



# Hernando School District

## School Board Regular Meeting

### Agenda - Final

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Tuesday, February 11, 2025

6:00 PM

District Office-Board Room  
919 N. Broad Street  
Brooksville, FL

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#### CALL TO ORDER

#### REFLECTION

#### PLEDGE OF ALLEGIANCE by Chocachatti Elementary School

#### ADOPTION OF AGENDA

1. [25-2816](#) Approval to adopt the agenda dated 2/11/2025.

#### ELECTED OFFICIALS

#### STUDENT REPRESENTATIVE TO THE BOARD, Santiago Pinkney

2. [25-2817](#) Student Representative, Santiago Pinkney of F.W. Springstead High School, to Share an Update of School Related Activities and Events with the Board

#### PRESENTATIONS

3. [25-2808](#) Recognition of Chocachatti Elementary staff with 30 years of service  
**Attachments:** [Budget Sheet - NO Financial Impact](#)
4. [25-2814](#) Recognition of the Hernando County School District's All State Musicians  
**Attachments:** [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)
5. [25-2807](#) Recognition of Florida State Senator Blaise Ingoglia  
**Attachments:** [Budget Sheet - NO Financial Impact](#)

#### PROCLAMATIONS/RESOLUTIONS

6. [25-2788](#) Approve Proclamation No. P25-004, Black History Month 2025  
**Attachments:** [2025 Black History Month Proclamation](#)  
[Budget Sheet - NO Financial Impact](#)

**APPROVAL OF THE MINUTES**

7. [25-2818](#) Approval of the Minutes from the Workshop, Employee Discipline Appeal Hearing and Regular School Board Meeting of 1/28/2025.

**Attachments:** [01-28-25 Workshop Minutes DRAFT](#)

[01-28-25 Meeting Minutes DRAFT](#)

**CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)**

8. [25-2819](#) Citizen Input on agenda items (Green Form)

**Attachments:** [Citizen Input Speaker Green Form 031424 ACC](#)

**ADOPTION OF CONSENT AGENDA (Item # 9-17)****Personnel Recommendations**

9. [25-2812](#) Approval of the Personnel Recommendations

**Attachments:** [24-25 BOARD AGENDA FEBRUARY 11 2025](#)

[2.11.25 Board Agenda ESOL OOF](#)

[2.11.25 Board Agenda ATS OOF](#)

[2025 Inst. Supplements & Differentiated Pay for 2-11-25](#)

[2025 Noninst., PTS & Adm. Supplements for 2-11-25](#)

**All Other Teaching & Learning Agenda Items**

10. [25-2810](#) Approve the overnight field trip for Hillary Blythe Ure, F.W. Springstead High School to Tampa, Florida to attend the 2025 Florida Thespians Senior State Festival from March 20, 2025 through March 22, 2025.

**Attachments:** [SHS Leave of Absence Form - 2025 Florida Thespians Senior State Festival](#)

[Budget Sheet - SHS 2025 Florida Thespians Senior State Festival](#)

11. [25-2815](#) Approve out of state travel for Central High School Principal, Kelly Slusser; Assistant Principals, Alyssa De Jesus and Ryan Wilson; Counselors, Holly Becker and Alicen McLeod to Parris Island, SC to attend Educators Workshop February 25 - 28, 2025.

**Attachments:** [CHS Educators Workshop\\_SY25](#)

[CHS Parris Island Budget Sheet-AMND](#)

**All Other Purchase Order/Bid Agenda Items**

12. [25-2809](#) Award Bid No. 25-330-23, Fencing: New Installation, Repairs & Custom Designs (Rebid) to primary and secondary vendors, for fencing services and authorize the purchase of services for an estimated annual spending of \$300,000.00

**Attachments:** [25-330-23 Fencing \(02-11-25\) 1](#)  
[Budget - Maintenance](#)  
[Budget Sheet 25-2809 - safe schools](#)

13. [25-2813](#) Award RFQ #9009-2411-0003, Continuing Environmental Consulting Services, to Apex Companies, LLC, Gallagher Bassett Services, Inc. and OHC Environmental Engineering, Inc., for environmental consulting services for miscellaneous projects to be awarded on an ongoing basis, and authorize the purchase of said services for an estimated annual amount of \$100,000.00 using various funds.

**Attachments:** [25-2813 RFQ Env Engineer Cont Service FINAL](#)  
[25-2813 Rankings Appendix A Env Consulting Svcs AWARD](#)  
[25-2813 Apex C103-2015 Signed with Attachments](#)  
[25-2813 GallagherBassett C103-2015 Signed with Attachments](#)  
[25-2813 OHC C103-2015 Signed with Attachments](#)  
[25-2813 Budget Sheet Env Engineer Cont Service](#)

14. [25-2821](#) Approve the renewal of bid no. 23-910-14 RN, HVAC Equipment & Parts: Installation, Repairs, Services and Related Products, awarded to multiple vendors for the purchase of HVAC Equipment and services and authorize purchases for an estimated annual spending of \$800,000.00.

**Attachments:** [23-910-14 HVAC \(02-11-2025\)](#)  
[HVAC Budget Sheet 1-2025 Maintenance](#)

15. [25-2822](#) Award Bid No. 25-200-19 Promotional Products: Screen Printing, Embroidery Services and Custom Orders to Multiple Vendors and Authorize Purchases on an as Needed Basis for an Estimated Annual Amount of \$450,000.00

**Attachments:** [25 200 19 Promotional Products 2 11 2025](#)  
[Budget Sheet Bid 25 200 19](#)

- 16. [25-2824](#) Approve the purchase of vehicles through the Sourcewell Cooperative Contract #091521-NAF for Cars, Trucks, Vans, SUVs, Cab Chassis and Other Vehicles, awarded to National Auto Fleet Group and authorize the issuance of a Purchase Order in the amount of \$283,395.00.

**Attachments:** [23-070-37 PB Cars, Trucks, SUVs \(02-11-24\)](#)  
[NJPA\\_HERNANDO COUNTY SCHOOL BOARD\\_59674\\_Quote\\_1](#)  
[NJPA\\_HERNANDO COUNTY SCHOOL BOARD\\_59675\\_Quote\\_2](#)  
[NJPA\\_HERNANDO COUNTY SCHOOL BOARD\\_59679\\_Quote\\_2](#)  
[NJPA\\_HERNANDO COUNTY SCHOOL BOARD\\_60192\\_Quote\\_1](#)  
[Alan Jay Fleet Budget Sheet Jan 2025](#)

**All Other School Board Agenda Items**

- 17. [25-2773](#) Approval Requested for out of county travel for School Board Member(s) to attend the FSBA New School Board Member Academy Part II, and the FSBA 38th Annual Day in the Legislature, March 18, 2025 through March 20, 2025 in Tallahassee, FL that may exceed \$500 per Board Member.

**Attachments:** [FSBA 38th Annual Day in the Legislature- Cost Breakdown New School Board Member Academy - Part 2 Tentative Agenda 2025 \(1\)](#)  
[Day in the Legislature Tentative Agenda](#)  
[Budget Sheet 25-2773](#)

**ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION**

**ADDENDUM ITEMS**

**CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)**

- 18. [25-2820](#) Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

**Attachments:** [Citizen Input Speaker Pink Form 031424 ACC](#)

**INFORMATIONAL AGENDA ITEMS**

**GENERAL COUNSEL**

**SCHOOL BOARD COMMENTS**

**ADJOURNMENT**

The next School Board Meetings are scheduled for February 25, 2025:  
 2:00 PM - Workshop  
 6:00 PM - Regular Meeting

Mission Statement

The Hernando County School District Collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

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# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 1. 25-2816**

2/11/2025

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**Title and Board Action Requested**

Approval to adopt the agenda dated 2/11/2025.

**Executive Summary**

The Superintendent of Schools, hereby requests the Board adopt the agenda dated 2/11/2025.

**My Contact**

Ray Pinder  
Superintendent of Schools

**2023-28 Strategic Focus Area**

Other

**Financial Impact**

No Financial Impact

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 2. 25-2817**

2/11/2025

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**Title and Board Action Requested**

Student Representative, Santiago Pinkney of F.W. Springstead High School, to Share an Update of School Related Activities and Events with the Board

**Executive Summary**

Student Representative, Santiago Pinkney of F.W. Springstead High School, to Share an Update of School Related Activities and Events with the Board

**My Contact**

Santiago Pinkney  
Student Representative to the School Board

**2023-28 Strategic Focus Area**

Priority 1: Student Success

**Financial Impact**

No Financial Impact



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 3. 25-2808**

2/11/2025

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**Title and Board Action Requested**

Recognition of Chocachatti Elementary staff with 30 years of service

**Executive Summary**

The Director of Communications, on behalf of the Superintendent of Schools, hereby requests the Board recognize the staff of Chocachatti Elementary School with 30 years of service

**My Contact**

Karen Jordan  
Director of Communications  
(352) 797-7070 ext. 129

**2023-28 Strategic Focus Area**

Priority 4: Community Connection

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



<b>A. Item Currently Budgeted -</b>										
Account Name		No Financial Impact								
Account Number		Fund	Function	Object	Cost Center	Project	Sub Project			
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____

  

Account Name		_____								
Account Number		Fund	Function	Object	Cost Center	Project	Sub Project			
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____

<b>B. Item Currently Not Budgeted -**</b>									
Funding Source		_____							
Account Name		_____							
Account Number		Fund	Function	Object	Cost Center	Project	Sub Project		
Amount	\$	_____							

  

Funding Source		_____							
Account Name		_____							
Account Number		Fund	Function	Object	Cost Center	Project	Sub Project		
Amount	\$	_____							

<b>C. History</b>	
Check one:	
Prior Year Budget:	<input type="radio"/>
New for Current Year:	<input type="radio"/>
Prior Year Approved Budget:	\$ _____
Prior Year Actual Spent:	\$ _____

**\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\***



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 4. 25-2814**

2/11/2025

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**Title and Board Action Requested**

Recognition of the Hernando County School District's All State Musicians

**Executive Summary**

The Assistant Superintendent of Teaching and Learning, on behalf of the Superintendent of Schools, hereby requests the Board to recognize the All-State Musicians and their achievements.

**My Contact**

Gina Michalicka  
Assistant Superintendent of Teaching and Learning  
352-797-7000 ext. 404

**2023-28 Strategic Focus Area**

Priority 1: Student Success

**Financial Impact**

The cost of this agenda item is \$0, see attached budget sheet. The cost for the previous fiscal year was \$0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

<b>A. Item Currently Budgeted -</b>														
Account Name		No Financial Impact												
Account Number		Fund		Function		Object		Cost Center		Project	Sub Project			
Original Approved Budget	+	Budget Amendments		-	Expenditures / Encumbrances To Date		=	Current Available Budget		-	Present Request	=	Remaining Balance Available	
\$ _____		\$ _____			\$ _____			\$ _____			\$ _____		\$ _____	

  

Account Name		_____												
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project		
Original Approved Budget	+	Budget Amendments		-	Expenditures / Encumbrances To Date		=	Current Available Budget		-	Present Request	=	Remaining Balance Available	
\$ _____		\$ _____			\$ _____			\$ _____			\$ _____		\$ _____	

<b>B. Item Currently Not Budgeted -**</b>													
Funding Source		_____											
Account Name		_____											
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Amount	\$	_____											

  

Funding Source		_____											
Account Name		_____											
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Amount	\$	_____											

<b>C. History</b>	
Check one:	
Prior Year Budget:	<input type="radio"/>
New for Current Year:	<input type="radio"/>
Prior Year Approved Budget:	\$ _____
Prior Year Actual Spent:	\$ _____

**\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\***



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 5. 25-2807**

2/11/2025

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**Title and Board Action Requested**

Recognition of Florida State Senator Blaise Ingoglia

**Executive Summary**

The Director of Communications, on behalf of the Superintendent of Schools, hereby requests the Board recognize Florida State Senator Blaise Ingoglia for his support of hurricane recovery efforts.

**My Contact**

Karen Jordan  
Director of Communications  
(352) 797-7070 ext. 129

**2023-28 Strategic Focus Area**

Priority 4: Community Connection

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

<b>A. Item Currently Budgeted -</b>													
Account Name		No Financial Impact											
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Original Approved Budget		+ Budget Amendments		- Expenditures / Encumbrances To Date		= Current Available Budget		- Present Request		= Remaining Balance Available			
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____			

  

Account Name _____													
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Original Approved Budget		+ Budget Amendments		- Expenditures / Encumbrances To Date		= Current Available Budget		- Present Request		= Remaining Balance Available			
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____			

<b>B. Item Currently Not Budgeted -**</b>													
Funding Source		_____											
Account Name		_____											
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Amount \$		_____											

  

Funding Source		_____											
Account Name		_____											
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Amount \$		_____											

<b>C. History</b>	
Check one:	
Prior Year Budget:	<input type="radio"/>
New for Current Year:	<input type="radio"/>
Prior Year Approved Budget:	\$ _____
Prior Year Actual Spent:	\$ _____

**\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\***



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 6. 25-2788**

2/11/2025

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**Title and Board Action Requested**

Approve Proclamation No. P25-004, Black History Month 2025

**Executive Summary**

The Director of Communications, on behalf of the Superintendent of Schools, hereby requests the Board approve Proclamation number P25-004, acknowledging February 2025 as "Black History Month".

**My Contact**

Karen Jordan  
Director of Communications  
(352) 797-7009 ext. 129

**2023-28 Strategic Focus Area**

Priority 4: Community Connection

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



**Proclamation No. P25-004  
Recognizing February 2025 as "Black History Month"  
in the Hernando School District**

WHEREAS, the month of February is set aside each year to honor, celebrate and remember the struggles, achievements, sacrifices and contributions Black Americans have made on behalf of the United States of America and the World; and

WHEREAS, the recognition of Black History Month is an opportune time to salute the achievements of the past, gain insight for the present, inspire progress for the future and teach the children about heroes of color; and

WHEREAS, the honoring of Black History in America dates back to 1926 and is now recognized and remembered with month-long celebrations to honor and affirm the importance of Black History throughout our American experience; and

WHEREAS, Black History Month celebrates the achievements of African Americans in the Arts, Civil Rights, Education, Entertainment, Government, History, Law, Literature, Medicine, Military, Music, Politics, Science, Sports, and other endeavors; and

WHEREAS, Black Educators have played a prominent role in the history of education in Hernando County, serving in every capacity from Bus Driver, to Teacher, to Principal, to School Board Member; and

WHEREAS, during Black History Month, all Americans are encouraged to reflect on the rich history and teaching of African Americans and bear witness to the progress and achievements they have made throughout our region;

THEREFORE BE IT RESOLVED that the Hernando County School Board is pleased to proclaim the month of February 2025 to be BLACK HISTORY MONTH in Hernando Schools.

Adopted at the regular session of the School Board meeting held on this 11<sup>th</sup> day of February 2025.

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**Shannon Rodriguez  
Board Chair**

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**Ray Pinder  
Superintendent**

<b>A. Item Currently Budgeted -</b>													
Account Name		No Financial Impact											
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Original Approved Budget		+ Budget Amendments		- Expenditures / Encumbrances To Date		= Current Available Budget		- Present Request		= Remaining Balance Available			
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____			

  

Account Name													
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Original Approved Budget		+ Budget Amendments		- Expenditures / Encumbrances To Date		= Current Available Budget		- Present Request		= Remaining Balance Available			
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____			

<b>B. Item Currently Not Budgeted -**</b>													
Funding Source													
Account Name													
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Amount \$		_____											

  

Funding Source													
Account Name													
Account Number		Fund		Function		Object		Cost Center		Project		Sub Project	
Amount \$		_____											

<b>C. History</b>	
Check one:	
Prior Year Budget:	<input type="radio"/>
New for Current Year:	<input type="radio"/>
Prior Year Approved Budget:	\$ _____
Prior Year Actual Spent:	\$ _____

**\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\***





# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 7. 25-2818**

2/11/2025

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**Title and Board Action Requested**

Approval of the Minutes from the Workshop, Employee Discipline Appeal Hearing and Regular School Board Meeting of 1/28/2025.

**Executive Summary**

The Superintendent of Schools, hereby requests the Board approve the minutes.

**My Contact**

Kelly A. Pogue

Executive Office Manager to the School Board and General Counsel

Pogue\_k@hcsb.k12.fl.us

**2023-28 Strategic Focus Area**

Other

**Financial Impact**

No Financial Impact



# Hernando School District

## School Board Workshop

### Minutes - Draft

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Tuesday, January 28, 2025

2:00 PM

District Office-Board Room  
919 N. Broad Street  
Brooksville, FL

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#### CALL TO ORDER

**Present:** Board Chair Shannon Rodriguez  
Vice Chair Mark Johnson  
Board Member Michelle Bonczek  
Board Member Susan Duval  
Board Member Kayce Hawkins

*The Workshop was called to order at 2 P.M. Also present were Ray Pinder, Superintendent; Lori Smith-Lalla, School Board Attorney; and Kristin Ottinger, School Board Attorney.*

#### PRESENTATIONS

1. [25-2737](#) Gulf Coast Elementary School Renewal Request

**Attachments:** [GCES Renewal Request Letter](#)  
[FLDOE Accountability and Capital Outlay Reports](#)  
[2024 Independent Auditors Report](#)  
[2020 Original Charter](#)  
[School Grade Data and F.S. 1002.33](#)  
[2021-2022 GCES Annual Review](#)  
[2022-2023 GCES Annual Review](#)  
[2023-2024 GCES Annual Review](#)  
[GCES Charter Application Renewal \(3\)](#)  
[Charter Contract Renewal-Evaluation of Indicators](#)  
[GCES Charter Renewal Meeting PPT](#)  
[Budget Sheet](#)

*Dawn Williams, Supervisor of School choice introduced this item. The following Gulf Coast Elementary School staff were present: Joseph Gatti, Director; Nevin Siefert, Director; and Melinda Burburan, Principal.*

2. [25-2802](#) Continued Review of the Updated School Expansion Plan.

**Attachments:** [25-2802 School Expansion Plan FINAL \(r2\)](#)  
[25-2802 240701 Student Forecast by Residence SY 2324.pdf](#)  
[25-2802 241230 DRI Balance Report.pdf](#)  
[25-2802 250101 5 & 10-Year Forecast Report.pdf](#)  
[25-2802 250101 School Concurrency Capacity Report.pdf](#)  
[25-2802 Budget Sheet NO Financial Impact ACC.pdf](#)

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*Jim Lipsey, School Planner, and Brian Ragan, Director of Facilities and Construction came forward to present this item. During the discussion, Mrs. Hawkins stated that she would like to see the numbers if we would rezone. Mr. Lipsey will provide the numbers from last year's rezoning proposal. Mr. Johnson stated that he would like to build a new high school sooner than later. Mrs. Bonczek agreed that we need to build a new school and put our schools that are not zoned, to capacity. Mrs. Rodriguez stated that she is not against building a new school. She stated that vouchers play a big part in something we have never had before and there is talk of charters opening in our area. She wants the Board to look at the value of adding buildings to multiple school properties versus building one school, at one location in the county. Mr. Pinder recognizes that we will probably need to build a new school soon. He recommends approving phase 2 and waiting to see what the enrollment looks like after next years 10-day count to make a decision on building a school. Mr. Johnson would like to have a discussion on Space Florida. Ms. Duval stated that they need to be very careful with the funding. Karin Hoffman shared information with the Board on the Space Academy programs offered at our other high schools. Ms. Duval also stated that the Board has failed on redistricting in the past. She agreed with Mrs. Hawkins, that they need to look at the redistricting plan. Ms. Duval stated that she disagrees with building a new technical school soon. There will be a need eventually. Having the additions put in place would provide relief to areas that are already building. Mrs. Rodriguez would like to see phase 2 finished and then revisit phase 3. Mr. Johnson addressed his concerns with transporting students to the east-side of the county. Ms. Duval respectfully disagreed. Mr. Johnson stated that he wants a guarantee that a new school will be built in two years. Mr. Pinder stated that he cannot guarantee construction. If the Board approves phase 2, this time next year, he would come back with a conversation about phase 3. It was stated that if they were to build a high school right now, it would be fair to say that it will be completed in three years. Discussion took place on building a high school [with athletics] vs. an academy [no athletics]. Ms. Duval reminded the Board that in Pasco, the academies that were built without athletics, are going back and adding athletics. Mrs. Bonczek stated that she does not agree with just a technical school, she would like a high school with athletics. She would like to see another K8 school. Mrs. Rodriguez likes the K8 model. Mr. Ragan asked for a decision on some parameters such as what grades for the new school; if a high school or K8, will it have athletics. Next steps would then be looking for land as the land we already have cannot handle this. You need to have the land in order to design the site.*

*Mrs. Rodriguez wants to look into rezoning; phase 2 should continue; come back to discuss phase; add a new school to the vision board*

*Ms. Duval agrees to moving forward with phase 2; discuss phase 3 after phase 2; agrees with rezoning; increase enrollment at Nature Coast Technical High School, Chocachatti, and Challenger K8; looking at land, acquisition and possibly trading the McKethan land; possible build a K8 at Sunrise.*

*Mrs. Hawkins would like to see the new building at Central High School closer to the main campus (see slide 22). It was explained that the new site would be about the same distance as the Springstead Theater is to Springstead's main campus.*

*Mr. Johnson wants to look at redistricting; wait until the legislative session is over to see what happens with bell times, then make a decision; wants parent involvement at*

*redistricting workshop.*

*Consensus is to continue with phase 2.*

- 3. [25-2793](#) Update on Opengate. This discussion will be closed to the public in accordance with F.S. 119.071(3)(a) and 281.301.

**Attachments:** [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

*This agenda item was closed to the public. The Board recessed at 3:41 P.M. and reconvened at 4:15 P.M.*

- 4. [25-2741](#) Review and grant tentative approval of the Memorandum of Understanding (MOU) for the use of facilities in the event of an emergency or disaster with various locations. This discussion will be closed to the public in accordance with F.S. 119.071(3)(a) and 281.301

**Attachments:** [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

*This agenda item was closed to the public. The Board recessed at 4:15 P.M. and reconvened at 4:28 P.M.*

**GENERAL COUNSEL**

**ADDENDUM ITEMS**

**GOOD OF THE ORDER/BOARD DISCUSSION**

**School Board Comments**

**ADJOURNMENT**

*The workshop adjourned at 4:29 P.M.*

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**Superintendent**

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**Board Chair**

Mission Statement

The Hernando County School District Collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

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# Hernando School District

## School Board Regular Meeting

### Minutes - Draft

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Tuesday, January 28, 2025

6:00 PM

District Office-Board Room  
919 N. Broad Street  
Brooksville, FL

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#### CALL TO ORDER

**Present:** Board Chair Shannon Rodriguez  
Vice Chair Mark Johnson  
Board Member Michelle Bonczek  
Board Member Susan Duval  
Board Member Kayce Hawkins

*The Meeting was called to order at 6 P.M.*

**REFLECTION by Vice chair, Mark Johnson**

**PLEDGE OF ALLEGIANCE by Brooksville Elementary School**

#### ADOPTION OF AGENDA

1. [25-2763](#) Approval to adopt the final revised agenda dated 1/28/2025.

**RESULT:** ADOPTED AS AMENDED

**MOVER:** Mark Johnson

**SECONDER:** Kayce Hawkins

**AYES:** Rodriguez, Johnson, Bonczek, Duval, Hawkins

*Mrs. Rodriguez stated that she finds good cause to allow the deletion of item #14.*

#### ELECTED OFFICIALS

*No one came forward to speak on this item.*

**STUDENT REPRESENTATIVE TO THE BOARD, Santiago Pinkney**

2. [25-2764](#) Student Representative, Santiago Pinkney of F.W. Springstead High School, to Share an Update of School Related Activities and Events with the Board

#### PRESENTATIONS

3. [25-2646](#) Recognition of the January HCS D Veteran

**Attachments:** [Budget Sheet - NO Financial Impact](#)

*Michael Fox, Math Teacher from EK8 was announced as the Veteran of the Month.*

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- 4. [25-2791](#) Introduction and presentation of Deputy Burburan and K-9 Skyy

**Attachments:** [Budget Sheet - NO Financial Impact](#)

*Brandon DeRespiris, Director of Safe Schools and Lt. O'Brien came forward to introduce this item.*

**HERNANDO COUNTY EDUCATION FOUNDATION DONATIONS**

- 5. [25-2801](#) Presentation by the Hernando County Education Foundation and approval to accept all donations.

**Attachments:** [Budget Sheet HCEF Part 1](#)  
[Budget Sheet HCEF Part 2](#)  
[Budget Sheet HCEF Part 3](#)  
[Budget Sheet HCEF Part 4](#)

**RESULT:** ADOPTED

**MOVER:** Kayce Hawkins

**SECONDER:** Michelle Bonczek

**AYES:** Rodriguez, Johnson, Bonczek, Duval, Hawkins

**APPROVAL OF THE MINUTES**

- 6. [25-2765](#) Approval of the Minutes from the Informal, Student Expulsion Appeal Hearing, Workshop and Regular School Board Meeting of 1/14/2025.

**Attachments:** [01-14-25 Informal Minutes DRAFT](#)  
[01-14-25 Student Exp Appeal Minutes DRAFT with links](#)  
[01-14-25 Workshop Minutes DRAFT with links](#)  
[01-14-25 Meeting Minutes DRAFT with links](#)

**RESULT:** ADOPTED

**MOVER:** Mark Johnson

**SECONDER:** Kayce Hawkins

**AYES:** Rodriguez, Johnson, Bonczek, Duval, Hawkins

**EXPULSION RECOMMENDATIONS**

- 7. [25-2797](#) Enter a Final Order Expelling the Student in Case No. E2025-01-01 for one (1) academic school year, through the end of the 2025-2026 school year.

**RESULT:** ADOPTED

**MOVER:** Mark Johnson

**SECONDER:** Kayce Hawkins

**AYES:** Rodriguez, Johnson, Bonczek, Duval, Hawkins

**CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)**

- 8. [25-2766](#) Citizen Input on agenda items (Green Form)

**Attachments:** [Citizen Input Speaker Green Form 031424 ACC](#)

*No one came forward to speak on this item.*

**ADOPTION OF CONSENT AGENDA (Item # 9-25)**

**RESULT:** APPROVED THE CONSENT AGENDA

**MOVER:** Kayce Hawkins

**SECONDER:** Michelle Bonczek

**AYES:** Rodriguez, Johnson, Bonczek, Duval, Hawkins

**Personnel Recommendations**

- 9. [25-2800](#) Approval of the Personnel Recommendations

**Attachments:** [24-25 BOARD AGENDA JANUARY 28 2025](#)  
[2025 Inst. Supplements & Differentiated Pay for 1-28-25](#)  
[2025 Noninst., PTS & Adm. Supplements for 1-28-25](#)

**All Other Teaching & Learning Agenda Items**

- 10. [25-2784](#) Approve the Contract between The School Board of Hernando County, Florida and I.M.P.A.C.T. Counseling and Consulting, LLC through the 2025-2026 school year and authorize the purchase of services for an estimated annual spending of \$140,000.00.

**Attachments:** [Agreement](#)  
[Affidavit](#)  
[PUR](#)  
[Standard Addendum](#)  
[IMPACT Agreement Budget Sheet](#)

- \*11. [25-2790](#) Approve the Contract with the YMCA of the Suncoast to provide before and after school, Pre-K and summer programs from January 29, 2025 to June 30, 2028.

**Attachments:** [Hernando County School Board and YMCA of the Suncoast 2025 Standard Addendum to Agreements - 08-2024 \(3\) Budget Sheet 2025](#)

- 12. [25-2795](#) Approval Requested for out of county travel and overnight stay to Orlando from April 14th to April 15th for Powell Middle School Symphonic Band to perform at Universal Studios Art of Foley Workshop.

**Attachments:** [04142025 McCarthy Leave](#)  
[04152024 McCarthy Leave](#)  
[Band Budget](#)

13. [25-2796](#) Approval of the Early College Program Contract Between the District Board of Trustees of Pasco-Hernando State College (PHSC) and the District School Board of Hernando County (HCSB)

**Attachments:** [HCSB PHSC Early College Program Contract 2025 Signed Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

#### All Other Purchase Order/Bid Agenda Items

15. [25-2749](#) Approve piggybacking the Northeast Florida Education Consortium (NEFEC) through Putnam County School District bid no. RFP #54-331-2503: Disaster Recovery and Remediation Services/Debris Monitoring, awarded to Belfor USA Group, Inc. for the emergency purchases of services for disaster recovery after Hurricane Milton and authorize the purchase for \$228,672.09.

**Attachments:** [25-2749 Bid Tab 25-919-28 PB](#)  
[25-2749 HM HERNANDO COUNTY SCHOOLS FINALIZED INVOICE 1](#)  
[25-2749 HM HERNANDO COUNTY SCHOOLS FINALIZED INVOICE 2](#)  
[25-2749 Budget Sheet](#)

16. [25-2756](#) Approve the piggyback of OMNIA Partners, Region XIV Education Service Center, Bid.RFP No. 45-22, Technology Solutions, Products and Services awarded to Bluum USA, Inc. and authorize the purchase of goods and services for an estimated annual spending of \$100,000.00.

**Attachments:** [Tabulation Sheet- Bluum](#)  
[Budget Sheet-Bluum](#)

17. [25-2770](#) Approve Field Trip for Hernando County School District Students to MarineLab Environmental Education Center in Key Largo, Florida, June 14-16, 2025, and July 11-13, 2025.

**Attachments:** [MarineLab Agenda](#)  
[Budget Sheet MarineLab](#)

18. [25-2776](#) Approve the renewal of Bid No. 24-207-09 RN, Toner Cartridges & Drum Kits-New & Refurbished/Remanufactured, awarded to multiple vendors and authorize the purchase of toner cartridges & drum kits as needed, district-wide for an estimated annual spending of \$220,000.00.

**Attachments:** [Tabulation Sheet](#)  
[Budget Sheet](#)

19. [25-2779](#) Approve the renewal of the piggyback of the School Board of Broward County, FL (SBBC), Bid #FY21-137: Appliances, Commercial Equipment, Supplies and Parts, awarded to multiple vendors, with an estimated annual expenditure of \$250,000.

**Attachments:** [21-931-42 PB RN \(1-28-2025\)](#)  
[Budget Sheet Agenda 25-2779](#)



20. [25-2780](#) Award RFQ #9009-2408-0020, Continuing Engineering Services for Projects Over One Million Dollars to Statutory Limits, to BAL Engineering, Inc., OCI Associates LLC dba CMTA, Coastal Design Consultants, Inc., Engineering Matrix, Inc., George F. Young, KBA Engineering, Inc., Kimley-Horn & Associates, Inc., Long & Associates Architects/Engineers, Inc., McKim & Creed, Inc., Osborne Engineering, Phoenix Engineering Group, Inc., Raymond Engineering-Georgia, Inc., SGM Engineering, Inc., Jenkins and Charland, Inc. dba TRC Worldwide Engineering, and WGI, Inc., for consulting engineering services (Civil, Structural, Plumbing, Fire Protection, Mechanical, Electrical and Low Voltage Systems) for miscellaneous projects to be awarded on an ongoing basis, and authorize the purchase of said services for an estimated annual amount of \$500,000.00.

**Attachments:** [25-2780 RFQ Engineering Cont Services Over 1MIL](#)  
[25-2780 Score Sheet CS Engineers Over 1MIL Ranking by Discipline](#)  
[25-2780 BAL C130-2015 with Attachments Signed](#)  
[25-2780 CMTA C103-2015 with Attachments Signed](#)  
[25-2780 Coastal C103-2015 with Attachments Signed](#)  
[25-2780 EngMatrix C103-2015 with Attachments Signed](#)  
[25-2780 GFYoung C103-2015 with Attachments Signed](#)  
[25-2780 KBA C103-2015 with Attachments Signed](#)  
[25-2780 Kimley-Horne C103-2015 with Attachments Signed](#)  
[25-2780 Long&Associates C103-2015 with Attachments Signed](#)  
[25-2780 McKim&Creed C103-2015 with Attachments Signed](#)  
[25-2780 Osborn C103-2015 with Attachments Signed](#)  
[25-2780 Phoenix C103-2015 with Attachments Signed](#)  
[25-2780 Raymond C103-2015 with Attachments Signed](#)  
[25-2780 SGM C103-2015 with Attachments Signed](#)  
[25-2780 TRC C103-2015 with Attachments Signed](#)  
[25-2780 WGI C103-2015 with Attachments Signed](#)  
[25-2780 Budget Sheet Cont Eng Svcs for Projects Over 1 MIL](#)

21. [25-2781](#) Award RFQ #9009-2408-0010, Continuing Engineering Services for Projects One Million Dollars or Less, to ASR Engineering, Inc., OCI Associates LLC dba CMTA, Coastal Design Consultants, Inc., DDC Engineering, Inc., Engineering Matrix, Inc., George F Young, Gulf Atlantic Engineers PA, KBA Engineering, Inc., Kimley-Horn & Associates, Inc., KPI Engineering, Inc., Long & Associates Architects/Engineers, Inc., McKim & Creed, Inc., MES Group, Inc., Phoenix Engineering Group, Inc., Raymond Engineering-Georgia, Inc., REI Engineers, Inc., and SGM Engineering, Inc., for consulting engineering services (Civil, Structural, Plumbing, Fire Protection, Mechanical, Electrical and Low Voltage Systems) for miscellaneous projects to be awarded on an ongoing basis, and authorize the purchase of said services for an estimated annual amount of \$500,000.00.

**Attachments:** [25-2781 RFQ Continuing Engineering 1 MIL or Less](#)  
[25-2781 Score Sheets CS Engineers 1 MIL or Less Ranking By Discipline](#)  
[25-2781 ASR C103-2015 with Attachments Signed](#)  
[25-2781 CMTA C103-2015 with Attachments Signed](#)  
[25-2781 Coastal C103-2015 with Attachments Signed](#)  
[25-2781 DDC C103-2015 with Attachments Signed](#)  
[25-2781 EngMatrix C103-2015 with Attachments Signed](#)  
[25-2781 GF Young C103-2015 with Attachments Signed](#)  
[25-2781 Gulf Atlantic C103-2015 with Attachments Signed](#)  
[25-2781 KBA C103-2015 with Attachments Signed](#)  
[25-2781 Kimley-Horne C103-2015 with Attachments Signed](#)  
[25-2781 KPI C103-2015 with Attachments Signed](#)  
[25-2781 Long&Associates C103-2015 with Attachments Signed](#)  
[25-2781 McKim&Creed C103-2015 with Attachments Signed](#)  
[25-2781 MES C103-2015 with Attachments Signed](#)  
[25-2781 Phoenix C103-2015 with Attachments Signed](#)  
[25-2781 Raymond C103-2015 with Attachments Signed](#)  
[25-2781 REI C103-2015 with Attachments Signed](#)  
[25-2781 SGM C103-2015 with Attachments Signed](#)  
[25-2781 Budget Sheet Cont Eng Sves Projects 1 MIL or Less](#)

22. [25-2783](#) Approve piggybacking State of Florida, Department of Management Services (DMS), Enterprise Alternate Contract Source (ACS) No. 31160000-25-NASPO-ACS, Facilities Maintenance Repair and Operations (MRO) and Industrial Supplies, awarded to multiple vendors and authorize the purchase of goods for an estimated annual spending of \$325,000.00.

**Attachments:** [25-968-32 PB Facilities Maintenance \(MRO\) \(01-28-25\)](#)  
[MRO Budget Sheet Jan 2025](#)

23. [25-2792](#) Approve piggybacking Sourcewell Cooperative, RFP #031721, Tree Maintenance Equipment, Attachments, and Accessories awarded to Mobark and authorize the purchase of goods for an estimated annual spending amount of \$60,000.00.

**Attachments:** [25-020-29 PB Tree Maintenance Equipment \(01-28-25\)](#)  
[Mobark Budget Sheet Jan 2025](#)

**All Other Safe Schools Agenda Items**

24. [25-2702](#) Approve the Memorandum of Understanding (MOU) for use of facilities in the event of an Emergency or Disaster with various locations.

**Attachments:** [Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

25. [25-2789](#) Accept notification of the Florida school safety compliance inspection report to document compliance with safety requirements.

