the Contract Documents with respect to existing Underground Facilities at or contiguous to the Site is based on information and data furnished to Owner by the owners of such Underground Facilities, including Owner, or by others.

1. Owner shall not be responsible for the accuracy or completeness of any such information or data provided by others; and
2. the cost of all of the following will be included in the Contract Price, and Contractor shall have full responsibility for:
 1. reviewing and checking all such information and data;
 2. locating all Underground Facilities shown or indicated in the Contract Documents;
 3. coordination of the Work with the owners of such Underground Facilities, including Owner, during construction; and
 4. the safety and protection of all such Underground Facilities and repairing any damage thereto resulting from the Work.

B. *Not Shown or Indicated:*

1. If an Underground Facility is uncovered or revealed at or contiguous to the Site which was not shown or indicated, or not shown or indicated with reasonable accuracy in the Contract Documents, Contractor shall, promptly after becoming aware thereof and before further disturbing conditions affected thereby or performing any Work in connection therewith (except in an emergency as required by Paragraph 6.16.A), identify the owner of such Underground Facility and give written notice to that owner and to Owner. Owner will promptly review the Underground Facility and determine the extent, if any, to which a change is required in the Contract Documents to reflect and document the consequences of the existence or location of the Underground Facility. During such time, Contractor shall be responsible for the safety and protection of such Underground Facility.

2. If Owner concludes that a change in the Contract Documents is required, a Change Order will be issued to reflect and document such consequences. An equitable adjustment shall be made in the Contract Price or Contract Times, or both, to the extent that they are attributable to the existence or location of any Underground Facility that was not shown or indicated or not shown or indicated with reasonable accuracy in the Contract Documents and that Contractor did not know of and could not reasonably have been expected to be aware of or to have anticipated. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment in Contract Price or Contract Times, Owner or Contractor may make a Claim therefor as provided in Paragraph 10.05.

4.04 Reference Points

- A. Owner shall provide maps to establish reference points for construction which in Owner's judgment are necessary to enable Contractor to proceed with the Work. Contractor shall be responsible for laying out the Work, shall protect and preserve the established reference points and property monuments, and shall make no changes or relocations without the prior written approval of Owner. Contractor shall report to Owner whenever any reference point or property monument is lost or destroyed or requires relocation because of necessary changes in grades or locations, and shall be responsible for the accurate replacement or relocation of such reference points or property monuments by professionally qualified personnel.

4.05 Hazardous Environmental Condition at Site

- A. Contractor shall not be responsible for any Hazardous Environmental Condition uncovered or revealed at the Site which was not shown or indicated in Drawings or Specifications or identified in the Contract Documents to be within the scope of the Work. Contractor shall be responsible for a Hazardous Environmental Condition created with any materials brought to the Site by Contractor, Subcontractors, Suppliers, or anyone else for whom Contractor is responsible.
- B. If Contractor encounters a Hazardous Environmental Condition or if Contractor or anyone for whom Contractor is responsible creates a Hazardous Environmental Condition, Contractor shall immediately: (i) secure or otherwise isolate such condition; (ii) stop all

Work in connection with such condition and in any area affected thereby (except in an emergency as required by Paragraph 6.16.A); and (iii) notify Owner (and promptly thereafter confirm such notice in writing). Owner shall determine the necessity for Owner to retain a qualified expert to evaluate such condition or take corrective action, if any. Owner shall take such actions as are necessary to permit Contractor to timely obtain required permits and provide Contractor the written notice.

- C. Contractor shall not be required to resume Work in connection with such condition or in any affected area until after Owner has obtained any required permits related thereto and delivered written notice to Contractor: (i) specifying that such condition and any affected area is or has been rendered safe for the resumption of Work; or (ii) specifying any special conditions under which such Work may be resumed safely. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of any adjustment in Contract Price or Contract Times, or both, as a result of such Work stoppage or such special conditions under which Work is agreed to be resumed by Contractor, either party may make a Claim therefor as provided in Paragraph 10.05.
- D. If after receipt of such written notice Contractor does not agree to resume such Work based on a reasonable belief it is unsafe, or does not agree to resume such Work under such special conditions, then Owner may order the portion of the Work that is in the area affected by such condition to be deleted from the Work. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of an adjustment in Contract Price or Contract Times as a result of deleting such portion of the Work, then either party may make a Claim therefor as provided in Paragraph 10.05. Owner may have such deleted portion of the Work performed by Owner's own forces or others in accordance with Article 7.
- E. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of Owner from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to a Hazardous Environmental Condition created by Contractor or by anyone for whom Contractor is responsible. Nothing in this Paragraph 4.05.E shall obligate Contractor to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.
- F. The provisions of Paragraphs 4.02 and 4.03 do not apply to a Hazardous Environmental Condition uncovered or revealed at the Site.

ARTICLE 5 – BONDS AND INSURANCE

5.01 *Performance, Payment, and Other Bonds*

Contractor shall furnish performance and payment bonds, each in an amount at least equal to the Contract Price as security for the faithful performance and payment of all of Contractor's obligations under the Contract Documents. These bonds shall remain in effect until one year after the date when final payment becomes due or until completion of the correction period specified in Paragraph 13.07, whichever is later, except as provided otherwise by Laws or Regulations or by the Contract Documents. Contractor shall also furnish such other bonds as are required by the Contract Documents.

- A. All bonds shall be in the form prescribed by the Contract Documents except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury. All bonds signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed each bond.
- B. If the surety on any bond furnished by Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of Paragraph 5.01.B, Contractor shall promptly notify Owner and Owner and shall, within 20 days after the event giving rise to such notification, provide another bond and surety, both of which shall comply with the requirements of Paragraphs 5.01.B and 5.02.

5.02 Licensed Sureties and Insurers

- A. All bonds and insurance required by the Contract Documents to be purchased and maintained by Owner or Contractor shall be obtained from surety or insurance companies that are duly licensed or authorized in the jurisdiction in which the Project is located to issue bonds or insurance policies for the limits and coverages so required. Such surety and insurance companies shall also meet such additional requirements and qualifications as may be provided in the Supplementary Conditions.

5.03 Certificates of Insurance

- A. Contractor shall deliver to Owner, before beginning any work, and with copies to each additional insured and loss payee identified in the Supplementary Conditions, certificates of insurance (and other evidence of insurance requested by Owner or any other additional insured) which Contractor is required to purchase and maintain.
- B. Failure of Owner to demand such certificates or other evidence of Contractor's full compliance with these insurance requirements or failure of Owner to identify a deficiency in compliance from the evidence provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.
- C. Owner does not represent that insurance coverage and limits established in this Contract necessarily will be adequate to protect Contractor.
- D. The insurance and insurance limits required herein shall not be deemed as a limitation on Contractor's liability under the indemnities granted to Owner in the Contract Documents.

5.04 Contractor's Insurance

Contractor shall purchase and maintain such insurance as is appropriate for the Work being performed and as will provide protection from claims set forth below which may arise out of or result from Contractor's performance of the Work and Contractor's other obligations under the Contract Documents, whether it is to be performed by Contractor, any Subcontractor or Supplier, or by anyone directly or indirectly employed by any of them to perform any of the Work, or by anyone for whose acts any of them may be liable:

1. claims under workers' compensation, disability benefits, and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
4. claims for damages insured by reasonably available personal injury liability coverage which are sustained:
 1. by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or
 2. by any other person for any other reason;
5. claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom; and
6. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

B. The policies of insurance required by this Paragraph 5.04 shall:

1. with respect to insurance required by Paragraphs 5.04.A.3 through 5.04.A.6 inclusive, be written on an occurrence basis, include as additional insureds (subject to any customary exclusion regarding professional liability) Owner, and any other individuals or entities identified in the Contract Documents, all of whom shall be listed as additional insureds, and include coverage for the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of all such additional insureds, and the insurance afforded to these additional insureds shall provide primary coverage for all claims covered thereby;
2. include at least the specific coverages and be written for not less than the limits of liability provided in the Contract Documents or required by Laws or Regulations, whichever is greater;

3. include contractual liability insurance covering Contractor's indemnity obligations under Paragraphs 6.11 and 6.20;
4. contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least 30 days prior written notice has been given to Owner and Contractor and to each other additional insured identified in the Supplementary Conditions to whom a certificate of insurance has been issued (and the certificates of insurance furnished by the Contractor pursuant to Paragraph 5.03 will so provide);
5. remain in effect at least until final payment and at all times thereafter when Contractor may be correcting, removing, or replacing defective Work in accordance with Paragraph 13.07; and
6. include completed operations coverage:
 1. Such insurance shall remain in effect for two years after final payment.
 2. Contractor shall furnish Owner and each other additional insured identified in the Contract Documents, to whom a certificate of insurance has been issued, evidence satisfactory to Owner and any such additional insured of continuation of such insurance at final payment and one year thereafter.

5.05 Waiver of Rights

- A. Owner and Contractor intend that all policies purchased in accordance with Paragraph 5.03 and 5.04 will protect Owner, Contractor, Subcontractors, and any other individuals or entities identified in the Supplementary Conditions as loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) in such policies and will provide primary coverage for all losses and damages caused by the perils or causes of loss covered thereby. All such policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any of the insureds or loss payees thereunder. Owner and Contractor waive all rights against each other and their respective officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them for all losses and damages caused by, arising out of or resulting from any of the perils or causes of loss covered by such policies and any other property insurance applicable to the Work; and, in addition, waive all such rights against Subcontractors and all other individuals or entities identified as loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) under such policies for losses and damages so caused. None of the above waivers shall extend to the rights that any party making such waiver may have to the proceeds of insurance held by Owner as trustee or otherwise payable under any policy so issued.
- B. Owner and Contractor waive all rights against the other for:

1. loss due to business interruption, loss of use, or other consequential loss extending beyond direct physical loss or damage to Owner's property or the Work caused by, arising out of, or resulting from fire or other perils whether or not insured; and
 2. loss or damage to the completed Project or part thereof caused by, arising out of, or resulting from fire or other insured peril or cause of loss covered by any property insurance maintained on the completed Project or part thereof during partial utilization pursuant to Paragraph 14.05, after Substantial Completion or after final payment.
- C. Any insurance policy maintained by Contractor covering any loss, damage or consequential loss referred to in Paragraph 5.05 shall contain provisions to the effect that in the event of payment of any such loss, damage, or consequential loss, the insurers will have no rights of recovery against Owner, Contractor, Subcontractors and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them.

5.06 Receipt and Application of Insurance Proceeds

- A. Any insured loss under the policies of insurance will be adjusted with Owner and made payable to Owner as fiduciary for the loss payees, as their interests may appear, subject to the requirements of any applicable mortgage clause. Owner shall deposit in a separate account any money so received and shall distribute it in accordance with such agreement as the parties in interest may reach. If no other special agreement is reached, the damaged Work shall be repaired or replaced, the moneys so received applied on account thereof, and the Work and the cost thereof covered by an appropriate Change Order.
- B. Owner as fiduciary shall have power to adjust and settle any loss with the insurers unless one of the parties in interest shall object in writing within 15 days after the occurrence of loss to Owner's exercise of this power. If such objection be made, Owner as fiduciary shall make settlement with the insurers in accordance with such agreement as the parties in interest may reach. If no such agreement among the parties in interest is reached, Owner as fiduciary shall adjust and settle the loss with the insurers and, if required in writing by any party in interest, Owner as fiduciary shall give bond for the proper performance of such duties.

5.07 Acceptance of Bonds and Insurance; Option to Replace

- A. If Owner has any objection to the coverage afforded by or other provisions of the bonds or insurance required to be purchased and maintained by the Contractor in accordance with Article 5 on the basis of non-conformance with the Contract Documents, the Owner shall so notify the other party in writing within 10 days after receipt of the certificates (or other evidence requested) required by Paragraph 2.01.B. Contractor shall provide to Owner such additional information in respect of insurance provided as the Owner may reasonably request. If Contractor does not purchase or maintain all of the bonds and insurance required of such party by the Contract Documents, Contractor shall notify the Owner in writing of such failure to purchase prior to the start of the Work, or of such failure to maintain prior to any change in the required coverage.

Without prejudice to any other right or remedy, the Owner may elect to obtain equivalent bonds or insurance to protect Owner interests at the expense of Contractor who was required to provide such coverage, and a Change Order shall be issued to adjust the Contract Price accordingly.

ARTICLE 6 – CONTRACTOR’S RESPONSIBILITIES

6.01 *Supervision and Superintendence*

- A. Contractor shall supervise, inspect, and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction. Contractor shall not be responsible for the negligence of Owner in the design or specification of a specific means, method, technique, sequence, or procedure of construction which is shown or indicated in and expressly required by the Contract Documents.
- B. At all times during the progress of the Work, Contractor shall assign a competent resident superintendent who shall not be replaced without written notice to Owner except under extraordinary circumstances.

6.02 *Labor; Working Hours*

- A. Contractor shall provide competent, suitably qualified personnel to survey and lay out the Work and perform construction as required by the Contract Documents. Contractor shall at all times maintain good discipline and order at the Site.
- B. Except as otherwise required for the safety or protection of persons or the Work or property at the Site or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Site shall be performed during regular working hours. Contractor will not permit the performance of Work during extended working hours, on a Saturday, Sunday, or any legal holiday without Owner’s written consent (which will not be unreasonably withheld) given after prior written notice to Owner.

6.03 *Services, Materials, and Equipment*

- A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the performance, testing, start-up, and completion of the Work.
- B. All materials and equipment incorporated into the Work shall be as specified or, if not specified, shall be of good quality and new, except as otherwise provided in the Contract Documents. All special warranties and guarantees required by the Specifications shall expressly run to the benefit of Owner. If required by Owner, Contractor shall furnish satisfactory evidence (including reports of required tests) as to the source, kind, and quality of materials and equipment.

- C. All materials and equipment shall be stored, applied, installed, connected, erected, protected, used, cleaned, and conditioned in accordance with instructions of the applicable Supplier, except as otherwise may be provided in the Contract Documents.

6.04 *Progress Schedule*

- A. Contractor shall adhere to the Progress Schedule established in accordance with Paragraph 2.07 as it may be adjusted from time to time as provided below.
 - 1. Contractor shall submit to Owner for acceptance (to the extent indicated in Paragraph 2.07) proposed adjustments in the Progress Schedule that will not result in changing the Contract Times. Such adjustments will comply with any provisions of the General Requirements applicable thereto.
 - 2. Proposed adjustments in the Progress Schedule that will change the Contract Times shall be submitted in accordance with the requirements of Article 12. Adjustments in Contract Times may only be made by a Change Order.

6.05 *Substitutes and "Or-Equals"*

- A. Whenever an item of material or equipment is specified or described in the Contract Documents by using the name of a proprietary item or the name of a particular Supplier, the specification or description is intended to establish the type, function, appearance, and quality required. Unless the specification or description contains or is followed by words reading that no like, equivalent, or "or-equal" item or no substitution is permitted, other items of material or equipment or material or equipment of other Suppliers may be submitted to Owner for review under the circumstances described below.
 - 1. "*Or-Equal*" Items: If in Owner's sole discretion an item of material or equipment proposed by Contractor is functionally equal to that named and sufficiently similar so that no change in related Work will be required, it may be considered by Owner as an "or-equal" item. For the purposes of this Paragraph 6.05.A.1, a proposed item of material or equipment will be considered functionally equal to an item so named if:
 - 1. in the exercise of reasonable judgment Owner determines that:
 - 1) it is at least equal in materials of construction, quality, durability, appearance, strength, and design characteristics;
 - 2) it will reliably perform at least equally well the function and achieve the results imposed by the design concept of the completed Project as a functioning whole; and
 - 3) it has a proven record of performance and availability of responsive service.
 - 2. Contractor certifies that, if approved and incorporated into the Work:
 - 1) there will be no increase in cost to the Owner or increase in Contract Times; and

- 2) it will conform substantially to the detailed requirements of the item named in the Contract Documents.

2. *Substitute Items:*

1. If in Owner's sole discretion an item of material or equipment proposed by Contractor does not qualify as an "or-equal" item under Paragraph 6.05.A.1, it will be considered a proposed substitute item.
2. Contractor shall submit sufficient information as provided below to allow Owner to determine if the item of material or equipment proposed is essentially equivalent to that named and an acceptable substitute therefor. Requests for review of proposed substitute items of material or equipment will not be accepted by Owner from anyone other than Contractor.
3. The requirements for review by Owner will be as set forth in Paragraph 6.05.A.2.d, as supplemented by the General Requirements, and as Owner may decide is appropriate under the circumstances.
4. Contractor shall make written application to Owner for review of a proposed substitute item of material or equipment that Contractor seeks to furnish or use. The application:
 - 1) shall certify that the proposed substitute item will:
 - a) perform adequately the functions and achieve the results called for by the general design,
 - b) be similar in substance to that specified, and
 - c) be suited to the same use as that specified;
 - 2) will state:
 - a) the extent, if any, to which the use of the proposed substitute item will prejudice Contractor's achievement of Substantial Completion on time,
 - b) whether use of the proposed substitute item in the Work will require a change in any of the Contract Documents (or in the provisions of any other direct contract with Owner for other work on the Project) to adapt the design to the proposed substitute item, and
 - c) whether incorporation or use of the proposed substitute item in connection with the Work is subject to payment of any license fee or royalty;
 - 3) will identify:
 - a) all variations of the proposed substitute item from that specified, and

- b) available Owning, sales, maintenance, repair, and replacement services; and
 - 4) shall contain an itemized estimate of all costs or credits that will result directly or indirectly from use of such substitute item, including costs of redesign and claims of other contractors affected by any resulting change.
- B. *Substitute Construction Methods or Procedures:* If a specific means, method, technique, sequence, or procedure of construction is expressly required by the Contract Documents, Contractor may furnish or utilize a substitute means, method, technique, sequence, or procedure of construction approved by Owner. Contractor shall submit sufficient information to allow Owner, in Owner's sole discretion, to determine that the substitute proposed is equivalent to that expressly called for by the Contract Documents. The requirements for review by Owner will be similar to those provided in Paragraph 6.05.A.2.
- Owner's Evaluation:* Owner will be allowed a reasonable time within which to evaluate each proposal or submittal made pursuant to Paragraphs 6.05.A and 6.05.B. Owner may require Contractor to furnish additional data about the proposed substitute item. Owner will be the sole judge of acceptability. No "or equal" or substitute will be ordered, installed or utilized until Owner's review is complete, which will be evidenced by a Change Order in the case of a substitute and an approved Shop Drawing for an "or equal." Owner will advise Contractor in writing of any negative determination.
- C. *Special Guarantee:* Owner may require Contractor to furnish at Contractor's expense a special performance guarantee or other surety with respect to any substitute.
- D. *Owner's Cost Reimbursement:* If Owner requires the services of an Owner to evaluate a contract or request Owner will record Owner's costs in evaluating the submitted by Contractor. Whether or not Owner approves a substitute so proposed or submitted by Contractor, Contractor shall reimburse Owner for the reasonable charges of Owner for evaluating each such proposed substitute. Contractor shall also reimburse Owner for the reasonable charges of Owner for making changes in the Contract Documents (or in the provisions of any other direct contract with Owner) resulting from the acceptance of each proposed substitute.
- E. *Contractor's Expense:* Contractor shall provide all data in support of any proposed substitute or "or-equal" at Contractor's expense.

6.06 *Concerning Subcontractors, Suppliers, and Others*

- A. Contractor shall not employ any Subcontractor, Supplier, or other individual or entity, whether initially or as a replacement, against whom Owner may have reasonable objection. Contractor shall not be required to employ any Subcontractor, Supplier, or other individual or entity to furnish or perform any of the Work against whom Contractor has reasonable objection.
- B. Owner's acceptance (either in writing or by failing to make written objection thereto) of any such Subcontractor, Supplier, or other individual or entity so identified may be revoked on the basis of reasonable objection after due investigation. Contractor shall submit an

acceptable replacement for the rejected Subcontractor, Supplier, or other individual or entity, and the Contract Price will be adjusted by the difference in the cost occasioned by such replacement, and an appropriate Change Order will be issued. No acceptance by Owner of any such Subcontractor, Supplier, or other individual or entity, whether initially or as a replacement, shall constitute a waiver of any right of Owner to reject defective Work.

- C. Contractor shall be fully responsible to Owner for all acts and omissions of the Subcontractors, Suppliers, and other individuals or entities performing or furnishing any of the Work just as Contractor is responsible for Contractor's own acts and omissions. Nothing in the Contract Documents:
 - 1. shall create for the benefit of any such Subcontractor, Supplier, or other individual or entity any contractual relationship with Owner and any such Subcontractor, Supplier or other individual or entity; nor
 - 2. shall create any obligation on the part of Owner or Owner to pay or to see to the payment of any moneys due any such Subcontractor, Supplier, or other individual or entity except as may otherwise be required by Laws and Regulations.
- D. Contractor shall be solely responsible for scheduling and coordinating the Work of Subcontractors, Suppliers, and other individuals or entities performing or furnishing any of the Work under a direct or indirect contract with Contractor.
- E. Contractor shall require all Subcontractors, Suppliers, and such other individuals or entities performing or furnishing any of the Work to communicate with Owner through Contractor.
- F. The divisions and sections of the Specifications and the identifications of any Drawings shall not control Contractor in dividing the Work among Subcontractors or Suppliers or delineating the Work to be performed by any specific trade.
- G. All Work performed for Contractor by a Subcontractor or Supplier will be pursuant to an appropriate agreement between Contractor and the Subcontractor or Supplier which specifically binds the Subcontractor or Supplier to the applicable terms and conditions of the Contract Documents for the benefit of Owner. Whenever any such agreement is with a Subcontractor or Supplier who is listed as a loss payee on property insurance, the agreement between the Contractor and the Subcontractor or Supplier will contain provisions whereby the Subcontractor or Supplier waives all rights against Owner, Contractor, and all other individuals or entities identified in the Supplementary Conditions to be listed as insureds or loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) for all losses and damages caused by, arising out of, relating to, or resulting from any of the perils or causes of loss covered by such policies and any other property insurance applicable to the Work. If the insurers on any such policies require separate waiver forms to be signed by any Subcontractor or Supplier, Contractor will obtain the same.

6.07 Patent Fees and Royalties

- A. Contractor shall pay all license fees and royalties and assume all costs incident to the use in the performance of the Work or the incorporation in the Work of any invention, design, process, product, or device which is the subject of patent rights or copyrights held by others. If a particular invention, design, process, product, or device is specified in the Contract Documents for use in the performance of the Work and if, to the actual knowledge of Owner, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights shall be disclosed by Owner in the Contract Documents.
- B. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents.

