



## **JPI TABLE OF CONTENTS**

JPI provides the following Table of Contents for the major areas of the response.

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## **RESPONDENTS MUST COMPLETE THE FOLLOWING**

RESPONDENT CONTRACTORS ARE CAUTIONED THAT THE POLICY OF THE PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS IS TO ACCEPT THE LOWEST RESPONSIVE AND RESPONSIBLE SUBMITTAL RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A CONTRACTOR DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE SOLICITATION OPENING DATE AS ADVERTISED. BY SIGNING THIS SUBMITTAL FORM, CONTRACTORS ARE ATTESTING TO THEIR AWARENESS OF THIS POLICY AND ARE AGREEING TO ALL OTHER SOLICITATION TERMS AND CONDITIONS, INCLUDING ANY INSURANCE REQUIREMENTS CONTAINED HEREIN.

CONTRACTOR NAME: Joe Payne, Inc. (As shown on W-9)  
DBA: JPI (If applicable)  
MAILING ADDRESS: 5995 S A1A (As shown on W-9)  
CITY / STATE / ZIP: Melbourne, FL 32951 (As shown on W-9)  
VENDOR EMAIL: joe@jpiflorida.com (Primary Company  
Email Address)  
REMIT TO NAME: JPI (As Shown on Vendor  
Invoice)  
FEIN#: 80 064 0420 (As shown on W-9)

PAYMENT TERMS: 100%     DAYS, NET 45 (PER F.S. 218.73)

DEPOSIT, IF REQUIRED, IS ATTACHED IN THE AMOUNT OF \$    0   

Proper Corporate Identity is needed when you submit your quote, especially how your firm is registered with the Florida Division of Corporations. Please visit [dos.myflorida.com/sunbiz/](http://dos.myflorida.com/sunbiz/) for this information. It is essential to return a copy of your W-9 with your quote. Thank you.

### VENDOR CONTACT INFORMATION

CONTACT NAME: Joseph Payne  
PHONE NUMBER: 813.520.1683/ 800-488-1956  
FAX NUMBER: 800-488-1956  
EMAIL ADDRESS: joe@jpiflorida.com

THE CONTRACTOR HEREBY SUBMITS AN IRREVOCABLE OFFER IN RESPONSE TO THIS SOLICITATION, SUBJECT TO ALL STANDARD AND SPECIAL TERMS AND CONDITIONS REFERENCED THEREIN WITHOUT EXCEPTION, AND AGREES TO ABIDE BY ALL CONDITIONS OF THIS SOLICITATION, INCLUDING ALL INSURANCE REQUIREMENTS. BY SIGNING, BELOW, I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS SOLICITATION FOR THE CONTRACTOR.

AUTHORIZED SIGNATURE: *Joseph Payne*

PRINT NAME: Joseph Payne

TITLE: President

SEE PRICING PROPOSAL SECTION FOR PRICING SUMMARY

THIS FORM MUST BE RETURNED WITH YOUR RESPONSE

## **ELECTRONIC PAYMENT (EPAYABLES)**

The Board of County Commissioners (County) is offering faster payments. The County would prefer to make payment using credit card through the ePayables system.

Would your company accept to participate in the ePayables credit card program?

Yes  No

For more information about ePayables credit card program please visit Purchasing Department website  
<https://pinellas.gov/epayables-2/>

JPI

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Company Name

*Joseph Payne*

Signature

---

Joseph Payne

Printed Signature

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813.520.1683

Phone Number

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joe@jpiflorida.com

Email

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## APPROACH

Our Approach is based on our sound knowledge of BDRS and County government from ten years of hands-on project experience with BDRS and DRS coordination. See the Response to Qualifications and Statement of Work for this background.

There are several key factors of measurement for the success of the Approach. From our experience, JPI found that the citizen and contractor end user's needs are best met through four key factors:

- 1) Safety
- 2) Consistency. Pass/ Fail rate consistency amongst County and JPI professionals
- 3) FEMA compliance
- 4) Quality Control



**Be Red Cross Ready**

**Hurricane Safety Checklist**

Hurricanes are strong storms that cause life- and property-threatening hazards such as flooding, storm surge, high winds and tornadoes.

Preparation is the best protection against the dangers of a hurricane.

**Know the Difference**

**Hurricane Watch**—Hurricane conditions are a threat within 48 hours. Review your hurricane plans, keep informed and be ready to act if a warning is issued.

**Hurricane Warning**—Hurricane conditions are expected within 24 hours. Complete your storm preparation and leave the area if directed to do so by authorities.

What should I do?	What supplies do I need?	What do I do after a hurricane?
<ul style="list-style-type: none"> <li>❑ Listen to a NOAA Weather Radio for critical information from the National Weather Service (NWS).</li> <li>❑ Check your disaster supplies and replace or restock as needed.</li> <li>❑ Bring in anything that can be picked up by the wind (lawn, lawn furniture).</li> <li>❑ Close windows, doors and hurricane shutters. If you do not have hurricane shutters, close and board up all windows and doors with plywood.</li> <li>❑ Turn the refrigerator and freezer to the coldest setting and keep them closed as much as possible so that food will last longer if the power goes out.</li> <li>❑ Turn off propane tanks and empty small appliances.</li> <li>❑ Fill your car's gas tank.</li> <li>❑ Talk with the members of your household and create an evacuation plan. Planning and practicing your evacuation plan is essential for your safety during the event.</li> <li>❑ Learn about your community's hurricane response plan. Plan residents and shelter-in-place members with special medical needs as required and make plans for your pet's care need for.</li> <li>❑ Because if advised by authorities to evacuate to avoid flooding and washed out bridges.</li> <li>❑ Because a standard homeowners insurance doesn't cover flooding, it's important to have protection from the floods associated with hurricanes, tropical storms, heavy rain and other conditions that impact the U.S. For more information on flood insurance, please visit The National Flood Insurance Program Website at <a href="http://www.FloodIns.net.gov">www.FloodIns.net.gov</a>.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Water—at least a 3-day supply, one gallon per person per day.</li> <li>❑ Food—at least a 3-day supply of non-perishable, easy-to-prepare food.</li> <li>❑ Flashlight.</li> <li>❑ Battery-powered or hand-crank radio (NOAA Weather Radio, if possible).</li> <li>❑ First aid kit.</li> <li>❑ First aid kit.</li> <li>❑ Medication (3-day supply) and medical items (including pills with a sufficient supply, contact lenses, eyeglasses, contact lenses, syringes, casts).</li> <li>❑ Multi-purpose tool.</li> <li>❑ Cash in small denominations (one-dollar bills and pennies) and medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies).</li> <li>❑ Cell phone with charger.</li> <li>❑ Family and emergency contact information.</li> <li>❑ Extra cash.</li> <li>❑ Emergency blanket.</li> <li>❑ Map(s) of the area.</li> <li>❑ Baby supplies (bottles, formula, baby food, diapers).</li> <li>❑ Pet supplies (collar, leash, ID, food, treats, bowls).</li> <li>❑ Pet supplies (collar, leash, ID, food, treats, bowls).</li> <li>❑ Think/supplies for securing your home.</li> <li>❑ Bags set of one key and house keys.</li> <li>❑ Extra clothing, hat and sturdy shoes.</li> <li>❑ Rain gear.</li> <li>❑ Insect repellent and sunscreen.</li> <li>❑ Camera for photos of damage.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Continue listening to a NOAA Weather Radio or the local news for the latest update.</li> <li>❑ Stay alert for extended rainfall and subsequent flooding even after the hurricane or tropical storm has moved.</li> <li>❑ If you evacuated, set cash aside when you return to your home when off-duty say it is safe.</li> <li>❑ Drive only if necessary and avoid flooded roads and washed-out bridges.</li> <li>❑ Stay out of any building that has water around it.</li> <li>❑ Be pet your home for damage. Take photos of damage, both of the building and its contents, for insurance purposes.</li> <li>❑ Use flashlights in the dark. Do NOT use candles.</li> <li>❑ Avoid drinking or preparing food with tap water until you are sure it's not contaminated.</li> <li>❑ Check refrigerated food for spoilage. If in doubt, throw it out.</li> <li>❑ Wear protective clothing and be cautious when cleaning up to avoid injury.</li> <li>❑ Watch animals closely and keep them under your direct control.</li> <li>❑ Use the telephone only for emergency calls.</li> </ul>

**Let Your Family Know You're Safe**

If your community has experienced a hurricane, or any disaster, register on the American Red Cross Ask and Tell Map. Also subscribe through Ask and Tell to receive critical information to help your family and friends know about our services. If you don't have Internet access, call 1-800-4-A-RED-CROSS to register yourself and your family.

### JPI cannot stress enough that Safety in all forms is our priority.

JPI is safety focused in all aspects of our work and we support the citizens, County employees, and our employees' right to safety and the right for a safe work environment. JPI had no injury related incidents on their Pinellas County services for the ten years of service on this contract through safety focus. As such, JPI approaches 20,000 work days without injury with our BDRS work. That is not to say that JPI is not prepared for injury or disaster response. The following is the Executive Summary of the JPI Business Mitigation Plan. JPI executed this plan six times during the ten-year history of the BDRS work mainly for named storms:



## BUSINESS MITIGATION PROJECT PLAN 2023

Organization: JPI  
Project Lead: Joe Payne  
Name: President  
Address: 5995 S A1A, Melbourne, FL 32951  
Phone Number: 813.520.1683  
Email: [joepayneinc@gmail.com](mailto:joepayneinc@gmail.com)/ [joe@jpiflorida.com](mailto:joe@jpiflorida.com)

### Executive Summary:

This document serves as an Executive Summary of our emergency mitigation plan.

- 1) Safety is first and foremost. Please always follow local emergency response direction. At a minimum, please execute preparedness according to American Red Cross.
- 2) Please take shelter and evacuate when evacuations occur within 50 miles of your locale.
- 3) Immediately cease all work when hazardous conditions are present, of any kind. Inform JPI of the end of your shift and whether you require assistance.
- 4) As JPI is a home-based virtual operation. Report to your home when safety is a concern. Work obligations immediately cease, and you revert to personal safety management.
- 5) Read emails and text messages for status updates. JPI will provide updates from NOAA and local authorities.
- 6) After the emergency passes, JPI will inform you of work startup. Do not start to work until you communicate directly with JPI.
- 7) When returning to work, safety again is first and foremost. When you see unsafe conditions, stop immediately and inform the client of those conditions.
- 8) Hazard recovery is not immediate so remember that you may see recovery like condition weeks or even months after the incident. Always prioritize your safety.

### Background:

JPI is a professional service company serving Florida with Site/ Civil Engineering, Municipal Services, and State/ Federal services. The company is home based and employees routinely report to client offices. The purpose of this plan is to inform all interested parties that JPI employees are directed to maintain safety first and foremost as a mitigation plan. They are directed to always stop work immediately when encountering a safety issue and prioritize their personal safety. They will report back to their homes for safety and will follow the guidance of local emergency response personnel. Also, they will not return to work until directed by JPI. As JPI is a home-based business, there is no additional business preparation needed for the individual to mitigate against risk. They can quickly return to their vehicle and drive to their home and resume their personal mitigation plan.

### Goals and Objectives:

The goal of this plan is to enable individuals to increase their level of safety as quickly as possible by removing risk resulting from work items. Once this work item risk is removed, the individual continues to follow the direction of local emergency response personnel.



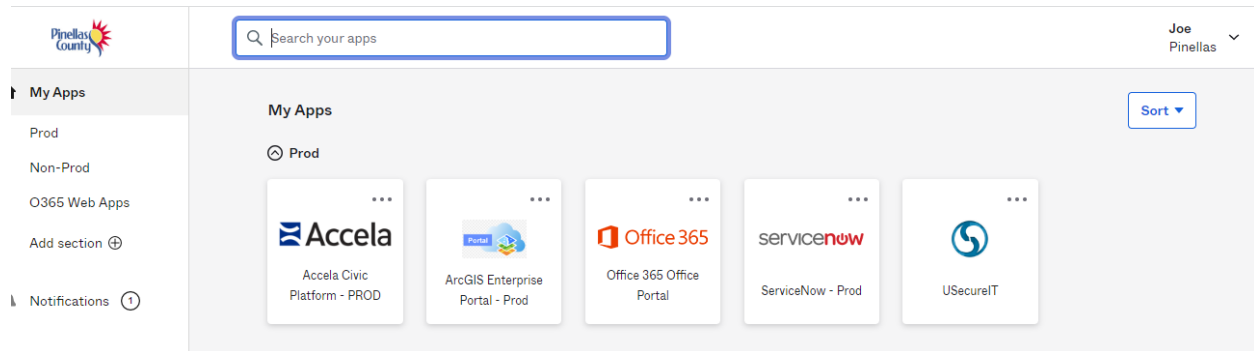
**The second key factor of our Approach is Consistency with the Pass/Fail rate of our work for statistical significance to the County employees.**

This establishes consistency between resources and provide consistency to the citizens of Pinellas County. An example of our legacy knowledge is that the County has an inspection pass rate report. Historically, 80 percent of BDRS inspections pass, and that they seek JPI to perform within 10 percent of this statistic (70 to 90 percent pass rate). JPI meets with the County when the rate increases to 85 percent or falls to 75 percent in order to ensure consistency between JPI staff and County staff. David Howdeshell, a prior Mechanical and Plumbing Trade Chief, was previously in charge of this evaluation tool. John Segrete took over this evaluation after David’s departure. Again, JPI has legacy knowledge that exceeds anything provided by another consultant on this contract.



