



Rizzetta & Company

# Bainebridge Community Development District

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**Board of Supervisors'  
Meeting  
December 19, 2019**

**District Office:  
2806 N. Fifth Street  
Unit 403  
St. Augustine, FL 32084**

[www.bainebridgecdd.org](http://www.bainebridgecdd.org)

**BAINEBRIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St Augustine, FL 32094

**Board of Supervisors**

William Huff	Chairman
LaKeshia Jones	Vice Chairman
Sarah Morris	Assistant Secretary
Charles Straw	Assistant Secretary
Alton Mabb	Assistant Secretary

**District Manager**

Lesley Gallagher	Rizzetta & Company, Inc.
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**District Counsel**

Sarah Warren	Hopping Green & Sams, P.A.
Katie Buchanan	Hopping Green & Sams, P.A.

**District Engineer**

Vince Dunn	Dunn & Associates
David Taylor	Dunn & Associates

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH AVENUE, UNIT 403 · ST. AUGUSTINE, FLORIDA 32084 · (904) 436-6270

Board of Supervisors  
Bainebridge Community  
Development District

December 11, 2019

## AGENDA

Dear Board Members:

The **regular** meeting of the Bainebridge Community Development District will be held on **Thursday, December 19, 2019 at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218. Following is the agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **AUDIENCE COMMENTS ON AGENDA ITEMS**
4. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Special Meeting held November 21, 2019.....**Tab 1**
  - B. Ratification of the Operation and Maintenance Expenditures for August 2019, September 2019 and October 2019.....**Tab 2**
5. **STAFF REPORTS**
  - A. District Counsel
    - i.) Draft Revised Rules of Procedure.....**Tab 3**
    - ii.) Consideration of Resolution 2020-01, Designating Date, Time and Location of Public Hearing for Adopting Amended Rules of Procedure.....**Tab 4**
  - B. District Engineer
    - 1.) Consideration of Proposal for Annual Engineer's Report.....**Tab 5**
  - C. Amenity Manager
    - 1.) First Coast CMS Report, December 2019.....**Tab 6**
    - 2.) Consideration of Proposal for Additional Pool Pump.....**Tab 7**
  - D. Landscape Manager
  - E. District Manager
    - 1.) Charles Aquatics Service Report, December 2, 2019.....**Tab 8**
    - 2.) Charles Aquatics Fountain Report, December 5, 2019.....**Tab 9**
6. **BUSINESS ITEMS**
  - A. Update on Entry Monument
    - 1.) Consideration of Landscape Proposals Based on Design from Landscape Architect.....**Tab 10**
    - 2.) *Consideration of BrightView Design for Entry Landscaping and Proposal (Under Separate Cover)*
  - B. *Consideration of Proposals for Stucco Repairs at Amenity Center (Under Separate Cover)*
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,  
*Lesley Gallagher*

Lesley Gallagher  
District Manager  
Bainebridge Community Development District

**CALL TO ORDER / ROLL CALL**

**PLEDGE OF  
ALLEGIANCE**

**AUDIENCE COMMENTS  
ON AGENDA ITEMS**

# **BUSINESS ADMINISTRATION**

# **Tab 1**

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**BAINEDRIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

The **special** meeting of the Board of Supervisors of Bainebridge Community Development District was held on **Thursday, November 21, 2019 at 4:30 p.m.** at the Bainebridge Amenity Center located at 15855 Twin Creek Drive, Jacksonville, FL. 32218. The following was the agenda for the meeting.

Present and constituting a quorum:

William Huff II	<b>Board Supervisor, Chairman</b>
LaKeshia Jones	<b>Board Supervisor, Vice Chairman</b>
Charles Straw	<b>Board Supervisor, Assistant Secretary</b>
Alton Mabb Jr.	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Sarah Warren	<b>District Counsel, Hopping Green &amp; Sams</b>
Tony Shiver	<b>President, First Coast CMS</b>
Jay Jernigan	<b>Senior Account Manager, Brightview</b>

Audience members present

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Huff called the meeting to order at 4:32 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

No audience comments on agenda items.

**THIRD ORDER OF BUSINESS**

**Pledge of Allegiance**

Mr. Mabb lead the pledge of allegiance.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Regular Meeting held September 19, 2019**

On a motion by Mr. Straw, seconded by Ms. Jones, with all in favor, the Board approved the Minutes of the Board of Supervisors' regular meeting held September 19, 2019 for Bainebridge Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
Ms. Warren updated the Board that she is working to address the issues with the A/C units.
- B. District Engineer  
Mr. Mabb requested that Ms. Gallagher follow up with the District Engineer regarding pond #20 and concerns that he has.
- C. Amenity Report  
Mr. Shiver updated the Board that he was investigating what he believed to be a window leak but after having a general contractor and window company review, it appears to be a stucco issue allowing water in. He is continuing to investigate and will have more information and proposals at the December meeting. He also has determined that the erosion area near the pool equipment is being caused by ground water and not a leak and has requested proposals for stone to remedy this issue.
- D. Landscape Report  
No report.
- E. District Manager  
Ms. Gallagher updated the Board that the next regular meeting will be held December 19, 2019 at 6:00 p.m.

**SIXTH ORDER OF BUSINESS**

**Update on Construction of Entry Monument**

1.) Design from Landscape Architect and Landscaping/Irrigation Proposals

Ms. Gallagher provided an update that the right of way permit is still in process and that an updated document had been sent to the Chairman by the City of Jacksonville. Once the right of way permit is complete, the permit for the entry sign will be submitted. The right of way permit is required due to the location of the proposed entry monument.

The Landscape proposal received from BrightView was reviewed. This proposal is based on the design that the Landscape Architect provided (Exhibit A).

Discussion ensued regarding the cost involved and warranty concerns if an outside vendor completed the work.



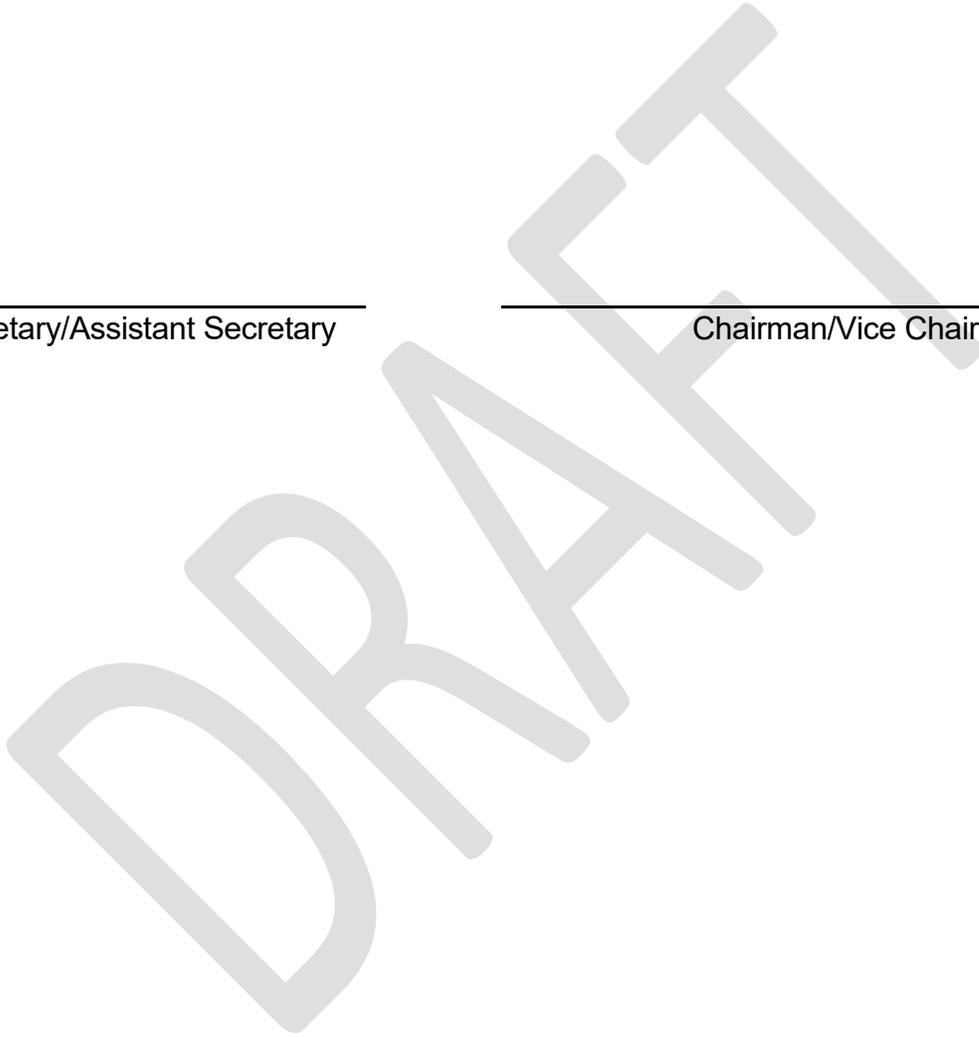
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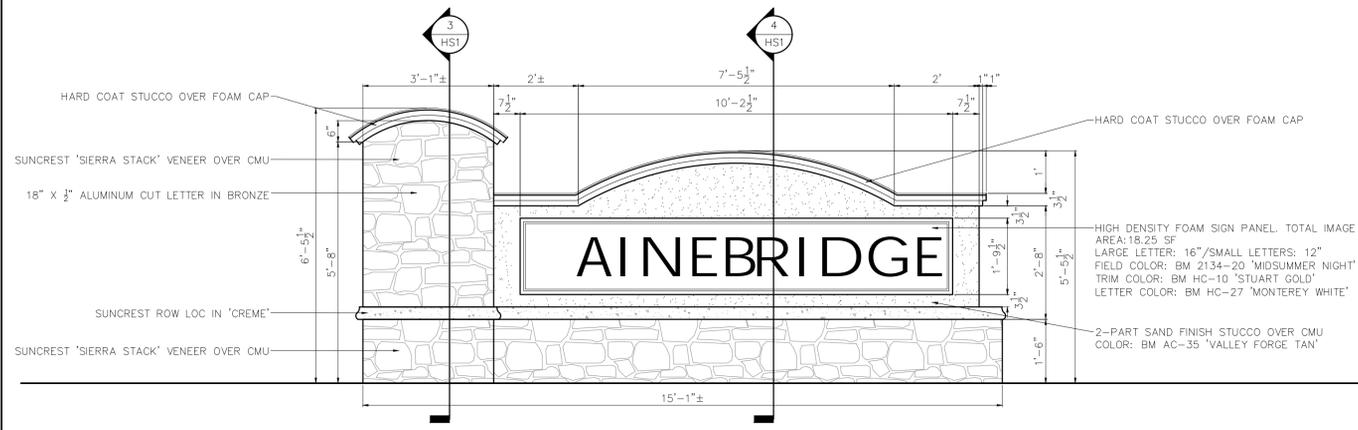
Secretary/Assistant Secretary

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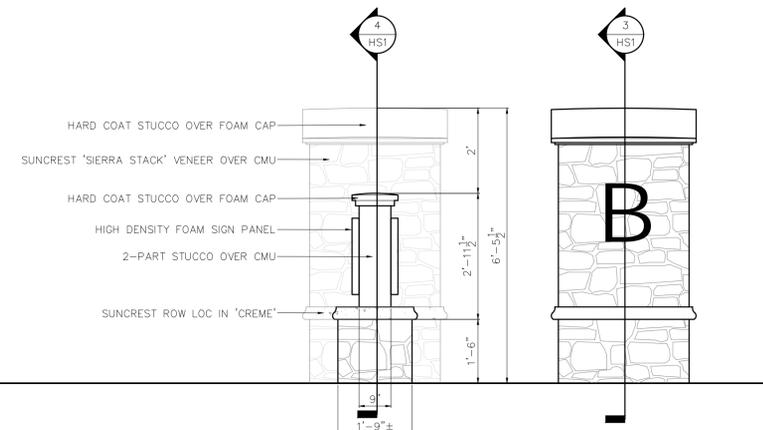
Chairman/Vice Chairman



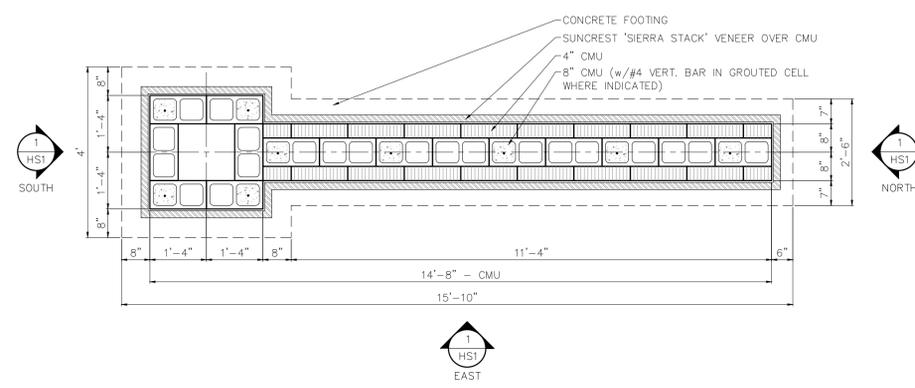
# **Exhibit A**



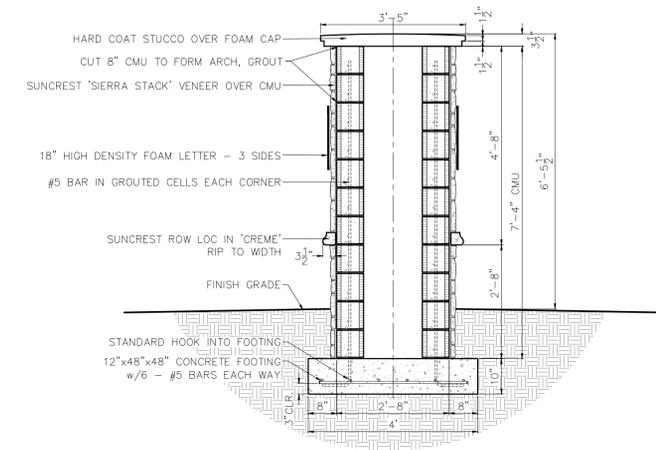
EAST ELEVATION (West elevation similar)



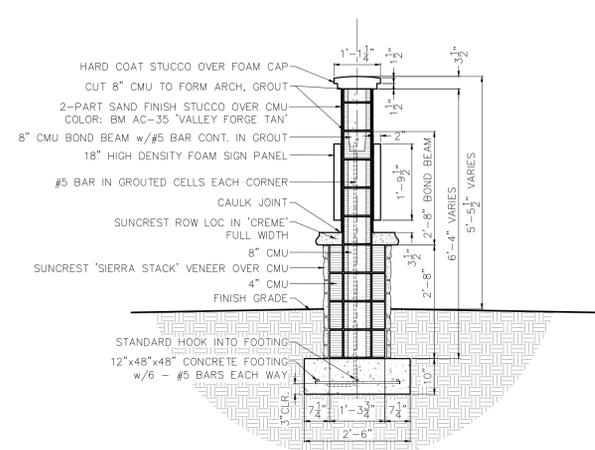
NORTH ELEVATION SOUTH ELEVATION



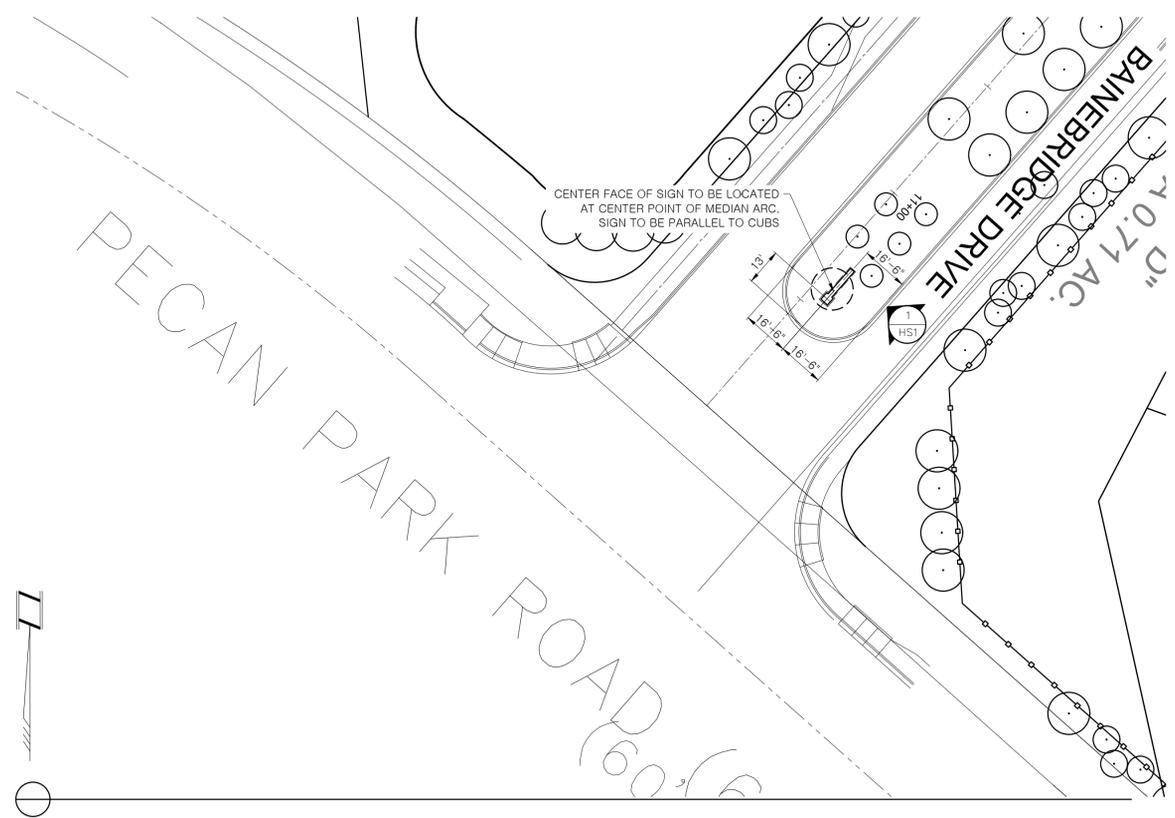
EAST



3 ENTRY SIGN COLUMN SECTION  
 SCALE: 1/2" = 1'-0"



4 ENTRY SIGN SECTION  
 SCALE: 1/2" = 1'-0"



**STRUCTURAL NOTES:**

DESIGN CRITERIA (All design per "Florida Building Code 2007", unless otherwise noted).

- WIND LOADS  
 Basic Wind Speed ..... 120 MPH  
 Exposure "B"  
 Importance Factor ..... I=1.0  
 (GCF) ..... 1.063  
 Wind Pressure on wall: ± 24 PSF

- ALLOWABLE UNITS STRESSES  
 (All Concrete Design Per Current Edition A.C.I.) ..... fc = 3,000 PSI

**GENERAL STRUCTURAL NOTES & SPECIFICATIONS**

**A. EARTHWORK**

1. percent compacted density of subgrade below slabs and foundation areas to a minimum of 95 percent.

2. ASTM D1557. All fill and back fill shall be clean, free draining sand with a maximum of 10 percent passing the No. 200 mesh, free from organic material, unless otherwise noted.

3. Excavations during the project shall be dewatered. Remove water from excavations to prevent softening foundation bottoms, under-cutting footings, and soil changes detrimental to the stability of the subgrade and foundations. Provide dewatering systems as required conveying water away from excavations.

4. Engineering evaluations should occur in a disturbed, unstable or unsuitable soil, the Architect/Engineer shall determine.

**B. CONCRETE**

1. Editor's specifications shall prevail in the event of a discrepancy with ACI 318, ACI 304 and ACI 347, latest edition.

2. Concrete reinforcement shall be placed in accordance with the manufacturer's recommendations and shall be in accordance with the following:

- All reinforcing shall conform to ASTM A615, or A616, grade 60.
- Submit shop drawings of all reinforcing for approval.
- Design of formwork is the Contractor's responsibility.

3. Cementitious material shall be placed in accordance with ASTM C318. All concrete shall conform to ASTM C33. Maximum slump shall be five inches. Use air-entraining admix per ASTM C260 (3-6% air). All concrete shall contain a minimum of 5-bags of cement per cubic yard.

7. For concrete in forms, the formwork shall be braced and shored in accordance with the following:

8. shall be placed through a 1/2" diameter pipe. Place concrete before initial set. Dry earth has occurred, and in no case after the mix has retained water for more than 1-12/2 hours. Use mechanical vibrators for placing concrete, in accordance with ACI 304.

9. Materials, design, preparation, placement and curing shall be controlled in the performance of concrete work. Test concrete as follows:

10. cubic yards (or less) of each mix, for each day's pour. One specimen tested at 7 days; one at 27 days; and one held in reserve. Submit test results in writing to owner and Architect/Engineer same day tests completed.

**C. CMU MASONRY**

1. to ASTM C90 type S units shall conform to ASTM C476, use the grid shall conform spaces less than 4").

2. Lay CMU units with full face shell mortar beds. Fill vertical end joints (end joints between units) and horizontal joints (joints between courses) with mortar. Do not use mortar joints between units.

- Manufacturer's recommendations or approved equal.

**Bainbridge**  
 Jacksonville, Florida  
 ENTRANCE RENOVATION

Rev.	Date	Comment
△	-	-
△	-	-
△	-	-
△	-	-

Date: 10/9/19  
 Scale: NOTED  
 Drawn by: BMG  
 Checked by: BMG  
 Project No. 19-125

Sheet Title:  
**HARDSCAPE DETAILS**  
 Sheet No.

**HS1 of 1**

CAL	QTY	REMARKS
5"-Cal.	2	Transplant existing Magnolia
6"-Cal.	1	Min. 16' - 18' ht. x 10'-12' sprd., 6"-cal.
SPACING	QTY	REMARKS
30" o.c.	230	Min. 14' - 18" ht. & sprd., 2'-6" o.c.
30" o.c.	97	Min. 12" - 15" ht. & sprd., 2'-6" o.c.
54" o.c.	16	Min. 36"-40" ht. x 38" - 44" sprd.
30" o.c.	8	Min. 12" - 15" ht. x 15' sprd., 2'-6" o.c.
42" o.c.	116	Min. 24" ht. x 18" sprd., 3'-6" o.c.
SPACING	QTY	REMARKS
24" o.c.	185	Min. 10" ht & sprd., 2' o.c.
24" o.c.	336	Min. 6" - 10" ht.x 12" sprd., 2' o.c.
30" o.c.	330	Min. 14" - 17" ht. & sprd., 2'-6" o.c.
30" o.c.	157	12" - 16" ht. & sprd., 2'-6" o.c.
SPACING	QTY	REMARKS
15" o.c.	865	Min. 12" - 15" ht., 15" o.c.
8" o.c.	543	Seasonal annuals as per Owner, 8" o.c.
18" o.c.	728	Min. 12" - 15" ht., full clumps, 18" o.c.

All new landscaping will be provided by an automatic underground irrigation system supplied by a dedicated irrigation meter.

It is expected that appropriate substitutions of plant material with the intent to improve the quality and appearance of the project relative to the cost and/or availability of material and freeze

All sod areas shall be verified on plan and on site. Landscape Architect shall not be responsible for sod quantities as shown on plans, as field conditions may differ from those shown on

It is the responsibility of the Landscape Contractor to follow all guidelines set forth from the plans and landscape specifications, when provided.

All plant materials shall be Florida No. 1 or better (Florida Fancy), as described in "Grades and Standards for Nursery Plants", latest edition.

All specimen trees must meet the specifications provided in the plant schedule and plans. Any substitution of trees and/or shrubs and groundcovers must meet with the approval of the

Contact the Landscape Architect for any major site changes which affect the ability of the Landscape Contractor to follow these plans.

The General Contractor shall be responsible for verifying the cubic yard quantities of proposed berms and/or planter areas.

The Landscape Contractor is responsible for all final grading of berms, bed areas, and sod areas until acceptable to the Landscape Architect, both before and after landscape installation

The Landscape Contractor is to verify soil condition of all planting areas as to pH level and organic content before planting begins. Recommendations, if any, shall be submitted to the Landscape Architect for review and record before installation begins. If soil conditions are found to be unsatisfactory, the soil must be amended in accordance with test results and

Any unsuitable materials found in the landscape beds shall be removed by the General Contractor to a depth of no less than eighteen (18) inches and back-filled with said suitable

Any (construction) debris such as wood, concrete, stucco, bricks, steel, etc. shall be removed by the General Contractor and the area shall be back-filled to final grade with suitable

Providing mulch, peat, potting soil, and/or fertilizer on site as directed by the plans, specifications, and/or Landscape Architect.

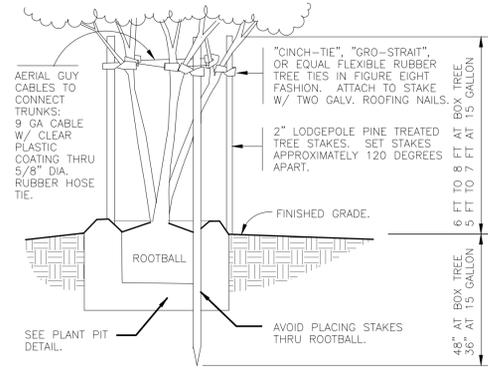
Providing positive drainage of all landscaped areas around buildings, islands, amenities, and other areas negatively affected by poor drainage. This note covers all areas within the limits of

Locating and verifying all existing underground utilities, including irrigation, in or near the proposed tree locations before any trees are placed, and shall coordinate closely with respective

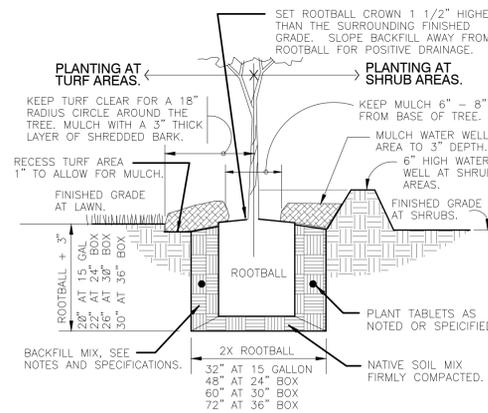
Replacing any tree which has died (with the warranty period) due to improper transplanting, as directed by the Landscape Architect and/or Owner.

Watering in and fertilizing all planted trees, as per specifications, as well as amending the surrounding soil, until said trees are established. Established shall mean when the tree(s) show no signs of shock, lack of water, or overall poor health, until such time as normal watering as supplied by an irrigation system can maintain tree(s) in good health.

Tree spade contractor shall amend soil in the immediate area of the tree if said soil is not acceptable for transplanting. Notify Landscape Architect in writing of proposed soil amendments.



**STAKING DETAIL**



**PLANT PIT DETAIL**

**1 TREE PLANTING MULTI-STAKE**  
1" = 1'-0" FX-PL-FX-TREE-15



LANDSCAPE ARCHITECTURE / LAND PLANNING  
541 Oleander Street, Neptune Beach, FL 32266  
Phone: (904) 247-7729 Fax: (904) 373-6177  
www.godarddesign.com

**Bainebridge**  
Jacksonville, Florida  
ENTRANCE RENOVATION

Rev.	Date	Comment
△	-	-
△	-	-
△	-	-
△	-	-
△	-	-

Date: 10/9/19  
Scale: N/A  
Drawn by: BMG  
Checked by: BMG  
Project No. 19-125

Sheet Title:  
**LANDSCAPE GENERAL NOTES**  
Sheet No.