6.08 Permits

Unless otherwise provided in the Supplementary Conditions, Contractor shall obtain and pay for all construction permits and licenses. Owner shall assist Contractor, when necessary, in obtaining such permits and licenses. Contractor shall pay all governmental charges and inspection fees necessary for the prosecution of the Work which are applicable at the time of opening of Bids, or, if there are no Bids, on the Effective Date of the Agreement. Owner shall pay all charges of utility owners for connections for providing permanent service to the Work.

6.09 Laws and Regulations

- A. Contractor shall give all notices required by and shall comply with all Laws and Regulations applicable to the performance of the Work. Except where otherwise expressly required by applicable Laws and Regulations, Owner shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.
- B. If Contractor performs any Work knowing or having reason to know that it is contrary to Laws or Regulations, Contractor shall bear all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such Work. However, it shall not be Contractor's responsibility to make certain that the Specifications and Drawings are in accordance with Laws and Regulations, but this shall not relieve Contractor of Contractor's obligations under Paragraph 3.03.

- C. Changes in Laws or Regulations not known at the time of opening of Bids (or, on the Effective Date of the Agreement if there were no Bids) having an effect on the cost or time of performance of the Work shall be the subject of an adjustment in Contract Price or Contract Times. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment, a Claim may be made therefor as provided in Paragraph 10.05.

6.10 Taxes

- A. Contractor shall pay all sales, consumer, use, and other similar taxes required to be paid by Contractor in accordance with the Laws and Regulations of the place of the Project which are applicable during the performance of the Work.

6.11 Use of Site and Other Areas

A. *Limitation on Use of Site and Other Areas:*

1. Contractor shall confine construction equipment, the storage of materials and equipment, and the operations of workers to the Site and other areas permitted by Laws and Regulations, and shall not unreasonably encumber the Site and other areas with construction equipment or other materials or equipment. Contractor shall assume full responsibility for any damage to any such land or area, or to the owner or occupant thereof, or of any adjacent land or areas resulting from the performance of the Work.
2. Should any claim be made by any such owner or occupant because of the performance of the Work, Contractor shall promptly settle with such other party by negotiation or otherwise resolve the claim by arbitration or other dispute resolution proceeding or at law.
3. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner, and its officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any claim or action, legal or equitable, brought by any such owner or occupant against Owner, or any other party indemnified hereunder to the extent caused by or based upon Contractor's performance of the Work.

- B. *Removal of Debris During Performance of the Work:* During the progress of the Work Contractor shall keep the Site and other areas free from accumulations of waste materials, rubbish, and other debris. Removal and disposal of such waste materials, rubbish, and other debris shall conform to applicable Laws and Regulations.

- C. *Cleaning:* Prior to Substantial Completion of the Work Contractor shall clean the Site and the Work and make it ready for utilization by Owner and the public. At the completion of the Work Contractor shall remove from the Site all tools, appliances, construction equipment and machinery, and surplus materials and shall restore to original condition all property not designated for alteration by the Contract Documents.

- D. *Loading Structures:* Contractor shall not load nor shall Contractor subject any part of the Work or adjacent property to stresses or pressures that will endanger it.

6.12 *Record Documents*

- A. Contractor shall maintain in a safe place at the Site one record copy of Contract Agreement, all Drawings, Specifications, Addenda, Change Orders, and written interpretations and clarifications in good order and annotated to show changes made during construction. These record documents together with all approved Samples and a counterpart of all approved Shop Drawings will be available to Owner or authorized inspectors for reference. Upon completion of the Work, these record documents, Samples, and Shop Drawings will be delivered to.

6.13 *Safety and Protection*

- A. Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Such responsibility does not relieve Subcontractors of their responsibility for the safety of persons or property in the performance of their work, nor for compliance with applicable safety Laws and Regulations. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:
1. all persons on the Site or who may be affected by the Work;
 2. all the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
 3. other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities, and Underground Facilities not designated for removal, relocation, or replacement in the course of construction.
- B. Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection. Contractor shall notify owners of adjacent property and of Underground Facilities and other utility owners when prosecution of the Work may affect them, and shall cooperate with them in the protection, removal, relocation, and replacement of their property.
- C. Contractor shall comply with the applicable requirements of Owner's safety programs, if any.
- D. Contractor shall inform Owner of the specific requirements of Contractor's safety program with which Owner's employees and representatives must comply while at the Site.

- E. All damage, injury, or loss to any property referred to in Paragraph 6.13.A.2 or 6.13.A.3 caused, directly or indirectly, in whole or in part, by Contractor, any Subcontractor, Supplier, or any other individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, shall be remedied by Contractor (except damage or loss attributable to the fault of Drawings or Specifications or to the acts or omissions of Owner or anyone employed by it, or anyone for whose acts any of them may be liable, and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of Contractor or any Subcontractor, Supplier, or other individual or entity directly or indirectly employed by any of them).
- F. Contractor's duties and responsibilities for safety and for protection of the Work shall continue until such time as all the Work is completed and Owner has issued a notice to Owner and Contractor in accordance with Paragraph 14.07.B that the Work is acceptable (except as otherwise expressly provided in connection with Substantial Completion).

6.14 *Safety Representative*

- A. Contractor shall designate a qualified and experienced safety representative at the Site whose duties and responsibilities shall be the prevention of accidents and the maintaining and supervising of safety precautions and programs.

6.15 *Hazard Communication Programs*

- A. Contractor shall be responsible for coordinating any exchange of material safety data sheets or other hazard communication information required to be made available to or exchanged between or among employers at the Site in accordance with Laws or Regulations.

6.16 *Emergencies*

- A. In emergencies affecting the safety or protection of persons or the Work or property at the Site or adjacent thereto, Contractor is obligated to act to prevent threatened damage, injury, or loss. Contractor shall give Owner prompt written notice if Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby or are required as a result thereof. If Owner determines that a change in the Contract Documents is required because of the action taken by Contractor in response to such an emergency, a Change Order will be issued.

6.17 *Shop Drawings and Samples*

- A. Contractor shall submit Shop Drawings and Samples to Owner for review and approval in accordance with the accepted Schedule of Submittals (as required by Paragraph 2.07). Each submittal will be identified as Owner may require.

1. *Shop Drawings:*

- 1. Submit number of copies specified by Owner.

2. Data shown on Shop Drawings will be complete with respect to quantities, dimensions, specified performance and design criteria, materials, and similar data to show Owner the services, materials, and equipment Contractor proposes to provide and to enable Owner to review the information for the limited purposes required by Paragraph 6.17.D.

2. *Samples:*

1. Submit number of Samples specified by Owner, in an electronic searchable format (*.pdf).
2. Clearly identify each Sample as to material, Supplier, pertinent data such as catalog numbers, the use for which intended and other data as Owner may require to enable Owner to review the submittal for the limited purposes required by Paragraph 6.17.D.

B. Where a Shop Drawing or Sample is required by the Contract Documents or the Schedule of Submittals, any related Work performed prior to Owner's review and approval of the pertinent submittal will be at the sole expense and responsibility of Contractor.

C. *Submittal Procedures:*

1. Before submitting each Shop Drawing or Sample, Contractor shall have:
 1. reviewed and coordinated each Shop Drawing or Sample with other Shop Drawings and Samples and with the requirements of the Work and the Contract Documents;
 2. determined and verified all field measurements, quantities, dimensions, specified performance and design criteria, installation requirements, materials, catalog numbers, and similar information with respect thereto;
 3. determined and verified the suitability of all materials offered with respect to the indicated application, fabrication, shipping, handling, storage, assembly, and installation pertaining to the performance of the Work; and
 4. determined and verified all information relative to Contractor's responsibilities for means, methods, techniques, sequences, and procedures of construction, and safety precautions and programs incident thereto.
5. All submittals shall be provided in an electronically searchable format (*.pdf).
2. Each submittal shall bear a stamp or specific written certification that Contractor has satisfied Contractor's obligations under the Contract Documents with respect to Contractor's review and approval of that submittal.

3. With each submittal, Contractor shall give Owner specific written notice of any variations that the Shop Drawing or Sample may have from the requirements of the Contract Documents. NO such change is authorized except by issuance of a Change Order as prescribed in Article 10. This notice shall be both a written communication separate from the Shop Drawings or Sample submittal; and, in addition, by a specific notation made on each Shop Drawing or Sample submitted to Owner for review and approval of each such variation.

D. Owner's Review:

1. Owner will provide timely review of Shop Drawings and Samples in accordance with the Schedule of Submittals acceptable to Owner. Owner's review and approval will be only to determine if the items covered by the submittals will, after installation or incorporation in the Work, conform to the information given in the Contract Documents and be compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.
2. Owner's review and approval will not extend to means, methods, techniques, sequences, or procedures of construction (except where a particular means, method, technique, sequence, or procedure of construction is specifically and expressly called for by the Contract Documents) or to safety precautions or programs incident thereto. The review and approval of a separate item as such will not indicate approval of the assembly in which the item functions.
3. Owner's review and approval shall not relieve Contractor from responsibility for any variation from the requirements of the Contract Documents unless Contractor has complied with the requirements of Paragraph 6.17.C.3 and Owner has given written approval of each such variation by specific written notation thereof incorporated in a Change Order as prescribed in Article 10. Owner's review and approval shall not relieve Contractor from responsibility for complying with the requirements of Paragraph 6.17.C.1.

E. Resubmittal Procedures:

1. Contractor shall make corrections required by Owner and shall return in an electronically searchable format (*.pdf) corrected copies of Shop Drawings and submit, as required, new Samples for review and approval by Change Order. Contractor shall direct specific attention in writing to revisions other than the corrections called for by Owner on previous submittals.

6.18 Continuing the Work

- A. Contractor shall carry on the Work and adhere to the Progress Schedule during all disputes or disagreements with Owner. No Work shall be delayed or postponed pending resolution of any disputes or disagreements, except as permitted by Paragraph 15.04 or as Owner and Contractor may otherwise agree in writing.

6.19 *Contractor's General Warranty and Guarantee*

- A. Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. Owner and its officers, directors, members, partners, employees, agents, consultants, and subcontractors shall be entitled to rely on representation of Contractor's warranty and guarantee.
- B. Contractor's warranty and guarantee hereunder excludes defects or damage caused by:
 - 1. abuse, modification, or improper maintenance or operation by persons other than Contractor, Subcontractors, Suppliers, or any other individual or entity for whom Contractor is responsible; or
 - 2. normal wear and tear under normal usage.
- C. Contractor's obligation to perform and complete the Work in accordance with the Contract Documents shall be absolute. None of the following will constitute an acceptance of Work that is not in accordance with the Contract Documents or a release of Contractor's obligation to perform the Work in accordance with the Contract Documents:
 - 1. observations by Owner;
 - 2. Payment by Owner of any progress or final payment;
 - 3. the issuance of a certificate of Substantial Completion by Owner or any payment related thereto by Owner;
 - 4. use or occupancy of the Work or any part thereof by Owner;
 - 5. any review and approval of a Shop Drawing or Sample submittal or the issuance of a notice of acceptability by Owner;
 - 6. any inspection, test, or approval by others; or
 - 7. any correction of defective Work by Owner.
 - 8. Issuance of Certificate of Occupancy.

6.20 *Indemnification*

To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Work, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of

Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts any of them may be liable .

ARTICLE 7 – OTHER WORK AT THE SITE

7.01 Related Work at Site

- A. Owner may perform other work at the Site with Owner's employees, or through other direct contracts therefor, or have other work performed by utility owners. If such other work is not noted in the Contract Documents, then:
 - 1. written notice thereof will be given to Contractor prior to starting any such other work; and
- B. Contractor shall afford each other contractor who is a party to such a direct contract, each utility owner, and Owner, if Owner is performing other work with Owner's employees, proper and safe access to the Site, provide a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such other work, and properly coordinate the Work with theirs. Contractor shall do all cutting, fitting, and patching of the Work that may be required to properly connect or otherwise make its several parts come together and properly integrate with such other work. Contractor shall not endanger any work of others by cutting, excavating, or otherwise altering such work; The duties and responsibilities of Contractor under this Paragraph are for the benefit of such utility owners and other contractors to the extent that there are comparable provisions for the benefit of Contractor in said direct contracts between Owner and such utility owners and other contractors.
- C. If the proper execution or results of any part of Contractor's Work depends upon work performed by others under this Article 7, Contractor shall inspect such other work and promptly report to in writing any delays, defects, or deficiencies in such other work that render it unavailable or unsuitable for the proper execution and results of Contractor's Work. Contractor's failure to so report will constitute an acceptance of such other work as fit and proper for integration with Contractor's Work except for latent defects and deficiencies in such other work.

7.02 Coordination

- A. If Owner intends to contract with others for the performance of other work on the Project at the Site, the following will be set forth in the Notice to Contractor required in 7.01.A:
 - 1. the individual or entity who will have authority and responsibility for coordination of the activities among the various contractors will be identified;
 - 2. the specific matters to be covered by such authority and responsibility will be itemized; and
 - 3. the extent of such authority and responsibilities will be provided.

- B. Unless otherwise provided in the Notice, Owner shall have sole authority and responsibility for such coordination.

7.03 *Legal Relationships*

- A. Paragraphs 7.01.A and 7.02 are also applicable for utilities not under the control of Owner.
- B. Each other direct contract of Owner under Paragraph 7.01.A shall provide that the other contractor is liable to Owner and Contractor for the reasonable direct delay and disruption costs incurred by Contractor as a result of the other contractor's wrongful actions or inactions.
- C. Contractor shall be liable to Owner and any other contractor under direct contract to Owner for the reasonable direct delay and disruption costs incurred by such other contractor as a result of Contractor's wrongful action or inactions.

ARTICLE 8 – OWNER'S RESPONSIBILITIES

8.01 *Communications to Contractor*

- A. Owner shall issue all communications to Contractor throughout the construction of the project.

8.02 *Replacement of Owner Contact*

- A. In case of a changed in Owner name contact person, Owner shall appoint a representative, whose status under the Contract Documents shall be that of the former person named.

8.03 *Furnish Data*

- A. Owner shall promptly furnish the data required of Owner under the Contract Documents.

8.04 *Pay When Due*

- A. Owner shall make payments to Contractor when they are due as provided in Paragraphs 14.02.C and 14.07.C.

8.05 *Change Orders*

- A. Owner is obligated to execute Change Orders as indicated in Paragraph 10.03.

8.06 *Inspections, Tests, and Approvals*

- A. Owner's responsibility with respect to certain inspections, tests, and approvals is set forth in Paragraph 13.03.B.

8.07 *Limitations on Owner's Responsibilities*

- A. The Owner shall not supervise, direct, or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences, or procedures of construction, or

the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Owner will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.

8.08 *Undisclosed Hazardous Environmental Condition*

- A. Owner's responsibility in respect to an undisclosed Hazardous Environmental Condition as established by law. See Paragraph 17.03.

8.09 *Evidence of Financial Arrangements*

- A. Upon request of Contractor and Owner shall furnish Contractor reasonable evidence that financial arrangements have been made to satisfy Owner's obligations under the Contract Documents.

8.10 *Compliance with Safety Program*

- A. While at the Site, Owner's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Owner has been informed pursuant to Paragraph 6.13.D.

ARTICLE 9 – OWNER'S STATUS DURING CONSTRUCTION

9.01 *Visits to Site*

- A. Owner will make visits to the Site at intervals appropriate to the various stages of construction as Owner deems necessary in order to observe as an experienced and qualified professional the progress that has been made and the quality of the various aspects of Contractor's executed Work. Based on information obtained during such visits and observations, Owner, will determine, in general, if the Work is proceeding in accordance with the Contract Documents. Owner will not be required to make exhaustive or continuous inspections on the Site to check the quality or quantity of the Work. Owner's efforts will be directed toward providing for Owner a greater degree of confidence that the completed Work will conform generally to the Contract Documents. On the basis of such visits and observations, will be informed of the progress of the Work and will endeavor to guard Owner.
- B. Owner will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work.

9.02 *Project Representative*

- A. Owner may elect to retain a Resident Project Representative to assist Owner in providing more extensive observation of the Work.

9.03 *Authorized Variations in Work*

Owner may authorize with Owner's concurrence minor variations in the Work from the requirements of the Contract Documents which do or do not involve an adjustment in the Contract Price or the Contract Times and are compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. These must be accomplished by a Change Order and will be binding on Owner and also on Contractor, who shall perform the Work involved promptly. If Owner or Contractor believes that a Change Order justifies an adjustment in the Contract Price or Contract Times, or both, and the parties are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment, a Claim may be made therefor as provided in Paragraph 10.05.

9.04 *Rejecting Defective Work*

- A. Owner will have authority to reject Work which Owner believes to be defective, or that Owner believes will not produce a completed Project that conforms to the Contract Documents or that will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Owner will also have authority to require special inspection or testing of the Work as provided in Paragraph 13.04, whether or not the Work is fabricated, installed, or completed.

9.05 *Shop Drawings, Change Orders and Payments*

- A. In connection with Owner's authority, and limitations thereof, as to Shop Drawings and Samples, see Paragraph 6.17.
- B. In connection with Owner's authority as to Applications for Payment, see Article 14.

9.06 *Determinations for Unit Price Work*

- A. Owner will determine the actual quantities and classifications of Unit Price Work performed by Contractor. Owner will review with Contractor the Owner's preliminary determinations on such matters before rendering a written decision thereon (by recommendation of an Application for Payment or otherwise). Owner's written decision thereon will be final and binding (except as modified by Owner to reflect changed factual conditions or more accurate data) upon Owner and Contractor, subject to the provisions of Paragraph 10.05.

9.07 *Decisions on Requirements of Contract Documents and Acceptability of Work*

- A. Owner will be the initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the Work thereunder. All matters in question and other matters between Owner and Contractor arising prior to the date final payment is due relating to the acceptability of the Work, and the interpretation of the requirements of the Contract Documents pertaining to the performance of the Work, will be referred initially to Owner in writing within 30 days of the event giving rise to the question.

- B. Owner will, with reasonable promptness, render a written decision on the issue referred. If Owner or Contractor believes that any such decision entitles them to an adjustment in the Contract Price or Contract Times or both, a Claim may be made under Paragraph 10.05. The date of Owner's decision shall be the date of the event giving rise to the issues referenced for the purposes of Paragraph 10.05.B.
- C. Owner's written decision on the issue referred will be final and binding on Owner and Contractor, subject to the provisions of Paragraph 10.05.
- D. When functioning as interpreter and judge under this Paragraph 9.08, Owner will not show partiality to Owner or Contractor and will not be liable in connection with any interpretation or decision rendered in good faith in such capacity.

9.08 Limitations on Owner's Authority and Responsibilities

- A. Owner will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Owner will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.
- B. Owner will not be responsible for the acts or omissions of Contractor or of any Subcontractor, any Supplier, or of any other individual or entity performing any of the Work.
- C. Owner's review of the final Application for Payment and accompanying documentation and all maintenance and operating instructions, schedules, guarantees, bonds, certificates of inspection, tests and approvals, Operations and Maintenance Manual, Products, Spare Parts and Maintenance Materials Manual, Warranty Documentation Manual, and other documentation required to be delivered by Paragraph 14.07.A will only be to determine generally that their content complies with the requirements of, and in the case of certificates of inspections, tests, and approvals that the results certified indicate compliance with, the Contract Documents.
- D. The limitations upon authority and responsibility set forth in this Paragraph 9.09 shall also apply to the Resident Project Representative, if any, and assistants, if any.

9.09 Compliance with Safety Program

- A. While at the Site, Owner's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Owner has been informed pursuant to Paragraph 6.13.D.

ARTICLE 10 – CHANGES IN THE WORK; CLAIMS

10.01 Authorized Changes in the Work

Without invalidating the Contract and without notice to any surety, Owner may, at any time or

from time to time, order additions, deletions, or revisions in the Work by a Change Order. Upon receipt of any such document, Contractor shall promptly proceed with the Work involved which will be performed under the applicable conditions of the Contract Documents (except as otherwise specifically provided).

- A. If Owner and Contractor are unable to agree on entitlement to, or on the amount or extent, if any, of an adjustment in the Contract Price or Contract Times, or both, that should be allowed as a result of a Change Order, a Claim may be made therefor as provided in Paragraph 10.05.

10.02 *Unauthorized Changes in the Work*

- A. Contractor shall not be entitled to an increase in the Contract Price or an extension of the Contract Times with respect to any work performed that is not required by the Contract Documents as amended, modified, or supplemented as provided in Paragraph 3.04, except in the case of an emergency as provided in Paragraph 6.16 or in the case of uncovering Work as provided in Paragraph 13.04.D.

10.03 *Execution of Change Orders*

- A. Owner and Contractor shall execute appropriate Change Orders recommended by Owner covering:
 - 1. changes in the Work which are: (i) ordered by Owner pursuant to Paragraph 10.01.A, (ii) required because of acceptance of defective Work under Paragraph 13.08.A or Owner's correction of defective Work under Paragraph 13.09, or (iii) agreed to by the parties;
 - 2. changes in the Contract Price or Contract Times which are agreed to by the parties, including any undisputed sum or amount of time for Work actually performed in accordance with a Work Change Directive; and
 - 3. changes in the Contract Price or Contract Times which embody the substance of any written decision rendered by Owner pursuant to Paragraph 10.05; provided that, in lieu of executing any such Change Order, an appeal may be taken from any such decision in accordance with the provisions of the Contract Documents and applicable Laws and Regulations, but during any such appeal, Contractor shall carry on the Work and adhere to the Progress Schedule as provided in Paragraph 6.18.A.

10.04 *Notification to Surety*

- A. If the provisions of any bond require notice to be given to a surety of any change affecting the general scope of the Work or the provisions of the Contract Documents (including, but not limited to, Contract Price or Contract Times), the giving of any such notice will be Contractor's responsibility. The amount of each applicable bond will be adjusted to reflect the effect of any such change. Verification of such change will be provided by Contractor to Owner.

10.05 Claims

- A. *Owner's Decision Required:* All Claims, except those waived pursuant to Paragraph 14.09, shall be referred to the Owner for decision. A decision by Owner shall be required as a condition precedent to any exercise by Owner or Contractor of any rights or remedies either may otherwise have under the Contract Documents or by Laws and Regulations in respect of such Claims.

Notice: Written notice stating the general nature of each Claim shall be delivered by the claimant to Owner and Owner promptly (but in no event later than 30 days) after the start of the event giving rise thereto. The responsibility to substantiate a Claim shall rest with the party making the Claim. Notice of the amount or extent of the Claim, with supporting data shall be delivered to the Owner and the other party to the Contract within 60 days after the start of such event (unless Owner allows additional time for claimant to submit additional or more accurate data in support of such Claim). A Claim for an adjustment in Contract Price shall be prepared in accordance with the provisions of Paragraph 12.01.B. A Claim for an adjustment in Contract Times shall be prepared in accordance with the provisions of Paragraph 12.02.B. Each Claim shall be accompanied by claimant's written statement that the adjustment claimed is the entire adjustment to which the claimant believes it is entitled as a result of said event. The opposing party shall submit any response to Owner and the claimant within 30 days after receipt of the claimant's last submittal (unless Owner allows additional time).