JPI has the legacy knowledge of BDRS and also the current knowledge to support BDRS in their transition to the Accela, electronic operating procedures. JPI utilizes Accela on 75% of our contracts and this is becoming the preferred package by Florida Building Departments. There are several Accela suites and several solutions available that JPI has experience with, including, the current platform utilized by Pinellas County. **Our plan**

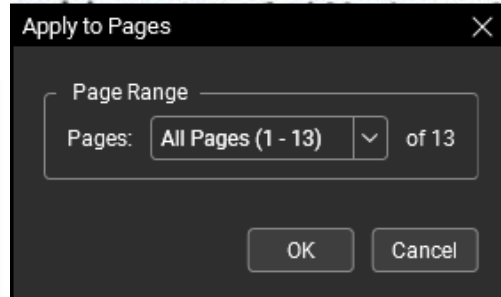
**examination services have utilized Accela since 2019, AND JPI HAS 4 YEARS OF EXPERIENCE AS A VENDOR WITH THE CURRENT BDRS PLATFORM.** This project knowledge provides JPI with an important resource for Pinellas County on this contract. This is more than any vendor that will responds to this RFP. Our permit technicians work daily with BDRS to transfer hard copy submittals into the electronic format and currently work in the Accela platform. Ezz Elgayar and Greg Perlin of JPI are instrumental in this transition.



Viewing forward, JPI has used advanced Accela packages with our clientele that will help future migration to Accela. For example, JPI utilizes the Accela Inspector app for Android and Iphones. The following image to the left is a snapshot of what that future Pinellas app may look like. The app can be used to complete inspections with consistency between platforms whether utilized by a County employee or JPI. We have experience using different pdf platforms with Accela, in order to optimize work for efficiency. An example is the use of BlueBeam Revu to electronically



stamp multiple sheet documents using their APPLY TO ALL PAGES function. This allows global electronic stamping of documents. The image to the right is the pulldown menu location of this function. Remember to complete the Flatten Markups command in Bluebeam Revu when using this command!



JPI should be selected because we have shown as an **incumbent** to sustain strong communication channels with BDRS staffing. Our Approach is based on a long-term relationship with the key individuals at BDRS and at the County. We recently began working with Mr. McAndrew and look forward to continuing our relationship. Our personnel knowledge leads our services towards consistency between JPI and County staffing:

Eve Spencer, AIA, CBO. JPI interfaces with Ms. Spencer on project related issues and staffing requirements for upcoming week. Our recent discussion with Eve were associated with the transition to electronic plan review, FEMA, and upcoming staffing needs.

James McKillen, Deputy CBO. Mr. McKillen regulates daily policy for our work and communications. Our recent discussions with Jim are regarding FEMA at the plans examination and inspection levels. Mr. McKillen has taken over certain Building Trade Chief responsibilities.

Gary Beer, CFM. Mr. Beer is the Inspection Supervisor, primarily focused on building inspections. We receive SOPs from Mr. Beer and coordinate with Mr. Beer for scheduling.

Perry Hendershot, BSN PX is the Plumbing/Gas Inspection Division Chief. We interface with Mr. Hendershot mainly with Inspections and coordinate Plan Reviews. Recently, we addressed an AM staffing issue with a solution by 9am in order to sustain the daily inspection schedule for the contractors. We received he following recognition of our efforts.

**Hendershott, Lucas**

Tue, Mar 21, 9:07AM

to me ▾

Thanks for the quick Audible Joel!

Andrew Devereux, BSN is the lead Mechanical Inspector and Plan Reviewer. We interface with Mr. Devereux mainly for inspections.



Kai Allen, BSN PX is the lead Electrical Inspector and Plan Reviewer. We interface with Mr. Allen mainly for inspections.

Al McCloud, PX is the lead plans examiner and supervisor. We interface with Mr. McCloud on application items for JPI permit technicians and also for plan review.

As an on-call provider, JPI provided professional services for all trades including electrical, mechanical, building, and plumbing trade professionals. JPI is different from our competitors because of our strong and reliable local presence, our availability of multi-trade staff, and the personal touch of the Owner, Mr. Payne, who will leave the office and assist clients with building inspection, plan review, and building official services. **Mr. Payne regularly reviews plans for Mr. McCloud.** JPI is a 100% Florida Based company with 100% of our employees residing and working in Florida

**Our notice period to provide staffing ranges from five minutes to five days.** When the County provides five days of notice, JPI will typically serve these requests 100 percent of the time. When the County provides 24 hours of notice, JPI will typically serve these requests 90 percent of the time. When the County calls us in the morning of the day requiring the inspection, we still can meet this request with a 50 percent reliability, by having local staff in Pinellas County and the ability of the Owner Mr. Payne, to leave the office and service contracts “hands-on”.

JPI will provide all equipment necessary for this work and has done so as an incumbent. JPI is familiar with Accela. JPI employees maintain FBC, NEC, NFPA, ICC and other related code references as they complete their work. Our staffing plan for any vacancies is to utilize staff with prior County experience. JPI has utilized Mr. Payne, Mr. Walton, Mr. Thomas, and Mr. Peck recently on the contract. JPI also can resource the additional individuals that work on our Pinellas County contract, at any time. JPI is a statewide company with 40 employees that can be resourced at any time for this work. These employees live and work in Pinellas County, most of whom are within 15 miles of Clearwater, and are available through the year at any time. 39 full time equivalents (FTE's) can perform building trade inspections. 36 FTE's can perform plumbing trade inspections. 30 FTE's can perform mechanical trade inspections. 24 FTE's can perform electrical trade inspections. For plan review, 30 FTE's can perform plan review with at least 10 FTEs per trade available (due to multi-trade licensure). JPI has four licensed building officials available for this contract and twenty licensed professional engineers.

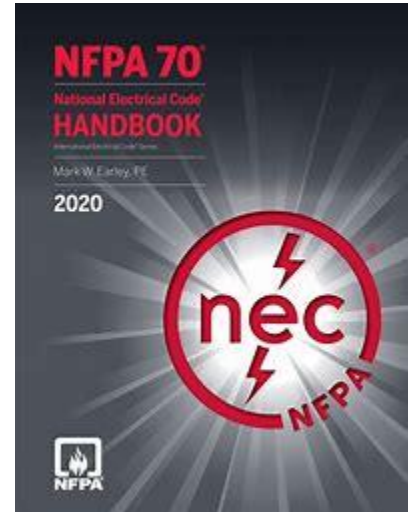
**Joe Payne, PE** will be the binding agent and point of contact for this contract. Mr. Payne is a professional engineer with 30 years of experience. He is the President of the company and will be the project manager for this contract as well. JPI is a Florida Owned Corporation and a statewide Professional Service firm. JPI was founded in 2010 after servicing state contracts as a sole proprietor for several years. The municipal service line is the primary source of business revenue for JPI. We look forward to our work with The County.





JPI proposes a **WORK Plan** unique to the services listed within this RFP. Our **WORK Plan** will consider all regulatory Codes for this Work Objective. The 2020 FBC, Mechanical, 7<sup>th</sup> edition will regulate policy for HVAC systems. The 2010 ADA will regulate the ADA inspections along with Accessibility Code. The 2020 FBC including the Existing Conditions Chapter, will regulate building code compliance, doors and hardware, fences, structural aspects of Fireplaces & Chimney, Insulation, Roofing Systems, Seawalls, Docks, and Structural Components. Florida Elevator Code Authority and FBC Chapter 30 (over three

stories) regulates elevators. NFPA 70 regulates fire protection and co-regulated NEC 2017 and 2020. ASCE 7-16 regulates wind loads. The Energy Code is an overlapping regulation. Solar Energy Code is regulated in several locations including Chapter 23 of the Residential Code and Chapter 14 of the Mechanical Code, and the Florida Plumbing Code. FBC Chapters 4 and 45 regulate swimming pools and saunas. The Florida Plumbing Code regulates plumbing systems, plumbing and pool heaters, and the Gas Code regulates gas pool heaters. Additional Code considerations within our Operational Plan include NFIP, NPDES, ACOE, FAA47CFR, and [FAA107 for the developing Drone technologies for roof inspections.](#)



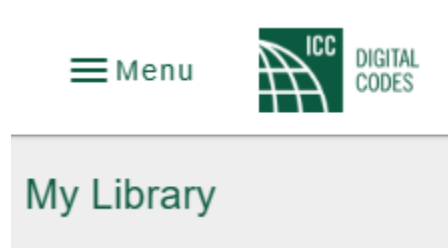
**JPI will perform on-site inspections within 24 hours of a request for inspection.** JPI will provide 2-hour time windows for their inspections based on a mapped route of their daily assignments based on an online mapping software. Inspections involving concrete pours and other phased work will take priority in AM windows. JPI will provide code compliance services to enforce the Florida Building Code. Such services shall include, inspection, all required paperwork to comply with State of Florida State Statutes and the Code of Ordinances, and preparation for and attending the Special Magistrate hearings. JPI has completed code compliance and structural damage assessment for several clients in Florida. JPI will return customer inquiries within 24 hours through the JPI professionals on assignment.

Continuing with this **WORK Plan**, JPI will input the daily Inspection and plan review results in the Accela system in a timely fashion. JPI routinely provides code compliance services to enforce the Florida Building Code. Such services shall include, inspection, all required paperwork to comply with State of Florida State Statutes and Code of Ordinances, and preparation for and attending the Special Magistrate hearings.

JPI professionals will utilize individual emails and direct phone numbers to communicate with County constituents. JPI has multi-trade professionals who will review, and process construction plans for issuance of building permits under the Florida Building Code. JPI will enforce other



agency submittals including FEMA, Driveway permit, and FDEP. JPI will maintain records of work conveniently through creating a pdf of the results. JPI will enforce the 50/50 rule for substantial improvements for FEMA on projects and review and maintain all records required by Federal Emergency Management Agency (“FEMA”) in association with the processing of building permits in the format required by FEMA. JPI will maintain all records and documents in accordance with Public Records Law (Chapter 119, Florida Statutes) and using the current General Records Schedule GS1-SL (For State and Local Government Agencies) which includes the GS6 (For Building Departments). This expands to include code enforcement of hazards, nuisances, and violations. JPI’s multi-trade professionals and licensed engineers will assist in the preparation of the Insurance Services Office (ISO) evaluation for the County.



JPI Professionals possess OSHA Level D attire with JPI logo shirts while in the field. In the office, JPI professional will dress business casual with JPI logo shirts. JPI personnel have smart phones with mobile hotspots and Bluetooth for ease of Wi-Fi and platform access. In addition, JPI personnel utilize Ipads which contain training and continuing education software. All JPI Building Code Professionals

receive continuing education for license renewals. Engineers receive continuing education bi-annually for license renewals as do Registered Architects. JPI has a digital subscription to the ICC digital library and as continuing education all employees reference a digital subscription of the Florida Building Code in their practice along with the use of ICC code check books.

JPI will utilize staff already located and working regularly in Pinellas County which includes a staffing of twenty licensed professionals. Joe Payne is the Project Manager. JPI is a statewide firm staffed with a TEAM ORGANIZATION of 40 professionals. Our company’s operational capacity is 1800 hours per week. Currently, we are running at approximately 1400 hours per week billable which is our current and projected workload. We have up to 400 hours per week of surplus capacity available to service this contract. This is approximately ten full time equivalents. We are operating at 77.78% capacity with 22.22% availability to support our WORK PLAN.

JPI’s **EXPERIENCE** includes successful and practical work on similar projects. JPI currently serves over numerous similar agencies including Hillsborough County, Pinellas County, City of Clearwater, City of Largo, City of Seminole, City of Tarpon Springs, City of Tampa, City of St. Pete Beach, and the City of St. Petersburg. JPI has a proven track record of excellent customer service, and the County may contact any of our references to verify the same.

JPI will perform the duties of the Plan Examiner and Inspector to accept and review plans, issue permits, perform inspections, issue certificates of occupancy and perform other Florida Building



Code and County Code duties. JPI employees qualified inspectors and plans examiners most of which are multi-trade and possess over 30 years of **EXPERIENCE** for our **WORK PLAN**.

JPI possesses key local **EXPERIENCE** for this contract within our **TEAM ORGANIZATION**. We currently are a vendor for the multiple Pinellas County and Tampa Bay area building departments, including several contract renewals. JPI regularly completes both inspection and in-house plan review services, and remote plan review services. JPI staff possess several resources to complete their **WORK PLAN**. JPI has a full access digital subscription to the ICC website which provide digital access to current and prior editions of the Florida Building Code. In addition, our staff possesses handbooks on tablets and smartphones (with mobile hotspots) which provide convenient access to Code references. The **TEAM MANAGEMENT** of JPI includes a quality control program for new contracts, and staff, which includes mentoring and shadow/ over the shoulder training. Joe Payne, PE is the **TEAM PROJECT MANAGER** and **regularly monitors the pass/fail rate of our inspections**.

**A third key measurement factor of this work is FEMA compliance.**



The SDE is a tool to help local officials administer the Substantial Damage requirements of their floodplain management ordinances in keeping with the minimum requirements of the NFIP.



FEMA is a key plan review and inspection subject matter that interfaces with ROW, Zoning, Site, Habitat, Environmental, and all services under this RFP. Currently, the County CRS score is a 3/10. CRS Class 3 receives a 35% premium discount and the monitoring of FEMA substantial improvements are imperative. Key BDRS activities fall under Flood Damage Reduction, however, also consider public information (elevation certificates). The Zoning activities under this RFP dovetail into Mapping and Regulations and Flood Damage Reduction. This contract supports Warning and Response activities by filing in for BDRS operations during Emergency Management situations such as named Hurricane Storms. Public Information Activities in BDRS mainly consist of elevation certificates. This begins at

the plan review level when the reviewer checks for the FEMA base flood elevation and design flood elevation. BDRS now implements the Vulnerability Assessment elevation as the base flood elevation. This creates a unique situation in non-incorporated City limits, because developers must raise slabs by two or more feet in unincorporated areas due to the Vulnerability Assessment. FEMA Technical Bulletin 10-01, page 7, Figure 2 is a key resource when reviewing foundation construction in the floodplain. The County has a 4-step field process for elevation certificates. One occurs at the formboard survey, two occur before and after the slab, and there is one final inspection.