**L1** of **2**

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# Bainbridge:



Conceptual Landscape Design  
St Augustine, Florida

## Proposal for Extra Work at Bainebridge CDD

Property Name	Bainebridge CDD	Contact	Lesley Gallager
Property Address	15855 Twin Creek Drive Jacksonville , FL 32218	To	Bainebridge CDD
		Billing Address	c/o Rizzetta & Company, Inc. 2806 N Fifth St Unit 403 St. Augustine , FL 32084

Project Name            Main Entry

Project Description    Design Concept Pricing Following Road Expansion

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Relocate two Magnolia trees using spade truck. Will require locates from vendor and sub-contractor. Neither party to be responsible for damage to utilities not shown/marked on public locates. There is no warranty on the relocated trees.	\$1,190.00	\$1,190.00
1.00	EACH	4" Drake Elm Drake Elm	\$1,126.80	\$1,126.80
230.00	EACH	Rose Creek Abelia 3 gal.	\$10.17	\$2,337.95
97.00	EACH	Ilex Schilling 3 gal.	\$13.92	\$1,349.76
16.00	EACH	Majestic Beauty hawthorn 10 gal.	\$239.70	\$3,835.20
8.00	EACH	Coral Drift Rose 3 gal.	\$32.64	\$261.12
116.00	EACH	Viburnum Suspensum 3 gal.	\$14.45	\$1,676.20
185.00	EACH	Heather 1 gal. installed	\$7.76	\$1,435.60
336.00	EACH	Parsoni Juniper 3 gal.	\$14.99	\$5,034.96
330.00	EACH	Miss Schiller Delight Viburnum 3 gal.	\$14.45	\$4,768.50
157.00	EACH	Zammia Coontie Palm 3 gal.	\$27.29	\$4,284.53
865.00	EACH	Dwarf Ever Green Day Lily 1 gal.	\$6.69	\$5,786.85
543.00	EACH	4" seasonal annuals	\$2.19	\$1,191.34
728.00	EACH	Super Blue Liriope 1 gal. installed	\$5.83	\$4,247.15
1.00	LUMP SUM	Site prep work and grading to include removal of designated plant material and creation of new bed space. Does not include sod prep.	\$3,600.00	\$3,600.00
4.00	LUMP SUM	Soil amendments and potting mix for annuals	\$86.70	\$346.80
1.00	LUMP SUM	Equipment rental	\$800.00	\$800.00
1.00	LUMP SUM	Grower delivery fees	\$600.00	\$600.00
3.00	LUMP SUM	staking material	\$65.30	\$195.90
1.00	LUMP SUM	Crew mobilization and debris disposal	\$1,260.00	\$1,260.00

For internal use only

**SO#**                    7079192  
**JOB#**                  346101085  
**Service Line**        130

**Total Price**                    \$45,328.66

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

# TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

	District Manager
Signature _____	Title _____
Lesley Gallager	November 14, 2019
Printed Name _____	Date _____
	Senior Account Manager
Signature _____	Title _____
Jay Jernigan	November 14, 2019
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "BrightView"

Job #: 346101085 Proposed Price: \$45,328.66  
 SO # 7079192

## Proposal for Extra Work at Bainebridge CDD

Property Name	Bainebridge CDD	Contact	Lesley Gallager
Property Address	15855 Twin Creek Drive Jacksonville , FL 32218	To	Bainebridge CDD
		Billing Address	c/o Rizzetta & Company, Inc. 2806 N Fifth St Unit 403 St. Augustine , FL 32084

Project Name      Bainebridge CDD Retro Fit Irrigation To Cover Proposed New Landscaping

Project Description      Add Irrigation Zone Along Fence on Entrance Side, Retro Fit Heads In Center Island And Exit Side

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>Add Zone Along Fence Line</b>			<b>Subtotal</b>	<b>\$2,100.00</b>
1.00	EACH	Install A New Spray Zone Along Split Rail Fence (458 feet) To Cover New Hedge Line-Valve, Wires, Pipe Ect ...	\$2,100.00	\$2,100.00
<b>Entrance Side</b>			<b>Subtotal</b>	<b>\$360.00</b>
8.00	EACH	Upgrade 8 Rotors From 4" to 6" Rotors to Improve Coverage	\$45.00	\$360.00
<b>Center Island</b>			<b>Subtotal</b>	<b>\$546.00</b>
12.00	EACH	Upgrade 4" Rotors to 12" Pop-up Spray Heads With Rotary Nozzles	\$45.50	\$546.00
<b>Exit Side</b>			<b>Subtotal</b>	<b>\$315.00</b>
7.00	EACH	Upgrade 7 Rotors From 4" to 6" Rotors to Improve Coverage	\$45.00	\$315.00

For internal use only

**SO#**                      7088599  
**JOB#**                    346101085  
**Service Line**            150

**Total Price**                      \$3,321.00

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

# TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

	District Manager
Signature _____	Title _____
Lesley Gallager	November 12, 2019
Printed Name _____	Date _____
	BrightView Landscape Services, Inc. "BrightView"
	Manager, Irrigation
Signature _____	Title _____
David Lara	November 12, 2019
Printed Name _____	Date _____

Job #: 346101085 Proposed Price: \$3,321.00  
 SO # 7088599

## Proposal for Extra Work at Bainebridge CDD

Property Name	Bainebridge CDD	Contact	Lesley Gallager
Property Address	15855 Twin Creek Drive Jacksonville , FL 32218	To	Bainebridge CDD
		Billing Address	c/o Rizzetta & Company, Inc. 2806 N Fifth St Unit 403 St. Augustine , FL 32084

Project Name      DOT Road Widening Sod Restoration. Option Two.

Project Description      Spray Bermuda grass and other invasive material with non-selective herbicide.  
Install new sod.

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	spray all Bermuda grass and other invasive material with non-selective herbicide. Two applications.	\$270.00	\$270.00
1.00	LUMP SUM	Using skid steer and ground labor, prep and grade all new sod areas.	\$1,800.00	\$1,800.00
11.00	EACH	St. Augustine sod installed	\$550.10	\$6,051.10
1.00	LUMP SUM	mobilization and debris disposal	\$540.00	\$540.00

For internal use only

**SO#**                      7094888  
**JOB#**                    346101085  
**Service Line**        130

**Total Price**                      \$8,661.10

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

# TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
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11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

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### Customer

	District Manager
Signature _____	Title _____
Lesley Gallager	November 19, 2019
Printed Name _____	Date _____
<b>BrightView Landscape Services, Inc. "BrightView"</b>	
	Senior Account Manager
Signature _____	Title _____
Jay Jernigan	November 19, 2019
Printed Name _____	Date _____

Job #: 346101085      Proposed Price: \$8,661.10  
 SO # 7094888

## Proposal for Extra Work at Bainebridge CDD

Property Name	Bainebridge CDD	Contact	Lesley Gallager
Property Address	15855 Twin Creek Drive Jacksonville , FL 32218	To	Bainebridge CDD
		Billing Address	c/o Rizzetta & Company, Inc. 2806 N Fifth St Unit 403 St. Augustine , FL 32084

Project Name      Bainebridge CDD Add Heads and Lateral Lines To Cover Proposed New Sod Along Pecan Park Rd

Project Description      Relocate Heads, Add Heads and Lateral Lines To Cover Proposed New Sod On Pecan Park Rd

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>Entrance Side Along Pecan Park</b>			<b>Subtotal</b>	<b>\$1,385.00</b>
1.00	EACH	Install 9 Rotors Along New Side Walk With New Lateral Line	\$1,385.00	\$1,385.00
<b>Exit Side Along Pecan Park Rd</b>			<b>Subtotal</b>	<b>\$1,244.48</b>
8.00	EACH	Install 8 Rotors Along New Side Walk With New Lateral Line	\$155.56	\$1,244.48

For internal use only

**SO#**                      7088615  
**JOB#**                    346101085  
**Service Line**            150

**Total Price**                      \$2,629.48

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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

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### Acceptance of this Contract

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### Customer

	<b>District Manager</b>
Signature _____	Title _____
<b>Lesley Gallager</b>	<b>November 12, 2019</b>
Printed Name _____	Date _____
	<b>BrightView Landscape Services, Inc. "BrightView"</b>
	<b>Manager, Irrigation</b>
Signature _____	Title _____
<b>David Lara</b>	<b>November 12, 2019</b>
Printed Name _____	Date _____

Job #: 346101085 Proposed Price: \$2,629.48  
 SO # 7088615

## **Tab 2**

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

## Operation and Maintenance Expenditures August 2019 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2019 through August 31, 2019. This does not include expenditures previously approved by the

The total items being presented: **\$27,759.41**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

**BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
American Electrical Contracting, Inc.	003126	W28906	Lighting Replacements 07/19	\$ 8,825.00
American Electrical Contracting, Inc.	003134	W29475	Repair Pool Pump 06/19	\$ 387.45
Ashley McGriff	003130	ARDR072719-A.McGriff	Area Rental Deposit Refund - A. McGriff	\$ 50.00
BrightView Landscape Services, Inc.	003135	6419267	Landscape Maintenance 08/19	\$ 1,911.00
BrightView Landscape Services, Inc.	003146	6454769	Irrigation Repairs 08/19	\$ 76.00
Charles Aquatics, Inc.	003136	36443	Quarterly Fountain Maintenance 08/19	\$ 125.00
Charles Aquatics, Inc.	003136	36468	Monthly Aquatic Management - 20 Ponds 08/19	\$ 665.00
Charles Straw	003145	CS081519	Board of Supervisors Meeting 08/15/19	\$ 200.00
Comcast	003128	8495 74 120 2010538 08/19	Amenity Cable/Phone/Internet 08/19	\$ 322.97
Dunn & Associates, Inc.	003137	19-466	Engineering Services 08/19	\$ 495.00
First Coast Contract Maintenance Service LLC	003138	4515	Monthly Contract Services 08/19	\$ 3,504.24
First Coast Contract Maintenance Service LLC	003148	4546	Reimbursement For Purchases 08/19	\$ 244.46
Fitness Pro	003139	20326	Quarterly Preventative Maintenance 08/19	\$ 211.00

**BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

August 1, 2019 Through August 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Florida Department of Revenue	003129	65-8016515152-1 Sales and Use Tax 07/19	Sales And Use Tax - 07/19	\$ 0.98
Florida Pump Service, Inc.	003149	69226	Install New Motor On Pool Pump 08/19	\$ 1,780.00
Hopping Green & Sams Attys.	003140	108982	General Legal Services 06/19	\$ 987.50
JEA	003133	4849510511 07/19	15855 Twin Creek Dr/15700 Bainbridge Dr 07/19	\$ 2,187.31
Jessica Chokov	003147	ARDR082519-J.Chokov	Area Rental Deposit Refund - J. Chokov	\$ 50.00
Lakeshia Jones	003142	LJ081519	Board of Supervisors Meeting 08/15/19	\$ 200.00
Paul Harvey McLemore III	003143	PM081519	Board of Supervisors Meeting 08/15/19	\$ 200.00
Poolsure (Aquasol Commercial Chemicals, Inc.)	003144	131295587268	Water Management 08/19	\$ 624.00
Rizzetta & Company, Inc.	003131	INV0000042229	District Management Services 08/19	\$ 4,362.50
Rizzetta Technology Services, LLC	003132	INV0000004570	Website Hosting Services 08/19	\$ 100.00
Tamme Clawson	003127	ARDR072819-T.Clawson	Area Rental Deposit Refund - T. Clawson	\$ 50.00
William R. Huff II	003141	WH081519	Board of Supervisors Meeting 08/15/19	\$ <u>200.00</u>
<b>Report Total</b>				<b>\$ <u>27,759.41</u></b>

American Electrical Contracting Inc  
 5065-3 St Augustine Rd  
 Jacksonville, FL 32207  
 Telephone: 904-737-7770  
 Fax: 904-737-1099

<b>Sold To:</b> Bainebridge CDD 2806 North 5th Street Suite 403 Saint Augustine FL 32084	<b>INVOICE</b>  Invoice Number: W28906 Invoice Date: Jul 11/19 Terms: Customer Code: 15855TWINC Reference: JOHN Customer Order: Work Order #: 00028885 Work Order Type: T&M Job Location: Bainebridge CDD Called By: Apr 18/19 Starting Date: Jun 28/19 Ending Date:
<b>Job Location:</b> Bainebridge CDD 15855 Twin Creek Drive Jacksonville, FL 32218 904-374-3782	

Description	Qty	Price	Total
<ul style="list-style-type: none"> <li>•Demo 8 existing bollard light fixtures in the pool area.</li> <li>•Install 8 new Hanover poles and post top Abington Series light fixtures with LED lamps.</li> </ul> <p>•Quotation \$ 8,825.00</p> <p style="text-align: right;"><i>approved at April mng</i></p> <p style="text-align: right;">Date Rec'd Rizzetta &amp; Co., Inc. <u>JUL 30 2019</u>            D/M approval <u>[Signature]</u> Date <u>8/5/19</u>            Date entered <u>AUG 02 2019</u>            Fund <u>001</u> GL <u>5900.oc-6401</u>            Check # _____</p>			

- CONDITIONS -	Amount	8,825.00
<b>Total Invoice</b>		8,825.00



EC13007311

# AMERICAN ELECTRICAL Contracting, Inc.

5065 St. Augustine Road, Suite 3 | Jacksonville, FL 32207 | Office (904) 737-7770 | Fax (904) 737-1099

**Sold To:**

Bainebridge CDD  
C/O Rizzetta & Co., Inc.  
4806 N 5th Street Unit 403  
St Augustine, FL  
32084  
Att: Cindy Lindes

**Job Location:**

Bainebridge Estates Community  
15855 Twin Creek Drive  
Jacksonville, FL 32218  
904-374-3782

**INVOICE**

Invoice Number: W29475  
Invoice Date: Jul 31/19  
Terms:  
Customer Code: 15855TWING  
Reference: SERVICE  
Customer Order:  
Work Order #: 00030312  
Work Order Type: T&M  
Job Location: Bainebridge Estates Co  
Called By: Rose  
Starting Date: Jun 19/19  
Ending Date: Jun 19/19

Description	Qty	Price	Total
-------------	-----	-------	-------

**Work Performed**  
6-19-19

- Troubleshoot and repair pool pump circuit tripping. Found whip going to pump was not connected properly.
- When we disconnected it, we found ground wasn't hooked up.
- Also replaced GFCI breaker. Found water in old breaker.
- Siliconed around the whole enclosure to keep water out.
- Panel is built onto side of pump housing. Water may have got into panel and caused breaker to trip when raining.
- Replace breaker at maintenance mans request.

Labor - \$311.00  
Material - \$76.45  
  
Total - \$387.45

Date Rec'd Rizzetta & Co., Inc. AUG 15 2019  
D/M approval [Signature]  
Date entered AUG 16 2019  
Fund 001 GL 57200 OC 4703  
Check # \_\_\_\_\_

- CONDITIONS -

Amount

387.45

**Total Invoice**

387.45

REFUND REQUEST FORM

District: Bainbridge CDD

Date of event: 7-27-19

Reason: Refund of Rental Deposit

Payable to:

Ashley McGriff  
15780 Bainbridge Dr.  
Jax, FL 32218

Refund Amount: \$ 50.00

(Deposited: check #  amount of \$ 100.00, dated 6-26-19  
western union  
money order # 17-986518872

Requested by: R. Trulove

Approved by: \_\_\_\_\_

Date Rec'd Rizzetta & Co., Inc. JUL 30 2019  
D/M approval [Signature] Date 5/5/19  
Date entered AUG 02 2019  
Fund 001 GL 2000 OC \_\_\_\_\_  
Check # \_\_\_\_\_



Bainebridge CDD  
 c/o Rizzetta & Company, Inc.  
 2806 N Fifth St Unit 403  
 St. Augustine FL 32084

Customer #: 14527575  
 Invoice #: 6419267  
 Invoice Date: 8/1/2019  
 Cust PO #:

Job Number	Description	Amount
346101085	Bainebridge CDD Exterior Maintenance For August	1,911.00
Date Rec'd Rizzetta & Co., Inc. <u>AUG 04 2019</u> D/M approval <u>[Signature]</u> Date <u>8/2/19</u> Date entered <u>AUG 09 2019</u> Fund <u>001</u> GL <u>53900</u> OC <u>4604</u> Check # _____		
<b>Total invoice amount</b>		<b>1,911.00</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>1,911.00</b>

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

**Payment Stub**

Customer Account#: 14527575  
 Invoice #: 6419267  
 Invoice Date: 8/1/2019

<b>Amount Due:</b>	<b>\$1,911.00</b>
--------------------	-------------------

Thank you for allowing us to serve you

Please reference the invoice # on your check  
 and make payable to:

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655

Bainebridge CDD  
 c/o Rizzetta & Company, Inc.  
 2806 N Fifth St Unit 403  
 St. Augustine FL 32084



# INVOICE

**Sold To:** 14527575  
 Bainebridge CDD  
 c/o Rizzetta & Company, Inc.  
 2806 N Fifth St Unit 403  
 St. Augustine FL 32084

**Customer #:** 14527575  
**Invoice #:** 6454769  
**Invoice Date:** 8/8/2019  
**Sales Order:** 6995232  
**Cust PO #:**

**Project Name:** Irrigation inspection repairs  
**Project Description:** Irrigation repairs after inspection

Job Number	Description	Qty	UM	Unit Price	Amount
346101085	Bainebridge CDD				
	Rotor	1.000	EA	45.00	45.00
	6" Pop-up spray	1.000	EA	31.00	31.00
<b>Total Invoice Amount</b> <b>Taxable Amount</b> <b>Tax Amount</b> <b>Balance Due</b>					<b>76.00</b>    <b>76.00</b>

AUG 19 2019

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 O/M approval LO Date 8/23/19  
 Date entered AUG 23 2019  
 Fund CDI GL 539100oc 4609  
 Check # \_\_\_\_\_

Terms: Net 15 Days If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 14527575  
 Invoice #: 6454769  
 Invoice Date: 8/8/2019

**Amount Due: \$ 76.00**

*Thank you for allowing us to serve you*

Please reference the invoice # on your check and make payable to

Bainebridge CDD  
 c/o Rizzetta & Company, Inc.  
 2806 N Fifth St Unit 403  
 St. Augustine FL 32084

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655

**Proposal for Extra Work at  
Bainebridge CDD**

Property Name	Bainebridge CDD	Contact	Lesley Gallager
Property Address	15855 Twin Creek Drive Jacksonville , FL 32218	To	Bainebridge CDD
		Billing Address	c/o Rizzetta & Company, Inc. 2806 N Fifth St Unit 403 St. Augustine , FL 32084

Project Name      Irrigation inspection repairs  
Project Description      Irrigation repairs after inspection

**Scope of Work**

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	Rotor	\$45.00	\$45.00
1.00	EACH	6" Pop-up spray	\$31.00	\$31.00



7/31/19

For internal use only

SO#                    6995232  
JOB#                 346101085  
Service Line        150

**Total Price                    \$76.00**

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 282-1014

Charles Aquatics, Inc.

6869 Phillips Parkway Drive South  
Jacksonville, FL 32256

904-997-0044

# Invoice

Date	Invoice #
8/1/2019	36443

Bill To
Bainebridge CDD c/o Rizzetta & Company, Inc. 2806 N. Fifth Street Unit 403 St. Augustine, FL 32084

Due Date
9/1/2019

Qty	Description	Rate	Amount
1	Quarterly Fountain Maintenance of 1 fountain	125.00	125.00
Date Rec'd Rizzetta & Co., Inc. <u>AUG 01 2019</u>			
D/M approval <u>[Signature]</u> Date <u>8/5/19</u>			
Date entered <u>AUG 02 2019</u>			
Fund <u>001</u> GL <u>5300</u> oc <u>4605</u>			
Check # _____			
Thank you for doing business with us!		<b>Balance Due</b>	\$125.00

Charles Aquatics, Inc.

6869 Phillips Parkway Drive South  
Jacksonville, FL 32256

904-997-0044

# Invoice

Date	Invoice #
8/1/2019	36468

Bill To
Bainebridge CDD c/o Rizzetta & Company, Inc. 2806 N. Fifth Street Unit 403 St. Augustine, FL 32084

Due Date
9/30/2019

Qty	Description	Rate	Amount
1	Monthly Aquatic Management Services of 20 ponds	665.00	665.00

AUG 01 2019

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
D/M approval [Signature] Date 8/5/19  
Date entered AUG 02 2019  
Fund 001 GL 53500 OC 4605  
Check # \_\_\_\_\_

Thank you for doing business with us!	<b>Balance Due</b> \$665.00
---------------------------------------	-----------------------------

BAINEDRIDGE CDD

8/15/2019

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if present	Check if paid
Paul McLemore	X	X
William Huff II	X	X
LaKesha Jones	X	X
Sarah Morris		
Charles Straw	X	X

(\*) Does not get paid

EXTENDED MEETING TIMECARD

Meeting Start Time:	3:35 PM
Meeting End Time:	4:20 PM
Total Meeting Time:	45 min

Time Over \_\_\_\_\_ () Hours: 0

Total at \$175 per Hour: \_\_\_\_\_

DM Signature: \_\_\_\_\_ 

AUG 16 2019  
Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
D/M approval CS Date 8/16/19  
Date entered AUG 16 2019  
Fund 001 GL 51102 oc 1101  
Check # \_\_\_\_\_

# COMCAST BUSINESS

Account Number  
8495 74 120 2010538

Billing Date  
Jul 24, 2019

Services From  
Aug 04, 2019 to Sep 03, 2019

Page  
1 of 3

## Hello,

Thanks for choosing Comcast Business.

### Your bill at a glance

For 15855 TWIN CREEK DR, JACKSONVILLE, FL, 32218-8352

Previous balance		\$321.74
Payment -- thank you	Jul 17	-\$321.74
<b>Balance forward</b>		<b>\$0.00</b>
Regular monthly charges	Page 3	\$296.19
Taxes, surcharges & fees	Page 3	\$26.78
<b>New charges</b>		<b>\$322.97</b>

**Amount due Aug 14, 2019 \$322.97**

Date Rec'd Rizzetta & Co., Inc. JUL 31 2019  
 D/M approval 10 Date 8/5/19  
 Date entered AUG 02 2019  
 Fund 001 GL ST OC 4702  
 Check # \_\_\_\_\_

### Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.
- Any payments received or account activity after Jul 24, 2019 will show up on your next bill. View your most up-to-date account balance at [business.comcast.com/myaccount](http://business.comcast.com/myaccount).

### Need help?

- Visit [business.comcast.com/myaccount](http://business.comcast.com/myaccount) or see page 2 for other ways to contact us.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

## COMCAST BUSINESS

141 NW 16TH ST  
POMPANO BEACH FL 33060-5250  
98330310 NO RP 24 20190724 NNNNNNNY 0000236 0001

CDD BAINBRIDGE  
2806 N 5TH ST STE 403  
ST AUGUSTINE, FL 32084-1904

Account number **8495 74 120 2010538**  
 Payment due **Aug 14, 2019**  
**Please pay \$322.97**

**Amount enclosed \$ 322.97**  
 Make checks payable to Comcast  
 Do not send cash



Send payment to  
COMCAST  
PO BOX 71211  
CHARLOTTE NC 28272-1211



849574120201053800322974

**Regular monthly charges \$296.19**

<b>Comcast Business services</b>	<b>\$239.70</b>
TV Standard	\$59.95
Business Video	
HD Technology Fee	\$9.95
Starter Business Internet	\$69.95
Static IP - 1	\$19.95
Voice Line	\$79.90
Business Voice	
Qty 2 @ \$39.95 each	

<b>Equipment &amp; services</b>	<b>\$29.60</b>
TV Box + Remote	\$2.70
Service To Additional TV With TV Box And Remote	\$9.95
Equipment Fee	\$16.95
Voice	

<b>Other charges</b>	<b>\$26.89</b>
Universal Connectivity Charge	\$4.06
Regulatory Recovery Fees	\$1.23
Broadcast TV Fee	\$10.00
Regional Sports Fee	\$7.60
Voice Network Investment	\$2.00
Directory Listing Management Fee	\$2.00

**Taxes, surcharges & fees \$26.78**

<b>Taxes &amp; surcharges</b>	<b>\$26.78</b>
State And Local Sales Tax	\$1.57
State Communications Services Tax	\$13.65
Local Communications Services Tax	\$10.69
FCC Regulatory Fee	\$0.07
911 Fee(s)	\$0.80

**What's included?**

-  **Internet:** Fast, reliable internet on our Gig-speed network
-  **TV:** Keep your employees informed and customers entertained
-  **Voice Numbers:** (904)696-0051, (904)374-3782

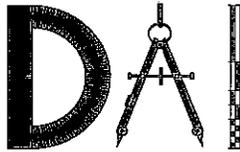
Visit [business.comcast.com/myaccount](http://business.comcast.com/myaccount) for more details

**Additional information**

The FCC modifies the rate that voice providers pay into the USF on a quarterly basis. USF is assessed on applicable voice services as the Universal Connectivity Charge at the FCC's approved rate. See: <http://www.fcc.gov/encyclopedia/contribution-factor-quarterly-filings-universal-service-fund-usf-management-support> A new rate becomes effective 07/01/2019.

The regulatory recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover the costs of certain federal, state and local impositions related to voice services.

Information on programmer contract expirations, which could affect our carriage of the programmer's channels, can be found at <https://my.xfinity.com/contractrenewals/> or by calling 866.216.8634



# Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS  
8647 Baypine Road, Suite 200 Jacksonville, Florida 32256  
Phone: (904) 363-8916 Fax: (904) 363-8917

## Invoice

**Bill To:**

Ms. Lesley Gallagher - District Manager  
Bainebridge Community Development Dist  
2806 N. Fifth Street Ste 403  
St. Augustine, FL 32084-1904

Invoice #: 19-466  
Invoice Date: 8/2/2019  
Due Date: 9/1/2019  
Project: 1311-370  
P.O. Number:

Bainebridge	Hours	Rate	Amount
<b>Work description:</b>			
Project work since 5/3/19 including CDD meeting call in and wier repair bid work.			
Senior Engineer (P.E.)	2.75	170.00	467.50
Clerical	0.5	55.00	27.50
<p>Date Rec'd Rizzetta &amp; Co., Inc. <u>AUG 02 2019</u>  D/M approval <u>[Signature]</u> Date <u>8/2/19</u>  Date entered <u>AUG 09 2019</u>  Fund <u>501</u> GL <u>51300</u> OC <u>3103</u>  Check # _____</p>			

Thank you for your business.

Dunn & Associates, Inc.

*Vincent J. Dunn*

Vincent J. Dunn, P.E.  
President

<b>Total</b>	<b>\$495.00</b>
<b>Payment/Credit</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$495.00</b>

FIRST COAST CONTRACT  
 MAINTENANCE SERVICES, LLC  
 352 Perdido St  
 St. Johns, FL 32259 US  
 (904) 537 9034  
 service@firstcoastcms.com  
 www.firstcoastcms.com

Invoice 4515



**BILL TO**  
 Bainebridge Estates  
 Bainebridge CDD  
 C/O Rizzetta & Co.  
 Attn: Lesley Gallagher  
 2806 North 5th Street #403  
 FL  
 St. Augustine, FL 32084

DATE  
 08/01/2019

PLEASE PAY  
 \$3,504.24

DUE DATE  
 08/31/2019

**P.O. NUMBER**  
 Sept Service

**SALES REP**  
 Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/01/2019	Bainbridge Contract:BB Attendant Facility Manager/Staffing 24 hours during the week and 16 hours on weekends 4701	1	2,524.00	2,524.00
08/01/2019	Bainbridge Contract:Janitorial Service Janitorial Service for the month 4706	1	422.00	422.00
08/01/2019	Bainbridge Contract:Maintenance Plan Included maintenance services for the month 4703	1	278.00	278.00
08/01/2019	Bainbridge Contract:Pool Service Pool Maintenance for the month 4710	1	770.00	770.00
08/01/2019	Bainbridge Contract:BB Attendant Facility Manager/Staffing - Discount to reflect weekend shortage on staffing in July 4701	30.61	-16.00	-489.76

TOTAL DUE **\$3,504.24**

THANK YOU.

AUG 04 2019  
 Date Rec'd Rizzetta & Co., Inc.                       
 D/M approval                      Date 08/21/19  
 Date entered AUG 09 2019  
 Fund 001 GL 57200 OC See above  
 Check #

FIRST COAST CONTRACT  
 MAINTENANCE SERVICES, LLC  
 352 Perdido St  
 St. Johns, FL 32259 US  
 (904) 537 9034  
 service@firstcoastcms.com  
 www.firstcoastcms.com

Invoice 4546



**BILL TO**  
 Bainebridge Estates  
 Bainebridge CDD  
 C/O Rizzetta & Co.  
 Attn: Lesley Gallagher  
 2806 North 5th Street #403  
 FI  
 St. Augustine, FL 32084

DATE  
 08/17/2019

PLEASE PAY  
 \$244.46

DUE DATE  
 09/16/2019

**P.O. NUMBER**  
 Purchases

**SALES REP**  
 Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/30/2019	LOWES #02472* - Caulk for window sills 4785			11.52
07/04/2019	LOWES #02472* - liquid chlorine shock 4710			37.18
07/08/2019	Lowes - pool chlorine for Bainebridge 4710			27.27
07/18/2019	AMZN Mktg - grill timer 4785			68.00
08/14/2019	Walmart - replacement phones 4785			53.45
08/16/2019	Pinch a Penny - pool testing reagents 4710			47.04

TOTAL DUE \$244.46

THANK YOU.

Date Rec'd Rizzetta & Co., Inc. AUG 19 2019  
 D/M approval [Signature]  
 Date entered AUG 23 2019  
 Fund 001 GL 51240 oc 4785 \$132.97  
 Check # 4710 \$111.49



Tony Shiver &lt;tony@firstcoastcms.com&gt;

---

**Your Lowe's Purchase Receipt**

1 message

---

**Lowe'sEreceipt@lowes.com** <Lowe'sEreceipt@lowes.com>

Mon, Jul 8, 2019 at 1:56 PM

Reply-To: do-not-reply@lowes.com

To: tony@firstcoastcms.com

## Your Lowe's Receipt

Thanks for shopping at Lowe's. Use this just like you would a paper receipt as proof of purchase, record keeping, returns and more.