**Attachments:** [Hernando District Compliance Inspection Report Quarter Two](#)  
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC](#)

**ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION**

14. [25-2798](#) Approval of the Contracts Between MarineLab Environmental Education Center and Hernando County School District (HCSD) for June 14-16, 2025, and July 11-13, 2025

**Attachments:** [MarineLab Contract 186427](#)  
[MarineLab Contract 186434](#)  
[Budget Sheet Sept 2021 Revised NO Financial Impact ACC 1](#)

*This item was deleted from the agenda.*

**ADDENDUM ITEMS****CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)**

26. [25-2767](#) Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

**Attachments:** [Citizen Input Speaker Pink Form 031424 ACC](#)

*The following citizens came forward to speak: Cheryl Paradis, Brian Jennings, Gregory Williams, and Jennifer Cook.*

**GENERAL COUNSEL****SCHOOL BOARD COMMENTS**

*Mrs. Rodriguez shared her concerns with Equal Opportunity Schools. She stated that for the two years she has been on this board, she has not agreed with EOS. President Trump signed an executive order eliminating DEI from all federal agencies, including the military. She stated that equity teams were established in the high schools and would like to know if they are still there. She would like to see that this program is not here and that meritocracy is. Mr. Johnson stated that he is also against EOS. He stated that it is about how deserves to be in AP classes. He suggested having the students test in to the class. Mr. Pinder stated that his job is to enforce policy and state statutes and laws. He will make sure we are in compliance with all executive orders. Mrs. Michalicka, Assistant Superintendent of Teaching and Learning, came forward to speak on this topic. Mrs. Michalicka spoke on the student surveys, which have already gone to students. At this point, we can stop with EOS. Mr. Johnson requested a workshop on this item. Ms. Duval stated that there is no need for a workshop on EOS as it was stated we will not use EOS. Mr. Johnson would like a workshop on meritocracy.*

*Mr. Johnson shared that Mr. Joe Wolff helped raise over \$2,000 for the Flood Relief Fairies, who are*

*helping with the flood victims in the east side of the county.*

**ADJOURNMENT**

*The Meeting adjourned at 7:25 P.M.*

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**Superintendent**

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**Board Chair**

Mission Statement

The Hernando County School District Collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

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# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 8. 25-2819**

2/11/2025

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**Title and Board Action Requested**

Citizen Input on agenda items (Green Form)

**Executive Summary**

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to an item for this meeting.

**My Contact**

Ray Pinder  
Superintendent of Schools

**2023-28 Strategic Focus Area**

Priority 3: Community Connection

**Financial Impact**

There is no financial impact

## AGENDA ITEM COMMENT FORM FOR SPEAKERS

Failure to complete this form or to sign below will prevent the Citizen Input form  
from being presented to the Board Chair.

LEGAL NAME/PRINTED: \_\_\_\_\_

LEGAL ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

Identify agenda item to be addressed:

Ex.) Agenda item #: 10. 24-2100

Agenda item #: \_\_\_\_\_

Agenda item #: \_\_\_\_\_

Guidelines:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following Citizen's Input guidelines:

- The speaker will adhere to a three (3) minute time limit per speaker.
- Time may not be yielded to other speakers.
- The Chairperson has the authority to limit discussion if the subject is outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board must be attached to this form.
- The Chairperson may deny all forms submitted after the School Board Meeting is called to order.
- The HCSD Code of Civility will be in effect at all times (see other side).
- The Board typically does not respond to remarks or questions made during Citizen Comments.

*My signature is confirmation that I have read, understand, and agree to abide by all guidelines and HCSD Code of Civility:*

Signature of speaker: \_\_\_\_\_

Chairperson's Approval of form: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>
Date Received: _____
Time Received: _____

# Hernando County School Board

## CODE OF CIVILITY

The education of our children depends on the ability of the community, parents and staff to share responsibilities, meaningful communication and welcomed participation. Civility reflects the ability of each person to affirm the collective worth of being respectful.

With that, all persons attending or speaking at a school board meeting shall:

- Listen carefully and respectfully
- Not use any offensive gestures, language or profanity
- Not use any threatening words or actions
- Not display any disruptive behaviors, temper or insulting/demeaning words
- Treat others as they would like to be treated
- Never bully, harass or abuse others

\*Any lack of civility by any person will result in that person being directed by the Superintendent, or Chairperson, to leave the premises. Failure to follow a directive will result in law enforcement assistance.

Note: The Board typically does not respond to remarks or questions made during citizen input. While no immediate action will be taken by the Board, the Superintendent may follow up the inquiries/comments by directing staff to intervene.



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 9. 25-2812**

2/11/2025

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**Title and Board Action Requested**

Approval of the Personnel Recommendations

**Executive Summary**

The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board approve the Personnel Recommendations as attached.

**My Contact**

Matthew Goldrick  
Director of Human Resources  
352-797-7070 Ext. 451  
goldrick\_m@hcsb.k12.fl.us

**2023-28 Strategic Focus Area**

Priority 2: Talent Management

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



I. CONSENT AGENDA

A. Approval of Personnel Recommendation

**1. Instructional Leaves**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>From</u>	<u>Through</u>
AnnMarie	Asbel	Teacher	PGES	01/10/25	01/27/25
Andrea	Barber	Teacher	WWK8	01/07/25	01/22/25
Melissa	Roman-Mclemore	Teacher	EES	01/07/25	05/30/25
Kaitlin	Wysong	Teacher	DES	01/07/25	02/14/25

Return from Leave Early

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Return Date</u>
Robert	Strasser	Teacher	FCMS	01/21/25

**2. Instructional Appointments and Approval of Probationary Contract**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>
Heather	Baeza	Teacher	DES	01/23/25
Lindsay	Mrasz	Certified School Counselor	CHS	01/09/25
Marissa	Patrick	Teacher	WWK8	01/16/25
Jehu	Ross	Teacher	EK8	01/21/25

**3. Approve Out-of-Field Teachers: (ESOL) See Attached**

**4. Approve Out-of-Field Associate Teacher Substitutes See Attached**

**5. Instructional Transfers**

<u>First Name</u>	<u>Last Name</u>	<u>From</u>	<u>To</u>	<u>Date</u>
Kari	Amico	Teacher, CK8	Teacher, WWK8	01/06/25
Suzanne	Lamle	Teacher, NCTHS	Behavior Specialist, Exceptional Student Support	01/06/25
Jaycee	Marino	Teacher, MES	Teacher, SES	01/13/25
Michelle	Seeholzer	Teacher, WHMS	Teacher, WWK8	01/06/25

**6. Instructional Separations**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>	<u>Type</u>
Chelsea	Rodgers	Teacher	MES	01/17/25	Resignation
Martha	Zopf	Teacher on Administrative Assignment	Academic Services	02/28/25	Retirement

**7. Administrative Appointments**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>
Stephanie	Sauvageot	Assistant Principal	PGES	01/15/25

**8. Non-instructional and Professional/Technical/Supervisory Leaves**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>From</u>	<u>Through</u>
Georgia	Senensky	Food & Nutrition Assistant	PMS	01/14/25	02/26/25

**9. Non-instructional and Professional/Technical/Supervisory Appointments**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>
Jennifer	Chisman	Bookkeeper-Elm/Mid-Conf	DES	01/21/25
Joel	Franco	Bus Operator	Transportation Dept	01/07/25
Lekiva	Judge	Secretary II	CES	01/17/25
Fabio	Orozco	Bus Operator	Transportation Dept	01/07/25
Lisa	Tate-Barkley	Paraprofessional ESE 1 on 1	WHMS	01/21/25

**10. Non-instructional and Professional/Technical/Supervisory Transfers**

<u>First Name</u>	<u>Last Name</u>	<u>From</u>	<u>To</u>	<u>Date</u>
Tiffany	Brooks	Food & Nutrition Assistant Specialist, SES	Food & Nutrition Specialist Elem/MS, DSPMS	01/06/25
Michele	Diaz	Food & Nutrition Assistant Specialist, WWK8	Food & Nutrition Assistant Specialist, WHMS	01/13/25

Denise	Donofrio	Food & Nutrition Assistant Specialist, WWHS	Food & Nutrition Assistant Specialist (DUAL), WWHS/WWK8	01/13/25
Carrie	Hopkins	Food & Nutrition Specialist Elem/MS, DSPMS	Food & Nutrition Specialist K8/HS, CHS	01/06/25
Rosemary	Laluz	Paraprofessional Media, WWHS	Paraprofessional I ESOL, CHS	01/13/25
John	Oliveira Jr	Paraprofessional ESE, CHS	Paraprofessional ESE 1 on 1, EES	01/07/25
Heather	TenEyck	Secretary II, SHES	School District Operations Clerk, Hernando County Public Schools Support Building	01/13/25
Lisa	Tate-Barkley	Paraprofessional ESE 1 on 1, WHMS	Paraprofessional ESE, WHMS	01/21/25
Danyl	Williams	College and Career Specialist, Academic Services	College and Career Programs Manager, Academic Services	01/06/25

**11. Non-instructional and Professional/Technical/Supervisory Separations**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>	<u>Type</u>
Vincent	Brancaccio	Computer Lab Manager	ENDV	02/04/25	Retirement
Marie	Browning	Secretary II	NCTHS	01/16/25	Probationary Release
Haley	Tarvin	Paraprofessional PK Handicap	PGES	01/31/25	Resignation

**12. Other**

**Additional Duty, and/or Additional Days/Hours**

<u>Name</u>	<u>Position - Site</u>	<u>Activity</u>	<u>Date</u>	<u>Total Hrs</u>	<u>Funding</u>
Carrie Gournaris	Teacher, CHS	AVID Ignite Training	7/22/2024	14 Total	AICE
Jeannette Lollie	Teacher, BES	Short staff in Before/After Enrichment (aka Boys & Girls)	1/9/2025	2.75 Total	Millage

**Approve Teacher(s), Before and After Care (EES) - 01/07/2025 - 23.75 Total Hrs. (Millage)**

<u>First Name</u>	<u>Last Name</u>
Daiquiri	Benard
Kathryn	Kellogg

**Approve Teacher(s), Boys and Girls Coverage (WWK8) - 01/06/2025 - 24 Total Hrs. (Millage)**

<u>First Name</u>	<u>Last Name</u>
Julieann	Farrington
Stacey	Visceglie

**13. Drop Program Participant(s)**

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Site</u>	<u>Date</u>
Jack	O'Grady	Teacher	NCTHS	11/01/25
Pablo	Rojo	Teacher	CHS	01/01/25
Peter	Ruiz	Violence Prevention Worker	ENDV	03/01/25

**14. Supplements - see attached list(s)**

**Running Total (Per Attached List) 2024-2025 School Year**

\$	2,602,941.43	Instructional
\$	119,902.01	Noninstructional
\$	2,722,843.44	Sub-Total
\$	612,639.77	Benefits (22.50%)
\$	3,335,483.21	Total

## 2024 - 2025 ESOL: Out-of-Field Teachers

Agenda February 11, 2025

Site	Name		Assignment	Total Points Needed	Required Points This Year	Total Points Completed as of 1/23/25	Class Taken	Category
PMS	Leone	Sandra	ELA	300	60	0	0	1
WWK8	Perry	Samantha	ELA	300	60	0	0	1

**BOARD APPROVED**  
**24-25 OUT OF FIELD ASSOCIATE TEACHER SUBSTITUTES**

<b>SCHOOL</b>	<b>EMPLOYEE NAME</b>	<b>OUT OF FIELD AREA</b>	<b>ASSIGMENT DATE</b>	<b>BOARD APPROVAL DATE</b>
WWK8	LISA GARRISON	ELEM ED	1/8/2025	2/11/2025
WHMS	CIERRA ACKER	ELEM ED	1/13/2025	2/11/2025



<b>NONINSTRUCTIONAL, PROFESSIONAL/TECHNICAL &amp; ADMINISTRATIVE SUPPLEMENTS 2024-2025</b>			
		<b>Board Action 2/11/2025</b>	
Pearson, Gerald	Safe Schools	Lead Guardian - eff 1/6/25	\$ 1,935.99
Williams, Danyl	Academic Svcs	Degree Supp PTS - eff 1/6/25	\$ 435.59
Brown, Koreen	MES	School Health Professional/CNA (eff 12/4/24)	\$ 1,003.89
Hoyt, Michael	EK8	Invasive Procedure (ended 1/7/25)	\$ (379.03)
		Total From Previous Agenda 1/28/25	\$116,905.57
		Total Noninstructional/PTS/Adm. Supplements	\$ 119,902.01



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 10. 25-2810**

2/11/2025

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**Title and Board Action Requested**

Approve the overnight field trip for Hillary Blythe Ure, F.W. Springstead High School to Tampa, Florida to attend the 2025 Florida Thespians Senior State Festival from March 20, 2025 through March 22, 2025.

**Executive Summary**

The Principal, Dana Pearce of F.W. Springstead High School, on behalf of the Superintendent of Schools, hereby requests the Board to approve the overnight field trip for the 2025 Florida Thespians Senior State Festival.

**My Contact**

Dana Pearce, Principal of F.W. Springstead High School  
352-797-7010 ext.405  
pearce\_d@hcsb.k12.fl.us

**2023-28 Strategic Focus Area**

Priority 1: Student Success

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

**HERNANDO COUNTY SCHOOL DISTRICT  
Leave of Absence Form**

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type) <b>Ure</b>	FIRST <b>Hillary</b>	INITIAL <b>B</b>	EMPLOYEE I.D. NUMBER <b>18248</b>
POSITION <b>Theater Teacher</b>			SCHOOL/COST CENTER <b>SHS/0181</b>

Except in the case of an emergency, all leave, other than sick leave, must be approved in advance. If the request for sick leave is pre-planned (i.e. doctor's appointment), it must be pre-approved. For sick leave absences that are not pre-planned, this form must be completed upon return within five (5) working days.

**TO BE COMPLETED BY APPLICANT:**

I hereby apply for: This leave is requested:  With Pay  Without Pay  Substitute Needed

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Sick Leave<br><input type="checkbox"/> Personal Leave (charged to Sick Lv.)<br><input type="checkbox"/> Personal Leave (Without Pay)<br><input type="checkbox"/> Professional Leave<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Worker's Comp<br><input type="checkbox"/> Military Leave<br><input type="checkbox"/> Vacation Leave<br><input checked="" type="checkbox"/> Temporary Duty (Attach documentation)<br><input type="checkbox"/> Compensatory Time (non-exempt employees only) | <div style="border: 1px solid black; padding: 2px; font-size: small;">         *Note: This leave does not constitute any salary in addition to that which the individual would normally receive for the dates indicated herein.       </div> <input type="checkbox"/> Per Diem<br><input type="checkbox"/> Mileage<br><input type="checkbox"/> Meals<br><input type="checkbox"/> Registration<br><input type="checkbox"/> Hotel Expense (Single Room Rate) |
|--|---|--|

Number of Hours Requested 16

Purpose/Benefit (DO NOT use acronyms) Thespian State Festival

Destination Downtown Tampa - Tampa Convention Center / Straz Center

BEGINNING		ENDING	
Time <u>6:50</u> (AM) _____ PM		Time <u>2:50</u> AM _____ (PM)	
Day of Week <del>Thur</del> <u>Thur</u> Date <u>3/20/25</u>		Day of Week <u>Fri</u> Date <u>3/21/25</u>	

**SOURCE OF FUNDS**

**SUBSTITUTE CHARGED TO:**

FUND	FUNCTION	OBJECT	CENTER	PROJECT

**TRAVEL EXPENSE CHARGED TO:**

FUND	FUNCTION	OBJECT	CENTER	PROJECT

x Signature of Applicant Hillary Blythe Ure Date 12/19/24

<b>FOR OFFICE USE ONLY:</b>		<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
Site Administrator/Supervisor: <u>[Signature]</u>	Date: <u>1/13/25</u>		
Project Director (If applicable): _____	Date: _____		

**TO BE COMPLETED BY PRINCIPAL OR SUPERVISOR AND SUBMITTED WITH THE REGULAR PAYROLL.**

This leave constitutes \_\_\_\_\_ hour(s) for the regular employee listed above.

Name of substitute(s) (if any): \_\_\_\_\_

Amount of Time substituting:

\_\_\_\_\_ hours: \_\_\_\_\_ days.  
 \_\_\_\_\_ hours: \_\_\_\_\_ days.

**DISTRIBUTION:**

- White : Payroll
- Yellow : Applicant (Attach to Travel Reimbursement form)
- Pink : Applicant
- Gold : Site Administrator



**HERNANDO COUNTY SCHOOL DISTRICT  
Leave of Absence Form**

Each Leave of Absence request must be approved by Site Administrator/Supervisor and submitted with the regular payroll.

LAST NAME (Print or Type) <u>McCarthy</u>	FIRST <u>Anne</u>	INITIAL	EMPLOYEE I.D. NUMBER <u>14926</u>																																										
POSITION <u>ESE Teacher</u>			SCHOOL/COST CENTER <u>SHS/0181</u>																																										
<p><b>Except in the case of an emergency, all leave, other than sick leave, must be approved in advance. If the request for sick leave is pre-planned (i.e. doctor's appointment), it must be pre-approved. For sick leave absences that are not pre-planned, this form must be completed upon return within five (5) working days.</b></p> <p><b>TO BE COMPLETED BY APPLICANT:</b></p> <p>I hereby apply for: <span style="float:right">This leave is requested: <input type="checkbox"/> With Pay <input checked="" type="checkbox"/> Without Pay <input type="checkbox"/> Substitute Needed</span></p> <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> Sick Leave</td> <td><input type="checkbox"/> Worker's Comp</td> <td rowspan="4" style="border:1px solid black; padding:2px;"> <p><b>*Note:</b> This leave does not constitute any salary in addition to that which the individual would normally receive for the dates indicated herein.</p> </td> </tr> <tr> <td><input type="checkbox"/> Personal Leave (charged to Sick Lv.)</td> <td><input type="checkbox"/> Military Leave</td> </tr> <tr> <td><input type="checkbox"/> Personal Leave (Without Pay)</td> <td><input type="checkbox"/> Vacation Leave</td> </tr> <tr> <td><input type="checkbox"/> Professional Leave</td> <td><input checked="" type="checkbox"/> Temporary Duty (Attach documentation)</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td><input type="checkbox"/> Compensatory Time (non-exempt employees only)</td> <td> <input type="checkbox"/> Per Diem    <input type="checkbox"/> Mileage    <input type="checkbox"/> Meals  <input type="checkbox"/> Registration    <input type="checkbox"/> Hotel Expense (Single Room Rate) </td> </tr> </table> <p>Number of Hours Requested _____</p> <p>Purpose/Benefit (DO NOT use acronyms) <u>Chaperone/ Co-Director</u></p> <p>Destination <u>Florida State Tuspeian Festival Tampa FL</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">BEGINNING</th> <th style="width:50%;">ENDING</th> </tr> <tr> <td>Time _____ AM _____ PM</td> <td>Time _____ AM _____ PM</td> </tr> <tr> <td>Day of Week <u>Thursday</u>    Date <u>3/20/25</u></td> <td>Day of Week <u>Saturday</u>    Date <u>3/22/25</u></td> </tr> </table> <p align="center"><b>SOURCE OF FUNDS</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">SUBSTITUTE CHARGED TO:</th> <th style="width:50%;">TRAVEL EXPENSE CHARGED TO:</th> </tr> <tr> <td> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>FUND</th> <th>FUNCTION</th> <th>OBJECT</th> <th>CENTER</th> <th>PROJECT</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> </td> <td> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>FUND</th> <th>FUNCTION</th> <th>OBJECT</th> <th>CENTER</th> <th>PROJECT</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> </td> </tr> </table> <p>x Signature of Applicant <u>[Signature]</u>    Date <u>12/19/24</u></p>				<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Worker's Comp	<p><b>*Note:</b> This leave does not constitute any salary in addition to that which the individual would normally receive for the dates indicated herein.</p>	<input type="checkbox"/> Personal Leave (charged to Sick Lv.)	<input type="checkbox"/> Military Leave	<input type="checkbox"/> Personal Leave (Without Pay)	<input type="checkbox"/> Vacation Leave	<input type="checkbox"/> Professional Leave	<input checked="" type="checkbox"/> Temporary Duty (Attach documentation)	<input type="checkbox"/> Other _____	<input type="checkbox"/> Compensatory Time (non-exempt employees only)	<input type="checkbox"/> Per Diem <input type="checkbox"/> Mileage <input type="checkbox"/> Meals <input type="checkbox"/> Registration <input type="checkbox"/> Hotel Expense (Single Room Rate)	BEGINNING	ENDING	Time _____ AM _____ PM	Time _____ AM _____ PM	Day of Week <u>Thursday</u> Date <u>3/20/25</u>	Day of Week <u>Saturday</u> Date <u>3/22/25</u>	SUBSTITUTE CHARGED TO:	TRAVEL EXPENSE CHARGED TO:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>FUND</th> <th>FUNCTION</th> <th>OBJECT</th> <th>CENTER</th> <th>PROJECT</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	FUND	FUNCTION	OBJECT	CENTER	PROJECT						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>FUND</th> <th>FUNCTION</th> <th>OBJECT</th> <th>CENTER</th> <th>PROJECT</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	FUND	FUNCTION	OBJECT	CENTER	PROJECT					
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<b>FOR OFFICE USE ONLY:</b>		<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
Site Administrator/Supervisor	<u>[Signature]</u>	Date	<u>1/13/25</u>
Project Director (if applicable)		Date	

**TO BE COMPLETED BY PRINCIPAL OR SUPERVISOR AND SUBMITTED WITH THE REGULAR PAYROLL.**

This leave constitutes \_\_\_\_\_ hour(s) for the regular employee listed above.

Name of substitute(s) (if any): \_\_\_\_\_

Amount of Time substituting:

\_\_\_\_\_ hours: \_\_\_\_\_ days.

\_\_\_\_\_ hours: \_\_\_\_\_ days.

A. Item Currently Budgeted -										
<b>Theater</b>										
Account Name										
Account Number	<u>8020</u>	<u>9800</u>	<u>3330</u>	<u>0181</u>	<u>92300</u>	<u>31440</u>				
	Fund	Function	Object	Cost Center	Project	Sub Project				
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ <b>19191.98</b>		\$ <b>0</b>		\$ <b>5900.30</b>		\$ <b>19191.98</b>		\$ <b>6500.00</b>		\$ <b>12691.98</b>

  

Account Name										
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project				
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____

B. Item Currently Not Budgeted -**									
Funding Source									
Account Name									
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project			
Amount	\$ _____								

  

Funding Source									
Account Name									
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project			
Amount	\$ _____								

C. History	
Check one:	
Prior Year Budget:	<input checked="" type="radio"/>
New for Current Year:	<input type="radio"/>
Prior Year Approved Budget:	\$ _____
Prior Year Actual Spent:	\$ <u>4355.60</u>

\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 11. 25-2815**

2/11/2025

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**Title and Board Action Requested**

Approve out of state travel for Central High School Principal, Kelly Slusser; Assistant Principals, Alyssa De Jesus and Ryan Wilson; Counselors, Holly Becker and Alicen McLeod to Parris Island, SC to attend Educators Workshop February 25 - 28, 2025.

**Executive Summary**

The Principal, on behalf of the Superintendent of Schools, hereby requests the Board to approve out of state travel for Central High School Principal, Kelly Slusser; Assistant Principals, Alyssa De Jesus and Ryan Wilson; and Counselors, Holly Becker and Alicen McLeod to Parris Island, SC to attend Educators Workshop February 25 - 28, 2025

**My Contact**

Kelly Slusser, Principal  
352-797-7020

**2023-28 Strategic Focus Area**

Priority 1: Student Success

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

# UNITED STATES MARINE CORPS EDUCATORS WORKSHOP

Join the Marine Corps Educators Workshop to experience firsthand the leadership, discipline, and opportunities that shape future Marines and inspire your students' potential!

**Feb 25 - 28, 2025**  
**Parris Island, SC**



**INTERESTED?**

For more information, contact:

**Cpl. Jaylen Davis**  
Jaylen.Davis@marines.usmc.mil  
(407) 375-2509

**Capt. Francoise Pambianchi**  
Francoise.Pambianchi@marines.usmc.mil  
(407) 432-8254





Dear Sir or Madam,

I would like to extend an invitation to attend the Marine Corps' Educators Workshop at Marine Corps Recruit Depot Parris Island, South Carolina. The purpose of this Marine Corps-funded trip is to give a behind the scenes look how young men and women are initially trained and transformed from a civilian into a basically trained Marine. Our former Commandant, General Charles Krulak, stated the Marine Corps has three purposes: "make Marines, win our Nation's Battles, and return a young person back to the civilian community better than when he or she joined the Marine Corps."

We are proud of our training and want to share this unique experience with you. We provide round-trip transportation via commercial airline to Parris Island. We will spend three and a half days at the Marine Corps Recruit Depot, to include a trip to Marine Corps Air Station Beaufort to observe Marine Corps Aviation units. We will also have the opportunity to interact with Drill Instructors, and participate in many of the same training the recruits experience throughout their thirteen week transformation. Lastly, the trip will culminate with a boot camp graduation ceremony, an event many consider to be one of the proudest moments of their lives.

Due to the limited number of seats available for this year's workshop, we request your response as soon as possible. The dates of the 2025 workshop: Feb 25-28. We are currently taking reservations from interested parties. **This trip may be worth continuing education credits in your district.** Please contact your school's Marine Corps representative for further information. If you have questions or are unable to contact your local Marine Corps representative, please contact Corporal Jaylen Davis our Marketing & Communication representative at:

Cell: (407) 375-2509

Email: [Jaylen.Davis@marines.usmc.mil](mailto:Jaylen.Davis@marines.usmc.mil)

We look forward to the opportunity to present an exclusive look at how the youth of America become the Few, the Proud, the Marines.

Francoise Pambianchi,  
Capt, USMC



## Educators Workshop Itinerary

### Tuesday:

Travel to MCRD Parris Island

Welcome Aboard Dinner

### Wednesday:

Commanding Generals Brief

Indoor Simulated Marksmanship Trainer

M-16A4 Live-Fire Rifle Range

### Thursday:

Water Survival Course

Marine Corps Martial Arts Demo

Squad Bay Tours

Visit to Parris Island Museum

### Friday:

Observe Company Graduation

Depart for Airport



**MARINES**  
THE FEW. THE PROUD



**UNITED STATES MARINE CORPS**  
 MARINE CORPS RECRUITING COMMAND  
 3280 RUSSELL ROAD  
 QUANTICO, VA 22134-5103

**RECOMMENDATION FOR PROFESSIONAL DEVELOPMENT HOURS**

Dear (F.L. Name),

I would like to express my personal appreciation to you for attending Marine Corps Recruiting Command's Educators Workshop from (Dates) at (Location). Your participation is instrumental in helping the Marine Corps connect with the communities we serve and enables us to foster a positive relationship with your students and organization; share our Marine Corps story; demonstrate enthusiasm for a culturally diverse Corps; and reinforce the idea of the armed services as a viable career option for the next generation of national leaders.

Our goal is to create an environment for learning and a curriculum that helps you better understand the Marine Corps, ultimately providing you valuable information to better inform your students. As part of your attendance I wanted to offer my recommendation for Continuing Education Units or equivalent.

<u>Subject</u>	<u>Hours</u>
Military Occupational Specialty Overview	1
Military Educational Opportunities	1
Marine Corps History	1
Recruit Training Techniques	2
Physical Training and Conditioning Instruction	1
Marine Corps Drill and Ceremony	1
Weapons Safety and Marksmanship Training	2
Military Tactics	1
Marine Corps Aviation Program	2
<b>Total</b>	<b>12</b>

I hope this experience was rewarding and allows you to go back to your community better equipped to assist your students with their future.

Again, I would like to thank you for your willingness to attend this year's event. I greatly appreciate your effort and commitment to developing today's young men and women.

Semper Fidelis,

*W. J. Bowers*

W. J. BOWERS  
 Major General, USMC

# Marine Corps Educators' Workshop Application

## Invitation

The United States Marine Corps would like to extend a personal invitation for you to apply to attend the Educators' Workshop.

For hundreds of years, the Marine Corps has fought honorably to defend this Nation and our way of life. The Marine Corps is an organization built around success and the opportunity for growth and advancement. We are fiercely proud of our traditions and the way in which we create our Nation's defenders - our greatest asset.

We look forward to sharing our training and education process with you.

## Requirements

Applicants must meet all of the following requirements:

- Must be principal, superintendent, coaches, advisors, full-time high school (9-12) educators, board member or civic leader.
- Post secondary or collegiate professor, counselor, coach or school board leader.
- Have ties to teenagers and/or young adults (youth group leader, after-school volunteer, program coordinator, etc.).
- Physically able to participate during the workshop as there are some periods of prolonged walking and/or standing.
- Have not previously attended a Marine Corps Educators' Workshop.
- Must complete the Workshop Application and submit to [community@marines.usmc.mil](mailto:community@marines.usmc.mil)



# MARINES



# Marine Corps Educators' Workshop Application

## Applicant Information

Name:

First

Last

Contact:

Email

Phone

Address:

Street

Apt/Unit

City

State

Zip

Other:

Occupation

Organization/Institution/University

Relationship to the Marine Corps

Gender

DOB

Local Airport

Do you have any food allergies, special rooming requirements or any other requirements.

**\*Help us connect with you on social media! Please fill in your information so we can share your experience throughout the week.**

Facebook

Twitter

Instagram

## Emergency Contact Information

Name:

First

Last

Relationship to the Applicant

Contact:

Email

Phone

Address:

Street

Apt/Unit

City

State

Zip

Sign

Date

*Privacy Act:*

AUTHORITY: Collection of this information is authorized by 10 USC, sections 503, 520c and 8043.

PRINCIPAL PURPOSE: Information collected will be used to properly manage the Marine Corps Educators' Workshop Program as directed in Marine Corps Recruiting Command Order 1156.1. Enclosure (3)

ROUTINE USES: Used by Marine Corps Recruiting Command personnel to maintain a record of individuals participating in the Educators Workshop.

EFFECTS OF NOT PROVIDING INFORMATION: Disclosure of this information is voluntary; however, failure to provide requested information may delay, suspend or terminate the application resulting in disapproval to participate. **49**

# Marine Corps Educators' Workshop Application

## Questionnaire:

YES NO

Have you participated in a military affiliated workshop in the past?

If you answer yes:

Have you served in the military?

If you answer yes:

Do you currently have or have had relatives in the military?

If you answer yes:

Do you currently have or have had children in the military?

If you answer yes:

What is your current knowledge of the military?

How did you learn about this opportunity?

What do you hope to gain from this workshop?

How do you envision this workshop enabling you to better serve your community?

What is your current level of involvement with your recruiter and/Marine Corps Recruiting?



# MARINES

**Marine Corps Educators Workshop**  
**Release and Hold Harmless**  
**Agreement**



In consideration of \_\_\_\_\_ (name of participant) being allowed to participate in any way with activities required to Educators Workshop (specify activity, i.e. obstacle course at Marine Corps Recruit Depot, Parris Island, South Carolina), on \_\_\_\_\_ (date), the undersigned agree to the following:

1. That prior to participating, I agree to inspect the facilities and equipment to be used, and if I believe that anything is unsafe, I will advise the United States Marine Corps of such condition and refuse to participate.
2. That I acknowledge and fully understand that each participant will be engaging in activities that are known to involve risk of serious injury, including permanent disability and death, and severe social and economic losses, which might result not only from our own actions, inaction or negligence, but the actions, inactions or negligence of others, the rules of play, or the conditions of the premises or any of the equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. That I assume all risks and accept all responsibility for any damages following such injury, permanent disability or death that might result to myself.
4. That I intend to be legally bound, and do hereby release, waive, discharge and covenant not to sue the United States Navy, United States Marine Corps, its administrators, officers, directors, agents, coaches, teachers, instructors, or other employees or volunteers of the organization, or to the owners and leasers of the premises used to conduct the event, all of which hereafter are referred to as the "releases," from any and all liability to each of the undersigned, his or her heirs, and next of kin for any claims, demands, losses or damages on account of any injury, including death and permanent or partial disability or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise in connection with and/or arising out of my travel to participation in, and return from the event. I understand that in transporting me, the United States Government is not acting as a common carrier for hire and does not bear the liabilities attached to that status.
5. That I agree to indemnify and hold harmless the Department of the Navy, the U.S. Marine Corps, its administrators, officers, directors, agents, teachers, instructors, or other employees or

Enclosure (2)

volunteers, or owners or leasers of the premises used to conduct the class against all civil actions or claims for loss or damage to my property or the injury, death, disease, or disability to the undersigned that is caused or alleged to have been caused in whole or in part from any act having any connection with and/or arising out of my participation in the class.

6. That should I sustain injury or illness while participating in the activities described above, I hereby authorize any emergency first aid, medication or surgery deemed necessary by licensed medical personnel. I give my permission for the attending medical personnel to execute on my behalf any necessary medical documents or permission forms and to act on my behalf if I am not able to do so.

7. That I understand the United States Navy will not provide medical care (except on an emergency basis) for any injuries or disease occurring during the activities described above. I certify that I have sufficient medical insurance coverage to pay for any medical treatment should an injury occur. I agree to reimburse the government for any medical care provided.

8. I certify that I am not currently under a physician's care, am in good health, and have no reason to believe that I am not physically capable of safely participating in the activities described above.

I, THE UNDERSIGNED HAVE READ THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT, AND UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS AND MADE CERTAIN IMPORTANT GUARANTEES BY SIGNING IT AND HEREBY SIGN IT VOLUNTARILY.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\*\*\*\*\*  
In the event that I am injured and cannot be resuscitated, herein below is listed an emergency contact name and telephone number and I do hereby authorize the United States Navy to release any and all information on my injury and/or death.

Emergency contact and telephone number \_\_\_\_\_



Enclosure (2)

## Marine Corps Educators Workshop Statement of Understanding

I, \_\_\_\_\_ (Printed full name), on my own behalf, in consideration and for the purpose of participation in the Educators Workshop to be held at Marine Corps Recruit Depot Parris Island, South Carolina, understand the Marine Corps will pay for my travel, lodging, and per diem in order to attend.

I further agree that no other expenses are covered (e.g. salary, substitute teachers, etc.) and will not be reimbursed.

Signature/Date \_\_\_\_\_

Signature of Witness/Date \_\_\_\_\_

Signature of Witness/Date \_\_\_\_\_

**A. Item Currently Budgeted -**

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

		Fund		Function		Object		Cost Center		Project		Sub Project
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available		
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

		Fund		Function		Object		Cost Center		Project		Sub Project
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available		
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		

**B. Item Currently Not Budgeted -\*\***

Funding Source \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

		Fund		Function		Object		Cost Center		Project		Sub Project
--	--	------	--	----------	--	--------	--	-------------	--	---------	--	-------------

Amount \$ \_\_\_\_\_

Funding Source \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

		Fund		Function		Object		Cost Center		Project		Sub Project
--	--	------	--	----------	--	--------	--	-------------	--	---------	--	-------------

Amount \$ \_\_\_\_\_

**C. History**

Check one:  
 **Prior Year Budget:**  
 **New for Current Year:**

Prior Year Approved Budget: \$ \_\_\_\_\_

Prior Year Actual Spent: \$ \_\_\_\_\_

**\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\***



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 12. 25-2809**

2/11/2025

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**Title and Board Action Requested**

Award Bid No. 25-330-23, Fencing: New Installation, Repairs & Custom Designs (Rebid) to primary and secondary vendors, for fencing services and authorize the purchase of services for an estimated annual spending of \$300,000.00

**Executive Summary**

The Director of Maintenance and the Director of Safe Schools, on behalf of the Superintendent of Schools, hereby requests the Board award bid No. 25-330-23, Fencing: New Installation, Repairs & Custom Designs (Rebid) for fencing services to include new installation of all types of fencing and the repairs or replacement of existing fencing to include fencing, gates, hardware, infrastructure, etc. and authorize the spending for an estimated annual amount of \$300,000.00.

This contract will be utilized by the Maintenance Department and the Office of Safe Schools.