The County floodplain manager provides Map Information Services and Hazard Disclosures to the Community. JPI interfaces with FIRMS and the Vulnerability Assessment. We presume that under this current RFP, that JPI will interface with hazard disclosures through the ROW field



investigation work. JPI utilizes the County GIS system for Flood Protection Assistance and Flood Insurance Promotion. The Zoning and Habitat service under this contract will support Mapping and Regulations. Habitat supports Open Space Preservation. The Vulnerability Assessment is the Higher Regulatory Standard chosen by the County that exceed NFIP's minimum criteria. This is Activity 430 in the CRS which guides the County to regulate the Vulnerability Assessment. Flood Data Maintenance and Stormwater Management are activities that our permit technicians engage in mainly to ensure proper documentation at the application phase.

The goal of these efforts develops into Flood Damage Reduction. Floodplain Management Planning is a goal of the Zoning reviews. The ROW services under this contract will support Acquisition and Relocation services discussed within the CRS. Flood proofing is a concept regulated by BDRS in efforts to provide flood protection. Flood vents, flood proofing materials below the Design Flood Elevation, raising electrical panels to elevations above the DFE, are all examples of BDRS Flood Protection activities. Site Inspections will support Drainage System Maintenance. Our services provide support to the County for Warning and Response activities associated with the BDRS. When County employees need to enter communities to complete damage assessment, for example, JPI staff backfill the Department and complete their inspection and plans examination for that period of time.

**A fourth key measuring factor for this work is Quality Control.** JPI's Quality Control process starts with Day 1 for the employee. JPI has a shadowing program, and employees have over the shoulder shadow training for the first two weeks. This is a progressive training approach in which the over the shoulder time decreases daily over the two weeks. Also, we conduct audits of work for employees and randomly have shadow oversight. The employee is informed in the morning that JPI will oversee their work that day and we follow them along their inspection route. For plan review and office work, JPI completes work from Code Review checklists provide by the County or common to the industry. JPI feels that it is best to depict checklists used for our work to emphasize that work. The following are examples of Quality Control processes and procedures utilized for work under this contract.



Date: \_\_\_/\_\_\_/\_\_\_

Permit Number: \_\_\_\_\_

### 2020 Plan Review Guideline (SFR)

Based on Florida Building Code 7th Edition (2020)

Living SF: \_\_\_\_\_ Non-Living SF: \_\_\_\_\_ Total SF: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Stories: \_\_\_\_\_

Insulation/efficiency: <sup>AC</sup> \_\_\_\_\_ Heat: \_\_\_\_\_ Roof: \_\_\_\_\_  Porch  Gas

- Consistent square footage calculations on construction plans and zoning permit FBC 107.2.6
- Consistent approved plot plan and construction plans FBC 107.2.6
- FL product approval sheet for all exterior materials FBC 107.2.4
- Energy calculations FBC EC R101.5
- Form 405-2020
  - Signed by preparer and owner/agent
  - Has pass seal
  - Conditioned floor are matches living area on plans
  - Attic Vented  Attic Unvented
  - Insulation matches wall sections on construction plans
  - Water heater  (Gas)  (Electric)
- Manual J FBC EC R403.7
  - Consistent with Manual S
  - Equipment information notated
- Manual S FBC EC R403.7
  - Total capacity equal to or greater than 100% and less than or equal to 115% (or closest available unit size)
- Duct layout FBC EC R403
  - Consistent with construction plans (flipped duct layouts are unacceptable)
  - Duct sizes, CPM, and return/supply Or
  - Manual D

- General Construction Plan Requirements**
- Paper Plans FAC 61G15-23, 61G1-16
    - Original hand signature and wet or raised seal from a licensed Florida design professional
  - Digital Plans FAC 61G15-23, 61G1-16
    - Unlocked digital signature capable of verification and a seal from a licensed Florida design professional on the first page
  - Plans dimensioned and scaled
  - Plans legible (minimum text size 3/32") LCC Ch.6
  - Plans designed to the 2020 Florida Building Code Residential and all other applicable codes

- Structural**
- Wind zone location or wind speed FBC R301.2.1
  - Exposure category FBC R301.2.1.4
  - Design loads FBC R301
  - Components and cladding pressures for openings FBC R609.2
  - Lumber grade and species FBC R502, 602, and 802
  - Fasteners used with P.T. wood FBC R317.3
  - Lintel designation FBC R608.8.2

- Foundation Plan**
- Slab description (thickness and compressive strength) FBC R402.2 and 506
  - Minimum 6-mil polyethylene or approved vapor retarder FBC 506.2.3
  - Soil bearing value FBC R401.4
  - Termite treatment FBC R318
  - Sloped garage floors to main door FBC R309.1
  - Footing dimensions and location FBC R403.1.4
  - Isolated/Column footing dimensions and location
  - Stem/retaining wall height

- Floor Plan**
- Square foot tabulation (living/nonliving)
  - 1 exterior swing door to be minimum 3'x6'-8" FBC R311.2
  - Hazardous glass locations indicated as "Temp." or "Safety" (Within 2' of doors, bath or pool areas within 5' with a sill below 5", stairs with sill below 3", within 5' of bottom of stairs with sill below 3') FBC R308.4
  - Solid or 20 min fire rated door from garage to dwelling FBC R302.5.1
  - 1/2" gypsum or better on garage wall side of dwelling separation FBC R302.6
  - 5/8" type x gypsum on garage ceiling if habitable room above FBC Table R302.6
  - 1 bath/toilet room with a 29" minimum clear access, on the lower floor FBC R320
  - Sleeping rooms have E.E. R.O/Egress Opening FBC R310.2
  - Attic access location (minimum 22x30 and all separate areas with 30" height clearance) FBC R807
  - Hallways minimum 3' wide FBC R311.6
  - Rooms labeled and uses identified

- Elevation Plan**
- All elevations
    - Dimensioned
  - Windowsills minimum height FBC R312.2.1
  - Roof vent calculations if required on Form 405-2020 FBC R806
  - Crawlspace ventilation and access (if applicable) FBC R408
  - Roof slope FBC R905
  - Roof material FBC R904
  - Location of vented appliance/fireplace (if applicable) FBC R G24.27
  - Egress windowsills maximum height FBC R310.2.2

- Truss Plan**
- Signed and sealed by design professional of record FBC R802.10
  - Strapping locations FBC 107
  - Truss bracing FBC R802.10.3
  - Connector chart specifying the type, size, and number of fasteners FBC 107
  - Gable end details (if applicable) FBC R602
  - Truss plans consistent with elevations FBC 107

- Electric Plan**
- Electric layout FBC 107 per NEC 2017
    - Smoke alarms FBC R314
      - In each sleeping area
      - Outside each sleeping area
      - On each dwelling floor
    - Carbon monoxide alarms (if applicable) (within 10ft of sleeping rooms) FBC R315

- Details**
- Stair construction details indicate minimum 10" tread and 3/4" - 1 1/4" nosing, maximum 7.75" riser height, 6'-8" headroom height, 36" wide/deep landings at top and bottom, handrail location, 34"-38" handrail/guardrail heights, and maximum 4" open rail spacing FBC R311.7
  - Guards at porches, balconies, open stairs, ramps, raised floor more than 30" need guards: 34" at stairs and ramps, 36" all other areas FBC R312.1
  - Show fire protection (minimum 1/2" gypsum board) under stairs FBC R302.7
  - Bearing/Sheer/Opening/Header construction/details FBC 107
  - Wall section(s) from foundation through roof to include wall assembly of interior and exterior materials FBC R301
  - Frame walls have 2 layers of water-resistant barriers FBC R703.7.3
  - Chimney/Fireplace Details FBC R1001
  - Manufacturer specifications for factory-built fireplaces FBC R1005
  - Wall sheathing with nailing pattern indicated FBC R604
  - Roof sheathing with nailing pattern indicated FBC R803
  - Wood sill plate anchoring to foundation FBC R403.1.6, 602
  - Header and connection details for exterior and/or bearing walls FBC R602.7
  - Dormer framing details FBC 107
  - Provide gas layout FBC R G 2413
  - Provide soffit detail FBC R704



The following is a standard checklist for a condo remodel/ renovation similar to Plan Examining Commercial - Remodel Multi-Trade (all trades) Review in the rate sheet:

## CONDO KITCHEN/BATH RENOVATION

**NOTICE:** Effective January 1, 2023, a smoke alarm that is newly installed or replaces an existing battery-powered smoke alarm must be powered by the condo electrical system with a back-up battery that powers the alarm for at least 10 years. The battery requirements do not apply to a fire alarm, smoke detector, smoke alarm, or ancillary component that is electronically connected as part of a centrally monitored or supervised alarm system.

I. Fire Protection

a. Fire Sprinkled? Y  or N  (If yes, show on plans)

b. Fire Alarm? Y  or N  (If yes, show on plans)

c. Show existing & proposed location for new or relocated fire sprinklers/fire alarms/smoke detectors/strobes/horns, etc.

d. State if smoke alarms are hardwired and /or interconnected. FBC 420, NFPA 72 & NFPA 13

II. Type of Construction (per FBC Ch. 6): **Check One**

Type I: <input type="checkbox"/> Concrete & steel High-rise tower	Type II: <input type="checkbox"/> Masonry & steel Mid & low-rise	Type III: <input type="checkbox"/> Masonry & steel Wood roof or floor Mid & low-rise	Type V: <input type="checkbox"/> Wood frame Construction Low-rise
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\*Metal stud construction  
Fire treated wood

Wood Stud Construction  
Allowed

III. Show Floor Plans:

Existing space

Proposed space

Basic overall condo layout

IV. Indicate scope of work for:

a. HVAC: Relocated supply/RA or exhaust duct

b. PLBG: Relocated or new fixtures ~ provide Plbg ISO

c. ELEC: New/altered GFCI circuits ~ provide panel schedule

V. Replacing tile/wood flooring? Sound underlayment ~ Minimum 50 STC impact IIC rating required per (2020) Florida Building Code (FBC) 7<sup>th</sup> Edition, Section 1207

VI. Any change to the fire rated corridor, tenant 1hr wall, or penetration of wall or floor **ATTACH UL DETAIL.**

The following is a historic BDRS Mechanical Plan Review checklist provided by a prior BDRS Mechanical Trade Chief from approximately 2013/2014. JPI provides this information to show that JPI has always operated with checklists and quality control through our work under this



contract. Also, this again shows our legacy knowledge and our knowledge of the history and reasons behind BDRS policies.

- \_\_\_ plenums secure, start collars in plenums
- \_\_\_ if Air handler is on a stand in a garage, check for seal to stand
- \_\_\_ safety switch or secondary drain can run from the secondary outlet of the Air handler
- \_\_\_ plenum supports, metal or wood, min. 1-½ inches wide
- \_\_\_ Drain pan, 3 inches larger than the unit, centered under unit
- \_\_\_ safety switch in pan or secondary drain line from pan
- \_\_\_ safety pan pitched to switch or drain outlet
- \_\_\_ knock out in drain pan plugged or capped if not used
- \_\_\_ drain line fittings glued
- \_\_\_ pitch of drain line
- \_\_\_ Horizontal drain insulated in unconditioned space (garage, attics )
- \_\_\_ Trap in drain line
- \_\_\_ Air handler supports, threaded rods, supports under unit,
- \_\_\_ Unit can't sag in the middle, stressed, , may need a 3<sup>rd</sup> hanger or
- \_\_\_ A long support from front hanger to rear hanger
- \_\_\_ locking caps on the condenser/heat pump service ports
- \_\_\_ Wire size for the condensing unit correct
- \_\_\_ wire size for Air handler and heat strip correct
- \_\_\_ K/W label for the heat strip on the air handler, proper rating marked on The label
- \_\_\_ connectors in knock outs for wires
- \_\_\_ wire in air handler to heat strip or control tie in
- \_\_\_ wire nut sizes appropriate for wire sized used
- \_\_\_ does the unit accept aluminum wires ( most do not )
- \_\_\_ disconnects wired right to Air handler and Condenser
- \_\_\_ Breakers/fuses correct amperage for Air handler/ Condenser
- \_\_\_ Line set cover sealed at the base, foam, metal, steel wool,
- \_\_\_ multi systems in home or business need identification ( AC1 AH1, or ABC )
- \_\_\_ condensers installed at apartment buildings need Apartment number
- \_\_\_ Marked on the condenser in permanent ink
- \_\_\_ Are make and model numbers entered on the permit/ticket matching the equipment installed
- ~~\_\_\_ Duct certificate on site~~
- ~~\_\_\_ Load calculations on site and correct~~



The following is a list of required paperwork for BDRS Field Inspections:

## **PINELLAS COUNTY BUILDING DEPT**

### **REQUIRED PAPERWORK:**

#### **SEALED DENSITY REPORTS**

**BEFORE CONCRETE POUR**

#### **TOP OF BLOCK/FORMS SURVEY**

**AT SLAB**

#### **FEMA ELEVATION CERTIFICATION (UNDER CONSTRUCTION)**

**DUE AT NEXT INSPECTION AFTER LOWEST FLOOR (REQUIRED ELEVATION) INSTALLED OR WHEN "LOWEST HORIZONTAL STRUCTURAL MEMBER" INSTALLED**

#### **SEALED TIE IN SURVEY**

#### **NONCONVERSION ACKNOWLEDGMENT FORM**

**DUE AT FIRST SCHEDULED FRAME INSPECTION**

#### **SEALED LETTERS (REVISIONS) (MISSED INSPECTIONS)**

**AT OR BEFORE NEXT INSPECTION**

#### **COMPLIANCE LETTERS (WIN/DRS/SOLAR)**

**AT INSPECTION**





**ROOFING AFFIDAVIT**

**IN PROGRESS OR FINAL**

**ARCH/ENG PROGRAM**

**SEALED REPORTS: WEEKLY**

**ATTACH B AND C AT FINAL**

**PRIVATE PROVIDER PROGRAM**

**FINAL SEALED ENGINEER REPORT**

**FEMA ELEVATION CERTIFICATION (FINISHED CONSTRUCTION)**

**FLOOD VENT ENGINEERING**

**FLOODPROOF CERTIFICATION**

**V ZONE DESIGN CERTIFICATION**

**STRUCTURAL STEEL REPORT**

**BLOWER DOOR TEST (7/01/17)**

**TERMITE AND INSULATION CERTS**

**DUE AT FINAL**

**ALL PAPERWORK NEEDS TO BE ON SITE**

**ALL SEALED PAPERWORK MUST BE ORIGINAL SIGNED AND SEALED**

**DO NOT EMAIL OR FAX**



The following is the Accela Data Entry Standard Operating Procedure for Field Inspections.