**LOWE'S HOME CENTERS, LLC**  
 13125 CITY SQUARE DRIVE  
 JACKSONVILLE, FL 32218  
 (904) 696-4063



Item	Price
CLX XTRA BLUE 3-IN CHLOR TAB 5-LB	\$ 25.48
Item #: 649743	
1 @ 25.48	
<b>Invoice 19437 Subtotal</b>	<b>\$ 25.48</b>
<b>Invoice 19437 Subtotal</b>	<b>\$ 25.48</b>
<b>Subtotal</b>	<b>\$ 25.48</b>
<b>FL - STATE TAX</b>	<b>\$ 1.54</b>
<b>FL - DUVAL COUNTY TAX</b>	<b>\$ 0.25</b>
<b>Total Tax</b>	<b>\$ 1.79</b>
<b>Total</b>	<b>\$ 27.27</b>

**Total # of items purchased: 1**

Excludes fees, services and special order items

**Payment: VISA ending in 8999** \$ 27.27  
**AuthTime** 07/08/19 13:55:07  
**AuthCD** 05949G  
**CHIP REFID** 247219222126  
**APL** CHASE VISA  
**TSI** F800  
**AID** A0000000031010  
**TVR** 0080008000  
**Customer Code** bb  
**Order Date** 07/08/19 13:55:36  
**Sales #** S2472LE1 1039806  
**Transaction #** 19608515  
**Store #** 2472  
**Terminal #** 19  
**Store Manager** SHAUN DARDAR

\*\*\*\*\*

\* YOUR OPINIONS COUNT! \*  
 \* REGISTER FOR A CHANCE TO BE \*  
 \* ONE OF FIVE \$1,000 WINNERS DRAWN MONTHLY! \*  
 \* ¡REGISTRESE EN EL SORTEO MENSUAL \*  
 \* PARA SER UNO DE LOS CINCO GANADORES DE \$1,000! \*  
 \*\*  
 \* REGISTER BY COMPLETING A GUEST SATISFACTION SURVEY \*  
 \* WITHIN ONE WEEK AT: [www.lowes.com/survey](http://www.lowes.com/survey) \*  
 \* Y O U R I D #19437 2472 189 \*  
 \*\*  
 \* NO PURCHASE NECESSARY TO ENTER OR WIN. \*  
 \* VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER. \*  
 \* OFFICIAL RULES & WINNERS AT: [www.lowes.com/survey](http://www.lowes.com/survey) \*

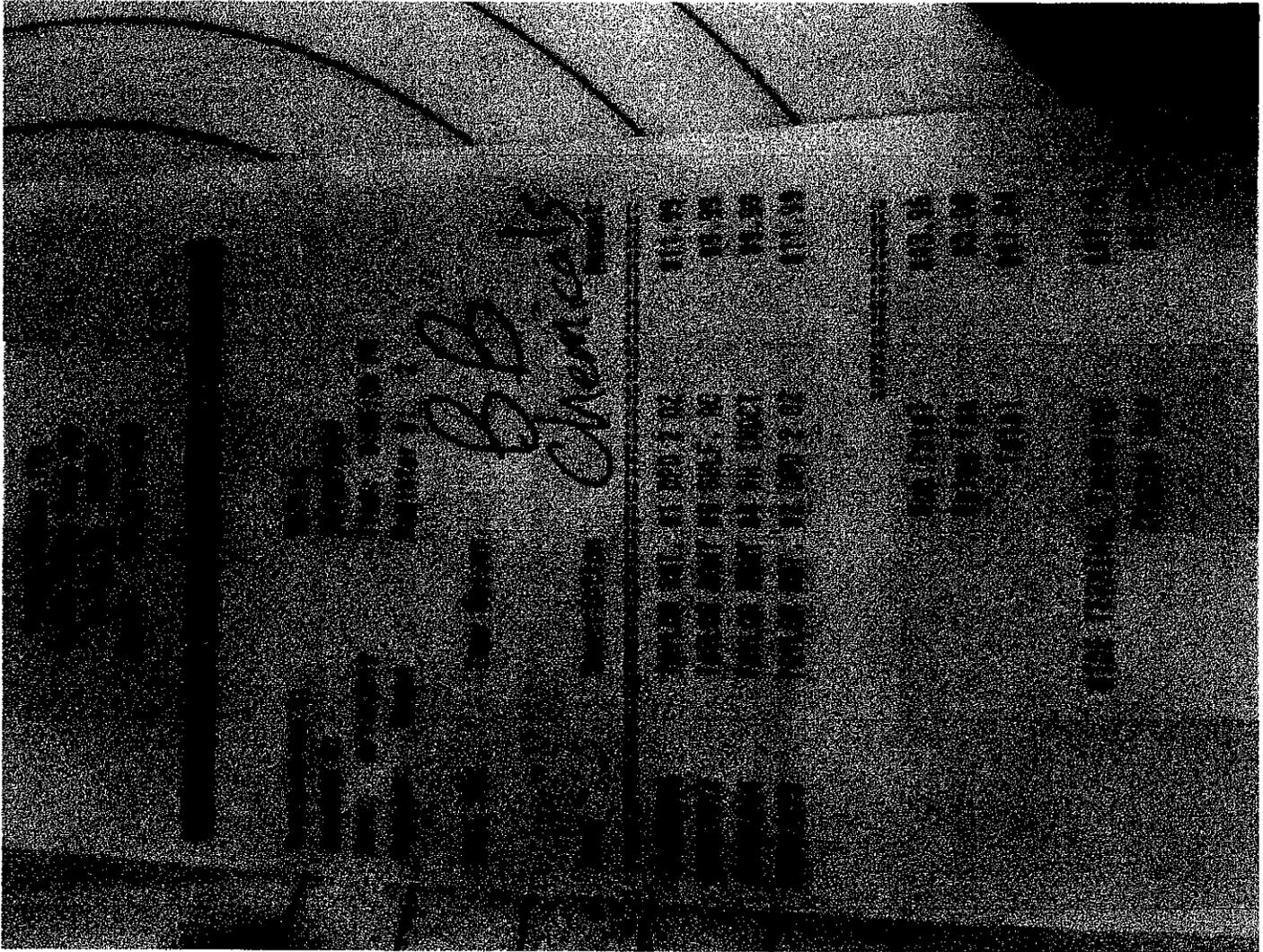
\*\*\*\*\*

REGISTER TO WIN

Thank you for shopping at Lowe's.  
 To see our return policy, visit [Lowe's.com/returns](http://Lowe's.com/returns)

LOWE'S PRICE MATCH GUARANTEE  
 FOR MORE DETAILS, VISIT  
[LOWES.COM/PRICEMATCH](http://LOWES.COM/PRICEMATCH)

This email is sent from an unmonitored mailbox. If you need to speak to  
 someone about your purchase, please call the store using the number at the  
 top of the receipt.



BB



LOWE'S HOME CENTERS, LLC  
13125 CITY SQUARE DRIVE  
JACKSONVILLE, FL 32218 (904) 696-4063

- SALE -

SALES#: FSTLANE2 13 TRANS#: 6730498 06-28-19

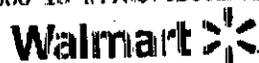
47209 GE SIL I ALL PURP CLEAR 1 5.38  
47385 GE SIL I ALL PURP WHITE 1 5.38

SUBTOTAL: 10.76  
TAX: 0.76  
INVOICE 06001 TOTAL: 11.52  
VISA: 11.52

VISA: XXXXXXXXXXXX8528 AMOUNT: 11.52 AUTHCD: 04649G  
CHIP REFID: 247206039378 06/28/19 10:01:28  
CUSTOMER CODE: B  
APL: CHASE VISA TVR: 0080008000

BB

See back of receipt for your chance  
to win \$1000 ID #: 7N6YCB192RNB



904-751-5552 Mgr. ADAM SMITH  
13227 CITY SQUARE DR  
JACKSONVILLE FL 32218

SI# 03702 OP# 009043 TE# 43 TR# 03155  
EL52219 065053003178 49.95 X  
SUBTOTAL 49.95  
TAX 1 7.000 % 3.50  
TOTAL 53.45  
VISA TEND 53.45

CHASE VISA \*\*\*\* \* 8528 I 1  
APPROVAL # 00580G  
REF # 922600504080  
TRANS ID - 469226582197294  
VALIDATION - D4SX  
PAYMENT SERVICE - E  
AID A0000000031010  
TC 0C52277B31F3319A  
TERMINAL # SC010279  
\*NO SIGNATURE REQUIRED

08/14/19 12:10:27  
CHANGE DUE 0.00

# ITEMS SOLD 1  
TC# 7874 1731 3583 2709 5556



08/14/19 12:10:27  
\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



BB



LOWE'S HOME CENTERS, LLC  
13125 CITY SQUARE DRIVE  
JACKSONVILLE, FL 32218 (904) 696-4063

- SALE -

SALES#: S2: 72AG2 1632851 TRANS#: 14151499 07-03-19

450722 KT LIQUID CHLORINE 1-GAL 34.74  
9 @ 3.86

SUBTOTAL: 34.74  
TAX: 2.44  
INVOICE 14920 TOTAL: 37.18  
VISA: 37.18

VISA: XXXXXXXXXXXX8528 AMOUNT: 37.18 AUTHCD: 04969G  
CHIP REFID: 247214477261 07/03/19 06:58:14  
CUSTOMER CODE: bb  
APL: CHASE VISA TVR: 0080008000  
AID: A0000000031010 TSI: F800  
STORE: 1472 TERMINAL: 14 07/03/19 06:58:37



**Details for Order #114-9642421-6807427**

BB

Print this page for your records.

**Order Placed:** July 15, 2019  
**Amazon.com order number:** 114-9642421-6807427  
**Order Total:** \$68.00

**Not Yet Shipped**

**Items Ordered**

**Price**

1 of: *1 Hour Automatic Timer Safety Shut Off Valve*  
Sold by: Scharf Industries LLC ([seller profile](#))

\$68.00

Condition: New

**Shipping Address:**

Tony Shiver  
352 PERDIDO ST  
SAINT JOHNS, FL 32259-8756  
United States

**Shipping Speed:**

One-Day Shipping

**Payment information**

**Payment Method:**

Visa | Last digits: 8528

Item(s) Subtotal: \$68.00  
Shipping & Handling: \$0.00

**Billing address**

Tony Shiver  
352 PERDIDO ST  
SAINT JOHNS, FL 32259-8756  
United States

Total before tax: \$68.00  
Estimated tax to be collected: \$0.00

**Grand Total: \$68.00**

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2019, Amazon.com, Inc. or its affiliates

Always Improving LLC dba Fitness Pro  
 1400 Village Square Blvd #3-293  
 Tallahassee, FL 32312  
 (850) 523-8882  
 admin@wearefitnesspro.com  
 http://www.wearefitnesspro.com

# Invoice



1400 Village Square #3-293  
 Tallahassee, FL 32312  
 850-523-8882

<b>BILL TO</b>
BAINBRIDGE ESTATES Bainbridge Estates CDD C/O Rizzetta 2806 N 5th St:Suite 403 St. Augustine, FL 32084

<b>SHIP TO</b>
BAINBRIDGE ESTATES 15733 BAINBRIDGE DRIVE JACKSONVILLE, FL 32218

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
20326	07/27/2019	\$211.00	08/06/2019	Due 10 days from receipt	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	TOTAL
07/16/2019	<b>SHIPPING 3</b> Jul 16, 2019: SHIPPING 3	1	20.00T
07/16/2019	<b>PARTS</b> Jul 16, 2019: Parts for Repair: CABLE	1	81.00T
07/25/2019	<b>CS1</b> Jul 25, 2019: Commercial Labor: Replace cable on functional trainer gests good	1	110.00T
07/27/2019	SERVICE REQUEST 24518 - TUFF STUFF FUNCTIONAL TRAINER NEEDS CABLE		
07/27/2019	Service Request Details/Notes: MFT 2700 01-6158		

SUBTOTAL	211.00
TAX (0%)	0.00
TOTAL	211.00
BALANCE DUE	<b>\$211.00</b>

JUL 29 2019

Date Rec'd Rizzetta & Co., Inc. 8/5/19  
 D/M approval [Signature] Date 8/5/19  
 Date entered AUG 02 2019  
 Fund 001 GL 2700 OC 403  
 Check # \_\_\_\_\_

Florida

1. Gross Sales

2. Exempt Sales

3. Taxable Amount

4. Tax Due

A. Sales/Services/Electricity	14 .00	.	14 .00	0.98
B. Taxable Purchases	Include use tax on Internet / out-of-state untaxed purchases →			.
C. Commercial Rentals	.	.	.	.
D. Transient Rentals	.	.	.	.
E. Food & Beverage Vending	.	.	.	.

Surtax Rate: .0050

Reporting Period  
JUL 2019

BAINBRIDGE COMMUNITY DEVELOPMENT  
2806 N 5TH ST STE 403  
ST AUGUSTINE FL 32084-1904

|||||  
FLORIDA DEPARTMENT OF REVENUE  
5050 W TENNESSEE ST  
TALLAHASSEE FL 32399-0120

5. Total Amount of Tax Due	0.98
6. Less Lawful Deductions	.
7. Net Tax Due	0.98
8. Less Est Tax Pd / DOR Cr Memo	.
9. Plus Est Tax Due Current Month	.
10. Amount Due	0.98
11. Less Collection Allowance	E-file/E-pay Only
12. Plus Penalty	.
13. Plus Interest	.
14. Amount Due with Return	0.98

Due: AUG 01 2019  
Late After: AUG 20 2019

0500 0 20190731 0001003031 2 4000001651 5152 2

Date Rec'd Rizzetta & Co., Inc. AUG 01 2019  
 O/M approval 8 Date 8/5/19  
 Date entered AUG 02 2019  
 Fund 001 GL 20710 OC  
 Check # \_\_\_\_\_



**FLORIDA PUMP SERVICE, INC.**

192 Industrial Loop S  
Orange Park, FL 32073  
904-269-0202  
customerservice@floridapumpservice.com  
www.floridapumpservice.com

**Invoice**

**BILL TO**  
Bainbridge CDD  
c/o Rizzetta & Company  
2806 N. Fifth Street  
Unit 403  
FI  
St. augustine, FL 32084

**SHIP TO**  
Bainbridge CDD  
15855 Twin Creek Dr.  
Jacksonville, FL 32218

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
69226	08/01/2019	\$1,780.00	08/01/2019	C.O.D.	

**SALES REP**  
Kim/Gene/David

**PHONE NUMBER**  
904.537.9034 Gene

QTY	ACTIVITY	DESCRIPTION	RATE	AMOUNT
1	Job Labor	Work as per our quote 14444. Replaced motor, seal and gasket on customers 5hp pool pump. Primed and tested. EQ500 pulling 21.0 amps on 230v incoming power.	1,780.00	1,780.00
1	M5184J123036OBA	5hp, 184JM, 1 Phase, 230V, Baldor Motor	0.00	0.00
1	ZZPART	Gasket 356786	0.00	0.00
1	ZZPART	Seal P4R1014892	0.00	0.00

BALANCE DUE **\$1,780.00**

Date Rec'd Rizzetta & Co., Inc. AUG 19 2019  
D/M approval [Signature] Date 8/23/19  
Date entered 8/23/2019  
Fund 001 GL 5702 OC 4703  
Check # \_\_\_\_\_

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

Date Rec'd Rizzetta & Co., Inc. AUG 13 2019  
D/M approval [Signature] AUG 16 2019  
Date entered \_\_\_\_\_  
Fund 61400 oc 310  
Check # \_\_\_\_\_

===== STATEMENT =====

July 31, 2019

Bainebridge Community Development District  
c/o District Manager  
2806 N. 5th Street, Unit 403  
St. Augustine, FL 32084

Bill Number 108982  
Billed through 06/30/2019

**General Counsel**

**BAINÉ 00001 KSB**

**FOR PROFESSIONAL SERVICES RENDERED**

06/11/19	SSW	Confer with Gallagher regarding outstanding business items and budget hearing notices and resolutions.	0.60 hrs
06/12/19	KEM	Prepare budget notice.	0.20 hrs
06/14/19	SSW	Confer with Gallagher regarding entry feature design and construction; confer with Scroggins regarding budget notice.	0.30 hrs
06/27/19	SSW	Prepare agreement for entry feature design and construction; confer with Gallagher regarding terms of same; prepare agreement for electrical installation; prepare budget documents.	1.90 hrs
06/27/19	KEM	Prepare appropriation and assessment resolutions.	0.20 hrs
06/28/19	SSW	Review contractor's comments to agreement for entry monument construction and installation; prepare and circulate revised form of same.	0.90 hrs
06/29/19	KEM	Confer with district manager regarding appropriation and assessment resolutions.	0.10 hrs
Total fees for this matter			\$987.50

**MATTER SUMMARY**

Ibarra, Katherine E. - Paralegal	0.50 hrs	125 /hr	\$62.50
Warren, Sarah S.	3.70 hrs	250 /hr	\$925.00

TOTAL FEES \$987.50

**TOTAL CHARGES FOR THIS MATTER \$987.50**

**BILLING SUMMARY**

Ibarra, Katherine E. - Paralegal	0.50 hrs	125 /hr	\$62.50
Warren, Sarah S.	3.70 hrs	250 /hr	\$925.00

=====

TOTAL FEES

\$987.50

**TOTAL CHARGES FOR THIS BILL**

-----  
**\$987.50**

**Please include the bill number on your check.**



21 West Church Street, Jacksonville, FL 32202-3139  
 Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com



Customer Name: BAINBRIDGE CDD

Account #: 4849510511

Cycle: 04

Bill Date: 07/30/19

**TOTAL SUMMARY OF CHARGES**

Electric .....	\$	1,843.49
Irrigation .....		127.52
Sewer .....		141.83
Water .....		74.47

(A complete breakdown of charges can be found on the following pages.)

Total New Charges: ..... \$ 2,187.31

- Please pay \$2,187.31 by 08/21/19 to avoid 1.5% late payment fee and service disconnections.
- Change your light bulbs to LEDs.
- Energy Star commercial dishwashers are 10 percent more water-efficient than standard models.

AUG 04 2019

Date Rec'd Rizzetta & Co., Inc. 8/2/19  
 D/M approval 8/2/19 Date 8/2/19  
 Date entered AUG 09 2019  
 Fund 001 GL 53100 OC 4301 \$1,843.49  
 Check # 53100 4301 \$ 343.82

A late payment fee will be assessed for unpaid balance.

Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay
\$1,900.55	-\$1,900.55	\$0.00	\$2,187.31	\$2,187.31

**WE APPRECIATE  
YOUR BUSINESS**

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



Add \$\_\_\_\_\_ to my monthly bill: \$\_\_\_\_\_ for Neighbor to Neighbor and/or \$\_\_\_\_\_ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Check here for telephone/mail address correction and fill in on reverse side.

Acct#: 4849510511		Bill Date: 07/30/19		Please pay by 08/21/19 to avoid 1.5% Late Payment Fee.		
Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay	TOTAL AMOUNT PAID	
\$1,900.55	-\$1,900.55	\$0.00	\$2,187.31	\$2,187.31	2,187.31	

# 0009953 I=10010000



9953 1 AB 0.409  
 BAINBRIDGE CDD  
 C/O RIZZETTA & COMPANY  
 2806 N 5TH ST STE 403  
 ST AUGUSTINE FL 32084-1904



\*\* JEA \*\*  
 PO BOX 45047  
 JACKSONVILLE FL 32232-5047

72404849510511000000000004000218731010100000000400017



21 West Church Street, Jacksonville, FL 32202-3139  
 Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com



Customer Name: BAINBRIDGE CDD

Account #: 4849510511

Cycle: 04

Bill Date: 07/30/19

**ELECTRIC SERVICE**

Billing Rate: General Service

Service Address: 15700 BAINBRIDGE DR APT SG01

Service Period: 06/25/19 - 07/28/19 Reading Date: 07/28/2019

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
89008045	33	23855	Regular	1	2332 KWH
Basic Monthly Charge					\$ 9.25
Energy Charge (\$0.06447 per kWh)					150.34
Fuel Cost					75.79
Environmental Charge					1.45
City of Jacksonville Franchise Fee					7.10
Gross Receipts Tax					6.25
<b>TOTAL CURRENT ELECTRIC CHARGES</b>					<b>\$ 250.18</b>

\$63.87 of Fuel Cost is Tax Exempt

**ELECTRIC SERVICE**

Billing Rate: General Service

Service Address: 15855 TWIN CREEK DR

Service Period: 06/26/19 - 07/29/19 Reading Date: 07/29/2019

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
20637981	33	3282	Regular	40	15360 KWH
20637981	33	.97	Regular	40	38.80 KW
Basic Monthly Charge					\$ 9.25
Energy Charge (\$0.06447 per kWh)					990.26
Fuel Cost					499.20
Environmental Charge					9.52
City of Jacksonville Franchise Fee					45.25
Gross Receipts Tax					39.83
<b>TOTAL CURRENT ELECTRIC CHARGES</b>					<b>\$ 1,593.31</b>

\$420.71 of Fuel Cost is Tax Exempt

**IRRIGATION SERVICE**

Billing Rate: Commercial Irrigation Service

Service Address: 15855 TWIN CREEK DR

Service Period: 06/25/19 - 07/28/19 Reading Date: 07/28/2019

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67306283	33	5402	Regular	1	23000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					35.63
Environmental Charge					8.51
City of Jacksonville Franchise Fee					3.71
<b>TOTAL CURRENT IRRIGATION CHARGES</b>					<b>\$ 127.52</b>

**SEWER SERVICE**

Billing Rate: Commercial Sewer Service

Service Address: 15855 TWIN CREEK DR

Service Period: 06/25/19 - 07/28/19 Reading Date: 07/28/2019

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67133227	33	384	Regular	1 1/2	5000 GAL
Basic Monthly Charge					\$ 105.75
Sewer Usage Charge					30.10
Environmental Charge					1.85
City of Jacksonville Franchise Fee					4.13
<b>TOTAL CURRENT SEWER CHARGES</b>					<b>\$ 141.83</b>

**WATER SERVICE**

Billing Rate: Commercial Water Service

Service Address: 15855 TWIN CREEK DR

Service Period: 06/25/19 - 07/28/19 Reading Date: 07/28/2019

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67133227	33	384	Regular	1 1/2	5000 GAL
Basic Monthly Charge					\$ 63.00
Water Consumption Charge					7.45
Environmental Charge					1.85
City of Jacksonville Franchise Fee					2.17
<b>TOTAL CURRENT WATER CHARGES</b>					<b>\$ 74.47</b>



21 West Church Street, Jacksonville, FL 32202-3139  
 Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com



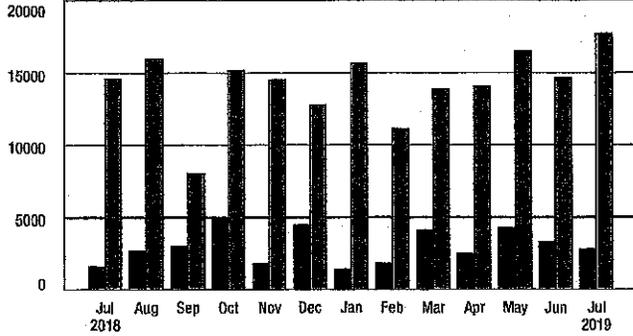
Customer Name: BAINBRIDGE CDD

Account #: 4849510511

Cycle: 04

Bill Date: 07/30/19

**CONSUMPTION HISTORY**



Water tens Gal      Electric Kwh

	1 year ago	Last Month	This Month	Average Daily
Total Kwh used	14,594	14,655	17,692	536
Total Gallons used	16,000	33,000	28,000	848

0/001 226338/3536493 0009953 2 I=10010030000

REFUND REQUEST FORM

District: BainbridgeCDD

Date of event: 8-25-19

Reason: Refund of Rental Deposit

Payable to:

Jessica Chokov  
15611 Mason Lakes Dr.  
Jax, FL 32218

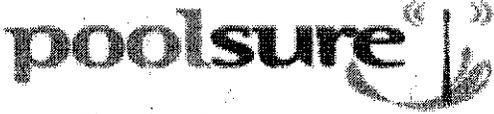
Refund Amount: \$ 50<sup>00</sup>

(Deposited: check # 259 amount of \$ 100<sup>00</sup>, dated 7-26-19)

Requested by: R. Trulove

Approved by: \_\_\_\_\_

Date Rec'd Rizzetta & Co., Inc. AUG 26 2019  
D/M approval [Signature] Date 8/21/19  
Date entered AUG 26 2019  
Fund 001 GL 220000C  
Check # \_\_\_\_\_



1707 Townhurst Dr.  
Houston TX 77043  
(800)-858-POOL-(7665)  
www.poolsure.com

# Invoice

Date 8/1/2019

Invoice # 131295587268

Terms	Net 30
Due Date	8/31/2019
PO #	
Customer #	13BAI025

<b>Bill To</b> Bainebridge CDD C/O Rizzetta & Company, Inc. 2806 N. Fifth Street, Unit 403 St. Augustine FL 32084	<b>Ship To</b> Bainebridge CDD 15855 Twin Creek Dr. Jacksonville FL 32218
---	--

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	624.00

Date Rec'd Rizzetta & Co., Inc. JUL 22 2019  
 D/M approval [Signature] Date JUL 23 2019  
 Date entered [Signature]  
 Fund 001 GL 572000C 4710  
 Check # \_\_\_\_\_

Total 624.00  
Amount Due \$624.00

**Remittance Slip**

Customer  
13BAI025  
Invoice #  
131295587268

Amount Due \$624.00  
Amount Paid 624.00

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295587268

Rizzetta & Company, Inc.  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

Invoice

Date	Invoice #
8/1/2019	INV0000042229

Bill To:

BAINEBRIDGE CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
August	Upon Receipt	00140

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$1,800.00	\$1,800.00
Administrative Services 3100	1.00	\$500.00	\$500.00
Accounting Services 3201	1.00	\$1,625.00	\$1,625.00
Financial & Revenue Collections 3111	1.00	\$437.50	\$437.50
<b>Subtotal</b>			\$4,362.50
<b>Total</b>			\$4,362.50

Date Rec'd Rizzetta & Co., Inc. JUL 25 2019  
 D/M approval [Signature] Date 7/29/19  
 Date entered JUL 25 2019  
 Fund 001 151300 oc see above  
 Check # \_\_\_\_\_

Rizzetta Technology Services  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
8/1/2019	INV0000004570

**Bill To:**

BAINEBRIDGE CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
August		00140

Description	Qty	Rate	Amount
E-Mail Accounts, Admin & Maintenance	0	\$15.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00

JUL 25 2019

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 D/M approval [Signature] \_\_\_\_\_  
 Date entered JUL 25 2019  
 Fund 001 GL 51300 OC 5103  
 Check # \_\_\_\_\_

<b>Subtotal</b>	\$100.00
<b>Total</b>	\$100.00

REFUND REQUEST FORM

District: Bainbridge

Date of event: 7-28-19

Reason: Refund of Rental Deposit

Payable to:

Tamme Clawson  
15828 Canoe Creek Dr.  
Jax, FL 32218

Refund Amount: \$ 50<sup>00</sup>

(Deposited: check # 533 amount of \$ 100<sup>00</sup> dated 7-3-19)

Requested by: R Tralove

Approved by: \_\_\_\_\_

Date Rec'd Rizzetta & Co., Inc. JUL 30 2019  
D/M approval [Signature] Date 8/2/19  
Date entered AUG 02 2019  
Fund 001 GL 2700 OC \_\_\_\_\_  
Check # \_\_\_\_\_

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

## Operation and Maintenance Expenditures September 2019 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2019 through September 30, 2019. This does not include expenditures previously

The total items being presented: **\$42,008.92**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alton Mabb Jr.	003168	AM091919	Board of Supervisors Meeting 09/19/19	\$ 200.00
AT Services of North Florida	003150	26329	Gate Service Call 08/19	\$ 120.00
AT Services of North Florida	003159	26442	Gate Service Call 08/19	\$ 120.00
BrightView Landscape Services, Inc.	003162	6465193	Landscape Maintenance 09/19	\$ 1,911.00
Charles Aquatics, Inc.	003163	36699	Monthly Aquatic Management - 20 Ponds 09/19	\$ 665.00
Charles Straw	003170	CS091919	Board of Supervisors Meeting 09/19/19	\$ 200.00
Comcast	003154	8495 74 120 2010538 09/19	Amenity Cable/Phone/Internet 09/19	\$ 322.97
Dunn & Associates, Inc.	003155	19-531	Engineering Services 09/19	\$ 410.00
Egis Insurance Advisors LLC	003164	9247	General Liability/Prop/POL Insurance FY 19/20	\$ 17,778.00
Financial News & Daily Record	003160	19-07380D	Legal Advertising 09/19	\$ 89.75
First Coast Contract Maintenance Service LLC	003151	4542	Fourth of July Event 07/19	\$ 454.84
First Coast Contract Maintenance Service LLC	003165	4585	Monthly Contract Services 09/19	\$ 4,033.94
First Coast Contract Maintenance Service LLC	003165	4605	Back to School Party 09/19	\$ 241.43

**BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

September 1, 2019 Through September 30, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
First Coast Contract Maintenance Service LLC	003165	4606	Ice Cream Social 09/19	\$ 133.26
First Coast Contract Maintenance Service LLC	003165	4616	Reimbursable Expenses 09/19	\$ 38.86
Florida Department of Revenue	003156	65-8016515152-1 Sales and Use Tax 08/19	Sales And Use Tax - 08/19	\$ 9.80
Hopping Green & Sams Attys.	003157	109627	General Legal Services 07/19	\$ 2,935.00
JEA	003158	4849510511 08/19	15855 Twin Creek Dr/15700 Bainbridge Dr 08/19	\$ 2,108.57
Lakeshia Jones	003167	LJ091919	Board of Supervisors Meeting 09/19/19	\$ 200.00
NewAgeTutors LLC DBA VGlobalTech	003161	1364	Website ADA Compliance 09/19	\$ 4,750.00
Poolsure (Aquasol Commercial Chemicals, Inc.)	003169	131295588080	Water Management 09/19	\$ 624.00
Rizzetta & Company, Inc.	003152	INV0000043060	District Management Services 09/19	\$ 4,362.50
Rizzetta Technology Services, LLC	003153	INV0000004655	Website Hosting Services 09/19	\$ 100.00
William R. Huff II	003166	WH091919	Board of Supervisors Meeting 09/19/19	<u>\$ 200.00</u>
<b>Report Total</b>				<b><u>\$ 42,008.92</u></b>

**BAINEBRIDGE CDD**

9/19/2019

**SUPERVISOR PAY REQUEST**

Name of Board Supervisor	Check if present	Check if paid
Alton Mabb	X	X
William Huff II	X	X
LaKesha Jones	X	X
Sarah Morris		
Charles Straw	X	X

(\*) Does not get paid

**EXTENDED MEETING TIMECARD**

Meeting Start Time:	3:18 PM
Meeting End Time:	4:32 PM
Total Meeting Time:	1 hr. 14 min

Time Over \_\_\_\_\_ () Hours: \_\_\_\_\_

Total at \$175 per Hour: \_\_\_\_\_

DM Signature: \_\_\_\_\_



**SEP 20 2019**

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
D/M approval \_\_\_\_\_ Date 9/23/19  
Date entered SEP 24 2019  
Fund 001 GI 5100 OC 1101  
Check # \_\_\_\_\_







Bainebridge CDD  
 c/o Rizzetta & Company, Inc.  
 2806 N Fifth St Unit 403  
 St. Augustine FL 32084

Customer #: 14527575  
 Invoice #: 6465193  
 Invoice Date: 9/1/2019  
 Cust PO #:

Job Number	Description	Amount
346101085	Bainebridge CDD Exterior Maintenance For September	1,911.00
Date Rec'd Rizzetta & Co., Inc. <u>SEP 09 2019</u> D/M approval <u>OK</u> <u>SEP 09 2019</u> Date entered <u>SEP 09 2019</u> Fund <u>001</u> GL <u>53900</u> Oc. <u>4604</u> Check # _____		
<b>Total invoice amount</b> <b>Tax amount</b> <b>Balance due</b>		1,911.00 1,911.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

**Payment Stub**

Customer Account#: 14527575  
 Invoice #: 6465193  
 Invoice Date: 9/1/2019

<b>Amount Due:</b>	<b>\$1,911.00</b>
--------------------	-------------------

Thank you for allowing us to serve you

Please reference the invoice # on your check  
 and make payable to:

Bainebridge CDD  
 c/o Rizzetta & Company, Inc.  
 2806 N Fifth St Unit 403  
 St. Augustine FL 32084

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655

Charles Aquatics, Inc.  
 6869 Phillips Parkway Drive South  
 Jacksonville, FL 32256  
 904-997-0044

# Invoice

Date	Invoice #
9/1/2019	36699

Bill To
Bainebridge CDD c/o Rizzetta & Company, Inc. 2806 N. Fifth Street Unit 403 St. Augustine, FL 32084

Due Date
10/31/2019

Qty	Description	Rate	Amount
1	Monthly Aquatic Management Services of 20 ponds	665.00	665.00
<p>SEP 09 2019</p> <p>Date Rec'd Rizzetta &amp; Co., Inc. _____</p> <p>D/M approval _____ Date <u>9/10/19</u></p> <p>Date entered <u>SEP 09 2019</u></p> <p>Fund <u>001</u> GL <u>58800</u> oc <u>4605</u></p> <p>Check # _____</p>			
Thank you for doing business with us!			<p><b>Balance Due</b> \$665.00</p>

# COMCAST BUSINESS

Account Number

Billing Date  
Aug 24, 2019Services From  
Sep 04, 2019 to Oct 03, 2019

## Hello,

Thanks for choosing Comcast Business.