**My Contact**

Joseph Rychcik  
Director of Maintenance  
8008 Mobley Road  
Brooksville, FL 34601  
(352) 797-7071

Brandon DeRespiris  
Director of Safe Schools  
801 North Broad Street  
Brooksville, FL 34601  
(352) 797-7233

**2023-28 Strategic Focus Area**

Priority 5: Fiscal Transparency and Capital Planning

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

# PURCHASING AGENDA ITEM

Hernando County School District

**School Board Approval Meeting:**

**February 11, 2025**

**Bid No. 25-330-23**

**Bid Title: Fencing: New Installation,  
Repairs & Custom Designs (Rebid)**

*Recommend approval of this agenda item under the specific category below:*

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Lowest Bid(s)        | <input type="checkbox"/> Request for Proposal(s) | <input checked="" type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation   |
| <input type="checkbox"/> Revised Award        | <input type="checkbox"/> Renewal of Contract     | <input type="checkbox"/> Sole/Single Source                          | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Contract Termination | <input type="checkbox"/> Amendments to Contract  | <input type="checkbox"/> Extension of Contract                       | <input type="checkbox"/> Emergency                |
| <input type="checkbox"/> Reversed Auction     | <input type="checkbox"/> Piggyback               | <input type="checkbox"/> Responsive/Responsible Bidders              |   |

**Bid Contract Period:**

**02/11/2025 through 02/10/2027**

N/A – One Time

Purchase

**Contract Type:**

Estimated  
Dollar Amount

Firm, Fixed  
Dollar Amount

Firm, Fixed  
Unit Prices

Firm, Fixed Unit Prices,  
Hourly Rates, Fees and/or  
Percentages

**Renewal Options:**

No. of Terms  
Remaining  
-3-

Length of  
Each Term (month)

Length of  
Each Term (year)  
-1-

None

**Rationale/Reason:**

Bidders Electronically  
Downloaded From

Bidnet Direct Website: 20

Bids Received:

-3-

No Bids:

- 0 -

Late Bids:

- 0 -

Rejected Bids:

N/A – Bids Not  
Required:

**Submitted By:**

Christopher Reckner  
Director of Purchasing & Warehousing

**School(s):** District Wide

**Requested By:**

Joseph Rychcik  
Director of Maintenance

**Department:** Support Operations

Brandon DeRespiris  
Director of Safe Schools

**Department:** Office of Safe Schools

Recommended award: (See attached)

**T/C CODE: 2523**



This tabulation establishes a contract with qualified vendors to provide fencing services to include new installation of all types of fencing and the repairs or replacement of existing fencing to include fencing, gates, hardware, infrastructure, etc. as described within the solicitation. Rates are inclusive of all labor, materials, personnel, supervision, etc. to complete the project. No additional fees shall apply.

Fencing projects shall be based upon project drawings, which must be reviewed and approved by authorized district personnel from the Support Operation Division or Office of Safe Schools, prior to the commencement of any work.

## SECTION I – FENCING & GATES

**PRIMARY VENDOR:** Aaro Fence, Inc.

1. New Installation & Repair Services	Hourly Rate
Straight Time – Normal Business Hours (7:00 am to 4:00 pm) – Monday - Friday	
Foreman w/Truck	\$ 75.00 /Hour
Supervisor w/Truck	\$ 75.00 /Hour
Journeyman	N/A
Helper	\$ 35.00/Hour
Overtime Rates – Before 7:00 am or After 4:00 pm, Weekends & Holidays	
Foreman w/Truck	\$ 112.50/Hour
Supervisor w/Truck	\$ 112.50/Hour
Journeyman	N/A
Helper	\$ 52.50 /Hour
2. Material & Supplies *	
Indicate your percentage mark-up on vendor’s cost for materials & supplies, regardless of the manufacturer. The vendor quote shall include their cost, mark-up percentage (%) and total cost to district. The District will take into consideration the mark-up requested by each bidder along with the overall project cost, when determining the lowest bidder.	35%
3. Subcontractor Services *	
If your company utilizes the services of a subcontractor for a particular project or portion thereof, indicate a percentage (%) mark-up (+) which would be added to their cost. This cost mark-up will be included on your quote and invoice for payment to the District. A copy of the subcontractor’s invoice may be requested for verification purposes at any time and when requests for payments are deemed excessive. The District will take into consideration the mark-up requested by each bidder along with the overall project cost, when determining the lowest bidder.  <i>Note: Subcontractor’s services are only allowed with prior written authorization from authorized district personnel (per project).</i>	N/A

\* Includes all shipping, transportation, delivery and storage of all materials, supplies and labor needed to complete each project.

### Warranty information:

Workmanship (labor): One (1) Year

Manufacturer’s Equipment/Parts: One (1) Year

### Contact Information:

Randy Ballew

(352) 597-7988

[aarofence@gmail.com](mailto:aarofence@gmail.com)

**SECONDARY VENDOR: Peter Built Fence, LLC**

1. New Installation & Repair Services	Hourly Rate
Straight Time – Normal Business Hours (7:00 am to 4:00 pm) – Monday - Friday	
Foreman w/Truck	\$ 100.00 /Hour
Supervisor w/Truck	\$ 75.00 /Hour
Journeyman	\$ 50.00/Hour
Helper	\$ 25.00/Hour
Overtime Rates – Before 7:00 am or After 4:00 pm, Weekends & Holidays	
Foreman w/Truck	\$ 150.00/Hour
Supervisor w/Truck	\$ 112.50/Hour
Journeyman	\$ 75.00/Hour
Helper	\$ 37.50 /Hour
2. Material & Supplies *	
Indicate your percentage mark-up on vendor’s cost for materials & supplies, regardless of the manufacturer. The vendor quote shall include their cost, mark-up percentage (%) and total cost to district. The District will take into consideration the mark-up requested by each bidder along with the overall project cost, when determining the lowest bidder.	20%
3. Subcontractor Services *	
If your company utilizes the services of a subcontractor for a particular project or portion thereof, indicate a percentage (%) mark-up (+) which would be added to their cost. This cost mark-up will be included on your quote and invoice for payment to the District. A copy of the subcontractor’s invoice may be requested for verification purposes at any time and when requests for payments are deemed excessive. The District will take into consideration the mark-up requested by each bidder along with the overall project cost, when determining the lowest bidder.  <i>Note: Subcontractor’s services are only allowed with prior written authorization from authorized district personnel (per project).</i>	20%

\* Includes all shipping, transportation, delivery and storage of all materials, supplies and labor needed to complete each project.

**Warranty information:**

Workmanship (labor): One (1) Year

Manufacturer’s Equipment/Parts: Minimum One (1) Year

Contact Information:

Rusty Buchkovich

(352) 804-1277

[pbfence@gmail.com](mailto:pbfence@gmail.com)

## SECTION II - VEHICLE ACCESS GATES

**PRIMARY VENDOR:** R&R Garage Doors, Inc.

1. New Installation & Repair Services	Hourly Rate								
Straight Time – Normal Business Hours (7:00 am to 4:00 pm) – Monday - Friday									
<p>* \$125.00 for first hour, \$100.00 each hour after.</p>	<table border="0"> <tr> <td>Foreman w/Truck</td> <td>\$125.00 /Hour *</td> </tr> <tr> <td>Supervisor w/Truck</td> <td>N/A</td> </tr> <tr> <td>Journeyman</td> <td>N/A</td> </tr> <tr> <td>Helper</td> <td>N/A</td> </tr> </table>	Foreman w/Truck	\$125.00 /Hour *	Supervisor w/Truck	N/A	Journeyman	N/A	Helper	N/A
Foreman w/Truck	\$125.00 /Hour *								
Supervisor w/Truck	N/A								
Journeyman	N/A								
Helper	N/A								
Overtime Rates – Before 7:00 am or After 4:00 pm, Weekends & Holidays									
	<table border="0"> <tr> <td>Foreman w/Truck</td> <td>\$125.00 /Hour</td> </tr> <tr> <td>Supervisor w/Truck</td> <td>N/A</td> </tr> <tr> <td>Journeyman</td> <td>N/A</td> </tr> <tr> <td>Helper</td> <td>N/A</td> </tr> </table>	Foreman w/Truck	\$125.00 /Hour	Supervisor w/Truck	N/A	Journeyman	N/A	Helper	N/A
Foreman w/Truck	\$125.00 /Hour								
Supervisor w/Truck	N/A								
Journeyman	N/A								
Helper	N/A								
2. Material & Supplies *									
<p>Indicate your percentage mark-up on vendor’s cost for materials &amp; supplies, regardless of the manufacturer. The vendor quote shall include their cost, mark-up percentage (%) and total cost to district. The District will take into consideration the mark-up requested by each bidder along with the overall project cost, when determining the lowest bidder.</p>	15%								
3. Subcontractor Services *									
<p>If your company utilizes the services of a subcontractor for a particular project or portion thereof, indicate a percentage (%) mark-up (+) which would be added to their cost. This cost mark-up will be included on your quote and invoice for payment to the District. A copy of the subcontractor’s invoice may be requested for verification purposes at any time and when requests for payments are deemed excessive. The District will take into consideration the mark-up requested by each bidder along with the overall project cost, when determining the lowest bidder.</p> <p><i>Note: Subcontractor’s services are only allowed with prior written authorization from authorized district personnel (per project).</i></p>	N/A								

\* Includes all shipping, transportation, delivery and storage of all materials, supplies and labor needed to complete each project.

**Warranty information:**

Workmanship (labor): 30 Days

Manufacturer’s Equipment/Parts: Varies

**Contact Information:**

David Pelleteir

(352) 799-3685

[dave@rrgdservice.com](mailto:dave@rrgdservice.com)

**SECONDARY VENDOR: Peter Built Fence, LLC**

1. New Installation & Repair Services	Hourly Rate
Straight Time – Normal Business Hours (7:00 am to 4:00 pm) – Monday - Friday	
	Foreman w/Truck \$ 150.00 /Hour Supervisor w/Truck \$ 125.00 /Hour Journeyman \$ 75.00/Hour Helper \$ 50.00/Hour
Overtime Rates – Before 7:00 am or After 4:00 pm, Weekends & Holidays	
	Foreman w/Truck \$ 225.00/Hour Supervisor w/Truck \$ 187.00/Hour Journeyman \$ 112.00/Hour Helper \$ 75.00/Hour
2. Material & Supplies *	
Indicate your percentage mark-up on vendor’s cost for materials & supplies, regardless of the manufacturer. The vendor quote shall include their cost, mark-up percentage (%) and total cost to district. The District will take into consideration the mark-up requested by each bidder along with the overall project cost, when determining the lowest bidder.	20%
3. Subcontractor Services *	
If your company utilizes the services of a subcontractor for a particular project or portion thereof, indicate a percentage (%) mark-up (+) which would be added to their cost. This cost mark-up will be included on your quote and invoice for payment to the District. A copy of the subcontractor’s invoice may be requested for verification purposes at any time and when requests for payments are deemed excessive. The District will take into consideration the mark-up requested by each bidder along with the overall project cost, when determining the lowest bidder.  <i>Note: Subcontractor’s services are only allowed with prior written authorization from authorized district personnel (per project).</i>	20%

\* Includes all shipping, transportation, delivery and storage of all materials, supplies and labor needed to complete each project.

**Warranty information:**

Workmanship (labor): One (1) Year

Manufacturer’s Equipment/Parts: Minimum One (1) Year

**Contact Information:**

Rusty Buchkovich

(352)804-1277

[pbfence@gmail.com](mailto:pbfence@gmail.com)

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**  
(For Donations, use Section B)

A. Item Currently Budgeted -						
Account Name	2024-2025 Maintenance Carpenters Repairs and Maintenance General Fund Account					
Account Number	1100 E	8100	3500	9504	49500	Sub Project
	Fund	Function	Object	Cost Center	Project	
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget
	-				=	Present Request
						Remaining Balance Available
\$ 32,500.00	\$	\$ 23,667.38	\$ 8,832.62	\$ 4,000.00	\$	4,832.62

  

Account Name	2024-2025 Half Cent Maintenance Account					
Account Number	3983 E	7400	6700	9500	M200	Sub Project
	Fund	Function	Object	Cost Center	Project	
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget
	-				=	Present Request
						Remaining Balance Available
\$ 1,000,000.00	\$	\$ 670,724.29	\$ 329,275.71	\$ 27,800.14	\$	301,475.57

B. Item Currently Not Budgeted -**						
Funding Source	_____					
Account Name	_____					
Account Number	_____	_____	_____	_____	_____	Sub Project
	Fund	Function	Object	Cost Center	Project	
Amount \$	_____					

  

Funding Source	_____					
Account Name	_____					
Account Number	_____	_____	_____	_____	_____	Sub Project
	Fund	Function	Object	Cost Center	Project	
Amount \$	_____					

C. History	
Check one:	
Prior Year Budget:	<input checked="" type="radio"/>
New for Current Year:	<input type="radio"/>
Prior Year Approved Budget:	\$ 7,338.83
Prior Year Actual Spent:	\$ 7,338.83

\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*

A. Item Currently Budgeted -							
Account Name <u>EDUCATIONAL FACILITY SECU 7026 OFFICE OF SAFE SCHOOLS CW SAFETY GRANT 2023-2026</u>							
Account Number	<u>3920</u>	<u>7400</u>	<u>6700</u>	<u>9551</u>	<u>M2057</u>		
	Fund	Function	Object	Cost Center	Project	Sub Project	
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
						Present Request	=
						Remaining Balance Available	
\$ 359,604.00		\$ 0.00		\$ 91,837.14		\$ 267,766.86	
				\$ 267,766.86		\$ 0.00	

  

B. Item Currently Not Budgeted -**							
Account Name <u>SITE IMPROVEMENTS (CAPITALIZE) OFFICE OF SAFE SCHOOLS</u>							
Account Number	<u>1100</u>	<u>8100</u>	<u>6700</u>	<u>9551</u>	<u>M2050</u>		
	Fund	Function	Object	Cost Center	Project	Sub Project	
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
						Present Request	=
						Remaining Balance Available	
\$ 29,000.00		\$ 0.00		\$ 28,567.00		\$ 433.00	
				\$ 433.00		\$ 0.00	

Funding Source	_____					
Account Name	_____					
Account Number	_____	_____	_____	_____	_____	_____
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$	_____					

  

Funding Source	_____					
Account Name	_____					
Account Number	_____	_____	_____	_____	_____	_____
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount \$	_____					

**C. History**

Check one:  
**Prior Year Budget:**   
**New for Current Year:**

Prior Year Approved Budget: \$ \_\_\_\_\_  
 Prior Year Actual Spent: \$ \_\_\_\_\_

\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

## School Board Regular Meeting

---

**Agenda Item # 13. 25-2813**

2/11/2025

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**Title and Board Action Requested**

Award RFQ #9009-2411-0003, Continuing Environmental Consulting Services, to Apex Companies, LLC, Gallagher Bassett Services, Inc. and OHC Environmental Engineering, Inc., for environmental consulting services for miscellaneous projects to be awarded on an ongoing basis, and authorize the purchase of said services for an estimated annual amount of \$100,000.00 using various funds.

**Executive Summary**

The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board award RFQ #9009-2411-0003, Continuing Environmental Consulting Services, to Apex Companies, LLC, Gallagher Bassett Services, Inc. and OHC Environmental Engineering, Inc., for environmental consulting services for miscellaneous projects to be awarded on an ongoing basis, and authorize the purchase of said services for an estimated annual amount of \$100,000.00 using various funds.

**My Contact**

Brian Ragan  
Director of Facilities & Construction  
ragan\_b@hcsb.k12.fl.us  
352-797-7050

William L Hall  
Fire Official/Plans Examiner  
hall\_b@hcsb.k12.fl.us  
352-797-7050

**2023-28 Strategic Focus Area**

Priority 5: Fiscal Transparency and Capital Planning

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.



**HERNANDO  
SCHOOL DISTRICT**

Learn it. Love it. Live it.

**REQUEST FOR QUALIFICATIONS  
NO 9009-2411-0003  
For Continuing Environmental Consulting  
Services**

Hernando County School District  
Brooksville, Florida



**REQUEST FOR QUALIFICATIONS  
FOR  
CONTINUING ENVIRONMENTAL CONSULTING SERVICES**

**For Projects up to \$7.5 Million or Statutory Limit**

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**APPENDICES**

- Appendix A: Submittal Evaluation Form (to be completed by Jury Panel)**
- Appendix B: Sample Standard Form of Agreement Between Owner and Consultant (AIA C103-2015)**  
**Sample HCSD Standard Addendum to Agreements**

**ANNOUNCEMENT**

**REQUEST FOR QUALIFICATIONS FOR  
Continuing Environmental Consulting Services  
Hernando County School Board**

**RFQ 9009-2411-0003**

The Hernando County School Board (“HCSB”), Brooksville, Florida, invites qualified firms to submit a letter of interest and supporting documentation relating to professional ENVIRONMENTAL CONSULTING SERVICES for miscellaneous projects to be awarded on an ongoing basis. Awarded firms will execute an AIA Standard Form of Agreement between Owner and Consultant (AIA C103-2015) for continuing services. **Projects assigned under this Agreement will be limited to those with an estimated construction cost not exceeding the limits established by Florida Statute 287.055 (CCNA Act) for continuing contracts and for consulting services for which the fee does not exceed \$500,000.**

Environmental Consulting Service include:  
**Asbestos Testing and Assessment**  
**Mold Testing and Assessment**  
**Radon Testing and Assessment**  
**Lead Based Paint Testing and Assessment**  
**Phase 1 & 2 Environmental Assessments**  
**Storage Tank Assessments**  
**Potable Water Testing and Assessment**  
**Other Environmental Consulting Services on an as-needed basis**

Submittals must be received before **2:00 PM on Tuesday, December 17th, 2024** at the Facilities & Construction Department, Hernando County School Board, 8016 Mobley Road, Brooksville, Florida 34601 (352-797-7050). **Late submittals will not be considered.** It is the responsibility of the Respondent to allow sufficient time for submittals to transit through the US Postal Service and the HCSB distribution system to guarantee delivery prior to the deadline.

Submittal Requirements and information related to this RFQ are available on the Bid Net website, including the Sample Architect-Engineer Agreement for Continuing Services and the associated Terms and Conditions. Interested respondents are required to register, free of charge, by visiting: [www.bidnet.com](http://www.bidnet.com).

**REQUEST FOR QUALIFICATIONS  
CONTINUING ENVIRONMENTAL ENGINEERING SERVICES  
HERNANDO COUNTY SCHOOL DISTRICT**

**I. GENERAL INFORMATION**

**A. DESCRIPTION**

1. Hernando County School Board (HCSB) seeks qualifications from Professional Consultants having appropriate licenses issued by the State of Florida to provide environmental consulting services for districtwide projects.
2. Existing continuing service agreements shall be terminated upon approval of new agreements pursuant to this solicitation. Firms currently under contract must reapply to be considered for these services.
3. Submittals will be evaluated by the Professional Services Advisory Committee (PSAC) and judged according to the criteria described herein. Qualified Firms will be awarded a Continuing Service Agreement. The initial term of the Agreement will be two (2) years with the option for one (1) renewal for a two (2) year period, contingent upon mutual agreement.
4. Individual projects will be awarded on an as-needed basis and executed under the AIA Standard Form of Agreement between Owner and Consultant (AIA C103-2015) and the associated Terms and Conditions, Insurance Requirements, sample forms included in Appendix B.
5. Selected firms will provide Environmental Engineering Consulting services on an on-call basis for projects throughout Hernando County School District. **The individual projects assigned under this Agreement will be limited to those with an estimated construction cost of more than \$7.5 million (or current statutory limit) and for consulting services for which the fee does not exceed \$500,000 as established by Florida Statute 287.055 for continuing contracts.**

**B. MINIMUM QUALIFICATIONS**

Respondents must meet minimum qualifications in order to receive consideration. Respondents shall, at a minimum:

1. Be registered in the State of Florida under State Statute Chapter 469 to provide professional environmental consulting Services.
2. Have been in business operating within the State of Florida for a minimum of three (3) consecutive years under the current name and providing the services advertised under this RFQ.
3. May not be disqualified by Florida Statute 287.133 (2) (a), which states as follows:  
*“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”*

**C. SCOPE OF SERVICES**

1. The scope of services for assigned projects may include multiple tasks, including surveying, testing, assessment, preparation of work plans, preparation of documents suitable for bidding, permitting, cost estimating, administration of abatement/demolition activities, air monitoring, clearance testing and similar tasks. The number of phases and associated deliverables will be determined according to individual project needs.
2. Related services may be required and may be subcontracted. For the purpose of this RFQ, the Jury Panel will evaluate the Respondent’s qualifications without consideration of proposed sub-consultants for related services.
3. The Environmental Consultant shall, throughout the term of the Agreement, maintain the appropriate licenses and certifications as required pursuant to Chapter 455 Florida Statutes.
4. Any Laboratory used by the Environmental Consultant shall maintain the proper accreditations required to comply with all applicable Federal and State regulations.
5. The Environmental Consultant shall provide documentation of all licensure and accreditations as part of any and all reports produced under this Agreement.
6. The Environmental Consultant shall be responsible to directly supervise the work of subconsultants.
7. Jessica Lunsford Act: Environmental Consultants shall comply and the consultant, subconsultants and employees shall be responsible for the costs associated with compliance. By submittal of qualifications, each firm acknowledges that a Hernando County School District badge must be displayed by all employees and sub-consultants of the Environmental Consultant when on school sites.

**D. SELECTION PROCESS**

1. The selection of consultants will be conducted in two stages in accordance with the Florida Statutes, 287.055, as follows:
  - a. Submittals will be screened and scored. The firm will receive one overall score which will be used for ranking within each discipline. Firms will be ranked and firms ranked the highest (within each discipline) will be awarded continuing service agreements (AIA C103-2015). It is anticipated that no fewer than three (3) firms will be selected to enter into an agreement, however HCSD reserves the right to limit the total number of awardees.
  - b. At such time as an awarded firm is being considered for an individual Project Assignment, firms will be invited to discuss their qualifications either in person or by telephone.
2. Award of an agreement does not guarantee that any number or any particular type of project will be assigned to the awarded firm. The Owner reserves the right in its sole discretion to select the projects, if any, to be assigned.

**II. SUBMITTAL REQUIREMENTS**

**A. SUBMITTAL INFORMATION**

Due Date & Time: **Tuesday, December 17th, 2:00 PM**

Copies: **Three (3) bound hard copies and one (1) .pdf copy on portable media**

Address: **Submit to: Facilities & Construction Dept., 8016 Mobley Rd,  
Brooksville, FL 34601**

Comments: **Late submittals will not be considered. It is the responsibility of the  
Respondent to allow sufficient time for submittals to transit through  
the US Postal Service and the HCSB distribution system to guarantee  
delivery prior to the deadline.**

Contact: **Brian Ragan, Facilities & Construction Department  
Hernando County School District  
Ragan\_b@hcsb.k12.fl.us  
352-797-7050**

**PLEASE SUBMIT IN A SEALED ENVELOPE AND INCLUDE NAME OF  
COMPANY, ADDRESS AND RFQ NUMBER 9009-2411-0003 ON  
ENVELOPE**

## B. SCHEDULE FOR RFQ PROCESS

The schedule is as follows:

Advertisement	November 18 – December 9, 2024
Final Date for Respondent Questions	December 09, 2024
Due Date for HCSB Responses	December 10, 2024
Submittals Due	<b>December 17, 2024 at 2:00 PM</b>
Selection Posted	January 10, 2025
Agreements Distributed to Awardees	TBD, approximately January 24, 2025
School Board Award of Contracts	TBD tentative February 2025 Board Meeting

The above schedule is tentative. Revisions will be issued in a timely manner. Information related to this RFQ, including the schedule, will be distributed via the Bid Net web page.

Respondents are required to register on [www.bidnet.com](http://www.bidnet.com) to receive information related to this RFQ.

## C. GENERAL INFORMATION

### 1. Changes and Clarifications:

Changes and clarifications to this RFQ will be issued by addenda. Addenda will be distributed via [www.bidnet.com](http://www.bidnet.com).

Respondents may enter questions at any time prior to the date listed in paragraph II.B. All questions must be entered into [www.bidnet.com](http://www.bidnet.com) and HCSB will respond accordingly.

**It is the respondent's responsibility to log in and check for updated information.**

### 2. Conditions of this RFQ:

All respondents accept the following conditions:

- a. All submittals shall become the property of HCSB and will not be returned.
- b. Late submittals will not be evaluated.
- c. HCSB is governed by the Public Records Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets, as defined by F.S., and financial statements may be exempt from disclosure. Any such confidential materials shall be segregated and clearly marked as Confidential. Blanket requests will not be honored.
- d. HCSB reserves the right to reject any or all proposals if deemed unresponsive to this RFQ or for failure to disclose requested information.
- e. HCSB shall not be liable for costs incurred by respondents in the preparation of submittals or for costs related to any element of the selection and contract negotiation process.
- f. By responding to this RFQ, the respondents acknowledge that they have carefully reviewed the entire RFQ, including appendices and addenda, and furthermore specifically agrees that the Architect-Engineers Agreement and the associated Terms and Conditions are expressly acceptable without reservation.
- g. HCSB reserves the right, without invalidating the respondent's submittal, to request clarification of the information provided.

#### D. DOCUMENTS

Submittals must comply with the following requirements 1-5. HCSB retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the District.

1. Three (3) hard copies and one (1) .pdf version on portable media. The .pdf version is to be submitted as a single bound document, including the cover letter.
1. Each submittal is to be accompanied by a Letter of Interest addressed to the Facilities Operations Department. The Letter of Interest is to include the following information:
  - a. Complete legal name of the Firm
  - b. Mailing Address of the office where the services will be performed
  - c. Specific Environmental Consulting Service(s) for which the Respondent is applying
  - d. Name, telephone number and **e-mail address** of the Contact Person for the RFQ process
2. The submittal is to be no more than 25 double-sided 8 ½" x 11" sized pages in portrait orientation, minimum font size 10 point, permanently bound with spiral or plastic binder. Page count excludes covers, cover page, backings, cover letter or any tabs.
3. Submittal shall be formatted and tabbed in the exact form and numeric sequence stated herein.
4. Response to all items shall be complete.

#### III. EVALUATION CRITERIA

Submittals will be evaluated and scored according to the Evaluation Form provided in Appendix A.

It is the intent of HCSB to select firms who have prior experience with educational projects. Respondents will be judged not only on prior experience but also on their ability to address issues critical to the success of a project, as outlined in this RFQ document. The following must be submitted (in order by Tab) and are elements that will be used to evaluate each respondent's qualifications.

##### **TAB 01 – FIRM QUALIFICATIONS AND CAPABILITIES**

Provide a brief overview of the firm's qualifications and experience related to **educational projects** or projects performed in a similar environment.

Describe the organization and size of the firm. Establish the lines of authority and communication. Organizational chart may be included.

Describe the firm's in-house capabilities, specifically with regard to engineering services.

Describe the firm's current and projected workload.

Establish whether the firm is a certified minority or small business enterprise as defined by the Florida Small and Minority Business Assistance Act.

Describe the total number of in-house staff available to provide each of the following services, and how many of those total staff are based in the office which will service HCSB projects, and which services would be subcontracted, if any:

Florida Licensed Asbestos Consultants  
Certified Industrial Hygienists  
EPA Asbestos Hazard Emergency Response Act (AHERA) Certified Management Planners  
AHERA Certified Building Inspectors  
Florida Licensed Mold Assessors  
ACAC Certified Indoor Environmentalists or Certified Indoor Environmental Consultants

EPA Certified Lead Inspectors  
EPA Certified Lead Risk Assessors  
Florida Certified Radon Measurement Specialists  
Radon Technicians  
Other (list)

#### **TAB 02 – PRIOR EXPERIENCE AND PERFORMANCE**

Provide information related to specific recent projects with regard to scope of services, complexity, and schedule. Include any multi-phased projects on occupied school sites or in similar environments.

Testimonials and reference letters may be provided to demonstrate success of the above projects.

#### **TAB 03 – APPROACH AND METHODOLOGY**

Describe the firm's abilities with regard to communication and reporting, for example: surveys, test reports, recommendations and field reports. Provide examples.

Describe the firm's process for ensuring quality control, including accuracy of reporting and oversight of employees and sub-consultants.

#### **TAB 04 – WORK LOCATION**

Describe the location of the office where management staff will be based.

Describe how the proximity of the firm's office may affect construction administration tasks and coordination with the HCSB project manager. List any employees who are residents of Hernando County.



Appendix A

**HERNANDO COUNTY SCHOOL DISTRICT  
SUBMITTAL EVALUATION FORM  
CONTINUING ENVIRONMENTAL CONSULTING SERVICES**

QUALIFICATION BASED SELECTION

Evaluator #: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
RFQ # 9009-2411-0003 \_\_\_\_\_

**SCORE:**

Weight<sup>2</sup> x Rating<sup>3</sup> = Score

1. QUALIFICATIONS AND CAPABILITIES<sup>1</sup>

- Experience with educational or similar projects 10 x \_\_\_\_\_ = \_\_\_\_\_
- Organizational structure & established lines of communication 10 x \_\_\_\_\_ = \_\_\_\_\_
- Range of capabilities for which the firm is licensed/certified to perform in house 10 x \_\_\_\_\_ = \_\_\_\_\_
- Range of other services for which the applicant is licensed to subcontract 10 x \_\_\_\_\_ = \_\_\_\_\_

2. PRIOR EXPERIENCE AND PERFORMANCE<sup>1</sup>

- Examples of successful projects and Owner contact information 10 x \_\_\_\_\_ = \_\_\_\_\_

3. APPROACH AND METHODOLOGY<sup>1</sup>

- Documented proficiency in Reporting 10 x \_\_\_\_\_ = \_\_\_\_\_
- Process for ensuring quality control 10 x \_\_\_\_\_ = \_\_\_\_\_

4. WORK LOCATION<sup>1</sup>

- Proximity of the firm's office to Hernando County 10 x \_\_\_\_\_ = \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_<sup>4</sup>

NOTES:

1. **Criteria:** Evaluator will review all information presented, including unique characteristics and abilities, in order to rate the firm's qualifications in each category.
2. **Weights:** Weights are assigned to establish the relative importance of the listed criteria.
3. **Ratings:** Evaluator will assess the strength of each firm's qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers)
4. **Total Score:** Includes the sum of all criteria.

**Appendix B  
Contract Documents**

**Sample Standard Form of Agreement Between Owner and Consultant (AIA C103-2015)  
Sample HCSD Standard Addendum to Agreements  
Hernando County School District Consultant's Insurance Requirements**

**APPENDIX A**

**RFQ # 9009-2411-0003 Continuing Environmental Consulting Services**

**RANKING MATRIX**

See note below.



FIRM	QUALIFICATIONS				AVERAGE QUALS	QUALS SCORE	RANK
	EVAL #1	EVAL #2	EVAL #3	EVAL #4			
OHC Environmental Engineering	290	360	280	280	302.50	75.63%	1
Gallagher Bassett Technical Services	280	340	270	280	292.50	73.13%	2
Apex Companies	260	340	280	280	290.00	72.50%	3
Terracon Consultants	280	290	300	280	287.50	71.88%	4
UES Professional Solutions	220	280	290	280	267.50	66.88%	5

\*Award to Highlighted Firms

**Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.**



# AIA® Document C103® – 2015

## Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant's Services

**AGREEMENT** made as of the Eleventh day of February in the year Two-thousand Twenty-five  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address, and other information)

School Board of Hernando County Florida  
8016 Mobley Road  
Brooksville, FL 34601

and the Consultant:  
(Name, legal status, address, and other information)

Apex Companies, LLC Limited Liability Corporation  
2101 Gaither Rd, Ste 500  
Rockville, MD 20850

Consultant's discipline:

Environmental Engineering

for the following Project:

(Name, location and detailed description. Time limits for bringing claims in Section 6.1.1 are tied to completion of the "Project." The "Project" may be limited to the scope of services to be provided by the Consultant, or the Consultant may be providing services for a "Project" involving design and construction of one or more structures. Care should be taken in describing or defining the Project.)

Continuing Environmental Engineering  
Hernando County School Dist. Continuing Engineering Services

Miscellaneous Environmental Consulting Engineering projects on a continuing basis where the estimated construction cost per project does not exceed the statutory limits established by Florida Statute 287.055 (CCNA Act).

The Owner and Consultant agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document does not contain a description of the Consultant's scope of Services. This document is intended to be used in conjunction with AIA Standard Form of Consultant's Services documents.

Init.

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User Notes:

(1247235144)

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 CONSULTANT'S RESPONSIBILITIES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COPYRIGHTS AND LICENSES
- 6 CLAIMS AND DISPUTES
- 7 TERMINATION OR SUSPENSION
- 8 COMPENSATION
- 9 MISCELLANEOUS PROVISIONS
- 10 SPECIAL TERMS AND CONDITIONS
- 11 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1:

*(State below Initial Information, such as details of the Project's site and program; identity of the Architect, Owner's contractors and other consultants, and Consultants' subconsultants; anticipated procurement method; and other information relevant to the Consultant's Services.)*

Hernando County School District **RFQ# 9009-2411-0003** conditions shall apply

This agreement shall be effective for a period of two (2) years with an option to renew for one additional two (2) year period upon written consent of both parties and any approvals subsequently required by the School Board.

§ 1.2 Unless otherwise specifically defined in this Agreement, terms in this Agreement shall have the same meaning as those in AIA Document A201™-2007, General Conditions of the Contract for Construction.

§ 1.3 The Owner's anticipated design and construction schedule:

.1 Design phase milestones, if any:

TBD

.2 Date for commencement of construction:

TBD

.3 Substantial Completion date:

TBD

.4 Other milestone dates:

TBD

Init.

§ 1.4 The Owner and Consultant may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Consultant shall appropriately adjust the schedule, the Consultant's services, and the Consultant's compensation.

## ARTICLE 2 CONSULTANT'S RESPONSIBILITIES

§ 2.1 The Consultant shall provide the following professional services:

*(Describe the scope of the Consultant's services or identify an exhibit or scope of services document setting forth the Consultant's services and incorporated into this document in Section 11.2.)*

TBD based on individual project's specifics and further designated in task order issued by the Owner

§ 2.2 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Consultant identifies the following representative who is authorized to act on behalf of the Consultant with respect to the Project.

*(List name, address, and other information.)*

Michael Aaronson  
5909 Breckenridge Parkway, Suite E  
Tampa, FL 33610  
[Michael.Aaronson@apexcos.com](mailto:Michael.Aaronson@apexcos.com)  
813-417-9910

§ 2.4 If required in the jurisdiction where the Project is located, the Consultant shall be licensed to perform the services described in this Agreement, or shall cause such services to be performed by appropriately licensed professionals.

§ 2.5 The Consultant shall coordinate its services with those services provided by the Owner and the Owner's other consultants. The Consultant may communicate with the Owner's other consultants for the purposes of performing its services on the Project. The Consultant shall keep the Owner reasonably informed of any such communications. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's other consultants. The Consultant shall provide prompt written notice to the Owner if the Consultant becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.6 The Consultant shall keep the Owner reasonably informed of the progress of the Consultant's services.

§ 2.7 **Insurance.** The Consultant shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Consultant normally maintains, the Owner shall reimburse the Consultant for any additional cost as set forth in Section 8.6.3.

§ 2.7.1 Commercial General Liability with policy limits of not less than One-million dollars (\$1,000,000.00) for each occurrence and One-million dollars (\$1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.7.2 Automobile Liability covering vehicles owned by the Consultant and non-owned vehicles used by the Consultant with policy limits of not less than One-million dollars (\$1,000,000.00) per claim and One-million dollars (\$1,000,000.00) in the aggregate for bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.7.3 The Consultant may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.7.1 and 2.7.2.

§ 2.7.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than Statutory Minimum (\$ ).

§ 2.7.5 Professional Liability covering the negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Five-hundred thousand (\$ 500,000.00 ) per claim and One-million dollars (\$ 1,000,000.00 ) in the aggregate.

§ 2.7.6 The Owner shall be an additional insured on the Consultant's primary and excess insurance policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.7.7 The Consultant shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.7. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.8 Time. The Consultant shall provide its services within the time limits established in the Consultant's Schedule, or within the Deliverable(s) Time Limit(s) set forth below. The Consultant shall immediately inform the Owner of any circumstances which may cause a delay. (Check one or both selections below.)

- Consultant's Schedule: As soon as practicable after the date of this Agreement, the Consultant shall submit, for the Owner's approval, a schedule for the performance of the Consultant's Services. If relevant to the Consultant's Services, the schedule initially shall include anticipated dates for design phase milestones, commencement of construction, and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant or Owner.
- Deliverable(s) Time Limit: The Consultant shall provide the following deliverable(s) within the time limit(s) set forth below. Unless otherwise indicated below, time shall be calculated based on calendar days from the date of this Agreement.

Deliverable(s) <i>(Describe the deliverable(s))</i>	Time Limits <i>(Insert number of calendar days and, where appropriate, if time is to be measured from a separate written authorization from the Owner)</i>
TBD upon issuance of Task Order.	TBD upon issuance of Task Order.

**ARTICLE 3 ADDITIONAL SERVICES**

§ 3.1 Additional Services may be provided after execution of this Agreement without invalidating the Agreement.