- B. *Owner's Action:* Owner will review each Claim and, within 30 days after receipt of the last submittal of the claimant or the last submittal of the opposing party, if any, take one of the following actions in writing:
1. deny the Claim in whole or in part;
 2. approve the Claim; or
 3. notify the parties that the Owner is unable to resolve the Claim if, in the Owner's sole discretion, it would be inappropriate for the Owner to do so. For purposes of further resolution of the Claim, such notice shall be deemed a denial.
- C. In the event that Owner does not take action on a Claim within said 30 days, the Claim shall be deemed denied.
- D. Owner's written action under Paragraph 10.05.C or denial pursuant to Paragraphs 10.05.C.3 or 10.05.D will be final and binding upon Owner and Contractor, unless Owner or Contractor invoke the dispute resolution procedure set forth in Article 16 within 30 days of such action or denial.
- E. No Claim for an adjustment in Contract Price or Contract Times will be valid if not submitted in accordance with this Paragraph 10.05.

ARTICLE 11 – COST OF THE WORK; ALLOWANCES; UNIT PRICE WORK

11.01 *Cost of the Work*

A. *Costs Included:* The term Cost of the Work means the sum of all costs, except those excluded in Paragraph 11.01.B, necessarily incurred and paid by Contractor in the proper performance of the Work. When the value of any Work covered by a Change Order or when a Claim for an adjustment in Contract Price is determined on the basis of Cost of the Work, the costs to be reimbursed to Contractor will be only those additional or incremental costs required because of the change in the Work or because of the event giving rise to the Claim. Except as otherwise may be agreed to in writing by Owner (such as a lump sum cost from Contractor for the Work covered by a Change Order), such costs shall be in amounts no higher than those prevailing in the locality of the Project, shall not include any of the costs itemized in Paragraph 11.01.B, and shall include only the following items:

1. Payroll costs for employees in the direct employ of Contractor in the performance of the Work under schedules of job classifications agreed upon by Owner and Contractor. Such employees shall include, without limitation, superintendents, foremen, and other personnel employed full time on the Work. Payroll costs for employees not employed full time on the Work shall be apportioned on the basis of their time spent on the Work. Payroll costs shall include, but not be limited to, salaries and wages plus the cost of fringe benefits, which shall include social security contributions, unemployment, excise, and payroll taxes, workers' compensation, health and retirement benefits, bonuses, sick leave, vacation and holiday pay applicable thereto. The expenses of performing Work outside of regular working hours, on Saturday, Sunday, or legal holidays, shall be included in the above to the extent authorized by Owner.
2. Cost of all materials and equipment furnished and incorporated in the Work, including costs of transportation and storage thereof, and Suppliers' field services required in connection therewith. All cash discounts shall accrue to Contractor unless Owner deposits funds with Contractor with which to make payments, in which case the cash discounts shall accrue to Owner. All trade discounts, rebates and refunds and returns from sale of surplus materials and equipment shall accrue to Owner, and Contractor shall make provisions so that they may be obtained.
3. Payments made by Contractor to Subcontractors for Work performed by Subcontractors. If required by Owner, Contractor shall obtain competitive bids from subcontractors acceptable to Owner and Contractor and shall deliver such bids to Owner, who will then determine, with the advice of Owner, which bids, if any, will be acceptable. If any subcontract provides that the Subcontractor is to be paid on the basis of Cost of the Work plus a fee, the Subcontractor's Cost of the Work and fee shall be determined in the same manner as Contractor's Cost of the Work and fee as provided in this Paragraph 11.01.
4. Costs of special consultants (including but not limited to Owners, architects, testing laboratories, surveyors, attorneys, and accountants) employed for services specifically related to the Work.

5. Supplemental costs including the following:
 1. The proportion of necessary transportation, travel, and subsistence expenses of Contractor's employees incurred in discharge of duties connected with the Work.
 2. Cost, including transportation and maintenance, of all materials, supplies, equipment, machinery, appliances, office, and temporary facilities at the Site, and hand tools not owned by the workers, which are consumed in the performance of the Work, and cost, less market value, of such items used but not consumed which remain the property of Contractor.
 3. Rentals of all construction equipment and machinery, and the parts thereof whether rented from Contractor or others in accordance with rental agreements approved by Owner with the advice of Owner, and the costs of transportation, loading, unloading, assembly, dismantling, and removal thereof. All such costs shall be in accordance with the terms of said rental agreements. The rental of any such equipment, machinery, or parts shall cease when the use thereof is no longer necessary for the Work.
 4. Sales, consumer, use, and other similar taxes related to the Work, and for which Contractor is liable, as imposed by Laws and Regulations.
 5. Deposits lost for causes other than negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, and royalty payments and fees for permits and licenses.
 6. Losses and damages (and related expenses) caused by damage to the Work, not compensated by insurance or otherwise, sustained by Contractor in connection with the performance of the Work (except losses and damages within the deductible amounts of property insurance established in accordance with Paragraph 5.06.D), provided such losses and damages have resulted from causes other than the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable. Such losses shall include settlements made with the written consent and approval of Owner. No such losses, damages, and expenses shall be included in the Cost of the Work for the purpose of determining Contractor's fee.
 7. The cost of utilities, fuel, and sanitary facilities at the Site.
 8. The costs of premiums for all bonds and insurance Contractor is required by the Contract Documents to purchase and maintain for the additional work.

B. *Costs Excluded:* The term Cost of the Work shall not include any of the following items:

1. Payroll costs and other compensation of Contractor's officers, executives, principals (of partnerships and sole proprietorships), general managers, safety managers, Owners, architects, estimators, attorneys, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks, and other personnel employed by Contractor,

whether at the Site or in Contractor's principal or branch office for general administration of the Work and not specifically included in the agreed upon schedule of job classifications referred to in Paragraph 11.01.A.1 or specifically covered by Paragraph 11.01.A.4, all of which are to be considered administrative costs covered by the Contractor's fee.

2. Expenses of Contractor's principal and branch offices other than Contractor's office at the Site.
 3. Any part of Contractor's capital expenses, including interest on Contractor's capital employed for the Work and charges against Contractor for delinquent payments.
 4. Costs due to the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, including but not limited to, the correction of defective Work, disposal of materials or equipment wrongly supplied, and making good any damage to property.
 5. Other overhead or general expense costs of any kind and the costs of any item not specifically and expressly included in Paragraphs 11.01.A.
- C. *Contractor's Fee:* When all the Work is performed on the basis of cost-plus, Contractor's fee shall be determined as set forth in the Agreement. When the value of any Work covered by a Change Order or when a Claim for an adjustment in Contract Price is determined on the basis of Cost of the Work, Contractor's fee shall be determined as set forth in Paragraph 12.01.C.
- D. *Documentation:* Whenever the Cost of the Work for any purpose is to be determined pursuant to Paragraphs 11.01.A and 11.01.B, Contractor will establish and maintain records thereof in accordance with generally accepted accounting practices and submit in a form acceptable to Owner an itemized cost breakdown together with supporting data.

11.02 Allowances

- A. It is understood that Contractor has included in the Contract Price all allowances so named in the Contract Documents and shall cause the Work so covered to be performed for such sums and by such persons or entities as may be acceptable to Owner and Owner.
- B. *Cash Allowances:*
1. Contractor agrees that:
 1. the cash allowances include the cost to Contractor (less any applicable trade discounts) of materials and equipment required by the allowances to be delivered at the Site, and all applicable taxes; and
 2. Contractor's costs for unloading and handling on the Site, labor, installation, overhead, profit, and other expenses contemplated for the cash allowances have been included in the Contract Price and not in the allowances, and no demand for additional payment on account of any of the foregoing will be valid.

C. Contingency Allowance:

1. Contractor agrees that a contingency allowance, if any, is for the sole use of Owner to cover unanticipated costs.
- D. Prior to final payment, an appropriate Change Order will be issued as recommended by Owner to reflect actual amounts due Contractor on account of Work covered by allowances, and the Contract Price shall be correspondingly adjusted.

11.03 Unit Price Work

- A. Where the Contract Documents provide that all or part of the Work is to be Unit Price Work, initially the Contract Price will be deemed to include for all Unit Price Work an amount equal to the sum of the unit price for each separately identified item of Unit Price Work times the estimated quantity of each item as indicated in the Agreement.
- B. The estimated quantities of items of Unit Price Work are not guaranteed and are solely for the purpose of comparison of Bids and determining an initial Contract Price. Determinations of the actual quantities and classifications of Unit Price Work performed by Contractor will be made by Owner subject to the provisions of Paragraph 9.07.
- C. Each unit price will be deemed to include an amount considered by Contractor to be adequate to cover Contractor's overhead and profit for each separately identified item.
- D. Owner or Contractor may make a Claim for an adjustment in the Contract Price in accordance with Paragraph 10.05 if:
 1. the quantity of any item of Unit Price Work performed by Contractor differs materially and significantly from the estimated quantity of such item indicated in the Agreement; and
 2. there is no corresponding adjustment with respect to any other item of Work; and
 3. Contractor believes that Contractor is entitled to an increase in Contract Price as a result of having incurred additional expense or Owner believes that Owner is entitled to a decrease in Contract Price and the parties are unable to agree as to the amount of any such increase or decrease.

ARTICLE 12 – CHANGE OF CONTRACT PRICE; CHANGE OF CONTRACT TIMES

12.01 Change of Contract Price

- A. The Contract Price may only be changed by a Change Order. Any Claim for an adjustment in the Contract Price shall be based on written notice submitted by the party making the Claim to the Owner and the Owner in accordance with the provisions of Paragraph 10.05.
- B. The value of any Work covered by a Change Order or of any Claim for an adjustment in the Contract Price will be determined as follows:

1. where the Work involved is covered by unit prices contained in the Contract Documents, by application of such unit prices to the quantities of the items involved (subject to the provisions of Paragraph 11.03); or
 2. where the Work involved is not covered by unit prices contained in the Contract Documents, by a mutually agreed lump sum (which may include an allowance for overhead and profit not necessarily in accordance with Paragraph 12.01.C.2); or
 3. where the Work involved is not covered by unit prices contained in the Contract Documents and agreement to a lump sum is not reached under Paragraph 12.01.B.2, on the basis of the Cost of the Work (determined as provided in Paragraph 11.01) plus a Contractor's fee for overhead and profit (determined as provided in Paragraph 12.01.C).
- C. *Contractor's Fee:* The Contractor's fee for overhead and profit shall be determined as follows:
1. a mutually acceptable fixed fee; or
 2. if a fixed fee is not agreed upon, then a fee based on the following percentages of the various portions of the Cost of the Work:
 1. for costs incurred under Paragraphs 11.01.A.1 and 11.01.A.2, the Contractor's fee shall be 15 percent;
 2. for costs incurred under Paragraph 11.01.A.3, the Contractor's fee shall be five percent;
 3. where one or more tiers of subcontracts are on the basis of Cost of the Work plus a fee and no fixed fee is agreed upon, the intent of Paragraphs 12.01.C.2.a and 12.01.C.2.b is that the Subcontractor who actually performs the Work, at whatever tier, will be paid a fee of 15 percent of the costs incurred by such Subcontractor under Paragraphs 11.01.A.1 and 11.01.A.2 and that any higher tier Subcontractor and Contractor will each be paid a fee of five percent of the amount paid to the next lower tier Subcontractor;
 4. no fee shall be payable on the basis of costs itemized under Paragraphs 11.01.A.4, 11.01.A.5, and 11.01.B;
 5. the amount of credit to be allowed by Contractor to Owner for any change which results in a net decrease in cost will be the amount of the actual net decrease in cost plus a deduction in Contractor's fee by an amount equal to five percent of such net decrease; and
 6. when both additions and credits are involved in any one change, the adjustment in Contractor's fee shall be computed on the basis of the net change in accordance with Paragraphs 12.01.C.2.a through 12.01.C.2.e, inclusive.

12.02 Change of Contract Times

- A. The Contract Times may only be changed by a Change Order. Any Claim for an adjustment in the Contract Times shall be based on written notice submitted by the party making the Claim to the Owner and the other party to the Contract in accordance with the provisions of Paragraph 10.05.
- B. Any adjustment of the Contract Times covered by a Change Order or any Claim for an adjustment in the Contract Times will be determined in accordance with the provisions of this Article 12.

12.03 Delays

- A. Where Contractor is prevented from completing any part of the Work within the Contract Times due to delay beyond the control of Contractor, the Contract Times will be extended in an amount equal to the time lost due to such delay if a Claim is made therefor as provided in Paragraph 12.02.A. Delays beyond the control of Contractor shall include, but not be limited to, acts or neglect by Owner, acts or neglect of utility owners or other contractors performing other work as contemplated by Article 7, fires, floods, epidemics, abnormal weather conditions, or acts of God.
- B. If Owner, Owner, or other contractors or utility owners performing other work for Owner as contemplated by Article 7, or anyone for whom Owner is responsible, delays, disrupts, or interferes with the performance or progress of the Work, then Contractor shall be entitled to an equitable adjustment in the Contract Price or the Contract Times, or both. Contractor's entitlement to an adjustment of the Contract Times is conditioned on such adjustment being essential to Contractor's ability to complete the Work within the Contract Times.
- C. If Contractor is delayed in the performance or progress of the Work by fire, flood, epidemic, abnormal weather conditions, acts of God, acts or failures to act of utility owners not under the control of Owner, or other causes not the fault of and beyond control of Owner and Contractor, then Contractor shall be entitled to an equitable adjustment in Contract Times, if such adjustment is essential to Contractor's ability to complete the Work within the Contract Times. Such an adjustment shall be Contractor's sole and exclusive remedy for the delays described in this Paragraph 12.03.C.
- D. Owner, Owner, and their officers, directors, members, partners, employees, agents, consultants, or subcontractors shall not be liable to Contractor for any claims, costs, losses, or damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other project or anticipated project.
- E. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for delays within the control of Contractor. Delays attributable to and within the control of a Subcontractor or Supplier shall be deemed to be delays within the control of Contractor.

ARTICLE 13 – TESTS AND INSPECTIONS; CORRECTION, REMOVAL OR ACCEPTANCE OF DEFECTIVE WORK

13.01 Notice of Defects

- A. Prompt notice of all defective Work of which Owner or Owner has actual knowledge will be given to Contractor. Defective Work may be rejected, corrected, or accepted as provided in this Article 13.

13.02 Access to Work

- A. Owner, Owner, their consultants and other representatives and personnel of Owner, independent testing laboratories, and governmental agencies with jurisdictional interests will have access to the Site and the Work at reasonable times for their observation, inspection, and testing. Contractor shall provide them proper and safe conditions for such access and advise them of Contractor's safety procedures and programs so that they may comply therewith as applicable.

13.03 Tests and Inspections

- A. Contractor shall give Owner timely notice of readiness of the Work for all required inspections, tests, or approvals and shall cooperate with inspection and testing personnel to facilitate required inspections or tests.
- B. Contractor shall employ and pay for the services of an independent testing laboratory to perform all inspections, tests, or approvals required by the Contract Documents except:
 - 1. for inspections, tests, or approvals covered by Paragraphs 13.03.C and 13.03.D below;
 - 2. that costs incurred in connection with tests or inspections conducted pursuant to Paragraph 13.04.B shall be paid as provided in Paragraph 13.04.C; and
 - 3. as otherwise specifically provided in the Contract Documents.
- C. If Laws or Regulations of any public body having jurisdiction require any Work (or part thereof) specifically to be inspected, tested, or approved by an employee or other representative of such public body, Contractor shall assume full responsibility for arranging and obtaining such inspections, tests, or approvals, pay all costs in connection therewith, and furnish Owner the required certificates of inspection or approval.
- D. Contractor shall be responsible for arranging and obtaining and shall pay all costs in connection with any inspections, tests, or approvals required for Owner's and Owner's acceptance of materials or equipment to be incorporated in the Work; or acceptance of materials, mix designs, or equipment submitted for approval prior to Contractor's purchase thereof for incorporation in the Work. Such inspections, tests, or approvals shall be performed by organizations acceptable to Owner and Owner.

- E. If any Work (or the work of others) that is to be inspected, tested, or approved is covered by Contractor without written concurrence of Owner, Contractor shall, if requested by Owner, uncover such Work for observation.
- F. Uncovering Work as provided in Paragraph 13.03.E shall be at Contractor's expense unless Contractor has given Owner timely notice of Contractor's intention to cover the same and Owner has not acted with reasonable promptness in response to such notice.

13.04 *Uncovering Work*

- A. If any Work is covered contrary to the written request of Owner, it must, if requested by Owner, be uncovered for Owner's observation and replaced at Contractor's expense.
- B. If Owner considers it necessary or advisable that covered Work be observed by Owner or inspected or tested by others, Contractor, at Owner's request, shall uncover, expose, or otherwise make available for observation, inspection, or testing as Owner may require, that portion of the Work in question, furnishing all necessary labor, material, and equipment.
- C. If it is found that the uncovered Work is defective, Contractor shall pay all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such uncovering, exposure, observation, inspection, and testing, and of satisfactory replacement or reconstruction (including but not limited to all costs of repair or replacement of work of others); and Owner shall be entitled to an appropriate decrease in the Contract Price. If the parties are unable to agree as to the amount thereof, Owner may make a Claim therefor as provided in Paragraph 10.05.
- D. If the uncovered Work is not found to be defective, Contractor shall be allowed an increase in the Contract Price or an extension of the Contract Times, or both, directly attributable to such uncovering, exposure, observation, inspection, testing, replacement, and reconstruction. If the parties are unable to agree as to the amount or extent thereof, Contractor may make a Claim therefor as provided in Paragraph 10.05.

13.05 *Owner May Stop the Work*

- A. If the Work is defective, or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, Owner may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, this right of Owner to stop the Work shall not give rise to any duty on the part of Owner to exercise this right for the benefit of Contractor, any Subcontractor, any Supplier, any other individual or entity, or any surety for, or employee or agent of any of them.

13.06 *Correction or Removal of Defective Work*

- A. Promptly after receipt of written notice, Contractor shall correct all defective Work, whether or not fabricated, installed, or completed, or, if the Work has been rejected by Owner, remove it from the Project and replace it with Work that is not defective. Contractor shall

pay all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or removal (including but not limited to all costs of repair or replacement of work of others).

- B. When correcting defective Work under the terms of this Paragraph 13.06 or Paragraph 13.07, Contractor shall take no action that would void or otherwise impair Owner's special warranty and guarantee, if any, on said Work.

13.07 Correction Period

- A. If within one year after the date of Substantial Completion (or such longer period of time as may be prescribed by the terms of any applicable special guarantee required by the Contract Documents) or by any specific provision of the Contract Documents, any Work is found to be defective, or if the repair of any damages to the land or areas made available for Contractor's use by Owner or permitted by Laws and Regulations as contemplated in Paragraph 6.11.A is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions:
 - 1. repair such defective land or areas; or
 - 2. correct such defective Work; or
 - 3. if the defective Work has been rejected by Owner, remove it from the Project and replace it with Work that is not defective, and
 - 4. satisfactorily correct or repair or remove and replace any damage to other Work, to the work of others or other land or areas resulting therefrom.
- B. If Contractor does not promptly comply with the terms of Owner's written instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or repaired or may have the rejected Work removed and replaced. All claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or repair or such removal and replacement (including but not limited to all costs of repair or replacement of work of others) will be paid by Contractor.
- C. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications.
- D. Where defective Work (and damage to other Work resulting therefrom) has been corrected or removed and replaced under this Paragraph 13.07, the correction period hereunder with respect to such Work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.

- E. Contractor's obligations under this Paragraph 13.07 are in addition to any other obligation or warranty. The provisions of this Paragraph 13.07 shall not be construed as a substitute for, or a waiver of, the provisions of any applicable statute of limitation or repose.

13.08 Acceptance of Defective Work

- A. If, instead of requiring correction or removal and replacement of defective Work, Owner (and, prior to Owner's recommendation of final payment, Owner) prefers to accept it, Owner may do so. Contractor shall pay all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) attributable to Owner's evaluation of and determination to accept such defective Work (such costs to be approved by Owner as to reasonableness) and for the diminished value of the Work to the extent not otherwise paid by Contractor pursuant to this sentence. If any such acceptance occurs prior to Owner's recommendation of final payment, a Change Order will be issued incorporating the necessary revisions in the Contract Documents with respect to the Work, and Owner shall be entitled to an appropriate decrease in the Contract Price, reflecting the diminished value of Work so accepted. If the parties are unable to agree as to the amount thereof, Owner may make a Claim therefor as provided in Paragraph 10.05. If the acceptance occurs after such recommendation, an appropriate amount will be paid by Contractor to Owner.

13.09 Owner May Correct Defective Work

- A. If Contractor fails within a reasonable time after written notice from Owner to correct defective Work, or to remove and replace rejected Work as required by Owner in accordance with Paragraph 13.06.A, or if Contractor fails to perform the Work in accordance with the Contract Documents, or if Contractor fails to comply with any other provision of the Contract Documents, Owner may, after seven days written notice to Contractor, correct, or remedy any such deficiency.

- B. In exercising the rights and remedies under this Paragraph 13.09, Owner shall proceed expeditiously. In connection with such corrective or remedial action, Owner may exclude

Contractor from all or part of the Site, take possession of all or part of the Work and suspend Contractor's services related thereto, take possession of Contractor's tools, appliances, construction equipment and machinery at the Site, and incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere. Contractor shall allow Owner, Owner's representatives, agents and employees, Owner's other contractors, and Owner and Owner's consultants access to the Site to enable Owner to exercise the rights and remedies under this Paragraph.

- C. All claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) incurred or sustained by Owner in exercising the rights and remedies under this Paragraph 13.09 will be charged against Contractor, and a Change Order will be issued incorporating the necessary revisions in the Contract Documents with respect to the Work; and Owner shall be entitled to an appropriate decrease in the Contract Price. If the parties are unable to agree as to the amount of the adjustment, Owner may

make a Claim therefor as provided in Paragraph 10.05. Such claims, costs, losses and damages will include but not be limited to all costs of repair, or replacement of work of others destroyed or damaged by correction, removal, or replacement of Contractor's defective Work.

- D. Contractor shall not be allowed an extension of the Contract Times because of any delay in the performance of the Work attributable to the exercise by Owner of Owner's rights and remedies under this Paragraph 13.09.

ARTICLE 14 – PAYMENTS TO CONTRACTOR AND COMPLETION

14.01 Schedule of Values

- A. The Schedule of Values established as provided in Paragraph 2.07.A will serve as the basis for progress payments and will be incorporated into a form of Application for Payment acceptable to Owner. Progress payments on account of Unit Price Work will be based on the number of units completed.