### Your bill at a glance

For 15855 TWIN CREEK DR, JACKSONVILLE, FL, 32218-8352

Previous balance		\$322.97
Payment - thank you	Aug 14	-\$322.97
<b>Balance forward</b>		<b>\$0.00</b>
Regular monthly charges	Page 3	\$296.26
Taxes, surcharges & fees	Page 3	\$26.71
<b>New charges</b>		<b>\$322.97</b>

**Amount due Sep 14, 2019 \$322.97**

### Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.
- Any payments received or account activity after Aug 24, 2019 will show up on your next bill. View your most up-to-date account balance at [business.comcast.com/myaccount](http://business.comcast.com/myaccount).

Date Rec'd Rizzetta &amp; Co., Inc.

D/M approval

Date

Date entered

Fund

GL

Check #

SEP 09 2019

### Need help?

- Visit [business.comcast.com/myaccount](http://business.comcast.com/myaccount) or see page 2 for other ways to contact us.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

## COMCAST BUSINESS

141 NW 16TH ST  
POMPANO BEACH FL 33060-5250  
98330310 NO RP 24 20190824 NNNNNNNY 0000228 0001CDD BAINBRIDGE  
2806 N 5TH ST STE 403  
ST AUGUSTINE, FL 32084-1904

Account number

Payment due

**Please pay****Amount enclosed**

Sep 14, 2019

**\$322.97**

\$ 322.97

Make checks payable to Comcast  
Do not send cash

Send payment to

COMCAST  
PO BOX 71211  
CHARLOTTE NC 28272-1211

849574120201053800322974

## Regular monthly charges \$296.26

Comcast Business services <span style="float: right;">\$239.70</span>	
TV Standard	\$59.95
Business Video	
HD Technology Fee	\$9.95
Starter	\$69.95
Business Internet	
Static IP - 1	\$19.95
Voice Line	\$79.90
Business Voice	
Qty 2 @ \$39.95 each	

Equipment & services <span style="float: right;">\$29.60</span>	
TV Box + Remote	\$2.70
Service To Additional TV With TV Box And Remote	\$9.95
Equipment Fee	\$16.95
Voice	

Other charges <span style="float: right;">\$26.96</span>	
Broadcast TV Fee	\$10.00
Federal Universal Service Fund	\$4.06
Regulatory Cost Recovery	\$1.30
Directory Listing Management Fee	\$2.00
Regional Sports Fee	\$7.60
Voice Network Investment	\$2.00

## Taxes, surcharges & fees \$26.71

Taxes & surcharges <span style="float: right;">\$26.71</span>	
Sales Tax	\$1.57
State Communications Services Tax	\$13.66
Local Communications Services Tax	\$10.69
911 Fees	\$0.80

### What's included?



**Internet:** Fast, reliable internet on our Gig-speed network



**TV:** Keep your employees informed and customers entertained



**Voice Numbers:** (904)696-0051, (904)374-3782o

Visit [business.comcast.com/myaccount](http://business.comcast.com/myaccount) for more details

You may notice some taxes & fees look different. We changed this section so it's easier to understand. See [business.comcast.com/billinginfo](http://business.comcast.com/billinginfo) for more information.

### Additional information

Effective October 10, 2019 TCM will move to the Sports and Entertainment Pack and will no longer be available in Preferred or Digital Deluxe.

On July 23, 2019, Comcast added two new international channels, ABP News and TV Jade, in High Definition (HD). To learn about how to access these channels, please call us at 1-800-391-3000.

Good News! Effective July 23, 2019, Fox Sports 2 will now be available in HD on channel 1209. A standard definition option will remain available on channel 729.

The regulatory cost recovery is neither government mandated nor a tax, but is assessed by Comcast to recover the costs of certain federal, state and local impositions related to voice services.

Information on programmer contract expirations, which could affect our carriage of the programmer's channels, can be found at <https://my.xfinity.com/contractrenewals/> or by calling 866.216.8634



# Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS  
8647 Baypine Road, Suite 200 Jacksonville, Florida 32256  
Phone: (904) 363-8916 Fax: (904) 363-8917

## Invoice

**Bill To:**

Ms. Lesley Gallagher - District Manager  
Bainebridge Community Development Dist  
2806 N. Fifth Street Ste 403  
St. Augustine, FL 32084-1904

**Invoice #:** 19-531  
**Invoice Date:** 9/6/2019  
**Due Date:** 10/6/2019  
**Project:** 1311-370  
**P.O. Number:**

Bainebridge	Hours	Rate	Amount
<b>Work description:</b>			
Project work since 8/2/19 including CDD meeting conference calls.			
Senior Engineer (P.E.)	2.25	170.00	382.50
Clerical	0.5	55.00	27.50

SEP 09 2019  
 Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 D/M approval Q Date 9/10/19  
 Date entered SEP 09 2019  
 Fund 001 GL 51300 oc 3103  
 Check # \_\_\_\_\_

Thank you for your business.

Dunn & Associates, Inc.

Vincent J. Dunn, P.E.  
President

<b>Total</b>	<b>\$410.00</b>
<b>Payment/Credit</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$410.00</b>



# INVOICE

<b>Customer</b>	Bainebridge Community Development District
<b>Acct #</b>	610
<b>Date</b>	08/29/2019
<b>Customer Service</b>	Kristina Rudez
<b>Page</b>	1 of 1

Bainebridge Community Development District  
 c/o Rizzetta & Company  
 2806 N. Fifth St., Ste 403  
 St. Augustine, FL 32084

Payment Information	
<b>Invoice Summary</b>	\$ 17,778.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#9247
100119602	

**Thank You**

Please detach and return with payment



Customer: Bainebridge Community Development District

Invoice	Effective	Transaction	Description	Amount
9247	10/01/2019	Renew policy	Policy #100119602 10/01/2019-10/01/2020 Florida Insurance Alliance Package - Renew policy Due Date: 8/29/2019  SEP 20 2019 Date Rec'd Rizzetta & Co., Inc. _____ D/M approval <u>[Signature]</u> Date <u>9/23/19</u> Date entered <u>SEP 20 2019</u> Fund <u>001</u> GL <u>5500</u> OC _____ Check # _____  POL \$6,919 GL + Property \$10,859	17,778.00

<b>Total</b>
\$ 17,778.00

**Thank You**

FOR PAYMENTS SENT OVERNIGHT:  
 Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

<b>Remit Payment To: Egis Insurance Advisors, LLC</b>	(321)233-9939	<b>Date</b>
Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	sclimer@egisadvisors.com	08/29/2019



FIRST COAST CONTRACT  
 MAINTENANCE SERVICES, LLC  
 352 Perdido St  
 St. Johns, FL 32259 US  
 (904) 537 9034  
 service@firstcoastcms.com  
 www.firstcoastcms.com

Invoice 4542



BILL TO

Bainebridge Estates  
 Bainebridge CDD  
 C/O Rizzetta & Co.  
 Attn: Lesley Gallagher  
 2806 North 5th Street #403  
 FI  
 St. Augustine, FL 32084

DATE  
 08/14/2019

PLEASE PAY  
 \$454.84

DUE DATE  
 09/13/2019

P.O. NUMBER  
 4th of July Event

SALES REP  
 Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/04/2019	<b>Misc. Labor</b> Staffing - July 4th community event	5	16.00	80.00 ✓
08/14/2019	Sam's Club - Supplies for 4th of July Party			286.44 ✓
08/14/2019	Publix - Supplies for 4th of July Party			56.43 ✓
08/14/2019	Walmart - Supplies for 4th of July Party			31.97 ✓

TOTAL DUE \$454.84

THANK YOU.

Date Rec'd Rizzetta & Co., Inc. AUG 20 2019  
 O/M approval [Signature] Date 9/5/19  
 Date entered AUG 23 2019  
 Fund 001 GL 57400 OC 4175  
 Check # \_\_\_\_\_

S A M ' S C L U B  
 CLUB MANAGER BRYAN WILAND  
 ( 904 ) 696 - 8842  
 JACKSONVILLE, FL  
 07/03/19 09:32 6045 08253 004 3073

# Publix

Duval Station  
 731 Duval Station Rd,  
 Jacksonville, FL 32218  
 Store Manager: Wes Oliver  
 904-696-3093

SNOWS

E	980187725	MHOTDOGBUNF	3.48	N
E	980187724	MHHAHBUNS F	3.48	N
E	980187725	MHOTDOGBUNF	3.48	N
E	980187725	MHOTDOGBUNF	3.48	N
E	980187724	MHHAHBUNS F	3.48	N
E	980187724	MHHAHBUNS F	3.48	N
E	980187725	MHOTDOGBUNF	3.48	N
E	980187724	MHHAHBUNS F	3.48	N
E	980187724	MHHAHBUNS F	3.48	N
E	980187725	MHOTDOGBUNF	3.48	N
E	336296	PICNIC PACKF	7.98	N
E	980198898	CLASSIC VP F	12.98	N
E	980198898	CLASSIC VP F	12.98	N
E	980198898	CLASSIC VP F	12.98	N
E	349674	MH40 CT PATF	21.68	N
E	349674	MH40 CT PATF	21.68	N
E	980128870	SPRITEHINCAF	9.78	T
E	192278	MH BEEFFRANF	20.98	N
E	192278	MH BEEFFRANF	20.98	N
E	6567	ZH WATER 48F	5.98	N
E	6567	ZH WATER 48F	5.98	N
E	980128870	SPRITEHINCAF	9.78	T
E	980023286	COKEHINICANF	9.78	T
E	980023286	COKEHINICANF	9.78	T
E	847196	240Z CS CLRF	6.98	T
E	847196	240Z CS CLRF	6.98	T
E	675986	ROMA TOM F	5.98	N
E	2726	3M AMER-C 7F	7.22	N
E	102193	36CT COOKIEF	5.98	N
E	102193	36CT COOKIEF	5.98	N
E	102193	36CT COOKIEF	5.98	N
E	102193	36CT COOKIEF	5.98	N
E	600524	MH FULL PAN	10.78	T
E	V INST SV	3M AMER-C 7	1.50	N
		SUBTOTAL	281.96	
	TAX 1	7.00 %	4.48	
		TOTAL	286.44	
	ECA CHECK TEND		286.44	
	CHANGE DUE		0.00	

ICE 20 LB			
3 @	3.89	11.67	T F
BUSH BKD HOMESTYLE		4.39	F
BUSH BAKED BEANS		7.99	F
BUSH BAKED BEANS		7.99	F
HRMEL BACON POUCH		3.99	F
KRAFT BBQ SAUCE			
1 @ 2 FOR	2.00	1.00	F
You Saved	0.93		
KRAFT BBQ SAUCE			
1 @ 2 FOR	2.00	1.00	F
You Saved	0.93		
HRMEL BACON POUCH		3.99	F
DOM DRK BRN RECIPE		1.20	F
You Saved	0.35		
COCA-COLA ZERO			
3 @	5.79	17.37	T F
COCA-COLA ZERO		5.79	T F
Promotion		-5.79	T F
Promotion		-5.79	T F
Order Total		54.80	
Sales Tax		1.63	
Grand Total		56.43	
Debit	Payment	56.43	
Change		0.00	

When you pay by check, you authorize us to use its information to process an Electronic Funds Transfer (EFT) or a draft drawn on your account, or to process the payment as a check. If payment is returned unpaid, you authorize collection of your payment and the Return Fee below by EFT(s) or draft(s) drawn on your account. Call 888-905-3388 with any questions  
 RETURN FEE AMOUNT 25.00

Additional Savings This Trip:

San's Instant Savings: \$1.50

Visit sansclub.com to see your savings

## # ITEMS SOLD 34

IC# 8248 3743 9709 6542 4430 8



Savings Summary  
 Special Price Savings 13.79  
 \*\*\*\*\*  
 \* Your Savings at Publix \*  
 \* 13.79 \*  
 \*\*\*\*\*

PRESTO!  
 Trace #: 030983  
 Reference [REDACTED]  
 Acct #: [REDACTED]  
 Debit Purchase FROM CHECKING  
 Amount: \$56.43

DEBIT CARD  
 [REDACTED] PURCHASE  
 US DEBIT  
 Entry Method: Chip Read  
 Mode: Issuer-PIN Verified

Your cashier was Brittany

07/03/2019 14:21 S0019 R103 4250 C0125

Explore the many ways to save at Publix.  
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Publix Super Markets, Inc.

See back of receipt for your chance  
to win \$1000. Call 1-800-819-2XQ3



304-781-8800  
1142 1011 S. DOWNE DR  
JACKSONVILLE FL 32218

ST# 03702	TR# 08015
ACCESSORY	14.97 X
UTIL KNIFE	0.88 X
K SO M/HP 22	3.48 0
GLOVES	1.48 X
BBQ SPICE	4.97 N
BBQ SPICE	4.97 N
TAX	30.75
TOTAL	1.22
TOTAL	31.97
DEBIT	31.97
CHANGE DUE	0.00

EFT DEBIT PRIMARY

DEBIT \*\*\*\*

REF # 9185008  
NETWORK ID. C 622515

US DEBIT  
AID ADU00008  
TC ASCDFDF100  
\*NO SIGNATURE  
TERMINAL # SC

07/03 20:07:05

6

824 5308



07/03 20:07:13

Scan with mobile phone to save receipts

WALMART  
JACKSONVILLE  
FL 32218

**FIRST COAST CONTRACT  
MAINTENANCE SERVICES, LLC**

352 Perdido St  
St. Johns, FL 32259 US  
(904) 537 9034  
service@firstcoastcms.com  
www.firstcoastcms.com

**Invoice 4585**



**BILL TO**

Bainebridge Estates  
Bainebridge CDD  
C/O Rizzetta & Co.  
Attn: Lesley Gallagher  
2806 North 5th Street #403  
Fl  
St. Augustine, FL 32084

DATE  
09/01/2019

PLEASE PAY  
\$4,033.94

DUE DATE  
10/01/2019

**P.O. NUMBER**

October Service

**SALES REP**

Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/01/2019	<b>Bainbridge Contract:BB Attendant</b> Facility Manager/Staffing 24 hours during the week and 16 hours on weekends	4701 1	2,549.24	2,549.24
09/01/2019	<b>Bainbridge Contract:Janitorial Service</b> Janitorial Service for the month	4706 1	426.22	426.22
09/01/2019	<b>Bainbridge Contract:Maintenance Plan</b> Included maintenance services for the month	4703 1	280.78	280.78
09/01/2019	<b>Bainbridge Contract:Pool Service</b> Pool Maintenance for the month	4710 1	777.70	777.70

TOTAL DUE

**\$4,033.94**

THANK YOU.

SEP 09 2019

Date Rec'd Rizzetta & Co., Inc.

D/M approval

Date entered

Fund

Check #

SEP 09 2019  
Date 9/10/19  
GL 57200 oc see above

FIRST COAST CONTRACT  
MAINTENANCE SERVICES, LLC

352 Perdido St  
St. Johns, FL 32259 US  
(904) 537 9034  
service@firstcoastcms.com  
www.firstcoastcms.com

Invoice 4605



BILL TO

Bainebridge Estates  
Bainebridge CDD  
C/O Rizzetta & Co.  
Attn: Lesley Gallagher  
2806 North 5th Street #403  
FI  
St. Augustine, FL 32084

DATE  
09/16/2019

PLEASE PAY  
\$241.43

DUE DATE  
10/16/2019

P.O. NUMBER

Back to School Party

SALES REP

Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/01/2019	Misc. Labor Staffing for CDD Back to School party	5	16.00	80.00 ✓
09/16/2019	Publix - Desserts for back to school party			32.50 ✓
09/16/2019	Sams - Supplies for back to school party			89.30 ✓
09/16/2019	Sams - supplies for back to school party			17.40 ✓
09/16/2019	Publix - supplies for back to school party			22.23 ✓

TOTAL DUE

\$241.43

THANK YOU.

Date Rec'd Rizzetta & Co., Inc. SEP 17 2019  
D/M approval [Signature] Date 9/23/19  
Date entered SEP 20 2019  
Fund 001 GL 51400 oc 4775  
Check # \_\_\_\_\_

# Publix

Duval Station  
 731 Duval Station Rd,  
 Jacksonville, FL 32218  
 Store Manager: Wes Oliver  
 904-696-3093

S A M ' S C L U B  
 CLUB MANAGER BRYAN MILAND  
 ( 904 ) 696 - 8842  
 JACKSONVILLE, FL

08/14/19 08:49 6701 08253 002 3073

DESSERTS		32.50	F
Order Total		32.50	
Sales Tax		0.00	
Grand Total		32.50	
Debit	Payment	32.50	
Change		0.00	

**SNOWS**

E	960092993	KEEBLERMULF	10.38	N
E	188179	JUMBO PICKLF	7.98	N
E	188179	JUMBO PICKLF	7.98	N
E	200863	RING POP	13.48	T
E	756484	PIXY STIX	13.88	T
E	980092993	KEEBLERMULF	10.98	N
E	980002335	FRUIT ROLLUP	11.32	N
E	92801	MABISCO 2CTF	11.98	N
		<b>SUBTOTAL</b>	<b>87.38</b>	
		TAX 1 7.00 %	1.92	
		<b>TOTAL</b>	<b>89.30</b>	
		ECA CHECK TEND	89.30	
		CHANGE DUE	0.00	

PRESTO!

Trace #: 068876

Reference #: ~~XXXXXXXXXX~~

Acct #: ~~XXXXXXXXXX~~

Debit Purchase FROM CHECKING  
 Amount: \$32.50

DEBIT CARD	PURCHASE
A0000000980840	US DEBIT
Entry Method:	Chip Read
Mode:	Issuer-PIN Verified

When you pay by check, you authorize us to use its information to process an Electronic Funds Transfer (EFT) or a draft drawn on your account, or to process the payment as a check. If payment is returned unpaid, you authorize collection of your payment and the Return Fee below by EFT(s) or draft(s) drawn on your account. Call 888-905-3388 with any questions  
**RETURN FEE AMOUNT 25.00**

Visit [samsclub.com](http://samsclub.com) to see your savings

**# ITEMS SOLD 8**

TC# 1844 1036 3805 2075 3423



Your cashier was Kimberly A.

08/23/2019 16:11 S0019 R106 9927 C0230

Explore the many ways to save at Publix.  
 View bargains at [publix.com/savingstyle](http://publix.com/savingstyle)

Publix Super Markets, Inc.

# Publix

Duval Station  
 731 Duval Station Rd,  
 Jacksonville, FL 32218  
 Store Manager, Wes Oliver  
 904-656-3093

904-656-3093  
 HORMEL CHILI PLAIN 4.50 ✓  
 HORMEL CHILI PLAIN 2.09 F  
 HORMEL CHILI PLAIN 6.00  
 HORMEL CHILI PLAIN 2.00  
 HORMEL CHILI PLAIN 2.69 F  
 PBX SWEET COLESLAW 4.39 F  
 PBX SWEET COLESLAW 4.39 F

Order Total 26.82  
 Sales Tax 0.00  
 Grand Total 26.82  
 Debit Payment 26.82 -4.59  
 Change 0.00

PRESTO! 22.23  
 Trace #: 066075  
 Reference #: ~~XXXXXXXXXX~~  
 Acct #: XXXXXXXXXXXX  
 Debit Purchase FROM CHECKING  
 Amount: \$26.82

DEBIT CARD PURCHASE  
 A0000000980840 US DEBIT  
 Entry Method: Chip Read  
 Mode: Issuer-PIN Verified

Your cashier was Kimberly A.

08/23/2019 16:11 S0019 R106 9926 C0230

Explore the many ways to save at Publix.  
 View bargains at [publix.com/savingstyle](http://publix.com/savingstyle)

Publix Super Markets, Inc.

## SAM'S CLUB Self Checkout

CLUB MANAGER BRYAN NILAND  
 (904) 696-6842  
 JACKSONVILLE, FL

08/23/19 14:17 3960 08253 097 9097

### SHOWS

E 980187725 HHHOTDOG8UNF 3.48 N  
 SUBTOTAL 17.40  
 TOTAL 17.40  
 DEBIT TEND 17.40  
 CHANGE DUF 0.00

EFT DEBIT PAY FROM PRIMARY  
 17.40 TOTAL PURCHASE  
 DEBIT \*\*\*\* \* 8162 I O  
 NETWORK ID. 0069 APPR CODE 418897

US DEBIT  
 AID A0000000980840  
 TC A3E72B90AF578436  
 \*Pin Verified  
 TERMINAL # SC010527

Visit [samsclub.com](http://samsclub.com) to see your savings

### # ITEMS SOLD 5

TC# 6556 4719 7171 3682 029



FIRST COAST CONTRACT  
 MAINTENANCE SERVICES, LLC  
 352 Perdido St  
 St. Johns, FL 32259 US  
 (904) 537 9034  
 service@firstcoastcms.com  
 www.firstcoastcms.com

Invoice 4606



BILL TO

Bainebridge Estates  
 Bainebridge CDD  
 C/O Rizzetta & Co.  
 Attn: Lesley Gallagher  
 2806 North 5th Street #403  
 FI  
 St. Augustine, FL 32084

DATE  
 09/16/2019

PLEASE PAY  
 \$133.26

DUE DATE  
 10/16/2019

P.O. NUMBER  
 Ice Cream Social

SALES REP  
 Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/17/2019	Misc. Labor Additional labor for Ice Cream Social	3	16.00	48.00 ✓
09/16/2019	Walmart - supplies for Ice Cream Social			44.39 ✓
09/16/2019	Publix - supplies for Ice Cream Social			40.87 ✓

TOTAL DUE

\$133.26

THANK YOU.

SEP 17 2019  
 Date Rec'd Rizzetta & Co., Inc. 9/23/19  
 D/M approval [Signature] Date 9/23/19  
 Date entered SEP 20 2019  
 Fund 001 GL 57400 Doc 4775  
 Check # \_\_\_\_\_

See back of receipt for your chance  
to win \$1000 ID #: 7N77X1192QJC



904-751-5552 Mgr: ADAM SMITH  
13227 CITY SQUARE DR  
JACKSONVILLE FL 32218

ST# 03702 OP# 005560 TEN 10 TR# 02071  
CUTLERY 007874219998 2.84 X  
CUTLERY 007874219998 2.84 X  
KBLR 24CT 003010030015 F 2.33 N  
M HS CHOC 004000051136 F 4.86 X  
CHOC 003400047061 F 5.27 X  
OREO 004400001592 F 1.98 N  
HARA CHERRY 007874215194 F 2.24 O  
SMKR FOG HS 005150002501 F 1.98 N  
RAIN SPRK TB 007874216251 F 3.24 T  
MPL 12PK 006827419514KF 1.98 N  
MPL 12PK 006827419514KF 1.98 N  
FOAM BOWLS 001370020020 1.68 X  
FOAM BOWLS 001370020020 1.68 X  
SUBTOTAL 42.82

TAX 1 7.000 \$ 1.57  
TOTAL 44.39  
DEBIT TEND 44.39  
CHANGE DUE 0.00

EFT DEBIT  
44.39 TOTAL PURCHASE  
US DEBIT \*\*\*\* \* 3208 I 0  
REF # 924900639555  
NETWORK ID. 0056 APPR CODE 545526  
US DEBIT  
AID A0000000980840  
TC F72B035B79163A1E  
\*Pin Verified  
TERMINAL # SC010663  
09/06/19 17:02:27  
# ITEMS SOLD 17

TC# 2632 2734 0020 6641 4137



09/06/19 17:02:34



# Publix

Duval Station  
731 Duval Station Rd,  
Jacksonville, FL 32218  
Store Manager: Wes Oliver  
904-696-3093

FISHER PECAN CHIPS 2.99 F  
FISHER PECAN CHIPS 2.99 F  
PUBLIX WAFFLE BOWL 2.79 F  
PUBLIX WAFFLE BOWL 2.79 F  
PUBLIX GUMMI BEARS 2.50 T F  
1 @ 2 FOR 5.00  
PUBLIX GUMMI BEARS 2.50 T F  
1 @ 2 FOR 5.00  
PUBLIX ICE CREAM 5.99 F  
PUBLIX ICE CREAM 5.99 F  
PUBLIX ICE CREAM 5.99 F  
PUBLIX ICE CREAM 5.99 F

Order Total 40.52  
Sales Tax 0.35  
Grand Total 40.87  
Debit Payment 40.87  
Change 0.00

PRESTO!

Trace #: 523307

Reference #: ~~XXXXXXXXXX~~

Acct #: ~~XXXXXXXXXX~~

Debit Purchase FROM CHECKING

Amount: \$40.87

DEBIT CARD PURCHASE  
A0000000980840 US DEBIT  
Entry Method: Chip Read  
Mode: Issuer-PIN Verified

Your cashier was Kimberly

09/06/2019 17:47 S0019 R152 2591 C0408

Explore the many ways to save at Publix.  
View bargains at [publix.com/savingstyle](http://publix.com/savingstyle)

Publix Super Markets, Inc.

**FIRST COAST CONTRACT  
MAINTENANCE SERVICES, LLC**

352 Perdido St  
St. Johns, FL 32259 US  
(904) 537 9034  
service@firstcoastcms.com  
www.firstcoastcms.com

**Invoice 4616**



**BILL TO**

Bainebridge Estates  
Bainebridge CDD  
C/O Rizzetta & Co.  
Attn: Lesley Gallagher  
2806 North 5th Street #403  
FI  
St. Augustine, FL 32084

DATE  
09/16/2019

PLEASE PAY  
\$38.86

DUE DATE  
10/16/2019

**P.O. NUMBER**

Purchase reimbursements

**SALES REP**

Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/22/2019	Lowe's - soil for filling in hole, pvc box for wiring			9.50 ✓
08/22/2019	Lowe's - wire nuts for burying access control wiring			8.52 ✓
08/23/2019	Pinch A Penny - scrub pad for pool			7.48 ✓
09/08/2019	HD - replacement chlorine line			13.36 ✓

TOTAL DUE

**\$38.86**

THANK YOU.

SEP 17 2019  
Date Rec'd Rizzetta & Co., Inc. 9/23/19  
D/M approval [Signature] Date 9/23/19  
Date entered SEP 20 2019  
Fund 001 GL 51200 OC 4710 500.04  
Check # 4785 518.02



More saving.  
More doing.<sup>SM</sup>

463785 STATE ROAD 200  
YULEE, FL 32097 (904)225-2940

6921 00052 30156 09/06/19 09:46 AM  
SELF CHECKOUT

665626125980 UNION CONN <A>	4.16
1/4 X 1/4 QUICK CONNECT UNION	
841804100165 25' POLY <A>	
1/4ODX.170IDX25' POLY TUBE	
2@4.16	8.32

SUBTOTAL	12.48
SALES TAX	0.88
TOTAL	\$13.36

XXXXXXXXXXXX4484 VISA USD\$ 13.36  
 AUTH CODE 05134G/4524947 TA  
 AID A0000000031010 CHASE VISA

P.O.#/JOB NAME: BB



6921 52 30156 09/06/2019 2298

RETURN POLICY DEFINITIONS		
POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	12/05/2019

\*\*\*\*\*  
DID WE NAIL IT?

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

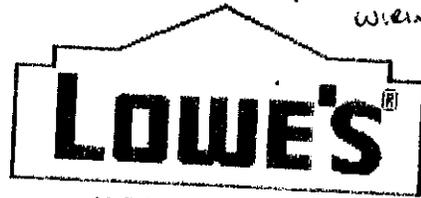
www.homedepot.com/survey

User ID: H89 67522 60653  
PASSWORD: 19456 60601

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.

BB-CHASE

Son-to fin hote  
PVC Box for  
wiring



LOWE'S HOME CENTERS, LLC  
13125 CITY SQUARE DRIVE  
JACKSONVILLE, FL 32218 (904) 696-4063

-- SALE --

SALES#: S2472LE1 1039806 TRANS#: 19493473 08-22-19

811055 1-CU FT TOP SOIL	1.69
10008 4-IN X 4-IN X 2-IN PVC JN	7.18

SUBTOTAL:	8.87
TAX:	0.63
INVOICE 19935 TOTAL:	9.50
VISA:	9.50

VISA:XXXXXXXXXXXX4484 AMOUNT:9.50 AUTHCD:035146

CHIP REFID:247219230561 08/22/19 13:04:23

CUSTOMER CODE: bb

APL: CHASE VISA TVR: 0000008000

AID: A0000000031010 FSI: E800

STORE: 2472 TERMINAL: 19 08/22/19 13:04:51

# OF ITEMS PURCHASED: 2

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.  
SEE REVERSE SIDE FOR RETURN POLICY.