§ 3.2 The Consultant shall promptly notify the Owner upon recognizing the need to perform Additional Services. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 3.2 shall entitle the Consultant to compensation pursuant to Section 8.2.

**ARTICLE 4 OWNER'S RESPONSIBILITIES**

§ 4.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project. Within 15 days after receipt of a written request from the Consultant, the Owner shall furnish the requested information as necessary and relevant for the Consultant to evaluate, give notice of, or enforce lien rights.

Init.

§ 4.2 The Owner identifies the following representative who is authorized to act on the Owner's behalf with respect to the Project.  
(List name, address, and other information.)

William Hall  
Fire Official/Plans Examiner  
8016 Mobley Rd.  
Brooksville, FL 34601

§ 4.3 The Owner shall render decisions and approve the Consultant's submittals, if any, in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

§ 4.4 The Owner shall coordinate the services of its other consultants with those services provided by the Consultant. The Owner shall provide the Consultant with a list of other consultants on the Project whose services relate to the Consultant's services. The Owner shall also, upon written request, furnish the Consultant with copies of the scope of services in contracts between the Owner and such other consultants. The Owner shall require that its other consultants maintain professional liability insurance as appropriate to the services provided.

§ 4.5 The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Consultant to furnish them as an Additional Service, when the Consultant requests such services and demonstrates that they are reasonably required for the Consultant to be able to perform its services.

§ 4.6 The Owner shall provide prompt written notice to the Consultant if the Owner becomes aware of any fault or defect in the Project, including errors, omissions, or inconsistencies in the Consultant's Services.

#### ARTICLE 5 COPYRIGHTS AND LICENSES

§ 5.1 Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Consultant and the Consultant's subconsultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials in digital or physical form.

§ 5.2 The Consultant and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions or comply with protocols established for the Project, if any.

§ 5.3 The Consultant and the Consultant's subconsultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory, and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant's subconsultants.

§ 5.4 Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of designing, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from its subconsultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Owner's consultants and contractors to reproduce applicable portions of the Instruments of Service solely and exclusively for the purposes of designing, constructing, using, maintaining, altering and adding to the Project. If the Consultant rightfully terminates this Agreement for cause as provided in Section 7.4, the license granted in this Section 5.4 shall terminate.

§ 5.4.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Consultant and the Consultant's subconsultants from all claims and causes of action arising from such uses. The Owner, to



the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 5.4.1. The terms of this Section 5.4.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 7.4.

§ 5.5 Except for the licenses granted in this Article 5, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge, or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Consultant and the Consultant's subconsultants.

## ARTICLE 6 CLAIMS AND DISPUTES

### § 6.1 General

§ 6.1.1 The Owner and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date the Project is sufficiently complete so that the Owner can utilize it for its intended use. The Owner and Consultant waive all claims and causes of action not commenced in accordance with this Section 6.1.1.

§ 6.1.2 To the extent damages are covered by property insurance, the Owner and Consultant waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Consultant, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 6.1.3 The Consultant and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 7.7.

### § 6.2 Mediation

§ 6.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 6.2.2 The Owner and Consultant shall endeavor to resolve claims, disputes, and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 6.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 6.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 6.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box. If the Owner and Consultant do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)*

Arbitration pursuant to Section 6.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: *(Specify)*

### § 6.3 Arbitration

§ 6.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question, arising out of or related to this Agreement, subject to, but not resolved by, mediation shall be subject to arbitration, which unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 6.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute, or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute, or other matter in question.

§ 6.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### § 6.3.4 Consolidation or Joinder

§ 6.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 6.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 6.3.4.3 The Owner and Consultant grant to any person or entity made a party to an arbitration conducted under this Section 6.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Consultant under this Agreement.

## ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 If the Owner fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, the Consultant shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.2 If the Owner suspends the Project or the Consultant's services, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project or the Consultant's services are resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.3 If the Owner suspends the Project or the Consultant's services for more than 90 cumulative days for reasons other than the fault of the Consultant, the Consultant may terminate this Agreement by giving not less than seven days' written notice.

§ 7.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 7.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Consultant for the Owner's convenience and without cause.

§ 7.6 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 7.7.

§ 7.7 Termination Expenses are in addition to compensation for the Consultant's services and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant.

§ 7.8 The Owner's rights to use the Consultant's Instruments of Service in the event of a termination of this Agreement are set forth in Article 5 and Section 8.7.

## ARTICLE 8 COMPENSATION

§ 8.1 The Owner shall compensate the Consultant for services described in Article 2 as follows:

*(Insert amount of, or basis for, compensation)*

Per Exhibit C

§ 8.2 The Owner shall compensate the Consultant for Additional Services that may arise during the course of the Project as follows:

*(Insert amount of, or basis for, compensation.)*

Per Consultant's Hourly Rate Schedule listed in Section 8.3

§ 8.3 The hourly billing rates for services of the Consultant and the Consultant's subconsultants, if any, are set forth below. The rates shall be adjusted in accordance with the Consultant's and Consultant's subconsultants' normal review practices.

*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Per Exhibit C

Employee or Category	Rate
See attached Exhibit C	See attached Exhibit C

§ 8.4 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid Sixty ( 60 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Consultant.

*(Insert rate of monthly or annual interest agreed upon.)*

Two percent ( 2 %)

§ 8.5 The Owner shall not withhold amounts from the Consultant's compensation to impose a penalty or liquidated damages on the Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

### § 8.6 Reimbursable Expenses

§ 8.6.1 Reimbursable Expenses are in addition to compensation for the Consultant's professional services and include expenses incurred by the Consultant directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Consultant's subconsultants expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Consultant's subconsultants;

- .8 All taxes levied on professional services and on reimbursable expenses;
- .9 Other similar Project-related expenditures, if authorized in advance by the Owner.

§ 8.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant plus an administrative fee of Ten percent ( 10 %) of the expenses incurred.

§ 8.6.3 If the insurance requirements listed in Section 2.7 exceed the types and limits the Consultant normally maintains and the Consultant incurred or will incur additional costs to satisfy such requirements, the Owner shall reimburse the Consultant for such costs as set forth below:

Consultant shall maintain insurance as set forth in "Exhibit A - Consultant's Insurance Requirements." If there are conflicts between requirements in this document and Exhibit A, the most stringent requirement shall apply.

§ 8.6.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

#### § 8.7 Compensation for Use of Consultant's Instruments of Service

If the Owner terminates the Consultant for its convenience under Section 7.5, or the Consultant terminates this Agreement under Section 7.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Consultant's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Zero dollars \$(0)

### ARTICLE 9 MISCELLANEOUS PROVISIONS

§ 9.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 6.3.

§ 9.2 The Owner and Consultant, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Consultant shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 9.3 If the Owner requests the Consultant to execute certificates, the proposed language of such certificates shall be submitted to the Consultant for review at least 14 days prior to the requested dates of execution. If the Owner requests the Consultant to execute consents reasonably required to facilitate assignment to a lender, the Consultant shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Consultant for review at least 14 days prior to execution. The Consultant shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 9.4 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

§ 9.5 Unless otherwise required in this Agreement, the Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 9.6 Confidential Information is information containing confidential or business proprietary information that is clearly marked as "confidential." If the Owner or Consultant transmits Confidential Information, the transmission of such Confidential Information constitutes a warranty to the party receiving such Confidential Information that the transmitting party is authorized to transmit the Confidential Information. If a party receives Confidential Information, the receiving party shall keep the Confidential Information strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 9.6.1.

§ 9.6.1 A party receiving Confidential Information may disclose the Confidential Information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. A party receiving Confidential Information may also disclose the Confidential Information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants, and contractors are subject to the restrictions on the disclosure and use of Confidential Information as set forth in this Agreement.

**ARTICLE 10 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

This is a Continuing Services contract. Upon issuance of a Task Order by the Owner, the Consultant shall issue a fee proposal based upon the Scope of Work identified in the Task Order. The fee proposal shall be based on rates listed in Article 8 of this Agreement, along with any supplemental and/or additional services required by the project.

**ARTICLE 11 SCOPE OF THE AGREEMENT**

§ 11.1 This Agreement represents the entire and integrated agreement between the Owner and the Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Consultant. In the event of a conflict between the terms and conditions of this C103™-2015, Standard Form Agreement between Owner and Consultant and an attached exhibit, the terms and conditions of the C103-2015, Standard Form Agreement between Owner and Consultant shall take precedence.

§ 11.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document C103™-2014, Standard Form of Agreement Between Owner and Consultant.
- .2 AIA Document E202™-2022, BIM Exhibit for Sharing Models with Project Participants, Where Model Versions May Not be Enumerated as a Contract Document, if completed, or the following:
- .3 Scope of Services Exhibit(s) listed in section 2.1
- .4 Other documents:  
*(List other documents hereby incorporated into the Agreement.)*

- Exhibit A - Consultant's Insurance Requirements
- Exhibit B - HCSD Standard Addendum to Agreements
- Exhibit C - Rate Schedule

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER *(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

*Diane Anderson*

\_\_\_\_\_  
CONSULTANT *(Signature)*

**Diane Anderson, Vice President**

\_\_\_\_\_  
*(Printed name and title)*

**A. GENERAL**

1. The Architect/Engineer shall procure and maintain all insurance requirements and limits as set forth below, at his or her own expense, for the length of time set forth in Contract requirements. The Architect/Engineer shall continue to provide evidence of such coverage to State of Florida on an annual basis during the aforementioned period including all of the terms of the insurance and indemnification requirements of this agreement. All below insurance policies shall include a provision preventing cancellation without thirty (30) days’ prior notice by certified mail. A completed Certificate of Insurance shall be filed with the Owner and Facilities & Construction within ten (10) days after the date of the Notice of Award, said Certificate to specifically state the inclusion of the coverages and provisions set forth herein and shall state whether the coverage is “claims made” or “per occurrence”.

**B. COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)**

1. This insurance must protect the Architect/Engineer from all claims for bodily injury, including death and all claims for destruction of or damage to property (other than the Work itself), arising out of or in connection with any operations under this Contract, whether such operations be by the Architect/Engineer or by any Subcontractor under him or anyone directly or indirectly employed by the Architect/Engineer or by a Subcontractor. All such insurance shall be written with limits and coverages as specified below and shall be written on an occurrence form.

General Aggregate	\$1,000,000
Products – Completed Operations Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal Injury	\$1,000,000

The following coverages shall be included in the CGL:

- a. Additional Insured status in favor of the Hernando County School Board
- b. The policy shall be endorsed to be **primary and non-contributory** with any insurance maintained by Additional Insureds.
- c. A waiver of Subrogation in favor of all Additional Insured parties.

**C. AUTOMOBILE LIABILITY INSURANCE – Includes business auto liability covering liability arising out of any auto (including owned, hired and non-owned autos.**

1. Combined Bodily Injury and Property Damage Liability
  - a. Combined Single Limit (each accident): \$1,000,000

- b. Coverages: Specific waiver of subrogation

**D. WORKERS' COMPENSATION INSURANCE**

1. The Architect/Engineer shall procure and maintain Workers' Compensation Insurance at his or her own expense during the life of this Contract, including occupational disease provisions for all employees per statutory requirements. Policy shall contain a waiver of subrogation in favor of the Hernando County School Board.
2. The Architect/Engineer shall also require each Subcontractor to furnish Workers' Compensation Insurance, including occupational disease provisions for all of the latter's employees, and to the extent not furnished, the Architect/Engineer accepts full liability and responsibility for Subcontractor's employees.
3. In cases where any class of employees engaged in hazardous work under this Contract at the site of the Project is not protected under the Workers' Compensation statute, the Architect/Engineer shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise protected.

**E. PROFESSIONAL ERRORS AND OMISSIONS LIABILITY INSURANCE –**

The Architect/Engineer promises and agrees to maintain in full force and effect an Errors and Omissions Professional Liability Insurance Policy in the amounts (indicated in the following table) as minimum coverage or such other minimum coverage as determined by the Owner and approved by the Facilities Operations. The policy, including claims made forms, shall remain in effect for the duration of this Agreement and for at least three years beyond the completion and acceptance of the Work. The Architect/Engineer shall be responsible for all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of Professional Services contemplated in this Agreement, provided that any such claim, damage, loss or expense is caused by any negligent act, error or omission of the Architect/Engineer, any consultant or associate thereof, or anyone directly or indirectly employed by Architect/ Engineer. The Architect/Engineer shall submit a Certificate of Insurance verifying said coverage at the signing of this Agreement and also any notices of Renewals of said policy as they occur.

<b>For a Fixed Limit of Construction Cost</b>	<b>Minimum Coverage per Claim</b>	<b>Minimum Coverage in the Aggregate</b>
\$999,999 and under	\$1,000,000	\$1,000,000
\$1,000,000 to \$4,999,999	\$1,000,000	\$1,000,000
\$5,000,000 to \$19,999,999	\$1,000,000	\$2,000,000
\$20,000,000 and Above	\$2,000,000	\$2,000,000





**STANDARD ADDENDUM TO AGREEMENTS WITH  
THE HERNANDO COUNTY SCHOOL BOARD**

**WHEREAS**, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

**WHEREAS**, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

**WHEREAS**, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

**WHEREAS**, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and

Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

- a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
- b. Upon request from the School Board’s custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
- d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board’s custodian of public records, in a format that is compatible with the information technology systems of the School Board.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, [Jordan\\_k@hcsb.k12.fl.us](mailto:Jordan_k@hcsb.k12.fl.us) or (352) 797-7009.**

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney’s fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor’s delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized

redisclosure of such information. Contractor agrees to comply with the Student Online Personal Information Protection Act, section 1006.1494, Florida Statutes. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual's personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

*Signed and dated by authorized representatives as provided below:*

**Contractor:**

*Diane Anderson*

Printed Name: Diane Anderson

Title: Vice President

Date: 1/23/2025

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 3:28 pm, Aug 12, 2024
---

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: Apex Companies, LLC

Vendor FEIN: 52-1562320

Vendor's Authorized Representative Name and Title: Diane Anderson, Vice President

Address: 5909 Breckenridge Parkway, Suite E

City: Tampa State: FL ZIP: 33610

Phone Number: 813-447-9343

Email Address: Diane.Anderson@apexc.com

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: *Diane Anderson*

AUTHORIZED SIGNATURE

Print Name and Title: Diane Anderson, Vice President

Date: 1/23/2025

Approved as to form & content for HCSD:  
 Kevin M. Sullivan  
 Attorney, BGR&H  
 12:27 pm, Aug 13, 2024

**FOREIGN COUNTRY OF CONCERN ATTESTATION  
(PUR 1355)**

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Diane Anderson

Title: Vice President

Signature: *Diane Anderson*

Date: 1/23/2025

Approved as to form &  
content for HCSD:  
Kevin M. Sullivan  
Attorney, BGR&H  
12:28 pm, Aug 13, 2024

# Exhibit C

## Apex Rate Schedule 2025 – 2026

### SUPPORT STAFF

Project Assistant	\$70.00
Draftsperson/CADD Operator (includes CADD time)	\$93.00

### TECHNICIANS

Sample Technician	\$70.00
Senior Technician	\$90.00

### TECHNICAL/PROFESSIONAL STAFF

Staff Indoor Air Quality Scientist/Scientist/Engineer/Geologist	\$98.00
Project Indoor Air Quality Scientist/Scientist/Engineer/Geologist	\$109.00
Senior Indoor Air Quality Scientist/Scientist/Engineer/Geologist	\$124.00
Project Manager	\$145.00
Certified Industrial Hygienist (CIH)/Technical Lead	\$206.00
Licensed Professional PE/PG	\$180.00
Program Manager	\$190.00

Labor charges for Time and Material (T&M) projects, or out of scope work for other projects, will be invoiced according to this rate sheet unless alternative pricing is agreed upon prior to completion of work.

### OVERTIME AND PREMIUM CHARGES ARE AS FOLLOWS:

Overtime for Non-Exempt Support/Service Staff (over 8 hours):	1.5 x Hourly Rate
Deposition, Subpoena and Expert Testimony:	1.5 x Hourly Rate

*Miscellaneous ODCs such as telephone, facsimile, and postage are included in the hourly rate*

### SUBCONTRACTOR AND EQUIPMENT SUPPLIERS

All subcontract and third-party project-related expenses will be billed at cost plus 12 percent. These expenses include all subcontractor costs, third party laboratory fees, third party equipment purchases and rentals, project-specific permits, licenses and fees, overnight courier and other delivery expenses, and charges for all materials and supplies.

### VEHICLE CHARGES

Vehicle use charges are as follows:

Vehicle	Daily (Incl. Mileage)
Autos	\$75.00
Pickup Trucks/Vans	\$100.00

[www.apexc.com](http://www.apexc.com)

813.248.8558 or 800.733.2739







# AIA® Document C103® – 2015

## Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant's Services

**AGREEMENT** made as of the Eleventh day of February in the year Two-thousand Twenty-five  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address, and other information)

School Board of Hernando County Florida  
8016 Mobley Road  
Brooksville, FL 34601

and the Consultant:  
(Name, legal status, address, and other information)

Gallagher Bassett Services, Inc. Corporation  
2850 Golf Road  
Rolling Meadows, IL 60008

Consultant's discipline:

Environmental Engineering

for the following Project:

(Name, location and detailed description. Time limits for bringing claims in Section 6.1.1 are tied to completion of the "Project." The "Project" may be limited to the scope of services to be provided by the Consultant, or the Consultant may be providing services for a "Project" involving design and construction of one or more structures. Care should be taken in describing or defining the Project.)

Continuing Environmental Engineering  
Hernando County School Dist. Continuing Engineering Services

Miscellaneous Environmental Consulting Engineering projects on a continuing basis where the estimated construction cost per project does not exceed the statutory limits established by Florida Statute 287.055 (CCNA Act).

The Owner and Consultant agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document does not contain a description of the Consultant's scope of Services. This document is intended to be used in conjunction with AIA Standard Form of Consultant's Services documents.

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 CONSULTANT'S RESPONSIBILITIES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COPYRIGHTS AND LICENSES
- 6 CLAIMS AND DISPUTES
- 7 TERMINATION OR SUSPENSION
- 8 COMPENSATION
- 9 MISCELLANEOUS PROVISIONS
- 10 SPECIAL TERMS AND CONDITIONS
- 11 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1:

*(State below Initial Information, such as details of the Project's site and program; identity of the Architect, Owner's contractors and other consultants, and Consultants' subconsultants; anticipated procurement method; and other information relevant to the Consultant's Services.)*

Hernando County School District **RFQ# 9009-2411-0003** conditions shall apply

This agreement shall be effective for a period of two (2) years with an option to renew for one additional two (2) year period upon written consent of both parties and any approvals subsequently required by the School Board.

§ 1.2 Unless otherwise specifically defined in this Agreement, terms in this Agreement shall have the same meaning as those in AIA Document A201™-2007, General Conditions of the Contract for Construction.

§ 1.3 The Owner's anticipated design and construction schedule:

.1 Design phase milestones, if any:

TBD

.2 Date for commencement of construction:

TBD

.3 Substantial Completion date:

TBD

.4 Other milestone dates:

TBD

Init.

§ 1.4 The Owner and Consultant may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Consultant shall appropriately adjust the schedule, the Consultant's services, and the Consultant's compensation.

## ARTICLE 2 CONSULTANT'S RESPONSIBILITIES

§ 2.1 The Consultant shall provide the following professional services:

*(Describe the scope of the Consultant's services or identify an exhibit or scope of services document setting forth the Consultant's services and incorporated into this document in Section 11.2.)*

TBD based on individual project's specifics and further designated in task order issued by the Owner

§ 2.2 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Consultant identifies the following representative who is authorized to act on behalf of the Consultant with respect to the Project.

*(List name, address, and other information.)*

John LeJeune, CIH, CSP, LAC - Senior Industrial Hygiene Project Manager  
Gallagher Bassett Technical Services  
4350 W. Cypress Street, Suite 300 - Tampa, Florida 33607  
O: 813-287-1005 M: 813-450-7393  
E: john\_lejeune@gbtpa.com

Mike Sewell | Southeast Regional Manager | Gallagher Bassett Technical Services  
D: 813-287-2824 | M: 813-416-4343  
E: Mike\_Sewell@gbtpa.com

§ 2.4 If required in the jurisdiction where the Project is located, the Consultant shall be licensed to perform the services described in this Agreement, or shall cause such services to be performed by appropriately licensed professionals.

§ 2.5 The Consultant shall coordinate its services with those services provided by the Owner and the Owner's other consultants. The Consultant may communicate with the Owner's other consultants for the purposes of performing its services on the Project. The Consultant shall keep the Owner reasonably informed of any such communications. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's other consultants. The Consultant shall provide prompt written notice to the Owner if the Consultant becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.6 The Consultant shall keep the Owner reasonably informed of the progress of the Consultant's services.

§ 2.7 **Insurance.** The Consultant shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Consultant normally maintains, the Owner shall reimburse the Consultant for any additional cost as set forth in Section 8.6.3.

§ 2.7.1 Commercial General Liability with policy limits of not less than One-million dollars (\$1,000,000.00) for each occurrence and One-million dollars (\$1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.7.2 Automobile Liability covering vehicles owned by the Consultant and non-owned vehicles used by the Consultant with policy limits of not less than One-million dollars (\$1,000,000.00) per claim and One-million dollars (\$1,000,000.00) in the aggregate for bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.7.3 The Consultant may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.7.1 and 2.7.2.

§ 2.7.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than Statutory Minimum (\$ ).

§ 2.7.5 Professional Liability covering the negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Five-hundred thousand (\$ 500,000.00 ) per claim and One-million dollars (\$ 1,000,000.00 ) in the aggregate.

§ 2.7.6 The Owner shall be an additional insured on the Consultant's primary and excess insurance policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.7.7 The Consultant shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.7. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.8 Time. The Consultant shall provide its services within the time limits established in the Consultant's Schedule, or within the Deliverable(s) Time Limit(s) set forth below. The Consultant shall immediately inform the Owner of any circumstances which may cause a delay. (Check one or both selections below.)

- Consultant's Schedule: As soon as practicable after the date of this Agreement, the Consultant shall submit, for the Owner's approval, a schedule for the performance of the Consultant's Services. If relevant to the Consultant's Services, the schedule initially shall include anticipated dates for design phase milestones, commencement of construction, and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant or Owner.
- Deliverable(s) Time Limit: The Consultant shall provide the following deliverable(s) within the time limit(s) set forth below. Unless otherwise indicated below, time shall be calculated based on calendar days from the date of this Agreement.

Deliverable(s) <i>(Describe the deliverable(s))</i>	Time Limits <i>(Insert number of calendar days and, where appropriate, if time is to be measured from a separate written authorization from the Owner)</i>
TBD upon issuance of Task Order.	TBD upon issuance of Task Order.

**ARTICLE 3 ADDITIONAL SERVICES**

§ 3.1 Additional Services may be provided after execution of this Agreement without invalidating the Agreement.

§ 3.2 The Consultant shall promptly notify the Owner upon recognizing the need to perform Additional Services. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 3.2 shall entitle the Consultant to compensation pursuant to Section 8.2.

**ARTICLE 4 OWNER'S RESPONSIBILITIES**

§ 4.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project. Within 15 days after receipt of a written request from the Consultant, the Owner shall furnish the requested information as necessary and relevant for the Consultant to evaluate, give notice of, or enforce lien rights.

§ 4.2 The Owner identifies the following representative who is authorized to act on the Owner's behalf with respect to the Project.

*(List name, address, and other information.)*

William Hall  
Fire Official/Plans Examiner  
8016 Mobley Rd.  
Brooksville, FL 34601

§ 4.3 The Owner shall render decisions and approve the Consultant's submittals, if any, in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

§ 4.4 The Owner shall coordinate the services of its other consultants with those services provided by the Consultant. The Owner shall provide the Consultant with a list of other consultants on the Project whose services relate to the Consultant's services. The Owner shall also, upon written request, furnish the Consultant with copies of the scope of services in contracts between the Owner and such other consultants. The Owner shall require that its other consultants maintain professional liability insurance as appropriate to the services provided.

§ 4.5 The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Consultant to furnish them as an Additional Service, when the Consultant requests such services and demonstrates that they are reasonably required for the Consultant to be able to perform its services.

§ 4.6 The Owner shall provide prompt written notice to the Consultant if the Owner becomes aware of any fault or defect in the Project, including errors, omissions, or inconsistencies in the Consultant's Services.

## ARTICLE 5 COPYRIGHTS AND LICENSES

§ 5.1 Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Consultant and the Consultant's subconsultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials in digital or physical form.

§ 5.2 The Consultant and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions or comply with protocols established for the Project, if any.

§ 5.3 The Consultant and the Consultant's subconsultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory, and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant's subconsultants.

§ 5.4 Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of designing, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from its subconsultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Owner's consultants and contractors to reproduce applicable portions of the Instruments of Service solely and exclusively for the purposes of designing, constructing, using, maintaining, altering and adding to the Project. If the Consultant rightfully terminates this Agreement for cause as provided in Section 7.4, the license granted in this Section 5.4 shall terminate.

§ 5.4.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Consultant and the Consultant's subconsultants from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and

expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 5.4.1. The terms of this Section 5.4.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 7.4.

§ 5.5 Except for the licenses granted in this Article 5, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge, or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Consultant and the Consultant's subconsultants.

## ARTICLE 6 CLAIMS AND DISPUTES

### § 6.1 General

§ 6.1.1 The Owner and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date the Project is sufficiently complete so that the Owner can utilize it for its intended use. The Owner and Consultant waive all claims and causes of action not commenced in accordance with this Section 6.1.1.

§ 6.1.2 To the extent damages are covered by property insurance, the Owner and Consultant waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Consultant, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 6.1.3 The Consultant and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 7.7.

### § 6.2 Mediation

§ 6.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 6.2.2 The Owner and Consultant shall endeavor to resolve claims, disputes, and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 6.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 6.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 6.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box. If the Owner and Consultant do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)*

Arbitration pursuant to Section 6.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: *(Specify)*

### § 6.3 Arbitration

§ 6.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question, arising out of or related to this Agreement, subject to, but not resolved by, mediation shall be subject to arbitration, which unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 6.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute, or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute, or other matter in question.

§ 6.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### § 6.3.4 Consolidation or Joinder

§ 6.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 6.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 6.3.4.3 The Owner and Consultant grant to any person or entity made a party to an arbitration conducted under this Section 6.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Consultant under this Agreement.

## ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 If the Owner fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, the Consultant shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.2 If the Owner suspends the Project or the Consultant's services, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project or the Consultant's services are resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.3 If the Owner suspends the Project or the Consultant's services for more than 90 cumulative days for reasons other than the fault of the Consultant, the Consultant may terminate this Agreement by giving not less than seven days' written notice.

§ 7.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 7.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Consultant for the Owner's convenience and without cause.

§ 7.6 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 7.7.

§ 7.7 Termination Expenses are in addition to compensation for the Consultant's services and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant.

§ 7.8 The Owner's rights to use the Consultant's Instruments of Service in the event of a termination of this Agreement are set forth in Article 5 and Section 8.7.

**ARTICLE 8 COMPENSATION**

§ 8.1 The Owner shall compensate the Consultant for services described in Article 2 as follows:

*(Insert amount of, or basis for, compensation)*

Per Exhibit C

§ 8.2 The Owner shall compensate the Consultant for Additional Services that may arise during the course of the Project as follows:

*(Insert amount of, or basis for, compensation.)*

Per Consultant's Hourly Rate Schedule listed in Section 8.3

§ 8.3 The hourly billing rates for services of the Consultant and the Consultant's subconsultants, if any, are set forth below. The rates shall be adjusted in accordance with the Consultant's and Consultant's subconsultants' normal review practices.

*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Per Exhibit C

Employee or Category	Rate
See attached Exhibit C	See attached Exhibit C

§ 8.4 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid Sixty ( 60 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Consultant.

*(Insert rate of monthly or annual interest agreed upon.)*

Two percent ( 2 %)

§ 8.5 The Owner shall not withhold amounts from the Consultant's compensation to impose a penalty or liquidated damages on the Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

**§ 8.6 Reimbursable Expenses**

§ 8.6.1 Reimbursable Expenses are in addition to compensation for the Consultant's professional services and include expenses incurred by the Consultant directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Consultant's subconsultants expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Consultant's subconsultants;
- .8 All taxes levied on professional services and on reimbursable expenses;
- .9 Other similar Project-related expenditures, if authorized in advance by the Owner.

Init.



§ 8.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant plus an administrative fee of Five percent ( 5 %) of the expenses incurred.

§ 8.6.3 If the insurance requirements listed in Section 2.7 exceed the types and limits the Consultant normally maintains and the Consultant incurred or will incur additional costs to satisfy such requirements, the Owner shall reimburse the Consultant for such costs as set forth below:

Consultant shall maintain insurance as set forth in "Exhibit A - Consultant's Insurance Requirements." If there are conflicts between requirements in this document and Exhibit A, the most stringent requirement shall apply.

§ 8.6.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

#### § 8.7 Compensation for Use of Consultant's Instruments of Service

If the Owner terminates the Consultant for its convenience under Section 7.5, or the Consultant terminates this Agreement under Section 7.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Consultant's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Zero dollars \$(0)

### ARTICLE 9 MISCELLANEOUS PROVISIONS

§ 9.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 6.3.

§ 9.2 The Owner and Consultant, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Consultant shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 9.3 If the Owner requests the Consultant to execute certificates, the proposed language of such certificates shall be submitted to the Consultant for review at least 14 days prior to the requested dates of execution. If the Owner requests the Consultant to execute consents reasonably required to facilitate assignment to a lender, the Consultant shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Consultant for review at least 14 days prior to execution. The Consultant shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 9.4 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

§ 9.5 Unless otherwise required in this Agreement, the Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 9.6 Confidential Information is information containing confidential or business proprietary information that is clearly marked as "confidential." If the Owner or Consultant transmits Confidential Information, the transmission of such Confidential Information constitutes a warranty to the party receiving such Confidential Information that the transmitting party is authorized to transmit the Confidential Information. If a party receives Confidential Information, the receiving party shall keep the Confidential Information strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 9.6.1.

§ 9.6.1 A party receiving Confidential Information may disclose the Confidential Information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. A party receiving Confidential Information may also disclose the Confidential Information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants, and contractors are subject to the restrictions on the disclosure and use of Confidential Information as set forth in this Agreement.

### ARTICLE 10 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

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User Notes:

This is a Continuing Services contract. Upon issuance of a Task Order by the Owner, the Consultant shall issue a fee proposal based upon the Scope of Work identified in the Task Order. The fee proposal shall be based on rates listed in Article 8 of this Agreement, along with any supplemental and/or additional services required by the project.

**ARTICLE 11 SCOPE OF THE AGREEMENT**

§ 11.1 This Agreement represents the entire and integrated agreement between the Owner and the Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Consultant. In the event of a conflict between the terms and conditions of this C103™-2015, Standard Form Agreement between Owner and Consultant and an attached exhibit, the terms and conditions of the C103-2015, Standard Form Agreement between Owner and Consultant shall take precedence.

§ 11.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document C103™-2014, Standard Form of Agreement Between Owner and Consultant.
- .2 AIA Document E202™-2022, BIM Exhibit for Sharing Models with Project Participants, Where Model Versions May Not be Enumerated as a Contract Document, if completed, or the following:
- .3 Scope of Services Exhibit(s) listed in section 2.1
- .4 Other documents:  
*(List other documents hereby incorporated into the Agreement.)*

- Exhibit A - Consultant's Insurance Requirements
- Exhibit B - HCSD Standard Addendum to Agreements
- Exhibit C - Rate Schedule

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** *(Signature)*  
 \_\_\_\_\_  
*(Printed name and title)*

  
 \_\_\_\_\_  
**CONSULTANT** *(Signature)*  
**Michael R. Sewell, SE Regional Manager**  
 \_\_\_\_\_  
*(Printed name and title)*

Init.

**A. GENERAL**

1. The Architect/Engineer shall procure and maintain all insurance requirements and limits as set forth below, at his or her own expense, for the length of time set forth in Contract requirements. The Architect/Engineer shall continue to provide evidence of such coverage to State of Florida on an annual basis during the aforementioned period including all of the terms of the insurance and indemnification requirements of this agreement. All below insurance policies shall include a provision preventing cancellation without thirty (30) days’ prior notice by certified mail. A completed Certificate of Insurance shall be filed with the Owner and Facilities & Construction within ten (10) days after the date of the Notice of Award, said Certificate to specifically state the inclusion of the coverages and provisions set forth herein and shall state whether the coverage is “claims made” or “per occurrence”.

**B. COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)**

1. This insurance must protect the Architect/Engineer from all claims for bodily injury, including death and all claims for destruction of or damage to property (other than the Work itself), arising out of or in connection with any operations under this Contract, whether such operations be by the Architect/Engineer or by any Subcontractor under him or anyone directly or indirectly employed by the Architect/Engineer or by a Subcontractor. All such insurance shall be written with limits and coverages as specified below and shall be written on an occurrence form.

General Aggregate	\$1,000,000
Products – Completed Operations Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal Injury	\$1,000,000

The following coverages shall be included in the CGL:

- a. Additional Insured status in favor of the Hernando County School Board
- b. The policy shall be endorsed to be **primary and non-contributory** with any insurance maintained by Additional Insureds.
- c. A waiver of Subrogation in favor of all Additional Insured parties.

**C. AUTOMOBILE LIABILITY INSURANCE – Includes business auto liability covering liability arising out of any auto (including owned, hired and non-owned autos.**

1. Combined Bodily Injury and Property Damage Liability
  - a. Combined Single Limit (each accident): \$1,000,000

- b. Coverages: Specific waiver of subrogation

**D. WORKERS' COMPENSATION INSURANCE**

1. The Architect/Engineer shall procure and maintain Workers' Compensation Insurance at his or her own expense during the life of this Contract, including occupational disease provisions for all employees per statutory requirements. Policy shall contain a waiver of subrogation in favor of the Hernando County School Board.
2. The Architect/Engineer shall also require each Subcontractor to furnish Workers' Compensation Insurance, including occupational disease provisions for all of the latter's employees, and to the extent not furnished, the Architect/Engineer accepts full liability and responsibility for Subcontractor's employees.
3. In cases where any class of employees engaged in hazardous work under this Contract at the site of the Project is not protected under the Workers' Compensation statute, the Architect/Engineer shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise protected.

**E. PROFESSIONAL ERRORS AND OMISSIONS LIABILITY INSURANCE –**

The Architect/Engineer promises and agrees to maintain in full force and effect an Errors and Omissions Professional Liability Insurance Policy in the amounts (indicated in the following table) as minimum coverage or such other minimum coverage as determined by the Owner and approved by the Facilities Operations. The policy, including claims made forms, shall remain in effect for the duration of this Agreement and for at least three years beyond the completion and acceptance of the Work. The Architect/Engineer shall be responsible for all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of Professional Services contemplated in this Agreement, provided that any such claim, damage, loss or expense is caused by any negligent act, error or omission of the Architect/Engineer, any consultant or associate thereof, or anyone directly or indirectly employed by Architect/ Engineer. The Architect/Engineer shall submit a Certificate of Insurance verifying said coverage at the signing of this Agreement and also any notices of Renewals of said policy as they occur.

<b>For a Fixed Limit of Construction Cost</b>	<b>Minimum Coverage per Claim</b>	<b>Minimum Coverage in the Aggregate</b>
\$999,999 and under	\$1,000,000	\$1,000,000
\$1,000,000 to \$4,999,999	\$1,000,000	\$1,000,000
\$5,000,000 to \$19,999,999	\$1,000,000	\$2,000,000
\$20,000,000 and Above	\$2,000,000	\$2,000,000



**STANDARD ADDENDUM TO AGREEMENTS WITH  
THE HERNANDO COUNTY SCHOOL BOARD**

**WHEREAS**, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

**WHEREAS**, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

**WHEREAS**, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

**WHEREAS**, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes, and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes, if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and



Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, [Jordan\\_k@hcsb.k12.fl.us](mailto:Jordan_k@hcsb.k12.fl.us) or (352) 797-7009.**

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized

redisclosure of such information. Contractor agrees to comply with the Student Online Personal Information Protection Act, section 1006.1494, Florida Statutes. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual’s personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

*Signed and dated by authorized representatives as provided below:*

**Contractor:**

  
\_\_\_\_\_

Printed Name: Michael R. Sewell

Title: SE Regional Manager

Date: 01.23.2025

Approved as to form &  
content for HCSD:  
Kevin M. Sullivan  
Attorney, BGR&H  
3:28 pm, Aug 12, 2024

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: Gallagher Bassett Services, Inc.