### **Contractor ACA Instructions**

1. Log into your ACA account on the Access Portal <https://aca-prod.accela.com/pinellas/>

2. Select the Home tab

3. Under General Information select "Upload Inspection Results"

4. On this screen you have New Inspections, these are open inspections assigned to your account. From here you can select the link under Record ID to view more information about each permit, including previous inspections.

At the bottom of this section is a link "Click here to download the inspection list in inspection result CSV format"

Click on this link and save the CSV file for editing. You will need to have access to a program or application to modify spread sheets such as Excel, Libre Office or Google Docs. Keep track of this file and it's location on your device or computer.

Open this file and under the Column "Request Comments" is information provided by the customer. This may include access codes, contact numbers or other specific information related to the inspection.

5. At the beginning of each day before 8:00 AM a list of approximate inspection times needs to be submitted to the Inspection Desk. The list needs to clearly state the Permit/Record ID, the Inspection Type, the Address and the two hour window of when the inspection will occur. The list needs to be emailed to [Building@pinellas.gov](mailto:Building@pinellas.gov) with the heading "Inspection Times", your account name and the date.

6. To submit inspection results the CSV spreadsheet needs to be modified. ONLY three sections of the CSV file should be modified, Result Status, Result Comments and Inspection Date. Each of these sections MUST have the information entered or changed before submitting to complete the inspection process.

#### **Result Status**

The word Scheduled will need to be replaced with a result. This must be entered exactly as listed below. Any other entry will not be accepted and will need to be corrected for the inspection to be entered. Entry is case sensitive.

Approved

Canceled

Correction Notice No Fee

Correction Notice Fee

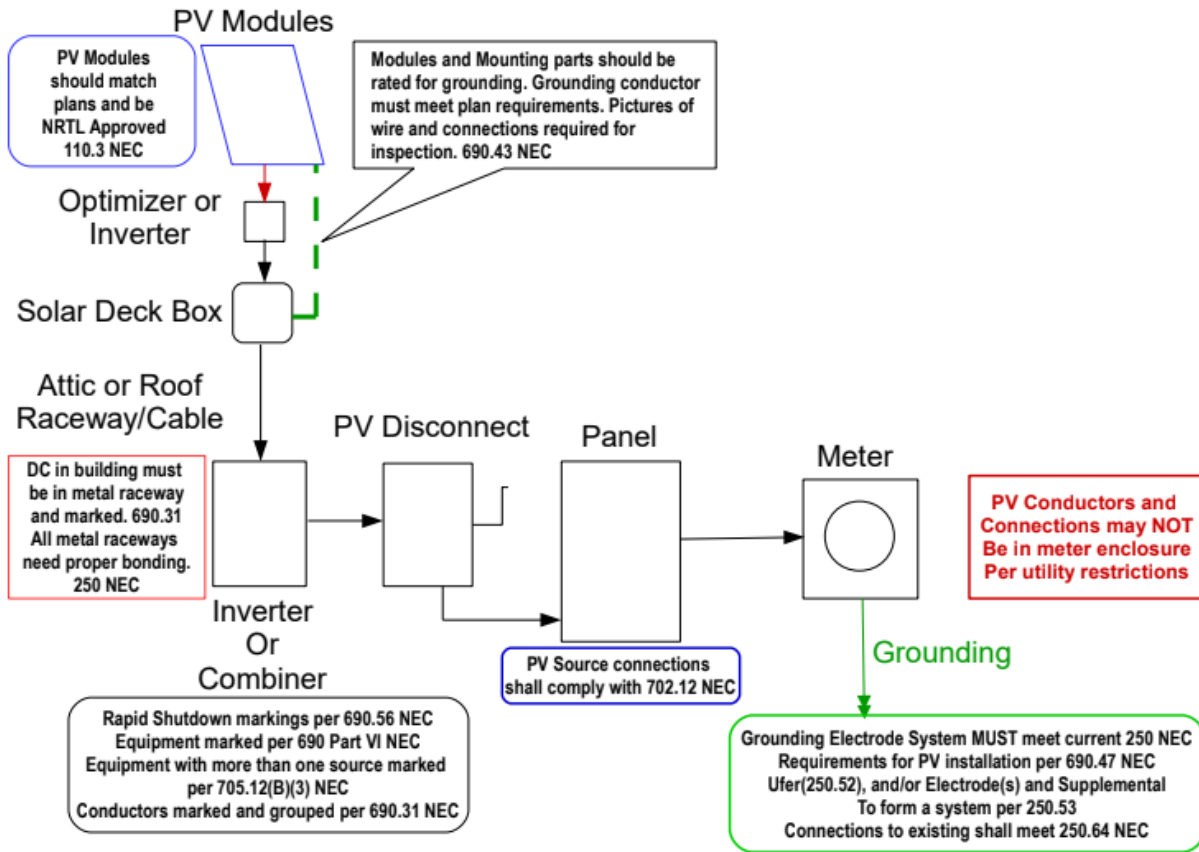
Correction Notice – Lock

#### **Result Comments**

Time of inspection followed by any comments. There must be an entry in this field. If you are approving certification of a utility or picking up documentation, it needs to be included in the comments.



The following is a Solar Project Review checklist provided by County staff:





## QUALIFICATIONS

JPI wants to thank BDRS for this work which has provided for our company and our employee's families for a decade. **We truly appreciate it and would be grateful to have the opportunity to extend our services for BDRS/ DRS** and to the citizens of Pinellas County, who is the ultimate receiver of all work. Over the last decade, JPI completed approximately 105,000 man-hours of work for BDRS, the most of any consultant in the State of Florida during this time period. **JPI field inspectors over a ten-year period, have completed approximately 250,000 field inspections for Pinellas County**, again, the most of any consultant in the State of Florida during this time period. JPI has no claims from our work with BDRS. JPI has never had an exception to any of our contracts.



JPI is 100% committed to governmental services



JPI has completed 250,000 field inspections for Pinellas in 10 years

JPI is the INCUMBENT to this RFP, currently servicing Pinellas County BDRS since 2013. Our first contract was with Larry Goldman, CBO. BDRS renewed our contract four times since 2013, most recently, **JPI was selected as the sole source vendor for 22-0037-B**. All of these contracts consisted of annual Purchase Order replenishments and extensions, so in theory, *BDRS renewed the funding of our contract over ten times during the last decade of service.*

A unique reason to continue to select JPI is that JPI already performs the expanded services listed within this current advertisement. *BDRS/ DRS would have the advantage of JPI's prior contract experience applied to the new services of ROW, Zoning, Site, and Environmental Habitat.* JPI is familiar with the permitting process and how these influence activities through our current coordination with staff through the plans examination process. **JPI expects to score well with the QBS scoring because we possess ten years of prior experience with BDRS and have current experience with all expanded services with Zoning, ROW, Site, Habitat, Environmental, and Remote Inspections and Plan review.**

Another key reason, is the legacy project knowledge that JPI provides to BDRS. In 2009, the community faced a recession, which led to an exodus of knowledgeable County personnel from the Department. Also, knowledgeable Code professionals left the industry. When the market began to recover in 2012/ 2013, JPI entered a professional service contract with the County. **JPI has unique operational/ legacy knowledge of BDRS over the last decade.** We have supported five acting Building Officials, four mechanical trade chiefs, three plumbing trade chiefs, two electrical trade chiefs, on building trade chief, two chief plan examiners, and have worked with



JPI has a proven ten-year history with BDRS

over 100 County inspectors and examiners. The legacy knowledge that we possess consists of original procedures, project history, permit history, work done by prior County employees, etc. The origins of which are not all written in one location and are not all contained in Accela. From a Work Plan consideration, some consultants may provide service approaches for current work and for future work. However, with JPI's ten-year history with BDRS, we likely are the only consultant who can refer back in time to provide a work plan or recall information that happened up to ten years ago. The legacy

information possessed by JPI is invaluable and would take efforts to record because the County employees who worked with JPI are no longer at the County. This is important on many levels, one of which is the precedence of past permit application and inspection approvals and how they could provide development rights for applicants in the future. In this proposal, we will provide a few examples of this information. When situations arise for this information, the information is priceless, and enhances the safety and wellbeing of all stakeholders, namely, the Pinellas County community.

JPI's legacy knowledge is invaluable on a daily basis.

The main benefit of the legacy knowledge is **PROBLEM SOLVING**. This allows JPI to efficiently solve problems provided by the community during the application process. JPI permit technicians work at the permit desk on the 3<sup>rd</sup> floor and provide immediate response to EBPs. JPI staff attend permit application meetings with review stamps, and have the knowledge of County regulations to provide plan approvals during meetings, rather than make applicants wait up to 30 days for a resubmittal review. **JPI field inspectors over a ten-year period, have completed approximately 250,000 inspections, with no significant field incidents.** The ability to apply

this prior knowledge immediately to work is invaluable and saves time and budget on a daily basis for Pinellas County.

JPI has a competitive operational advantage to servicing BDRS/DRS under this contract. *BDRS requires variable service levels which change weekly and daily.* This is a very important part of this contract. Please see Addendum 1, Question 6 in which the County responds "The consultant should have the capacity to handle both a high volume and low volume at any time." This is a very important qualification for a consultant through this contract. BDRS regularly cancels shifts the next day when low volume occurs in the permit requests. JPI has managed their operations to meet these needs. BDRS should select consultants such as JPI that have this ability. The Consultant needs to know, that BDRS cancels work the following day with less than 24 hours' notice. This occurred on six occasions for JPI in the month of March 2023 and JPI reduced staffing and billing for the County. JPI estimates that supporting BDRS's variable staffing and 24 hour notice of canceling our services over our ten-year relationship, has saved taxpayers over \$1.2 million dollars. BDRS needs to advise any additional consultants that this is an integral part of the contract, as there is a ten-year history of the same. JPI has proven that we have the



financial resources to provide services for weeks at a time where the County has zero service needs, and has the staffing resources to quickly increase to a production level of ten employees per week, with very little notice. JPI has the capacity to handle both high and low volume at any time.

## **ADDENDUM NO. 1**

6. Question: How many residential and commercial permit plans do you anticipate forwarding to the consultant for review per month/year under this contract?

**Response: The number of permit reviews (and inspections) is undetermined. The consultant should have the capacity to handle both a high volume and low volume at any time.**