STORE MANAGER: SHAUN DARDAR

LOWE'S PRICE MATCH GUARANTEE  
FOR MORE DETAILS, VISIT LOWES.COM/PRICEMATCH

\*\*\*\*\*

\* YOUR OPINIONS COUNT! \*

\* REGISTER FOR A CHANCE TO BE \*

\* ONE OF FIVE \$500 WINNERS DRAWN MONTHLY! \*

\* (REGISTRESE EN EL SORTEO MENSUAL \*

\* PARA SER UNO DE LOS CINCO GANADORES DE \$500! \*

\* \*

\* REGISTER BY COMPLETING A GUEST SATISFACTION SURVEY \*

\* WITHIN ONE WEEK AT: www.lowes.com/survey \*

\* YOUR ID # 19935 2472 234 \*

\* \*

\* NO PURCHASE NECESSARY TO ENTER OR WIN. \*

\* VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER. \*

\* OFFICIAL RULES & WINNERS AT: www.lowes.com/survey \*

\*\*\*\*\*

STORE: 2472 TERMINAL: 19 08/22/19 13:04:51



LOWE'S HOME CENTERS, LLC  
13125 CITY SQUARE DRIVE  
JACKSONVILLE, FL 32218 (904) 696-4063

- SALE -

SALE#: FSTLANE1 13 TRANSH: 7498991 08-22-19

242256 WATERPROOF AQUA ORANGE 6- 3.18  
757955 DIRECT BURY Y-600 2-PACK 4.78

SUBTOTAL: 7.96

TAX: 0.56

INVOICE 07039 TOTAL: 8.52

VISA: 8.52

VISA: XXXXXXXXXXXX4484 AMOUNT: 8.52 AUTHCD: 094676

CHIP REFID: 247207037434 08/22/19 14:36:25

CUSTOMER CODE: bb

APL: CHASE VISA TVR: 0080008000

AID: A0000000031010 TSI: E800

STORE: 2472 TERMINAL: 07 08/22/19 14:36:31

# OF ITEMS PURCHASED: 2

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



# PINCH-A-PENNY POOL-PATIO-SPA

The Perfect People For A Perfect Pool



Like Us on Facebook  
For Our Special Offers!

Pinch A Penny 174  
464006 State Road 200  
Yulee, FL 32097  
Phone: 904-321-4133

## Sales Receipt

Transaction #: 267848  
Account #: 9045379034  
Date: 8/23/2019 Time: 9:15:07 AM  
Cashier: Savannah Register #: 2

BILL TO: Tony Shivar

Item	Description	Amount
11220100	SCRUB PAD MEDIUM	\$6.99

Sub Total	\$6.99
Sales Tax	\$0.49
Total	\$7.48

SIDE TERMINAL Tendered \$7.48  
Change Due \$0.00



\* 9 0 4 5 3 7 9 0 3 4 \*

Thank you for shopping  
Pinch A Penny 174  
We hope you'll come back soon!

PO: BB-CHASE  
Description: Scrub pad  
11220100  
11220100

Florida

1. Gross Sales

2. Exempt Sales

3. Taxable Amount

4. Tax Due

A. Sales/Services/Electricity	140 .00	.	140 .00	9 .80
B. Taxable Purchases	Include use tax on internet / out-of-state untaxed purchases →			.
C. Commercial Rentals	.	.	.	.
D. Transient Rentals	.	.	.	.
E. Food & Beverage Vending	.	.	.	.

Surtax Rate: .0050

Reporting Period  
AUG 2019

BAINBRIDGE COMMUNITY DEVELOPMENT  
2806 N 5TH ST STE 403  
ST AUGUSTINE FL 32084-1904

FLORIDA DEPARTMENT OF REVENUE  
6050 W TENNESSEE ST  
TALLAHASSEE FL 32399-0120

5. Total Amount of Tax Due	9 .80
6. Less Lawful Deductions	.
7. Net Tax Due	9 .80
8. Less Est Tax Pd / DOR Cr Memo	.
9. Plus Est Tax Due Current Month	.
10. Amount Due	9 .80
11. Less Collection Allowance	E-file/E-pay Only
12. Plus Penalty	.
13. Plus Interest	.
14. Amount Due with Return	9 .80

Due: SEP 01 2019  
Late After: SEP 20 2019

0500 0 20190831 0001003031 1 4000001651 5152 2

Date Rec'd Rizzetta & Co., Inc. SEP 10 2019  
 D/M approval [Signature] Date SEP 10 2019  
 Date entered SEP 10 2019  
 Fund 001 GL 20110oc  
 Check # \_\_\_\_\_

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

Date Rec'd Rizzetta & Co., Inc. SEP 09 2019  
D/M approval [Signature] Date SEP 09 2019  
Date entered \_\_\_\_\_  
Fund 001 GL 51402 OC 3107  
Check # \_\_\_\_\_

===== STATEMENT =====

August 30, 2019

Bainebridge Community Development District  
c/o District Manager  
2806 N. 5th Street, Unit 403  
St. Augustine, FL 32084

Bill Number 109627  
Billed through 07/31/2019

**General Counsel**

**BAINÉ 00001 KSB**

**FOR PROFESSIONAL SERVICES RENDERED**

07/03/19	SSW	Prepare revised agreement for entry feature design and construction; confer with contractor regarding comments to same.	0.90 hrs
07/10/19	SSW	Prepare agenda items; confer with Gallagher regarding meeting schedule for FY19-20.	0.60 hrs
07/12/19	SSW	Review contractor comments to entry feature installation agreement; confer with Gallagher regarding same.	0.70 hrs
07/17/19	SSW	Confer with Bentley and Gallagher regarding proposed revisions to form of agreement for entry feature design and construction; prepare and circulate revised form of agreement for same.	1.30 hrs
07/18/19	SSW	Confer with Gallagher regarding outstanding business items; prepare for and attend board meeting by phone.	4.50 hrs
07/24/19	KEM	Prepare weir repair services and website services agreements.	0.50 hrs
07/25/19	SSW	Follow up regarding status of entry feature design and construction; confer with Gallagher regarding amenity HVAC warranty.	0.60 hrs
07/30/19	SSW	Prepare agreement for weir repairs and master agreement for ADA site remediation and compliance; research and prepare notice to property owner regarding access to stormwater pond for weir repairs; confer with Gallagher regarding same.	1.90 hrs
07/31/19	SSW	Review warranty provisions regarding HVAC unit; prepare correspondence to vendor regarding same.	0.90 hrs
07/31/19	LMG	Research new law regarding new definition of "home address" and property appraiser objections to confidential information in assessment rolls; prepare memorandum to district manager regarding same.	0.10 hrs

Total fees for this matter

\$2,935.00

**MATTER SUMMARY**

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Ibarra, Katherine E. - Paralegal	0.50 hrs	125 /hr	\$62.50
Gentry, Lauren M.	0.10 hrs	225 /hr	\$22.50
Warren, Sarah S.	11.40 hrs	250 /hr	\$2,850.00

TOTAL FEES \$2,935.00

**TOTAL CHARGES FOR THIS MATTER \$2,935.00**

**BILLING SUMMARY**

Ibarra, Katherine E. - Paralegal	0.50 hrs	125 /hr	\$62.50
Gentry, Lauren M.	0.10 hrs	225 /hr	\$22.50
Warren, Sarah S.	11.40 hrs	250 /hr	\$2,850.00

TOTAL FEES \$2,935.00

**TOTAL CHARGES FOR THIS BILL \$2,935.00**

**Please include the bill number on your check.**



21 West Church Street, Jacksonville, FL 32202-3139  
 Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com

Customer Name: BAINBRIDGE CDD

Account #: 4849510511

Cycle: 04

Bill Date: 08/29/19

**TOTAL SUMMARY OF CHARGES**

Electric .....	\$	1,714.84
Irrigation .....		194.42
Sewer .....		128.67
Water .....		70.64

(A complete breakdown of charges can be found on the following pages.)

Total New Charges: ..... \$ 2,108.57

Please pay \$2,108.57 by 09/20/19 to avoid 1.5% late payment fee and service disconnections.

Make sure the built-in power management system on office equipment is activated to ensure power saving during periods of inactivity.

By turning off the faucet, following irrigation restrictions and checking for leaks, you can help preserve our most valuable natural resource.

Date Rec'd Rizzetta & Co., Inc. SEP 11 2019

D/M approval [Signature] Date 9/10/19

Date entered SEP 11 2019

Fund 001 GL 53100 OC 4301

Check # 53600 430

\$1,714.84  
\$ 393.73

A late payment fee will be assessed for unpaid balance.

Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay
\$2,187.31	-\$2,187.31	\$0.00	\$2,108.57	\$2,108.57

**WE APPRECIATE  
YOUR BUSINESS**

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



Add \$\_\_\_\_\_ to my monthly bill: \$\_\_\_\_\_ for Neighbor to Neighbor and/or \$\_\_\_\_\_ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Check here for telephone/mail address correction and fill in on reverse side.

Acct#: 4849510511		Bill Date: 08/29/19		Please pay by 09/20/19 to avoid 1.5% Late Payment Fee.		
Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay	TOTAL AMOUNT PAID	
\$2,187.31	-\$2,187.31	\$0.00	\$2,108.57	\$2,108.57	2,108.57	

# 0009941

I=10010000



9941 1 AB 0.409  
 BAINBRIDGE CDD  
 C/O RIZZETTA & COMPANY  
 2806 N 5TH ST STE 403  
 ST AUGUSTINE FL 32084-1904



\*\* JEA \*\*  
 PO BOX 45047  
 JACKSONVILLE FL 32232-5047

7240484951051100000000004000210857010100000000400018



21 West Church Street, Jacksonville, FL 32202-3139  
 Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com



Customer Name: BAINBRIDGE CDD

Account #: 4849510511

Cycle: 04

Bill Date: 08/29/19

**ELECTRIC SERVICE**

Billing Rate: General Service

Service Address: 15700 BAINBRIDGE DR APT SG01

Service Period: 07/28/19 - 08/27/19 Reading Date: 08/27/2019

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
89008045	30	25979	Regular	1	2124 KWH
Basic Monthly Charge					\$ 9.25
Energy Charge (\$0.06447 per kWh)					136.93
Fuel Cost					69.03
Environmental Charge					1.32
City of Jacksonville Franchise Fee					6.50
Gross Receipts Tax					5.72
<b>TOTAL CURRENT ELECTRIC CHARGES</b>					<b>\$ 228.75</b>

\$58.18 of Fuel Cost is Tax Exempt

**ELECTRIC SERVICE**

Billing Rate: General Service

Service Address: 15855 TWIN CREEK DR

Service Period: 07/29/19 - 08/28/19 Reading Date: 08/28/2019

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
20637981	30	3640	Regular	40	14320 KWH
20637981	30	1.13	Regular	40	45.20 KW
Basic Monthly Charge					\$ 9.25
Energy Charge (\$0.06447 per kWh)					923.21
Fuel Cost					465.40
Environmental Charge					8.88
City of Jacksonville Franchise Fee					42.20
Gross Receipts Tax					37.15
<b>TOTAL CURRENT ELECTRIC CHARGES</b>					<b>\$ 1,486.09</b>

\$392.22 of Fuel Cost is Tax Exempt

**IRRIGATION SERVICE**

Billing Rate: Commercial Irrigation Service

Service Address: 15855 TWIN CREEK DR

Service Period: 07/28/19 - 08/27/19 Reading Date: 08/27/2019

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67306283	30	5440	Regular	1	38000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					95.03
Environmental Charge					14.06
City of Jacksonville Franchise Fee					5.66
<b>TOTAL CURRENT IRRIGATION CHARGES</b>					<b>\$ 194.42</b>

**SEWER SERVICE**

Billing Rate: Commercial Sewer Service

Service Address: 15855 TWIN CREEK DR

Service Period: 07/28/19 - 08/27/19 Reading Date: 08/27/2019

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67133227	30	387	Regular	1 1/2	3000 GAL
Basic Monthly Charge					\$ 105.75
Sewer Usage Charge					18.06
Environmental Charge					1.11
City of Jacksonville Franchise Fee					3.75
<b>TOTAL CURRENT SEWER CHARGES</b>					<b>\$ 128.67</b>

**WATER SERVICE**

Billing Rate: Commercial Water Service

Service Address: 15855 TWIN CREEK DR

Service Period: 07/28/19 - 08/27/19 Reading Date: 08/27/2019

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67133227	30	387	Regular	1 1/2	3000 GAL
Basic Monthly Charge					\$ 63.00
Water Consumption Charge					4.47
Environmental Charge					1.11
City of Jacksonville Franchise Fee					2.06
<b>TOTAL CURRENT WATER CHARGES</b>					<b>\$ 70.64</b>



21 West Church Street, Jacksonville, FL 32202-3139  
 Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com



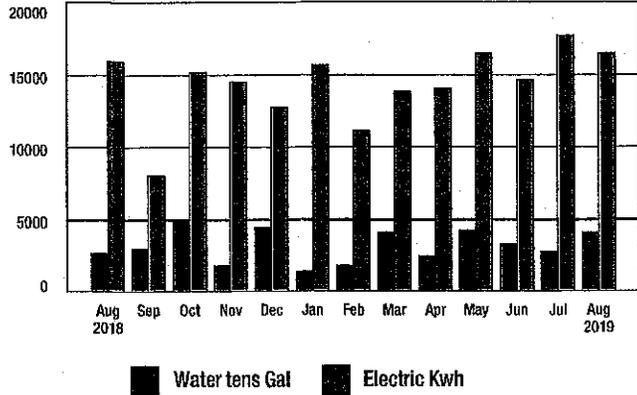
Customer Name: BAINBRIDGE CDD

Account #: 4849510511

Cycle: 04

Bill Date: 08/29/19

**CONSUMPTION HISTORY**



	1 year ago	Last Month	This Month	Average Daily
Total Kwh used	15,979	17,692	16,444	548
Total Gallons used	27,000	28,000	41,000	1,366

0/001 232728/3551158 0009941 2 1=1001000000

VGlobalTech  
 636 Fanning Drive  
 Winter Springs, FL 32708 US  
 contact@vglobaltech.com  
 www.vglobaltech.com



# INVOICE

**BILL TO**

Lesley Gallagher  
 Bainebridge CDD  
 2806 North Fifth Street  
 St. Augustine, FL 32084  
 United States

INVOICE # 1364  
 DATE 09/12/2019  
 DUE DATE 09/12/2019  
 TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
<b>Web Design:Website ADA Compliance - Type M</b> Perform ADA Compliance check, update / rebuild current site with new ADA plugins, update html code for compliance, image tags etc. Convert 2 years worth of documents to RTF's. Document before and after for ADA errors as per WAVE Checker tool. (See proposal for details)	1	4,750.00	4,750.00

Please make checks payable to "VGlobalTech"

BALANCE DUE **\$4,750.00**

Date Rec'd Rizzetta & Co., Inc. **SEP 12 2019**  
 D/M approval *[Signature]* Date *9-12-19*  
 Date entered **SEP 13 2019**  
 ind **501** GL **57902** oc **0401**  
 check # \_\_\_\_\_



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date

9/1/2019

Invoice #

131295588080

Terms	Net 30
Due Date	10/1/2019
PO #	
Customer #	13BAI025

Bill To
Bainebridge CDD C/O Rizzetta & Company, Inc. 2806 N. Fifth Street, Unit 403 St. Augustine FL 32084

Ship To
Bainebridge CDD 15855 Twin Creek Dr. Jacksonville FL 32218

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	624.00

AUG 20 2019

Date Rec'd Rizzetta & Co., Inc.                     

D/M approval [Signature] Date                     

Date entered                      **AUG 23 2019**

Fund 09 GL 57200 OC 4710

Check #

Total            624.00  
Amount Due    \$624.00

**Remittance Slip**

Customer  
13BAI025  
Invoice #  
131295588080

Amount Due            \$624.00  
Amount Paid            624.00

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295588080

Rizzetta & Company, Inc.  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
9/1/2019	INV0000043060

**Bill To:**

BAINEBRIDGE CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
September	Upon Receipt	00140

Description	Qty	Rate	Amount
District Management Services <i>3101</i>	1.00	\$1,800.00	\$1,800.00
Administrative Services <i>3100</i>	1.00	\$500.00	\$500.00
Accounting Services <i>3201</i>	1.00	\$1,625.00	\$1,625.00
Financial & Revenue Collections <i>3111</i>	1.00	\$437.50	\$437.50
<b>Subtotal</b>			\$4,362.50
<b>Total</b>			\$4,362.50

AUG 27 2019

Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 D/M approval *Q* Date *9/5/19*  
 Date entered *AUG 30 2019*  
 Fund *001* GL *51300* OC *see above*  
 Check # \_\_\_\_\_

Rizzetta Technology Services  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
9/1/2019	INV0000004655

**Bill To:**

BAINEBRIDGE CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
September		00140

Description	Qty	Rate	Amount
EEmail Accounts, Admin & Maintenance	0	\$15.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
AUG 27 2019 Date Rec'd Rizzetta & Co., Inc. _____ D/M approval <u>lg</u> Date <u>9/1/19</u> Date entered <u>AUG 30 2019</u> Fund <u>001</u> GL <u>51300</u> OC <u>5103</u> Check # _____			
<b>Subtotal</b>			\$100.00
<b>Total</b>			\$100.00

# BAINEDRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

## Operation and Maintenance Expenditures October 2019 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2019 through October 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$26,503.92**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
American Electrical Contracting, Inc.	003182	W29735	Electrical Repairs 08/19	\$ 422.00
BrightView Landscape Services, Inc.	003183	6546971	Landscape Maintenance 10/19	\$ 2,549.00
Carmel Johnson	003178	ARDR092819-C.Johnson	Area Rental Deposit Refund - C. Johnson	\$ 150.00
Charles Aquatics, Inc.	003184	36943	Monthly Aquatic Management - 20 Ponds 10/19	\$ 665.00
Comcast	003171	8495 74 120 2010538 10/19	Amenity Cable/Phone/Internet 10/19	\$ 322.97
Comcast	003192	8495 74 120 2010538 11/19	Amenity Cable/Phone/Internet 11/19	\$ 323.02
Financial News & Daily Record	003174	19-08230D	Legal Advertising 10/19	\$ 103.25
First Coast Contract Maintenance Service LLC	003185	4663	Monthly Contract Services 10/19	\$ 4,033.94
First Coast Contract Maintenance Service LLC	003185	4677	Reimbursable Expenses 10/19	\$ 768.75
Fitness Pro	003190	20984	Replace Damaged Console on Elliptical	\$ 840.00
Fitness Pro	003186	20985	Quarterly Preventative Maintenance 10/19	\$ 150.00
Florida Department of Revenue	003175	65-8016515152-1 Sales and Use Tax 09/19	Sales And Use Tax - 09/19	\$ 3.92
Gator Fire L.L.C.	003180	38784	Annual Maintenance of Fire Extinguishers 10/19	\$ 64.00

**BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

October 1, 2019 Through October 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams Attys.	003176	110222	General Legal Services 08/19	\$ 2,479.13
JEA	003177	4849510511 09/19	15855 Twin Creek Dr/15700 Bainbridge Dr 09/19	\$ 1,944.53
Marieana Turner	003194	ARDR102619-M.Turner	Area Rental Deposit Refund - M. Turner	\$ 150.00
Poolsure (Aquasol Commercial Chemicals, Inc.)	003187	131295588785	Water Management 10/19	\$ 624.00
Republic Services of Florida	003173	0687-00098967	Amenity Trash Removal 09/19	\$ 135.95
Republic Services of Florida	003173	0687-001005376	Amenity Trash Removal 10/19	\$ 148.43
Republic Services of Florida	003188	0687-001012168	Amenity Trash Removal 11/19	\$ 138.53
Rizzetta & Company, Inc.	003181	INV0000043678	Assessment Roll Preparation FY 19/20	\$ 5,250.00
Rizzetta & Company, Inc.	003179	INV0000043798	District Management Services 10/19	\$ 5,087.50
Rizzetta Technology Services, LLC	003193	INV0000004740	Website Hosting Services 10/19	\$ 100.00
Terry Current	003172	ARDR082519-T.Current	Area Rental Deposit Refund - T. Current	<u>\$ 50.00</u>
<b>Report Total</b>				<b><u>\$ 26,503.92</u></b>

**American Electrical Contracting Inc**  
 5065-3 St Augustine Rd  
 Jacksonville, FL 32207  
 Telephone: 904-737-7770  
 Fax: 904-737-1099

<b>Sold To:</b> Bainebridge CCD 2806 Nth 5th Street, Suite 403 Saint Augustine, FL 32084	<b>INVOICE</b>  <b>Invoice Number:</b> W29735 <b>Invoice Date:</b> Aug 14/19 <b>Terms:</b> <b>Customer Code:</b> 15855TWINC <b>Reference:</b> BRIAN <b>Customer Order:</b> <b>Work Order #:</b> 00031607 <b>Work Order Type:</b> T&M <b>Job Location:</b> Bainebridge Estates Co <b>Called By:</b> Rose <b>Starting Date:</b> Aug 12/19
<b>Att:</b> Rose  <b>Job Location:</b> Bainebridge Estates Community 15855 Twin Creek Drive Jacksonville, FL 32218 904-374-3782	

Description	Qty	Price	Total
<b>Work Performed</b> 8/12/19  -Replaced lamp and ballast in pole closest to building, Lamp in pole closest to dumpster. -Pole by building controlled by P/C at base. -All other poles controlled by T/C in electrical room. -Tested and all working.  Labor - \$282.00 Material - \$140.00  Total - \$422.00			

OCT 22 2019  
 Date Rec'd Rizzetta & Co., Inc.  
 D/M approval *[Signature]* Date *10/22/19*  
 Date entered *10/22/2019*  
 Fund *001* GL *57200* OC *4703*  
 Check # \_\_\_\_\_

- CONDITIONS -	Amount	422.00
----------------	--------	--------

**Total Invoice** 422.00



**RECEIVED**  
 OCT 11 2019  
 BY: *[Signature]*

**INVOICE**

Bainebridge CDD  
 c/o Rizzetta & Company, Inc.  
 2806 N Fifth St Unit 403  
 St. Augustine FL 32084

**Customer #:** 14527575  
**Invoice #:** 6546971  
**Invoice Date:** 10/1/2019  
**Cust PO #:**

Job Number	Description	Amount
346101085	Bainebridge CDD Landscape Maintenance For <u>October</u>	2,549.00
Date Rec'd Rizzetta & Co., Inc. <u>OCT 11 2019</u> D/M approval <i>[Signature]</i> Date <u>10/1/19</u> Date entered <u>OCT 14 2019</u> Fund <u>001</u> GL <u>539100</u> oc <u>4604</u> Check # _____		
<b>Total invoice amount</b>		2,549.00
<b>Tax amount</b>		
<b>Balance due</b>		2,549.00

Terms: Net 15 Days If you have any questions regarding this invoice, please call 904-292-0716

*Please detach stub and remit with your payment*

**Payment Stub**

Customer Account#: 14527575  
 Invoice #: 6546971  
 Invoice Date: 10/1/2019

<b>Amount Due:</b>	<b>\$2,549.00</b>
--------------------	-------------------

*Thank you for allowing us to serve you*  
 Please reference the invoice # on your check  
 and make payable to:

Bainebridge CDD  
 c/o Rizzetta & Company, Inc.  
 2806 N Fifth St Unit 403  
 St. Augustine FL 32084

BrightView Landscape Services, Inc.  
 P.O. Box 740655  
 Atlanta, GA 30374-0655

REFUND REQUEST FORM

District: Bainbridge DD

Date of event: 9-28-19

Reason: Refund of Rental Deposit

Payable to:

Carmel Johnson  
1033 Little Brook Ct.  
Jax, FL 32218

Refund Amount: \$ 150<sup>00</sup>

(Deposited: check # 593 amount of \$ 300<sup>00</sup>, dated 7-1-19)

Requested by: R. Trulove

Approved by: \_\_\_\_\_

OCT 01 2019  
Date Rec'd Rizzetta & Co., Inc. 10/1/19  
D/M approval [Signature] Date 10/1/19  
Date entered OCT 04 2019  
Fund 001 GL 32000 OC \_\_\_\_\_  
Check # \_\_\_\_\_

Charles Aquatics, Inc.

6869 Phillips Parkway Drive South  
Jacksonville, FL 32256  
904-997-0044

# Invoice

Date	Invoice #
10/1/2019	36943

Due Date
11/30/2019

Bill To
Bainebridge CDD c/o Rizzetta & Company, Inc. 2806 N. Fifth Street Unit 403 St. Augustine, FL 32084

Qty	Description	Rate	Amount
1	Monthly Aquatic Management Services of 20 ponds	665.00	665.00

Date Rec'd Rizzetta & Co., Inc. OCT 01 2019  
D/M approval [Signature] OCT 04 2019  
Date entered \_\_\_\_\_  
Fund 001 GL 53800 OC 4605  
Check # \_\_\_\_\_

Thank you for doing business with us!	<b>Balance Due</b>	\$665.00
---------------------------------------	--------------------	----------

# COMCAST BUSINESS

Account Number  
8495 74 120 2010538

Billing Date  
Sep 24, 2019

Services From  
Oct 04, 2019 to Nov 03, 2019

## Hello,

Thanks for choosing Comcast Business.

### Your bill at a glance

For 15855 TWIN CREEK DR, JACKSONVILLE, FL, 32218-8352

Previous balance		\$322.97
Payment - thank you	Sep 19	-\$322.97
<b>Balance forward</b>		<b>\$0.00</b>
Regular monthly charges	Page 3	\$296.26
Taxes, fees and other charges	Page 3	\$26.71
<b>New charges</b>		<b>\$322.97</b>

**Amount due Oct 15, 2019 \$322.97**

SEP 30 2019  
 Date Rec'd Rizzetta & Co., Inc. \_\_\_\_\_  
 O/M approval 8 Date SEP 30 2019  
 Date entered \_\_\_\_\_  
 Fund 001 GL 51200 oc 4702  
 Check # \_\_\_\_\_

### Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.
- Any payments received or account activity after Sep 24, 2019 will show up on your next bill. View your most up-to-date account balance at [business.comcast.com/myaccount](http://business.comcast.com/myaccount).

---

#### Need help?

- Visit [business.comcast.com/myaccount](http://business.comcast.com/myaccount) or see page 2 for other ways to contact us.



Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

# COMCAST BUSINESS

141 NW 16TH ST  
 POMPANO BEACH FL 33060-5250  
 96330310 NO RP 24 20190924 NNNNNNNY 0000231 0001

CDD BAINBRIDGE  
 2806 N 5TH ST STE 403  
 ST AUGUSTINE, FL 32084-1904

Account number	<b>8495 74 120 2010538</b>
Payment due	Oct 15, 2019
<b>Please pay</b>	<b>\$322.97</b>
Amount enclosed	\$ <u>322.97</u>

Make checks payable to Comcast  
 Do not send cash



Send payment to  
 COMCAST  
 PO BOX 71211  
 CHARLOTTE NC 28272-1211



849574120201053800322974

**Regular monthly charges \$296.26**

<b>Comcast Business services</b>	<b>\$239.70</b>
TV Standard	\$59.95
Business Video	
HD Technology Fee	\$9.95
Starter Business Internet	\$69.95
Static IP - 1	\$19.95
Voice Line Business Voice	\$79.90
Qty 2 @ \$39.95 each	

<b>Equipment &amp; services</b>	<b>\$29.60</b>
TV Box + Remote	\$2.70
Service To Additional TV With TV Box And Remote	\$9.95
Equipment Fee Voice	\$16.95

<b>Service fees</b>	<b>\$26.96</b>
Broadcast TV Fee	\$10.00
Federal Universal Service Fund	\$4.06
Regulatory Cost Recovery	\$1.30
Directory Listing Management Fee	\$2.00
Regional Sports Fee	\$7.60
Voice Network Investment	\$2.00

**Taxes, fees and other charges \$26.71**

<b>Taxes &amp; government fees</b>	<b>\$26.71</b>
Sales Tax	\$1.57
State Communications Services Tax	\$13.65
Local Communications Services Tax	\$10.69
911 Fees	\$0.80

**What's included?**

-  **Internet:** Fast, reliable internet on our Gig-speed network
-  **TV:** Keep your employees informed and customers entertained
-  **Voice Numbers:** (904)696-0051, (904)374-3782

Visit [business.comcast.com/myaccount](http://business.comcast.com/myaccount) for more details



You may notice some taxes & fees look different. We changed this section so it's easier to understand. See [business.comcast.com/billinginfo](http://business.comcast.com/billinginfo) for more information.

**Additional information**

Effective October 29, 2019, Comcast is realigning the programming offered in the 1150 to 1199 channel range. At such time, check the program guide to locate the new channel positions for any impacted programming.

Good News! Effective September 10, 2019, Hallmark Drama will now be available in SD and HD in our Preferred & Digital Deluxe tiers.

Effective November 21, 2019, CMT, Comedy Central, C-Span3, Outdoor and Sportsman will no longer be available with any of the following Comcast Business services: Standard, Digital Standard, Preferred, Digital Deluxe or Sports Pack. These channels will be available with the Extra Channels Pack for \$1.00 per month, plus applicable fees and taxes.

The regulatory cost recovery is neither government mandated nor a tax, but is assessed by Comcast to recover the costs of certain federal, state and local impositions related to voice services.

# COMCAST BUSINESS

Account Number  
8495 74 120 2010538

Billing Date  
Oct 24, 2019

Services From  
Nov 04, 2019 to Dec 03, 2019

## Hello,

Thanks for choosing Comcast Business.

### Your bill at a glance

For 15855 TWIN CREEK DR, JACKSONVILLE, FL, 32218-8352

Previous balance		\$322.97
Payment - thank you	Oct 10	-\$322.97
<b>Balance forward</b>		<b>\$0.00</b>
Regular monthly charges	Page 3	\$290.90
Taxes, fees and other charges	Page 3	\$32.12
<b>New charges</b>		<b>\$323.02</b>

**Amount due Nov 14, 2019 \$323.02**

### Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.
- Any payments received or account activity after Oct 24, 2019 will show up on your next bill. View your most up-to-date account balance at [business.comcast.com/myaccount.o](http://business.comcast.com/myaccount.o)

Date Rec'd Rizzetta & Co., Inc. OCT 31 2019  
D/M approval [Signature] OCT 31 2019  
Date entered [Signature]  
Fund 601 GL 51200 OC 4702  
Check # \_\_\_\_\_

### Need help?

- Visit [business.comcast.com/myaccount](http://business.comcast.com/myaccount) or see page 20 for other ways to contact us.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

## COMCAST BUSINESS

141 NW 16TH ST  
POMPANO BEACH FL 33060-5250  
98330310 NO RP 24 20191024 NNNNNNNY 0000232 0001

CDD BAINBRIDGE  
2806 N 5TH ST STE 403  
ST AUGUSTINE, FL 32084-1904

Account number

**8495 74 120 2010538**

Payment due

Nov 14, 2019

**Please pay**

**\$323.02**

Amount enclosed

\$ 323.02

Make checks payable to Comcast  
Do not send cash



Send payment to

COMCAST  
PO BOX 71211  
CHARLOTTE NC 28272-1211



849574120201053800323022





**Preliminary Proof Of Legal Notice**  
*(This is not a proof of publication.)*

*Please read copy of this advertisement and advise us of any necessary corrections before further publications.*

**NOTICE OF  
PUBLIC MEETING DATES  
BAINEBRIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

The Board of Supervisors of Bainebridge Community Development District will hold their Regular Meetings for Fiscal Year 2019 / 2020 on these dates:

October 17, 2019  
December 19, 2019  
February 20, 2020  
April 16, 2020  
July 16, 2020  
September 17, 2020

All meetings will convene at 6:00 p.m. at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218.