14.02 Progress Payments

A. Applications for Payments:

1. At least 10 days before the date established in the Agreement for each progress payment (but not more often than once a month), Contractor shall submit to Owner for review an Application for Payment filled out and signed by Contractor covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the Contract Documents. If payment is requested on the basis of materials and equipment not incorporated in the Work but delivered and suitably stored at the Site or at another location agreed to in writing, the Application for Payment shall also be accompanied by a bill of sale, invoice, or other documentation warranting that Owner has received the materials and equipment free and clear of all Liens and evidence that the materials and equipment are covered by appropriate property insurance or other arrangements to protect Owner's interest therein, all of which must be satisfactory to Owner.
2. Beginning with the second Application for Payment, each Application shall include an affidavit of Contractor stating that all previous progress payments received on account of the Work have been applied on account to discharge Contractor's legitimate obligations associated with prior Applications for Payment.
3. The amount of retainage with respect to progress payments will be as stipulated in the Agreement.

B. Review of Applications:

1. Owner will, within 10 days after receipt of each Application for Payment, either process a payment request or return the Application to Contractor indicating in writing Owner's reasons for refusing to process payment. In the latter case, Contractor may make the necessary corrections and resubmit the Application.

2. Owner's processing of any payment requested in an Application for Payment will constitute a representation by Owner to Owner, based on Owner's observations of the executed Work, and on Owner's review of the Application for Payment and the accompanying data and schedules, that to the best of Owner's knowledge, information and belief:
 1. the Work has progressed to the point indicated;
 2. the quality of the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, the results of any subsequent tests called for in the Contract Documents, a final determination of quantities and classifications for Unit Price Work under Paragraph 9.07, and any other qualifications stated in the recommendation); and
 3. the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Owner's responsibility to observe the Work.
3. By processing or making any such payment Owner will not thereby be deemed to have represented that:
 1. inspections made to check the quality or the quantity of the Work as it has been performed have been exhaustive, extended to every aspect of the Work in progress, or involved detailed inspections of the Work; or
 2. there may not be other matters or issues between the parties that might entitle Contractor to be paid additionally by Owner or entitle Owner to withhold payment to Contractor.
4. Neither Owner's review of Contractor's Work for the purposes of making payments nor the making of any payment, including final payment, will imply:
 1. The Owner supervised, directed, or controled the Work, or
 2. approve the means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or
 3. verified the Contractor compliance with Laws and Regulations applicable to Contractor's performance of the Work, or
 4. examined or ascertained how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or
 5. determined that title to any of the Work, materials, or equipment has passed to Owner free and clear of any Liens.
5. Owner may approve the whole or any part of any payment if, in Owner's opinion, it would be incorrect to do otherwise. Owner may also refuse any such payment cause

Owner to believe previous payments should be offset because of subsequently discovered evidence or the results of subsequent inspections or tests, cause Owner to believe previous payments should be offset because:

1. the Work is defective, or completed Work has been damaged, requiring correction or replacement;
2. the Contract Price has been reduced by Change Orders;
3. Owner has been required to correct defective Work or complete Work; or
4. Owner has actual knowledge of the occurrence of any of the events enumerated in Paragraph 15.02.A.

C. Payment Becomes Due:

1. In accordance with F.S. 218, Florida Prompt Payment Act.

D. Reduction in Payment:

1. Owner may also refuse to make payment of the full amount Applied for because:
 1. claims have been made filed in connection with the Work, except where Contractor has delivered a specific bond satisfactory to Owner to secure the satisfaction and discharge of such Claims;
 2. there are other items entitling Owner to a set-off against the amount recommended; or
 3. Owner has actual knowledge of the occurrence of any of the events enumerated in Paragraphs 14.02.B.5.a through 14.02.B.5.c or Paragraph 15.02.A.
2. If Owner refuses to make payment of the full amount applied for by Contractor and Owner will give Contractor immediate written notice (with a copy to Owner) stating the reasons for such action and promptly pay Contractor any amount remaining after deduction of the amount so withheld. Owner shall promptly pay Contractor the amount so withheld, or any adjustment thereto agreed to by Owner and Contractor, when Contractor remedies the reasons for such action.
3. Upon a subsequent determination that Owner's refusal of payment was not justified, the amount wrongfully withheld shall be treated as an amount due as determined by Paragraph 14.02.C.1 and subject to interest as provided in the statutes.

14.03 Contractor's Warranty of Title

- A. Contractor warrants and guarantees that title to all Work, materials, and equipment covered by any Application for Payment, whether incorporated in the Project or not, will pass to free Owner no later than the time of payment.

14.04 *Substantial Completion*

- A. When Contractor considers the entire Work ready for its intended use Contractor shall notify Owner in writing that the entire Work is substantially complete (except for items specifically listed by Contractor as incomplete) and request that Owner issue a certificate of Substantial Completion.
- B. Promptly after Contractor's notification, Owner and Contractor shall make an inspection of the Work to determine the status of completion. If Owner does not consider the Work substantially complete, Owner will notify Contractor in writing giving the reasons therefor.
- C. If Owner considers the Work substantially complete, Owner will deliver to Contractor a certificate of Substantial Completion which shall fix the date of Substantial Completion. There shall be attached to the certificate a list of items to be completed or corrected before final payment.
- D. Before submission of Certificate of Substantial Completion, Owner will deliver to Owner and Contractor a written recommendation as to division of responsibilities pending final payment between Owner and Contractor with respect to security, operation, safety, and protection of the Work, maintenance, insurance, warranties and guarantees. Owner shall have the right to exclude Contractor from the Site after the date of Substantial Completion subject to allowing Contractor reasonable access to remove its property and complete or correct items on the tentative list.

14.05 *Partial Utilization*

- A. Prior to Substantial Completion of all the Work, Owner, the public and affected property owners may use or occupy any substantially completed part of the Work. Owner, Owner, and Contractor agree constitutes a separately functioning and usable part of the Work that can be used for its intended purpose without significant interference with Contractor's performance of the remainder of the Work, subject to the following conditions:
 - 1. Owner at any time may request Contractor in writing to permit Owner to use or occupy any such part of the Work that Owner believes to be ready for its intended use and substantially complete. If and when Contractor agrees that such part of the Work is substantially complete, Contractor and Owner, will follow the procedures of Paragraph 14.04.A through D for that part of the Work.

14.06 *Final Inspection*

- A. Upon written notice from Contractor that the entire Work or an agreed portion thereof is complete, Owner and Contractor will promptly make a final inspection and Owner will notify Contractor in writing of all particulars in which this inspection reveals that the Work is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

14.07 *Final Payment*

A. Application for Payment:

1. After Contractor has, in the opinion of Owner, satisfactorily completed all corrections identified during the final inspection and has delivered, in accordance with the Contract Documents, all maintenance instructions, schedules, guarantees, bonds, certificates or other evidence of insurance, certificates of inspection, marked-up record documents (as provided in Paragraph 6.12), and other documents, Contractor may make application for final payment following the procedure for progress payments.
2. The final Application for Payment shall be accompanied (except as previously delivered) by:
 1. all documentation called for in the Contract Documents, including but not limited to the evidence of insurance required by Paragraph 5.04.B.6;
 2. consent of the surety, if any, to final payment;
 3. a list of all Claims against Owner that Contractor believes are unsettled; and
 4. complete and legally effective releases or waivers (satisfactory to Owner) of all Claims rights arising out of or Claims filed in connection with the Work.
3. In lieu of the releases or waivers of Liens specified in Paragraph 14.07.A.2 and as approved by Owner, Contractor may furnish receipts or releases in full and an affidavit of Contractor that: (i) the releases and receipts include all labor, services, material, and equipment for which a Lien could be filed; and (ii) all payrolls, material and equipment bills, and other indebtedness connected with the Work for which Owner might in any way be responsible, or which might in any way result in liens or other burdens on Owner, have been paid or otherwise satisfied. If any Subcontractor or Supplier fails to furnish such a release or receipt in full, Contractor may furnish a bond or other collateral satisfactory to Owner to indemnify Owner against any Lien.

B. Owner's Review of Application and Acceptance:

1. If, on the basis of Owner's observation of the Work during construction and final inspection, and Owner's review of the final Application for Payment and accompanying documentation as required by the Contract Documents, Owner is satisfied that the Work has been completed and Contractor's other obligations under the Contract Documents have been fulfilled, Owner will, within ten days after receipt of the final Application for Payment, indicate in writing Owner's processing of payment. At the same time Owner will also give written notice to Contractor that the Work is acceptable subject to the provisions of Paragraph 14.09. Otherwise, Owner will return the Application for Payment to Contractor, indicating in writing the reasons for refusing to recommend final payment, in which case Contractor shall make the necessary corrections and resubmit the Application for Payment.

C. Payment Becomes Due:

1. In accordance with F.S. 218, Florida Prompt Payment Act

14.08 Final Completion Delayed

- A. If, through no fault of Contractor, final completion of the Work is significantly delayed, and if Owner argues, Owner shall, upon receipt of Contractor's final Application for Payment (for Work fully completed and accepted) and recommendation of Owner, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance to be held by Owner for Work not fully completed or corrected is less than the retainage stipulated in the Agreement, and if bonds have been furnished as required in Paragraph 5.01, the written consent of the surety to the payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by Contractor to Owner with the Application for such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

14.09 Waiver of Claims

- A. The making and acceptance of final payment will constitute:
 1. a waiver of all Claims by Owner against Contractor, except Claims arising from unsettled Liens, from defective Work appearing after final inspection pursuant to Paragraph 14.06, from failure to comply with the Contract Documents or the terms of any special guarantees specified therein, or from Contractor's continuing obligations under the Contract Documents; and
 2. a waiver of all Claims by Contractor against Owner other than those previously made in accordance with the requirements herein and expressly acknowledged by Owner in writing as still unsettled.

ARTICLE 15 – SUSPENSION OF WORK AND TERMINATION

15.01 Owner May Suspend Work

- A. At any time and without cause, Owner may suspend the Work or any portion thereof for a period of not more than 90 consecutive days by notice in writing to Contractor which will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be granted an adjustment in the Contract Price or an extension of the Contract Times, or both, directly attributable to any such suspension if Contractor makes a Claim therefor as provided in Paragraph 10.05.

15.02 Owner May Terminate for Cause

- A. The occurrence of any one or more of the following events will justify termination for cause:

1. Contractor's persistent failure to perform the Work in accordance with the Contract Documents (including, but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment or failure to adhere to the Progress Schedule established under Paragraph 2.07 as adjusted from time to time pursuant to Paragraph 6.04);
 2. Contractor's disregard of Laws or Regulations of any public body having jurisdiction;
 3. Contractor's repeated disregard of the authority of Owner; or
 4. Contractor's violation in any substantial way of any provisions of the Contract Documents.
- B. If one or more of the events identified in Paragraph 15.02.A occur, Owner may, after giving Contractor (and surety) seven days written notice of its intent to terminate the services of Contractor:
1. exclude Contractor from the Site, and take possession of the Work and of all Contractor's tools, appliances, construction equipment, and machinery at the Site, and use the same to the full extent they could be used by Contractor (without liability to Contractor for trespass or conversion);
 2. incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere; and
 3. complete the Work as Owner may deem expedient.
- C. If Owner proceeds as provided in Paragraph 15.02.B, Contractor shall not be entitled to receive any further payment until the Work is completed. If the unpaid balance of the Contract Price exceeds all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Owner arising out of or relating to completing the Work, such excess will be paid to Contractor. If such claims, costs, losses, and damages exceed such unpaid balance, Contractor shall pay the difference to Owner. Such claims, costs, losses, and damages incurred by Owner will be reviewed by Owner as to their reasonableness and, when so approved by Owner, incorporated in a Change Order. When exercising any rights or remedies under this Paragraph, Owner shall not be required to obtain the lowest price for the Work performed.
- D. Notwithstanding Paragraphs 15.02.B and 15.02.C, Contractor's services will not be terminated if Contractor begins within seven days of receipt of notice of intent to terminate to correct its failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of said notice.
- E. Where Contractor's services have been so terminated by Owner, the termination will not affect any rights or remedies of Owner against Contractor then existing or which may thereafter accrue. Any retention or payment of moneys due Contractor by Owner will not release Contractor from liability.

- F. If and to the extent that Contractor has provided a performance bond under the provisions of Paragraph 5.01.A, the termination procedures of that bond shall supersede the provisions of Paragraphs 15.02.B and 15.02.C.

15.03 Owner May Terminate For Convenience

- A. Upon seven days written notice to Contractor and Owner, Owner may, without cause and without prejudice to any other right or remedy of Owner, terminate the Contract. In such case, Contractor shall be paid for (without duplication of any items):
1. completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
 2. expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses;
 3. all claims, costs, losses, and damages (including but not limited to all fees and charges of Owners, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) incurred in settlement of terminated contracts with Subcontractors, Suppliers, and others; and
 4. reasonable expenses directly attributable to termination.
- B. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

15.04 Contractor May Stop Work or Terminate

- A. If, through no act or fault of Contractor, (i) the Work is suspended for more than 90 consecutive days by Owner or under an order of court or other public authority, or (ii) Owner fails to act on any Application for Payment within 30 days after it is submitted, or (iii) Owner fails for 30 days to pay Contractor any sum finally determined to be due, then Contractor may, upon seven days written notice to Owner and Owner, and provided Owner or Owner do not remedy such suspension or failure within that time, terminate the Contract and recover from Owner payment on the same terms as provided in Paragraph 15.03.

In lieu of terminating the Contract and without prejudice to any other right or remedy, if Owner has failed to act on an Application for Payment within 30 days after it is submitted, or Owner has failed for 30 days to pay Contractor any sum finally determined to be due, Contractor may, seven days after written notice to Owner and Owner, stop the Work until payment is made of all such amounts due Contractor, including interest thereon. The provisions of this Paragraph 15.04 are not intended to preclude Contractor from making a Claim under Paragraph 10.05 for an adjustment in Contract Price or Contract Times or otherwise for expenses or damage directly attributable to Contractor's stopping the Work as permitted by this Paragraph.

ARTICLE 16 – DISPUTE RESOLUTION

16.01 *Methods and Procedures*

- A. Either Owner or Contractor may request mediation of any Claim submitted to Owner for a decision under Paragraph 10.05 before such decision becomes final and binding. The mediation will be governed by the Construction Industry Mediation Rules of the American Arbitration Association in effect as of the Effective Date of the Agreement. The request for mediation shall be submitted in writing to the American Arbitration Association and the other party to the Contract. Timely submission of the request shall stay the effect of Paragraph 10.05.E.
- B. Owner and Contractor shall participate in the mediation process in good faith. The process shall be concluded within 60 days of filing of the request. The date of termination of the mediation shall be determined by application of the mediation rules referenced above.
- C. If the Claim is not resolved by mediation, Owner's action under Paragraph 10.05.C or a denial pursuant to Paragraphs 10.05.C.3 or 10.05.D shall become final and binding 30 days after termination of the mediation unless, within that time period, Owner or Contractor:
 - 1. elects in writing to invoke any dispute resolution process provided for in the Supplementary Conditions; or
 - 2. agrees with the other party to submit the Claim to another dispute resolution process; or
 - 3. gives written notice to the other party of the intent to submit the Claim to a court of competent jurisdiction.

ARTICLE 17 – MISCELLANEOUS

17.01 *Giving Notice*

- A. Whenever any provision of the Contract Documents requires the giving of written notice, it will be deemed to have been validly given if:
 - 1. delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended; or
 - 2. delivered at or sent by registered or certified mail, postage prepaid, to the last business address known to the giver of the notice.

17.02 *Computation of Times*

- A. When any period of time is referred to in the Contract Documents by days, it will be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable jurisdiction, such day will be omitted from the computation.

17.03 *Cumulative Remedies*

- A. The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder to the parties hereto are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by Laws or Regulations, by special warranty or guarantee, or by other provisions of the Contract Documents. The provisions of this Paragraph 17.03 will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply.

17.04 *Survival of Obligations*

- A. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Contract Documents, as well as all continuing obligations indicated in the Contract Documents, will survive final payment, completion, and acceptance of the Work or termination or completion of the Contract or termination of the services of Contractor.

17.05 *Controlling Law*

- A. This Contract is to be governed by the law of the state in which the Project is located.

17.06 *Headings*

- A. Article and paragraph headings are inserted for convenience only and do not constitute parts of these General Conditions.

****END OF EXHIBIT B****

Exhibit C

Page 1 of 2

BID FORM

RFB 2017-01

Project: NW 157th Street Paving Project
Location: NW 157th Street, Alachua, Florida 32615

Roadway Section #1 ONLY

Provide bid for each item listed below. The total cost for the project is the sum of the bids for each item listed. Bidder is directed to include all costs to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work.

1. Total cost for mobilization	\$ <u>30,267⁰⁰</u>	lump sum
2. Total cost for shoulder treatment Including excavation, grading, and sodding	\$ <u>43,000⁰⁰</u>	lump sum
3. Total cost for Swale	\$ <u>13,000⁰⁰</u>	lump sum
4. Total cost for 8" Limerock Base	\$ <u>46,000⁰⁰</u>	lump sum
5. Total cost for 10" Limerock Base	\$ <u>14,000⁰⁰</u>	lump sum
6. Total cost for 1.5" SP-12.5 Asphalt	\$ <u>87,500⁰⁰</u>	lump sum
TOTAL COST: (sum Items 1 – 6):	\$ <u>233,767⁰⁰</u>	lump sum

Exhibit C
Page 2 of 2

BID FORM (continued)

Additional Information

Please provide the unit cost for the work items listed below. Unit cost information will not be used to determine the low, responsive bidder for the project. It is intended to be used to determine the value of changes in work requirements (add or delete) that occur during the execution of the work.

1. Unit cost to provide 1.5" Sp-12.5 asphalt overlay (include sweeping & tack coat): \$ 9⁰⁰ per sq ft sy
2. Unit cost to provide centipede or St. Augustine sod: \$ 0.35 per sq ft
3. Unit cost to construct asphalt driveway aprons: \$ 27.00 per sq ft sy
4. Total cost for 8" Limerock Base \$ 8⁰⁰ per sq ft sy
5. Total cost for 10" Limerock Base \$ 10⁰⁰ per sq ft sy

Addenda

Bidder shall indicate the number and date of all addenda received for this bid.

Addenda No.	Date
<u>1</u>	<u>12/20/16</u>
<u>Amendment 1</u>	<u>11/5/17</u>
<u>2</u>	<u>11/5/17</u>
<u>3 & 4</u>	<u>11/11/17</u>

Authorized Signature

Name of Firm:
Name of Authorized Representative:
Title of Authorized Representative:
Signature of Authorized Representative:

ANDREWS PAVING INC
RON ANDREWS
PRESIDENT
[Signature]

NOTE: List all substitutions, alternates, or exceptions to the requirements of the Bid Documents in your bid.

Include the following with your bid.

- All forms in the project Bid Documents
- Copy of insurance certificates demonstrating compliance with the Insurance Requirements section of the Bid Documents.
- Copy of Form W-9

Exhibit D

Page 1 of 2

CHANGE ORDER

CITY OF ALACHUA
CHANGE ORDER # _____

PURCHASE ORDER NO.: _____

PROJECT NAME: _____

CITY: City of Alachua, a municipality in Alachua County, Florida

PROJECT MANAGER: _____

CONTRACTOR: _____

CONTRACTOR'S ADDRESS: _____

Street Address

City/State/Zip

Execution of this Change Order by CITY shall serve as authorization for the CONTRACTOR to provide additional work and/or to change performance date(s) for the above project, as set out in the changed Scope of Work attached as Exhibit "A" hereto and as an addendum to the Agreement DATED 2017, between CITY and CONTRACTOR and further delineated in the specifications, conditions or requirements stated in the following listed documents which are attached hereto and made a part hereof:

ATTACHMENTS (Check all that apply):

- ☐ DETAIL/D CHANGED SCOPE OF WORK FOR PROJECT
☐ DRAWINGS/PLANS/SPECIFICATIONS

CONTRACTOR shall provide said work pursuant to this Change Order and its attachments, which are incorporated herein. All other provisions of the Agreement shall continue in full force and effect.

TIME FOR COMPLETION: The work authorized by this Change Order shall be commenced upon receipt of an amended Purchase Order by CONTRACTOR. There is no request of change in time of completion associated with this Change Order.

METHOD OF COMPENSATION:

- (a) This Change Order is issued on a:
☐ Lump Sum Basis
☐ Hourly Rate Basis with a Not-to-Exceed amount
☐ Hourly Rate Basis with a Limitation of Funds amount
☐ Limited to change of contract performance date(s)

(b) If the compensation is based on a "Lump Sum Basis," then CONTRACTOR shall perform all work required by this Change Order for the sum of _____ Dollars (\$ _____). In no event shall CONTRACTOR be paid more than the "Lump Sum Fee" Amount.

Project
Change Order # _____

Exhibit D

Page 2 of 2

(c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed" Amount, then CONTRACTOR shall perform all work required by this Change Order for a sum not exceeding __DOLLARS (\$__) CONTRACTOR'S compensation shall be based on the actual work required by this Change Order.

(d) If the compensation is based on an "Hourly Rate Basis" with a "Limitation of Funds" Amount, CONTRACTOR is not authorized to exceed the "Limitation of Funds" amount of __DOLLARS(\$ __) without a Change Order accepted and executed by CITY. Such approval, if given by CITY, shall indicate a new "Limitation of Funds" amount. CITY shall compensate CONTRACTOR for the actual work performed under this Change Order.

CITY shall make payment to CONTRACTOR in strict accordance with the payment terms of the above-referenced Agreement and this Change Order.

It is expressly understood by CONTRACTOR that this Change Order, until executed by CITY, does not authorize the performance of any work by CONTRACTOR and that CITY, prior to its execution of the Change Order, reserves the right to authorize a party other than CONTRACTOR to perform the work called for under this Change Order if it is determined that to do so is in the best interest of CITY.

IN WITNESS WHEREOF, the parties hereto have made and executed this Change Order on this ____ day of _____, 201__, for the purposes stated herein.

(CONTRACTOR)

Witness

By: _____

Title: President

CITY OF ALACHUA, FLORIDA

Witness

By: _____
Traci L. Gresham, City Manager

EXHIBIT E

Page 1 of 1

Notice to Proceed

Date:

Project:	
Owner: City of Alachua	Owner's Contract No.:
Contract: City of Alachua/	Engineer's Project No.: N/A
Contractor:	
Contractor's Address: <i>[send Certified Mail, Return Receipt Requested]</i>	

You are notified that the Contract Times under the above Contract will commence to run on _____. On or before that date, you are to start performing your obligations under the Contract Documents. In accordance with Article 4 of the Agreement, the date of Substantial Completion is ____, and the date of readiness for final payment is ____ [(or) the number of days to achieve Substantial Completion is, and the number of days to achieve readiness for final payment is ____].