Devereux, Andrew

Fri, Mar 17, 2:00 PM ☆ ↶ ⋮

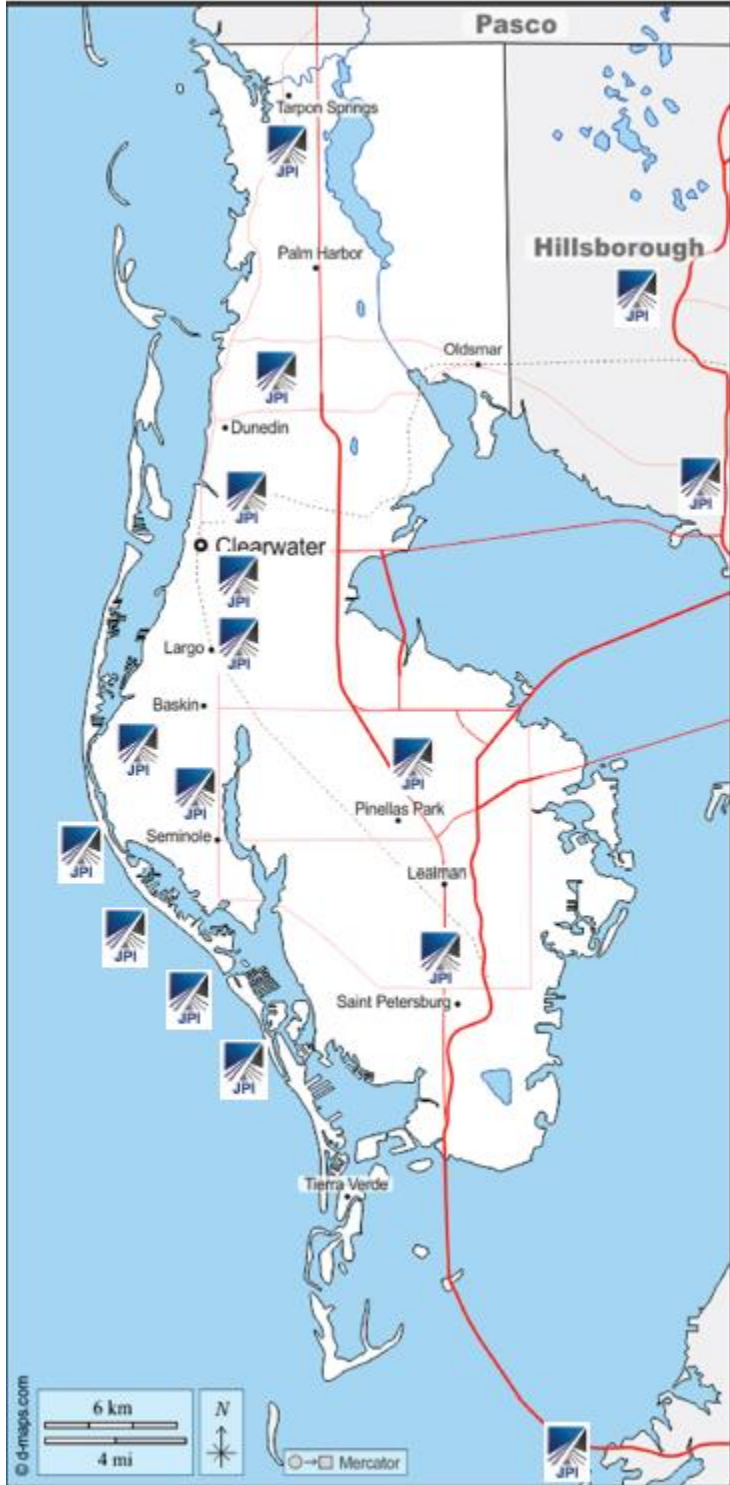
to me ▾

Joe I will not be needing you for 3-20 but thank you for all your help Andrew

The founder of JPI has over 30 years of construction and engineering experience. He is a multi-discipline engineer well suited for the role of managing this RFP, which is a multi-discipline contract. Mr. Payne has ROW field and office experience. Early in his career, he has field survey technician experience. He has written draft metes and bounds and legal descriptions for licensed surveyors (approximately 1,000 hours of this experience) through early career experience. For environmental habitat, Mr. Payne has served as the Engineer of Record for over 50 wetland delineation plans and has served as an engineer of record for over 20 water management district permits. JPI completes Zoning reviews for several agencies and as BDRS knows, our inspectors and plan examiners enforce local ordinances such as setback, landscape screening, etc. during our work over the last decade.

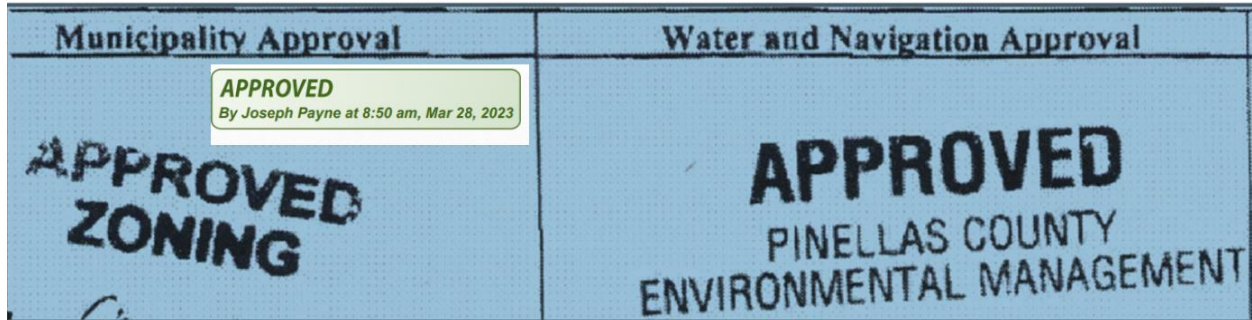


JPI is the consultant for numerous building departments in the Tampa Bay Area which include. City of Clearwater, City of Largo, City of St. Pete Beach, City of St. Petersburg, City of Treasure Island, City of South Pasadena, Town of Redington Shores, City of Pinellas Park, City of Tampa, Hillsborough County, and City of Tarpon Springs. Also, JPI is a consultant for Sarasota County, City of Anna Maria, Town of Longboat Key, Charlotte County, and Lee County Florida. The following map contains a JPI logo adjacent to our local Pinellas County clientele.

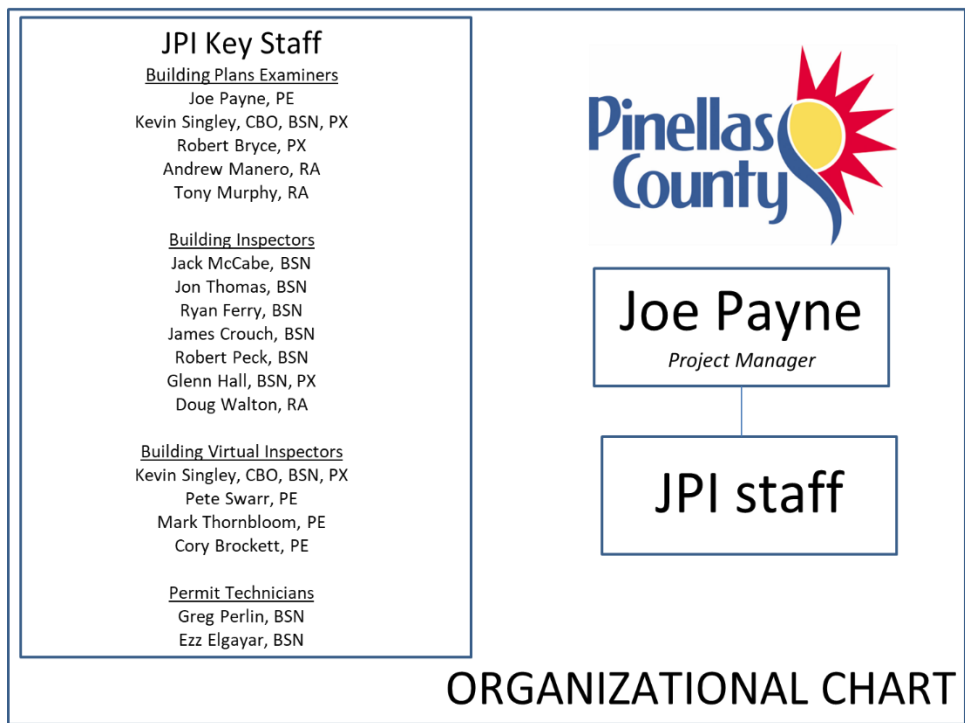




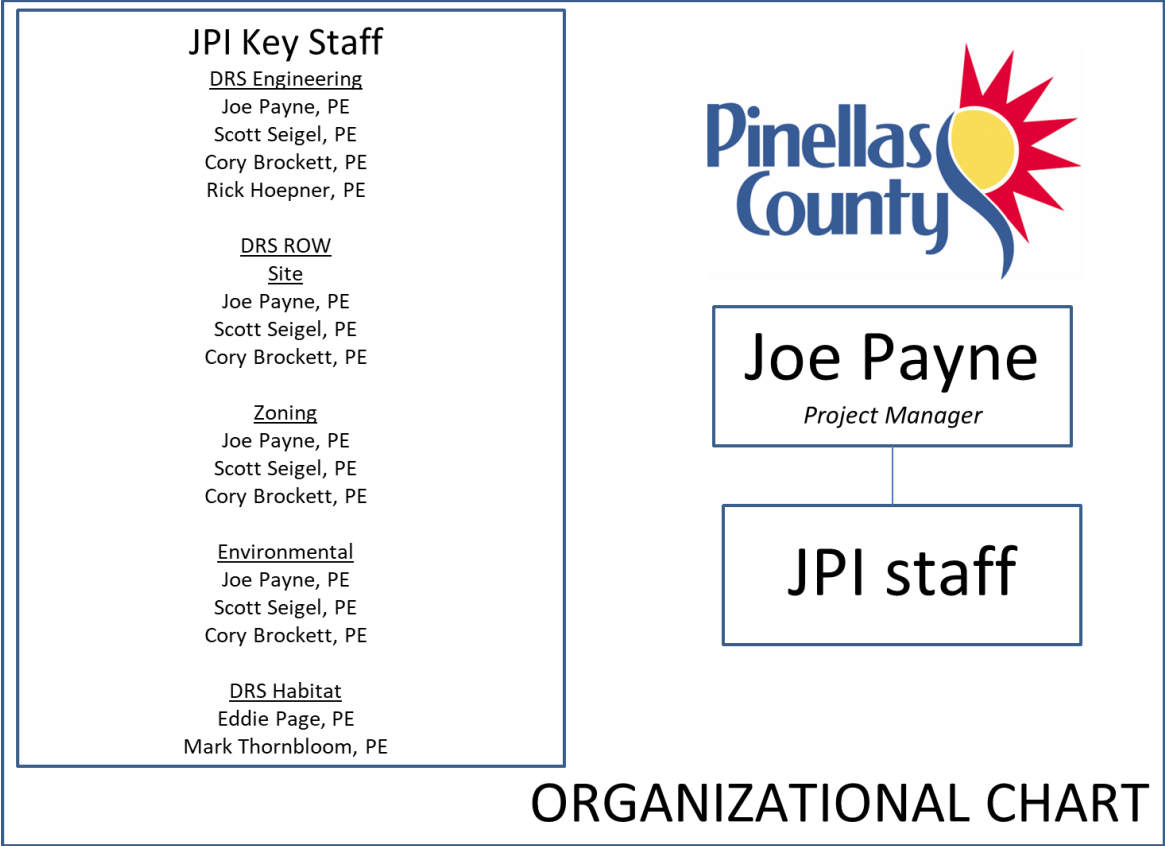
JPI performs all services listed within RFP for these local agencies at this time and are familiar with the County processes and we coordinate regularly with most County Departments. *As an example, when we complete the Dock and Seawall reviews for local agencies, JPI signs off for Zoning as Municipality Approval. Pinellas County Emergency Management then signs off for Water and Navigation Approval to complete the multi-agency review process.*



**Joe Payne, PE** will be the binding agent and point of contact for this contract. Mr. Payne is a professional engineer with 30 years of experience. He is the President of the company and will be the project manager for this contract as well. JPI is a Florida Owned Corporation and a statewide Professional Service firm. JPI was founded in 2010 after servicing state contracts as a sole proprietor for several years. The following organizational charts provide the Key Staff members for this contract. Consider them the first source of professionals for work:







The following summarizes our professional licensure and our estimated manhours on the BDRS ten-year contract for current employees:



				ESTIMATED MANHOURS WITH BDRS
<u>JPI</u>		<u>DBPR</u>		
Joe Payne		FLPE55751		20,000
Greg Perlin		BN6576		10,000
Jorge Cedeno		BN4702		1,000
Jack McCabe		BN4613		10,000
Jason Steele		FLPE69234		2000
Cory Brockett		FLPE74677		2000
Bob Hightower		BN2430		6000
Doug Walton		AR0007045		2000
Greg Martin		BN3947, PX1848		4000
Andrew Mareno		AR96338		2000
Eddie Page		FLPE69045		2000
Pete Swarr		FLPE44159		40
Robert Bryce		PX2783		40
Scott Seigel		FLPE60980		2000
Andrew West		FLPE60301		1000
Dan Folwell		BN6927		8000
Rick Hoepner		FLPE23319		40
Ryan Ferry		BN6617		4000
Mark Thornbloom		FLPE50107		40
Jon Thomas		BN7125		4000
Kevin Singley		PX3601, BN4798, BU1872		40
Micheal Tew		PX2675, BN5003		200
Tony Murphy		AR100424		40
Luke Curtis		BU1975,RPX279,PX3717, CN6614		40
James Crouch		BN8698		200
Glenn Hall		PX3599, BN5324		2000
Robert Peck		BN7567		2000
Ezz Elgayar		BN6415		2000

JPI has legacy knowledge of BDRS and also the current knowledge to support BDRS/DRS in their transition to the Accela web-based platform. JPI utilizes Accela at 75% of our contracts and is becoming the preferred package by Building Departments. There are several Accela suites and several solutions available that JPI has experience with, including, the current platform utilized by Pinellas County. **Our plan examination services have utilized Accela since 2019, AND JPI HAS 4 YEARS OF EXPERIENCE AS A VENDOR WITH THE CURRENT BDRS PLATFORM. This is more than any vendor that responds to this RFP.**



Our permit technicians work daily with BDRS to transfer hard copy submittals into the electronic format. Ezz Elgayar and Greg Perlin of JPI are instrumental in this transition.

In closing, JPI has worked with BDRS for ten years. JPI is 100% committed to government service with no private clients and no conflicts of interest. We estimate 105,000 man-hours of experience with BDRS. In addition, we currently complete the DRS scope activities with other clients and coordinate with DRS for the scope contained within this RFP.



**Qualifications.** JPI submits rates for [all services](#) listed within the Scope of Work. This is because we fully understand the work from our project experience and fully understand the costs for doing the same. [Notice, our rates are calculated to the cent, and they are not rounded to the nearest dollar, because we fully understand all costs associated with these services, to the penny.](#) Please see Addendum 1, Question 2. JPI submits rates for all services because we are qualified for all services from our experience and [Approach to Work](#).

## **ADDENDUM NO. 1**

2. Question: Can a consultant submit on a portion of services within a service category (for example, In-Person Inspection only or Virtual Inspection only)?