Vendor FEIN: 36-3365500

Vendor's Authorized Representative Name and Title: Michael R. Sewell, SE Regional Manager

Address: 4350 W. Cypress Street, Suite 300

City: Tampa State: FL ZIP: 33607

Phone Number: 813-287-1005

Email Address: mike\_sewell@gbtpa.com

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By:   
AUTHORIZED SIGNATURE

Print Name and Title: Michael R. Sewell, SE Regional Manager

Date: 01.23.2025

Approved as to form &  
content for HCSD:  
Kevin M. Sullivan  
Attorney, BGR&H  
12:27 pm, Aug 13, 2024

**FOREIGN COUNTRY OF CONCERN ATTESTATION  
(PUR 1355)**

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: **Michael R. Sewell**

Title: **SE Regional Manager**

Signature: 

Date: **01.23.2025**

Approved as to form &  
content for HCSD:  
Kevin M. Sullivan  
Attorney, BGR&H  
12:28 pm, Aug 13, 2024

**EXHIBIT C**

**GALLAGHER BASSETT SERVICES, INC. - TECHNICAL SERVICES DIVISION  
PROPOSED CONSULTING SERVICES RATES**

**COST AND FEE SCHEDULE**

**I. INVOICE CONTENTS**

Invoices for services and work provided by Gallagher Bassett Services, Inc. (GBSI) will consist of: (1) hourly rate fees for professional and support personnel; (2) travel, shipping, and communication charges; and (3) sales or gross receipt taxes, as applicable. Hourly and travel charges will be based from portal-to-portal. These rates are effective through December 31, 2025.

**II. PERSONNEL RATES**

<u>Title</u>	<u>Hourly Billing Rate</u>
Project Director	\$250.00
Board Certified Professional (PG, PE, CSP, CIH, CHMM)	\$235.00
Licensed Asbestos Consultant	\$225.00
Safety Manager	\$200.00
Sr Project Manager	\$200.00
Sr. Industrial Hygienist	\$175.00
Lead Risk Assessor	\$160.00
Project Manager	\$150.00
Safety Inspector	\$130.00
Industrial Hygienist	\$125.00
Associate Project Manager	\$110.00
Sr Environmental Technician	\$100.00
AutoCAD Draftsperson/Designer	\$95.00
Environmental Technician	\$90.00
Project Coordinator	\$75.00
Project Administrative Support	\$70.00

In addition to the hourly rates set for above and any agreed upon lump-sum rate, the Client will reimburse all direct costs incurred by GBSI, including travel, lodging, and per diem expenses, as well as all other out-of-pocket expenses in with the schedule shown on the next page.

**III. UNIT RATES/OTHER NON-LABOR RATES**

<u>Equipment</u>	<u>Fee</u>	<u>Microbial Analysis per Sample</u>	<u>Fee</u>
Air Sampling Pumps/day	\$100.00	Swab/Tape-Lift 3 Hr TAT	\$175.00
IR Camera/day	\$85.00	Swab/Tape-Lift 6 Hr TAT	\$100.00
XRF/day	\$1,500.00	Swab/Tape-Lift 24 Hr TAT	\$50.00
Myco – Rapid Surface Test/sample	\$85.00	Bioaerosol 3 Hr Tat	\$175.00
Company Truck/day	\$125.00	Bioaerosol 6 Hr TAT	\$100.00
Equipment Rental	Cost+10%	Bioaerosol 24 Hr TAT	\$50.00
<b><u>Asbestos Bulk per Sample/Layer</u></b>		<b><u>Lead Analysis per Sample</u></b>	
Bulk NOB PLM (24 Hr TAT Only)	\$25.00	Lead Paint Chips 3 Hr TAT	\$35.00
Bulk NOB PLM Prep Only	\$15.00	Lead Paint Chips 24 Hr TAT	\$20.00
Bulk PLM 6 Hr TAT	\$60.00	Lead Dust Wipe 3 Hr TAT	\$30.00
Bulk PLM 24 Hr TAT	\$35.00	Lead Dust Wipe 24 Hr TAT	\$20.00
Bulk PLM 48 Hr TAT	\$25.00	Lead in Soil 24 Hr TAT	\$20.00
Bulk PLM Point Count 400	\$45.00	Lead TCLP 30 Hr TAT	\$250.00
Bulk PLM Point Count 1000	\$300.00	Lead TCLP 48 Hr TAT	\$150.00
Bulk TEM 24 Hour TAT	\$75.00	Lead TCLP 72 Hr TAT	\$125.00
Vermiculite - 24 Hr TAT	\$275.00	<b><u>Radon Analysis</u></b>	
Vermiculite - 48 Hr TAT	\$250.00	Radon Short-Term	\$25.00
Vermiculite - 1 week TAT	\$150.00	Radon Long-Term	\$45.00
<b><u>Asbestos Air per Sample</u></b>		<b><u>Other Expenses</u></b>	
Air PCM - 3 Hr TAT	\$35.00	Mileage/mile	\$0.65
Air PCM - 24 Hr TAT	\$20.00	Field Supplies	Cost+10%
Air TEM 7402 6 Hr TAT	\$200.00	Shipping	Cost+10%
Air TEM 7402 24 Hr TAT	\$150.00	Tolls/Parking	Cost+10%
Air TEM AHERA 6 Hr TAT	\$145.00		
Air TEM AHERA 24 Hr TAT	\$95.00	Subcontractors	Cost+10%
		Other Expenses Not Referenced	Cost+10%

**IV. NOTES**

1. Expert testimony excluding preparation time will be charged at 1.5 times the specified hourly rate.
2. All invoices are payable within 30 days of receipt. A 15% penalty charge on overdue accounts may be assessed by this office.
3. Retainers will be applied to the last project invoice. Any retainer in excess of the final invoice will be returned to the Client.



# AIA® Document C103® – 2015

## Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant's Services

**AGREEMENT** made as of the Eleventh day of February in the year Two-thousand Twenty-five  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address, and other information)

School Board of Hernando County Florida  
8016 Mobley Road  
Brooksville, FL 34601

and the Consultant:  
(Name, legal status, address, and other information)

OHC Environmental Engineering, Inc. Corporation  
101 S. Hoover Blvd. Ste. 101  
Tampa, FL 33609

Consultant's discipline:

Environmental Engineering

for the following Project:

(Name, location and detailed description. Time limits for bringing claims in Section 6.1.1 are tied to completion of the "Project." The "Project" may be limited to the scope of services to be provided by the Consultant, or the Consultant may be providing services for a "Project" involving design and construction of one or more structures. Care should be taken in describing or defining the Project.)

Continuing Environmental Engineering  
Hernando County School Dist. Continuing Engineering Services

Miscellaneous Environmental Consulting Engineering projects on a continuing basis where the estimated construction cost per project does not exceed the statutory limits established by Florida Statute 287.055 (CCNA Act).

The Owner and Consultant agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document does not contain a description of the Consultant's scope of Services. This document is intended to be used in conjunction with AIA Standard Form of Consultant's Services documents.

Init.

JIR

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User Notes:

(1517844337)

## TABLE OF ARTICLES

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2	CONSULTANT'S RESPONSIBILITIES
3	ADDITIONAL SERVICES
4	OWNER'S RESPONSIBILITIES
5	COPYRIGHTS AND LICENSES
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11	SCOPE OF THE AGREEMENT

## ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1:

*(State below Initial Information, such as details of the Project's site and program; identity of the Architect, Owner's contractors and other consultants, and Consultants' subconsultants; anticipated procurement method; and other information relevant to the Consultant's Services.)*

Hernando County School District **RFQ# 9009-2411-0003** conditions shall apply

This agreement shall be effective for a period of two (2) years with an option to renew for one additional two (2) year period upon written consent of both parties and any approvals subsequently required by the School Board.

§ 1.2 Unless otherwise specifically defined in this Agreement, terms in this Agreement shall have the same meaning as those in AIA Document A201™-2007, General Conditions of the Contract for Construction.

§ 1.3 The Owner's anticipated design and construction schedule:

.1 Design phase milestones, if any:

TBD

.2 Date for commencement of construction:

TBD

.3 Substantial Completion date:

TBD

.4 Other milestone dates:

TBD



§ 1.4 The Owner and Consultant may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Consultant shall appropriately adjust the schedule, the Consultant's services, and the Consultant's compensation.

## ARTICLE 2 CONSULTANT'S RESPONSIBILITIES

§ 2.1 The Consultant shall provide the following professional services:

*(Describe the scope of the Consultant's services or identify an exhibit or scope of services document setting forth the Consultant's services and incorporated into this document in Section 11.2.)*

TBD based on individual project's specifics and further designated in task order issued by the Owner

§ 2.2 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by professionals in the same discipline practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Consultant identifies the following representative who is authorized to act on behalf of the Consultant with respect to the Project.

*(List name, address, and other information.)*

James F. Rizk

101 S. Hoover Blvd. Ste. 101, Tampa, FL 33609

Email: JRizk@ohcnet.com

Phone: 813.626.8156

Cell: 813.376.2005

§ 2.4 If required in the jurisdiction where the Project is located, the Consultant shall be licensed to perform the services described in this Agreement, or shall cause such services to be performed by appropriately licensed professionals.

§ 2.5 The Consultant shall coordinate its services with those services provided by the Owner and the Owner's other consultants. The Consultant may communicate with the Owner's other consultants for the purposes of performing its services on the Project. The Consultant shall keep the Owner reasonably informed of any such communications. The Consultant shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's other consultants. The Consultant shall provide prompt written notice to the Owner if the Consultant becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.6 The Consultant shall keep the Owner reasonably informed of the progress of the Consultant's services.

§ 2.7 **Insurance.** The Consultant shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Consultant normally maintains, the Owner shall reimburse the Consultant for any additional cost as set forth in Section 8.6.3.

§ 2.7.1 Commercial General Liability with policy limits of not less than One-million dollars (\$1,000,000.00) for each occurrence and One-million dollars (\$1,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.7.2 Automobile Liability covering vehicles owned by the Consultant and non-owned vehicles used by the Consultant with policy limits of not less than One-million dollars (\$1,000,000.00) per claim and One-million dollars (\$1,000,000.00) in the aggregate for bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.7.3 The Consultant may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.7.1 and 2.7.2.

§ 2.7.4 Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than Statutory Minimum (\$ ).

§ 2.7.5 Professional Liability covering the negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Five-hundred thousand (\$ 500,000.00 ) per claim and One-million dollars (\$ 1,000,000.00 ) in the aggregate.

§ 2.7.6 The Owner shall be an additional insured on the Consultant's primary and excess insurance policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.7.7 The Consultant shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.7. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, and any excess policies.

§ 2.8 Time. The Consultant shall provide its services within the time limits established in the Consultant's Schedule, or within the Deliverable(s) Time Limit(s) set forth below. The Consultant shall immediately inform the Owner of any circumstances which may cause a delay.

(Check one or both selections below.)

- Consultant's Schedule: As soon as practicable after the date of this Agreement, the Consultant shall submit, for the Owner's approval, a schedule for the performance of the Consultant's Services. If relevant to the Consultant's Services, the schedule initially shall include anticipated dates for design phase milestones, commencement of construction, and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Consultant or Owner.
- Deliverable(s) Time Limit: The Consultant shall provide the following deliverable(s) within the time limit(s) set forth below. Unless otherwise indicated below, time shall be calculated based on calendar days from the date of this Agreement.

Deliverable(s) <i>(Describe the deliverable(s))</i>	Time Limits <i>(Insert number of calendar days and, where appropriate, if time is to be measured from a separate written authorization from the Owner)</i>
TBD upon issuance of Task Order.	TBD upon issuance of Task Order.

**ARTICLE 3 ADDITIONAL SERVICES**

§ 3.1 Additional Services may be provided after execution of this Agreement without invalidating the Agreement.

§ 3.2 The Consultant shall promptly notify the Owner upon recognizing the need to perform Additional Services. The Consultant, however, shall not proceed to provide such services until the Consultant receives the Owner's written authorization. Except for services due to the fault of the Consultant, any Additional Services provided in accordance with this Section 3.2 shall entitle the Consultant to compensation pursuant to Section 8.2.

#### ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project. Within 15 days after receipt of a written request from the Consultant, the Owner shall furnish the requested information as necessary and relevant for the Consultant to evaluate, give notice of, or enforce lien rights.

§ 4.2 The Owner identifies the following representative who is authorized to act on the Owner's behalf with respect to the Project. *(List name, address, and other information.)*

William Hall  
Fire Official/Plans Examiner  
8016 Mobley Rd.  
Brooksville, FL 34601

§ 4.3 The Owner shall render decisions and approve the Consultant's submittals, if any, in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

§ 4.4 The Owner shall coordinate the services of its other consultants with those services provided by the Consultant. The Owner shall provide the Consultant with a list of other consultants on the Project whose services relate to the Consultant's services. The Owner shall also, upon written request, furnish the Consultant with copies of the scope of services in contracts between the Owner and such other consultants. The Owner shall require that its other consultants maintain professional liability insurance as appropriate to the services provided.

§ 4.5 The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Consultant to furnish them as an Additional Service, when the Consultant requests such services and demonstrates that they are reasonably required for the Consultant to be able to perform its services.

§ 4.6 The Owner shall provide prompt written notice to the Consultant if the Owner becomes aware of any fault or defect in the Project, including errors, omissions, or inconsistencies in the Consultant's Services.

#### ARTICLE 5 COPYRIGHTS AND LICENSES

§ 5.1 Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Consultant and the Consultant's subconsultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials in digital or physical form.

§ 5.2 The Consultant and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions or comply with protocols established for the Project, if any.

§ 5.3 The Consultant and the Consultant's subconsultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory, and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant's subconsultants.

§ 5.4 Upon execution of this Agreement, the Consultant grants to the Owner a nonexclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of designing, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from its subconsultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Owner's consultants and contractors to reproduce applicable portions of the Instruments of Service solely and exclusively for the purposes of designing, constructing, using, maintaining, altering and adding to the

Project. If the Consultant rightfully terminates this Agreement for cause as provided in Section 7.4, the license granted in this Section 5.4 shall terminate.

§ 5.4.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Consultant and the Consultant's subconsultants from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its subconsultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 5.4.1. The terms of this Section 5.4.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 7.4.

§ 5.5 Except for the licenses granted in this Article 5, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge, or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Consultant and the Consultant's subconsultants.

## ARTICLE 6 CLAIMS AND DISPUTES

### § 6.1 General

§ 6.1.1 The Owner and Consultant shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date the Project is sufficiently complete so that the Owner can utilize it for its intended use. The Owner and Consultant waive all claims and causes of action not commenced in accordance with this Section 6.1.1.

§ 6.1.2 To the extent damages are covered by property insurance, the Owner and Consultant waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Consultant, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 6.1.3 The Consultant and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 7.7.

### § 6.2 Mediation

§ 6.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 6.2.2 The Owner and Consultant shall endeavor to resolve claims, disputes, and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 6.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 6.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 6.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box. If the Owner and Consultant do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)*

- Arbitration pursuant to Section 6.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

### § 6.3 Arbitration

§ 6.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question, arising out of or related to this Agreement, subject to, but not resolved by, mediation shall be subject to arbitration, which unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 6.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute, or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute, or other matter in question.

§ 6.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 6.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### § 6.3.4 Consolidation or Joinder

§ 6.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 6.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 6.3.4.3 The Owner and Consultant grant to any person or entity made a party to an arbitration conducted under this Section 6.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Consultant under this Agreement.

## ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 If the Owner fails to make payments to the Consultant in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Consultant's option, cause for suspension of performance of services under this Agreement. If the Consultant elects to suspend services, the Consultant shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.2 If the Owner suspends the Project or the Consultant's services, the Consultant shall be compensated for services performed prior to notice of such suspension. When the Project or the Consultant's services are resumed, the Consultant shall be compensated for expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 7.3 If the Owner suspends the Project or the Consultant's services for more than 90 cumulative days for reasons other than the fault of the Consultant, the Consultant may terminate this Agreement by giving not less than seven days' written notice.

§ 7.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 7.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Consultant for the Owner's convenience and without cause.

§ 7.6 In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 7.7.

§ 7.7 Termination Expenses are in addition to compensation for the Consultant's services and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant.

§ 7.8 The Owner's rights to use the Consultant's Instruments of Service in the event of a termination of this Agreement are set forth in Article 5 and Section 8.7.

## ARTICLE 8 COMPENSATION

§ 8.1 The Owner shall compensate the Consultant for services described in Article 2 as follows:

*(Insert amount of, or basis for, compensation)*

Per Exhibit C

§ 8.2 The Owner shall compensate the Consultant for Additional Services that may arise during the course of the Project as follows:

*(Insert amount of, or basis for, compensation.)*

Per Consultant's Hourly Rate Schedule listed in Section 8.3

§ 8.3 The hourly billing rates for services of the Consultant and the Consultant's subconsultants, if any, are set forth below. The rates shall be adjusted in accordance with the Consultant's and Consultant's subconsultants' normal review practices.

*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Per Exhibit C

Employee or Category	Rate
See attached Exhibit C	See attached Exhibit C

§ 8.4 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Consultant's invoice. Amounts unpaid Sixty ( 60 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Consultant.

*(Insert rate of monthly or annual interest agreed upon.)*

Two percent ( 2 %)

§ 8.5 The Owner shall not withhold amounts from the Consultant's compensation to impose a penalty or liquidated damages on the Consultant, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Consultant agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

### § 8.6 Reimbursable Expenses

§ 8.6.1 Reimbursable Expenses are in addition to compensation for the Consultant's professional services and include expenses incurred by the Consultant directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;

- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Consultant's subconsultants expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Consultant's subconsultants;
- .8 All taxes levied on professional services and on reimbursable expenses;
- .9 Other similar Project-related expenditures, if authorized in advance by the Owner.

§ 8.6.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Consultant plus an administrative fee of Five percent ( 5 %) of the expenses incurred.

§ 8.6.3 If the insurance requirements listed in Section 2.7 exceed the types and limits the Consultant normally maintains and the Consultant incurred or will incur additional costs to satisfy such requirements, the Owner shall reimburse the Consultant for such costs as set forth below:

Consultant shall maintain insurance as set forth in "Exhibit A - Consultant's Insurance Requirements." If there are conflicts between requirements in this document and Exhibit A, the most stringent requirement shall apply.

§ 8.6.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

#### § 8.7 Compensation for Use of Consultant's Instruments of Service

If the Owner terminates the Consultant for its convenience under Section 7.5, or the Consultant terminates this Agreement under Section 7.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Consultant's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

Zero dollars \$(0)

### ARTICLE 9 MISCELLANEOUS PROVISIONS

§ 9.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 6.3.

§ 9.2 The Owner and Consultant, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Consultant shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 9.3 If the Owner requests the Consultant to execute certificates, the proposed language of such certificates shall be submitted to the Consultant for review at least 14 days prior to the requested dates of execution. If the Owner requests the Consultant to execute consents reasonably required to facilitate assignment to a lender, the Consultant shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Consultant for review at least 14 days prior to execution. The Consultant shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 9.4 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

§ 9.5 Unless otherwise required in this Agreement, the Consultant shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 9.6 Confidential Information is information containing confidential or business proprietary information that is clearly marked as "confidential." If the Owner or Consultant transmits Confidential Information, the transmission of such Confidential Information constitutes a warranty to the party receiving such Confidential Information that the transmitting party is authorized to transmit the Confidential Information. If a party receives Confidential Information, the receiving party shall keep the Confidential Information strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 9.6.1.

§ 9.6.1 A party receiving Confidential Information may disclose the Confidential Information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. A party receiving Confidential

Information may also disclose the Confidential Information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants, and contractors are subject to the restrictions on the disclosure and use of Confidential Information as set forth in this Agreement.

**ARTICLE 10 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

This is a Continuing Services contract. Upon issuance of a Task Order by the Owner, the Consultant shall issue a fee proposal based upon the Scope of Work identified in the Task Order. The fee proposal shall be based on rates listed in Article 8 of this Agreement, along with any supplemental and/or additional services required by the project.

**ARTICLE 11 SCOPE OF THE AGREEMENT**

§ 11.1 This Agreement represents the entire and integrated agreement between the Owner and the Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Consultant. In the event of a conflict between the terms and conditions of this C103™-2015, Standard Form Agreement between Owner and Consultant and an attached exhibit, the terms and conditions of the C103-2015, Standard Form Agreement between Owner and Consultant shall take precedence.

§ 11.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document C103™-2014, Standard Form of Agreement Between Owner and Consultant.
- .2 AIA Document E202™-2022, BIM Exhibit for Sharing Models with Project Participants, Where Model Versions May Not be Enumerated as a Contract Document, if completed, or the following:
  - .3 Scope of Services Exhibit(s) listed in section 2.1
  - .4 Other documents:  
*(List other documents hereby incorporated into the Agreement.)*

- Exhibit A - Consultant's Insurance Requirements
- Exhibit B - HCSD Standard Addendum to Agreements
- Exhibit C - Fee Schedule

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
(Printed name and title)

*James Rizk*  
\_\_\_\_\_  
CONSULTANT (Signature)  
*James Rizk President*  
\_\_\_\_\_  
(Printed name and title)

init.  
R



**A. GENERAL**

1. The Architect/Engineer shall procure and maintain all insurance requirements and limits as set forth below, at his or her own expense, for the length of time set forth in Contract requirements. The Architect/Engineer shall continue to provide evidence of such coverage to State of Florida on an annual basis during the aforementioned period including all of the terms of the insurance and indemnification requirements of this agreement. All below insurance policies shall include a provision preventing cancellation without thirty (30) days’ prior notice by certified mail. A completed Certificate of Insurance shall be filed with the Owner and Facilities & Construction within ten (10) days after the date of the Notice of Award, said Certificate to specifically state the inclusion of the coverages and provisions set forth herein and shall state whether the coverage is “claims made” or “per occurrence”.

**B. COMMERCIAL GENERAL LIABILITY INSURANCE (CGL)**

1. This insurance must protect the Architect/Engineer from all claims for bodily injury, including death and all claims for destruction of or damage to property (other than the Work itself), arising out of or in connection with any operations under this Contract, whether such operations be by the Architect/Engineer or by any Subcontractor under him or anyone directly or indirectly employed by the Architect/Engineer or by a Subcontractor. All such insurance shall be written with limits and coverages as specified below and shall be written on an occurrence form.

General Aggregate	\$1,000,000
Products – Completed Operations Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal Injury	\$1,000,000

The following coverages shall be included in the CGL:

- a. Additional Insured status in favor of the Hernando County School Board
- b. The policy shall be endorsed to be **primary and non-contributory** with any insurance maintained by Additional Insureds.
- c. A waiver of Subrogation in favor of all Additional Insured parties.

**C. AUTOMOBILE LIABILITY INSURANCE – Includes business auto liability covering liability arising out of any auto (including owned, hired and non-owned autos.**

1. Combined Bodily Injury and Property Damage Liability
  - a. Combined Single Limit (each accident): \$1,000,000

- b. Coverages: Specific waiver of subrogation

**D. WORKERS' COMPENSATION INSURANCE**

1. The Architect/Engineer shall procure and maintain Workers' Compensation Insurance at his or her own expense during the life of this Contract, including occupational disease provisions for all employees per statutory requirements. Policy shall contain a waiver of subrogation in favor of the Hernando County School Board.
2. The Architect/Engineer shall also require each Subcontractor to furnish Workers' Compensation Insurance, including occupational disease provisions for all of the latter's employees, and to the extent not furnished, the Architect/Engineer accepts full liability and responsibility for Subcontractor's employees.
3. In cases where any class of employees engaged in hazardous work under this Contract at the site of the Project is not protected under the Workers' Compensation statute, the Architect/Engineer shall provide, and shall cause each Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise protected.

**E. PROFESSIONAL ERRORS AND OMISSIONS LIABILITY INSURANCE –**

The Architect/Engineer promises and agrees to maintain in full force and effect an Errors and Omissions Professional Liability Insurance Policy in the amounts (indicated in the following table) as minimum coverage or such other minimum coverage as determined by the Owner and approved by the Facilities Operations. The policy, including claims made forms, shall remain in effect for the duration of this Agreement and for at least three years beyond the completion and acceptance of the Work. The Architect/Engineer shall be responsible for all claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the performance of Professional Services contemplated in this Agreement, provided that any such claim, damage, loss or expense is caused by any negligent act, error or omission of the Architect/Engineer, any consultant or associate thereof, or anyone directly or indirectly employed by Architect/ Engineer. The Architect/Engineer shall submit a Certificate of Insurance verifying said coverage at the signing of this Agreement and also any notices of Renewals of said policy as they occur.

<b>For a Fixed Limit of Construction Cost</b>	<b>Minimum Coverage per Claim</b>	<b>Minimum Coverage in the Aggregate</b>
\$999,999 and under	\$1,000,000	\$1,000,000
\$1,000,000 to \$4,999,999	\$1,000,000	\$1,000,000
\$5,000,000 to \$19,999,999	\$1,000,000	\$2,000,000
\$20,000,000 and Above	\$2,000,000	\$2,000,000



**STANDARD ADDENDUM TO AGREEMENTS WITH  
THE HERNANDO COUNTY SCHOOL BOARD**

**WHEREAS**, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

**WHEREAS**, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

**WHEREAS**, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

**WHEREAS**, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28 (9), Florida Statutes. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter “Court”), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party’s performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term “force majeure” means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to section 448.095, Florida Statutes, Contractor shall use the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and

Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

- a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and
- b. Upon request from the School Board’s custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and
- d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board’s custodian of public records, in a format that is compatible with the information technology systems of the School Board.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, [Jordan\\_k@hcsb.k12.fl.us](mailto:Jordan_k@hcsb.k12.fl.us) or (352) 797-7009.**

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney’s fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor’s delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized

redisclosure of such information. Contractor agrees to comply with the Student Online Personal Information Protection Act, section 1006.1494, Florida Statutes. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(13), Florida Statutes.

20. If the Contractor receives access to an individual's personal identifying information as a result of this agreement, Contractor agrees to provide the School Board with an affidavit signed by an officer or representative of the Contractor under penalty of perjury attesting that the Contractor does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

21. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

*Signed and dated by authorized representatives as provided below:*

**Contractor:**

  
\_\_\_\_\_

Printed Name: James Rizk

Title: President

Date: 01/24/2025

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 3:28 pm, Aug 12, 2024
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State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: OHC Environmental Engineering

Vendor FEIN: 59-3455834

Vendor's Authorized Representative Name and Title: James Rizk President

Address: 101 S. Hoover Blvd Suite 101

City: Tampa State: Fl ZIP: 33609

Phone Number: 813-626-8156

Email Address: jrizek@ohcnet.com

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

The Hernando County School District, Florida is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: *James Rizk*  
 AUTHORIZED SIGNATURE

Print Name and Title: James Rizk President

Date: 01/24/2025

Approved as to form & content for HCSD:  
 Kevin M. Sullivan  
 Attorney, BGR&H  
 12:27 pm, Aug 13, 2024

**FOREIGN COUNTRY OF CONCERN ATTESTATION  
(PUR 1355)**

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: James Rizk

Title: President

Signature: *James Rizk*

Date: 01/24/2025

Approved as to form &  
content for HCSD:  
Kevin M. Sullivan  
Attorney, BGR&H  
12:28 pm, Aug 13, 2024



101 S. Hoover Blvd, Suite 101  
Tampa, Florida 33609  
Phone: 813.626.8156  
[www.ohcnet.com](http://www.ohcnet.com)

## Exhibit C

### OHC Fee Schedule

#### Professional Services

##### Asbestos Consulting Services

Licensed Asbestos Consultant (LAC).....	\$220.00/Hr
Project Manager.....	\$135.00/Hr
Asbestos Surveyor AHERA/EPA Accredited.....	\$95.00/Hr
Asbestos Air Monitoring Hygienist.....	\$85.00/Hr
Management Planner.....	\$95.00/Hr
Project Designer.....	\$115.00/Hr
CAD Drafter.....	\$115.00/Hr

##### Lead Consulting Services

EPA Certified Inspector/Risk Assessor.....	\$95.00/Hr
--	------------

##### Radon Services

Radon Measurement Technician.....	\$85.00/Hr
Radon Measurement Specialist.....	\$135.00/Hr
Radon Sampling Kits.....	\$25.00/sample

##### Indoor Air Quality

CIH.....	\$220.00/Hr
IAQ/IH.....	\$115.00/Hr

##### Environmental Engineering Services

Professional Engineer.....	\$220.00/Hr
Sr. Environmental Engineer.....	\$155.00/Hr
Environmental Engineer.....	\$125.00/Hr

# Agenda 22-0546 - Environmental Consultants

Complete Section A or B; and C

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**  
(For Donations, use Section B)

A. Item Currently Budgeted -							
<b>Various Accounts</b>							
Account Name							
Account Number	<b>3XXXE</b>	<b>7XXX</b>	<b>6XXX</b>	<b>XXXX</b>	<b>MXXX</b>		
	Fund	Function	Object	Cost Center	Project	Sub Project	
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$ <b>100,000.00</b>		\$ <b>0.00</b>		\$ <b>0.00</b>		\$ <b>100,000.00</b>	-
				Present Request	=	Remaining Balance Available	
				\$ <b>100,000.00</b>		\$ <b>0.00</b>	

  

Account Name							
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project	
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-
\$ _____		\$ _____		\$ _____		\$ _____	-
				Present Request	=	Remaining Balance Available	
				\$ _____		\$ _____	

B. Item Currently Not Budgeted -**							
Funding Source	_____						
Account Name	_____						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project	
Amount \$	_____						

  

Funding Source	_____						
Account Name	_____						
Account Number	Fund	Function	Object	Cost Center	Project	Sub Project	
Amount \$	_____						

C. History	
Check one:	
Prior Year Budget:	<input type="radio"/>
New for Current Year:	<input type="radio"/>
Prior Year Approved Budget:	\$ _____
Prior Year Actual Spent:	\$ _____

\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 14. 25-2821**

2/11/2025

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**Title and Board Action Requested**

Approve the renewal of bid no. 23-910-14 RN, HVAC Equipment & Parts: Installation, Repairs, Services and Related Products, awarded to multiple vendors for the purchase of HVAC Equipment and services and authorize purchases for an estimated annual spending of \$800,000.00.

**Executive Summary**

The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board to approve the renewal of Bid No. 23-910-14 RN: HVAC Equipment & Parts: Installation, Repairs, Services and Related Products, awarded to multiple vendors for the purchase of HVAC related products and services, and authorize the spending for an estimated annual amount of \$800,000.00.

**My Contact**

Joseph Rychcik  
Director of Maintenance  
8008 Mobley Road  
Brooksville, FL 34601

**2023-28 Strategic Focus Area**

Priority 5: Fiscal Transparency and Capital Planning

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

# PURCHASING AGENDA ITEM

Hernando County School District

**School Board Approval Meeting:**

**February 11, 2025**

**Bid No. 23-910-14 RN**

**Bid Title: HVAC Equipment & Parts:  
Installation, Repairs, Services and Related  
Products**

*Recommend approval of this agenda item under the specific category below:*

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s)    | <input type="checkbox"/> Request for Proposal(s)        | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation   |
| <input type="checkbox"/> Revised Award    | <input checked="" type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source                      | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination  | <input type="checkbox"/> Revisions/Amendments to Bid    | <input type="checkbox"/> Bid Extension                    | <input type="checkbox"/> Emergency                |
| <input type="checkbox"/> Reversed Auction | <input type="checkbox"/> Piggyback Cooperative          |   |   |

**Bid Contract Period:**

**02/14/2025 through 02/13/2026**

N/A – One Time Purchase

**Contract Type:**

Estimated  
Dollar Amount

Firm, Fixed  
Dollar Amount

Firm, Fixed  
Unit Prices

Firm, Fixed Unit Prices,  
Hourly Rates, Fees and/or  
Percentages

**Renewal Options:**

No. of Terms  
Remaining  
2

Length of  
Each Term (month)

Length of  
Each Term (year)  
1

None

**Rationale/Reason:**

Bidders Electronically  
Downloaded From Bidnet  
Direct Website:

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

N/A – Bids Not  
Required: Renewal

**Submitted By:**

Christopher Reckner  
Director of Purchasing & Warehousing

**School(s):** District Wide

**Requested By:**

Joseph Rychcik  
Director of Maintenance

**Department(s):** Support Operations

Recommended award, description of items and prices: (See attached)

**T/C CODE: 2314**

This tabulation establishes a contract with experienced, qualified, bonded, and licensed contractors to provide for HVAC services, including installation and repair as well as preventative maintenance services. Establishing firm fixed hourly labor rates and percentage (%) mark-up on parts. Services are to include all labor, personnel, supervision, equipment, supplies and materials, etc. to perform work on designated tasks, which cannot be handled in-house. No other charges shall apply. Services will be required on as-needed basis district-wide on small, future, anticipated projects.

**Air Mechanical & Service Corp.**

Description For the installation of equipment by vendor for projects that cannot be handled in house by district staff	Rates
<b>Labor Rates</b> Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
	Foreman w/Truck \$ 85.00/Hour Supervisor w/Truck \$ 85.00/Hour Journeyman \$ 80.00/Hour Helper \$ 55.00/Hour
<b>Labor Rates</b> School not in session, nights, weekends & holidays	
	Foreman w/Truck \$ 120.00/Hour Supervisor w/Truck \$ 115.00/Hour Journeyman \$ 110.00/Hour Helper \$ 85.00/Hour
Subcontractor Services - Percentage Mark-Up (+)	10 %
Materials & Supplies - Percentage Mark-Up (+) (Contractor installed projects)	20 %
Equipment Rental - Percentage Mark-Up (+)	15 %
Additional Pricing - Percentage Discount (-) off Vendor's Catalog Price List (District installed projects) for the purchase of HVAC Equipment, Parts, Supplies, Accessories, etc.	10 %
Equipment Warranty – 1 Year Labor/Workmanship Warranty – 90 Days	

Contact Information:

Thomas Barton  
 (813) 363-2449  
[tbarton@amsco-ac.com](mailto:tbarton@amsco-ac.com)

**Anchor Mechanical, Inc.**

Description For the installation of equipment by vendor for projects that cannot be handled in house by district staff	Rates
<b>Labor Rates</b> Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
	Foreman w/Truck \$ 121.00/Hour Supervisor w/Truck \$ 117.00/Hour Journeyman \$ 81.00/Hour Helper \$ 55.00/Hour
<b>Labor Rates</b> School not in session, nights, weekends & holidays	
	Foreman w/Truck \$ 151.25/Hour Supervisor w/Truck \$ 140.50/Hour Journeyman \$ 97.25/Hour Helper \$ 66.00/Hour
Subcontractor Services - Percentage Mark-Up (+)	10 %
Materials & Supplies - Percentage Mark-Up (+) (Contractor installed projects)	12 %
Equipment Rental - Percentage Mark-Up (+)	12 %
Additional Pricing - Percentage Discount (-) off Vendor's Catalog Price List (District installed projects) for the purchase of HVAC Equipment, Parts, Supplies, Accessories, etc.	n/a
Equipment Warranty – Standard Manufacturer's Warranty Labor/Workmanship Warranty – 1 Year Labor Defects	

Contact Information:

Mike Saczawski

(847) 525-6453

[msaczawski@anchormechnical.com](mailto:msaczawski@anchormechnical.com)



**Carrier Enterprises, LLC**

Description	Rates
<b>Labor Rates</b> Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	n/a
<b>Labor Rates</b> School not in session, nights, weekends & holidays	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	n/a
Subcontractor Services - Percentage Mark-Up (+)	n/a
Materials & Supplies - Percentage Mark-Up (+) (Contractor installed projects)	n/a
Equipment Rental - Percentage Mark-Up (+)	n/a
Additional Pricing - Percentage Discount (-) off Vendor's Catalog Price List (District installed projects) for the purchase of HVAC Equipment, Parts, Supplies, Accessories, etc.	48%
Equipment Warranty – Standard Manufacturer's Warranty	

Contact Information:

Keith Russell

(727) 269-9437

[keith.russell@carrierenterprises.com](mailto:keith.russell@carrierenterprises.com)

**Johnson Controls, Inc.**

Description For the installation of equipment by vendor for projects that cannot be handled in house by district staff	Rates
<b>Labor Rates</b> Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
	Foreman w/Truck \$ 168.00/Hour Supervisor w/Truck \$ 168.00/Hour Journeyman n/a Helper n/a
<b>Labor Rates</b> School not in session, nights, weekends & holidays	
	Foreman w/Truck \$ 252.00/Hour Supervisor w/Truck \$ 252.00/Hour Journeyman n/a Helper n/a
Subcontractor Services - Percentage Mark-Up (+)	33 %
Materials & Supplies - Percentage Mark-Up (+) (Contractor installed projects)	40 %
Equipment Rental - Percentage Mark-Up (+)	33 %
Additional Pricing - Percentage Discount (-) off Vendor’s Catalog Price List (District installed projects) for the purchase of HVAC Equipment, Parts, Supplies, Accessories, etc.	35%
Equipment Warranty – n/a	

**Contact Information:**

Janine Pate  
 (813) 390-0544  
[janine-pate@jci.com](mailto:janine-pate@jci.com)

**The Ware Group LLC; dba Johnstone Supply**

Description For the installation of equipment by vendor for projects that cannot be handled in house by district staff	Rates
<b>Labor Rates</b> Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	n/a
<b>Labor Rates</b> School not in session, nights, weekends & holidays	
Foreman w/Truck Supervisor w/Truck Journeyman Helper	n/a
Subcontractor Services - Percentage Mark-Up (+)	n/a
Materials & Supplies - Percentage Mark-Up (+) (Contractor installed projects)	n/a
Equipment Rental - Percentage Mark-Up (+)	n/a
Additional Pricing - Percentage Discount (-) off Vendor's Catalog Price List (District installed projects) for the purchase of HVAC Equipment, Parts, Supplies, Accessories, etc.	51%
Equipment Warranty – Standard Manufacturer's Warranty	

Additional Information: Percentage discounts are from Johnstone's Catalog/System Price List. Percentage discounts can be greater than 51% on some manufacturers and project quantities. Inside branch sales personnel are available for written quotes 7:30 am to 5:00 pm, Monday-Friday.