The meetings will be open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. The meetings may be continued in progress without additional notice to a time, date and location stated on the record.

A copy of the agenda may be obtained at the offices of the District Manager, Rizzetta & Company, Inc., located at 2806 N. Fifth Street, Suite 403, St. Augustine, FL 32084, (904) 436-6270, during normal business hours.

There may be occasions when one or more Supervisors will participate by telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at least forty-eight (48) hours before the meeting by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

Bainebridge Community  
Development District  
Lesley Gallagher,  
District Manager

Oct. 3 00(19-08230D)

FIRST COAST CONTRACT  
 MAINTENANCE SERVICES, LLC  
 352 Perdido St  
 St. Johns, FL 32259 US  
 (904) 537 9034  
 service@firstcoastcms.com  
 www.firstcoastcms.com

Invoice 4663



**BILL TO**

Bainebridge Estates  
 Bainebridge CDD  
 C/O Rizzetta & Co.  
 Attn: Lesley Gallagher  
 2806 North 5th Street #403  
 FI  
 St. Augustine, FL 32084

DATE  
 10/01/2019

PLEASE PAY  
 \$4,033.94

DUE DATE  
 10/31/2019

**P.O. NUMBER**  
 November Service

**SALES REP**  
 Tony Shiver

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/01/2019	<b>Bainbridge Contract:BB Attendant</b> 4701 Facility Manager/Staffing 24 hours during the week and 16 hours on weekends	1	2,549.24	2,549.24
10/01/2019	<b>Bainbridge Contract:Janitorial Service</b> 4706 Janitorial Service for the month	1	426.22	426.22
10/01/2019	<b>Bainbridge Contract:Maintenance Plan</b> 4703 Included maintenance services for the month	1	280.78	280.78
10/01/2019	<b>Bainbridge Contract:Pool Service</b> 4710 Pool Maintenance for the month	1	777.70	777.70

TOTAL DUE **\$4,033.94**

THANK YOU.

Date Rec'd Rizzetta & Co., Inc. OCT 01 2019  
 O/M approval [Signature]  
 Date entered OCT 04 2019  
 Fund 001 GL 51200 oc see above  
 Check # \_\_\_\_\_

FIRST COAST CONTRACT  
 MAINTENANCE SERVICES, LLC  
 352 Perdido St  
 St. Johns, FL 32259 US  
 (904) 537 9034  
 service@firstcoastcms.com  
 www.firstcoastcms.com

Invoice 4677



**BILL TO**  
 Bainebridge Estates  
 Bainebridge CDD  
 C/O Rizzetta & Co.  
 Attn: Lesley Gallagher  
 2806 North 5th Street #403  
 FI  
 St. Augustine, FL 32084

DATE  
 10/01/2019

PLEASE PAY  
 \$768.75

DUE DATE  
 10/31/2019

**P.O. NUMBER**  
 purchase reimbursement

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/13/2019	Lowes - pool shock - 57200 - 4700			80.23
09/16/2019	Pinch a Penny - tile brush - 57200 - 4703			7.48
09/22/2019	Walmart - gym wipe dispenser 57200 - 4785			380.51
09/22/2019	Restockit - gym wipes - 57200 - 4706			86.78
09/27/2019	Medicine Ball set with Rack 57200 - 4785			203.40
10/01/2019	Home Depot Pro - janitorial supplis - 4706			5.29
10/01/2019	Home Depot Pro - storage bin 57200 - 4785			5.06

TOTAL DUE \$768.75

THANK YOU.

Date Rec'd Rizzetta & Co., Inc. OCT 01 2019  
 D/M approval [Signature] Date 10/8/19  
 Date entered OCT 04 2019  
 Fund 001 sewa  
 Check # \_\_\_\_\_



PO BOX 2317  
Jacksonville FL 32203-2317

**INVOICE**

Page 1 of 1

INVOICE DATE	09/19/2019
INVOICE NUMBER	512916271
ACCOUNT NUMBER	918852
ORDER NO.	26316168

FOR INQUIRIES CALL: (800) 345-3000

FAX: (800) 220-3291

www.HomeDepotPro.com/Multifamily  
customer@wilmar.com

Please mail payments to the remit address at the bottom of this bill

**SOLD TO:**

FIRST COAST CONTRACT MAINT SVC  
352 PERDIDO ST  
SAINT JOHNS FL 32259-8756

**SHIPPED TO:**

FIRST COAST CONTRACT MAINT SVC  
FIRST COAST CONTRACT MAINT SVC  
ASK FOR ADDRESS GATE CODE 7913  
JACKSONVILLE FL 32217

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA				TERMS	CASH DISCOUNT AMT				
26316168		BB	THDPU-902				1%10 DAYS, NET 30	0.05				
LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX	CODE
The Home Depot In Store Purchase												
Trans Type: Sale												
Store#: 6921 Date: 09/19/19												
Register#: 052 Trans#: 5303												
Cardholder: DAN WALKER												
Card Nickname: NASSAU COUNTY STAFF												
Card#: XXXX-XXXX-XXXX-3856												
1	HD330828	7	HDX STAINLESS STEEL STRIPPING BRUSH	1	1	0	EA		2.97	2.97	T	
Receipt SKU: 037064147099												
2	HD455644	5	HDX SNGL EDGE BLADE .009 IN 10 PK	1	1	0	EA		1.97	1.97	T	
Receipt SKU: 037064141158												
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)												
5-Tools and Equipment											2.11	
7-Paints and Sundries											3.18	
<b>NET MERCHANDISE TOTAL</b>			<b>TAX TOTAL</b>			<b>SPECIAL CHARGES</b>			<b>INVOICE TOTAL</b>			
4.94			0.35			0.00			5.29			

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	512916271	09/19/2019	5.29
IF PAID BY 09/29/2019 AMT DUE: 5.24		IF PAID AFTER 09/29/2019 AMT DUE: 5.29	NET DUE DATE 10/19/19
DEDUCT 0.05 IF PAID BY 09/29/19 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID

**SOLD TO:**

FIRST COAST CONTRACT MAINT SVC  
352 PERDIDO ST  
SAINT JOHNS FL 32259-8756

**REMIT TO:**

THE HOME DEPOT PRO  
PO Box 404284  
Atlanta GA 30384-4284



formerly Wilmar  
 PO BOX 2317  
 Jacksonville FL 32203-2317

**INVOICE**

Page 1 of 1

INVOICE DATE	09/16/2019
INVOICE NUMBER	512147760
ACCOUNT NUMBER	918852
ORDER NO.	26233826

FOR INQUIRIES CALL: (800) 345-3000  
 FAX: (800) 220-3291  
 www.HomeDepotPro.com/Multifamily  
 customercare@wilmar.com

Please mail payments to the remit address at the bottom of this bill

**SOLD TO:**

FIRST COAST CONTRACT MAINT SVC  
 352 PERDIDO ST  
 SAINT JOHNS FL 32259-8756

**SHIPPED TO:**

FIRST COAST CONTRACT MAINT SVC  
 FIRST COAST CONTRACT MAINT SVC  
 ASK FOR ADDRESS GATE CODE 7913  
 JACKSONVILLE FL 32217

ORDER NO.	CONTROL NO.	CUSTOMER P.O.	SHIPPED VIA				TERMS	CASH DISCOUNT AMT			
26233826		BB	THDPU-902				1%10 DAYS, NET 30	0.05			
LN	ITEM NO.	CAT	DESCRIPTION	ORDER	SHIP	B/O	UOM	LIST PRICE	PRICE	EXT. AMT.	TAX CODE
The Home Depot In Store Purchase											
Trans Type: Sale											
Store#: 6921 Date: 09/12/19											
Register#: 052 Trans#: 4096											
Cardholder: DAN WALKER											
Card Nickname: NASSAU COUNTY STAFF											
Card#: XXXX-XXXX-XXXX-3656											
1	HD0002002460	12	6 QT STORAGE BOX, GRAY	4	4	0	EA		1.18	4.72	T
Receipt SKU: 073149642684											
PRODUCT CATEGORY TOTALS (INCLUDES APPLICABLE SALES TAX)											
12-Miscellaneous 5.06											
<b>NET MERCHANDISE TOTAL</b>			<b>TAX TOTAL</b>			<b>SPECIAL CHARGES</b>			<b>INVOICE TOTAL</b>		
4.72			0.34			0.00			5.06		

TERMS AND CONDITIONS FROM CURRENT CATALOG & ONLINE APPLY. CLAIMS FOR SHORTAGES OR DAMAGED GOODS MUST BE MADE IMMEDIATELY UPON RECEIPT OF SHIPMENT IN ACCORDANCE WITH CURRENT RETURN GOODS POLICY. NO RETURNS ACCEPTED WITHOUT PRIOR AUTHORIZATION.

**RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS**

RETURN THIS PORTION WITH YOUR REMITTANCE TO THE REMIT ADDRESS BELOW



formerly Wilmar

ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT DUE
918852	512147760	09/16/2019	5.06
IF PAID BY 09/26/2019 AMT DUE: 5.01		IF PAID AFTER 09/26/2019 AMT DUE: 5.06	
DEDUCT 0.05 IF PAID BY 09/26/19 *NO DISCOUNT ALLOWED FOR PAYMENTS MADE BY CREDIT CARD.			NET AMOUNT PAID
			NET DUE DATE 10/16/19

**SOLD TO:**

FIRST COAST CONTRACT MAINT SVC  
 352 PERDIDO ST  
 SAINT JOHNS FL 32259-8756

**REMIT TO:**

THE HOME DEPOT PRO  
 PO Box 404284  
 Atlanta GA 30384-4284



### Final Details for Order #111-6287651-8057063

Print this page for your records.

**Order Placed:** September 26, 2019  
**PO number:** Bainebridge  
**Amazon.com order number:** 111-6287651-8057063  
**Order Total:** \$203.40

### Shipped on September 26, 2019

**Items Ordered**

1 of: *Cap Rubber Medicine Ball Set with Rack*  
Sold by: Amazon.com Services, Inc

**Price**  
\$190.99

Condition: New

**Shipping Address:**

First Coast CMS, LLC  
352 PERDIDO ST  
SAINT JOHNS, FL 32259-8756  
United States

**Shipping Speed:**

Two-Day Shipping

### Payment information

**Payment Method:**

Visa | Last digits: 4484

Item(s) Subtotal: \$190.99  
Shipping & Handling: \$0.00  
-----

**Billing address**

Tony Shiver  
352 Perdido Street  
Saint Johns, Florida 32259  
United States

Total before tax: \$190.99  
Estimated tax to be collected: \$12.41  
-----

**Grand Total: \$203.40**

**Credit Card transactions**

Visa ending in 4484: September 26, 2019: \$203.40

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2019, Amazon.com, Inc. or its affiliates

# PINCH-A-PENNY POOL-PATIO-SPA®

The Perfect People For A Perfect Pool



Like Us on Facebook  
For Our Special Offers!

Pinch A Penny 174  
454006 State Road 200  
Yulee, FL 32097  
Phone: 904-321-4133

## Sales Receipt

Transaction #: 269649  
Account #: 9045379034  
Date: 9/16/2019 Time: 2:11:35 PM  
Cashier: Megan Register #: 2

BILL TO: Tony Shiver

Item	Description	Amount
11220407	SCRUB PAD COARSE	\$6.99

Sub Total \$6.99  
Sales Tax \$0.49  
Total \$7.48

PO: BB  
Description: Tile  
Bush

SIDE TERMINAL Tendered \$7.48  
Change Due \$0.00



Thank you for shopping  
Pinch A Penny 174  
We hope you'll come back soon!

Walmart  
Item

	Qty	Total
2XL, TXLL65, Stainless Steel Stand Wiper Dispenser, 1 Each, Stainless Steel \$357.29	1	\$357.29

### Order summary

Order subtotal:	\$357.29
Walmart shipping	FREE
Zoro shipping	FREE
Total tax:	\$23.22
<b>Order total:</b>	<b>\$380.51</b>

PO: BB-CHASE  
 Description: GYN WIFE  
DISPENSE



### Billing information

Billing address	Payment method(s)
Tony Shiver 352 Perdido St Saint Johns, FL 32259	VISA ending in 4484

**Credit cards** aren't charged until your order ships. If you see a pending charge on your account prior to shipping, this is an authorization hold to ensure the funds are available.

### Helpful information

- Need to cancel? Click the **Request Cancellation** button in your account. Please act quickly — you can only cancel until your order starts processing.
- Need to return? Start a return for any Walmart or Marketplace item in your Account. For more information visit our returns help page.
- Credit cards aren't charged until your order ships or your pickup order is ready at the store. If you see a pending charge on your account prior to this, it's an authorization hold to ensure the funds are available.
- Contact Zoro if you have any questions. Please do not reply to this email. This mailbox is unmonitored.



Walmart protects your security and privacy. We will never ask for personal information (such as passwords or credit card numbers) in an email newsletter. If you receive such a request, please do not respond to the email. [Learn more](#). See our [Privacy Policy](#).

Thank you for shopping at ReStockIt.com - We have received your order.

Your Order Confirmation Number is:  
**25177486**

Email: tony@firstcoastcms.com  
Date of purchase: 9/22/2019 7:15:43 PM  
Coupon Entered: None  
Payment Method: Credit Card  
Card Type: VISA  
Card Name: Tony Shiver  
Card Number: 4484

Tony Shiver  
Phone: 9045379034  
First Coast Contract Maintenance Service  
352 Perdido St  
St Johns, FL 32259  
United States

Tony Shiver  
Phone: 9045379034  
First Coast Contract Maintenance Service  
352 Perdido St  
St Johns, FL 32259  
United States



PO: BB-CHASE

Description: GYM WIPES



2X1 Antibacterial  
Gym Wipes, 6 x 8,  
700 Wipes/Bucket,  
7 Buckets/Case  
Item # 111111  
Unit Price: \$12.50    Subtotal: \$87.50  
Quantity: 7

Subtotal            **\$72.53**  
Shipping            **\$8.95**  
Tax (6.50%)        **\$5.30**  
Total                **\$86.78**

**Delivery Estimate:**

Most orders are delivered between 1-3 business days. Products that must be shipped by freight line service may take up to 2 weeks. We will email you when your order is shipped or you can use our easy [Track My Order](#) tool.

Thank you for your purchase.

**ReStockIt.com**

4350 Oakes Road, Suite 512  
Davie, FL 33314

Phone: (800) 680-0859 - Fax: (800) 803-5207

[Click here to go to your account and view your order status](#)

[Feedback](#)



LOVE'S HOME CENTERS, LLC  
 13125 CITY SQUARE DRIVE  
 JACKSONVILLE, FL 32218 (904) 696-4063

**SALE**

SALES#: S24721ET 1039806 TRANS#: 19385458 09-13-19

1262863 CLX 22.5-LB(-649749 -6497 74.98

SUBTOTAL: 74.98  
 TAX: 5.25  
 INVOICE 19351 TOTAL: 80.23  
 VISA: 80.23

VISA:XXXXXXXXXXXX4454 AMOUNT:80.23 AUTHCD:027236

CHIP REFID:247219233426 09/13/19 10:37:32

CUSTOMER CODE: db

APL: CHASE VISA TVR: 0080008000

ATD: A000000031010 IS1: E000

STORE: 2472 TERMINAL: 19 09/13/19 10:37:58

# OF ITEMS PURCHASED: 1  
 EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOVE'S.  
 SEE REVERSE SIDE FOR RETURN POLICY.  
 STORE MANAGER: SHAUN DARDAR

LOVE'S PRICE MATCH GUARANTEE  
 FOR MORE DETAILS, VISIT [LOVES.COM/PRICEMATCH](http://LOVES.COM/PRICEMATCH)

\*\*\*\*\*

\* SHARE YOUR FEEDBACK! \*  
 \* ENTER FOR A CHANCE TO BE \*  
 \* ONE OF FIVE \$500 WINNERS DRAWN MONTHLY! \*  
 \* ENTRE EN EL SORTEO MENSUAL \*  
 \* PARA SER UNO DE LOS CINCO GANADORES DE \$500! \*  
 \* \*  
 \* ENTER BY COMPLETING A SHORT SURVEY \*  
 \* WITHIN ONE WEEK AT: [www.loves.com/survey](http://www.loves.com/survey) \*  
 \* YOUR ID # 19351 2472 256 \*  
 \* \*  
 \* NO PURCHASE NECESSARY TO ENTER OR WIN. \*  
 \* VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER. \*  
 \* OFFICIAL RULES & WINNERS AT: [www.loves.com/survey](http://www.loves.com/survey) \*  
 \*\*\*\*\*

STORE: 2472 TERMINAL: 19 09/13/19 10:37:58

**Always Improving LLC dba Fitness Pro**  
 1400 Village Square Blvd #3-293  
 Tallahassee, FL 32312  
 (850) 523-8882  
 admin@wearefitnesspro.com  
 http://www.wearefitnesspro.com

# Invoice



1400 Village Square #3-293  
 Tallahassee, FL 32312  
 850-523-8882

BILL TO
<b>BAINBRIDGE ESTATES</b> Bainbridge Estates CDD / C/O Rizzetta 2806 N 5th St: Suite 403 St. Augustine, FL 32084

SHIP TO
<b>BAINBRIDGE ESTATES</b> 15733 BAINBRIDGE DRIVE JACKSONVILLE, FL 32218

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
20984	10/16/2019	\$840.00	10/26/2019	Due 10 days from receipt	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
08/07/2019	<b>SHIPPING 3</b> Aug 7, 2019: SHIPPING 3	1	35.00T
08/07/2019	<b>PARTS</b> Aug 7, 2019: Parts for Repair: console	1	695.00T
10/14/2019	<b>CS1</b> Oct 14, 2019: Commercial Labor: Replaced damaged console on elliptical	1	110.00T
10/16/2019	SERVICE REQUEST 24766 - TRUE ELLIPTICAL NEEDS NEW CONSOLE		

SUBTOTAL	840.00
TAX (0%)	0.00
TOTAL	840.00
<b>BALANCE DUE</b>	<b>\$840.00</b>

Date Rec'd Rizzetta & Co., Inc. **OCT 17 2019**  
 D/M approval SA Date 10/20/19  
 Date entered 10/18/2019  
 Fund 001 GL 27200 oc 4703  
 Check # \_\_\_\_\_

Allways Improving LLC dba Fitness Pro  
 1400 Village Square Blvd #3-293  
 Tallahassee, FL 32312  
 (850) 523-8882  
 admin@wearefitnesspro.com  
 http://www.wearefitnesspro.com

# Invoice



1400 Village Square #3-293  
 Tallahassee, FL 32312  
 850-523-8882

BILL TO
BAINBRIDGE ESTATES Bainbridge Estates CDD C/O Rizzetta 2806 N 5th St: Suite 403 St. Augustine, FL 32084

SHIP TO
BAINBRIDGE ESTATES 15733 BAINBRIDGE DRIVE JACKSONVILLE, FL 32218

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
20985	10/16/2019	\$150.00	10/26/2019	Due 10 days from receipt	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
10/08/2019	<b>PM</b> Oct 8, 2019: Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. Inspected and calibrated cardio. Lubed strength	1.50	150.00T
10/16/2019	SERVICE REQUEST 25244 - OCT QUARTERLY PM		

SUBTOTAL	150.00
TAX (0%)	0.00
TOTAL	150.00
<b>BALANCE DUE</b>	<b>\$150.00</b>

Date Rec'd Rizzetta & Co., Inc. **OCT 17 2019**  
 D/M approval *[Signature]*  
 Date entered **OCT 18 2019**  
 Fund **081** GL **57200oc 4703**  
 Check # \_\_\_\_\_

Florida

1. Gross Sales

2. Exempt Sales

3. Taxable Amount

4. Tax Due

HD/PM Date: / /

DR-15 R. 01/19

A. Sales/Services/Electricity

50 .00	.	50 .00	3 .92
--------	---	--------	-------

B. Taxable Purchases

Include use tax on Internet / out-of-state untaxed purchases	.	.	.
--	---	---	---

C. Commercial Rentals

.	.	.	.
---	---	---	---

D. Transient Rentals

.	.	.	.
---	---	---	---

E. Food & Beverage Vending

.	.	.	.
---	---	---	---

Surtax Rate: .0050

Reporting Period  
SEP 2019

BAINEBRIDGE COMMUNITY DEVELOPMENT  
2806 N 5TH ST STE 403  
ST AUGUSTINE FL 32084-1904

5. Total Amount of Tax Due	3 .92
6. Less Lawful Deductions	.
7. Net Tax Due	3 .92
8. Less Est Tax Pd / DOR Cr Memo	.
9. Plus Est Tax Due Current Month	.
10. Amount Due	3 .92
11. Less Collection Allowance	.
12. Plus Penalty	.
13. Plus Interest	.
14. Amount Due with Return	3 .92



FLORIDA DEPARTMENT OF REVENUE  
6050 W TENNESSEE ST  
TALLAHASSEE FL 32399-0120

E-file/E-pay Only

Due: OCT 01 2019  
Late After: OCT 21 2019

0500 0 20190930 0001003031 7 4000001651 5152 2

OCT 01 2019

Date Rec'd Rizzetta & Co., Inc.                       
 D/M approval                      Date 10/1/19  
 Date entered OCT 04 2019  
 Fund 001 GL 2019oc  
 Check #

Please  
Pay  
From This  
Invoice



Service  
Since  
1977

**GATOR  
FIRE  
L.L.C.**

205 S. 14th Street

>> >> Remit to P.O. Box 102

Fernandina Beach, Fl., 32035

(904) 261-0520

OR

753-1763

FIRE EQUIPMENT DEALER

LICENSE

4956500011978

Invoice

38784

New Account

TERMS: NET 15 DAYS

**RECEIVED**  
OCT 10 2019

BY:

S O L D  T O	BAINBRIDGE CDD
	C/O RIZZETTA & CO., INC.
	4806 N 5TH STREET UNIT #403
	ST. AUGUSTINE, FL 32084

S H I P  T O	ANNUAL MAINTENANCE
	BAINBRIDGE AMENITY CENTER
	15855 TWIN CREEK DRIVE
	JACKSONVILLE, FL 32218
	(ATTENDANT HRS M W F)
	PHONE: (904) 436-6270 EXT 0035

Date	Salesman	Customer acct. #	1	4	6	12	Special	Service Next Due	P. O. Number	Contact
10/04/19	COLLIN					XX		10/20		STEPHANIE

EXTINGUISHER SERVICE								SALES					
QTY	SIZE	TYPE	MAINT	RECH	TEST	UNIT PRICE	TOTAL	QTY	PRODUCT #	DESCRIPTION	UNIT PRICE	TOTAL	
1	10LB	ABC	XXX					1	AM	ANNUAL MAINTENANCE OF		\$64.00	
3	5LB	ABC	XXX							FIRE EXTINGUISHERS			
Date Rec'd Rizzetta & Co. Inc. <u>OCT 10 2019</u> D/M approval <u>[Signature]</u> Date <u>OCT 11 2019</u> Date entered <u>[Signature]</u> Fund <u>001</u> of <u>27200</u> of <u>4785</u> Check # _____													
TOTAL								\$0.00	THANK YOU!!				

NOTES	SERIAL NUMBERS
#265311 AMX 2013 (5) 9/18	#78429105 AMX 2017 (10) 8/18
#457492 AMX 2011 (5) 4/18	#464980 BDGR 2011 (5) 7/18

TOTAL SALES	\$0.00
TOTAL SERVICE	\$64.00
SUBTOTAL	\$64.00
SALES TAX	\$0.00
TOTAL	\$64.00

RECEIVED BY \_\_\_\_\_

1½% Service Charge  
on All Past Due Balances.

OCT 04 2019

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

Date Rec'd Rizzetta & Co. Inc. 08/08/19  
DIM approval 08/08/19 date  
Date entered OCT 04 2019  
Fund 001 GL 51400 oc 3107  
Check # \_\_\_\_\_

===== STATEMENT =====

September 30, 2019

Bainebridge Community Development District  
c/o District Manager  
2806 N. 5th Street, Unit 403  
St. Augustine, FL 32084

Bill Number 110222  
Billed through 08/31/2019

**General Counsel**

**B A I N E      0 0 0 0 1      K S B**

**FOR PROFESSIONAL SERVICES RENDERED**

08/01/19	SSW	Confer with Gallagher regarding ongoing issues with amenity center HVAC unit; confer with installation contractor regarding facilitating possible replacement of unit by manufacturer.	0.70 hrs
08/05/19	SSW	Follow-up with Gallagher regarding design of entry feature monuments; prepare correspondence regarding access to stormwater maintenance improvements.	0.60 hrs
08/07/19	KSB	Confer with district manager.	0.30 hrs
08/07/19	SSW	Confer with Buchanan and Torres regarding project completion; review proposed revisions to pond remediation services agreement; prepare revised version of same.	1.40 hrs
08/09/19	SSW	Review agenda package; prepare for board meeting; confer with Gallagher regarding outstanding items.	0.80 hrs
08/15/19	KSB	Prepare for, travel to and from, and attend board meeting.	4.00 hrs
08/26/19	SSW	Conduct meeting follow up; confer with Gallagher regarding same.	0.60 hrs
08/30/19	MCE	Research and revise rules of procedure; review memorandum to district regarding same.	0.20 hrs
Total fees for this matter			\$2,400.50

**DISBURSEMENTS**

Travel	73.76
Travel - Meals	4.87
Total disbursements for this matter	\$78.63

**MATTER SUMMARY**

Buchanan, Katie S.	4.30 hrs	290 /hr	\$1,247.00
Eckert, Michael C.	0.20 hrs	335 /hr	\$67.00

Warren, Sarah S.	4.10 hrs	265 /hr	\$1,086.50
------------------	----------	---------	------------

			TOTAL FEES
			\$2,400.50
			TOTAL DISBURSEMENTS
			\$78.63

			TOTAL CHARGES FOR THIS MATTER
			\$2,479.13

**BILLING SUMMARY**

Buchanan, Katie S.	4.30 hrs	290 /hr	\$1,247.00
Eckert, Michael C.	0.20 hrs	335 /hr	\$67.00
Warren, Sarah S.	4.10 hrs	265 /hr	\$1,086.50

			TOTAL FEES
			\$2,400.50
			TOTAL DISBURSEMENTS
			\$78.63

			TOTAL CHARGES FOR THIS BILL
			\$2,479.13

**Please include the bill number on your check.**



21 West Church Street, Jacksonville, FL 32202-3139  
 Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com

**RECEIVED**  
 OCT 01 2019

Customer Name: BAINBRIDGE CDD

Account #: 4849510511

BY: *[Signature]*

Cycle: 04

Bill Date: 09/27/19

**TOTAL SUMMARY OF CHARGES**

Electric .....	\$	1,639.16
Irrigation .....		123.06
Sewer .....		115.50
Water .....		66.81

(A complete breakdown of charges can be found on the following pages.)

Total New Charges: ..... \$ 1,944.53

Please pay \$1,944.53 by 10/21/19 to avoid 1.5% late payment fee and service disconnections.

Energy Star commercial dishwashers are 10 percent more water efficient than standard models.

Replace toilets manufactured before 1994 with water-efficient toilets.

Date Rec'd Rizzetta & Co., Inc. OCT 01 2019  
 D/M approval *[Signature]* Date 10/1/19  
 Date entered OCT 04 2019  
 Fund 001 GL 53100 oc 4301 \$1,639.16  
 Check # 53600 4301 \$305.37

A late payment fee will be assessed for unpaid balance.

Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay
\$2,108.57	-\$2,108.57	\$0.00	\$1,944.53	\$1,944.53

**WE APPRECIATE YOUR BUSINESS**

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



Add \$ \_\_\_\_\_ to my monthly bill: \$ \_\_\_\_\_ for Neighbor to Neighbor and/or \$ \_\_\_\_\_ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Check here for telephone/mail address correction and fill in on reverse side.