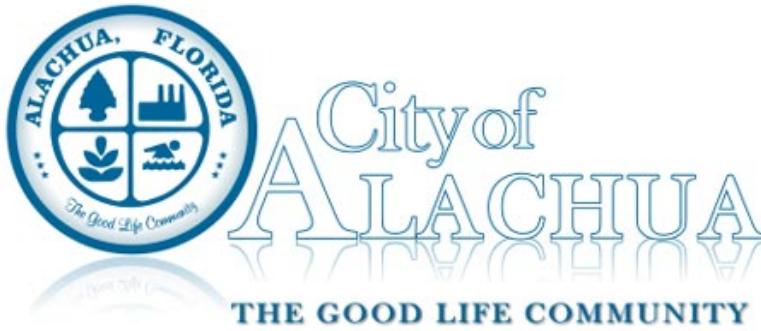
Before you may start any Work at the Site, Paragraph 2.01.B of the General Conditions provides that you and Owner must each deliver to the other (with copies to Engineer and other identified additional insureds and loss payees) certificates of insurance which each is required to purchase and maintain in accordance with the Contract Documents.

Also, before you may start any Work at the Site, you must:

Provide recorded copies of Performance Bond and Payment Bond.

	Owner: City of Alachua
	Given by:
	Authorized Signature
	Title
	Date

Copy to Engineer



Commission Agenda Item

MEETING DATE: 2/27/2017

SUBJECT: RFB 2017-02 Horizontal Directional Drilling and Open Cut Excavation Annual Contract

PREPARED BY: Donna Smith, Purchasing Specialist

RECOMMENDED ACTION:

- 1) Accept the lowest Responsive and Responsible bid submitted by General Underground, LLC.
 - 2) Authorize the City Manager to enter into a contract with General Underground, LLC to complete the work as needed under the provisions of RFB 2017-02.
-

Summary

The City of Alachua's Electric Department provides underground electric service to new and existing customers. Installation of conduit for electrical conductor is installed to complete this work. The method of installation of conduit is either by Directional Bore or Open Cut Method. Directional bore installations are preferred because it causes less damage to existing landscape and roadways. Open-cut method is used in undeveloped areas when applicable.

On January 26, 2017, the City solicited formal bids from qualified vendors. This bid request was for a contract through September 30, 2017. The Contract will automatically renew on October 1, 2017 for a one year extension at the end of the first term and renew for three successive one year terms, October 1 to September 30 of the following calendar year, unless automatic renewal is cancelled by either party.

The City received two (2) bids in response to RFB 2017-02 on a linear foot basis. Both bids were determined to be Responsive & Responsible Bidders: Hartman Civil Construction Company, Inc. and General Underground, LLC.

Staff recommends to proceed with awarding RFB 2017-02 to General Underground, LLC as the lowest Responsive and Responsible Bidder.

FINANCIAL IMPACT: Yes

BUDGETED: Yes

AMOUNT: Varies

FUNDING SOURCE: Electric Fund

ADDITIONAL FINANCIAL INFORMATION:

Contract is on an as-needed basis, and amount is unknown until projects are scheduled.

COMMISSION GOALS:

Strengthen Community Services

ATTACHMENTS:

Description

Description

▣ RFB 2017-02 Contract

CONTRACT

THIS CONTRACT made effective the _____ day of _____, 2017 by and between City of Alachua, hereinafter referred to as COA and General Underground, LLC, hereinafter referred to as CONTRACTOR,

WITNESSETH:

WHEREAS, COA has prepared a Project Scope and Specifications, Exhibit A, and CONTRACTOR has submitted to COA a bid, Exhibit B, in accordance with the terms of this Contract and the Contract Documents; and

WHEREAS, COA, has determined and declared CONTRACTOR has submitted the lowest responsive and responsible bid for the work specified herein and hereby awards to CONTRACTOR this contract for the sum or sums named in CONTRACTOR bid as set forth in Exhibit B; and

1. PARTIES

1. 1. The City of Alachua may be interchangeably referred to herein as COA, CITY, PURCHASER, OWNER, or like term.
1. 2. The terms CONTRACTOR, Bidder, or Vendor refer to the same party, i.e., the party responding to the referenced COA numbered RFB. Terms may be used interchangeably throughout the Contract Agreement and Contract Documents, to refer to CONTRACTOR.

2. CONTRACTOR OBLIGATION

2. 1. CONTRACTOR shall furnish the labor, equipment, materials, supplies and services as specified and required herein; and

3. COA PAYMENT

3. 1. COA shall pay, upon completion of all work and acceptance by COA, the sum or sums set forth in any specific Work Order, Exhibit C plus or minus the sum of any fully executed Change Order, Exhibit D.

4. TERM

4. 1. This agreement shall run from the date of execution by the last party signing through and until September 30, 2017.
4. 2. This Contract will automatically renew on October 1, 2017 for a one year extension at the end of the first term and renew for three successive one year terms, October 1 to September 30 of the following calendar year, unless automatic renewal is canceled by either party by the delivery written notice to the other on or before June 1 of any contract year.

5. WORK ORDER

RFB 2017-02 Horizontal Directional Drilling and Open Cut Excavation
Annual Contract
Page 1 of 37

5. 1. Work is and can only be authorized by the COA issuing a completed Work Order, Exhibit C, that has been submitted and executed by CONTRACTOR to the satisfaction of COA. COA approval must be evidenced by the affixed signature of the City Manager or Assistant City Manager. No Work can be authorized by any other means. Each Work Order must contain a Lump Sum or Not to Exceed Amount along with a date of completion.

6. CHANGE ORDER

6. 1. The Scope of Work, Price or Time of Completion for each Work Order can not be changed except by Change Order, Exhibit D, agreed to as evidenced by the signature of COA and CONTRACTOR.

7. TIME OF ESSENCE

7. 1. COA and CONTRACTOR agree time is of the essence in the completion of each Work Order and the deadline for completion is binding unless CONTRACTOR obtains a Change Order extending the date. CONTRACTOR expressly agrees that, in undertaking to complete the work/services within the time specified, CONTRACTOR made allowances for all hindrances and delays which might usually be expected to occur in performing the work. No claims shall be made by CONTRACTOR or his sub-contractors for such hindrances and delays. If CONTRACTOR or his sub-contractors experience hindrances or delays that, in opinion of CONTRACTOR, are not usually to be expected in the performance of the work, and which affect the performance of the work, CONTRACTOR may request a Change Order for an extension of time. Such hindrances and delays may include, but not be limited to, acts or failure to act by COA or other CONTRACTOR employed by COA, fires, floods, labor disputes, epidemics, abnormal weather conditions or acts of God.

8. LIQUIDATED DAMAGES

8. 1. The parties agree COA will suffer damages in the event work is not completed and accepted by a required completion date. Therefore, it is agreed, since the amount of damage from delay is not able to be specifically determined at this point, that a reasonable approximation of damage is \$100.00 per day past the scheduled completion date of any and all Work Orders. The parties agree the \$100.00 amount is not a penalty but is a reasonable approximation of actual damage that will be suffered by COA.

9. PUBLIC PROJECT

9. 1. It is recognized and agreed that all work that is the subject of this Contract is publicly funded as a part of the annual budget of COA and it is the responsibility of CONTRACTOR to inspect any work site, call for or seek permission from COA to conduct any tests contractor deems necessary or appropriate, and be familiar with all conditions or other factors that may affect the cost(s) or contract time(s) as set forth in any and all Work Orders. The Price is agreed and understood to be as set forth in each Work Order and completion time is of the essence. Any

Change Order request submitted by CONTRACTOR shall be considered accordingly.

10. INDEMNIFICATION BY CONTRACTOR

10. 1. CONTRACTOR hereby agrees to indemnify and save harmless COA for any loss caused directly or indirectly by CONTRACTOR, its subcontractor, agent, employee acting on its behalf or in its stead or caused by any product, service or work supplied pursuant to this contract.

11. WARRANTIES

11. 1. CONTRACTOR warrants all work, products and services provided directly or indirectly, by CONTRACTOR a subcontractor, agent, employee acting on its behalf or in its stead and that any product, service or work supplied under the contract will be fit for all purposes intended and consistent with all commercial standards.
11. 2. CONTRACTOR warrants to COA that all work shall be free from defects in material or workmanship and that the services provided under the contract shall conform to all requirements of the contract and expectations of the COA. All materials and equipment furnished by CONTRACTOR are guaranteed to be new, unused and to conform in all respects to the requirements of this contract. After receipt of written notice thereof, CONTRACTOR shall promptly correct any defective work which may develop during the warranty period (one year following the date of final acceptance), and any damage to other work caused by such defects or the repairing of the same, all at CONTRACTOR expense. CONTRACTOR hereby assigns to COA any and all rights under any warranties CONTRACTOR may have received or be entitled to from vendors of the materials and/or equipment incorporated into the work. The warranties set forth shall apply to all replacement materials, equipment and services associated therewith to the same extent as it applies to original work provided and shall extend for a period of one (1) year beyond the date the replacement work is complete.
11. 3. CONTRACTOR agrees that materials furnished pursuant to the contract documents will come with a separate, all-encompassing and comprehensive warranty to COA effective at the time of the material's delivery. Each product furnished shall be guaranteed by CONTRACTOR to be free from adulterants or impurities which might cause hazards or stoppages in the operation of standard equipment using the specified products.
11. 4. COA will not accept any disclaimer of warranties of merchantability and fitness for a particular purpose for work, product or service(s) offered.

12. CONTRACTOR VENDOR STATUS

12. 1. CONTRACTOR will continue to maintain its status as and meet all requirements of an approved vendor of COA during the term of the contract.
12. 2. CONTRACTOR will provide at contract execution (before beginning any work) a certificate of insurance acceptable to COA reflecting COA as an additional insured and otherwise meeting all requirements set forth Exhibit E.

13. NON WAIVER OF SOVEIRGN IMMUNITY

13. 1. Notwithstanding any express or implied term or language elsewhere in the contract or any document furnished by CONTRACTOR, COA has not and does not waive sovereign immunity and reserves the limits of liability as set forth in Section 768.28, Florida Statutes.

14. PUBLIC WORK PROJECT

14. 1. All work under this Contract is a Public Work. No Lien may be filed against COA. Any Claimant shall have a right of action against CONTRACTOR and against any required Payment or Performance Bonds in accordance with Chapter 255, Florida Statutes. Such action may not involve the City in any action or expense.

15. PAYMENT AND PERFORMANCE BONDS

15. 1. COA reserves the right to require the posting of Payment and Performance Bonds for the amount of the total price of each Work Order in excess of \$50,000.00 or for the amount of all outstanding Work Orders when the combined price, when added together, exceeds a combined total in excess of \$50,000.
15. 2. Bonds required by COA shall meet the requirements of and be posted in accordance with Chapter 255 of Florida Statutes. Further, when a Bond is required under this article, Contractor is required to insert the following in every related subcontract:

“Notice: Claims for labor, materials and supplies are not assertable against City of Alachua, and are subject to proper prior notice to CONTRACTOR, pursuant to Chapter 255 of the Florida Statutes.”

16. ASSIGNMENT

CONTRACTOR shall not assign, subcontract or transfer any interest in this agreement without the written consent of COA. Nor shall CONTRACTOR assign any monies due or to become due to it under this agreement without the prior written consent of COA. Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to the agreement, whether arising in tort, contract or otherwise, without the written consent of the other party. These conditions and the entire agreement are binding on the heirs, successors and assigns of the parties.

17. INDEPENDENT CONTRACTOR

- 17.1. It is understood and agreed that CONTRACTOR is an independent CONTRACTOR and not an employee of COA. COA will not withhold income taxes, social security or any other sums from the payments made to CONTRACTOR.

- 17.2. CONTRACTOR shall in no way hold CONTRACTOR out to any third person as an agent of COA.
- 17.3. CONTRACTOR and all subcontractors are solely responsible for all employee or agent wages. CONTRACTOR and subcontractor will be solely responsible for full payment to any outside employment agencies and/or sub-contractors. All persons furnished by CONTRACTOR or subcontractor shall be considered solely its employees or agents and each shall be responsible for payment of all unemployment, social security and other payroll taxes, including making contributions when required by law.

18. NON WAIVER OF RIGHTS

- 18.1. No partial payment made under this agreement shall be evidence of the performance of the agreement either wholly or in part, and no payment shall be construed to be an acceptance of improper material or unsatisfactory performance. No act of COA in superintending, nor failure to disapprove or reject any material used, work performed, nor any extension of time for the completion shall be construed as acceptance of the work either wholly or in part. Acceptance shall be evidenced only by the final payment by COA.

19. INDEMNIFICATION

- 19.1. CONTRACTOR covenants and agrees to indemnify and save harmless COA and to defend from all cost, expenses, damages, attorney fees injury or loss to which COA and/or its officials, directors, partners, consultants, agents or employees may be subjected by any person, firm, corporation or organization by reason of any wrongdoing, misconduct, want or need of care or skill, negligence or default or breach of contract, guaranty, or warranty, by CONTRACTOR, sub-contractor, sub-supplier any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable.

20. WRITING REQUIRED

- 20.1 No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in the Contract Documents.
- 20.2 All modifications, amendments or addenda to the Contract Documents must be made in writing and executed by CONTRACTOR and COA in order to be legally enforceable.

21. DESCRIPTIVE INFORMATION

- 21.1 All equipment, materials and articles incorporated are to be of the most suitable grade for the purpose intended, unless otherwise specifically provided in the specifications. Reference to any equipment, material, article or process, by trade name or make, shall not be construed as to limit competition.
- 21.2 Substitutions shall be approved only if determined by COA to be equivalent to the specifications. A substitution is subject to disqualification if the substitution is not pre-approved by COA. Also see Section 21.3.

- 21.3 Any alternatives or substitutions to the attached specifications must be clearly delineated, set out, and submitted as an "Affidavit of Compliance", see Section 21.2, and be pre-approved by COA.

22. COMPLIANCE WITH LAWS AND REGULATIONS

- 22.1 CONTRACTOR hereby certifies that it is aware of any and all applicable federal, state and local laws, regulations, orders of courts or governmental agencies (including the Occupational Safety and Health Act) ordinances and permitting requirements and further certifies that it has taken or will take all actions necessary to ensure full compliance with such requirements, including full compliance by any sub-contractors and/or material suppliers employed by CONTRACTOR to perform on this Contract. CONTRACTOR agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to CONTRACTOR failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.
- 22.2 CONTRACTOR hereby certifies that it is aware of any and all applicable federal immigration law requirements, including, without limitation, CONTRACTOR obligation to properly verify the legal work status of each of its employees by the filing of a complete and accurate Form I-9. CONTRACTOR also acknowledges the importance of ensuring that all personnel accessing any of COA property have been properly verified through the I-9 documentation process. Accordingly, CONTRACTOR further certifies that it has taken and will take all actions necessary to ensure full compliance with the Form I-9 requirements, and any other applicable immigration law requirements, and shall also ensure the compliance with such requirements by any sub-contractors and material suppliers employed by CONTRACTOR on this Contract. CONTRACTOR agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to CONTRACTOR failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.
- 22.3 All hazardous waste and used materials, such as containers, liquids, rags, filters, and solvents, etc. must be disposed of in accordance with all Federal, State and Local Laws and regulations.
- 22.4 Any violation of said statutes, laws, ordinances, rules or regulations shall entitle COA to terminate this Agreement immediately, for cause, upon written notice.

23. PUBLIC RECORDS

- 23.1 CONTRACTOR shall allow public access to all documents, papers, letters or other material subject to the provisions of 119, Florida Statute (F.S.) made or received by CONTRACTOR in conjunction with this Contract. Specifically, CONTRACTOR must:
- 23.1.1. Keep and maintain public records that ordinarily and necessarily would be required by COA in order for COA to perform the services being performed by CONTRACTOR.
- 23.1.2. Provide the public with access to public records on the same terms and

conditions that COA would provide the records and at a cost that does not exceed the cost provided in 119, F.S., or as otherwise provided by law.

23.1.3. Ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.

23.1.4. Meet all requirements for retaining public records or transfer, at no cost to COA, all public records in possession of CONTRACTOR upon termination of the contract. All records stored electronically must be provided to COA in a format that is compatible with the information technology systems of COA.

23.2 CONTRACTOR must promptly provide COA with a copy of any request to inspect or copy public records in possession of CONTRACTOR and shall promptly provide COA a copy of CONTRACTOR response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by COA.

23.3 This provision will apply to all services provided unless CONTRACTOR can demonstrate by clear and convincing evidence that it is not or was not acting on behalf of COA under Florida law. CONTRACTOR will be held liable for plaintiff attorney fees and costs if a suit is properly filed and the court finds that CONTRACTOR unlawfully refused to comply with a public records request within a reasonable time.

23.4 CONTRACTOR shall contact Deputy City Clerk Alan Henderson, Custodian of City Public Records, at (386) 418-6104 or ahenderson@cityofalachua.com, concerning any questions the CONTRACTOR may have regarding the duty of CONTRACTOR to provide Public Records.

24. SUBCONTRACTORS

24.1. In the event that CONTRACTOR, during the course of the work under this Agreement, requires the services of any subcontractor or other professional associates in connection with services covered by this Agreement, CONTRACTOR must first secure the prior express written approval of COA. If subcontractor or other professional associates are required in connection with the services covered by this Agreement, CONTRACTOR is fully responsible for the services of subcontractors or other professional associates.

25. PAYMENT AND BILLING

25.1. As a condition precedent for any payment, CONTRACTOR shall submit monthly an invoice to COA detailing and requesting payment for work properly rendered and amounts due. CONTRACTOR invoices shall describe with reasonable particularity all work completed and shall be accompanied by such documentation or data in support of payment sought as COA may require. Each invoice shall constitute CONTRACTOR representation to COA that the work

indicated in the invoice has reached the level stated, has been properly and timely performed as required herein, that all work was provided for a public purpose, that all obligations of CONTRACTOR covered by prior invoices have been paid in full, that the amount requested is currently due and owing and there is no reason known to CONTRACTOR that payment of any portion thereof should be withheld. Submission of CONTRACTOR invoice for final payment will be clearly marked Final Invoice and shall further constitute CONTRACTOR'S representation to COA that, upon receipt by CONTRACTOR of the amount invoiced, all obligations of CONTRACTOR to others, incurred in connection with the services provided are or will be paid in full.

- 25.2. If the Scope of Work to be performed pursuant to a Work Order is clearly defined in advance of the work effort, the Work Order shall be issued on a Lump Sum Basis. Upon CONTRACTOR acceptance of the Work Order, CONTRACTOR shall perform all work required by the Work Order, but in no event, shall CONTRACTOR be paid more than the negotiated amount stated therein.
- 25.3. If the Scope of Work to be performed by a Work Order is not clearly defined, the Work Order, at the sole discretion of COA, will be issued on a Unit Price Basis with Not to Exceed amount. Upon CONTRACTOR'S acceptance of the Work Order, CONTRACTOR shall perform all work required by the Work Order but, in no event, shall CONTRACTOR be paid more than the Not to Exceed amount.
- 25.4. For Work Orders issued on a Lump Sum Basis, CONTRACTOR may monthly invoice the amount due based on the percentage of total Work Order work actually performed and completed but, in no event, shall the invoice amount exceed a percentage of the Lump Sum Fee amount equal to a percentage of the total work actually completed.
- 25.5. For Work Orders issued on an Unit Price Basis with a Not to Exceed amount, CONTRACTOR may monthly invoice the amount due for work actually performed and completed, but in no event, shall the invoice amount exceed a percentage of the Not to Exceed amount equal to a percentage of the total work actually completed.
- 25.6. Each Work Order, whether issued on a Lump Sum Basis or a Unit Price Basis with a Not to Exceed amount, shall be treated separately.
- 25.7. COA shall make payments to CONTRACTOR when requested as work progresses for services furnished but, not more than once monthly. Each Work Order shall be invoiced separately. All invoice must be properly dated, titled "Invoice", describe any work rendered, the unit price of the work, the name and address of CONTRACTOR, Work Order Number, Purchase Order Number and all other information required by COA.
- 25.8. Invoices shall be reviewed and approved by the Project Manager prior to processing for payment. The original invoice shall be hand delivered or sent by email to: (Project Manager)

26. GENERAL TERMS OF PAYMENT, BILLING AND RIGHT TO AUDIT

- 26.1. Payments for all sums properly invoiced shall be made upon satisfactory completion of work required hereunder. Upon final acceptance of all the work by COA, CONTRACTOR may invoice COA for the full amount of compensation provided for under the terms of this Agreement, less any amount already paid by COA. COA shall pay CONTRACTOR within thirty (30) days from receipt of a correct invoice.
- 26.2. COA shall have the right to audit the books and records of CONTRACTOR or its subcontractor(s) concerning any work performed under this Agreement. Such audit may occur during the term of the Agreement or at other such times as set forth herein. All such books and records shall be maintained by CONTRACTOR for a period of three years from the date of final payment under the contract and by any subcontractor of CONTRACTOR for three years after the final payment under the subcontract. Any such audit will take place at the office of CONTRACTOR or at the offices of COA and be held, as to time and place, based on mutual agreement of the parties. Total compensation due CONTRACTOR will be determined by COA during and subsequent to the described audit and payment due CONTRACTOR or refund due COA shall be paid to the other within thirty (30) days of written notice as provided in Section 33.
- 26.3. It is the intention of COA to make payment on acceptable invoices within thirty (30) days of receiving invoicing unless unusual circumstances arise. Invoices shall be fully documented by Unit Price as to materials, services and work provided. No payment shall be made on invoices not listing a purchase order number. Invoices which call for payment before thirty (30) days from receipt by COA, or cash discounts given on such payment, will be considered only if in the opinion of the Finance Department the review, inspection and processing procedures can be completed as to the specific purchases within the specified time.

27. HAZARDOUS MATERIALS PROVISION

- 27.1. The CONTRACTOR is required to furnish COA with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Chapter 422, Florida Statutes. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to Purchasing Representative, email to dsmith@cityofalachua.com.

28. CONTRACTOR REPRESENTATIVE

- 28.1. The successful CONTRACTOR must have, at all times, one worker on site that can communicate by speaking, reading, and writing in the English language.

29. CONTRACTOR EMPLOYEE MINIMUM AGE

- 29.1. Employees of the CONTRACTOR will at all times have identification with them to show age of employee. No person under the age of 18 will be permitted on any COA work site.

30. CONTRACTOR EMPLOYEE USE OF PERSONAL PROTECTIVE EQUIPMENT

- 30.1. CONTRACTOR shall ensure all employees are provided and wear proper Personal Protective Equipment while working on COA property, right of way, or project.