Contact Information:

Randy Langenbach  
 (954) 826-0719  
[Randy.langenbach@johnstonewaregroup.com](mailto:Randy.langenbach@johnstonewaregroup.com)

The Ware Group, LLC; dba Johnstone Supply  
 (727) 817-0248  
[ptrib2b@johnstonewaregroup.com](mailto:ptrib2b@johnstonewaregroup.com)

**Trane U.S., Inc.**

Description	Rates
<b>Labor Rates</b> Straight time - during normal or regular business hours - Monday-Friday 7:00 am to 4:00 pm	
(Mechanical Controls) Foreman w/Truck (Mechanical Controls) Supervisor w/Truck Journeyman Helper	\$ 135.00/Hour \$ 135.00/Hour n/a n/a
<b>Labor Rates</b> School not in session, nights, weekends & holidays	
(Mechanical Controls) Foreman w/Truck (Mechanical Controls) Supervisor w/Truck Journeyman Helper	\$ 180.00/Hour \$ 180.00/Hour n/a n/a
Subcontractor Services - Percentage Mark-Up (+)	10 %
Materials & Supplies - Percentage Mark-Up (+) (Contractor installed projects)	10 %
Equipment Rental - Percentage Mark-Up (+)	10 %
Additional Pricing - Percentage Discount (-) off Vendor’s Catalog Price List (District installed projects) for the purchase of HVAC Equipment, Parts, Supplies, Accessories, etc.	10 %
Equipment Warranty – 1 Year Labor/Workmanship Warranty – 90 Days	

Contact Information:

Joe Noone  
 (704) 746-6346  
[Joe.noone@trane.com](mailto:Joe.noone@trane.com)

**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**  
(For Donations, use Section B)

A. Item Currently Budgeted -										
Account Name	2024-2025 1/2 Cent Maintenance Account									
Account Number	3983 E	7400	6700	9500	M200					
	Fund	Function	Object	Cost Center	Project		Sub Project			
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ 1,000,000.00		\$	\$ 670,724.29	\$	\$ 329,275.71	\$	\$ 200,000.00	\$	\$ 129,275.71	
Account Name	2024-2025 Maintenance HVAC Repairs General Fund Account									
Account Number	1100 E	8100	3500	9502	49500					
	Fund	Function	Object	Cost Center	Project		Sub Project			
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ 200,000.00		\$	\$ 132,915.76	\$	\$ 67,084.24	\$	\$ 67,084.24	\$	\$ 0.00	

B. Item Currently Not Budgeted -**							
Funding Source	2025-2026 1/2 Cent Maintenance Account						
Account Name	2025-2026 1/2 Cent Maintenance Account						
Account Number	3983 E	7400	6700	9500	M200		
	Fund	Function	Object	Cost Center	Project		Sub Project
Amount	\$ 332,915.76						
Funding Source	2025-2026 Maintenance HVAC Repairs General Fund Account						
Account Name	2025-2026 Maintenance HVAC Repairs General Fund Account						
Account Number	1100 E	8100	3500	9502	49500		
	Fund	Function	Object	Cost Center	Project		Sub Project
Amount	\$ 200,000.00						

**C. History**

Check one:  
**Prior Year Budget:**   
**New for Current Year:**

Prior Year Approved Budget: \$ 1,472,359.67  
 Prior Year Actual Spent: \$ 1,472,359.67

\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 15. 25-2822**

2/11/2025

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**Title and Board Action Requested**

Award Bid No. 25-200-19 Promotional Products: Screen Printing, Embroidery Services and Custom Orders to Multiple Vendors and Authorize Purchases on an as Needed Basis for an Estimated Annual Amount of \$450,000.00

**Executive Summary**

The Directors of Elementary and Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve Bid No. 25-200-19 Promotional Products: Screen Printing, Embroidery Services and Custom Orders to multiple vendors as outlined on the attached tabulation sheet.

This bid offers schools and departments district-wide firm fixed pricing for screen printing, embroidery and custom orders on a number of different apparel and promotional products. The award to multiple vendors allows ordering sites flexibility to order from vendors, who will best meet their needs and make comparisons for budget savings. Items purchased on this bid include things such as spirit shirts, fundraisers, lanyards, honor roll stickers, ribbons, medals, awards, trophies, student incentives, etc.

**My Contact**

Tiffany Howard  
Director of Elementary Programs  
352-797-7000 ext. 433  
howard\_t@hcsb.k12.fl.us

Dr. John Morris  
Director of Secondary Programs  
352-797-7000 ext. 443  
morris\_j@hcsb.k12.fl.us

**2023-28 Strategic Focus Area**

Priority 1: Student Success

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

# PURCHASING AGENDA ITEM

Hernando County School District

**School Board Approval Meeting:**

**February 11, 2025**

**Bid No. 25-200-19**

**Bid Title: Promotional Products: Screen Printing, Embroidery Services and Custom Orders**

*Recommend approval of this agenda item under the specific category below:*

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Lowest Bid(s)        | <input type="checkbox"/> Request for Proposal(s) | <input type="checkbox"/> Low Bid(s) Meeting Specification          | <input type="checkbox"/> Rejection/Cancellation   |
| <input type="checkbox"/> Revised Award        | <input type="checkbox"/> Renewal of Contract     | <input type="checkbox"/> Sole/Single Source                        | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Contract Termination | <input type="checkbox"/> Amendments to Contract  | <input type="checkbox"/> Extension of Contract                     | <input type="checkbox"/> Emergency                |
| <input type="checkbox"/> Reversed Auction     | <input type="checkbox"/> Piggyback               | <input checked="" type="checkbox"/> Responsive/Responsible Bidders |   |

**Bid Contract Period:**

02/11/2025 through 02/10/2027

N/A – One Time Purchase

**Contract Type:**

Estimated Dollar Amount

Firm, Fixed Dollar Amount

Firm, Fixed Unit Prices

Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

**Renewal Options:**

No. of Terms Remaining  
-3-

Length of Each Term (month)

Length of Each Term (year)  
-1-

None

**Rationale/Reason:**

Bidders Electronically Downloaded From

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

N/A – Bids Not Required:

Bidnet Direct Website: 840

-27-

-2-

- 0 -

- 1 -

**Submitted By:**

Christopher Reckner  
Director of Purchasing & Warehousing

**School(s):** District Wide

**Requested By:**

John Morris  
Director of Secondary Programs

**Department(s):** District Wide

Tiffany Howard  
Director of Elementary Programs

Recommended award, description of items and prices: See attached

**T/C CODE: 2519**

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<p><b>4IMPRINT, INC.</b>  <b>Discount Code:</b>  <b>HERN25</b>  <a href="http://www.4imprint.com">www.4imprint.com</a></p>	<p>Set-up fee (per shirt location): \$36 1st color/location &amp; \$13.50 for each additional color.</p> <p>Color Charge: Per Print/Location                      1 Color: included                      2- 4 colors: varies per Qty</p> <p>Special Color Ink/Metallic Ink/ Glow in Dark ink: N/A</p> <p>Rush charge (&lt;7 business days): \$36 with restrictions apply</p> <p>Min. Order / Re-Order Qty: varies                      Less than Min. Order Charge: N/A</p>	<p>Digitizing Charge: Free</p> <p>Set-up fee: Free for 24+ apparel or 72+ headwear, otherwise \$31.50</p> <p>Embroidery Charge: Included</p> <p>Rush Charge (&lt;10 business days): \$36</p> <p>Min. Order / Re-Order Qty: varies                      Less than Min. Order Charge: N/A</p>	<p>Art Set-up fee: Varies</p> <p>Rush Charge (&lt;7 business days): \$36 for 24hr service</p> <p>10% off catalog/manufacture's price list</p> <p>Engraving Service: Yes</p> <p>Artwork Creation service: Free</p> <p>Additional charges may apply when printing additional locations and or colors. Additional run charges and or location run charges may apply.</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware                      Bookmarks, Buttons                      Calendars, Clipboard                      Clocks, Desk Items                      Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips                      Key Chains, Lapel Pins, Lanyards &amp; Accessories                      Magnetic Business Cards, Memo &amp; Messaging Items                      Nametags, Paper Wrist Bands, Pens, Pencils, Crayons                      Ribbons, Silicone Wrist Bands/Bracelets, Spirit Products                      Stickers, Stress Relievers, Trophies/Plaques Water Bottles</p>	<p>Set-up fees for 1<sup>st</sup> time order, free for exact repeat orders.</p> <p>Shipping charge is quoted upfront.</p> <p>Normally ship within 3-7 business days with exceptions</p> <p>Balance of Line: 10%</p>	<p>For Quotes &amp; POs:                      Government Team                      (888)234-5797  <a href="mailto:govrequests@4imprint.com">govrequests@4imprint.com</a></p>
<p><b>Allstar Awards &amp; Trophies</b></p>	<p>N/A</p>	<p>N/A</p>	<p>Art Set-up Fee: \$0 (usually)                      Digitizing: \$65</p> <p>Rush Charge: \$0</p> <p>Min. Order Qty: 0                      Less than Min. order charge: \$- \$20</p> <p>Discount on quantity breaks upon items, 5% and up</p> <p>Engraving Service: Yes                      Delivery: \$25 for custom ribbons only</p> <p>Artwork Creation Service: N/A</p>	<p>Badge Holders, Bags/Totes, Beverage/Drinkware, Clipboards, Clocks, Desk Items, Dog Tags, Key Chins, Lapel Pins, Lanyards &amp; Accessories, Magnetic Nametags, Ribbons, Spirit Products, Trophies/Plaques.</p>	<p>Only custom ribbons have less than mini. Order charge</p>	<p>Maricriss Dausch                      (352)597-1753  <a href="mailto:Allstar1753@live.com">Allstar1753@live.com</a></p>



25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<p><b>Brown &amp; Bigelow, INC.</b></p> <p><a href="http://www.brownanbigelow.com">www.brownanbigelow.com</a></p>	<p>Set-up fee (Per Shirt Location): \$15                      Color Charge: per print/per location                      1 Color: \$1.50                      2 colors: \$1.75                      3 colors: \$1.95                      4 colors: \$2.25                      Special Color Ink/Metallic Ink/ Glow in Dark ink: N/A</p> <p>Rush charge (&lt;7 business days): \$25</p> <p>Min. Order / Re-Order Qty: 24</p> <p>Delivery: 10-14 days after proof approval</p>	<p>Digitizing Charge: \$40                      Set-up fee: \$7.50</p> <p>Embroidery Charge per location:                      \$3.50 (0-6,999 stitches)                      \$3.85 (7,000-9,999 stitches)                      \$4.50 (10,000+ stitches)</p> <p>Rush Charge (&lt;10 business days): \$25</p> <p>Min. Order/Reorder Qty: 24 pcs / 6pcs</p> <p>Delivery: 7-10 days after proof approval</p>	<p>Art Set-up Fee: \$40                      Rush Charge: \$25                      Min. Order Qty: as spec.                      Min. Reorder Qty: Per column                      Less than Min. order charge: \$25                      30% off catalog/manufacture's/shelf/retails price list</p> <p>Artwork Creation Service: \$25/hr. (min. 1hr.)</p> <p>Engraving Service: No</p> <p>Delivery: 7-10 days after proof approval</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware                      Bookmarks, Buttons                      Calendars, Clipboard                      Clocks, Desk Items, Dog tag, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips                      Key Chains, Lapel Pins, Lanyards &amp; Accessories                      Magnetic Business Cards, Memo &amp; Messaging Items                      Nametags, Paper Wrist Bands, Pens, Pencils, Crayons                      Ribbons, Silicone Wrist Bands/Bracelets, Spirit Products                      Stickers, Stress Relievers, Water Bottles</p>	<p>Balance of Line: 30%</p>	<p>Michael Ryba                      (609)929-9019  <a href="mailto:mryba@brownanbigelow.com">mryba@brownanbigelow.com</a></p>
<p><b>BSN SPORTS, LLC</b></p> <p>Use #24-67864 on Quote &amp; Purchase Orders</p> <p><a href="http://www.bsnsports.com">www.bsnsports.com</a></p>	<p>Set-up fee (Per Shirt Location): \$0                      Color Charge: per print/per location                      1 Color \$6.52                      2 colors \$9.35                      3 colors \$12.57                      4 colors \$15.68                      Special Color Ink/Metallic Ink/ Glow in Dark ink: N/A</p> <p>Rush charge (&lt;7 business days): 100% upcharge</p> <p>Min. Order / Re-Order Qty: 12</p> <p>Less than Min. Order Charge: \$50</p> <p>Delivery days ARO: 5-15 business days</p>	<p>Digitizing Charge: \$0                      Set-up fee: \$0</p> <p>Embroidery Charge per location:                      \$11.23 (0-6,999 stitches)                      \$12.30 (7,000-9,999 stitches)                      \$14.35 (10,000+ stitches)</p> <p>*Additional quote for 18k+ stitches</p> <p>Rush Charge (&lt;10 business days): 100% of deco cost</p> <p>Min. Order/Reorder Qty: 6 pcs</p> <p>Less than Min. Order Charge: \$50</p>	<p>Art Set-up Fee: \$0</p> <p>0-35% off catalog/manufacture's/shelf/retails price list</p> <p>Artwork Creation Service: \$0</p> <p>Engraving Service: No</p> <p>Call for pricing</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware                      Bookmarks, Buttons                      Calendars, Clipboard                      Clocks, Desk Items, dog tags, Decals, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips                      Key Chains, Lapel Pins, Lanyards &amp; Accessories                      Magnetic Business Cards, Memo &amp; Messaging Items                      Nametags, Paper Wrist Bands, Pens, Pencils, Crayons                      Ribbons, Silicone Wrist Bands/Bracelets, Spirit Products                      Stickers, Stress Relievers, Trophies/Plaques Water Bottles</p>	<p>Direct to Film printing available</p> <p>Product discount vary with brand</p> <p>Balance of Line for Screen Printing &amp; Embroidery Services: 10%-35%</p>	<p>Josh Corr                      (941)204-5086  <a href="mailto:jcorr@bsnsports.com">jcorr@bsnsports.com</a></p>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<b>CC 21 PRINTING LLC.</b>	<p>Set-up fee (Per Shirt Location): \$25 Color Charge: 1 Color \$5 2 colors \$6 3 colors \$7 4 colors \$8 Special Color Ink: \$9 Metallic Ink: \$10 Glow in Dark ink: \$11</p> <p>Rush charge (&lt;7 business days): \$75</p> <p>Min. Order Qty: 10</p> <p>Less than Min. Order Charge: \$25</p> <p>Delivery days ARO: 7-14 business days</p> <p>Discount break: 0%-10%</p>	<p>Digitizing Charge: \$35 Set-up fee: \$20</p> <p>Embroidery Charge per location \$10 (0-6,999 stitches) \$14 (7,000-9,999 stitches) \$18 (10,000+ stitches)</p> <p>Rush Charge (&lt;10 business days): \$50</p> <p>Min. Order Qty: 5 pcs</p> <p>Less than Min. Order Charge: \$25</p> <p>Delivery days ARO: 10-14</p> <p>Discount/Qty break: 0%-10%</p>	<p>Art Set-up Fee: \$25</p> <p>Rush Charge: \$50</p> <p>Min. Order Qty: 10</p> <p>Less than Min. order charge: \$50</p> <p>Delivery days ARO: 10-14 days</p> <p>Discount/Qty break: 0%-10%</p> <p>20% off catalog/manufacture's/shelf/retails price list</p> <p>Artwork Creation Service: \$25/hr., min. # of hours: 2</p> <p>Engraving Service: yes</p> <p>Delivery/Shipping charge: \$15</p>	<p>Badge Holders, Bags/Totes, Banners, Beverage/Drinkware Bookmarks, Buttons Calendars, Clipboard Clocks, Desk Items, dog tags, Decals, Dye Sublimation, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips Key Chains, Lapel Pins, Lanyards &amp; Accessories Marketing materials, Magnetic Business Cards, Memo &amp; Messaging Items Nametags, Paper Wrist Bands, Pens, Pencils, Crayons Ribbons, Signs, Silicone Wrist Bands/Bracelets, Socks, Spirit Products Stickers, Stress Relievers, Trophies/Plaques Water Bottles.</p>	<p>Freight charge applies</p>	<p>Kerri Lendo (352)516-6618 <a href="mailto:Ccprinting22@gmail.com">Ccprinting22@gmail.com</a></p>
<b>Coastal Enterprises</b> <a href="http://www.coastalsportswear.com">www.coastalsportswear.com</a>	<p>Set-up fee (Per Shirt Location): No charge on initial order, \$10 Per color on repeat small orders.</p> <p>Color Charge: Quantity based, call for quote</p> <p>Min. Order / Re-order Qty: 12</p> <p>Less than Min. Order Charge: N/A</p> <p>Delivery days ARO: 10-15</p> <p>Discount break: 0-10%</p>	<p>Digitizing Charge: \$ 0 Set-up fee: \$ 0</p> <p>Embroidery Charge per location: \$12 (0-6,999 stitches) \$9 (7,000-9,999 stitches) \$8 (10,000+ stitches)</p> <p>Rush Charge (&lt;10 business days): N/A</p> <p>Min. Order/Reorder Qty: 48 pcs</p> <p>Less than Min. Order Charge: \$N/A</p> <p>Delivery days ARO: 30</p> <p>Discount/Qty break: 0%-10%</p>	<p>Art Set-up Fee: \$0</p> <p>Rush Charge, Min. Order, Less than Min. order charge: \$ depends on item</p> <p>Delivery days ARO: 20-60</p> <p>Discount Break: 0% - 10%</p> <p>Artwork Creation Service: \$0</p> <p>Engraving Service: NO</p>	<p>Bags/Totes, Banners, Beverage/Drinkware Calendars, Decals, Fun Giveaways, Key Chains, Lapel Pins, Lanyards &amp; Accessories Magnetic Business Cards, Paper Wrist Bands, Pens, Pencils, Crayons Signs, Silicone Wrist Bands/Bracelets, Socks, Spirit Products Stickers, Stress Relievers, Water Bottles.</p>	<p>Balance of Line: 10%</p> <p>*catalog discount 10%</p>	<p>Shayne Kollins (800) 644-3900 <a href="mailto:Goods@coastalsportswear.com">Goods@coastalsportswear.com</a></p>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<p><b>Custom Sports Wear, Inc.</b></p> <p><a href="http://www.customsportswearpromotions.com">www.customsportswearpromotions.com</a></p>	<p>Set-up fee: N/A Color Charge: 1 Color \$5.50 2 colors \$6.50 3 colors \$7.50 4 colors \$8.50 Special Color Ink, Metallic Ink &amp; Glow in Dark ink: No additional charge Rush charge (&lt;7 business days): N/A Min. Order Qty: N/A Min. Re-Order Qty: 72 Less than Min. Order Charge: N/A Delivery days ARO: 7-10 Free shipping</p>	<p>Digitizing Charge: \$30-100 Set-up fee: \$25-50 Embroidery Charge per location: \$8 (0-6,999 stitches) \$10 (7,000-9,999 stitches) \$12+ (10,000+ stitches) Rush Charge (&lt;10 business days): 10-15% Delivery days ARO: 7-10 Discount/Qty break: based on quantity order, contact for pricing</p>	<p>Art Set-up Fee: \$0 Rush Charge (&lt; 7 business day): 10-15% Mini. Order/Re-order Qty: 12-250 Less than Min. order charge: \$75 Delivery days ARO: 12-14 Discount Break: see website for information Artwork Creation Service: Free Min. quantity of hours: N/A Engraving Service: Yes</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage /Drinkware Bookmarks, Buttons, Calendars, Clipboard. Clocks, Desk Items, Dog Tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips Key Chains, Lapel Pins, Lanyards &amp; Accessories Magnetic Business Cards, Memo &amp; Messaging Items Nametags, Paper Wrist Bands, Pens, Pencils, Crayons Ribbons, Silicone Wrist Bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques Water Bottles</p>	<p>Shipping varies by product/weight/location</p>	<p>Cindy Bermejo (800) 697-0330 <a href="mailto:cindy@customsportswear.net">cindy@customsportswear.net</a> Ron Duzenski (800) 697-0330 <a href="mailto:Ron@customsportswear.net">Ron@customsportswear.net</a></p>
<p><b>DCP Holdings INC. DBA Image Depot Express</b></p> <p><a href="http://www.image-depot.com">www.image-depot.com</a></p>	<p>Set-up fee: \$0 Color Charge: 1 Color \$1.73 2 colors \$2.01 3 colors \$2.30 4 colors \$2.59 Special Color Ink: call for quote Metallic Ink &amp; Glow in Dark ink: \$0 Rush charge (&lt;7 business days): \$50 Min. Order / Min. Re-Order Qty: 36 Less than Min. Order Charge: Call for quote Delivery days ARO: 10-15 Discount/Qty Breaks: 5%-10%</p>	<p>Digitizing Charge: \$0 Set-up fee: \$0 Embroidery Charge per location: \$3.30 (0-6,999 stitches) \$3.58 (7,000-9,999 stitches) \$4.40 (10,000+ stitches) * \$0.5 per 1k stitches over 12,500 stitches Rush Charge (&lt;10 business days): \$50 Min. Order/Re-order Qty: 1 Delivery days ARO: 10-15 Discount /Qty break: 5%-10%</p>	<p>Call for details Artwork Creation Service: \$0 Min. quantity of hours: N/A Engraving Service: Yes</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage /Drinkware Bookmarks, Buttons, Calendars, Clipboard. Clocks, Desk Items, Dog Tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips Key Chains, Lapel Pins, Lanyards &amp; Accessories Magnetic Business Cards, Memo &amp; Messaging Items Nametags, Paper Wrist Bands, Pens, Pencils, Crayons Ribbons, Silicone Wrist Bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques Water Bottles, Trade Show Display</p>	<p>Balance of Line: 10% off Decoration or Blank Product Offered. No charge for Artwork Creation. Set-up charges may apply depending on the item.</p>	<p>Scott Atkinson (800)287-9116 <a href="mailto:scott@idxbrands.com">scott@idxbrands.com</a></p>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<b>Fast Signs</b>	Set-up fee: \$37.50 Color Charge: 1 Color \$6.50 2 colors \$6.95 3 colors \$7.99 4 colors \$9.49 Special Color Ink, Metallic Ink & Glow in Dark ink: \$0.88 Rush charge (<7 business days): \$65 Min. Order Qty: 12 Min. Re-Order Qty: 12 Less than Min. Order Charge: n/a Delivery days ARO: 14 Discount/Qty Breaks: 0 – 60%	Digitizing Charge: \$25 Set-up fee: \$25 Embroidery Charge per location: \$7.25-\$11 Rush Charge (<10 business days): \$65 Min. Order/Re-order Qty: 1 Min. Order amount \$50 Delivery days ARO: 14-20 Discount/Qty break: 5%-20%	Art Set-up Fee: \$25 Rush Charge (< 7 business day): \$65 Mini. Order/Re-order Qty: 25 Less than Min. order charge: \$50/hour Delivery days ARO: 14 Discount Break: 5%-20% catalog/manufacturer/shelf/re tail price list (Promotional items): 20% Artwork Creation Service: \$90/hr Min. quantity of hours: 0.5 Engraving Service: Yes	Badge Holders, Bags/Totes, Banners, Beverage /Drinkware Bookmarks, Buttons, Calendars, Clipboard. Clocks, Desk Items, Dog Tags, Decals, Fun Giveaways, Glow in the Dark Items, Holders & Clips Key Chains, Lapel Pins, Lanyards & Accessories Magnetic Business Cards, Memo & Messaging Items Nametags, Paper Wrist Bands, Pens, Pencils, Crayons Ribbons, Silicone Wrist Bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques Water Bottles	Pricing is based on Garment type	Ross Cartwright (352) 616-1301 <a href="mailto:2226@fastsigns.com">2226@fastsigns.com</a>
<b>Force Gear Printing LLC</b>	Set-up fee (per shirt location): \$1.00 Color Charge: 1 Color \$1.50 2 colors \$1.95 3 colors \$2.00 4 colors \$2.50 Special Color Ink, Metallic Ink & Glow in Dark ink: \$3.00 Rush charge (<7 business days): \$5.00 Min. Order Qty: 12 Min. Re-Order Qty: 1,000 Less than Min. Order Charge: \$1.00 Delivery days ARO: 4-5 Discount/Qty Breaks: 1% - 7%	Digitizing Charge: \$10 Set-up fee: \$15 Embroidery Charge per location: \$1.50 (0-6,999 stitches) \$1.75 (7,000-9,999 stitches) \$2.00 (10,000+ stitches) Rush Charge (<10 business days): \$10 Min. Order Qty: 12 Min. Re-order Qty: 6 Less than Min. Order Charge: \$5 Delivery days ARO: 5-6	Art Set-up Fee: \$10 Rush Charge (< 7 business day): \$10 Mini. Order/Re-order Qty: 6 Less than Min. order charge: \$5 Delivery days ARO: 5-6 Discount Break: 1%-7% catalog/manufacturer/shelf/re tail price list (Promotional items): 15% Artwork Creation Service: \$15/hr Min. quantity of hours: 3 Engraving Service: No	Badge Holders, Bags/Totes, Balloons, Banners, Beverage /Drinkware Bookmarks, Buttons, Calendars, Clipboard. Clocks, Desk Items, Dog Tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders & Clips Key Chains, Lapel Pins, Lanyards & Accessories Magnetic Business Cards, Memo & Messaging Items Nametags, Paper Wrist Bands, Pens, Pencils, Crayons Ribbons, Silicone Wrist Bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques Water Bottles, building logo (inside/outside), Trailer logos or full wraps	Screen Printing & Embroidery Services Balance of line: 15% off, Artwork, custom design, digitizing logos,	Danny LaPlaca (352) 584-7369 <a href="mailto:dan@forcegear.com">dan@forcegear.com</a>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<p><b>FYRE Marketing LLC</b></p> <p>Online Catalog: <a href="http://www.fyremarketingadvisors.com">www.fyremarketingadvisors.com</a></p>	<p>Set-up fee (per shirt location): \$30</p> <p>Color Charge: 1 Color \$2.20 2 colors \$2.60 3 colors \$3.10 4 colors \$3.60</p> <p>Special Color Ink, Metallic Ink &amp; Glow in Dark ink: \$1.00</p> <p>Rush charge (&lt;7 business days): \$200</p> <p>Min. Order Qty: 100 Min. Re-Order Qty: 50</p> <p>Less than Min. Order Charge: \$100</p> <p>Delivery days ARO: 15-45</p> <p>Balance of line: 10%</p>	<p>Digitizing Charge: Free Set-up fee: \$100</p> <p>Embroidery Charge per location: \$6-\$7</p> <p>Rush Charge (&lt;10 business days): \$200</p> <p>Min. Order Qty: 100 Min. Re-order Qty: 50</p> <p>Less than Min. Order Charge: \$100</p> <p>Delivery days ARO: 15-45</p> <p>Balance of line: 10%</p>	<p>Art Set-up Fee: Free</p> <p>Rush Charge (&lt; 7 business day): \$200</p> <p>Mini. Order/Re-order Qty: 100 / 50</p> <p>Less than Min. order charge: \$100</p> <p>Delivery days ARO: 15-45</p> <p>55% off catalog/manufacture's price list (Promotional items)</p> <p>Artwork Creation Service: Free</p> <p>Engraving Service: Yes</p> <p><b>Delivery/Shipping charge: TBD</b></p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage /Drinkware Bookmarks, Buttons, Calendars, Clipboard. Clocks, Desk Items, Dog Tags, Decals, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips Key Chains, Lapel Pins, Lanyards &amp;Accessories</p> <p>Magnetic Business Cards, Memo &amp; Messaging Items</p> <p>Nametags, Paper Wrist Bands, Pens, Pencils, Crayons Ribbons, Silicone Wrist Bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques Water Bottles,</p>		<p>Humberto Arguello (813)753-5252 <a href="mailto:bids@fyremarketingadvisors.com">bids@fyremarketingadvisors.com</a></p>
<p><b>Game Changer Sports LLC</b></p>	<p>Set-up fee (per shirt location): \$25</p> <p>Color Charge: 1 Color \$5.00 2 colors \$6.00 3 colors \$7.00 4 colors \$8.00</p> <p>Special Color Ink, Metallic Ink &amp; Glow in Dark ink: \$3.00</p> <p>Rush charge (&lt;7 business days): \$50</p> <p>Min. Order Qty: 15 Min. Re-Order Qty: 100</p> <p>Less than Min. Order Charge: \$25</p> <p>Delivery days ARO: 10-14 Discount/Qty Breaks: 0-15%</p>	<p>Digitizing Charge: 25 Set-up fee: \$25</p> <p>Embroidery Charge per location: \$25 (0-6,999 stitches); \$5-\$8 (7,000-9,999 stitches); \$8-\$10 (10,000+ stitches)</p> <p>Rush Charge (&lt;10 business days): \$50</p> <p>Mini. Order/Re-order Qty: 15/10</p> <p>Less than Min. Order Charge: \$25</p> <p>Delivery days ARO: 10-14</p> <p>Discount/Qty break: 0-15%</p>	<p>Art Set-up Fee: \$25</p> <p>Rush Charge (&lt; 7 business day): \$50</p> <p>Mini. Order/Re-order Qty: 15/10</p> <p>Less than Min. order charge: \$25</p> <p>Delivery days ARO: 10-20</p> <p>Discount/Qty Break: 0-15%</p> <p>Artwork Creation Service: \$50 flat rate</p> <p>Engraving Service: Yes</p> <p>Delivery/Shipping charge: TBD</p>	<p>Badge Holders, Bags/Totes, Banners, Beverage /Drinkware Dog Tags, Decals, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips Key Chains, Lanyards &amp;Accessories</p> <p>Magnetic Business Cards, Pens, Pencils, Crayons Silicone Wrist Bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques Water Bottles</p>		<p>Vanessa Volkes Serena Volkes (352)842-6295 <a href="mailto:Gamechangersports2@gmail.com">Gamechangersports2@gmail.com</a></p>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<b>GraphixT's INC.</b>	<p>Set-up fee (per shirt location): \$15 if needed</p> <p>Color Charge:                      1 Color \$2.00/25min.                      2 colors \$2.75/25min.                      3 colors \$3.75/25min.                      4 colors \$4.00/25min.</p> <p>Special Color Ink, Metallic Ink &amp; Glow in Dark ink: add \$0.50 per color</p> <p>Rush charge (&lt;7 business days): +5%</p> <p>Mini. Order/Re-order Qty: 12/6</p> <p>Less than Min. Order Charge: \$+15%</p> <p>Discount/Qty Breaks: 0-17%</p>	<p>Digitizing Charge: \$5 per 1000 stitches Set-up fee: N/A</p> <p>Embroidery Charge per location:                      \$6.50 (0-6,999 stitches);                      \$7.25 (7,000-9,999 stitches);                      \$7.50 (10,000+ stitches)</p> <p>Rush Charge (&lt;10 business days): per manufacturer</p> <p>Mini. Order/Re-order Qty: 2</p> <p>Less than Min. Order Charge: +10%</p> <p>Discount/Qty break: 0-5%</p>	<p>Art Set-up Fee: \$15 if needed</p> <p>Rush Charge (&lt; 7 business day): per manufacturer</p> <p>Mini. Order/Re-order Qty: per manufacture</p> <p>Less than Min. order charge: per manufacturer</p> <p>Discount/Qty Break: 0-10%</p> <p>Artwork Creation Service: \$15/hour if needed</p> <p>Engraving Service: No</p> <p>Delivery/Shipping charge: only applies to expedite order</p>	<p>Bags/Totes, Banners, Decals, Trophies/Plaques</p>		<p>Randy M Johnson                      (352)428-8127  <a href="mailto:rmj45@gppts.com">rmj45@gppts.com</a></p>
<b>Ictus Limited, INC.</b>	<p>Setup Fee (Per shirt location): \$12</p> <p>DTF full digital printing and no minimum, no additional color charge.</p> <p>Price is determined by dimensional size of print regardless of colors                      *Full color</p> <p>Each location has a dimensional cost                      Mini. Re-order Qty: 1</p>	<p>Digitizing Charge: \$8.50 plus \$0.35 per 1000 stitches Set-up fee: \$12.00</p> <p>Embroidery Charge per location:                      \$4.65 (0-6,999 stitches);                      \$6.35 (7,000-9,999 stitches);                      \$8.40 (10,000+ stitches)</p> <p>Rush Charge (&lt;10 business days): N/A</p> <p>Mini. Order Qty: 1</p> <p>Less than Min. Order Charge: 0</p> <p>Discount/Qty break: 0-5%</p>	<p>Call for info</p>		<p>Direct-to Film (DTF) printing available</p> <p>In-house print on most printable items, hats, bags, shirts, hoodies, sweats, jackets, etc.</p>	<p>Steve Tyree                      (352)465-7077  <a href="mailto:steve@ictuslimited.com">steve@ictuslimited.com</a></p>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<p><b>Joni Industries, Inc.</b></p>	<p>Set-up fee (per shirt location): \$0</p> <p>Color Charge:                      1 Color \$2.10                      2 colors \$2.55                      3 colors \$2.90                      4 colors \$3.15</p> <p>Special Color Ink: Varies by job</p> <p>Mini. Order/Re-order Qty: 12</p>	<p>Digitizing Charge: \$40</p> <p>Embroidery Charge per location:                      \$5.00-\$6.99 (0-6,999 stitches);                      \$7-\$7.99 (7,000-9,999 stitches);                      \$10+ (10,000+ stitches)</p> <p>Mini. Order/Re-Order Qty: None</p>	<p>Art Set-up Fee: On new art, prices vary</p> <p>Mini. Order Qty: depends on item</p> <p>Artwork Creation Service: \$35/hour</p> <p>Engraving Service: yes</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware, Bookmarks, Buttons, Calendars, Clipboards, Clocks, Desk items, Dog tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips, Key Chains, Lapel Pins, Lanyards &amp; Accessories, Business Cards, Memo &amp; Messaging Items, Name Tags, Paper Wrist Bands, Pens, Pencils, Crayons, Ribbons, Silicone Wrist bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques, Water Bottles</p>		<p>Katherine Kelly                      (352)799-5456  <a href="mailto:katherine@jonipromotionals.com">katherine@jonipromotionals.com</a></p>
<p><b>Josten Inc. dba Neff</b></p> <p><a href="http://www.jostens.com">www.jostens.com</a></p>	<p>Setup fee (per shirt location): \$30 / color/ place</p> <p>Rush Charge: not offered                      Mini. Order/Re-order: 12</p> <p>Less than Mini. Order Charge: Not offered</p> <p>Service only offered on vendor's Products.</p> <p>Additional one-time art fee of \$31 for custom art may apply.</p>	<p>Digitizing Charge: \$37.15                      Setup fee: Varies</p> <p>Rush Charge: not offered</p> <p>Mini. Order/Re-Order Qty: 12/6</p> <p>Service only offered on vendor's Products. Contact rep. for further details.</p>	<p>Prices and delivery vary by products</p>	<p>Banners, Decals, Lapel Pins, Ribbons, Spirit Products, Trophies/Plaques, Certificates, Stock Medals, Apparel, Mascot Mats, Logo Chairs</p>		<p>Mike Faulkner                      (904)860-0850  <a href="mailto:Mike.faulkner@jostens.com">Mike.faulkner@jostens.com</a></p>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<p><b>Lasting Impressions Promotions, Inc.</b></p> <p><a href="http://www.liteam.com">www.liteam.com</a> Discount code: HCS24</p>	<p>Set-up fee (per shirt location): \$25/color/location</p> <p>Pricing is quantity based. Pricing ranges from \$0.6 per shirt for 1 color at 5000 units to \$13.50/shirt for 8 colors, 12 units.</p> <p>Special Inks, including puff, metallic and glow in dark inks are \$0.50 per location</p> <p>Rush charge (&lt;7 business days: no charge</p> <p>Mini. Order/Re-order Qty: 12</p> <p>Less than Min. Order Charge: no charge when inventory item secured</p> <p>Delivery days ARO: jobs can be done in 5-7 business days</p> <p>Discount/Qty Breaks: varies</p>	<p>Digitizing Charge: \$10 Setup fee: \$10</p> <p>Embroidery Charge per location: \$4.20 based on 72 units (0-6,999 stitches); \$4.50 (7,000-9,999 stitches); \$5.50 (10,000+ stitches)</p> <p>Rush charge (&lt;7 business days: no charge</p> <p>Mini. Order/Re-Order Qty: 2-6</p> <p>Less than Min. Order Charge: no charge Delivery days ARO: jobs can be done in 5-7 business days</p> <p>Balance of line: Embroidery on Metallica thread, heavy fabric items, carves, duffels, golf bags and luggage, polybag etc. vary. Change of thread, personalization available</p>	<p>Fees vary depending on items, imprint method and production facility.</p> <p>Artwork Creation Services: \$30 flat rate on some items</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware, Bookmarks, Buttons, Calendars, Clipboards, Clocks, Desk items, Dog tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp;Clips, Key Chains, Lapel Pins, Lanyards &amp; Accessories, Business Cards, Memo &amp;Messaging Items, Name Tags, Paper Wrist Bands, Pens, Pencils, Crayons, Ribbons, Silicone Wrist bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques, Water Bottles, apparel, headwear, shoes, table throws and other trade show items</p>		<p>Andrea DeBottis (888)343-8270 <a href="mailto:andrea@liteam.com">andrea@liteam.com</a></p> <p>For quote &amp; order: (888)347-3815 <a href="mailto:bids@liteam.com">bids@liteam.com</a></p>
<p><b>Looper Sports</b></p>	<p>Set Up: no charge</p> <p>Color Charge: Per print/per location 1 color: \$0.50 2 colors: \$1.00 3 colors: \$1.50 4 colors: \$2.00 Special Color Inks, Metallic Ink or Glow in the Dark Ink: contact vendor</p> <p>Rush Charge: Call for pricing</p> <p>Minimum Order/Re-order Qty: 12/6</p> <p>Delivery times vary, call for details</p>	<p>Digitizing Charge: \$10 and up</p> <p>Setup fee: no charge</p> <p>Embroidery Charge per location: \$5.00 (0-6,999 stitches); \$10 (7,000-9,999 stitches); \$15 and up (10,000+ stitches)</p> <p>Rush Charge (&lt; 10 business days): no charge</p> <p>Mini. Order/Re-Order Qty/Min. Order Charge: None</p>	<p>Vary, call for pricing</p> <p>Engraving Service: no</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware, Bookmarks, Buttons, Calendars, Clipboards, Clocks, Desk items, Dog tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp;Clips, Key Chains, Lapel Pins, Lanyards &amp; Accessories, Business Cards, Memo &amp;Messaging Items, Name Tags, Paper Wrist Bands, Pens, Pencils, Crayons, Ribbons, Silicone Wrist bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques, Water Bottles</p>		<p>Eddie or Jen Looper (352)796-7974 <a href="mailto:loopersports@yahoo.com">loopersports@yahoo.com</a></p>