Acct#: 4849510511		Bill Date: 09/27/19		Please pay by 10/21/19 to avoid 1.5% Late Payment Fee.	
Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay	TOTAL AMOUNT PAID
\$2,108.57	-\$2,108.57	\$0.00	\$1,944.53	\$1,944.53	

# 0010259 I=10010000



10259 1 AB 0.409  
 BAINBRIDGE CDD  
 C/O RIZZETTA & COMPANY  
 2806 N 5TH ST STE 403  
 ST AUGUSTINE FL 32084-1904



\*\* JEA \*\*  
 PO BOX 45047  
 JACKSONVILLE FL 32232-5047

7240484951051100000000004000194453010100000000400016



21 West Church Street, Jacksonville, FL 32202-3139  
 Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com

Customer Name: BAINBRIDGE CDD

Account #: 4849510511

Cycle: 04

Bill Date: 09/27/19

**ELECTRIC SERVICE**

Billing Rate: General Service

Service Address: 15700 BAINBRIDGE DR APT SG01

Service Period: 08/27/19 - 09/25/19 Reading Date: 09/25/2019

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
89008045	29	28009	Regular	1	2030 KWH
Basic Monthly Charge					\$ 9.25
Energy Charge (\$0.06447 per kWh)					130.87
Fuel Cost					65.97
Environmental Charge					1.26
City of Jacksonville Franchise Fee					6.22
Gross Receipts Tax					5.48
<b>TOTAL CURRENT ELECTRIC CHARGES</b>					<b>\$ 219.05</b>

\$55.60 of Fuel Cost is Tax Exempt

**ELECTRIC SERVICE**

Billing Rate: General Service

Service Address: 15855 TWIN CREEK DR

Service Period: 08/28/19 - 09/26/19 Reading Date: 09/26/2019

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
20637981	29	3982	Regular	40	13680 KWH
20637981	29	1	Regular	40	40.00 KW
Basic Monthly Charge					\$ 9.25
Energy Charge (\$0.06447 per kWh)					881.95
Fuel Cost					444.60
Environmental Charge					8.48
City of Jacksonville Franchise Fee					40.33
Gross Receipts Tax					35.50
<b>TOTAL CURRENT ELECTRIC CHARGES</b>					<b>\$ 1,420.11</b>

\$374.70 of Fuel Cost is Tax Exempt

**IRRIGATION SERVICE**

Billing Rate: Commercial Irrigation Service

Service Address: 15855 TWIN CREEK DR

Service Period: 08/27/19 - 09/25/19 Reading Date: 09/25/2019

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67306283	29	5462	Regular	1	22000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					31.67
Environmental Charge					8.14
City of Jacksonville Franchise Fee					3.58
<b>TOTAL CURRENT IRRIGATION CHARGES</b>					<b>\$ 123.06</b>

**SEWER SERVICE**

Billing Rate: Commercial Sewer Service

Service Address: 15855 TWIN CREEK DR

Service Period: 08/27/19 - 09/25/19 Reading Date: 09/25/2019

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67133227	29	388	Regular	1 1/2	1000 GAL
Basic Monthly Charge					\$ 105.75
Sewer Usage Charge					6.02
Environmental Charge					0.37
City of Jacksonville Franchise Fee					3.36
<b>TOTAL CURRENT SEWER CHARGES</b>					<b>\$ 115.50</b>

**WATER SERVICE**

Billing Rate: Commercial Water Service

Service Address: 15855 TWIN CREEK DR

Service Period: 08/27/19 - 09/25/19 Reading Date: 09/25/2019

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67133227	29	388	Regular	1 1/2	1000 GAL
Basic Monthly Charge					\$ 63.00
Water Consumption Charge					1.49
Environmental Charge					0.37
City of Jacksonville Franchise Fee					1.95
<b>TOTAL CURRENT WATER CHARGES</b>					<b>\$ 66.81</b>



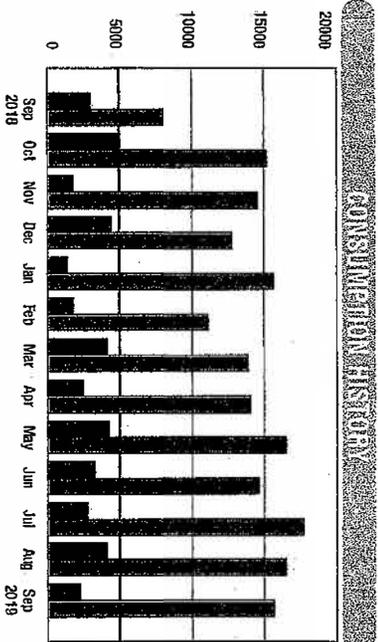
21 West Church Street, Jacksonville, FL 32202-3139  
 Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com

Customer Name: BAINBRIDGE CDD

Account #: 4849510511

Cycle: 04

Bill Date: 09/27/19



	1 Year Ago	Last Month	This Month	Average Daily
Total Kwh used	8,075	16,444	15,710	541
Total Gallons used	30,000	41,000	23,800	793

REFUND REQUEST FORM

District: Bainbridge CD

Date of event: 10-26-19

Reason: Refund of Rental Deposit

Payable to:

Mariciana Turner  
15682 Mason Lakes Dr.  
Jax, FL 32218

Refund Amount: \$ 150 <sup>00</sup>

(Deposited: check # \_\_\_\_\_ amount of \$ 300 <sup>00</sup> dated 9-28-19

Winn Dixie  
western  
union money order  
17-922937554

Requested by: R. Trulove

Approved by: \_\_\_\_\_

Date Rec'd Rizzetta & Co, Inc. OCT 29 2019  
D/M approval [Signature] Date 10/31/19  
Date entered OCT 29 2019  
Fund 001 GL 2000 Oc  
Check # \_\_\_\_\_



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 10/1/2019

Invoice # 131295588785

Terms	Net 30
Due Date	10/31/2019
PO #	
Customer #	13BAI025

**Bill To**  
Bainebridge CDD  
C/O Rizzetta & Company, Inc.  
2806 N. Fifth Street, Unit 403  
St. Augustine FL 32084

**Ship To**  
Bainebridge CDD  
15855 Twin Creek Dr.  
Jacksonville FL 32218

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	624.00
<p>SEP 19 2019</p> <p>Date Rec'd Rizzetta &amp; Co., Inc. _____</p> <p>D/M approval <u>  <i>U</i>  </u> Date <u>  <i>9/23/19</i>  </u></p> <p>Date entered <u>  <i>SEP 30 2019</i>  </u></p> <p>Fund <u>  <i>001</i>  </u> GL <u>  <i>57200</i>  </u> OC <u>  <i>4710</i>  </u></p> <p>Check # _____</p>				

Total 624.00  
Amount Due \$624.00

**Remittance Slip**

Customer  
13BAI025  
Invoice #  
131295588785

Amount Due \$624.00  
Amount Paid   *624.00*  

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295588785



8619 Western Way  
Jacksonville FL 32256-036060

Customer Service (904) 731-2456  
RepublicServices.com/Support

Account Number 3-0687-0005954  
Invoice Number 0687-000998967  
Invoice Date August 16, 2019  
Previous Balance \$415.49  
Payments/Adjustments -\$415.49  
Current Invoice Charges \$135.96

<b>Credit Balance</b>	<b>Payment Due Date</b>
<b>\$135.96</b>	<b>Upon Receipt</b>

**PAYMENTS/ADJUSTMENTS**

Description	Reference	Amount
Payment - Thank You 07/20	3110	-\$136.63
Payment - Thank You 08/01	3112	-\$136.63
Payment - Thank You 08/03	3119	-\$142.23

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
<b>Bainebridge Cdd 15855 Twin Creek Dr CSA A183456336</b>				
<b>Jacksonville, FL Contract: 9687025 (C50)</b>				
<b>1 Waste Container 2 Cu Yd, 1 Lift Per Week</b>				
Pickup Service 09/01-09/30			\$87.56	\$87.56
<b>Total Fuel/Environmental Recovery Fee</b>				\$28.64
<b>Total Franchise - Local</b>				\$19.76
<b>CURRENT INVOICE CHARGES</b>				<b>\$135.96</b>

SEP 25 2019  
 Date Rec'd Rizzetta & Co., Inc.  
 D/M approval SEP 27 2019  
 Date entered SEP 27 2019  
 Fund 001 GL 53988 4303  
 Check #

**Electronics Recycling with BlueGuard™**

Convenient recycling solutions that are safe for your business and good for our planet. To learn more, visit RepublicServices.com/Electronics



8619 Western Way  
Jacksonville FL 32256-036060

Please Return This  
Portion With Payment

Return Service Requested

**Total Enclosed**

**135.95**

**Credit Balance \$135.96**  
**Payment Due Date Upon Receipt**  
**Account Number 3-0687-0005954**  
**Invoice Number 0687-000998967**

For Billing Address Changes,  
Check Box and Complete Reverse.

Make Checks Payable To:

RIZZETTA CO INC  
BAINEBRIDGE CDD-TONY SHIVER  
2806 N 5TH ST  
STE 403  
ST AUGUSTINE FL 32084-1904

REPUBLIC SERVICES #687  
PO BOX 9001099  
LOUISVILLE KY 40290-1099

refund instead  
of credit



8619 Western Way  
Jacksonville FL 32256-036060

**Customer Service** (904) 731-2456  
RepublicServices.com/Support

**Account Number** 3-0687-0005954  
**Invoice Number** 0687-001005376  
**Invoice Date** September 16, 2019  
**Past Due on 09/16/19** ~~-\$0.67~~  
**Payments/Adjustments** \$136.63  
**Current Invoice Charges** \$148.43

<b>Total Amount Due</b>	<b>Payment Due Date</b>
<b>\$284.39</b>	<b>Past Due</b>

SEP 25 2019  
Date Rec'd Rizzetta & Co., Inc. 540015  
D/M approval Date 540015  
SEP 27 2019  
Date entered  
Fund 501 GL 5346 oc4305  
Check #

**PAYMENTS/ADJUSTMENTS**

Description	Reference	Amount
08/20/19 Unreferenced Memo For Site 00001 Service Group 01 Re: Refund		\$136.63

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
<b>Bainebridge Cdd 15855 Twin Creek Dr CSA A183456336</b> <b>Jacksonville, FL Contract: 9687025 (C50)</b> <b>1 Waste Container 2 Cu Yd, 1 Lift Per Week</b> Pickup Service 10/01-10/31			\$87.56	\$87.56
<b>Administrative Fee</b>				\$5.95
<b>Total Fuel/Environmental Recovery Fee</b>				\$30.22
<b>Total Franchise - Local</b>				\$19.70
<b>Late Fee 09/16</b>				\$5.00
<b>CURRENT INVOICE CHARGES, Due by October 06, 2019</b>				<b>\$148.43</b>

**Electronics Recycling with BlueGuard™**

Convenient recycling solutions that are safe for your business and good for our planet. To learn more, visit [RepublicServices.com/Electronics](http://RepublicServices.com/Electronics)



<b>Past Due</b>	<b>30 Days</b> \$135.96	<b>60 Days</b> \$0.00	<b>90+ Days</b> \$0.00
-----------------	----------------------------	--------------------------	---------------------------



8619 Western Way  
Jacksonville FL 32256-036060

Please Return This  
Portion With Payment

**Total Amount Due** \$284.39  
**Payment Due Date** Past Due  
**Account Number** 3-0687-0005954  
**Invoice Number** 0687-001005376

**Total Enclosed**

Return Service Requested

For Billing Address Changes,  
Check Box and Complete Reverse.

Make Checks Payable To:

**BAINBRIDGE CDD**  
TONY SHIVER  
2806 N 5TH ST  
STE 403  
ST AUGUSTINE FL 32084-1904

REPUBLIC SERVICES #687  
PO BOX 9001099  
LOUISVILLE KY 40290-1099



8619 Western Way  
 Jacksonville FL 32256-036060  
**Customer Service** (904) 731-2456  
 RepublicServices.com/Support

**Account Number** 3-0687-0005954  
**Invoice Number** 0687-001012168  
**Invoice Date** October 16, 2019  
**Previous Balance** \$284.39  
**Payments/Adjustments** -\$290.06  
**Current Invoice Charges** \$144.20

<b>Total Amount Due</b>	<b>Payment Due Date</b>
\$138.53	November 05, 2019

**PAYMENTS/ADJUSTMENTS**

Description	Reference	Amount
Inv# 001008572 Dated 09/24/19 Re: Corp - Void Refund Request		-\$136.63
Inv# 001005376 Dated 09/16/19 Re: Late Fee		-\$5.00
Payment - Thank You 10/16	3173	-\$148.43

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
<b>Bainebridge Cdd 15855 Twin Creek Dr CSA A183456336</b> <b>Jacksonville, FL Contract: 9687025 (C50)</b> <b>1 Waste Container 2 Cu Yd, 1 Lift Per Week</b>				
Pickup Service 11/01-11/30			\$87.56	\$87.56
<b>Administrative Fee</b>				\$5.95
<b>Total Fuel/Environmental Recovery Fee</b>				\$30.88
<b>Total Franchise - Local</b>				\$19.81

**CURRENT INVOICE CHARGES**

Date Rec'd Rizzetta & Co., Inc. OCT 18 2019 \$144.20  
 D/M approval 10/22/19  
 Date entered OCT 18 2019  
 Fund 001 GL 53400 oc 4305  
 Check # \_\_\_\_\_

**Electronics Recycling with BlueGuard™**

Convenient recycling solutions that are safe for your business and good for our planet. To learn more, visit RepublicServices.com/Electronics



8619 Western Way  
 Jacksonville FL 32256-03600

Please Return This  
 Portion With Payment

**Total Amount Due** \$138.53  
**Payment Due Date** November 05, 2019  
**Account Number** 3-0687-0005954  
**Invoice Number** 0687-001012168

Return Service Requested

**Total Enclosed**

138.53

For Billing Address Changes,  
 Check Box and Complete Reverse.

Make Checks Payable To:

BAINEBRIDE CCD  
 TONY SHIVER  
 2806 N 5TH ST  
 STE 403  
 ST AUGUSTINE FL 32084-1904

REPUBLIC SERVICES #687  
 PO BOX 9001099  
 LOUISVILLE KY 40290-1099

Rizzetta & Company, Inc.  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
10/1/2019	INV0000043678

**Bill To:**

BAINEBRIDGE CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00140

Description	Qty	Rate	Amount
Assessment Roll (Annual)	1.00	\$5,250.00	\$5,250.00
<p>Date Rec'd Rizzetta &amp; Co., Inc. <u>OCT 09 2019</u>            D/M approval <u>[Signature]</u> Date <u>10/1/19</u>            Date entered <u>OCT 11 2019</u>            Fund <u>001</u> of <u>3300</u> oc <u>3110</u>            Check # _____</p>			
<b>Subtotal</b>			\$5,250.00
<b>Total</b>			\$5,250.00

Rizzetta & Company, Inc.  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
10/1/2019	INV0000043798

**Bill To:**

BAINBRIDGE CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00140

Description	Qty	Rate	Amount
District Management Services 3101	1.00	\$1,875.00	\$1,875.00
Administrative Services 3100	1.00	\$500.00	\$500.00
Accounting Services 3201	1.00	\$1,675.00	\$1,675.00
Financial & Revenue Collections 3111	1.00	\$437.50	\$437.50
Field Services 4635	1.00	\$600.00	\$600.00
Date Rec'd Rizzetta & Co., Inc. <u>OCT 01 2019</u> D/M approval <u>[Signature]</u> Date <u>OCT 04 2019</u> Date entered <u>[Signature]</u> Fund <u>001</u> GL <u>31300.00 see above</u> Check # _____			
<b>Subtotal</b>			\$5,087.50
<b>Total</b>			\$5,087.50

**Rizzetta Technology Services**  
 3434 Colwell Avenue  
 Suite 200  
 Tampa FL 33614

**Invoice**

Date	Invoice #
10/1/2019	INV0000004740

**Bill To:**

BAINEBRIDGE CDD  
 3434 Colwell Avenue, Suite 200  
 Tampa FL 33614

Services for the month of	Terms	Client Number
October		00140

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	0	\$15.00	\$0.00
Website Hosting, Backup and Content Updating	1	\$100.00	\$100.00
Date Rec'd Rizzetta & Co., Inc. <u>OCT 22 2019</u> D/M approval <u>[Signature]</u> Date entered <u>OCT 25 2019</u> Fund <u>001</u> GL <u>5300</u> OC <u>5103</u> Check # _____			
<b>Subtotal</b>			\$100.00
<b>Total</b>			\$100.00

REFUND REQUEST FORM

District: Bainbridge

Date of event: 9-24-19

Reason: Refund of Rental Deposit

Payable to:

Terry Current  
15723 Basil Creek Ct.  
Jax, FL 32218

Refund Amount: \$ 50<sup>00</sup>

(Deposited: check # \_\_\_\_\_ amount of \$ 100<sup>00</sup>, dated 9-13-19  
Navy  
Federal # 0447504017

Requested by: R. Trulove

Approved by: \_\_\_\_\_

Date Rec'd Rizzetta & Co., Inc. SEP 30 2019  
D/M approval [Signature] date 9/30/19  
Date entered SEP 30 2019  
Fund 001 GL 3200 oc \_\_\_\_\_  
Check # \_\_\_\_\_

# **STAFF REPORTS**

# District Counsel

## **Tab 3**

**RULES OF PROCEDURE  
BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

**EFFECTIVE AS OF \_\_\_\_\_, 20\_\_**

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**Rule 1.0      General.**

- (1) The Bainebridge Community Development District (“District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (“Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Rule 1.1 Board of Supervisors; Officers and Voting.**

- (1) Board of Supervisors. The Board of Supervisors of the District (“Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
  - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
  - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable

to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
  - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “Record of Proceedings,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.3143, 190.006, 190.007, Fla. Stat.

**Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.**

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
  - (b) Official minutes of meetings, including adopted resolutions of the Board;
  - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
  - (d) Adopted engineer's reports;
  - (e) Adopted assessment methodologies/reports;
  - (f) Adopted disclosure of public financing;
  - (g) Limited Offering Memorandum for each financing undertaken by the District;
  - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
  - (i) District policies and rules;
  - (j) Fiscal year end audits; and
  - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

**Rule 1.3 Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. “General circulation” means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language: “Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (\_\_\_\_) \_\_\_\_\_. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office.”
  - (e) The following or substantially similar language: “A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.”

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
  - (a) District Counsel
  - (b) District Engineer
  - (c) District Manager
    - 1. Financial Report
    - 2. Approval of Expenditures
- Supervisor’s requests and comments
- Public comment
- Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
  - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

**Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse**

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
- (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
  - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
  - (c) Support economical and efficient operations; and
  - (d) Ensure reliability of financial records and reports; and
  - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** § 218.33(3), Fla. Stat.

## **Rule 2.0 Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
  - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
  - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
  - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
  - (i) Administer oaths and affirmations;

- (ii) Rule upon offers of proof and receive relevant evidence;
  - (iii) Regulate the course of the hearing, including any pre-hearing matters;
  - (iv) Enter orders; and
  - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variations and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
  - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;
    - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
    - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
  - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions

raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

(d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

(13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.035(2), Fla. Stat.

**Rule 3.0 Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
  - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
  - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
  - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
  
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
  - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.033, 255.20, 287.055, Fla. Stat.

**Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.**

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
  
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
  - (a) Hold all required applicable state professional licenses in good standing;
  - (b) Hold all required applicable federal licenses in good standing, if any;
  - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
  - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the

right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
  - (i) The ability and adequacy of the professional personnel employed by each consultant;
  - (ii) Whether a consultant is a certified minority business enterprise;
  - (iii) Each consultant's past performance;
  - (iv) The willingness of each consultant to meet time and budget requirements;
  - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
  - (vi) The recent, current, and projected workloads of each consultant; and
  - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (5) Competitive Negotiation.
- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
  - (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
  - (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
  - (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

### **Rule 3.2 Procedure Regarding Auditor Selection.**

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) Ability to furnish the required services; and
  - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
  - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
  - (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
  - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 119.0701, 218.33, 218.391, Fla. Stat.



**Rule 3.3 Purchase of Insurance.**

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
  - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
  - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
  - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase

insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 112.08, Fla. Stat.

### **Rule 3.4 Pre-qualification**

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
  - (a) The Board shall cause to be prepared a Request for Qualifications.
  - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
  - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
  - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
  - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
  - ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
  - iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
  - iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
  - v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
  - vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- xii. The vendor or affiliate(s) has been convicted of a contract crime.
  1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
  2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

(b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 190.033, 255.0525, 255.20, Fla. Stat.

**Rule 3.5 Construction Contracts, Not Design-Build.**

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.6 Construction Contracts, Design-Build.**

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
    - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
    - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
  - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
  - b. Hold all required applicable federal licenses in good standing, if any;
  - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
  - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if **the proposals are too high**, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the

Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
  9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
  10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.7      Payment and Performance Bonds.**

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
  
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
  
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 255.05, Fla. Stat.

**Rule 3.8 Goods, Supplies, and Materials.**

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct

purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

**Rule 3.9 Maintenance Services.**

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
  - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
  - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
  - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.  
**Law Implemented:** §§ 119.0701, 190.033, 287.017, Fla. Stat.

**Rule 3.10 Contractual Services.**

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
  
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

**Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.**

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
  - (a) Administer oaths and affirmations;
  - (b) Rule upon offers of proof and receive relevant evidence;
  - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** § 190.033, Fla. Stat.

**Rule 4.0      Effective Date.**

These Rules shall be effective \_\_\_\_\_, 20\_\_, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

# Tab 4

**RESOLUTION 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Bainebridge Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Jacksonville, Florida; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** A Public Hearing will be held to adopt the District’s Rules of Procedure on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ .m., at \_\_\_\_\_.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**ATTEST:**

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

# District Engineer

## **Tab 5**



# Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916 Fax: (904) 363-8917

December 5, 2019

Chairman  
Bainebridge Community Development District  
c/o Rizzetta & Company, Inc.  
2806 N. 5th St., Unit 403  
St. Augustine, FL 3208

Re: Engineering Proposal for  
**Bainebridge CDD**  
**Annual Report**  
Job Number 1311-370

Dear Chairman:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the Annual Report for the Bainebridge Community Development District. Being familiar with the project, we offer the following scope of work and related fees.

1. We will visit the project to inspect the District improvements and the stormwater system.  
We will prepare a report noting items that need repair.
2. We will respond to any questions regarding the report.

Hourly, Upset Limit:

\$3,000.00 \*

## Hourly Rates

Principal	\$200.00
Senior Engineer (P.E.)	\$170.00
Engineer (P.E.)	\$130.00
Engineer (E.I.) and Senior Designer	\$110.00
Senior CADD Technician	\$95.00
CADD Technician	\$80.00
Senior Construction Inspector	\$110.00
Construction Inspector	\$90.00
Administrative Support	\$55.00

NOTE: \* Our fee for the above tasks will be billed at our standard hourly rates. In the event that unknown/unforeseen issues come up or are requested during our work, these amounts may be exceeded, however we will not exceed these amounts without your prior written approval.

Payment is due within 30 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

Sincerely,

DUNN & ASSOCIATES, INC.



David M. Taylor, P.E.  
Vice President

\_\_\_\_\_  
Accepted By

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

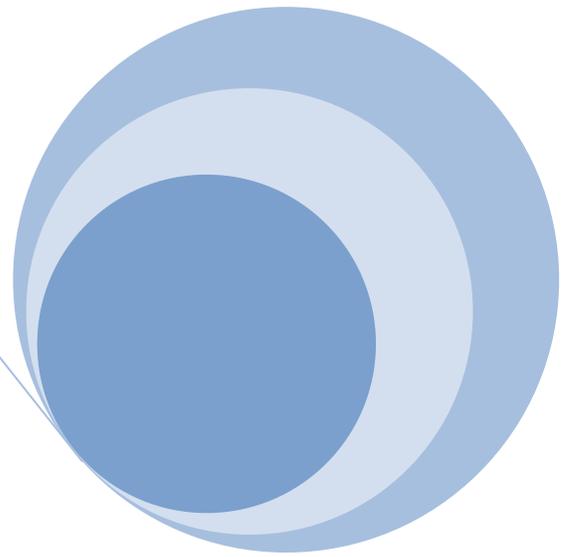
DMT/rto

# Amenity Report

## **Tab 6**



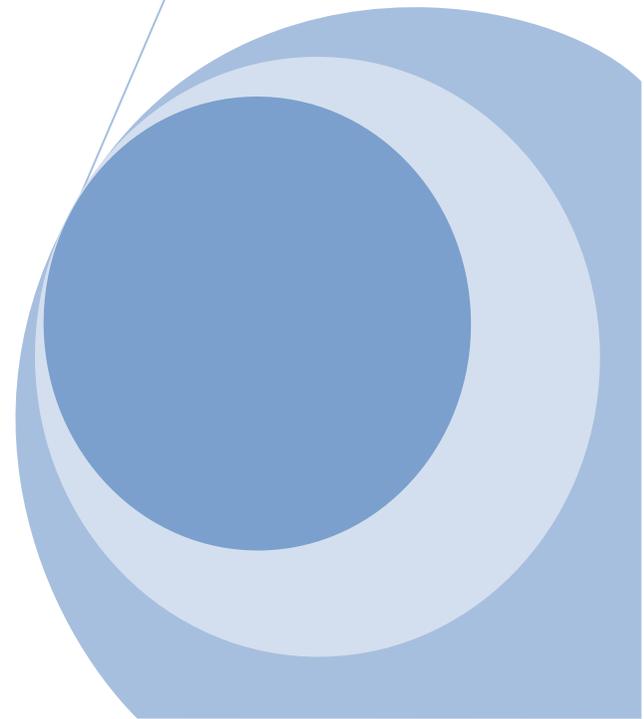
**First Coast**  
CMS



# **Bainebridge Community Development District**

Field Report December

First Coast CMS LLC  
12/09/2019



## ***Swimming Pool***

As of 12/09/19, we are waiting on Florida Pump Service to install the water fall feature pump motor and impeller. After removing the motor, it was discovered that the impeller had completely corroded and needed to be replaced.

CES installed the new chemical feeding equipment on the 12/09 and the chemical tanks are being delivery by Hawkins on 12/16.

## ***Common Area and Events***

The Veteran's Day event was well attended.

We had the first food truck event at Bainebridge and the feedback was extremely positive from both the community and the food truck vendor. We will be moving forward with scheduling more of these type events.



# **Tab 7**

**Florida Pump Service, Inc.**

192 Industrial Loop  
Orange Park, FL 32073

Tel: 904.269.0202

www.floridapumpservice.com

Fax: 904.269.5842

**"SERVING NORTH FLORIDA & SOUTH GEORGIA FOR 70 YEARS"**

Quote/Contract  Quote Only  Number: 14625 Sales Rep: Kim Easterling  
Date: 12/10/2019 Quote valid for Thirty (30) days.

Subject: Pool Pump Motor

To: Bainbridge CDD  
2805 N 5th St  
St. Augustine, Fla 32084

Tel: 471-7022  
Fax:  
email: tony@firstcoastcms.com  
Cell:  
Job Location: Bainbridge Estate  
15858 Twin Creek Dr - 32218

Attn: Tony

Background and Scope of Work:

As you are aware, your # 2 - 10 hp, 1 ph commercial pool pump motor is bad and needs to be replaced. Price below is for removing this motor and installing a new motor, mechanical seal, shaft sleeve, and gasket with installation materials and job labor to complete this work.

**After disassembly if we find the impeller to be bad additional cost below**

**\$1,450.00**

Continued on page 2

**Contract Terms and Agreements:**

- 1. Delivery: **10 to 14 days** Upon Receipt of Signed Quote or P.O. Number
- 2. Warranties: **One (1) year parts, ninety (90) days job labor**
- 3. Prices subject to applicable state and local sales tax.
- 4. Additional undiscovered work performed will be billed at time and materials.
- 5. Terms: **See Text** Deposit; Balance: **Upon completion**
- 6. This quote/contract is invalid without the following attachments:

- None
- Well Waiver/Shallow Well     Artesian Well     Rock Well
- Fountain Waiver     Other \_\_\_\_\_

Attachments must be signed where applicable and returned with this signed contract.

Subtotal: \$2,570.00  
Tax: \$0.00  
Total: \$2,570.00

Initial:

Submitted by: \_\_\_\_\_

Customer acceptance \_\_\_\_\_ Date \_\_\_\_\_

PO#: \_\_\_\_\_

**"WE MAKE WATER HAPPEN"**

# Landscape Report

# District Manager

# Tab 8



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6869 Phillips Parkway Drive S Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

---

## Service Report

**Date:** December 2, 2019

**Aquatic Tech:** Jim Charles

**Client:** Bainebridge CDD

**Contact:** Lesley Gallagher

**Waterways:** Twenty ponds.

**Comments:** Mostly sunny, 62 F and calm winds.

**Pond 1:** The pond was in good condition. Inspected fish barrier. Fountain was running at time of visit.



**Pond 2:** The pond was in good condition. Water level is normal. Inspected fish barrier.



**Pond 3:** This pond was in good condition. Water level is normal. Inspected fish barrier.



**Pond 4:** This pond is in good condition. Water level is normal. Inspected fish barrier.



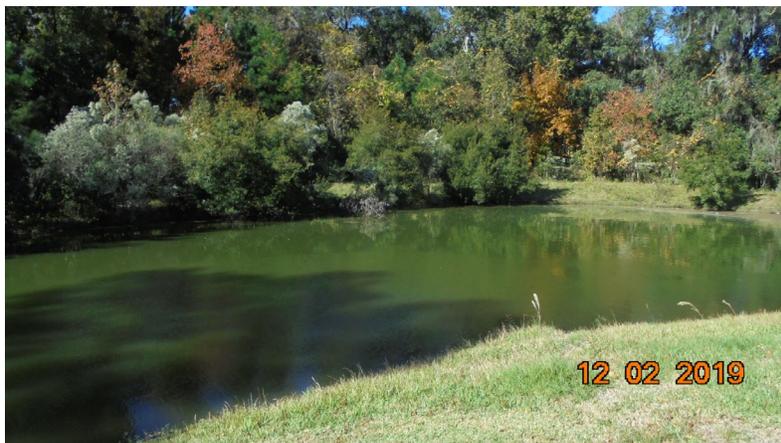
**Pond 5:** This pond was in good condition. Water level is normal. Checked fish barrier. Note heavy tree debris on pond surface.



**Pond 6:** This pond was in good condition. Water level is normal.



**Pond 7:** This pond was in good condition. Planktonic algae has cleared up from last month. Water level is normal. Checked fish barrier.



**Pond 8:** This pond was in good condition. Water level is normal. No surface film noted this month.



**Pond 9:** This pond was in good condition. Water level is normal.



**Pond 10:** Pond was in good condition. Water level is normal. Inspected fish barrier.



**Pond 11:** This pond was in good condition. Water level is normal.



**Pond 12:** Pond was in fair to good condition. Water level is normal. Checked fish barrier.



**Pond 14:** Pond was in fair condition. Water level is normal. Treated minor algae.



**Pond 15:** Pond was in good condition. Water level is normal. Checked fish barriers.



**Pond 16:** Pond was in fair condition. Water level is normal. Checked fish barrier. Treated for algae this month.



**Pond 17:** Pond was in good condition. Water level is normal.



**Pond 18:** Pond was in good condition. Water level is normal.



**Pond 19:** Pond in fair condition this month. Water level is normal. Treated for algae.



**Pond 20:** Pond was in good condition. Water level is good.



Jim Charles

## **Tab 9**



---

6869 Philips Parkway Drive South, Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

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## Service Report

**Date:** December 5, 2019

**Fountain Techs:** Logan Wooley  
Jeff Jackson

**Client:** Bainebridge CDD

**Contact:** Lesley Gallagher

**Pond 1 Fountain:** We installed the red and green lenses on the lights for the Holiday Season and replaced one light bulb.