**Response: Yes; firms that submit on a portion of services rather than most or all of the services may not score as high in the evaluation process.**



## STATEMENT OF WORK


JPI is the INCUMBENT for the BDRS services in this Scope of Work. In addition, JPI has extensive project experience in DRS services including Environmental, Site, Habitat, and ROW services described in the Scope of Work. JPI has responded to RFPs with a multi-discipline approach numerous times Statewide similar to this advertisement. In fact, [we responded to several advertisements that grew from a Building Department service contracts into a Development Review Service contract, very similar to what occurred with this advertisement RFP 23-0482.](#)

For example, in 2021, JPI responded to RFQ #:21-Q-033 Planning & Building Services: Continuing Consultant with the City of Titusville. [At the time, JPI was the sole source and three-year incumbent for the Building Department.](#) In the renewal, the Community Development Division of Titusville decided to expand the services from Building Department services to include Planning and Zoning and other professional services. JPI was shortlisted and provided an oral technical presentation and [received a contract renewal with the new contract.](#) JPI continues to serve the City of Titusville and is now approaching our five-year anniversary with the City of Titusville.

### Permit Plan Review BDRS

[JPI currently completes commercial and residential multi-trade plan reviews including MEP and structural for Pinellas County with Mr. McCloud.](#) Statewide, the most common platform that we use for our reviews is Accela so we have expert experience with the platform. In addition, [JPI completed plan review at Pinellas County with Accela for four years and currently uses Accela for the plan reviews.](#) Essentially, [JPI completes electronic plan review for Pinellas County, right now, less digital stamping.](#) We enter our review results in Accela for our work. Here is our knowledge of the plan review process using Accela:

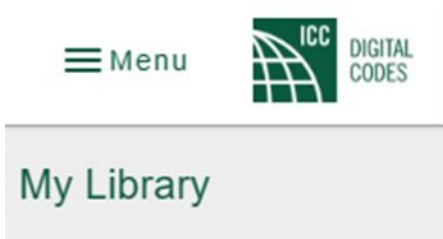
- 1) Login to Windows using the JPI username and password
- 2) Use OKTA for VPN access. Enter Username and Password (the password requires an update every 90 to 180 days based on total logins)
- 3) Receive authentication code and enter the Code
- 4) Select the Product Accela (Civic Platform) from my Apps
- 5) Select the review from the Dashboard or enter the permit number in the search field
- 6) Select Custom1 Fields. Enter Construction type and ISO Categories. Verify Data



JPI is a current County Accela User and Consultant for plan review and for inspections



- 7) Select Custom2 FloodInfo. Select FEMA Compliant as verified and Select Required Tie-In Survey with lowest floor for New Slab or New Construction. Identify Flood Zone, however, be cognizant of the Vulnerability Assessment.
- 8) Under Documents, Upload the County Permit Matrix. This matrix provides the calculated project cost based on ICC methods and compares to the value entered by the applicant in the permit application. The higher of the two values is used for the fee assessment and preliminarily, by the property appraiser for tax assessment.
- 9) Under Custom Tables, enter the Occupancy Group SF, Occupancy Group, and SF per occupant for residential living space (not applicable to commercial projects). Enter this information for living and non-living space. This is a repeat of the permit matrix SF.
- 10) Go to Workflow and enter results with any comments under the review. Note the name and contact information for the reviewer.



As the County progresses to full electronic review, we will provide digital stamping. JPI has a variety of pdf software licenses including Bluebeam and Adobe DC to complete this work. JPI has completed digital signature reviews for Pinellas County. [As noted in the Approach](#), JPI utilizes checklists for all work. Through our ICC Digital Library License, JPI employees have digital access to FBC and all related codes, including prior codes. Here is an example of the pool TDH calculation checklist.

ANSI/ASP-7 2006 Specifies three methods for determining the maximum system flow rate. The following simplified TDH calculation is one of the methods specified.

**Simplified Total Dynamic Head (TDH) Calculation Worksheet**

Determine Maximum System Flow Rate: Minimum Flow Rate Required: 35 gpm per skimmer

1. Calculate Pool Volume:  $\frac{\text{Surface Area}}{\text{Average Depth}} \times 7.48 \text{ (gal./cubic foot)} = \frac{\text{Volume in gallons}}{\text{Volume in gallons}}$
2. Determine preferred Turnover Time in hours:  $\frac{\text{Volume in gallons}}{\text{Turnover in Minutes}} \times 60 \text{ (minutes / hour)} = \frac{\text{Volume in gallons}}{\text{Turnover in Minutes}}$
3. Determine Max Flow Rate:  $\frac{\text{Volume in gallons}}{\text{Turnover in Minutes}} = \frac{\text{Pool Flow Rate}}{\text{Pool Flow Rate}} + \frac{\text{Feature Flow Rate}}{\text{Feature Flow Rate}} = \frac{\text{System Flow Rate}}{\text{System Flow Rate}}$
4. Spa Jets:  $\frac{\text{Number of jets}}{\text{Jet Flow}} \times \text{gpm per jet} = \frac{\text{Total Jet flow Rate}}{\text{Total Jet flow Rate}}$  flow rate.

(For single pump pool/spa combo, use the higher of No. 3 or No. 4 in the following calculations for the pool & spa)

Determine Pipe Sizes:

- Branch Piping to be \_\_\_\_\_ inch to keep velocity @ 6 fps max. at \_\_\_\_\_ gpm Maximum System Flow Rate.  
 Trunk Piping to be \_\_\_\_\_ inch to keep velocity @ 8 fps max. at \_\_\_\_\_ gpm Maximum System Flow Rate.  
 Return Piping to be \_\_\_\_\_ inch to keep velocity @10 fps max. at \_\_\_\_\_ gpm Maximum System Flow Rate.

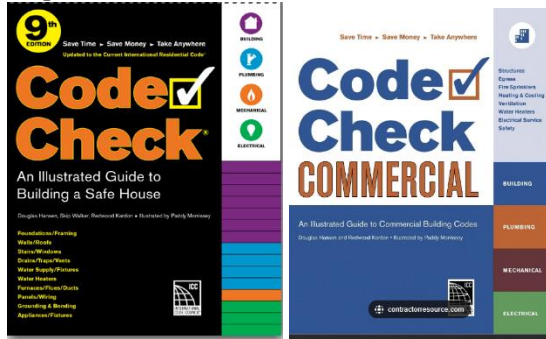
Determine Simplified TDH:

1. Distance from pool to pump in feet: \_\_\_\_\_
2. Friction loss (in suction pipe) in \_\_\_\_\_ inch pipe per 1 ft. @ \_\_\_\_\_ gpm = \_\_\_\_\_ (from pipe flow/friction loss chart)
3. Friction loss (in return pipe) in \_\_\_\_\_ inch pipe per 1 ft. @ \_\_\_\_\_ gpm = \_\_\_\_\_ (from pipe flow/friction loss chart)
4. Length of suction pipe \_\_\_\_\_ x ft. of head/1 ft of pipe \_\_\_\_\_ = TDH suction pipe \_\_\_\_\_
5. Length of return pipe \_\_\_\_\_ x ft. of head/1 ft of pipe \_\_\_\_\_ = TDH return pipe \_\_\_\_\_

TDH in Piping: \_\_\_\_\_  
 Filter loss in TDH (from filter data sheet): \_\_\_\_\_  
 Heater loss in TDH (from heater data sheet): \_\_\_\_\_  
 Total all other loss: \_\_\_\_\_  
**Total Simplified TDH:** \_\_\_\_\_



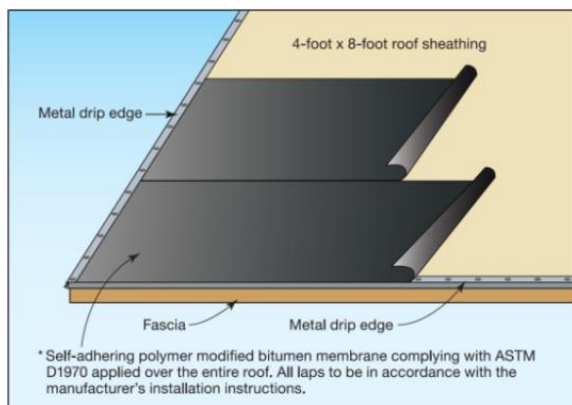
### Inspection Services BDRS



JPI regularly completes residential and commercial inspections for BDRS as the incumbent since 2013. For inspections, we utilize checklists from the ICC and FBC, along with Quality Control documents and County Standard Operating Procedures. The ICC Code Check Book is a handy reference tool to cross reference into the Florida Building Code. As noted, prior in this proposal, JPI has a corporate ICC digital code library subscription. Commercial inspections require a fire inspection prior to approval.

MEP inspections are typically a mixed route of commercial and residential inspections. The multi-discipline route requires an Engineer, Architect, or multiple trade licensed inspector. The FBC includes Mechanical and Plumbing Code however, the Electrical Code now follows the NEC 2017. Commercial inspections require a fire inspection prior to approval. Final inspections in Condo Units require hardwire smoke detectors. Water heaters (specifically in-line) shall be rated for the electric panel. Any new ranges in kitchen remodels shall be for residential use and clearances.

From our experience, approximately 80 to 90 percent of new construction on Pinellas County routes are for residential projects. The commercial projects lie mainly along the US19 corridor in unincorporated Palm Harbor, Oldsmar, Safety Harbor, Largo, and St. Petersburg. The County is gradually receiving inspections through the reciprocal agreements with beach municipalities which will require knowledge of their local ordinances on this contract.



Roof Inspections at the County consist of several types. For new construction, there can be a roof sheathing inspection, a roof dry-in inspection, and a roof final inspection. For example, on Roof Sheathing Inspections, we check for shiners, poppers, fastener spacing, lumber species and other similar factors. For reroofs there is a roof in progress inspection. About 50% of the roof projects are reroofs and this is split between roof in progress inspections and roof final inspections. For reroofs, the County does not get on to tile roofs, metal roofs, pan roofs, or the 2nd story of a

residential roof project. For commercial roofs, the County requires access from the Contractor. Table R803 provides a design basis based on wind speed and exposure category. Dry-Ins are one of three options typically and we evaluate the underlayment installation (peel and stick or felt).



**Structural Inspections** consist of almost any feature, typically masonry, supporting live and dead weight that is not frame. For example, fill cells, Wall lifts, masonry, some docks and seawalls, beams (can be wood), columns, fire damage assessment, and other similar components. These can be partial inspections per floor, or per location, as a project is phased for construction. The County considers frame inspections typically a non-structural residential inspection.



**Electrical Inspections** at the County include Rough and Final Electric Inspections for any new feature receiving a supply of electric power within a structure. The most common electrical inspection is a final residential electric panel changeout. Additional typical inspections are for a disconnect, solar PV, generator, most kitchen remodels, fire damage, possible water heater, home rewiring, and commercial signs. At final inspections, we GFCI test receptacles. *Based on our understanding, the final inspection for commercial signs at the County will become a final electrical inspection.*

The **Accessory Building** inspection is a simple inspection of any structure which is on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. For example, a residential structure may have a detached garage or storage shed for garden tools as accessory structures. A pool house, pergola, or cabana can be an accessory structure. The structure may be pre-fabricated, so a tie-down inspection is required if the accessory structure does not contain a foundation. The accessory structure is considered non-living space.

**Fence inspections** will inspect the alignment of the fence and gate with respect to the plans. Fences should face out with the back rails visible. Certain municipalities that work with Pinellas County through the reciprocal agreement have fence ordinances which the Inspector should familiarize themselves with at [www.municode.com](http://www.municode.com). For example, Belleair Beach has a fence screening ordinance for their condenser units.

Commercial **signs** consist of wall mounted, ground mounted, and structural mounted signs. As note prior, it is our understanding that the electrical final will eventually serve as the sole inspection for Signs. **Irrigation** inspections check for the grounding of the power box and the conformance with design plans and building code.

**Swimming pool** inspections consist of several inspections such as pool bond, electric bond, niche, steel, static water, pressure, and final inspection. The minimum pool pipe pressure is 35 psi for example. The final inspection for a pool is a life safety inspection in which the inspector would inspect door/ window alarms. Chapter 45 of the FBC discusses swimming pools.



This contract includes a few inspections not specifically mentioned in the scope. Final Inspections for cell towers require access to the tower. Also, the Inspector needs to check for uniformity in the construction material. JPI has experience with designers of cell towers changing the material of the upper 1/3 of the cell tower during construction without a plan revision. Several times, JPI failed cell tower inspections for this reason. In addition, this scope will include damage assessment for structural damage such as fire or vehicle collision. Along Alternate US19 for example, car accidents at times extend into the commercial businesses as there are minimal setbacks. The County also has a steel inspection in Accela.

This contract includes inspections not listed within the scope such as Damage Assessment

As Incumbent, JPI has Special Magistrate and deposition experience

JPI is familiar with the noticing for inspections. AP is approved. CN is Contractor Notice. CNL is a lockout, no access notice. Typically, we take a picture of the front door in this situation. CNF is a contractor fee notice for a code violation. PA is a partial approval typically reserved for phased construction. CA is Cancel by Contractor or representative. JPI typically would contact the County if the project requires shutdown due to a red tag. JPI has attended the Special Magistrate for code violations and has been deposed by applicants seeking relief from permit fees and fines associated with our current work with the County.



JPI currently completes virtual inspections across many platforms. It is our understanding that the County will utilize VuSpex for Virtual Inspections of certain types. JPI currently completes Virtual Inspections for a variety of agencies using similar platforms.

The VuSpex platform for agencies is called VuSpex AC Inspector in which JPI would utilize the unique Pinellas County Agency URL. From our prior experience, electronic inspections are scheduled in ½ hr increments. This allows the contractor time to arrive to the site and access the work for the Inspection. During an 8-hour day, the Inspector could schedule a maximum of 16 Virtual Inspections, where as a field inspector has a higher maximum amount. That being said, the costs associated with Virtual Inspections are less so long as the Contractor, as a stakeholder, completes the Virtual inspection in a timely fashion.