31. NOTICE

- 31.1. Any notice under this Agreement must be in writing, sent by email, addressed to the party for whom it is intended at the address as last specified herein. The address for giving of notice shall remain until it has been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective email addresses for giving of notice:

FOR CITY:

Traci Gresham, tgresham@cityofalachua.com

cc to Project Manager

FOR CONTRACTOR:

Chris Brown, chrisbrown@generalunderground.com

32. NO THIRD PARTY BENEFICIARIES

- 32.1. This Agreement does not create any relationship with, or any rights in favor of, any third party.

33. ATTACHMENTS

- 33.1. All exhibits attached to this Agreement are incorporated into and made part of this Agreement by reference.

34. AMENDMENTS

- 34.1. The parties may amend this Agreement only by mutual written agreement, of the same formality and of equal dignity herewith.

35. CAPTIONS AND SECTION HEADINGS

- 35.1. Captions and section headings used herein are for convenience only and shall not be used in construing this Agreement.

36. CONSTRUCTION

- 36.1. This Agreement shall not be construed more strictly against one party than against the other. It is recognized that both parties have substantially contributed to the preparation of this Agreement.

37. COLLUSION

- 37.1. CONTRACTOR declares that this Agreement is made without any previous understanding, agreement or connections with any persons, contractors or corporations and that this Agreement is fair and made in good faith without any outside control, collusion or fraud.

38. RIGHTS AT LAW RETAINED

- 38.1. The rights and remedies of COA and CONTRACTOR provided for under this Agreement are in addition and supplemental to any other rights and remedies provided by law.

39. VENUE AND GOVERNING LAW

- 39.1. Any claim or cause of action arising under this contract, or related to performance herein, shall lie in the courts of competent jurisdiction of Alachua County, Florida.
- 39.2. All claims or causes of action arising under the contract shall be resolved in accordance with the laws of the State of Florida.

40. COA POLICY AND REGULATIONS

- 40.1 The current version of the COA Purchasing and Sales Policy and Regulations published at is herein incorporated by reference and made a part of this contract as if set forth in its entirety, and is posted at: http://cityofalachua.com/images/Departments/Admin_Services/Purchasing/PurchasingManual_Eff_03-24-14.pdf

41. ENTIRE AGREEMENT

- 41.1. This Agreement constitutes the entire Agreement and supersedes all prior written or oral agreements, understandings or representations.

EXECUTION PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day of _____
year of the last signature above.

CONTRACTOR: General Underground, LLC

By: CB

Print Name: Chris Brown

Its Manager
Title

Date: 2-22-17

Signed by CONTRACTOR in the presence of:

Brandy Few
Signature

Brandy Few
Print Name

CITY OF ALACHUA

By: _____
Traci L. Gresham

Its: City Manager

Date: _____

Exhibit A

Page 1 of 14

PROJECT SCOPE AND SPECIFICATIONS **SCOPE OF WORK**

PART 1 GENERAL

- A. The completed work will provide installation of electrical conduits, conductors, and ancillary items conforming to one of two methods:
 - 1) Horizontal Directional Drilling
 - 2) Open Cut Excavation
- B. CONTRACTOR shall perform all duties to become acquainted with the work, and perform pre-investigated survey of existing conditions affecting the work.
 - 1) Drawings shall be provided by the City of Alachua (COA) illustrating the extent of the work.
 - 2) Work Order shall be required and issued for all work.
 - 3) CONTRACTOR shall mobilize to jobsite within (5 days) of Work Order.
 - 4) CONTRACTOR shall be fully responsible for obtaining utility locates and spot dig to verify existing utility conflicts.
 - 5) CONTRACTOR shall exercise care when working in close proximity to existing utility facilities and shall restore area to original conditions.
 - 6) CONTRACTOR shall coordinate and meet with COA Electric Department throughout project. At a minimum, a Kick off meeting to review the Work Order and schedule.
 - 7) CONTRACTOR shall notify COA Electric Department for approval and assistance in the installation of conduit into energized enclosures.
 - 8) CONTRACTOR, upon demobilization, shall remove all materials, equipment and debris from the work site upon completion of the work.
 - 9) As required, CONTRACTOR shall replace sod to match existing.
 - 10) CONTRACTOR shall submit all complete boring log information along with each invoice.

PART 2 WORK LOCATION

- A. Work location varies, as needed; within the Corporate City limits of Alachua, Florida; Electric Service Territory.

PART 3 SUPPLEMENTAL REQUIREMENTS

- A. Damages to utilities during the progress of the work shall be the CONTRACTOR responsibility; all cost to repair shall be borne by the CONTRACTOR to the COA satisfaction.
- B. All work performed shall be in accordance with the COA Electric Construction Standards, NESC, NFPA 70E, whichever is more stringent.
- C. All electric primary raceway(s) shall be placed at a minimum depth of 48-inches.
- D. All electric secondary raceway(s) shall be placed at a minimum depth of 36-inches.
- E. Materials provided by the CONTRACTOR may be staged on COA property. CONTRACTOR shall coordinate with the COA for approved location(s).
- F. CONTRACTOR shall provide adequate work force to complete work in a timely manner.
- G. CONTRACTOR shall be responsible for any Federal, State or Local permits for this project.

SECTION 31 23 16
OPEN CUT EXCAVATION

PART 1 GENERAL

1.01 QUALITY ASSURANCE

- A. Provide adequate survey control to avoid unauthorized over excavation.

1.02 WEATHER LIMITATIONS

- A. Material excavated during inclement weather shall not be used as fill or backfill until after material drains and dries sufficiently for proper compaction.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 GENERAL

- A. Excavate to lines, grades, and dimensions as necessary to accomplish Work. Allow for forms, working space, granular base, topsoil, and similar items, wherever applicable.
- B. Conduct excavation in accordance with OSHA Standards 29CFR Part 1926.650 Subpart P. Trenching and Excavation regulations and requirements.

3.02 UNCLASSIFIED EXCAVATION

- A. Excavation is unclassified. Complete all excavation regardless of the type, nature or condition of the materials encountered.

3.03 TRENCH WIDTH

- A. Minimum width of Trenches:
 - 1) Single Pipes, Conduits, Direct-Buried Cables, and Duct Banks:
 - a. Less than 4-inch Outside Diameter or Width: 18 inches.
 - b. Greater than 4-inch Outside Diameter or Width: 18 inches greater than outside diameter or width of pipe, conduit, direct-buried cable, or duct bank.
 - 2) Multiple Pipes, Conduits, Cables, or Duct Banks in Single Trench: 18 inches greater than aggregate width of pipes, conduits, cables, duct banks, plus space between.
- B. B. Maximum Trench Width: Unlimited, or unless excess width will cause damage to existing facilities, adjacent property, or completed Work.

3.04 STOCKPILING EXCAVATED MATERIAL

- A. Stockpile excavated material that is suitable for use as fill or back fill until material is needed.
- B. Confine stockpiles to within easements, rights-of-way, and approved work areas. Do not obstruct roads or streets.
- C. Do not stockpile excavated materials near or over existing facilities, adjacent property, or completed Work, if weight or stockpiled material could induce excessive settlement.
- D. Dispose of debris resulting from removal of organic matter, trash, refuse, and junk.

SECTION 31 23 23 FILL AND BACKFILL

PART 1 GENERAL

1.01 REFERENCES

- B. The following is a list of standards which may be referenced in this section:
- 1) ASTM International (ASTM):
 - a. C117, Standard Test Method for Materials Finer Than 75-Micrometers (No. 200) Sieve in Mineral Aggregates by Washing.
 - b. C136, Standard Method for Sieve Analysis of Fine and Coarse Aggregates.
 - c. D75, Standard Practice for Sampling Aggregates.
 - d. D698, Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lbf/ft³ (600 kN-m/m³)).
 - e. D1556, Standard Test Method for density and Unit Weight of Soil in Place by the Sand-Cone Method.
 - f. D1557, test Method for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft³ (2,700kN-m/m³)).
 - g. D4253, Standard Test Methods for Maximum Index Density and Unit Weight of Soils Using a Vibratory Table.
 - h. D4254, Standard Test Method for Minimum Index Density and Unit Weight of Soils and Calculation of Relative Density.
 - i. D6938, Standard Test Methods for In-Place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods (Shallow Depth).

1.02 DEFINITIONS

- A. Relative Compaction:
- 1) Ratio, in percent, of as-compacted field dry density to laboratory maximum dry
 - 2) Density as determined in accordance with ASTM D1557.
 - 3) Apply corrections for oversize material to either as-compacted field dry density or maximum dry density.
- B. Optimum Moisture Content:
- 1) Determined in accordance with ASTM Standard specified to determine Maximum dry density for relative compaction.
 - 2) Determine field moisture content on basis of fraction passing 3/4-inch sieve.
- C. Prepared Ground Surface: Ground surface after completion of required demolition, clearing and grubbing, scalping of sod, stripping of topsoil, excavation to grade, and subgrade preparation.
- D. Completed Course: A course or layer that is ready for next layer or next phase of Work.
- E. Lift: Loose (uncompacted) layer of material.
- F. Well-Graded:
- 1) A mixture of particle sizes with no specific concentration or lack thereof of one or more sizes.
 - 2) Does not define numerical value that must be placed on coefficient of uniformity, coefficient of curvature, or other specific grain size distribution parameters.
 - 3) Used to define material type that, when compacted, produces a strong and relatively incompressible soil mass free from detrimental voids.

- G. Influence Area; Areas within planes slope downward and outward at 60-degree angle from horizontal measured from:
 - 1) 1 foot outside outermost edge at base of foundations or slabs.
 - 2) 1 foot outside outermost edge at surface of roadways or shoulder.
 - 3) 0.5 foot outside exterior at spring line of pipes or culverts.
 - H. Borrow Material: Material from required excavations or from designated borrow areas on or near Site.
 - I. Selected Backfill Material: Materials available onsite that COA determines to be suitable for specified use.
 - J. Imported Material: Materials obtained from sources offsite, suitable for specified use.
 - K. Structural Fill: Fill materials as required under structures, pavements, and other facilities.
 - L. Embankment Material: Fill materials required to raise existing grade in areas other than under structures.
- 1.03 QUALITY ASSURANCE
- A. Notify COA when:
 - 1) Soft or loose sub grade materials are encountered.
 - 2) Fill material appears to be deviating from Specifications.

PART 2 PRODUCTS

2.01 EARTHFILL

- A. Excavated material from required open cut excavations free from rocks larger than 3 inches, from roots and other organic matter, ashes, cinders, trash, debris, and other deleterious materials.

2.02 GRANULAR FILL

- A. Sand or sand with silt classified as SP or SP-SM in accordance with the Unified Soil Classification System (ASTM D2487),

2.03 WATER FOR MOISTURE CONDITIONING

- A. Free of hazardous or toxic contaminants, or contaminants deleterious to proper compaction.

PART 3 EXECUTION

3.01 GENERAL

- A. Keep placement surfaces free of water, debris, and foreign material during placement and compaction of fill and backfill materials.
- B. Place and spread fill and backfill materials in horizontal lifts of uniform thickness, in a manner that avoids segregation, and compact each lift to specified densities prior to placing succeeding lifts. Slope lifts only where necessary to conform to final grades or as necessary to keep placement surfaces drained of water.
- C. If pipe, conduit, duct bank, or cable is to be laid within fill or backfill:
 - 1) Fill or backfill to an elevation 2 feet above top of item to be laid.
 - 2) Excavate trench for installation of item.
 - 3) Install bedding, if applicable, as specified in Section 31 23 23.15, Trench Backfill.
 - 4) Install item.
 - 5) Backfill envelope zone and remaining trench, as specified in Section 31 23 23.15, Trench Backfill, before resuming filling or backfilling specified in this section.
- D. Tolerances:
 - 1) Grade to establish and maintain slopes and drainage.
- E. Settlement: correct and repair any subsequent damage to structures, pavements, curbs, slabs, piping, and other facilities, caused by settlement of fill or backfill material.

3.02 FILL

A. Outside Influence Areas beneath Pavements, Curbs, Slabs, and Piping:

- 1) Allow for 4-inch thickness of topsoil.
- 2) Maximum 6-inch thick lifts.
- 3) Place and compact fill across full width of embankment.
- 4) Compact to minimum 95 percent relative compaction as determined in accordance with ASTM D1557
- 5) Dress completed embankment with allowance for topsoil, crest surfacing, and slope protection, where applicable.

SECTION 31 23 23.15 TRENCH BACKFILL

PART 1 GENERAL

1.01 REFERENCES

- A. The following is a list of standards which may be referenced in this section:
- 1) American Public Works Association (APWA): Uniform Color Code.
 - 2) ASTM International (ASTM):
 - a. C33/C33M, Standard Specification for Concrete Aggregates.
 - b. C94/C94M, Standard Specification for Ready-Mixed Concrete.
 - c. C117, Standard test Method for Materials Fine than 75 Micrometer (No.200) Sieve in Mineral Aggregates by Washing.
 - d. C136, Standard test Method for Sieve Analysis of Fine and Coarse Aggregates.
 - e. C150/C150M, Standard Specification for Portland Cement.
 - f. C618, Standard Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for use in Concrete.
 - g. C1012/C1012M. Standard test Method for Length Change of Hydraulic-Cement Mortars Exposed to a Sulfate Solution.
 - h. D698, Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft-lbf/ft³ (600kNm/m³)).
 - i. D1140, Standard Test Methods for Amount of Material in Soils Finer than No. 200 (75 micrometer) Sieve.
 - j. D1557, Standard Test Methods for Laboratory Compaction Characteristics of Soil using Modified Effort (56,000 ft-lbf/ft³ (2,700 kN-m/m³)).
 - k. D2487, Standard Practice for Classification of Soils for Engineering Purposes (Unified Soil Classification System).
 - l. D4253, Standard Test Methods for Maximum Index Density and Unit Weight of Soils Using a Vibratory Table.
 - m. D4254, Standard Test Methods for Minimum Index Density and Unit Weight of Soils and Calculation of relative Density.
 - n. D4318, Standard Test Methods for Liquid Limit, Plastic Limit, and Plasticity Index of Soils.
 - o. D4832, Standard Test Method for Preparation and Testing of Controlled Low Strength Material (CLSM) Test Cylinders.
 - 3) National Electrical Manufacturers Association (NEMA): Z535.1, safety Colors.

1.02 DEFINITIONS

- A. Bedding Material: Granular material upon which pipes, conduits, cables, or duct banks are placed.
- B. Imported Material: Material obtained by CONTRACTOR from source(s) offsite.
- C. Lift: Loose (uncompacted) layer of material.
- D. Pipe Zone: Backfill zone that includes full trench width and extends from prepared trench bottom to an upper limit above top outside surface of pipe, conduit, cable or duct bank.
- E. Prepared Trench Bottom: Graded trench bottom after excavation and installation of stabilization material, if required, but before installation of bedding material.
- F. Relative Compaction: The ratio, in percent, of the as-compacted field dry density to the laboratory maximum dry density as determined by ASTM D1557. Corrections for

oversize material may be applied to either as-compacted field dry density or maximum dry density, as determined by COA.

- G. Selected Backfill Material: Material available onsite that COA determines to be suitable for specific use.
- H. Well-Graded: A mixture of particle sizes that has no specific concentration or lack thereof of one or more sizes producing a material type that, when compacted, produces a strong and relatively incompressible soil mass free from detrimental voids. Satisfying both of the following requirements, as defines in ASTM D2487:
 - 1) Coefficient of Curvature: Greater than or equal to 1 and less than or equal to 3.
 - 2) Coefficient of Uniformity: Greater than or equal to 4 for materials classified as
 - 3) Gravel, and greater than or equal to 6 for materials classified as sand.

1.03 SUBMITTALS

- A. Action Submittals:
 - 1) Shop Drawings: Manufacturer's descriptive literature for marking tapes.
- B. Informational Submittals:
 - 1) Certified Gradation Analysis: Submit not less than 30 days prior to delivery for imported materials or anticipated use for excavated materials, except for trench stabilization material that will be submitted prior to material delivery to Site.

PART 2 PRODUCTS

2.01 MARKING TAPE

- A. Nondetectable:
 - 1) Inert polyethylene, impervious to known alkalis, acids, chemical reagents, and solvents likely to be encountered in soil .
 - 2) Thickness Minimum 5 mils.
 - 3) Width: 6 inches.
 - 4) Identifying Lettering: Minimum 1-inch high, permanent black lettering imprinted Continuously over entire length.
 - 5) Manufacturers and Products:
 - a. Reef Industries; terra Tape.
 - b. Mutual Industries; Non-detectable Tape.
 - c. Presco; Non-detectable Tape.
 - d. or COA approved equal.
- B. Detectable:
 - 1) Solid aluminum foil, visible on unprinted side, encased in protective high visibility, inert polyethylene plastic jacket.
 - 2) Foil Thickness: Minimum 0.35 mils.
 - 3) Laminate Thickness: Minimum 5 mils.
 - 4) Width: 6 inches.
 - 5) Identifying Lettering: Minimum 1-inch high, permanent black lettering imprinted continuously over entire length.
 - 6) Joining Clips: Tin or nickel-coated furnished by tape manufacturer.
 - 7) Manufacturers and Products:
 - a. Reef Industries; Terra Tape. Sentry Line Detectable.
 - b. Mutual Industries; Detectable Tape.
 - c. Presco; Detectable Tape.
 - d. or COA approved equal.
- C. Color: In accordance with APWA Uniform Color Code.

Color	Facility
Red	Electric Power Lines. Cables, conduit, and lightening cables
Orange	Communicating alarm or signal lines, cables, or conduit
Yellow	Gas, oil, steam, petroleum, or gaseous materials
Green	Sewers and drain lines
Blue	Potable water
Purple	Reclaimed water, irrigation, and slurry lines

*As specified in NEMA Z535.1, Safety Color Code

2.02 TRENCH STABILIZATION MATERIAL

A. Granular Fill: As specified in Section 31 23 23, Fill and Backfill.

2.03 BEDDING MATERIAL AND PIPE ZONE MATERIAL

A. Granular Fill: As specified in Section 31 23 23, Fill and Backfill.

2.04 EARTH BACKFILL

A. Earthfill: As specified in Section 31 23 23, Fill and Backfill.

2.05 CONTROLLED LOW STRENGTH MATERIAL (CLSM)

A. Select and proportion ingredients to obtain compressive strength between 50 psi and 150 psi at 28 days in accordance with ASTM D4832.

B. Materials:

- 1) Cement: ASTM C150/C150M, Type I or Type II.
- 2) Aggregate: ASTM C33/C33M, Size 7.
- 3) Fly Ash (Pozzolan): Class F fly ash in accordance with ASTM C618, except as modified herein:
 - a. ASTM C618, Table 1, Loss on Ignition: Unless permitted otherwise, maximum 3 percent.
- 4) Water: Clean, potable, containing less than 500 ppm of chlorides.

PART 3 EXECUTION

3.01 TRENCH PREPARATION

A. Water Control:

- 1) Dewater; as needed.
- 2) Remove water in a manner that minimizes soil erosion from trench sides and bottom.
- 3) Provide continuous water control until trench backfill is complete.

B. Remove foreign material and backfill contaminated with foreign material that falls into trench.

3.02 TRENCH BOTTOM

A. Firm Subgrade: Grade with hand tools, remove loose and disturbed material, and trim off high areas and ridges left by excavating bucket teeth. Allow space for bedding material if shown or specified.

B. Soft Subgrade: If subgrade is encountered that may require removal to prevent pipe settlement, notify COA. COA will determine depth of overexcavation, if any required.

3.03 TRENCH STABILIZATION MATERIAL INSTALLATION

A. Rebuild trench bottom with trench stabilization material.

B. Place material over full width of trench in 6-inch lifts to required grade, providing allowance for bedding thickness.

C. Compact each lift so as to provide a firm, unyielding support for the bedding material prior to placing succeeding lifts.

3.04 BEDDING

- A. Furnish imported bedding material where, in the opinion of COA, excavated material is unsuitable for bedding or insufficient in quantity.
 - B. Place over full width of prepared trench bottom in two equal lifts when required depth exceeds 8 inches.
 - C. Hand grade and compact each lift to provide a firm, unyielding surface.
 - D. Minimum Thickness:
 - 1) Piping: 4 inches.
 - 2) Conduit: 3 inches.
 - 3) Direct-Buried Cable: 3 inches.
 - 4) Duct Banks: 3 inches.
 - E. Check grade and correct irregularities in bedding material. Loosen top 1 inch to 2 inches of compacted bedded material with a rake or by other means to provide a cushion before laying each section of pipe, conduit, direct-buried cable, or duct bank.
 - F. Install to form continuous and uniform support except at bell holes, if applicable, or minor disturbances, resulting from removal of lifting tackle.
 - G. Bell or Coupling Holes: Excavate in bedding at each joint to permit proper assembly and inspection of joint and to provide uniform bearing along barrel of pipe or conduit.
- 3.05 BACKFILL PIPE ZONE
- A. Upper limit of pipe zone shall not be less than following:
 - 1) Pipe: 12 inches.
 - 2) Conduit: 3 inches.
 - 3) Direct-Buried Cable: 3 inches.
 - 4) Duct Bank: 3 inches.
 - B. Restrain pipe, conduit, cables, and duct banks as necessary to prevent their movement during backfill operation.
 - C. Place material simultaneously in lifts on both sides of pipe and, if applicable, between pipes, conduit, cables, and duct banks installed in same trench.
 - 1) Pipe 10-inch and Smaller Diameter: First lift less than or equal to $\frac{1}{2}$ pipe diameter.
 - D. Thoroughly tamp each lift, including area under haunches, with handheld tamping bars supplemented by "walking in" and slicing material under haunches with a shovel to ensure voids are completely filled before placing each succeeding lift.
 - E. After the full depth of the pipe zone material has been placed as specified, compact the material by a minimum of three passes with a vibratory plate compactor only over the area between the sides of the pipe and the trench walls. Compact the material at least 95 percent relative compaction as determined by ASTM D1557.
 - F. Do not use power-driven impact compactors to compact pipe zone material.
- 3.06 MARKING TAPE INSTALLATION
- A. Continuously install marking tape along centerline of buried piping, on top of last lift of pipe zone material.
 - 1) Detectable Marking Tape: Install with nonmetallic piping and waterlines.
 - 2) Nondetectable Marking Tape: Install with metallic piping.
- 3.07 BACKFILL ABOVE PIPE ZONE
- A. General:
 - 1) Process excavated material to meet specified gradation requirements.
 - 2) Adjust moisture content as necessary to obtain specified compaction.