**Please contact our office with any further questions or comments.**

# **BUSINESS ITEMS**

# **Update on Entry Monument**

# **Tab 10**

# Bainbridge:



*Before*



*After*

*Conceptual Landscape Design  
St Augustine, Florida*

## Proposal for Extra Work at Bainebridge CDD

Property Name	Bainebridge CDD	Contact	Lesley Gallager
Property Address	15855 Twin Creek Drive Jacksonville , FL 32218	To	Bainebridge CDD
		Billing Address	c/o Rizzetta & Company, Inc. 2806 N Fifth St Unit 403 St. Augustine , FL 32084

Project Name            Main Entry

Project Description    Design Concept Pricing Following Road Expansion

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Relocate two Magnolia trees using spade truck. Will require locates from vendor and sub-contractor. Neither party to be responsible for damage to utilities not shown/arked on public locates. There is no warranty on the relocated trees.	\$1,190.00	\$1,190.00
1.00	EACH	4" Drake Elm Drake Elm	\$1,126.80	\$1,126.80
230.00	EACH	Rose Creek Abelia 3 gal.	\$10.17	\$2,337.95
97.00	EACH	Ilex Schilling 3 gal.	\$13.92	\$1,349.76
16.00	EACH	Majestic Beauty hawthorn 10 gal.	\$239.70	\$3,835.20
8.00	EACH	Coral Drift Rose 3 gal.	\$32.64	\$261.12
116.00	EACH	Viburnum Suspensum 3 gal.	\$14.45	\$1,676.20
185.00	EACH	Heather 1 gal. installed	\$7.76	\$1,435.60
336.00	EACH	Parsoni Juniper 3 gal.	\$14.99	\$5,034.96
330.00	EACH	Miss Schiller Delight Viburnum 3 gal.	\$14.45	\$4,768.50
157.00	EACH	Zammia Coontie Palm 3 gal.	\$27.29	\$4,284.53
865.00	EACH	Dwarf Ever Green Day Lily 1 gal.	\$6.69	\$5,786.85
543.00	EACH	4" seasonal annuals	\$2.19	\$1,191.34
728.00	EACH	Super Blue Liriope 1 gal. installed	\$5.83	\$4,247.15
1.00	LUMP SUM	Site prep work and grading to include removal of designated plant material and creation of new bed space. Does not include sod prep.	\$3,600.00	\$3,600.00
4.00	LUMP SUM	Soil amendments and potting mix for annuals	\$86.70	\$346.80
1.00	LUMP SUM	Equipment rental	\$800.00	\$800.00
1.00	LUMP SUM	Grower delivery fees	\$600.00	\$600.00
3.00	LUMP SUM	staking material	\$65.30	\$195.90
1.00	LUMP SUM	Crew mobilization and debris disposal	\$1,260.00	\$1,260.00

For internal use only

**SO#**                    7079192  
**JOB#**                 346101085  
**Service Line**        130

**Total Price**                    \$45,328.66

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

# TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

	District Manager
Signature _____	Title _____
Lesley Gallager	November 14, 2019
Printed Name _____	Date _____
	Senior Account Manager
Signature _____	Title _____
Jay Jernigan	November 14, 2019
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "BrightView"

Job #: 346101085 Proposed Price: \$45,328.66  
 SO # 7079192

## Proposal for Extra Work at Bainebridge CDD

Property Name	Bainebridge CDD	Contact	Lesley Gallager
Property Address	15855 Twin Creek Drive Jacksonville , FL 32218	To	Bainebridge CDD
		Billing Address	c/o Rizzetta & Company, Inc. 2806 N Fifth St Unit 403 St. Augustine , FL 32084

Project Name      Bainebridge CDD Retro Fit Irrigation To Cover Proposed New Landscaping

Project Description      Add Irrigation Zone Along Fence on Entrance Side, Retro Fit Heads In Center Island And Exit Side

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>Add Zone Along Fence Line</b>			<b>Subtotal</b>	<b>\$2,100.00</b>
1.00	EACH	Install A New Spray Zone Along Split Rail Fence (458 feet) To Cover New Hedge Line-Valve, Wires, Pipe Ect ...	\$2,100.00	\$2,100.00
<b>Entrance Side</b>			<b>Subtotal</b>	<b>\$360.00</b>
8.00	EACH	Upgrade 8 Rotors From 4" to 6" Rotors to Improve Coverage	\$45.00	\$360.00
<b>Center Island</b>			<b>Subtotal</b>	<b>\$546.00</b>
12.00	EACH	Upgrade 4" Rotors to 12" Pop-up Spray Heads With Rotary Nozzles	\$45.50	\$546.00
<b>Exit Side</b>			<b>Subtotal</b>	<b>\$315.00</b>
7.00	EACH	Upgrade 7 Rotors From 4" to 6" Rotors to Improve Coverage	\$45.00	\$315.00

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**SO#**                      7088599  
**JOB#**                    346101085  
**Service Line**        150

**Total Price**                      \$3,321.00

**THIS IS NOT AN INVOICE**

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

# TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
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12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

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16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

**Acceptance of this Contract**

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

**Customer**

	<b>District Manager</b>
Signature _____	Title _____
<b>Lesley Gallager</b>	<b>November 12, 2019</b>
Printed Name _____	Date _____

**BrightView Landscape Services, Inc. "BrightView"**

	<b>Manager, Irrigation</b>
Signature _____	Title _____
<b>David Lara</b>	<b>November 12, 2019</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>346101085</b>	<b>Proposed Price:</b>	<b>\$3,321.00</b>
<b>SO #</b>	<b>7088599</b>		



# CAPITAL Land Management

Design-Build  
Maintenance  
Agronomics  
Irrigation

Lakeland

Orlando

Tampa

December 10, 2019

Tyree Brown

**Rizzetta and Company**

5844 Old Pasco Road, Suite 100

Wesley Chapel, Florida 33544

813-994-1001

Re: **Bainebridge Landscape Enhancement**

Dear Mr. Brown:

Capital Land Management is pleased to provide a proposal irrigation and landscape installation at **Bainebridge**. Scope of services shall be limited to landscape plan sheets L1 and L2, dated 10/9/19 by GODARDESIGN Associates, Inc. Please refer to the following pages for our qualifications and exclusions.

Thank you in advance, for the opportunity to work on your project.

Sincerely,

Stanley Hinde

Project Manager

Design-Build Division



**Qualifications:**

- All irrigation and plant installations to meet the Hunter Industries, University of Florida and Florida Nursery Growers Association Standard Horticultural Practices

**Exclusions:**

- Irrigation well, back-flow, pressure switch, pressure tank, and point of connection to be made and installed by others.
- Irrigation controller electrical connection for power to irrigation controller is not included in price below and should be performed by a licensed electrical contractor.
- Unless expressly stated in the aforementioned documents it is neither implied nor understood that the proposal or price below reflects the exporting or importing of soil, soil amendments, backfill, berming, fumigation, or removal of invasive material, tree protection, or filter fabric. These services will be proposed in a separate work order.
- Existing Sod removal is not included in this proposal.

**Warranty:**

- In addition to all other guarantees contained within the Subcontract Agreement with **Bainebridge**, and the prime contract, upon completion of project, Capital Land Management Corporation will warrant and guarantee that all labor, materials, and workmanship incorporated into the project is in strict compliance and absolute accord with the prime contract and is hereby warranted against any deficiencies and defects in materials and workmanship for a period of sixty days commencing on the date of substantial completion (transplanted trees do not have a warranty) as shown by the date of final invoice submission. Capital Land Management also warrants that we will diligently (within 72 hours after notification), investigate and perform warranty work, without costs to the owner of the project and/or **Bainebridge**, the prime contractor.
- This warranty will be considered null and void if all invoice payments have not been received within 30 days of date of invoice and/or if another contractor has performed work on the irrigation system without the prior approval of Capital Land Management.



Price includes providing all supervision, labor, equipment, and materials required to install the following:

**Irrigation:**

Irrigation system shall be a design-build system by Capital Land Management. System shall utilize existing irrigation services on site and shall add new “drip irrigation and bubblers” to new landscape beds. Existing system must be operational prior to landscape installation.

**Landscape:**

Botanical Name	Common Name	Container	CAL	Size	Remarks	Qty
<b>TREES</b>						
Magnolia grandiflora	Southern Magnolia		5"		Transplant Existing	2
Ulmus parvifolia 'Drake'	Drake Elm		6"	Min 16'-18' Ht x 10'-12' SPD		1
<b>SHRUBS</b>						<b>Qty</b>
Abelia x grandiflora 'Rose Creek'	Rose Creek Abelia	3 Gal		MIN 14"-18" Ht & SPD		230
Ilex vomitoria 'Schillings'	Schillings Holly	3 Gal		Min 12"-15" Ht & SPD		97
Rhaphiolepis indica 'Majestic Beauty';	Majestic Beauty Indian Hawthorn	10 Gal		Min 36"-40" Ht x 38"-33" SPD		16
Rosa x 'Coral Drift'	Coral Drift Rose	3 Gal		Min 12"-15" Ht x 15" SPD		8
Viburnum suspensum	Sandankwa Viburnum	3 Gal		Min 24" Ht x 18" SPD		116
Cuphea hyssopifolia 'Allyson Purple'	False Heather	1 Gal		Min 10" Ht x 10" SPD		185
Juniperus conferta	Shore Juniper	3 Gal		Min 6"-10" Ht x 12" SPD		336
Viburnum obovatum 'Miss Shillers Delight'	Small Leaf Arrowwood	3 Gal		Min 14"-17" Ht & SPD		330
Zamia pumila	Coontie	3 Gal		Min 12"-16" Ht & SPD		157
<b>GROUNDCOVER</b>						<b>Qty</b>
Hemerocallis x 'Aztec Gold'	Dwarf Evergreen Day Lily	1 Gal		Min 12"-15" Ht		865
Impatiens x 'Sunpatiens Coral'	Coral Sunpatiens	4"		Seasonal Annuals		543
Liriope muscari 'Super Blue'	Super Blue Liriope	3 Gal		Min 12"-15" Ht, Full Clumps		728
Mulch	Mini Pine Bark	CY		3" Depth		107
Landscape Demo		SF		Removal of existing landscape/sod for new plantings		11,585



# CAPITAL Land Management

Design-Build  
Maintenance  
Agronomics  
Irrigation

Lakeland

Orlando

Tampa

Sod				Not included, not shown on plans.		
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Irrigation: \$9,678.00

Landscape: \$59,004.00

**TOTAL: \$68,682.00**

**Sixty-Eight Thousand, Six Hundred and Eighty-Two Hundred Dollars.**

**Payment Terms:**

- **INITIAL DEPOSIT** - An advance deposit of 50% of the TOTAL PROPOSED FEE is required for the scheduling of the commencement and securing plant material of the proposed work outlined above and shall be submitted with and become a part of this proposed agreement. If work has commenced, the deposit will not be refunded.
- **FINAL PAYMENT** – All remaining amounts due under this proposal agreement and approved change orders are due and payable at the immediate conclusion of the proposed work and in no event later than 30 days from invoice date. Failure to comply with these payment terms will constitute a breach of contract and Capital Land Management may, at its discretion, pursue any appropriate remedy to recover all or any deficits remaining of the above mentioned fees and other sums, plus interest calculated at 18% annum.

We would like to thank you for the opportunity to quote this project. If you have any questions, please feel free to contact us.

Kindest Regards,

Stanley Hinde  
Capital Land Management Corp.

**By signing this agreement in the space provided below, Client and Contractor hereby represents and warrants to the other that it has full power and authority to enter the terms of this agreement and this agreement is legally binding obligation of Client and Contractor, as applicable**

**Capital Land Management**

**Baine bridge**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

GreenPoint, Inc.

6520 US Hwy 1 North  
 St. Augustine, FL 32095

# Estimate

Date	Estimate #
12/5/2019	317

Name / Address
Bainbridge CDD

Project

Description	Qty	Cost	Total
Bainbridge Entrance Renovation (based on plans by Godard Design dated 10-9-19)			
Demolition of existing landscape per plan (does not include tree relocation)	1	3,450.00	3,450.00
Update of existing irrigation to ensure new plantings have coverage	1	750.00	750.00
Magnolia 5" (in lieu of transplanting)	2	1,800.00	3,600.00
Drake Elm 6"	1	2,100.00	2,100.00
Rose Creek Abelia 3 gal	230	14.00	3,220.00
Schillings Holly 3 gal	97	14.00	1,358.00
Majestic Beauty Indian Hawthorne 15 gal	16	150.00	2,400.00
Coral Drift Rose 3 gal	8	25.00	200.00
Viburnum suspensum 3 gal	116	14.00	1,624.00
Purple Cuphea 1 gal	185	7.00	1,295.00
Shore Juniper 3 gal	336	13.00	4,368.00
Mrs. Schillers Walter's Viburnum 3 gal	330	13.00	4,290.00
Coontie 3 gal	157	25.00	3,925.00
Daylily 1 gal	865	7.00	6,055.00
Coral SunPatiens 4" per tray	32	35.00	1,120.00
Liriope 1 gal	728	7.00	5,096.00
Pine Bark Nuggets per yard	50	45.00	2,250.00
St. Augustine sod per pallet (approximate amount, as plans do not provide square footage)	10	230.00	2,300.00
Estimate prices are good for 60 days. Bid does not include grade work, the transplanting of existing trees, or soil testing or amendments.			
Cathleen Kabat, Estimator, 904-570-8323, cathleen.greenpoint@gmail.com		<b>Total</b>	\$49,401.00

Customer Signature \_\_\_\_\_

1. Landscape Installation Proposal per scope of work
2. Entry Sign – Sitex is not proposing
3. Scope of Work
4. Agreement

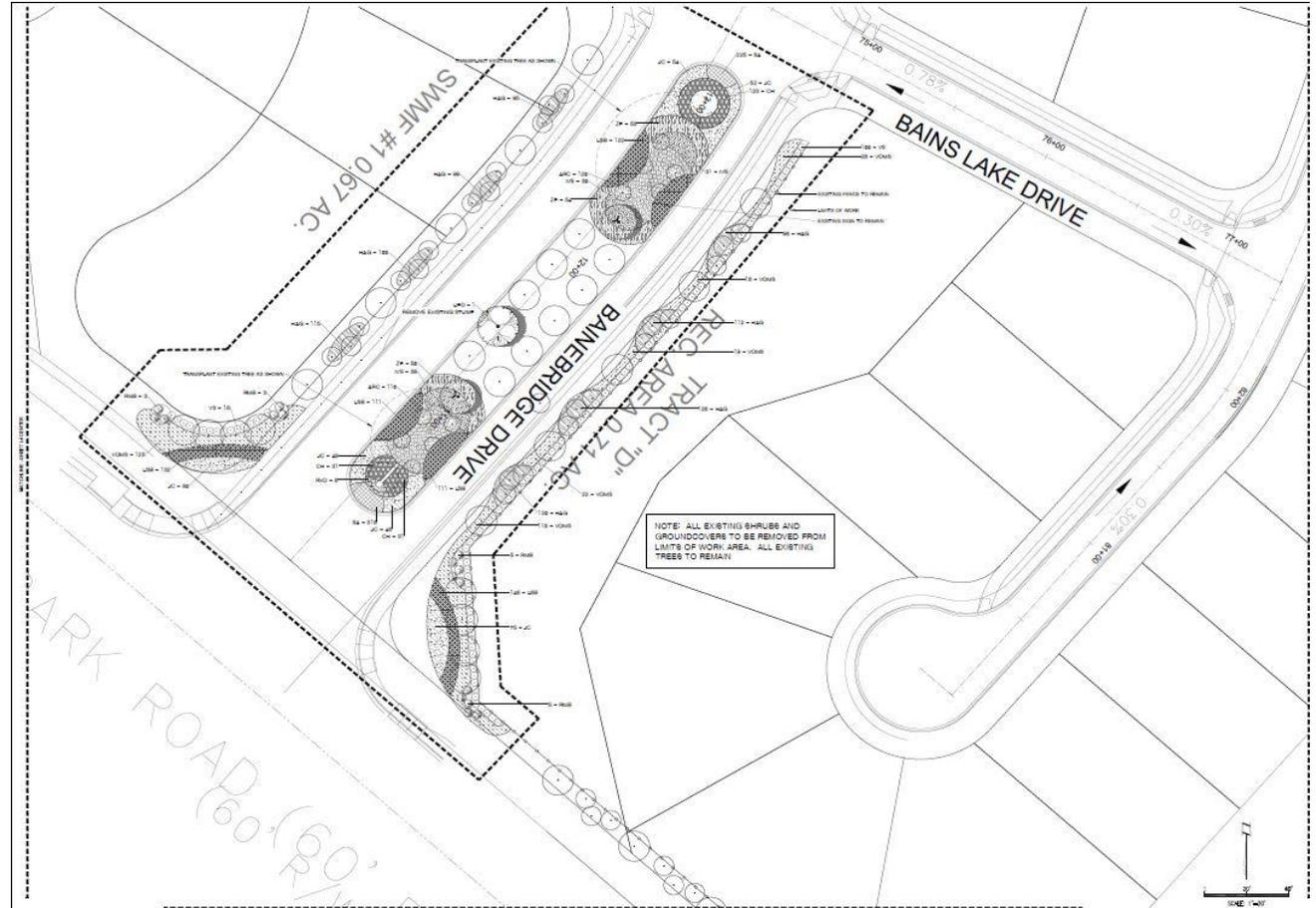


**Mark A. Bodkin**  
**941-376-5639**  
**President/CEO**

# SITEX LANDSCAPE MAINTENANCE

## RIZZETTA – BAINBRIDGE CDD

### FRONT ENTRANCE LANDSCAPE PROPOSAL



# PLANT SCHEDULE & PRICING

TREES	BOTANICAL / COMMON NAME	CAL		QTY	REMARKS	UNIT	EXT. COST
MGT	Magnolia grandiflora / Southern Magnolia	5"- Cal.		2	Transplant existing Magnolia	\$ 250.00	\$ 500.00
UPD	Ulmus parvifolia 'Drake' / Drake Elm	6" - Cal.		1	Min. 16'-18' ht. x 10'12' sprd., 6" cal.	\$ 1,260.00	\$ 1,260.00
	TOTAL INSTALL COST>>>>>						\$ 1,760.00

SHRUBS	BOTANICAL / COMMON NAME	CONT	SPACING	QTY	REMARKS	UNIT	EXT. COST
ARC	Abelia x grandiflora 'Rose Creek' / Rose Creek Abelia	3-Gallon	30" o.c.	230	Min. 14"-18" ht. & sprd., 2'-6" o.c.	\$ 15.00	\$ 3,450.00
IVB	Ilex vomitoria 'Schillings' / Schillings Holly	3-Gallon	30" o.c.	97	Min. 12"-15" ht. & sprd., 2'-6" o.c.	\$ 15.00	\$ 1,455.00
RMB	Rhaohiolepis indica 'Majesty Beauty' TM / Majestic Beauty Indian Hawthorn	10-Gallon	54" o.c.	16	Min. 36"-40" ht. x 38" - 44" sprd.	\$ 100.00	\$ 1,600.00
RXD	Rosa x 'Coral Drift' / Coral Drift Rose	3-Gallon	30" o.c.	8	Min. 12"-15" ht. x 15' sprd., 2'-6" o.c.	\$ 15.00	\$ 120.00
VS	Viburnum 'suspensum' / Sandankwa	3-Gallon	42" o.c.	116	Min. 24' ht. x 18" sprd., 3'-6"	\$ 15.00	\$ 1,740.00
	TOTAL INSTALL COST>>>>>						\$ 8,365.00

SHRUB AREAS	BOTANICAL / COMMON NAME	CONT	SPACING	QTY	REMARKS	UNIT	EXT. COST
CH	Cuphea hyssopifolia 'Allyson Purple' / False Heather	1-Gallon	24" o.c.	185	Min. 10" ht & sprd., 2' o.c.	\$ 15.00	\$ 2,775.00
JC	Juniperus conferta / Shore Juniper	3-Gallon	24" o.c.	336	Min. 6"-10" ht. & 12 "sprd., 2" o.c.	\$ 15.00	\$ 5,040.00
VOMS	Viburnum obovatum 'Miss Shillers Delight' / Small-leaf Arrowwood	3-Gallon	30" o.c.	330	Min. 14"-17" ht. & sprd. 2'-6" o.c.	\$ 15.00	\$ 4,950.00
ZP	Zamia pumila / Coontie	3-Gallon	30" o.c.	157	12"-16" ht. & sprd., 2'-6" o.c.	\$ 15.00	\$ 2,355.00
	TOTAL INSTALL COST>>>>>						\$ 15,120.00

GROUND COVERS	BOTANICAL / COMMON NAME	CONT	SPACING	QTY	REMARKS	UNIT	EXT. COST
HAG	Hemerocallis c 'Aztec Gold' / Dwarf Evergreen Day Lily	1-Gallon	15" o.c.	865	Min. 12"-15" ht., 15" o.c.	\$ 15.00	\$ 12,975.00
SA	Impatiens x 'Sun Patiens Coral' / Coral SunPatiens	4" Pot	8" o.c.	543	Seasonal annuals as per Owner, 8"o.c.	\$ 4.00	\$ 2,172.00
LSB	Liriope muscari 'Super Blue' / Super Blue Liriope	3-Gallon	18" o.c.	728	Min. 12"-15" ht., full clumps, 18" o.c.	\$ 15.00	\$ 10,920.00
	TOTAL INSTALL COST>>>>>						\$ 26,067.00

OTHER / MISC	OTHER / MISC.	CONT	SPACING	QTY	REMARKS	UNIT	EXT. COST
	Mulch   Materials   Misc.						\$ 8,655.00
	TOTAL INSTALL COST>>>>>						\$ 8,655.00

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<b>TOTAL</b>	TOTAL INSTALL COST>>>>>						\$ 59,967.00
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#### GENERAL PLANTING NOTES:

1. All plant material shall be Florida No. 1 or better.
2. All substitutions shall be approved by the owner or the Landscape Architect.
3. Mulch all beds with min. 3" pine nugget mulch. Pull away from shrub & tree stems.
4. Where numbers on planting plan and plant schedule differ, the planting plan shall take precedence.
5. Where sizes indicated do not match container size, the larger of the two specifications shall be used.
6. Sod all disturbed areas on the project site not otherwise landscaped with St. Augustine 'Classic' sod.
7. All new landscaping will be provided by an automatic underground irrigation system supplied by a dedicated irrigation meter.

#### GENERAL NOTES

1. It is expected that appropriate substitutions of plant material with the intent to improve the quality and appearance of the project relative to the cost and/or availability of material and freeze considerations meet with the approval of the Landscape Architect.
2. All sod areas shall be verified on plan and on site. Landscape Architect shall not be responsible for sod quantities as shown on plans, as field conditions may differ from those shown on the plans.
3. It is the responsibility of the Landscape Contractor to follow all guidelines set forth from the plans and landscape specifications, when provided.
4. All plant materials shall be Florida No. 1 or better (Florida Fancy), as described in "Grades and Standards for Nursery Plants", latest edition.
5. All specimen trees must meet the specifications provided in the plant schedule and plans. Any substitution of trees and/or shrubs and groundcovers must meet with the approval of the Landscape Architect.
6. Contact the Landscape Architect for any major site changes which affect the ability of the Landscape Contractor to follow these plans.

#### EARTHWORK & SITE PREPARATION

7. The General Contractor shall be responsible for verifying the cubic yard quantities of proposed berms and/or planter areas.
8. The Landscape Contractor is responsible for all final grading of berms, bed areas, and sod areas until acceptable to the Landscape Architect, both before and after landscape installation has begun.
9. The Landscape Contractor is to verify soil condition of all planting areas as to pH level and organic content before planting begins. Recommendations, if any, shall be submitted to the Landscape Architect for review and record before installation begins. If soil conditions are found to be unsatisfactory, the soil must be amended in accordance with test results and recommendations.
10. Any unsuitable materials found in the landscape beds shall be removed by the General Contractor to a depth of no less than eighteen (18) inches and back-filled with said suitable material, with a minimum compaction of 90%.
11. Any (construction) debris such as wood, concrete, stucco, bricks, steel, etc. shall be removed by the General Contractor and the area shall be back-filled to final grade with suitable material as noted in note #4 above

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#### EARTHWORK & SITE PREPARATION

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11. Any (construction) debris such as wood, concrete, stucco, bricks, steel, etc. shall be removed by the General Contractor and the area shall be back-filled to final grade with suitable material as noted in note #4 above.

LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR (in addition to those noted above):

12. Watering in and guaranteeing all other trees as per specifications within these plans or in specification book.

13. Providing mulch, peat, potting soil, and/or fertilizer on site as directed by the plans, specifications, and/or Landscape Architect.

14. Providing positive drainage of all landscaped areas around buildings, islands, amenities, and other areas negatively affected by poor drainage. This note covers all areas within the limits of work, but not specified on engineering or landscape plans.

TREE PLANTING CONTRACTOR IS RESPONSIBLE FOR:

15. Locating and verifying all existing underground utilities, including irrigation, in or near the proposed tree locations before any trees are placed, and shall coordinate closely with respective utility contractors involved in those areas.

16. Scheduling tree planting operations in any area before sidewalks or other impassable structures are installed.

17. Replacing any tree which has died (with the warranty period) due to improper transplanting, as directed by the Landscape Architect and/or Owner.

18. Watering in and fertilizing all planted trees, as per specifications, as well as amending the surrounding soil, until said trees are established. Established shall mean when the tree(s) show

no signs of shock, lack of water, or overall poor health, until such time as normal watering as supplied by an irrigation system can maintain tree(s) in good health.

19. Tree spade contractor shall amend soil in the immediate area of the tree if said soil is not acceptable for transplanting. Notify Landscape Architect in writing of proposed soil amendments.

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**AGREEMENT FOR LANDSCAPE INSTALLATION SERVICES – Bainebridge CDD (Scope of Work - Plant Installation, Plant Removal & Debris Removal, Mulch Installation, Irrigation Operational Post Install, and Plant Warranty Detail)**

**Date: December 9, 2019**

**Service Address**

Bainebridge CDD – Bainebridge Drive Entrance – See Landscape Plan/Scope

Jacksonville, FL

**Management Company:** Rizzetta & Company

**Attention:** Tyree Brown, Manager of Field Services

**To:** Bainebridge Community Development District

We are pleased to submit landscape installation agreement for the above-referenced project. All services will be performed as outlined within the specifications and noted in this document. Work on property may be performed during normal business hours and can be initiated within a five-days of approval. All pricing includes applicable taxes. We are committed to work with multiple suppliers (Community Service Providers) daily to ensure we complete the project on time per scope without affecting other supplier scope of work and schedules. We understand it will require flexibility and a coordinated effort and consideration to ensure all Bainesbridge projects are completed on time.

**12/9/19**

**Approval to start / complete work**

**Purchase Order Number .....OR Service Agreement**

**Signatures**

We look forward to working with you on this project. If this agreement is acceptable, please sign and date in the space provided and return it to our office. Retain one copy for your records.

Should a Purchase Order or Contract be forthcoming, signature on this letter shall act as a notice of award and/or a notice to proceed at your direction.

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**Respectfully submitted:**

----- **Date:** 12/9/19

Mark A. Bodkin

President/CEO

**Contract Acceptance**

You are hereby authorized to provide the services outlined in accordance with the terms provided.

-----  
**Customer's authorization**

-----  
**Date:**

-----  
**Customer's authorization**

-----  
**Date:**

By signing this proposal, both parties, **Bainebridge Community Development District** and **Sitex Land, LLC** , hereby agree that this serves as **Bainebridge Community Development District** Contract/Agreement between the parties dated **December 9, 2019** (the "Contract"). It may not be changed orally but only by an amendment to the Contract in writing, which must be signed by the party against whom enforcement of any waiver, change, modification, extension or discharge is sought.

**PER SCOPE OF WORK**

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Proposal #39765

Date: 12/10/2019

From: Ryan Chance

Proposal For

Location

main:  
mobile:

5844 Old Pasco Road  
Suite 100  
Wesley Chapel , FL 33544

Property Name: Rizzetta and Company

Bainbridge Main Entrance Relandscape 12.9.19

Terms:

DESCRIPTION	QUANTITY	AMOUNT
Demo and Install Labor	120.00	\$7,200.00
Debris Removal Fee (JX)	4.00	\$500.00
Mini Excavator	1.00	\$1,750.00
Tree, 6" Caliper Drake Elm	1.00	\$3,250.00
Rose Creek Abelia, 3 GAL	230.00	\$2,990.00
Schillings Holly, 3 GAL	97.00	\$1,018.50
Majestic Beauty Indian Hawthorn, 10 GAL	16.00	\$1,200.00
Coral Drift Rose, 3 GAL	8.00	\$224.00
Sandankwa Viburnum, 3 GAL	116.00	\$1,624.00
False heather, 1 GAL	185.00	\$1,110.00
Shore Juniper, 3 GAL	336.00	\$4,704.00
Miss Shillers Delight Virburnum, 3 GAL	330.00	\$4,620.00
Coonie Palm, 3 GAL	157.00	\$4,082.00

Dwarf Evergreen Daylily, 1 GAL	865.00	\$5,838.75
Coral Sunpatiens 4" pot	543.00	\$1,629.00
Generic item/average cost for LM Estimating		
Super Blue Liriope, 3 GAL	728.00	\$10,192.00
Pine Bark Nuggets	45.00	\$2,160.00
Irrigation Parts	5000.00	\$5,000.00
Irrigation Labor - Tier 1	50.00	\$3,250.00
Bore under road for wiring	1.00	\$1,370.00

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Client Notes

The Pricing is based off of the provided plan. It includes all labor, plant material, equipment, and debris removal to complete the job.

There are some observations that were noted during the bidding process.

1. The irrigation clock had no power upon inspection so we were not able to see the coverage of the existing irrigation system. We priced installing the needed irrigation to cover the newly planted areas only. Any other repairs would be an additional cost
2. We do not do stonework so we did not submit a number for the actual signage.
3. We noticed that some repair work was done recently and the turf areas were replaced with bermuda and not St. Augustine. Do we need to include a number to replace the bermuda with St. Augustine.

	SUBTOTAL	\$63,712.25
Signature	SALES TAX	\$0.00
x	TOTAL	\$63,712.25

---

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.  
 Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

Contact

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned To

Ryan Chance

Office:

rchance@yellowstonelandscape.com

*Consideration of BrightView  
Design for Entry  
Landscaping and Proposal  
(Under Separate Cover)*

*Consideration of Proposals  
for Stucco Repairs at  
Amenity Center  
(Under Separate Cover)*

**AUDIENCE COMMENTS  
and  
SUPERVISOR REQUESTS**

# ADJOURNMENT