Permit Technicians BDRS

JPI currently completes permit technician work for BDRS with Greg Perlin and Ezz Elgayar of JPI. Our support services include permit completeness, fee formulation, certificate of occupancy issuance and related services. These services include the review of private provider filings which was an extensive effort procedurally on the 3<sup>rd</sup> floor.

**Additional Scope**

- 1) EBP processing
- 2) County Internal Reviews
- 3) Permit Fee Matrix/ Calculation

This contract will include additional permit technician work not specifically listed with the Scope of Work. From Mr. Perlin’s account, the work includes new express permits (EBP’s) and the review of EBP’s, Processing EBP’s, Processing other forms of County internal reviews, and to Complete Permit Matrixes for internal reviews. Based on Mr. Perlin’s account, here is a Sample Activity List over a six-day period, which reflects the volume of work processed by permit technicians under this contract. The daily public demand for express permits and private provider permits is steady and increasing.

TYPE OF ACTIVITY	3/16/2023	3/17/2023	3/20/2023	3/21/2023	3/23/2023	3/24/2023
NEW EXPRESS PERMITS - EBP'S	37	26	16	17	33	22
REVIEW OF EXISTING EBP'S	21	18	17	18	15	14
PROCESS NEW EBP INFO	2	3	3	5	3	4
NEW PRIVATE PROVIDER PERMITS	3	3	3	1	2	3
REVIEW OF EXISTING P.P. PERMITS	14	20	23	31	12	31
PROCESS NEW P.P. INFORMATION	4	1	2	5	3	6
MISC INFO REQ. AND DUNNING EMAILS	6	6	2	16	4	6
RUN MATRIX'S FOR FEES	2	3	3	0	1	1
PROCESS P.P. PERMITS OUT	3	2	2	1	1	1

We spoke with Mr. Elgayar of JPI regarding the status of the private provider and Inspection archiving, which are Mr. Elgayar’s main tasks. During the beginning of his permit technician assignment, Ezz helped with the backlog of archiving field paperwork for the County from Inspections. Earlier in 2023, Mr. Elgayar began to assist with the backlog of processing Private Provider permits. This included the following:

- 1) Backchecked all private provider permits from 2019 to 2022 and communicated with providers to submit required documentation including inspection results.



- 2) Uploaded missing documentation. The top six missing items for private provider projects are plans, engineering truss packages, roof affidavits, compliance/ engineer's letters, inspection certificates, surveys/ tie-in surveys.
- 3) Transmitted permits to Mr. McKillen to review and approve to close out permits for administrative documentation supporting the Certificate of Occupancy
- 4) Process permits that need Certificate of Compliance (in order to issue Certificate of Occupancy)
- 5) Develop a tracking system for open permits
- 6) Develop a daily tracking system for permit intake
- 7) Communicate with private provider stakeholders regularly about requirements. Develop milestones for providers to submit documentation during the process, rather than at the end of the project.
- 8) Explore administrative options to efficiently process additional forms of private provider permits such as windows and doors.
- 9) Develop monthly intake tracking and processing to measure the success of the process
- 10) Evaluate the process at the end of month and make suggestions based on actual work flow as to how to enhance the process.

Based on JPI permit technician efforts, we analyzed and evaluated our Work and provide the following feedback. Considering the increasing use of Private Provider permits, we feel that our efforts are successful and we strive to continually improve our processes:



Status for Private Provider Open Permits as of 03/17/2023					
Year	Permit ID	Permit	Quantity	Permit Status	Total Permits
2019				No open permits	
2020				No open permits	
2021	CBP-21-.....		4	Issued	
			2	Pending Finals - COC	
	EBP-21-....			No Open Permits	
					<b>6 Open Permits</b>
2022	BC-MRM-22-.....		3	Issued	
	BR-SFR-22-....		1	Issued	
			1	In Process	
	BR-SOL-22-.....		1	Issued	
	CBP-22-....		61	Issued	
	EBP-22-....		1	Issued	
					<b>68 Open Permits</b>
2023	BC-GAS-23.....		1	Issued	
	BC-MEC-23-....		1	In Process	
	BC-NEW-23-....		1	In process	
	BC-RMR-23-....		2	In Process	
			4	Issued	
	BC-SIG-23-....		2	In Process	
	BR-DMO-23-....		2	Issued	
	BR-ELE-23-....		1	Issued	
	BR-FNW-23-....		1	In Process	
	BR-POL-23-....		3	Issued	
			1	In process	
	BR-RMR-23-....		17	Issued	
			12	In process	
	BR-SFR-23-....		11	In process	
	BR-SOL-23-....		10	In process	
			2	Issued	
	CBP-23-....		1	Issued	
EBP-23-....		0	None		
					<b>72 Open Permits</b>

Engineering Services

Pinellas County Permitting has six main reviews for Building Permit applications. This includes the Building Trades Review, Zoning, Utilities, Flood, Habitat, and Site/ Drainage. This scope of work provides Engineering Services in support of these efforts which include Site/ Drainage. JPI is ideally suited to provide the engineering services under this contract. JPI is a professional service company with over 20 licensed professional engineers available for service. We provide similar services for a variety of clients and Joseph Payne, the President of JPI, has extensive engineering service experience.



Mr. Payne has served as the Engineer of Record for over 100 site plans in Florida. His experience includes residential and commercial site plans. Some examples include the following projects:

- 1) JPI provided site plan and engineering services, including SWFWMD permitting, for the Learning Gate Community School located on Lutz Lake Fern Road in Hillsborough County. This included a redesign of the site plan from a church to a charter school. From a JPI traffic study, the site layout was reversed to minimize que on to Lutz Lake Fern Road. The project included a redesign of the frontage to avoid two power poles. JPI received DRS approval through Hillsborough County.



- 2) JPI provided stormwater management and site layout design for an outparcel of Tampa Bay One/ MidTown located at the I-275 and Dale Mabry Highway Interchange. This was part of a public-private partnership in which the Developers expanded the pond to serve both stormwater management for the Interstate and the MidTown project. The work involved an update of the Lemon Street Canal Watershed Model to report no increase in post-development rate and levels. Mr. Payne was the EOR for the SWFWMD permit.
- 3) Mr. Payne has the following examples of local site plan and engineering project history:
  - a. Previously, Mr. Payne was the [FDOT Assistant District Drainage Engineer for FDOT District VII including Tampa Bay. This included the review of Drainage Permits and Driveway Permit applications.](#)
  - b. Mr. Payne has similar Program Management project experience. He previously served as the Consultant Project Manager for several General Civil Engineering service contracts with Hillsborough County including renewals. This included Asset Management, Transportation Engineering, and Site Engineering.
  - c. Mr. Payne is the Drainage and SWFWMD EOR for Gandy Blvd. from Dale Mabry Highway to West Shore Blvd.
  - d. Mr. Payne was the EOR for a variety of septic permits for Pasco County Parks and Recreation
  - e. Mr. Payne was the EOR for commercial projects such as Sonic CVS.
  - f. Mr. Payne was the Drainage Engineer for the Alt 19 and SR586 intersection.
  - g. Mr. Payne was the EOR for the utility improvements at the Dale Mabry Highway and Kennedy Boulevard intersection.
  - h. Mr. Payne was the EOR with FDEP for several Interstate construction facilities for mix plants, equipment washing, and storage.



The following is a list of SWFWMD permits of which Mr. Payne was the EOR:

ERP App #	Permit	Project Name	Status	Type	Activity	Permittee Name
3143	1153	HILLS CO-FLETCHER AVE E CR582A-50TH ST	Approved	Noticed General	ROAD PROJECTS	Hillsborough County Board of CC/Attn: Michael Kruger
3144	1153	HILLS CO-FLETCHER AVE E CR582A-50TH ST	Approved	Standard General	ROAD PROJECTS	Hillsborough County Public Works
26257	11339	DOT-SR 600 GANDY BLVD IMPROVEMENTS	Approved	Standard General	ROAD PROJECTS	Florida Department of Transportation, District VII
31547	13881	HERNANDO CO AIRPORT-BAYFLITE HANGAR	Approved	Standard General	COMMERCIAL	Hernando Co Bocc
31549	13881	TOP LINE AUTOMOTIVE	Approved	Standard General	COMMERCIAL	Hernando County Aviation Authority
42201	19771	Plantation Palms - Phase 4A	Approved	Standard General	RESIDENTIAL	Ace Cheval, Inc.
42202	19771	Plantation Palms - Phase 6	Approved	Standard General	RESIDENTIAL	Ace Cheval, Inc.
44799	21189	Flagstone Paver - East Expansion	Approved	Standard General	COMMERCIAL	Flagstone Pavers
46939	22491	SONIC-BROOKSVILLE	Approved	Standard General	COMMERCIAL	Brooksville Trust
51089	25115	WREC-TRILBY SUB-STATION	Approved	Noticed General	COMMERCIAL	WREC, Inc.
51187	25181	American First Self Storage	Approved	Standard General	COMMERCIAL	American First Self Storage
51314	25279	SOUTHERN HILLS PLANTATION-ENTRANCE BLVD	Approved	Standard General	ROAD PROJECTS	Landmar Group LLC
51359	25292	SPIRIT HILLS-PASCO	Approved	Standard General	RESIDENTIAL	BCL Partners
51452	25354	Spirit Hills Hernando	Approved	Standard General	RESIDENTIAL	BCL Partners
51791	25688	Brooksville Regional Hospital - Phase 2	Approved	Standard General	SEMI-PUBLIC	Hernando HMA, Inc. / DBA Brooksville Regional Hospital
51792	25688	Brooksville Regional Hospital - Phase 1	Approved	Standard General	SEMI-PUBLIC	Hernando HMA, Inc. / DBA Brooksville Regional Hospital
52466	26145	SOUTHERN HILLS PLANTATION-SALES TRAILER	Deleted	Minor System	COMMERCIAL	Landmar Group LLC
52467	26145	SOUTHERN HILLS PLANTATION-TEMP SALES TRL	Approved	Minor System	COMMERCIAL	SH Ventures Group, LLC
53497	26834	SFTY HARBOR-4TH ST OUTFALL MOD DOWNTOWN	Approved	Standard General	ROAD PROJECTS	City of Safety Harbor
56856	29184	PASCO CO-GROVE PARK COMMUNITY CTR	Approved	Noticed General	GOVERNMENT	Pasco Co Facilities Mgmt Dept
62376	2947	CHARLOTTE CO HUMAN SERVICES BLDG	Deleted	Standard General	GOVERNMENT	Charlotte County Public Works Department
67967		BROOKSVILLE REG HOSP-HELICOPTER LNDG PAD	Approved	Exemption		Hernando Hma Inc Dba Brooksville Regional Hospital
69020		CRESCENT PARK IMPROVEMENTS	Denied	Exemption		American Consulting Engineers Of Florida LLC
70081		FORREST NELSON BLVD SIDEWALK IMPROV	Approved	Exemption		Charlotte Co Public Works
669392		SR 688/Walsingham Pond Seawall Between 2nd Street and 6th Avenue	Approved	Exemption	GOVERNMENT	Florida Department of Transportation
685381	21178	Tampa Bay One	Deleted	Individual		Tampa Bay 1, LLC
697559		FDOT TB1 JU Facility	Deleted	Exemption	COMMERCIAL	Tampa Bay 1, LLC
698688	2958	FDOT-I-275 (SR 93) from SR 60 (Memorial Hwy) to Himes Ave (FPID 258398-5)	Approved	Individual	ROAD PROJECTS	Florida Department of Transportation

### Engineering Services - Site

JPI has the resources and experience to provide full permit cycle Site Inspection, Plan Review, and related engineering support. Currently, we interface with the Site and Zoning reviewers during the building permit review cycle. We have current experience providing these services. In 2022, the City of Anna Maria approached JPI to complete Zoning Reviews. JPI completed these reviews using their Ordinance and applicable Manatee County regulations. One activity was the buildable area determination and site engineering review in which we reviewed the buildable area for the lot (review of setbacks) and the pre and post development drainage patterns. We completed these reviews remotely using a web based platform similar to Accela. The Zoning reviews are based on Ordinance knowledge and we find the following comments are concerns with most projects:

- 1) Maximum Building Height
- 2) Living Space ratios per floor. Residential.
- 3) Work allowed/ not allowed in setbacks
- 4) Flood Zone
- 5) Increase in post development runoff coefficient/ discharge
- 6) Offset to waterway
- 7) Vegetation/ wetland delineation
- 8) Buildable Area
- 9) Landscaping
- 10) Proper Zoning/ Use
- 11) Does Site Plan match legal description?
- 12) ADA



JPI completes Code Enforcement and Site Inspections for local Tampa Bay clients. JPI has completed Site Inspections for the City of Tampa Construction Services. This includes environmental inspections, tree inspections, driveways, silt fence, and landscaping. JPI personnel completed this work through Accela and entered our results in tablets. For Hillsborough County, JPI completed Code Enforcement activities. Our typical tasks included notices for unlicensed activity, non-permitted residential activity, Owner-Builder work by commercial owners, aesthetics, use violation, and related code enforcement issues

#### Engineering Services – ROW Use Permit

JPI serves several municipalities in support of ROW Use Permits. The key connection between ROW Use/DRS and BDRS is at the driveway for most projects. Construction permit applications must apply for ROW use to connect the driveway from their project to the road for access. ROW Use can also involve environmental, utilities and other Departments.