25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<p><b>Not Every Day LLC</b></p>	<p>Set-up fee (per shirt location): \$0</p> <p>Color Charge: Per Print/Per Location                      1 Color \$2.00                      2 colors \$3.00                      3 colors \$3.50                      4 colors \$7.80</p> <p>Special Color Ink: \$45                      Metallic Ink: \$45</p> <p>Rush charge (&lt;7 business days): varies by qty.</p> <p>Mini. Order/Re-order Qty: Depends on number of colors</p> <p>Less than Min. Order Charge: N/A</p> <p>Delivery days ARO: 14-21                      Discount/Qty Breaks: vary by color, qty</p> <p>Balance of Line: Offer direct to garment ink printing, no mini. Flat printing fee of \$4.00 for 1<sup>st</sup> print, \$4-\$5 per additional print, dependent on size. Full color</p>	<p>Digitizing Charge: \$20</p> <p>Setup fee: 0</p> <p>Embroidery Charge per location:                      \$14 (0-6,999 stitches);                      \$17 (7,000-9,999 stitches);                      \$1 per 1000 stitches (10,000+ stitches)</p> <p>Rush Charge (&lt; 10 business days): varies</p> <p>Mini. Order/Re-Order Qty: 1</p> <p>Min. Order Charge: N/A</p> <p>Delivery days ARO: 14-30                      Discount/Qty Breaks: 0-10%</p> <p>Balance of Line: Price vary for Hats vs Shirts                      Name on a shirt (FLC) is a flat rate of \$5</p>	<p>N/A</p>	<p>Bags/totes</p>		<p>Ashley Provo                      (352)777-0891  <a href="mailto:Noteverydayllc@gmail.com">Noteverydayllc@gmail.com</a></p>
<p><b>Adesso Enterprises Inc. dba Now Promotions</b></p>	<p>Set-up fee (per shirt location): varies per color</p> <p>Color Charge: Per Print/Per Location                      1 Color \$1.75                      2 colors \$2.50                      3 colors \$3.15                      4 colors \$3.90</p> <p>Special Color Ink: PMS no charge                      Metallic Ink: \$0.1 per color                      Glow in Dark Ink: \$1.00 per imprint color</p> <p>Rush charge (&lt;7 business days): 25% of order</p> <p>Mini. Order/Re-order Qty: 36</p> <p>Delivery days ARO: 10-14 business days after artwork approval</p> <p>Discount/Qty Breaks: call for details</p>	<p>Digitizing Charge: \$55 flat rate</p> <p>Setup fee: No</p> <p>Embroidery Charge per location:                      \$3.75 (0-6,999 stitches);                      \$4.50 (7,000-9,999 stitches);                      \$5.00 plus \$0.10 per 1000 stitches (10,000+ stitches)</p> <p>Rush Charge (&lt; 10 business days): 25% of order</p> <p>Mini. Order/Re-Order Qty: 24</p> <p>Delivery days ARO: 7-14 business days after artwork approval                      Discount/Qty Breaks: contact for details</p>	<p>Varies per manufacturer, call for details.</p> <p>Artwork Creation Services: \$50 per hour, mini. 1hour</p> <p>Engraving service: No</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware, Bookmarks, Buttons, Calendars, Clipboards, Clocks, Desk items, Dog tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips, Key Chains, Lapel Pins, Lanyards &amp; Accessories, Business Cards, Memo &amp; Messaging Items, Name Tags, Paper Wrist Bands, Pens, Pencils, Crayons, Ribbons, Silicone Wrist bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques, Water Bottles</p>		<p>Carl Adesso                      (352)597-8822  <a href="mailto:info@nowpromotionsonline.com">info@nowpromotionsonline.com</a></p>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<b>PED – Stuart Corporation</b>	<p>Set-up fee (per shirt location): \$15 per color screen charge</p> <p>Color Charge: Per Print/Per Location                      1 Color &amp; 2 colors: \$5.00 shirt charge                      3 colors &amp; 4 colors: \$9.00 shirt charge                      Special Color Ink: add \$15                      Metallic Ink: add \$15</p> <p>Rush charge (&lt;7 business days): \$50</p> <p>Mini. Order/Re-order Qty: 12</p> <p>Delivery days ARO: 14-21</p> <p>Discount/Qty Breaks: N/A</p>	<p>Digitizing Charge: \$40</p> <p>Setup fee: \$20.00</p> <p>Embroidery Charge per location:                      \$8.00 (0-6,999 stitches);                      \$10.00 (7,000-9,999 stitches);                      \$1.00 per 1000 stitches (10,000+ stitches)</p> <p>Rush Charge (&lt; 10 business days): \$50</p> <p>Mini. Order/Re-Order Qty: 10</p> <p>Delivery days ARO: 7-21                      Discount/Qty Breaks: N/A</p>	<p>Art Set-up Fee: \$40, varies by product</p> <p>Rush charge (&lt;7 business days): \$50, vary by product</p> <p>Mini. Order/Re-Order Qty: varies</p> <p>Delivery days ARO: 14+</p> <p>Artwork Creation Service: \$60/hour                      Mini. # of hours: 1</p> <p>Engraving Service: yes</p> <p>Local free delivery</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware, Bookmarks, Buttons, Calendars, Clipboards, Clocks, Desk items, Dog tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips, Key Chains, Lapel Pins, Lanyards &amp; Accessories, Business Cards, Memo &amp; Messaging Items, Name Tags, Paper Wrist Bands, Pens, Pencils, Crayons, Ribbons, Silicone Wrist bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques, Water Bottles</p>		<p>Erik Walasek                      (352)754-6001  <a href="mailto:Erik@ped-stuart.com">Erik@ped-stuart.com</a></p>
<b>Print Shack of Nature Coast</b>	<p>Set-up fee (per shirt location): N/A</p> <p>Color Charge: Per Print/Per Location                      1 Color: \$1.50-\$4.50                      2 colors: \$3.00-\$7.50                      3 colors: \$4.50-\$8.50                      4 colors: \$6.50-\$10.75                      Special Color Ink, Metallic Ink &amp; Glow in Dark Ink: \$ up to 25% up-charge</p> <p>Rush charge (&lt;7 business days): \$50 + up – charge per quantity and color</p> <p>Mini. Order/Re-order Qty: 24 for silk screen</p> <p>Less than Mini. Order Charge: Cost difference of 24 prints</p> <p>Delivery days ARO: Average 14 days</p> <p>Balance of Line: Discounts are 10% -25% on average pending quantity ordered</p> <p>Note: Artwork fee may be applied depending on what is entailed on vendor end, a minimum of 0.5 hours at a rate of \$40 per hour.</p>	<p>Digitizing Charge: Max. \$50</p> <p>Setup fee: N/A</p> <p>Embroidery Charge per location:                      \$5.00 - \$8.00 (0-6,999 stitches);                      \$8.00 (7,000-9,999 stitches);                      \$10+ (10,000+ stitches)</p> <p>Rush Charge (&lt; 10 business days): \$50 + up – charge per quantity and color</p> <p>Mini. Order/Re-Order Qty: 1</p> <p>Delivery days ARO: Average 14 days</p> <p>Balance of Line: Discounts are 10% -25% on average pending quantity ordered</p>	<p>Art Set-up Fee: \$30+</p> <p>Rush charge (&lt;7 business days): call for details</p> <p>Mini. Order/Re-Order Qty: call for details</p> <p>Delivery days ARO: Average 2-4 weeks</p> <p>Artwork Creation Service: \$40/hour                      Mini. # of hours: 0.5</p> <p>Engraving Service: yes</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware, Bookmarks, Buttons, Calendars, Clipboards, Clocks, Desk items, Dog tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp; Clips, Key Chains, Lapel Pins, Lanyards &amp; Accessories, Business Cards, Memo &amp; Messaging Items, Name Tags, Paper Wrist Bands, Pens, Pencils, Crayons, Ribbons, Silicone Wrist bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques, Water Bottles, Tape, Note Pads, Flash lights, Signs, Coasters, Jewelry, Rulers, Calculators, Frisbee, Brail Signs, Booklets, Forms, Wide Format</p>	<p>Store pickup or Shipping with a fee</p>	<p>Jennie Denby                      (352)799-2972  <a href="mailto:Jennie@printshacknc.com">Jennie@printshacknc.com</a>  <a href="http://orders@printshacknc.com">orders@printshacknc.com</a></p>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<p><b>Rodman Think Branding LLC</b></p>	<p>Set-up fee (per shirt location): \$28.00</p> <p>Color Charge: Per Print/Per Location                      1 Color: \$3.50                      2 colors: \$4.60                      3 colors: \$5.30                      4 colors: \$6.75</p> <p>Special Colored Ink: 0                      Metallic Ink: \$1.06                      Glow in Dark Ink: \$1.77</p> <p>Rush charge (&lt;7 business days): 30% of Order</p> <p>Mini. Order/Re-order Qty: 12</p> <p>Less than Mini. Order Charge: N/A</p> <p>Delivery days ARO: Average 7-10</p> <p>Discount/Qty. Break: Exclusively discount for bulk orders, depend on Garment Material + imprint colors up to 4 colors</p>	<p>Digitizing Charge: \$52.50</p> <p>Setup fee: \$11.50</p> <p>Embroidery Charge per location:                      \$4.95(0-6,999 stitches);                      \$5.65 (7,000-9,999 stitches);                      \$ added \$0.64 per 1000 stitches (10,000+ stitches)</p> <p>Rush Charge (&lt; 10 business days): 30% of full Order</p> <p>Mini. Order/Re-Order Qty: 6</p> <p>Delivery days ARO: 7-10</p> <p>Discount/Qty. Break: Exclusively discount for bulk orders, depend on Garment Material + imprint colors up to 4 colors</p>	<p>Art Set-up Fee: \$50</p> <p>Rush charge (&lt;7 business days: 30% of full Order</p> <p>Mini. Order/Re-Order Qty: Depends on Item</p> <p>Less than Mini. Order Charge: \$65.00</p> <p>Delivery days ARO: Average 2-3 weeks</p> <p>20% off catalog/manufacture's price list (Promotional items)</p> <p>Artwork Creation Service: \$35/hour                      Mini. # of hours: 1</p> <p>Engraving Service: yes</p>	<p>Badge Holders, Bags/Totes, Balloons, Banners, Beverage/Drinkware, Bookmarks, Buttons, Calendars, Clipboards, Clocks, Desk items, Dog tags, Decals, Food/Sweet Treats, Fun Giveaways, Glow in the Dark Items, Holders &amp;Clips, Key Chains, Lapel Pins, Lanyards &amp; Accessories, Business Cards, Memo &amp; Messaging Items, Name Tags, Paper Wrist Bands, Pens, Pencils, Crayons, Ribbons, Silicone Wrist bands/Bracelets, Spirit Products, Stickers, Stress Relievers, Trophies/Plaques, Water Bottles</p>		<p>Rodman Armas                      1-954-404-7757  <a href="mailto:rodman@rodman.guru">rodman@rodman.guru</a></p>
<p><b>The Drawing Board</b></p>	<p>Set-up fee (per shirt location): N/A</p> <p>Mini. Order/Re-order Qty: 36/24</p> <p>Custom Orders, individually based, call for details</p>	<p>Digitizing Charge: \$55.00</p> <p>Setup fee: N/A</p> <p>Mini. Order/Re-Order Qty: 12/6</p> <p>Call for details</p>	<p>Art Set-up Fee: \$60</p> <p>Vary, call for details</p> <p>Artwork Creation Service: \$60/hour                      Mini. # of hours: 0.5</p> <p>Engraving Service: No</p>	<p>Bags/Totes, Banners, Beverage/Drinkware, Calendars, Decals, Fun Giveaways, Glow in Dark Items, Key Chains, Lanyards &amp; Accessories, Magnetic Business Cards, Memo &amp; Messaging Items, Spirit Products, Stickers, Stress Relievers, Water Bottles</p>		<p>Marie McEnerney                      (352)610-4392  <a href="mailto:sales@tdbgraphics.com">sales@tdbgraphics.com</a></p>

25-200-19: Promotional Products: Screen Printing, Embroidery Services and Custom Orders

Vendor Name	Screen Printing Services	Embroidery Services	Promotional Products, Awards, Imprints	Sampling of Products Offered	Additional Info	Contact Info & Notes
<p><b>The Master Teacher</b>  <a href="http://www.masterteacherawards.com">www.masterteacherawards.com</a>                      Discount code: <b>HERNANDOSD</b></p>	<p>N/A</p>	<p>N/A</p>	<p>Art Set-up Fee: Free on most items</p> <p>Standard shipping from 3-5 business days</p> <p>Expedited shipping available.</p> <p>Mini. Order/Re-Order Qty: varies by item / 1</p> <p>Delivery days ARO: Average 3-10</p> <p>Discount/Qty Breaks: Vary by products</p> <p>5% off catalog/manufacture's price list (Promotional items)</p> <p>Artwork Creation Service: Free</p> <p>Engraving Service: yes</p> <p>Shipping charges are based off of sliding scale on the amount of order</p>	<p>Bags/Totes, Beverage/Drinkware, Bookmarks, Buttons, Clipboards, Clocks, Desk Items, Food/Sweet Treats, Fun Giveaways, Key Chains, Lapel Pins, Lanyards &amp; Accessories, Memo &amp; Messaging Items, Nametags, Pens Pencils, Crayons, Ribbons, Silicone Wrist bands/Bracelets, Stress Relievers, Trophies/Plaques, Water bottles, Crystal Awards</p>		<p>Lander Holopirek                      (800)834-9093  <a href="mailto:orders@masterteacherawards.com">orders@masterteacherawards.com</a></p>
<p><b>Zolut LLC</b>  <a href="http://www.zolut.com">www.zolut.com</a></p>	<p>Set-up fee (per shirt location): \$45</p> <p>Color Charge: Per Print/Per Location                      1 Color: \$3.94                      2 colors: \$5.59                      3 colors: \$7.61                      4 colors: \$8.46</p> <p>Special Colored Ink: \$1.00</p> <p>Rush charge (&lt;7 business days): \$65</p> <p>Mini. Order/Re-order Qty: 12</p> <p>Less than Mini. Order Charge: N/A</p> <p>Delivery days ARO: Average: 15</p>	<p>Digitizing Charge: \$35</p> <p>Embroidery Charge per location: \$5.80 (0-6,999 stitches); \$6.20 (7,000-9,999 stitches); \$6.75 (10,000+ stitches)</p> <p>Rush Charge (&lt; 10 business days): \$45</p> <p>Mini. Order/Re-Order Qty: 6</p> <p>Delivery days ARO: 15</p> <p>Discount/Qty. Break: 0-15%</p>	<p>N/A</p>	<p>Bags/Totes, Banners, Pens, Pencils, Crayons, Notebooks, Binders, Folders, Colored Box, Backpacks, Hoodies, Jackets, Caps, T-shirts</p>	<p>Shipping not included</p> <p>Maxi. Production time 15 days after receiving garments or design approval</p> <p>Send design in vector/editable doc.</p> <p>\$35 vector charge for less than 200 pcs; Free for over 200 pcs.</p> <p>DTF printing available</p>	<p>Patricia Angal                      (786)804-2910  <a href="mailto:patricia@zolut.com">patricia@zolut.com</a></p>

**A. Item Currently Budgeted -**

Account Name	Academic Services - General Fund Budget & School Internal Account Funds									
Account Number	1100E/80X	Various	5100	Various	Various	Various				
	Fund	Function	Object	Cost Center	Project	Sub Project				
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ 0.00		\$ 450,000.00		\$ 0.00		\$ 450,000.00		\$ 450,000.00		\$ 0.00

Account Name	_____									
Account Number	_____	_____	_____	_____	_____	_____				
	Fund	Function	Object	Cost Center	Project	Sub Project				
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____		\$ _____

**B. Item Currently Not Budgeted -\*\***

Funding Source	_____					
Account Name	_____					
Account Number	_____	_____	_____	_____	_____	_____
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$ _____					

Funding Source	_____					
Account Name	_____					
Account Number	_____	_____	_____	_____	_____	_____
	Fund	Function	Object	Cost Center	Project	Sub Project
Amount	\$ _____					

**C. History**

Check one:  
 Prior Year Budget:   
 New for Current Year:

Prior Year Approved Budget: \$ \_\_\_\_\_  
 Prior Year Actual Spent: \$ \_\_\_\_\_

\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 16. 25-2824**

2/11/2025

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**Title and Board Action Requested**

Approve the purchase of vehicles through the Sourcewell Cooperative Contract #091521-NAF for Cars, Trucks, Vans, SUVs, Cab Chassis and Other Vehicles, awarded to National Auto Fleet Group and authorize the issuance of a Purchase Order in the amount of \$283,395.00.

**Executive Summary**

The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase of vehicles as per the attached quotes for a total cost of \$283,395.00. The purchase will be made utilizing the Sourcewell Cooperative, Contract #091521-NAF: Cars, Trucks, Vans, SUVs, Cab Chassis & Other Vehicles, for automotive needs awarded to the National Auto Fleet Group (NAFG). Alan Jay Automotive Network serves as a qualified partner to the NAFG contract, serving the state of Florida.

The piggyback of this Sourcewell Contract was previously approved at the April 11, 2023 Board meeting. Contract Dates: 04/11/23 through 11/08/2025.

HCSB Bid No. 23-070-37 PB has been assigned for internal tracking purposes.

**My Contact**

Joseph Rychcik  
Director of Maintenance  
8008 Mobley Road  
Brooksville, Florida 34601

**2023-28 Strategic Focus Area**

Priority 5: Fiscal Transparency and Capital Planning

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

# PURCHASING AGENDA ITEM

Hernando County School District

**School Board Approval Meeting:**

**February 11, 2025**

**Bid No. 23-070-37 PB**

**Bid Title: Cars, Trucks, Vans, SUVs, Cab Chassis & Other Vehicles**

Recommend approval of this agenda item under the specific category below:

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s)    | <input type="checkbox"/> Request for Proposal(s)          | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation   |
| <input type="checkbox"/> Revised Award    | <input type="checkbox"/> Renewal of Contract              | <input type="checkbox"/> Sole Source                      | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination  | <input type="checkbox"/> Revisions/Amendments to Bid      | <input type="checkbox"/> Bid Extension                    | <input type="checkbox"/> Emergency                |
| <input type="checkbox"/> Reversed Auction | <input checked="" type="checkbox"/> Piggyback Cooperative |   |   |

**Bid Contract Period:** 04/11/2023 through 11/08/2025

N/A – One Time Purchase

**Purchase Approval:** 02/11/2025

**Contract Type:**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Estimated Dollar Amount | <input type="checkbox"/> Firm, Fixed Dollar Amount | <input type="checkbox"/> Firm, Fixed Unit Prices | <input checked="" type="checkbox"/> Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages |
|--|--|--|--|

**Renewal Options:**

- |                        |  |  |                               |
|------------------------|--|--|-------------------------------|
| No. of Terms Remaining | <input type="checkbox"/> Length of Each Term (month) | <input checked="" type="checkbox"/> Length of Each Term (year) | <input type="checkbox"/> None |
| 1                      |  | 1  |                               |

**Rationale/Reason:** Piggyback Sourcwell Solicitation RFP #091521, Contract #091521-NAF for *Cars, Trucks, Vans, SUVs, Cab Chassis & Other Vehicles*, awarded to National Auto Fleet Group (NAFG). Alan Jay Automotive Network serves as a qualified partner to the NAFG Contract, serving the state of Florida. HCSB Bid #23-070-37 PB has been assigned for internal tracking purposes.

02/11/2025: Approve the purchase of vehicles under this piggyback for a total spending of \$283,395.00

Bidders Electronically Downloaded From Public Purchase Website:

Bids Received: No Bids: Late Bids: Rejected Bids:  N/A – Bids Not Required: Piggyback

**Submitted By:** Christopher Reckner  
Director of Purchasing & Warehousing

**School(s):** District Wide

**Requested By:** Joseph Rychcik  
Director of Maintenance

**Department(s):** Support Operations

Recommended award, description of items and prices: (See attached)

**T/C CODE: 2337**

23-070-37 PB (02-11-25)



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	59674-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE  
11/19/2024

# QUICK QUOTE SHEET

REVISED QUOTE DATE  
1/27/2025

REQUESTING AGENCY	HERNANDO COUNTY SCHOOL BOARD		
CONTACT PERSON	RON RALPH	EMAIL	<a href="mailto:RALPH_R@HCSB.K12.FL.US">RALPH_R@HCSB.K12.FL.US</a>
PHONE	352-797-7050	MOBILE	217-898-7791
		FAX	

SOURCEWELL CONTRACT # 2025 091521-NAF

[www.NationalAutoFleetGroup.com](http://www.NationalAutoFleetGroup.com)

MODEL	K8D 200A	MSRP	\$43,220.00
	2025 FORD EXPLORER AWD ACTIVE		

CUSTOMER ID	CONTRACT PRICE	\$40,712.00
-------------	----------------	-------------

BED LENGTH

\*\* All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
YZ	Oxford White	\$0.00
8H	Dark Gray/Onyx, Unique Heated Cloth Captain's Chairs	\$0.00
99H	Engine: 2.3L EcoBoost I-4	\$0.00
44T	Transmission: 10-Speed Automatic	\$0.00
153	OPTIONS Front License Plate Bracket	\$0.00
200A	Equipment Group 200A Standard Package	\$0.00
PW PL	Power Windows & Locks (Incl)	\$0.00
RKE	REMOTE KEYLESS ENTRY (STD)	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	
TEMP-TAG	Temporary tag		\$45.00
		CONTRACT OPTIONS	\$45.00

TRADE IN	TOTAL COST	\$40,757.00
----------	------------	-------------

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

TOTAL COST LESS TRADE IN(S)	QTY	1	\$40,757.00
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Estimated Annual payments for 60 months paid in advance: \$9,370.88  
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments: QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY: CHRISTY SELF, GOVERNMENT ACCOUNT MANAGER [Christy.Self@AlanJay.com](mailto:Christy.Self@AlanJay.com)

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.





# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Explorer (K8D) Active 4WD (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

## Window Sticker

### SUMMARY

[Fleet] 2025 Ford Explorer (K8D) Active 4WD

MSRP:\$41,855.00

Interior:Dark Gray/Onyx, Unique Heated Cloth Captain's Chairs

Exterior 1:Oxford White

Exterior 2:No color has been selected.

Engine: 2.3L EcoBoost I-4

Transmission: 10-Speed Automatic

### OPTIONS

CODE	MODEL	MSRP
K8D	[Fleet] 2025 Ford Explorer (K8D) Active 4WD	\$41,855.00
<b>OPTIONS</b>		
153	Front License Plate Bracket	\$0.00
200A	Equipment Group 200A Standard Package	\$0.00
44T	Transmission: 10-Speed Automatic	\$0.00
8H	Dark Gray/Onyx, Unique Heated Cloth Captain's Chairs	\$0.00
99H	Engine: 2.3L EcoBoost I-4	\$0.00
YZ	Oxford White	\$0.00

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Data Version: 23732. Data Updated: Oct 19, 2024 6:42:00 PM PDT.



# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Explorer (K8D) Active 4WD (  Complete )

<b>SUBTOTAL</b>	<b>\$41,855.00</b>
Adjustments Total	\$0.00
Destination Charge	\$1,595.00
<b>TOTAL PRICE</b>	<b>\$43,450.00</b>

## FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Explorer (K8D) Active 4WD ( Complete )

## Standard Equipment

### Mechanical

- Engine: 2.3L EcoBoost I-4 -inc: auto start-stop technology (STD)
- Transmission: 10-Speed Automatic (STD)
- 3.58 Non-Limited Slip Rear Axle
- 50 State Emissions System
- Transmission w/Driver Selectable Mode
- Automatic Full-Time Four-Wheel Drive
- Battery w/Run Down Protection
- Regenerative Alternator
- Class III Towing Equipment -inc: Hitch and Trailer Sway Control
- Trailer Wiring Harness
- Gas-Pressurized Shock Absorbers
- Front And Rear Anti-Roll Bars
- Electric Power-Assist Speed-Sensing Steering
- 18.6 Gal. Fuel Tank
- Quasi-Dual Stainless Steel Exhaust
- Auto Locking Hubs
- Strut Front Suspension w/Coil Springs
- Multi-Link Rear Suspension w/Coil Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Descent Control, Hill Hold Control and Electric Parking Brake

### Exterior

- Wheels: 18" Sparkle Silver-Painted Aluminum
- Tires: P255/65R18 AS BSW -inc: mini spare
- Steel Spare Wheel
- Compact Spare Tire Mounted Inside Under Cargo
- Clearcoat Paint
- Body-Colored Front Bumper w/Metal-Look Bumper Insert
- Body-Colored Rear Bumper w/Black Rub Strip/Fascia Accent
- Black Side Windows Trim, Black Front Windshield Trim and Black Rear Window Trim

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Explorer (K8D) Active 4WD (✔ Complete)

## Exterior

- Body-Colored Door Handles
- Chrome Bodyside Insert, Black Bodyside Cladding and Black Wheel Well Trim
- Black Power Heated Side Mirrors w/Manual Folding
- Fixed Rear Window w/Fixed Interval Wiper, Heated Wiper Park and Defroster
- Deep Tinted Glass
- Speed Sensitive Variable Intermittent Wipers
- Galvanized Steel/Aluminum Panels
- Lip Spoiler
- Black Grille w/Chrome Accents
- Power Liftgate Rear Cargo Access
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Roof Rack Rails Only
- Autolamp Auto On/Off Reflector Led Low/High Beam Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off
- Perimeter/Approach Lights
- LED Brakelights
- Headlights-Automatic Highbeams

## Entertainment

- Radio w/Seek-Scan, Clock, Steering Wheel Controls and Internal Memory
- Radio: AM/FM Stereo -inc: MP3 capability, 6 speakers, speed-compensated volume, SiriusXM w/360L and 3-month prepaid subscription (service is not available in Alaska and Hawaii), Ford digital experience w/13.2" color LCD touchscreen in IP center-stack, Alexa built-in, Google Assistant, Google Maps and Google Play, pinch-to-zoom capability, 911 Assist, Apple CarPlay and Android Auto wireless compatibility, Note: SiriusXM services require a subscription, sold separately by SiriusXM after the trial period, Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe. If you decide to continue service, the subscription plan chosen will automatically renew and be charged according to your chosen payment method at the then-current rates, Fees and taxes apply, See the SiriusXM customer agreement and privacy policy at <http://www.siriusxm.com/> [www.siriusxm.com](http://www.siriusxm.com) for full terms and how to cancel, which includes online methods or calling 1-866-635-2349, Available in the 48 contiguous United States, D.C, and Puerto Rico (w/coverage limits and capable receiver), Visit <http://www.siriusxm.com/FAQS> for most current service area information, Availability of some services and features is subject to device capabilities and location restrictions, All fees, content and features are subject to change, SiriusXM, Pandora and all related logos are trademarks of Sirius XM Radio Inc, and its respective subsidiaries Eligible 2025 model-year vehicle receive complimentary access to 3-years of Alexa built-in and 1-year of Ford premium connectivity connected service plan enabling Google Assistant, Google Maps and Google Play which begins on the new warranty start date. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features.
- Streaming Audio

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Explorer (K8D) Active 4WD ( Complete )

## Entertainment

Integrated Roof Antenna

Bluetooth Wireless Phone Connectivity

2 LCD Monitors In The Front

## Interior

Bucket Front Seats w/Cloth Back Material

8-Way Driver Seat

Passenger Seat

35-30-35 Folding Split-Bench Front Facing Manual Reclining Fold Forward Seatback Cloth Rear Seat w/Manual Fore/Aft

Manual Tilt/Telescoping Steering Column

Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Oil Level, Trip Odometer and Trip Computer

Power Rear Windows and Fixed 3rd Row Windows

FordPass Connect 5G Mobile Hotspot Internet Access

Fixed 50-50 Bench Cloth 3rd Row Seat Front, Manual Fold Into Floor, 2 Manual and Adjustable Head Restraints

Leather Steering Wheel

Front Cupholder

Rear Cupholder

Compass

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry, Illuminated Ignition Switch and Panic Button

Remote Releases -Inc: Power Cargo Access

Proximity Key For Doors And Push Button Start

Cruise Control w/Steering Wheel Controls

Adaptive w/Traffic Stop-Go

Voice Activated Dual Zone Front Automatic Air Conditioning

Rear HVAC w/Separate Controls

HVAC -inc: Underseat Ducts and Headliner/Pillar Ducts

Locking Glove Box

Driver Foot Rest

Interior Trim -inc: Piano Black/Metal-Look Instrument Panel Insert, Piano Black/Metal-Look Door Panel Insert, Piano Black Console Insert and Chrome/Metal-Look Interior Accents

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Explorer (K8D) Active 4WD ( Complete )

## Interior

Full Cloth Headliner

Cloth Door Trim Insert

Unique Heated Cloth Captain's Chairs -inc: 10-way power driver (power function for tilt, lumbar and recline) and 4-way power passenger w/manual recline

Day-Night Rearview Mirror

Driver And Passenger Visor Vanity Mirrors w/Driver And Passenger Illumination, Driver And Passenger Auxiliary Mirror

Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage and 4 12V DC Power Outlets

Front And Rear Map Lights

Fade-To-Off Interior Lighting

Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats

Carpet Floor Trim

Trunk/Hatch Auto-Latch

Cargo Area Concealed Storage

Cargo Space Lights

FOB Controls -inc: Cargo Access

Smart Device Remote Engine Start

Driver / Passenger And Rear Door Bins

Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks w/Autolock Feature

Driver Information Center

Trip Computer

Outside Temp Gauge

Digital/Analog Appearance

Redundant Digital Speedometer

Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints

Front Center Armrest

2 Seatback Storage Pockets

Securilock Anti-Theft Ignition (pats) Immobilizer

Perimeter Alarm

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Explorer (K8D) Active 4WD ( Complete )

## Interior

4 12V DC Power Outlets

Air Filtration

## Safety-Mechanical

AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)

ABS And Driveline Traction Control

## Safety-Exterior

Side Impact Beams

## Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Reverse Sensing System Rear Parking Sensors

BLIS (Blind Spot Information System) Blind Spot

Pre-Collision Assist with Pedestrian Detection Front Cross Traffic Mitigation

Lane Keeping Alert Lane Keeping Assist

Lane Keeping Alert Lane Departure Warning

Collision Mitigation-Front

Driver Monitoring-Alert

Evasion Assist

Collision Mitigation-Rear

Tire Specific Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags

Safety Canopy System Curtain 1st, 2nd And 3rd Row Airbags

Airbag Occupancy Sensor

Driver And Passenger Knee Airbag

Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute

Rear Child Safety Locks

Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners

Back-Up Camera w/Washer

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Data Version: 23732. Data Updated: Oct 19, 2024 6:42:00 PM PDT.



# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Explorer (K8D) Active 4WD (  Complete )

## WARRANTY

Basic Years: 3  
Basic Miles/km: 36,000  
Drivetrain Years: 5  
Drivetrain Miles/km: 60,000  
Corrosion Years: 5  
Corrosion Miles/km: Unlimited  
Roadside Assistance Years: 5  
Roadside Assistance Miles/km: 60,000

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Data Version: 23732. Data Updated: Oct 19, 2024 6:42:00 PM PDT.







Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	59675-2
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE  
11/19/2024

# QUICK QUOTE SHEET

REVISED QUOTE DATE  
1/27/2025

REQUESTING AGENCY	HERNANDO COUNTY SCHOOL BOARD		
CONTACT PERSON	RON RALPH	EMAIL	<a href="mailto:RALPH_R@HCSB.K12.FL.US">RALPH_R@HCSB.K12.FL.US</a>
PHONE	352-797-7050	MOBILE	217-898-7791
		FAX	

SOURCEWELL CONTRACT # 2025 091521-NAF

[www.NationalAutoFleetGroup.com](http://www.NationalAutoFleetGroup.com)

MODEL	R1Y 101A	MSRP	\$50,815.00
	2025D FORD TRANSIT T-250 CARGO VAN LOW ROOF RWD 130" WB 9150 GVWR		

CUSTOMER ID	CONTRACT PRICE	\$48,117.00
-------------	----------------	-------------

BED LENGTH

\*\* All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
YZ	Oxford White	\$0.00
VK	Dark Palazzo Gray, Vinyl Front Bucket Seats	\$0.00
998	Engine: 3.5L PFDi V6 Flex-Fuel	\$0.00
44U	Transmission: 10-Spd Automatic w/OD & SelectShift	\$0.00
101A	OPTIONS Order Code 101A	\$0.00
153	Front License Plate Bracket	\$0.00
16E	Front & Rear Vinyl Floor Covering	\$240.00
21G	Dark Palazzo Gray Vinyl Bucket Seats	\$0.00
86F	-2- ADD'L KEYS with FOBS	\$70.00
X73	3.73 Axle Ratio	\$0.00
NO GLASS	NO CARGO DOOR GLASS IN BACK OR SIDE OF VAN.	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	
TEMP-TAG	Temporary tag		\$310.00
4092L + 409TD	Ford Transit Low Roof - Single Drop Down Ladder Rack (Curb Side Only)		\$45.00
AWV 4317TL130	Adrian Steel General Service Shelving Package for Full Size Transit Cargo Low Roof 130" Wheel Base furnished and installed by Advanced Work Vans of Florida.		\$2,250.00
			\$5,445.00
CONTRACT OPTIONS			\$7,740.00

TRADE IN	TOTAL COST	\$56,167.00
----------	------------	-------------

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

TOTAL COST LESS TRADE IN(S)	QTY	1	\$56,167.00
-----------------------------	-----	---	-------------

Estimated Annual payments for 60 months paid in advance: \$12,913.95  
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments: QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY: CHRISTY SELF GOVERNMENT ACCOUNT MANAGER [Christy.Self@AlanJay.com](mailto:Christy.Self@AlanJay.com)

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.



# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Transit Cargo Van (R1Y) T-250 130" Low Rf 9070 GVWR RWD (✔ Complete)



Note: Photo may not represent exact vehicle or selected equipment.

## Window Sticker

### SUMMARY

[Fleet] 2025 Ford Transit Cargo Van (R1Y) T-250 130" Low Rf 9070 GVWR RWD

MSRP:\$48,400.00

Interior:Dark Palazzo Gray, Vinyl Front Bucket Seats

Exterior 1:Oxford White

Exterior 2:No color has been selected.

Engine: 3.5L PFDi V6 Flex-Fuel

Transmission: 10-Spd Automatic w/OD & SelectShift

### OPTIONS

CODE	MODEL	MSRP
R1Y	[Fleet] 2025 Ford Transit Cargo Van (R1Y) T-250 130" Low Rf 9070 GVWR RWD	\$48,400.00
	<b>OPTIONS</b>	
101A	Order Code 101A	\$0.00
153	Front License Plate Bracket	\$0.00
16E	Front & Rear Vinyl Floor Covering	\$245.00
21G	Dark Palazzo Gray Vinyl Bucket Seats	\$0.00
44U	Transmission: 10-Spd Automatic w/OD & SelectShift	\$0.00
86F	2 Additional Keys (4 Total)	\$75.00
998	Engine: 3.5L PFDi V6 Flex-Fuel	\$0.00
VK	Dark Palazzo Gray, Vinyl Front Bucket Seats	\$0.00

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Data Version: 23983. Data Updated: Nov 18, 2024 6:43:00 PM PST.



# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Transit Cargo Van (R1Y) T-250 130" Low Rf 9070 GVWR RWD (✔ Complete)

X73	3.73 Axle Ratio	\$0.00
YZ	Oxford White	\$0.00
<b>SUBTOTAL</b>		<b>\$48,720.00</b>
Adjustments Total		\$0.00
Destination Charge		\$2,095.00
<b>TOTAL PRICE</b>		<b>\$50,815.00</b>

## FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Transit Cargo Van (R1Y) T-250 130" Low Rf 9070 GVWR RWD (✔ Complete)

## Standard Equipment

### Mechanical

- Engine: 3.5L PFDi V6 Flex-Fuel -inc: port injection (STD)
- Transmission: 10-Spd Automatic w/OD & SelectShift -inc: auxiliary transmission oil cooler (STD)
- 3.73 Axle Ratio (STD)
- 50-State Emissions System
- Rear-Wheel Drive
- 70-Amp/Hr Maintenance-Free Battery w/Run Down Protection
- 250 Amp Alternator
- 4085# Maximum Payload
- GVWR: 9,070 lb
- Front Anti-Roll Bar
- Electric Power-Assist Steering
- 25.1 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Strut Front Suspension w/Coil Springs
- Solid Axle Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake

### Exterior

- Wheels: 16" Silver Steel w/Black Hubcap
- Tires: 235/65R16C 121/119 R AS BSW
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Black Front Bumper
- Black Rear Bumper w/1 Tow Hook
- Black Bodyside Cladding and Black Wheel Well Trim
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Side Mirrors w/Convex Spotter

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Transit Cargo Van (R1Y) T-250 130" Low Rf 9070 GVWR RWD (✔ Complete)

## Exterior

Short-Arm Manual-Folding Power Adjust Mirrors

Light Tinted Glass

Variable Intermittent Wipers

Fully Galvanized Steel Panels

Black Grille

Front License Plate Bracket

Sliding Rear Passenger Side Door

Split Swing-Out Rear Cargo Access

Tailgate/Rear Door Lock Included w/Power Door Locks

Ford Co-Pilot360 - Autolamp Auto On/Off Reflector Halogen Auto High-Beam Headlamps w/Delay-Off

Headlights-Automatic Highbeams

Laminated Glass

## Entertainment

Radio w/Seek-Scan, Clock, Aux Audio Input Jack, Steering Wheel Controls and External Memory Control

Radio: AM/FM Stereo -inc: 4.0" multi-function display, Bluetooth, dual USB ports and 4 speakers (front)

Streaming Audio

Fixed Antenna

Bluetooth Wireless Phone Connectivity

1 LCD Monitor In The Front

## Interior

Dark Palazzo Gray Vinyl Bucket Seats -inc: 2-way manual driver seat, 2-way manual passenger seat and driver armrest only (STD)

4-Way Driver Seat

4-Way Passenger Seat

Manual Tilt/Telescoping Steering Column

Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer and Trip Odometer

FordPass Connect 4G Mobile Hotspot Internet Access

Front Cupholder

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button

Cruise Control w/Steering Wheel Controls

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Transit Cargo Van (R1Y) T-250 130" Low Rf 9070 GVWR RWD (✔ Complete)

## Interior

- Manual Air Conditioning
- Locking Glove Box
- Driver Foot Rest
- Interior Trim -inc: Metal-Look Instrument Panel Insert
- Front Cloth Headliner
- Urethane Gear Shifter Material
- Vinyl Front Bucket Seats
- Partial Floor Console w/Storage and 3 12V DC Power Outlets
- Front Map Lights
- Fade-To-Off Interior Lighting
- Front Only Vinyl/Rubber Floor Covering
- Cargo Space Lights
- Driver Alert
- Pre-Collision Assist w/Automatic Emergency Braking
- Passenger-Side B-Pillar Assist Handle
- Instrument Panel Bin, Driver And Passenger Door Bins
- Power 1st Row Windows w/Driver 1-Touch Down
- Power Door Locks w/Autolock Feature
- Driver Information Center
- Analog Appearance
- Manual Adjustable Front Head Restraints
- Securilock Anti-Theft Ignition (pats) Immobilizer
- 3 12V DC Power Outlets

## Safety-Mechanical

- Ford Co-Pilot360 w/Side Wind Stabilization Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control

## Safety-Exterior

- Side Impact Beams

## Safety-Interior

- Dual Stage Driver And Passenger Seat-Mounted Side Airbags

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Transit Cargo Van (R1Y) T-250 130" Low Rf 9070 GVWR RWD (✔ Complete)

## Safety-Interior

Lane-Keeping System Lane Departure Warning

Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch

Safety Canopy System Curtain 1st Row Airbags

Airbag Occupancy Sensor

Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners

Back-Up Camera

## WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Corrosion Years: 5

Corrosion Miles/km: Unlimited

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

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Data Version: 23983. Data Updated: Nov 18, 2024 6:43:00 PM PST.







Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	59679-2
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE  
11/19/2024

# QUICK QUOTE SHEET

REVISED QUOTE DATE  
1/27/2025

REQUESTING AGENCY	HERNANDO COUNTY SCHOOL BOARD		
CONTACT PERSON	RON RALPH	EMAIL	<a href="mailto:RALPH_R@HCSB.K12.FL.US">RALPH_R@HCSB.K12.FL.US</a>
PHONE	352-797-7050	MOBILE	217-898-7791
		FAX	

**SOURCEWELL CONTRACT # 2025 091521-NAF**

[www.NationalAutoFleetGroup.com](http://www.NationalAutoFleetGroup.com)

MODEL	X2A 600A	MSRP	\$49,505.00
	2025 FORD F-250 SUPER CAB PICKUP 2WD 164" WB XL 8' BED		

**CUSTOMER ID**

CONTRACT PRICE **\$46,195.00**

BED LENGTH	8' Bed
------------	--------

\*\* All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic	\$0.00
153	OPTIONS Front License Plate Bracket	\$0.00
52B	Trailer Brake Controller	\$295.00
600A	Order Code 600A	\$0.00
66D	Pickup Box Delete -inc: rear view camera and prep kit, Deletes tailgate, tie down hooks, rearview camera and 7/4 pin connector, Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer, In addition, Ford urges manufacturers to follow the recommendations of the Ford incomplete vehicle manual and the Ford truck body builder's layout book (and applicable supplements), Rear Bumper Delete, Spare Tire, Wheel, Jack & Tire Carrier Delete	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S	\$0.00
X37	3.73 Axle Ratio	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	
TEMP-TAG	Temporary tag		\$45.00
AF SLU98-SW	8' Reading Standard Line utility body factory powder coated white with SST paddle latches (Includes 2nd stage MSO, weight slip, & final-stage manufacturers completed vehicle certification.)		\$10,925.00
AF USOB8	HD SPRAY ON BED LINER APPLIED TO FLOOR, BULKHEAD, AND SIDE WALLS OF 6.5' - 8' UTILITY BODY.		\$1,610.00
AF CLV-SB	HITCH PLATE WITH RECEIVER HITCH		\$975.00
AF 7/4 WIRE	Hoppy 40959 7-Way RV / 4-Way Flat Trailer Plug		\$155.00
AF CAMERA	FACTORY CAMERA INSTALL IN UTILITY BODY		\$255.00
DROP SHIP	DROP SHIP TO CHASSIS TO READING, SPRING HILL 88JV81		\$0.00
AF AMR	EXTRUDED ALUMINUM CONTRACTOR MATERIAL RACK TO EXTEND OVER TO CAB OF TRUCK, INCL REAR REMOVABLE CROSS BAR		\$2,553.00

**CONTRACT OPTIONS \$16,518.00**

TRADE IN

TOTAL COST

\$63,008.00

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

TOTAL COST LESS TRADE IN(S)

QTY

2

\$126,016.00

Estimated Annual payments for 60 months paid in advance: \$14,486.84

Extended: \$28,973.68

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY

CHRISTY SELF

GOVERNMENT ACCOUNT MANAGER [Christy.Self@AlanJay.com](mailto:Christy.Self@AlanJay.com)

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.

I am always happy to be of assistance.



# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

## Window Sticker

### SUMMARY

[Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box

MSRP:\$47,835.00

Interior:Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat

Exterior 1:Oxford White

Exterior 2:No color has been selected.

Engine: 6.8L 2V DEVCT NA PFI V8 Gas

Transmission: TorqShift-G 10-Speed Automatic

### OPTIONS

CODE	MODEL	MSRP
X2A	[Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box	\$47,835.00
<b>OPTIONS</b>		
153	Front License Plate Bracket	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic	\$0.00
52B	Trailer Brake Controller	\$300.00
600A	Order Code 600A	\$0.00
66D	Pickup Box Delete	(\$625.00)

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
TD8	Tires: LT245/75R17E BSW A/S	\$0.00
X37	3.73 Axle Ratio	\$0.00
Z1	Oxford White	\$0.00
—	GVWR: 9,900 lbs	Inc.

<b>SUBTOTAL</b>	<b>\$47,510.00</b>
Adjustments Total	\$0.00
Destination Charge	\$1,995.00
<b>TOTAL PRICE</b>	<b>\$49,505.00</b>

## FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

## Standard Equipment

### Mechanical

- Engine: 6.8L 2V DEVCT NA PFI V8 Gas (STD)
- Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and trail (STD)
- 3.73 Axle Ratio (STD)
- GVWR: 10,000 lb Payload Package
- 50-State Emissions System
- Transmission w/Oil Cooler
- Rear-Wheel Drive
- 68-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
- 160 Amp Alternator
- Class V Towing Equipment -inc: Hitch and Trailer Sway Control
- Trailer Wiring Harness
- 3859# Maximum Payload
- HD Shock Absorbers
- Front Anti-Roll Bar
- Firm Suspension
- Hydraulic Power-Assist Steering
- 34 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Front Suspension w/Coil Springs
- Solid Axle Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

### Exterior

- Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments
- Tires: LT245/75R17E BSW A/S -inc: Spare may not be the same as road tire (STD)
- Regular Box Style
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

## Exterior

- Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Rear Step Bumper
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
- Manual Extendable Trailer Style Mirrors
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Aluminum Panels
- Black Grille
- Tailgate Rear Cargo Access
- Reverse Opening Rear Doors
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Boxside Steps
- Autolamp Auto On/Off Reflector Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
- Cargo Lamp w/High Mount Stop Light
- Perimeter/Approach Lights

## Entertainment

- Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
- Radio: AM/FM Stereo w/MP3 Player -inc: 6 speakers
- Fixed Antenna
- SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
- 2 LCD Monitors In The Front

## Interior

- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- 60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
- Manual Tilt/Telescoping Steering Column

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

## Interior

Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer

Power Rear Windows

FordPass Connect 5G Mobile Hotspot Internet Access

Rear Cupholder

Compass

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

HVAC -inc: Underseat Ducts

Illuminated Locking Glove Box

Interior Trim -inc: Chrome Interior Accents

Full Cloth Headliner

Urethane Gear Shifter Material

HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar

Day-Night Rearview Mirror

Passenger Visor Vanity Mirror

Full Overhead Console w/Storage and 2 12V DC Power Outlets

Front Map Lights

Fade-To-Off Interior Lighting

Full Vinyl/Rubber Floor Covering

Pickup Cargo Box Lights

Smart Device Remote Engine Start

Instrument Panel Covered Bin and Dashboard Storage

Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks w/Autolock Feature

Driver Information Center

Trip Computer

Outside Temp Gauge

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# ALAN JAY FLEET

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Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

## Interior

Digital/Analog Appearance

Seats w/Vinyl Back Material

Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints

Perimeter Alarm

Securilock Anti-Theft Ignition (pats) Immobilizer

2 12V DC Power Outlets

Air Filtration

## Safety-Mechanical

AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)

ABS And Driveline Traction Control

## Safety-Exterior

Side Impact Beams

## Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Tire Specific Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch

Safety Canopy System Curtain 1st And 2nd Row Airbags

Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters

Back-Up Camera

## WARRANTY

- Basic Years: 3
- Basic Miles/km: 36,000
- Drivetrain Years: 5
- Drivetrain Miles/km: 60,000
- Corrosion Years: 5
- Corrosion Miles/km: Unlimited
- Roadside Assistance Years: 5
- Roadside Assistance Miles/km: 60,000

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Data Version: 23983. Data Updated: Nov 18, 2024 6:43:00 PM PST.





Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	60192-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE  
12/11/2024

# QUICK QUOTE SHEET

REVISED QUOTE DATE  
1/27/2025

REQUESTING AGENCY	HERNANDO COUNTY SCHOOL BOARD		
CONTACT PERSON	RON RALPH	EMAIL	<a href="mailto:RALPH_R@HCSB.K12.FL.US">RALPH_R@HCSB.K12.FL.US</a>
PHONE	352-797-7050	MOBILE	217-898-7791
		FAX	

**SOURCEWELL CONTRACT # 2025 091521-NAF**

[www.NationalAutoFleetGroup.com](http://www.NationalAutoFleetGroup.com)

MODEL	X2A 600A	MSRP	\$49,830.00
	2025 FORD F-250 SUPER CAB PICKUP 2WD 164" WB XL 8' BED		
CUSTOMER ID	WITHOUT RACK	CONTRACT PRICE	\$46,195.00

BED LENGTH	8' Bed
------------	--------

\*\* All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic	\$0.00
153	OPTIONS Front License Plate Bracket	\$0.00
52B	Trailer Brake Controller	\$295.00
600A	Order Code 600A	\$0.00
66D	Pickup Box Delete -inc: rear view camera and prep kit, Deletes tailgate, tie down hooks, rearview camera and 7/4 pin connector, Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer, In addition, Ford urges manufacturers to follow the recommendations of the Ford incomplete vehicle manual and the Ford truck body builder's layout book (and applicable supplements), Rear Bumper Delete, Spare Tire, Wheel, Jack & Tire Carrier Delete	\$0.00
TD8	Tires: LT245/75R17E BSW A/S	\$0.00
X37	3.73 Axle Ratio	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	
TEMP-TAG	Temporary tag		\$45.00
AF SLU98-SW	8' Reading Standard Line utility body factory powder coated white with SST paddle latches (Includes 2nd stage MSO, weight slip, & final-stage manufacturers completed vehicle certification.)		\$10,925.00
AF USOB8	HD SPRAY ON BED LINER APPLIED TO FLOOR, BULKHEAD, AND SIDE WALLS OF 6.5' - 8' UTILITY BODY.		\$1,610.00
AF CLV-SB	HITCH PLATE WITH RECEIVER HITCH		\$975.00
AF 7/4 WIRE	Hoppy 40959 7-Way RV / 4-Way Flat Trailer Plug		\$155.00
AF CAMERA	FACTORY CAMERA INSTALL IN UTILITY BODY		\$255.00
DROP SHIP	DROP SHIP TO CHASSIS TO READING, SPRING HILL 88JV81		\$0.00

**CONTRACT OPTIONS \$13,965.00**

TRADE IN

TOTAL COST

\$60,455.00

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~

TOTAL COST LESS TRADE IN(S)

QTY

1

\$60,455.00

Estimated Annual payments for 60 months paid in advance: \$13,899.85

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY

CHRISTY SELF

GOVERNMENT ACCOUNT MANAGER [Christy.Self@AlanJay.com](mailto:Christy.Self@AlanJay.com)

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.

I am always happy to be of assistance.



# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

## Window Sticker

### SUMMARY

[Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box

MSRP:\$47,835.00

Interior:Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat

Exterior 1:Oxford White

Exterior 2:No color has been selected.

Engine: 6.8L 2V DEVCT NA PFI V8 Gas

Transmission: TorqShift-G 10-Speed Automatic

### OPTIONS

CODE	MODEL	MSRP
X2A	[Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box	\$47,835.00
<b>OPTIONS</b>		
153	Front License Plate Bracket	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic	\$0.00
52B	Trailer Brake Controller	\$300.00
600A	Order Code 600A	\$0.00
66D	Pickup Box Delete	(\$625.00)

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Data Version: 23983. Data Updated: Nov 18, 2024 6:43:00 PM PST.



# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
TD8	Tires: LT245/75R17E BSW A/S	\$0.00
X37	3.73 Axle Ratio	\$0.00
Z1	Oxford White	\$0.00
—	GVWR: 9,900 lbs	Inc.

<b>SUBTOTAL</b>	<b>\$47,510.00</b>
Adjustments Total	\$0.00
Destination Charge	\$1,995.00
<b>TOTAL PRICE</b>	<b>\$49,505.00</b>

## FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

## Standard Equipment

### Mechanical

Engine: 6.8L 2V DEVCT NA PFI V8 Gas (STD)

Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and trail (STD)

3.73 Axle Ratio (STD)

GVWR: 10,000 lb Payload Package

50-State Emissions System

Transmission w/Oil Cooler

Rear-Wheel Drive

68-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection

160 Amp Alternator

Class V Towing Equipment -inc: Hitch and Trailer Sway Control

Trailer Wiring Harness

3859# Maximum Payload

HD Shock Absorbers

Front Anti-Roll Bar

Firm Suspension

Hydraulic Power-Assist Steering

34 Gal. Fuel Tank

Single Stainless Steel Exhaust

Front Suspension w/Coil Springs

Solid Axle Rear Suspension w/Leaf Springs

4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

### Exterior

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments

Tires: LT245/75R17E BSW A/S -inc: Spare may not be the same as road tire (STD)

Regular Box Style

Steel Spare Wheel

Full-Size Spare Tire Stored Underbody w/Crankdown

Clearcoat Paint

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

## Exterior

- Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Rear Step Bumper
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
- Manual Extendable Trailer Style Mirrors
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Aluminum Panels
- Black Grille
- Tailgate Rear Cargo Access
- Reverse Opening Rear Doors
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Boxside Steps
- Autolamp Auto On/Off Reflector Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
- Cargo Lamp w/High Mount Stop Light
- Perimeter/Approach Lights

## Entertainment

- Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
- Radio: AM/FM Stereo w/MP3 Player -inc: 6 speakers
- Fixed Antenna
- SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
- 2 LCD Monitors In The Front

## Interior

- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- 60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
- Manual Tilt/Telescoping Steering Column

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

## Interior

Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer

Power Rear Windows

FordPass Connect 5G Mobile Hotspot Internet Access

Rear Cupholder

Compass

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

HVAC -inc: Underseat Ducts

Illuminated Locking Glove Box

Interior Trim -inc: Chrome Interior Accents

Full Cloth Headliner

Urethane Gear Shifter Material

HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar

Day-Night Rearview Mirror

Passenger Visor Vanity Mirror

Full Overhead Console w/Storage and 2 12V DC Power Outlets

Front Map Lights

Fade-To-Off Interior Lighting

Full Vinyl/Rubber Floor Covering

Pickup Cargo Box Lights

Smart Device Remote Engine Start

Instrument Panel Covered Bin and Dashboard Storage

Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks w/Autolock Feature

Driver Information Center

Trip Computer

Outside Temp Gauge

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# ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2025 Ford Super Duty F-250 SRW (X2A) XL 2WD SuperCab 8' Box (✔ Complete)

## Interior

Digital/Analog Appearance

Seats w/Vinyl Back Material

Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints

Perimeter Alarm

Securilock Anti-Theft Ignition (pats) Immobilizer

2 12V DC Power Outlets

Air Filtration

## Safety-Mechanical

AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)

ABS And Driveline Traction Control

## Safety-Exterior

Side Impact Beams

## Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Tire Specific Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch

Safety Canopy System Curtain 1st And 2nd Row Airbags

Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters

Back-Up Camera

## WARRANTY

- Basic Years: 3
- Basic Miles/km: 36,000
- Drivetrain Years: 5
- Drivetrain Miles/km: 60,000
- Corrosion Years: 5
- Corrosion Miles/km: Unlimited
- Roadside Assistance Years: 5
- Roadside Assistance Miles/km: 60,000

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Data Version: 23983. Data Updated: Nov 18, 2024 6:43:00 PM PST.



**MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.**  
(For Donations, use Section B)

A. Item Currently Budgeted -										
Account Name <u>2024-2025 Capital Motor Vehicle Account</u>										
Account Number	<u>371/373</u>	<u>7400</u>	<u>6520</u>	<u>9500</u>	<u>M5250</u>	<u></u>	<u></u>			
	Fund	Function	Object	Cost Center	Project	Sub Project				
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ 242,638.00		\$		\$ 242,638.00		\$ 242,638.00		\$ 0.00		

  

B. Item Currently Not Budgeted -**										
Account Name <u>2024-2025 General Fund Motor Vehicle Account</u>										
Account Number	<u>1100 E</u>	<u>6100</u>	<u>6520</u>	<u>9500</u>	<u>44300</u>	<u></u>	<u></u>			
	Fund	Function	Object	Cost Center	Project	Sub Project				
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ 40,757.00		\$		\$ 40,757.00		\$ 40,757.00		\$ 0.00		

Funding Source	_____						
Account Name	_____						
Account Number	_____	_____	_____	_____	_____	_____	_____
	Fund	Function	Object	Cost Center	Project	Sub Project	
Amount	\$ _____						

  

Funding Source	_____						
Account Name	_____						
Account Number	_____	_____	_____	_____	_____	_____	_____
	Fund	Function	Object	Cost Center	Project	Sub Project	
Amount	\$ _____						

**C. History**

Check one:  
**Prior Year Budget:**   
**New for Current Year:**

Prior Year Approved Budget: \$ \_\_\_\_\_  
 Prior Year Actual Spent: \$ \_\_\_\_\_

\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

## School Board Regular Meeting

---

**Agenda Item # 17. 25-2773**

2/11/2025

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**Title and Board Action Requested**

Approval Requested for out of county travel for School Board Member(s) to attend the FSBA New School Board Member Academy Part II, and the FSBA 38<sup>th</sup> Annual Day in the Legislature, March 18, 2025 through March 20, 2025 in Tallahassee, FL that may exceed \$500 per Board Member.

**Executive Summary**

The Board Chair hereby requests the Board approve out of county travel for School Board Member(s) to attend the FSBA New School Board Member Academy Part II, and the FSBA 38<sup>th</sup> Annual Day in the Legislature, March 18, 2025 through March 20, 2025 in Tallahassee, FL that may exceed \$500 per Board Member.

**My Contact**

Kelly Pogue

Executive Office Manager to the School Board and General Counsel

Pogue\_k@hcsb.k12.fl.us

**2023-28 Strategic Focus Area**

Other

**Financial Impact**

See attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Approval requested for out of county travel for School Board Member(s) to attend the upcoming events. Travel is for official school district business and complies with the rules of the State Board of Education.

Please note: board members may or may not attend the following conferences:

Details	Registration Fee	Hotel	Miscellaneous (Mileage, Meals, etc.)	Total
03/18/25 – 03/19/25: FSBA New School Board Member Academy Pt. 2	\$250 per board member	Double Tree by Hilton Tallahassee  \$405/night	Mileage, Meals, Tolls, Parking, etc. Per diem expenses if applicable	Approx. \$2,300/per board member
03/19/25 – 03/20/25: FSBA 38 <sup>th</sup> Annual Day in the Legislature	\$195 per board member			

**1001.39 District school board members; travel expenses.—**

<sup>1</sup>(1) In addition to the salary provided in s. 1001.395, each member of a district school board shall be allowed, from the district school fund, reimbursement of travel expenses as authorized in s. 112.061, except as provided in subsection (2). Any travel outside the district shall also be governed by the rules of the State Board of Education.

(2) Each district school board may reimburse a district school board member for travel expenses for travel from the member's residence incurred in the performance of a public purpose authorized by law to be performed by the district school board, including, but not limited to, attendance at regular and special board meetings. Mileage allowance in the amount provided by law for reimbursement of travel expenses, when authorized, shall be computed from the member's place of residence to the place of the meeting or function and return.

**History.**—s. 51, ch. 2002-387; s. 5, ch. 2018-5.

<sup>1</sup>**Note.**—Section 5, ch. 2018-5, amended subsection (1), effective July 1, 2019, to read:

(1) In addition to the salary provided in s. 1001.395, each member of a district school board shall be allowed, from the district school fund, reimbursement of travel expenses as authorized in s. 112.061, provided that any travel outside the district that exceeds \$500 requires prior approval by the district school board to confirm that such travel is for official business of the school district and complies with rules of the State Board of Education. Any request for travel outside the state must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence. Immediately preceding a request, the public must have an opportunity to speak on the specific travel agenda item.



NEW SCHOOL BOARD MEMBER  
ACADEMY - PART 2

March 18 - 19, 2025 | TSC Center for Innovation, Tallahassee, FL

Tuesday, March 18, 2025

1:00 PM - 5:00 PM Welcome and Introductions

Welcome

Tina Pinkoson, Director of Leadership Services, Florida School Boards Association

Balanced Governance

Given the pressure to improve student outcomes and keep our students safe, school boards cannot be passive actors. They must leverage their own expertise as engaged and knowledgeable representatives of their communities to play a critical role in increasing student achievement. Want to know how? Join us!

Presenters:

- Carol Cook, FSBA Consultant and former School Board Member
- April Griffin, FSBA Consultant and former School Board Member
- Paula Wright Coles, FSBA Consultant and former School Board Member

Civility in the Boardroom

What happens in the boardroom, doesn't stay in the boardroom. It impacts the entire district. This session offers tools board members can use to increase meeting effectiveness and positively impact district culture.

Presenter:

Andrea Messina, Chief Executive Officer, Florida School Boards Association

Learn from Experience Words of wisdom from the Facilitator Team

5:30 PM - 6:30 PM Reception at the FSBA office, located at 203 S. Monroe St.



The logo for the New School Board Member Academy - Part 2, featuring a yellow graduation cap icon above the text "NEW SCHOOL BOARD MEMBER ACADEMY - PART 2" which is flanked by horizontal lines.

**NEW SCHOOL BOARD MEMBER  
ACADEMY - PART 2**

March 18 - 19, 2025 | TSC Center for Innovation, Tallahassee, FL

## Wednesday, March 19, 2025

**7:30 AM - 8:30 AM** Breakfast

**8:30 AM - 11:45 AM** Training Sessions

### Legally Speaking

Do you know what your board attorney does? Why do you have a board attorney? When should you consult with your attorney? You will hear the answers to these questions and more during this session.

**Presenter:**

*Leonard Dietzen, Partner Rumberger/Kirk and School Board attorney for numerous Florida districts.*

### Social Media: Friend or Foe

During this session, we will explore the dynamic role of social media in the modern landscape of school board leadership. This session provides a balanced view of the opportunities and challenges that come with navigating social media platforms. Participants will learn how to harness social media as a powerful tool for community engagement, transparency, and celebration of educational successes while understanding the potential risks, such as miscommunication, public criticism, and compliance with legal regulations like Sunshine Laws.

**Presenters:**

*Carol Cook, FSBA Consultant and former School Board Member*

*April Griffin, FSBA Consultant and former School Board Member*

*Paula Wright Coles, FSBA Consultant and former School Board Member*

**Noon - 1:00 PM** Boxed lunch for members who are staying for Day in the Legislature

**Sponsored by:** **FBMC**  
BENEFITS MANAGEMENT™





March 19 – 20, 2025 | TSC Center for Innovation, Tallahassee, FL

Wednesday, March 19, 2025

10:00 a.m. - 12:30 p.m. FSBA Board of Directors Meeting - offsite at Sitting Hall

12:00 p.m. - 4:30 p.m. Registration

1:00 p.m. - 1:45 p.m. Overview / Expectations

Sponsored by:

Welcome:

Tim Bryant, President, Florida School Boards Association, Okaloosa County School Board

Presiding:

Teri Barenborg, Chair, FSBA Legislative Subcommittee Indian River County School Board

Presenters:

Danielle Thomas, Ed.D., Director of Advocacy and Legislative Services, Florida School Boards Association

Kim McDougal, Ph.D., Senior Government Affairs Advisor, GrayRobinson, P.A.

Carlecia Collins, Government Affairs Advisor, GrayRobinson, P.A.

1:45 p.m. - 2:45 p.m. FSBA Platform & Bill Updates (1 CBM point)

Presenters:

Danielle Thomas, Ed.D., Director of Advocacy and Legislative Services, Florida School Boards Association

Kim McDougal, Ph.D., Senior Government Affairs Advisor, GrayRobinson, P.A.

Carlecia Collins, Government Affairs Advisor, GrayRobinson, P.A.

FELL Members

2:45 p.m. - 3:00 p.m. Break

3:00 p.m. - 3:30 p.m. Best Practices When Meeting with Legislators (1 CBM point)

Presenters: FELL Members

Facilitator: Danielle Thomas, Ed.D., Director of Advocacy and Legislative Services, Florida School Boards Association

3:30 p.m. - 4:15 p.m. Action Planning Visits to Your Legislators (1 CBM point)

Presenters: FELL Members

4:15 p.m. - 4:30 p.m. Break

4:30 p.m. - 5:00 p.m. Hot Topics Across the State (1 CBM point)

Presenters:

Danielle Thomas, Ed.D., Director of Advocacy and Legislative Services, Florida School Boards Association

Kim McDougal, Ph.D., Senior Government Affairs Advisor, GrayRobinson, P.A.

5:00 p.m. Group photo in hotel lobby

5:15 p.m. – 6:15 p.m. Reception – Governor’s Club





March 19 – 20, 2025 | Sittig Hall, Tallahassee, FL

## Thursday, March 20, 2025

7:30 a.m. - 10:00 a.m. Registration

8:00 a.m. - 10:00 a.m. Coffee and Conversations with Florida Legislators **(2 CBM points)** **Sponsored by:**

**Presiding:**

*Teri Barenborg, Chair, FSBA Legislative Subcommittee Indian River County School Board*

**Speakers:**

*Florida Legislators and Executive Branch Members (invited)*

Scan this code to submit a question to a legislator.



10:30 a.m. - 5:00 p.m. Visit your Senators and Representatives **(Up to 3 CBM points)**

**Be sure to report/follow up to Dr. Danielle Thomas, FSBA Director of Advocacy and Legislative Services, [thomas@fsba.org](mailto:thomas@fsba.org)**

**Need a break?** Join us in the **FSBA Resource Room** located in the **Senate Office Building (SOB) in Room 231**  
Water and snacks will be provided.

A. Item Currently Budgeted -										
Registration Fees										
Account Name										
Account Number	1100E	7100	7300	9100	40100					
	Fund	Function	Object	Cost Center	Project	Sub Project				
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ 41,026.00		\$ 0		\$ (23,546.00)		\$ 17,480.00		\$ (445.00)		\$ 17,035.00

  

Out of County Travel										
Account Name										
Account Number	1100E	7100	3330	9100	40100					
	Fund	Function	Object	Cost Center	Project	Sub Project				
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
\$ 15,128.00		\$ 0		\$ (1,979.68)		\$ 13,148.32		\$ (1,795.00)		\$ 11,353.32

**B. Item Currently Not Budgeted -\*\***

Funding Source \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

Fund                      Function                      Object                      Cost Center                      Project                      Sub Project

Amount \$ \_\_\_\_\_

---

Funding Source \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

Fund                      Function                      Object                      Cost Center                      Project                      Sub Project

Amount \$ \_\_\_\_\_

**C. History**

Check one:  
**Prior Year Budget:**   
**New for Current Year:**

Prior Year Approved Budget: \$ 61,195.00  
 Prior Year Actual Spent: \$ 23,850.13

\*\* WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT\*\*



# Hernando School District

## School Board Regular Meeting

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**Agenda Item # 18. 25-2820**

2/11/2025

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**Title and Board Action Requested**

Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

**Executive Summary**

Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to other Hernando County School issues on which the School Board customarily takes actions.

**My Contact**

Ray Pinder  
Superintendent of Schools

**2023-28 Strategic Focus Area**

Other

**Financial Impact**

There is no financial impact.

## NON-AGENDA ITEM COMMENT FORM FOR SPEAKERS

Failure to complete this form or to sign below will prevent the Citizen Input form  
from being presented to the Board Chair.

LEGAL NAME/PRINTED: \_\_\_\_\_

LEGAL ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

Identify topics **not** included on the agenda. Topics need to address educational concerns.

TOPIC: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Guidelines:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following Citizen's Input guidelines:

- The speaker will adhere to a three (3) minute time limit per speaker.
- Time may not be yielded to other speakers.
- The Chairperson has the authority to limit discussion if the subject is outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board must be attached to this form.
- The Chairperson may deny all forms submitted after the Board Meeting is called to order.
- The HCSD Code of Civility is in effect at all times (see other side).
- The Board typically does not respond to remarks or questions made during Citizen Comments.

*My signature is confirmation that I have read, understand, and agree to abide by all guidelines and HCSD Code of Civility:*

Signature of speaker: \_\_\_\_\_

Chairperson's Approval of form: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>
Date Received: _____
Time Received: _____

# Hernando County School Board

## CODE OF CIVILITY

The education of our children depends on the ability of the community, parents and staff to share responsibilities, meaningful communication and welcomed participation. Civility reflects the ability of each person to affirm the collective worth of being respectful.

With that, all persons attending or speaking at a school board meeting shall:

- Listen carefully and respectfully
- Not use any offensive gestures, language or profanity
- Not use any threatening words or actions
- Not display any disruptive behaviors, temper or insulting/demeaning words
- Treat others as they would like to be treated
- Never bully, harass or abuse others

\*Any lack of civility by any person will result in that person being directed by the Superintendent, or Chairperson, to leave the premises. Failure to follow a directive will result in law enforcement assistance.

Note: The Board typically does not respond to remarks or questions made during citizen input. While no immediate action will be taken by the Board, the Superintendent may follow up the inquiries/comments by directing staff to intervene.