- 3) Do not allow backfill to free fall into trench or allow heavy, sharp pieces of material to be placed as backfill until after at least 2 feet of backfill has been provided over top of pipe.
 - 4) Do not use power driven impact type compactors for compaction until at least 4 feet of backfill are placed over top of pipe.
 - 5) Backfill to grade with proper allowances for topsoil, crushed rock surfacing, and pavement thicknesses, wherever applicable.
- B. Backfill:
- 1) Backfill for Areas Outside of Facilities: Backfill trench above pipe zone with earth backfill in lifts not exceeding thickness of 6 inches. Mechanically compact each lift to a minimum of 95 percent relative compaction as determined by ASTM D1557 prior to placing succeeding lifts.
 - 2) Backfill for Areas under and Around Facilities: Backfill trench above pipe zone with granular fill in lifts not to exceed 6 inches. Compact each lift to a minimum of 95 percent relative compaction as determined by ASTM D1557 prior to placing succeeding lifts.
- 3.08 REPLACEMENT OF TOPSOIL
- A. Replace topsoil in top 4 inches of backfilled trench.
 - B. Maintain finished grade of topsoil even with adjacent area and grade as necessary to restore drainage.
- 3.09 MAINTENANCE OF TRENCH BACKFILL
- A. After each section of trench is backfilled, maintain surface of backfilled trench even with adjacent ground surface until final surface restoration is completed.
 - B. Topsoil: Add topsoil where applicable and as necessary to maintain surface of backfilled trench level with adjacent ground surface.
 - C. Other Areas: Add excavated material where applicable and keep surface of backfilled trench level with adjacent ground surface.
- 3.10 SETTLEMENT OF BACKFILL
- A. Settlement of Trench backfill, or of fill, or facilities constructed over trench backfill will be considered as a result of defective compaction of trench backfill.

SECTION 33 05 23.13
UTILITY HORIZONTAL DIRECTIONAL DRILLING

PART 1 GENERAL

1.01 REFERENCES

- A. The following is a list of standards which may be referenced in this section:
- 1) American Society for Testing and Materials (ASTM).
 - a. D638, Test Method for Tensile Properties of Plastics.
 - b. D1248, Specification for Polyethylene Plastics Extrusion Materials for Wire and Cable.
 - c. D1599, Test Method for Short Time Hydraulic Failure Pressure of plastic Pipe, Tubing and Fittings.
 - d. D3350, Specification for Polyethylene plastic Pipe and Fittings Materials.
 - e. F477, Specification for Elastomeric Deals (Gaskets) for Joining Plastic Pipe.
 - f. F714, Standard Specification for Polyethylene Pipe Based on Outside Diameter.

1.02 SUBMITTALS

- A. Shop Drawings:
- 1) Certifications for pipe and drilling fluid.
 - a. Include additives and other expandable materials proposed for use.
 - b. Material Safety Data Sheets (MSDSs) on each material.
 - 2) Description of operation of the equipment to maintain and monitor pipe accuracy.
 - 3) Description of reaming and pull-back operation.

1.03 QUALITY ASSURANCE

- A. Minimum Qualifications:
- 1) A minimum of 3 mini-horizontal directional drilling projects or a total of 500 feet completed in the past 5 years.
 - 2) Provide a list of references to the COA for projects of similar nature.
 - 3) Provide key personnel with a least three years' experience in mini-horizontal directional drilling and associated pipe installation.

PART 2 PRODUCTS

2.01 DRILLING MACHINE

- A. Steerable, fluid-assisted, mechanical cutting machine with the drill head located to allow for steering corrections during boring operations.
- B. Complete with locating system, reaming assembly and pull-back operation, and control and measurement of drilling fluid.
- C. Provide tracking system for installation.

2.02 DRILLING FLUID

- A. Potable, clean water, suitable for drinking. Water should not contain excessive amounts of minerals or salts. If only hard water is available, treat with soda ash using 0.6 to 2.4 grams per liter of water.
- B. Water mixed with bentonite and/or polymer.
- C. Fluid flow rate: Variable to 10 gpm.
- D. Fluid Pressure:
- 1) Maximum Pressure: 100 psi.

- 2.03 DRILL HEAD
 - A. Sized and shaped for compaction or cutting, and steering, depending on soil conditions.
 - B. Openings for fluid flow.
- 2.04 REAMING ASSEMBLY
 - A. Complete with circular cutters, compactors and swivels.
 - B. Two swivels, one between the cutter and compactor and one between the compactor and product pipe gripper. The swivel should be in good condition and sized to be compatible with the torsional resistance of the product pipe.
- 2.05 PULLERS
 - A. Use pulling-eye type grippers or adapters for HDPE or PVC pipe.
 - B. Use basket-type grippers for direct burial cable and inner duct.
 - C. Use internal stiffeners for hollow plastic pipes when pulling with external-type pulling eye or basket grippers.
- 2.06 HDPE PIPE AND FITTINGS
 - A. Polyethylene Encasement:
 - 1) Virgin polyethylene raw material conforming to requirements of ASTM D4976.
 - 2) Elongation: 800 percent minimum, in machine and transverse direction (ASTM D882).
 - 3) Tensile Strength: 3,600 psi, minimum,
 - 4) Dielectric Strength: 800V per mil-thickness, minimum.
 - 5) Propagation Tear Resistance: 2,550-gram force (gf), minimum, in machine and transverse direction (ASTM D1922).
 - 6) Tube Form: Conform to AWWA C105/A21.5.
 - 7) Film: 0.008-inch (8 mil) thick, minimum.
 - 8) Number of Film Layers: Two.

PART 3 EXECUTION

- 3.01 SURFACE INVESTIGATION
 - A. Coordinate site access and areas for rig set-up, staging and pipe fabrication with the COA. The rig working area should be level, firm and suitable for the movement of Rubber-tired vehicles.
 - B. Locate surface obstructions that may interfere with the use of walk-over location systems and overhead wire lines that may be hazardous and/or interfere with construction.
- 3.02 SUBSERVICE INVESTIGATION
 - A. Identifying Existing Utilities:
 - 1) Where available, use a local utility locating service familiar with the area to mark and locate existing utilities.
 - 2) Locate and mark existing utilities 20 feet on either side of the bore path.
 - 3) The location and type of underground facility should be marked by the utility COA or their representative by color coded paint, flags, stakes or similar means.
 - 4) Color coding of existing utilities should be as follows:

<u>Utility</u>	<u>Color</u>
Communications	Orange
Power	Red
Natural Gas	Yellow
Sewer	Green
Water	Blue
Other (Identify)	White

- B. Identify and notify other utilities that do not subscribe to the local utility locating service, or all major utilities, if a local utility locating service is not available.
- 3.03 POSITIONING THE DRILL RIG
- A. Position drill rig to achieve a minimum cover at the required entry point.
 - B. The entry angle shall be between 5 and 20 degrees. Entry angles above or below this range are not allowed without the approval of the COA.
 - C. Anchor the drill rig with power stake-down augers or similar approved methods.
- 3.04 BORING AND REAMING
- A. Bore and ream hole in a single pass.
 - B. Pre-ream hole if necessary to reduce pullback force and torque required to accommodate the pipe installation.
 - C. Bore and ream to produce a borehole at least 50 percent larger than the outside diameter of the pipe to be installed.
 - D. Accuracy:
 - 1) Depth: plus or minus 5 percent or 1 foot, whichever is less.
 - 2) Horizontal alignment: Plus or minus 1 foot.
 - 3) Tolerance window: the bore pipe shall exit within a 3 foot by 3 foot window surrounding the proposed exit point.
 - E. Limit steering corrections to be greater than 800 times the bore pipe diameter.
- 3.05 LOCATING
- A. Use a walk-over surface locating system consisting of a down hole transmitter, or sonde, located inside the drill head housing, and an electric receiver unit to determine the location and depth of the drill head.
 - B. Take locator readings at 10-foot intervals for straight bores where there are no known utilities or obstructions. Where other utilities or obstructions exist, take readings every 5 feet.
- 3.06 INSTALLATION OF HDPE PIPE AND FITTINGS
- A. General:
 - 1) Install polyethylene pipe in conformance with pipe manufacturer's recommendations.
 - 2) Joining: Butt-fuse pipes and fittings in accordance with pipe manufacturer's recommendation. Depending on Site conditions, perform butt-fusion joining in or outside of excavation.
 - 3) Polyethylene Encasement:
 - a. Encase all buried joints that contain metal backup rings, bolts, etc.
 - b. Cut polyethylene tube approximately 2 feet beyond all metal joints parts.
 - c. Slip tube around pipe and joint, centering on the joint.
 - d. Pull encasement to take out slack and wrap snug around pipe.
 - e. Secure overlap in place and fold at quarter points of pipe length.
 - f. Wrap and tape encasement snug around fittings and valves.
 - B. Pull pipe or conduit in one continuous motion, without pause, until pipe or conduit extends a sufficient distance beyond exit and entrance points to allow for proper connection.
 - C. Cables shall not be pulled. Contain cables inside pipe or conduit during pulling operations or carefully place cables inside conduit or pipe after pipe has been placed.
 - D. When a basket grip is used, cover the end of the conduit to prevent intrusion of soil and water into the conduit.
- 3.07 CLEANUP

- A. Immediately clean and dispose of drilling fluid that has migrated or spilled.
- B. Backfill any excavations in accordance with Section 31 23 23.15, Trench backfill.

****** END OF SECTION ******

NOTE: COA will furnish ONLY 2", 4", & 6" elbows, transformer pads, and pull boxes for the sizes shown above; Contractor to provide all other items required to complete the installation of the electrical conduits into transformer, switchgears and pull boxes.

Exhibit B
Page 1 of 3

BASE BID FORM
RFB 2017-02

Provide bid costs for each item listed below. Bidder is directed to include all costs to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work. Contractor shall provide a Unit Price Bid in the format shown below. This price structure includes all materials, labor & equipment to install electrical conduit base on the following:

Mobilization/Demobilization:

MOBILIZATION AND DEMOBILIZATION: \$ 1,000.00 /EA

Directional Bore Method:

2" HDPE ELECTRICAL CONDUIT: \$ 10.00 /LF

4" HDPE ELECTRICAL CONDUIT: \$ 12.50 /LF

6" HDPE ELECTRICAL CONDUIT: \$ 25.00 /LF

2" & 4" HDPE ELECTRICAL CONDUIT: \$ 35.00 /LF

4" & 6" HDPE ELECTRICAL CONDUIT: \$ 50.00 /LF

Open Cut Method:

2" Sch.- 40 PVC ELECTRICAL CONDUIT: \$ 15.00 /LF

4" Sch.- 40 PVC ELECTRICAL CONDUIT: \$ 12.00 /LF

6" Sch.- 40 PVC ELECTRICAL CONDUIT: \$ 25.00 /LF

2" & 4" Sch. 40 PVC ELECTRICAL CONDUIT: \$ 35.00 /LF

4" & 6" Sch. 40 PVC ELECTRICAL CONDUIT: \$ 50.00 /LF

Pull Box Installation: (PVC, Concrete, Fiberglass)

Pull Box Sizes: (12"x16.5") (22.5"x14.5") (48" x 30"): \$ 750.00 /EA

Exhibit B
Page 2 of 3

Pull Box Installation: (Concrete)

Pull Box Sizes: (88" x 58" x 36")

\$ 5,500.00 /EA

SAMPLE CITY PROJECT

Provide bid costs for each item listed below. The total cost of this project is the sum of the bids for each items listed below and the unit pricing from the Base Bid above. Bidder is directed to include all costs to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work.

1. Total cost for Directional Bore two (2) 2" HDPE from SG-1 to Transformer T-1 to T-5;

(1,780 LF x \$ 20.00 /LF) = \$ 35,600.00 lump sum

2. Total cost for Directional Bore 2" HDPE from FTC-2 to T-6:

(125 LF x \$ 10.00 /LF) = \$ 1,250.00 lump sum

3. Total cost for Directional Bore 2" HDPE from transformer T-7 to T-8; T-8 to NW 59th Avenue:

(375 LF x \$ 10.00 /LF) = \$ 3,750.00 lump sum

4. Total cost for Directional Bore two (2) 4" HDPE from SG-1 to T-5; w/(5) pull boxes:

5 EA x 750.00
(1,780 LF x \$ 25.00 /LF) = \$ 48,250.00 lump sum

5. Total cost for Directional Bore 4" HDPE from T-5 to FTC-2; w/(1) pull box:
(Note: FTC-2 to be replaced with PME 9 Switchgear)

1 EA x 750.00
(625 LF x \$ 12.50 /LF) = \$ 8,562.50 lump sum

6. Total cost for Directional Bore 6" HDPE from FTC-2 to NW 59th Ave; w/(1) pull box:

1 EA x 750.00
(800 LF x \$ 25.00 /LF) = \$ 20,750.00 lump sum

7. Total Cost for Open Cut 2" SCH-40 from FTC-2 to T-6:

(125 LF x \$ 15.00 /LF) = \$ 1,875.00 lump sum

8. Total Cost for Open Cut 4" SCH-40 PVC from T-5 to FTC-2; w/(1) pull box:

(Note: FTC-2 to be replaced with PME 9 Switchgear)

1 EA x 750.00

(625 LF x \$ 12.00 /LF) = \$ 8,250.00 lump sum

9. Total cost for Open Cut two (2) 4" HDPE from SG-1 to T-5; w/(5) pull boxes:

5 EA x 756.00

(1,780 LF x \$ 24.00 /LF) = \$ 46,470.00 lump sum

10. Mobilization and Demobilization: \$ 1,000.00 lump sum

TOTAL COST: (sum Items 1-10): \$ 175,757.50 lump sum

Addenda

Bidder shall indicate the number and date of all addenda received for this bid.

Addenda No.	Date
1, 1	FEB 7, 2017 FEB 8 2017
2, 2	FEB 8, 2017 FEB 13, 2017
3	FEB 13, 2017

Authorized Signature

Name of Firm:

GENERAL Underground, LLC

Name of Authorized

Representative:

CHRIS BROWN

Title of Authorized

Representative:

Operating Manager

Signature of Authorized

Representative:

CB

NOTE: List all substitutions, alternates, or exceptions to the requirements of the Bid Documents in your bid.

Include the following with your bid.

- All forms in the project Bid Documents
- Copy of insurance certificates demonstrating compliance with the Insurance Requirements section of the Bid Documents.
- Copy of Form W-9

EXHIBIT C

Page 1 of 3

CITY OF ALACHUA WORK ORDER

WORK ORDER NO.: _____ (For tracking purposes only, to be assigned by CONTRACTOR after execution).

PURCHASE ORDER NO.: _____ (For billing purposes only, to be assigned by COA after execution.)

PROJECT NAME: _____

COA: CITY OF ALACHUA, a municipality in Alachua County Florida

PROJECT MANAGER: _____

CONTRACTOR: _____

CONTRACTOR'S ADDRESS: _____

Execution of the Work Order by COA shall serve as authorization for CONTRACTOR to provide for the above project pursuant to that certain Contract dated _____, 2017, between COA and CONTRACTOR and further delineated in the specifications and unit prices stated in the following listed documents which are attached hereto and made a part hereof, as Exhibit 1.

ATTACHMENTS (Check all that apply):

- ☐ DRAWINGS/PLANS/SPECIFICATIONS
- ☐ DETAILED COST BY UNIT PRICE
- ☐ SPECIAL CONDITIONS
- ☐ _____

The CONTRACTOR shall provide work pursuant to this Work Order, its attachments and the above-referenced Agreement, which is incorporated herein by reference as if it had been set out in its entirety. Whenever this Work Order conflicts with the Contract, the Contract shall prevail.

TIME FOR COMPLETION: The work authorized by this Work Order shall be commenced upon receipt of a Purchase Order by CONTRACTOR and shall be completed by 4p.m. on _____.

METHOD OF COMPENSATION:

- (a) This Work Order is issued on a:
- ☐ Lump Sum Basis
 - ☐ Unit Price Basis with a Not-to-Exceed amount

EXHIBIT C

Page 2 of 3

(b) If the compensation is based on a "Lump Sum Basis," CONTRACTOR shall perform all work required by this Work Order for the sum of _____ DOLLARS (\$_____). In no event shall CONTRACTOR be paid more than the "Lump Sum Fee" Amount.

(c) If the compensation is based on a "Unit Price Basis" with a "Not-to-Exceed" Amount, CONTRACTOR shall perform all work required by this Work Order for a sum not exceeding _____ DOLLARS (\$_____). CONTRACTOR compensation shall be based on the actual work required by this Work Order.

COA shall make payment to CONTRACTOR in strict accordance with the payment terms of the referenced Agreement.

It is expressly understood by CONTRACTOR that this Work Order, until executed by COA, does not authorize the performance of any services by CONTRACTOR and that COA, prior to its execution of the Work Order, reserves the right to authorize a party other than CONTRACTOR to perform the services called for under this Work Order.

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order effective as of the date the last signature is affixed.

(CONTRACTOR)

Witness

By: _____

Title: _____

Date: _____

CITY OF ALACHUA, FLORIDA

Witness

By: _____
Traci L. Gresham City Manager

Date: _____

Exhibit C

Page 3 of 3

EXHIBIT 1

Project: _____

Mobilization/Demobilization:

MOBILIZATION AND DEMOBILIZATION: \$ _____ /EA x _____ = \$ _____

Directional Bore Method:

2" HDPE ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

4" HDPE ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

6" HDPE ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

2" & 4" HDPE ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

4" & 6" HDPE ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

Open Cut Method:

2" Sch.- 40 PVC ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

4" Sch.- 40 PVC ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

6" Sch.- 40 PVC ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

2" & 4" Sch. 40 PVC ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

4" & 6" Sch. 40 PVC ELECTRICAL CONDUIT: \$ _____ /LF x _____ = \$ _____

Pull Box Installation: (PVC, Concrete, Fiberglass)

Pull Box Sizes: (12"x17") (23"x16") (48" x 30"): \$ _____ /EA x _____ = \$ _____

Pull Box Installation: (Concrete)

Pull Box Sizes: (48" x 72" x 40") \$ _____ /EA x _____ = \$ _____

TOTAL \$ _____

NOTE: COA will pay ONLY the cost of 2", 4", & 6" elbows, transformer pads, and pull boxes of the sizes shown above; CONTRACTOR to provide all other items required to complete the installation of the electrical conduits to transformer, switchgears and pull boxes.

Exhibit D

Page 1 of 2

CHANGE ORDER

CITY OF ALACHUA
CHANGE ORDER # _____

PURCHASE ORDER NO.: _____

PROJECT NAME: _____

CITY: City of Alachua, a municipality in Alachua County Florida

PROJECT MANAGER: _____

CONTRACTOR: _____

CONTRACTOR'S ADDRESS: _____

Street Address

City/State/Zip

Execution of this Change Order by CITY shall serve as authorization for the CONTRACTOR to provide additional work and/or to change performance date(s) for the above project, as set out in the changed Scope of Work or completion date attached as Exhibit "1" hereto and further delineated in the specifications, conditions, requirements or justification for change of completion date stated in the following listed documents which are attached hereto and made a part hereof.

ATTACHMENTS (Check all that apply):

- ☐ DETAILED CHANGED SCOPE OF WORK FOR PROJECT
- ☐ DRAWINGS/PLANS/SPECIFICATIONS
- ☐ CHANGE OF CONTRACT PERFORMANCE DATE(S)

CONTRACTOR shall provide said work pursuant to this Change Order and its attachments, which are incorporated herein. All other provisions of the Work Order shall continue in full force and effect.

TIME FOR COMPLETION: The work authorized by this Change Order shall be commenced upon receipt of an amended Purchase Order by CONTRACTOR and completed by 4 pm on _____.

METHOD OF COMPENSATION:

- (a) This Change Order is issued on a:
- ☐ Lump Sum Basis
 - ☐ Unit Price Basis with a Not-to-Exceed amount

(b) If the compensation is based on a "Lump Sum Basis," then CONTRACTOR shall perform all work required by this Change Order for the sum of _____ DOLLARS (\$ _____) within the allotted time. In no event shall CONTRACTOR be paid more than the "Lump Sum Fee" Amount.

Project :
Change Order # _____

Exhibit D

Page 2 of 2

(c) If the compensation is based on an "Unit Price Basis" with a "Not-to-Exceed" Amount, then CONTRACTOR shall perform all work required by this Change Order for a sum not exceeding _____ DOLLARS (\$____) within the allotted time. CONTRACTOR compensation shall be based on the actual work required.

CITY shall make payment to CONTRACTOR in strict accordance with the payment terms of the above-referenced Contract and this Change Order.

It is expressly understood by CONTRACTOR that this Change Order, until executed by CITY, does not authorize the performance of any work by CONTRACTOR and that CITY, prior to its execution of the Change Order, reserves the right to authorize a party other than CONTRACTOR to perform the work called for under this Change Order if it is determined that to do so is in the best interest of CITY.

IN WITNESS WHEREOF, the parties hereto have made and executed this Change Order on this ____ day of _____, 201__, for the purposes stated herein.

(CONTRACTOR)

Witness

By: _____

Title: _____

CITY OF ALACHUA, FLORIDA

Witness

By: _____
Traci L. Gresham, City Manager

Project :
Change Order # _____

EXHIBIT E

Page 1 of 3

INSURANCE REQUIREMENTS

1. Insurance

Except as otherwise specified in this contract, Contractor and any sub-contractors of any tier will be required at their own expense to maintain in effect at all times during the performance of the work insurance coverages with limits not less than those set forth below with insurers and under forms of policies satisfactory to COA. It shall be the responsibility of Contractor to maintain adequate insurance coverage and to assure that sub-contractors are adequately insured at all times. Failure of Contractor to maintain adequate coverage shall not relieve Contractor of any contractual responsibility or obligation.

The requirements specified herein as to types, limits and COA approval of insurance coverage to be maintained by Contractor and sub-contractors are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor and sub-contractors under this contract.

Any insurance carried by COA which may be applicable shall be deemed to be excess insurance and Contractor insurance primary for all purposes despite any conflicting provision in Contractor policies to the contrary.

For insurance purposes, the title of Ownership of materials furnished under this contract shall remain with Contractor until COA receives such materials at the specified destination.

1.1 Additional Insured

Upon award, all insurance coverages furnished under this contract, except for Workers Compensation and Employers Liability, shall include COA, officials, directors, partners, CONTRACTOR, agents and employees as additional insured with respect to the activities of Contractor and sub-contractors. These policies shall contain a "cross-liability" or "severability of interest" clause or endorsement. Notwithstanding any other provision of these policies, the insurance afforded shall apply separately to each insured, named insured or additional insured with respect to any claim, suit, or judgment made or brought by or for any other insured, named insured or additional insured as though a separate policy had been issued to each, except the insurer's liability shall not be increased beyond the amount or amounts for which the insurer would have been liable had only one insured been named. COA shall not by reason of their inclusion under these policies incur liability to the insurance carrier for payment of premium.

Exhibit E

Page 2 of 3

1.2 Waiver of Subrogation

Contractor and sub-contractors shall require their insurance carriers, with respect to all insurance policies, to waive all rights of subrogation against COA, officials, directors, partners, consultants, agents and employees.

COA shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of Contractor and/or sub-contractor providing such insurance.

1.3 Certificates of Insurance

The Certificate(s) of Insurance will be furnished by Contractor upon notice of award. It shall be completed by an authorized representative of insurer and presented to the Purchasing Division. The certificate shall be dated and show the following:

- 1.3.1 The name of the insurer, the effective and termination date, name of the insured Contractor and the policy number.
- 1.3.2 Statement that the insurer will mail notice to COA at least thirty (30) days prior to any material deviations or cancellations of the policy.
- 1.3.3 Shall include all deductibles and/or self insurance retentions for each line of insurance coverage.
- 1.3.4 The Certificate(s) of Insurance shall designate COA as additional insured as follows:

City of Alachua
Attention: Purchasing Division
15100 NW 142nd Terrace
Alachua, Florida 32615

2. Workers Compensation and Employers Liability

This insurance shall protect Contractor against all claims under applicable state workers compensation laws. The insured shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provision of a workers compensation law. The policy shall include an "all states" or "other states" endorsement.

- 2.1 The liability limits shall not be less than required by Florida Law.

<i>Insurance:</i>	<i>Description:</i>
Workers Compensation Employer Liability	Statutory \$1,000,000 each occurrence

Exhibit E

Page 3 of 3

3. Business Automobile Liability

This insurance shall be written in comprehensive form and shall protect Contractor and the additional insured against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned or hired.

3.1 The liability limits shall not be less than:

<i>Insurance:</i>	<i>Description:</i>
Bodily injury Property damage	\$1,000,000 combined single limit Each occurrence

4. Comprehensive General Liability

This insurance shall be an "occurrence" type policy written in comprehensive form and shall protect Contractor and the additional insured against all claims arising from bodily injury, sickness, disease or death of any person or damage to property of COA or others arising out of any act or omission of Contractor or his agents, employees or sub-contractors. This policy shall also include protection against claims insured by usual personal injury liability coverage and a "protective liability" endorsement to insure the contractual liability assumed by Contractor.

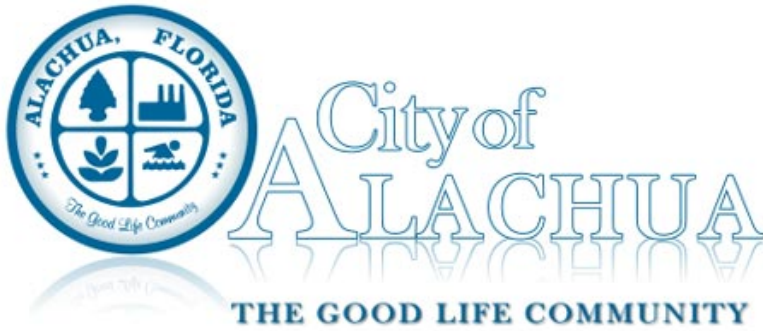
4.1 The liability limits shall not be less than:

<i>Insurance:</i>	<i>Description:</i>
Personal injury and Property damage	\$1,000,000 combined single limit each occurrence and \$1,000,000 aggregate

5. Umbrella Liability Policy

This insurance shall protect Contractor and the additional insured against all claims in excess of the limits provided under the employer liability, comprehensive automobile liability, and the comprehensive general liability policies. The liability limits of the umbrella liability policy shall not be less than \$1,000,000. The policy shall be an "occurrence" type policy.

**** END OF SECTION ****



Commission Agenda Item

MEETING DATE: 2/27/2017

SUBJECT: FY 2017 Compensation Plan Amendment

PREPARED BY: Casandra Sanjurjo, Human Resources Manager

RECOMMENDED ACTION:

Approve the amended FY 17 Compensation Plan as proposed.

Summary

It is periodically necessary to review our Compensation Plan to ensure efficient operations in meeting the needs of our citizens. To that end, it is proposed the replacement of the Accountant position with that of an Accounts Payable Specialist. The proposed compensation range is based on both local market research and maintaining internal equity and promoting internal mobility.

The proposed action is a modification to the Compensation Plan and does not represent an increase in full time equivalent (FTEs) positions in the City.

FINANCIAL IMPACT: No

BUDGETED: Yes

ATTACHMENTS:

Description

- ▢ Proposed FY17 Compensation Plan Amendment
- ▢ FY17 Compensation Plan Amendment Comparison

PROPOSED
Compensation Plan
Fiscal Year 2016 - 2017

<u>Position Title</u>	<u>FLSA Status</u>	<u>Minimum</u>	<u>Maximum</u>
Accounts Payable Specialist	Non-exempt	\$ 15.47	\$ 25.52
Administrative Services Manager	Exempt	\$ 52,530.00	\$ 70,599.27
Assistant City Manager	Exempt	\$ 83,298.92	\$ 112,023.38
Assistant Deputy City Clerk	Non-exempt	\$ 16.89	\$ 23.51
Assistant Finance Director	Exempt	\$ 48,000.00	\$ 76,020.37
Assistant Public Services Director	Exempt	\$ 55,075.60	\$ 84,162.52
Assistant Recreation Director	Non-exempt	\$ 21.41	\$ 30.80
Building Assistant I	Non-exempt	\$ 14.86	\$ 21.85
Building Assistant II	Non-exempt	\$ 15.54	\$ 23.75
Building Inspector I	Non-exempt	\$ 20.97	\$ 32.51
Building Inspector II	Non-exempt	\$ 22.70	\$ 33.99
Building Official	Exempt	\$ 52,047.77	\$ 79,993.73
Cashier/Customer Service Specialist I	Non-exempt	\$ 13.71	\$ 19.41
Cashier/Customer Service Specialist II	Non-exempt	\$ 14.75	\$ 20.54
Chief of Police	Exempt	\$ 78,472.47	\$ 110,626.08
City Manager	Exempt	\$ 135,327.79	\$ 237,784.40
Clerical Assistant	Non-exempt	\$ 10.79	\$ 16.04
Code Enforcement Officer	Non-exempt	\$ 22.57	\$ 35.12
Communications Operator I	Non-exempt	\$ 14.58	\$ 20.40
Communications Operator II	Non-exempt	\$ 15.67	\$ 22.92
Communications Operator Trainee	Non-exempt	\$ 13.89	\$ 15.28
Communications Supervisor	Non-exempt	\$ 16.78	\$ 26.35
Community Redevelopment Agency (CRA) Coordinator	Non-exempt	\$ 20.69	\$ 26.69
Compliance & Risk Management Director	Exempt	\$ 71,435.55	\$ 105,624.17
Compliance & Risk Management Specialist	Non-exempt	\$ 16.71	\$ 23.92
Deputy Chief of Police	Exempt	\$ 59,700.35	\$ 93,357.37
Deputy City Clerk	Exempt	\$ 47,500.00	\$ 74,661.94
Distribution/Collections Crew Leader	Non-exempt	\$ 17.66	\$ 26.91
Distribution/Collections Supervisor	Non-exempt	\$ 21.75	\$ 38.05
Distribution/Collections Technician	Non-exempt	\$ 15.41	\$ 24.57
Distribution/Collections Technician Apprentice	Non-exempt	\$ 12.17	\$ 19.49
Electric Line Crew Foreman	Non-exempt	\$ 25.67	\$ 38.20
Electric Line Worker Apprentice	Non-exempt	\$ 16.76	\$ 25.79
Electric Line Worker I	Non-exempt	\$ 22.91	\$ 28.25
Electric Line Worker II	Non-exempt	\$ 25.56	\$ 31.20
Electric Line Worker III	Non-exempt	\$ 30.06	\$ 37.60
Electric Line Worker Trainee	Non-exempt	\$ 13.45	\$ 19.25
Electric System Planner	Non-exempt	\$ 25.56	\$ 40.80
Electric System Supervisor	Exempt	\$ 57,869.15	\$ 90,433.55
Engineer	Exempt	\$ 49,230.07	\$ 67,813.08
Engineering Supervisor	Exempt	\$ 53,040.00	\$ 80,580.00
Engineering Technician	Non-exempt	\$ 15.61	\$ 25.32
Event Coordinator	Non-exempt	\$ 18.45	\$ 25.53
Executive Assistant	Non-exempt	\$ 17.99	\$ 24.91
Facilities Custodial Worker	Non-exempt	\$ 10.00	\$ 15.48

PROPOSED
Compensation Plan
Fiscal Year 2016 - 2017

<u>Position Title</u>	<u>FLSA Status</u>	<u>Minimum</u>	<u>Maximum</u>
Facilities Maintenance Manager	Non-exempt	\$ 22.49	\$ 34.95
Facilities Maintenance Supervisor	Non-exempt	\$ 19.56	\$ 30.39
Facilities Maintenance Technician	Non-exempt	\$ 12.35	\$ 19.23
Facilities Maintenance Worker	Non-exempt	\$ 10.15	\$ 15.49
Finance & Administrative Services Director	Exempt	\$ 67,840.39	\$ 105,624.17
Financial Management Analyst	Non-exempt	\$ 20.95	\$ 32.97
Grants Specialist	Non-exempt	\$ 19.73	\$ 31.06
Human Resources Generalist	Non-exempt	\$ 18.39	\$ 25.99
Human Resources Manager	Exempt	\$ 52,564.67	\$ 75,938.42
Information Technology Systems Manager	Exempt	\$ 62,583.19	\$ 92,380.31
Information Technology Technical Assistant	Non-exempt	\$ 19.28	\$ 25.65
Lead Engineering Technician	Non-exempt	\$ 21.06	\$ 32.15
Meter Reader I	Non-exempt	\$ 12.48	\$ 18.83
Meter Reader II	Non-exempt	\$ 15.10	\$ 22.92
Meter Reader Supervisor	Non-exempt	\$ 18.67	\$ 30.16
Parks & Recreation Director	Exempt	\$ 52,240.03	\$ 82,576.11
Planner	Exempt	\$ 48,000.00	\$ 74,361.99
Planning & Community Development Director	Exempt	\$ 65,935.66	\$ 100,092.76
Planning Assistant	Non-exempt	\$ 13.61	\$ 21.22
Planning Technician	Non-exempt	\$ 16.12	\$ 26.05
Police Lieutenant	Non-exempt	\$ 25.69	\$ 40.31
Police Officer I	Non-exempt	\$ 16.39	\$ 25.85
Police Officer II	Non-exempt	\$ 18.24	\$ 27.95
Police Officer III	Non-exempt	\$ 19.83	\$ 28.93
Police Records Specialist	Non-exempt	\$ 14.17	\$ 22.93
Police Sergeant	Non-exempt	\$ 23.08	\$ 36.60
Principal Planner	Exempt	\$ 54,643.81	\$ 84,360.03
Project Coordinator	Non-exempt	\$ 20.69	\$ 26.69
Public Services Director	Exempt	\$ 67,840.39	\$ 111,389.87
Public Services Technician	Non-exempt	\$ 13.31	\$ 21.30
Public Works Crew Leader	Non-exempt	\$ 16.09	\$ 24.64
Public Works Supervisor	Non-exempt	\$ 22.17	\$ 37.78
Public Works Technician I	Non-exempt	\$ 10.75	\$ 16.96
Public Works Technician II	Non-exempt	\$ 13.77	\$ 20.40
Purchasing Specialist	Non-exempt	\$ 15.90	\$ 23.40
Receptionist	Non-exempt	\$ 11.04	\$ 19.27
Recreation Assistant I	Non-exempt	\$ 10.15	\$ 15.49
Recreation Assistant II	Non-exempt	\$ 11.67	\$ 17.81
Safety Specialist	Non-exempt	\$ 19.90	\$ 34.14
Staff Assistant	Non-exempt	\$ 13.55	\$ 20.54
Utility Billing Staff Assistant	Non-exempt	\$ 15.12	\$ 23.44
Utility Billing Manager	Exempt	\$ 47,476.00	\$ 70,460.63
Utility Line Locator	Non-exempt	\$ 15.65	\$ 27.45
Warehouse Coordinator	Non-exempt	\$ 14.70	\$ 23.17
Wastewater System Supervisor	Non-exempt	\$ 23.90	\$ 38.95

PROPOSED
Compensation Plan
Fiscal Year 2016 - 2017

<u>Position Title</u>	<u>FLSA Status</u>	<u>Minimum</u>	<u>Maximum</u>
Wastewater Treatment Plant Operator Apprentice	Non-exempt	\$ 12.70	\$ 18.97
Wastewater Treatment Plant Operator I	Non-exempt	\$ 15.97	\$ 25.62
Wastewater Treatment Plant Operator II	Non-exempt	\$ 18.51	\$ 28.09
Wastewater Treatment Plant Operator III	Non-exempt	\$ 20.20	\$ 31.14
Water System Supervisor	Non-exempt	\$ 22.27	\$ 38.95
Water Treatment Plant Operator Apprentice	Non-exempt	\$ 12.80	\$ 18.94
Water Treatment Plant Operator I	Non-exempt	\$ 15.96	\$ 25.51
Water Treatment Plant Operator II	Non-exempt	\$ 18.14	\$ 28.09
Water Treatment Plant Operator III	Non-exempt	\$ 20.20	\$ 31.14
Water/Wastewater Instrument Technician	Non-exempt	\$ 17.45	\$ 27.58

COMPARISON
Compensation Plan
Fiscal Year 2016 - 2017

<u>Position Title</u>	<u>FLSA Status</u>	<u>Minimum</u>	<u>PROPOSED</u> <u>MIN</u>	<u>Maximum</u>	<u>PROPOSED</u> <u>MAX</u>
Accountant	Non-exempt	16.19		29.36	
Accounts Payable Specialist			\$ 15.47		\$ 25.52
Administrative Services Manager	Exempt	\$ 52,530.00		\$ 70,599.27	
Assistant City Manager	Exempt	\$ 83,298.92		\$ 112,023.38	
Assistant Deputy City Clerk	Non-exempt	\$ 16.89		\$ 23.51	
Assistant Finance Director	Exempt	\$ 48,000.00		\$ 76,020.37	
Assistant Public Services Director	Exempt	\$ 55,075.60		\$ 84,162.52	
Assistant Recreation Director	Non-exempt	\$ 21.41		\$ 30.80	
Building Assistant I	Non-exempt	\$ 14.86		\$ 21.85	
Building Assistant II	Non-exempt	\$ 15.54		\$ 23.75	
Building Inspector I	Non-exempt	\$ 20.97		\$ 32.51	
Building Inspector II	Non-exempt	\$ 22.70		\$ 33.99	
Building Official	Exempt	\$ 52,047.77		\$ 79,993.73	
Cashier/Customer Service Specialist I	Non-exempt	\$ 13.71		\$ 19.41	
Cashier/Customer Service Specialist II	Non-exempt	\$ 14.75		\$ 20.54	
Chief of Police	Exempt	\$ 78,472.47		\$ 110,626.08	
City Manager	Exempt	\$ 135,327.79		\$ 237,784.40	
Clerical Assistant	Non-exempt	\$ 10.79		\$ 16.04	
Code Enforcement Officer	Non-exempt	\$ 22.57		\$ 35.12	
Communications Operator I	Non-exempt	\$ 14.58		\$ 20.40	
Communications Operator II	Non-exempt	\$ 15.67		\$ 22.92	
Communications Operator Trainee	Non-exempt	\$ 13.89		\$ 15.28	
Communications Supervisor	Non-exempt	\$ 16.78		\$ 26.35	
Community Redevelopment Agency (CRA) Coordinator	Non-exempt	\$ 20.69		\$ 26.69	
Compliance & Risk Management Director	Exempt	\$ 71,435.55		\$ 105,624.17	
Compliance & Risk Management Specialist	Non-exempt	\$ 16.71		\$ 23.92	
Deputy Chief of Police	Exempt	\$ 59,700.35		\$ 93,357.37	
Deputy City Clerk	Exempt	\$ 47,500.00		\$ 74,661.94	
Distribution/Collections Crew Leader	Non-exempt	\$ 17.66		\$ 26.91	
Distribution/Collections Supervisor	Non-exempt	\$ 21.75		\$ 38.05	
Distribution/Collections Technician	Non-exempt	\$ 15.41		\$ 24.57	
Distribution/Collections Technician Apprentice	Non-exempt	\$ 12.17		\$ 19.49	
Electric Line Crew Foreman	Non-exempt	\$ 25.67		\$ 38.20	
Electric Line Worker Apprentice	Non-exempt	\$ 16.76		\$ 25.79	
Electric Line Worker I	Non-exempt	\$ 22.91		\$ 28.25	
Electric Line Worker II	Non-exempt	\$ 25.56		\$ 31.20	
Electric Line Worker III	Non-exempt	\$ 30.06		\$ 37.60	
Electric Line Worker Trainee	Non-exempt	\$ 13.45		\$ 19.25	
Electric System Planner	Non-exempt	\$ 25.56		\$ 40.80	
Electric System Supervisor	Exempt	\$ 57,869.15		\$ 90,433.55	
Engineer	Exempt	\$ 49,230.07		\$ 67,813.08	
Engineering Supervisor	Exempt	\$ 53,040.00		\$ 80,580.00	
Engineering Technician	Non-exempt	\$ 15.61		\$ 25.32	
Event Coordinator	Non-exempt	\$ 18.45		\$ 25.53	
Executive Assistant	Non-exempt	\$ 17.99		\$ 24.91	
Facilities Custodial Worker	Non-exempt	\$ 10.00		\$ 15.48	
Facilities Maintenance Manager	Non-exempt	\$ 22.49		\$ 34.95	
Facilities Maintenance Supervisor	Non-exempt	\$ 19.56		\$ 30.39	
Facilities Maintenance Technician	Non-exempt	\$ 12.35		\$ 19.23	
Facilities Maintenance Worker	Non-exempt	\$ 10.15		\$ 15.49	
Finance & Administrative Services Director	Exempt	\$ 67,840.39		\$ 105,624.17	
Financial Management Analyst	Non-exempt	\$ 20.95		\$ 32.97	
Grants Specialist	Non-exempt	\$ 19.73		\$ 31.06	
Human Resources Generalist	Non-exempt	\$ 18.39		\$ 25.99	
Human Resources Manager	Exempt	\$ 52,564.67		\$ 75,938.42	
Information Technology Systems Manager	Exempt	\$ 62,583.19		\$ 92,380.31	
Information Technology Technical Assistant	Non-exempt	\$ 19.28		\$ 25.65	
Lead Engineering Technician	Non-exempt	\$ 21.06		\$ 32.15	
Meter Reader I	Non-exempt	\$ 12.48		\$ 18.83	
Meter Reader II	Non-exempt	\$ 15.10		\$ 22.92	

COMPARISON
Compensation Plan
Fiscal Year 2016 - 2017

<u>Position Title</u>	<u>FLSA Status</u>	<u>Minimum</u>	<u>PROPOSED</u> <u>MIN</u>	<u>Maximum</u>	<u>PROPOSED</u> <u>MAX</u>
Meter Reader Supervisor	Non-exempt	\$ 18.67	\$	\$ 30.16	
Parks & Recreation Director	Exempt	\$ 52,240.03	\$	\$ 82,576.11	
Planner	Exempt	\$ 48,000.00	\$	\$ 74,361.99	
Planning & Community Development Director	Exempt	\$ 65,935.66	\$	\$ 100,092.76	
Planning Assistant	Non-exempt	\$ 13.61	\$	\$ 21.22	
Planning Technician	Non-exempt	\$ 16.12	\$	\$ 26.05	
Police Lieutenant	Non-exempt	\$ 25.69	\$	\$ 40.31	
Police Officer I	Non-exempt	\$ 16.39	\$	\$ 25.85	
Police Officer II	Non-exempt	\$ 18.24	\$	\$ 27.95	
Police Officer III	Non-exempt	\$ 19.83	\$	\$ 28.93	
Police Records Specialist	Non-exempt	\$ 14.17	\$	\$ 22.93	
Police Sergeant	Non-exempt	\$ 23.08	\$	\$ 36.60	
Principal Planner	Exempt	\$ 54,643.81	\$	\$ 84,360.03	
Project Coordinator	Non-exempt	\$ 20.69	\$	\$ 26.69	
Public Services Director	Exempt	\$ 67,840.39	\$	\$ 111,389.87	
Public Services Technician	Non-exempt	\$ 13.31	\$	\$ 21.30	
Public Works Crew Leader	Non-exempt	\$ 16.09	\$	\$ 24.64	
Public Works Supervisor	Non-exempt	\$ 22.17	\$	\$ 37.78	
Public Works Technician I	Non-exempt	\$ 10.75	\$	\$ 16.96	
Public Works Technician II	Non-exempt	\$ 13.77	\$	\$ 20.40	
Purchasing Specialist	Non-exempt	\$ 15.90	\$	\$ 23.40	
Receptionist	Non-exempt	\$ 11.04	\$	\$ 19.27	
Recreation Assistant I	Non-exempt	\$ 10.15	\$	\$ 15.49	
Recreation Assistant II	Non-exempt	\$ 11.67	\$	\$ 17.81	
Safety Specialist	Non-exempt	\$ 19.90	\$	\$ 34.14	
Staff Assistant	Non-exempt	\$ 13.55	\$	\$ 20.54	
Utility Billing Staff Assistant	Non-exempt	\$ 15.12	\$	\$ 23.44	
Utility Billing Manager	Exempt	\$ 47,476.00	\$	\$ 70,460.63	
Utility Line Locator	Non-exempt	\$ 15.65	\$	\$ 27.45	
Warehouse Coordinator	Non-exempt	\$ 14.70	\$	\$ 23.17	
Wastewater System Supervisor	Non-exempt	\$ 23.90	\$	\$ 38.95	
Wastewater Treatment Plant Operator Apprentice	Non-exempt	\$ 12.70	\$	\$ 18.97	
Wastewater Treatment Plant Operator I	Non-exempt	\$ 15.97	\$	\$ 25.62	
Wastewater Treatment Plant Operator II	Non-exempt	\$ 18.51	\$	\$ 28.09	
Wastewater Treatment Plant Operator III	Non-exempt	\$ 20.20	\$	\$ 31.14	
Water System Supervisor	Non-exempt	\$ 22.27	\$	\$ 38.95	
Water Treatment Plant Operator Apprentice	Non-exempt	\$ 12.80	\$	\$ 18.94	
Water Treatment Plant Operator I	Non-exempt	\$ 15.96	\$	\$ 25.51	
Water Treatment Plant Operator II	Non-exempt	\$ 18.14	\$	\$ 28.09	
Water Treatment Plant Operator III	Non-exempt	\$ 20.20	\$	\$ 31.14	
Water/Wastewater Instrument Technician	Non-exempt	\$ 17.45	\$	\$ 27.58	