JPI completes ROW Use permit inspections for several clients including driveway inspections. One of these clients is the City of Palm Bay. JPI initially provided services to their Building Department and these services have since expanded to serve their Public Works Department. During our inspections, we follow JPI checklists and review the following items:

- 1) Compare pre and post construction condition via Photos
- 2) Check for gap between new apron and existing asphalt. Repair required for wider than two inches
- 3) Minimum asphalt repair width of two feet.
- 4) Sod below edge of pavement
- 5) Must use hot mix asphalt in ROW.
- 6) Check for compaction, raveling is unacceptable.
- 7) Tape seal seams with 450 degree rated crack sealant.
- 8) Driveway apron consistent with plans
- 9) Verify concrete pavement crack joints
- 10) Check culvert condition
- 11) Confirm sediment control/ barriers
- 12) Confirm cleaning of any construction washout
- 13) Walk sidewalk and mark unlevel areas (paint)
- 14) Yard drains have positive drainage
- 15) Slopes per Ordinance and Specifications
- 16) Illegal dumping
- 17) Portable toilet removed
- 18) Dumpster removed

#### Engineering Services – Transportation

JPI was previously pre-qualified in FDOT work Groups 3.1 for Minor Highway Design and 7.1 for Signing, Pavement Marking, and Channelization. We have completed traffic counts, both hand and machine counts, and also have completed traffic studies. Mr. Payne served as an Engineer for over twenty transportation projects in his career. We are familiar with the Florida Greenbook and AASHTO.



Engineering Services – Plat

JPI's President has prior experience as and Engineer for plats. Mr. Payne also has Survey Assistant experience and can read and decipher horizontal layout information from Metes and Bounds Descriptions.

Environmental Services – Chapter 138/ 166

JPI has experience completing Landscaping Plans for their Site Plans. We have familiarity with Florida Local Species and Nuisance Species. Mr. Payne completed numerous SWFWMD permits which include wetland delineation plans, offsets, and buffers to protect wetlands. For Chapter 166, as noted, Mr. Payne is the EOR for over twenty SWFWMD permits including Environmental and Natural Resource Protection.



In Closing, JPI is the ten-year incumbent for BDRS and is fully confident in our Statement of Work based on our legacy knowledge. Also, we have project experience with the web based Accela platform. JPI has project experience within the DRS scope areas and we believe are the ideal consultant for the migration of the BDRS based service contract to a BDRS/ DRS service contract. We look forward to continuing to serve the Citizens of Pinellas County.

**E-VERIFY AFFIDAVIT**

I hereby certify that JPI [insert contractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of JPI [insert contractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

Signature: [Handwritten Signature]  
Print Name: Joseph Payne  
Date: 04.03.23

Federal Work Authorization User Identification No.: 1718797

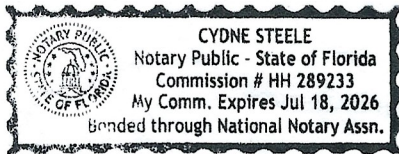
Name of Pinellas County Contract and Contract No.: 23-0482-RFP On Call BDRS

STATE OF FLORIDA COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means of 1) physical presence  or 2) online notarization , this April 5<sup>th</sup>, 2023 (date) by Joseph Payne (name of officer or agent, title of officer or agent) of JPI (name of contractor company acknowledging), a Tampa, Florida (state or place of incorporation) corporation, on behalf of the corporation.

He/she is personally known to me or has produced Driver License (type of identification) as identification.

[Notary Seal]



Notary Public: [Handwritten Signature]  
Name typed, printed, or stamped: Cydne Steele  
My Commission Expires: July 18, 2026





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/17/2023

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

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

<b>PRODUCER</b> Straight-Line Insurance, LLC 1301 Grasslands Blvd., Suite 100 Lakeland, FL 33803  www.straightlinellc.com	<b>CONTACT NAME:</b> Straight-Line Insurance, LLC <b>PHONE (A/C. No. Ext):</b> 863-904-4776 <b>E-MAIL ADDRESS:</b> info@straightlinellc.com	<b>FAX (A/C. No.):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Joe Payne, Inc JPI 5995 S Hwy A1A Melbourne Beach FL 32951	<b>INSURER A:</b> Certain Underwriters at Lloyd's of London	<b>NAIC #</b> 32727
	<b>INSURER B:</b> Infinity Auto Insurance Company	11738
	<b>INSURER C:</b> Insurance Company of the West (ICW)	27847
	<b>INSURER D:</b> Burlington Insurance Company	23620
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 73468209

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	738BG02358-03	4/7/2023	4/7/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
B	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Allowed Autos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	509-82007-3557-001	6/18/2022	6/18/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$5,000 BODILY INJURY (Per accident) \$100,000 PROPERTY DAMAGE (Per accident) \$ EXCESS COVERAGE \$100,000
D	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HFF0012529-3	4/7/2023	4/7/2024	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	<input checked="" type="checkbox"/>	WFL 5054011 03	3/6/2023	3/6/2024	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PLC-01064-00	6/19/2022	6/19/2023	Per Claim/Agg: \$2,000,000 / \$2,000,000 Deductible: \$25,000

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

Auto Liability Coverage Form - Hired Auto, Non-Owned Endorsement  
 E919 - Blanket Waiver of Transfer Rights of Recovery Against Others  
 E921 - Additional Insured - Primary and Non-Contributory  
 City of Clermont is additional insured. RFP 21-014 Commercial and Residential Building Inspection & Plans Review Services

**CERTIFICATE HOLDER****CANCELLATION**

PINELLAS COUNTY GOVERNMENT  
 C/O EBIX RCS REF 96-Z367849  
 400 S FORT HARRISON AVE  
 CLEARWATER FL 33756

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

AUTHORIZED REPRESENTATIVE

John Nicholas Davis

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ACORD 25 (2016/03)

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## **THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS**

### **ARTICLE I PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and JPI (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

### **ARTICLE II RESPONSIBILITIES**

#### **A. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - a. Notice of E-Verify Participation
  - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.



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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
  5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
    - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
  6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
    - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
    - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note:** Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
  8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the anti-discrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
    - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly



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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status



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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at [E-Verify@uscis.dhs.gov](mailto:E-Verify@uscis.dhs.gov). Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon



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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that [E-Verify trademarks](#) and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## **B. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.



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- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
  - i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
  - ii. The employee's work authorization has not expired, and
  - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
  - i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
  - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
  - iii. The Form I-9 contains no SSN or is otherwise incomplete.

**Note:** If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with



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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

### C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.
2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.
4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

**Note:** If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

### D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:
  - a. Automated verification checks on alien employees by electronic means, and





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- b. Photo verification checks (when available) on employees.
- 2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
- 3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
- 4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
- 5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
- 6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
- 7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
- 8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
- 9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

**ARTICLE III**  
**REFERRAL OF INDIVIDUALS TO SSA AND DHS**

**A. REFERRAL TO SSA**

- 1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case.

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The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

## **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the



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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee’s Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
  - a. Scanning and uploading the document, or
  - b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee’s documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

## **ARTICLE IV SERVICE PROVISIONS**

### **A. NO SERVICE FEES**

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

## **ARTICLE V MODIFICATION AND TERMINATION**

### **A. MODIFICATION**

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.



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## **B. TERMINATION**

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

## **ARTICLE VI PARTIES**

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.



Company ID Number: 1718797

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.



Company ID Number: 1718797

Approved by:

<b>Employer</b> JPI	
<b>Name (Please Type or Print)</b> Joseph Payne	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 07/22/2021
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 07/22/2021



Company ID Number: 1718797

### Information Required for the E-Verify Program

#### Information relating to your Company:

<b>Company Name</b>	JPI
<b>Company Facility Address</b>	9629 GRETNA GREEN DRIVE jpi TAMPA, FL 33626
<b>Company Alternate Address</b>	
<b>County or Parish</b>	HILLSBOROUGH
<b>Employer Identification Number</b>	800640420
<b>North American Industry Classification Systems Code</b>	541
<b>Parent Company</b>	JPI
<b>Number of Employees</b>	20 to 99
<b>Number of Sites Verified for</b>	1 site(s)



Company ID Number: 1718797

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FL 1





**Company ID Number:** 1718797

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Joseph Pavne  
Phone Number 8137311501  
Fax  
Email ioepavneinc@gmail.com

Name Joseph Pavne  
Phone Number 81373115010  
Fax  
Email ioepavneinc@gmail.com



Company ID Number: 1718797



This list represents the first 20 Program Administrators listed for this company.



Company ID Number: 1718797

Approved by:

<b>Employer</b> JPI	
<b>Name (Please Type or Print)</b> Joseph Payne	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 07/22/2021
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 07/22/2021



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Number of Employees	20 to 99
Number of Sites Verified for	1 site(s)



Company ID Number: 1718797

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FL 1



**Company ID Number:** 1718797

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Joseph Payne  
Phone Number 8137311501  
Fax  
Email ioepayneinc@gmail.com

Name Joseph Payne  
Phone Number 81373115010  
Fax  
Email ioepayneinc@gmail.com



Company ID Number: 1718797



This list represents the first 20 Program Administrators listed for this company.



## **NO EXCEPTIONS TO THE RFP**

JPI has never  
requested a  
contract  
exception

JPI is the incumbent to this contract and has worked 10 years for the County with no exceptions to our contracts, nor will we ask of one for this RFP. Please note, this also includes no employee finder's fee for personnel that the County recruits from JPI during the term of this contract. If we both identify an exemplary employee that serves the public well, JPI will regret, yet will accept, the County hiring a key employee from JPI to service the end user, which is the Community of Pinellas County.



# CONTRACTOR REFERENCES

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR PROPOSAL MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: JPI

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: 13 years

BUSINESS ADDRESS: 5995 S A1A , Melbourne, FL 32951

HOW LONG IN PRESENT LOCATION: 2 years

TELEPHONE NUMBER: 813.520.1683 / 800-488-1956

FAX NUMBER: 800-488-1956

TOTAL NUMBER OF CURRENT EMPLOYEES: 30 FULL TIME 10 PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: 10

All references will be contacted by a County Designee via email, fax or phone call to obtain answers to questions, as applicable before an evaluation decision is made.

Respondents must have experience in work of the same or similar nature, and must provide references that will satisfy the County. Proposer must furnish a reference list of at least four (4) customers for whom they have performed similar services.

EITHER LOCAL COMMERCIAL OR GOVERNMENTAL REFERENCE(S) (PINELLAS COUNTY GOVERNMENT REFERENCES WILL NOT BE ACCEPTED) THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:

1.	2.
COMPANY: City of Clearwater	COMPANY: City of Tampa
ADDRESS: 120 S. Myrtle Avenue, 33756	ADDRESS: 1400 North Blvd.
TELEPHONE/FAX: (727) 562-4567	TELEPHONE/FAX: 813.274.3182
CONTACT: Kevin Garriot, CBO	CONTACT: Troy Chavez, Chief Construction Inspector
CONTACT EMAIL: Kevin.Garriott@MyClearwater.com	CONTACT EMAIL: Troy.Chavez@tampagov.net
COMPANY EMAIL ADDRESS: Kevin.Garriott@MyClearwater.com	COMPANY EMAIL ADDRESS: Troy.Chavez@tampagov.net
3.	4.
COMPANY: Hillsborough County	COMPANY: City of Largo
ADDRESS: 601 E. Kennedy Blvg. 19th floor, Tampa	ADDRESS: 210 Highland Avenue
TELEPHONE/FAX: 813.641.6926	TELEPHONE/FAX: 7275867488
CONTACT: David Anthony	CONTACT: Matt Butler, CFO, CFM
CONTACT EMAIL: anthonyd@HillsboroughCounty.org	CONTACT EMAIL: mbutler@largo.com
COMPANY EMAIL ADDRESS: anthonyd@HillsboroughCounty.org	COMPANY EMAIL ADDRESS: mbutler@largo.com

## 9. SAMPLE AGREEMENT

### AGREEMENT

23-0482-RFP

*The sample agreement below reflects the contract terms and conditions specific to this solicitation. For purposes of this sample, the “Contractor” is the successful Respondent. By submitting a submission in response to this solicitation, the Contractor acknowledges and agrees that if they are awarded a contract under this solicitation, they will enter a contract in substantially this form and subject to these terms.*

This Agreement (the “agreement” or “contract”) is entered into on the date last executed below (“Effective Date”), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 (“COUNTY”) and [CONTRACTOR’S NAME] whose primary address is [Address] (hereinafter “CONTRACTOR” or “Custodian”) (jointly, the “Parties”).

***NOW THEREFORE, the Parties agree as follows:***

#### **A. Documents Comprising Agreement**

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
  - a. This Agreement
  - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing’s website, effective 1/1/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
  - c. Solicitation Section 4, Titled Special Conditions
  - d. Solicitation Section 5, Titled Insurance Requirements
  - e. Contractor’s response to Solicitation Section 6, Scope of Work / Specifications
  - f. Contractor’s response to Solicitation Section 9, Pricing Proposal
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

#### **B. Term**

1. The initial term of this Agreement is for 24 months from the Effective Date. At the end of the initial term of this contract, this Agreement may be extended for one (1), 12 month terms, or such other renewal terms agreed to by the Parties.

#### **C. Pricing & Expenditures Cap**

1. Payment and pricing terms for the initial and renewal terms are [list payment terms OR “subject to the cost or fee schedule in the CONTRACTOR’s Statement of Work”].  
Notwithstanding the above, County expenditures under the Agreement will not exceed [TBD \$XXX] for [“the Contract term” or “any County fiscal year”] without a written amendment to this Agreement.

**D. Exceptions**

1. The following provisions of the T&Cs are amended as follows. Except as expressly provided in this Section 2, the terms of documents composing the Agreement remain in full force and effect:
  - a. [List any exceptions here]
  - b. [List any exceptions here]

**E. Entire Agreement**

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor: JPI

Signature: 

Print Name and Title: Joseph Payne, President

Date: 4.5.23

For County:

Signature:

Print Name and Title:

Date: