



UNION County
LAKE BUTLER • WORTHINGTON SPRINGS • RAIFORD • HALBERT • PROVIDENCE

Union County Board of County Commissioners

15 Northeast 1st Street, Lake Butler, FL 32054 • Phone: 386-496-4241 • Fax: 386-496-4240

**AGENDA
SPECIAL MEETING
JANUARY 25, 2023
5:00 P.M.**

NOTE: If any person decides to appeal any decision made with respect to any matter considered at this meeting or hearing, he or she will need a record for the proceedings and may need to ensure that a verbatim record is made

1. Meeting Called to Order..... Chairman Perez
2. Invocation and PledgeCommissioner Dobbs
3. Courthouse Security Access Control.....Judge Bishop/Sheriff Whitehead
4. Consideration to Accept Credit Card Payments Over the Phone.....Jimmy Williams
5. Rural Counties Days.....Jimmy Williams
6. Task Work Orders for All Pre-Approved Grants.....Jimmy Williams
7. Union County Courthouse Restoration Development Project Grant, \$50,000.....Jimmy Williams
8. Emergency Medical Services.....Toby Witt
9. Adjournment.....Chairman Perez

BOARD MEMBERS:

RYAN PEREZ, District 1 • CHANNING DOBBS, District 2 • JIMMY TALLMAN, District 3 • MAC JOHNS District 4 • WILLIE CROFT, District 5

KELLIE HENDRICKS RHOADES
Clerk of Court/Comptroller

RUSSELL WADE
County Attorney

Dianne Hannon

From: James Williams
Sent: Tuesday, January 24, 2023 10:08 AM
To: Dianne Hannon
Subject: FW: Revised Quotes
Attachments: Union County Courthouse 2nd floor Quote 18378 Rev 2.pdf; Union County Emergency Services Quote 18336 Rev 2.pdf; Union County Courthouse Quote 18335 Rev3.pdf; Union County Commissioners Office Quote 18332.pdf; Union County W9.pdf

James Williams, CPM, CBC

Union County Coordinator
15 NE 1st Street
Lake Butler, Florida 32054
Office 386.496.0027
Cell 386-623-1316



UNION

"Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending." – Marcus Aurelius

From: Gloria Burke <gloriab@empirecomputing.com>
Sent: Wednesday, January 11, 2023 3:18 PM
To: James Williams <countycoord@unioncounty-fl.gov>
Cc: Logan Semegram <logan.semegram@verkada.com>; Brandon Myers <BrandonM@empirecomputing.com>
Subject: Revised Quotes

Jimmy

Attached are the quotes for the 3 buildings for the proposed project. I am quoting each separately but am providing a total capsulation for your purchasing ease:

1) County Courthouse	\$25003.29
2) County Courthouse Judicial Wing	\$29980.24
3) County Commissioners Office	\$9765.96
4) Emergency Services	\$14973.01

Total \$79752.50

Please let me know if you have any questions or if you would like to discuss further. We have blocked the week of January 30th for your Judicial wing installation. The PO can be written to Empire Computing & Consulting. I can provide named Certificate of Insurance. A W9 is attached here as well.

Free to talk if you need me.

**Empire Computing and Consulting Inc**

120 N Frederick Ave
Daytona Beach, FL 32114
386-253-6506 Fax: 386-253-6508

Quote #:	18378
Quote Date:	1/11/2023
Page:	1
Customer #:	853

Quoted To:

Union County
15 NE 1st Street
Lake Butler, FL 32054

Valid Through: 2/10/2023

Phone: 386-496-4621		Cust PO:	Terms:	
Reference: UC Judicial Ver		Ship Via: Ground	Salesperson: GLORIAB	
Stock Code	Description	Quantity	Price	Extended
EMP-INSTALLATION	See Scope of Work as delineated below.	1.00	16,254.00	16,254.00
EMP-ENGINEERING	Engineer Support as defined. Addition of 11 card readers to Verkada panel. User creation and addition to Verkada Command. Training of Verkada Command.	1.00	1,200.00	1,200.00
AC62-HW	AC52 16 Door Controller	1.00	4,186.21	4,186.21
AD31-HW	AD31 Multi-format Card Reader	11.00	275.71	3,032.81
ACC-BAT-4AH	4AH Battery Backup	1.00	101.91	101.91
LIC-AC-3Y	3 Year Door License	11.00	473.21	5,205.31

2nd Floor Judicial

Add card readers at 10 doors (Courtroom has card reader access from both sides). Add electric strikes to doors where applicable and magnet. Remove push panic hardware and reverse to other side (Judge Bishop's office). Run RS485 cable from card readers to Verkada panel to be located in closet area on 2nd floor. Electric to that panel provided by County (Chris) as well as internet connection. Change tone if possible on intercom phone at Judge's office door. Keep door release buttons in place at desk.

(Note: Empire will keep all hardware removed from doors for County's reuse)

Installation will take 5 days for this area. Tentative install date week of January 30 due to Court calendar. Access to areas to be preapproved by County. All installation tech to be CJIS certified (Empire holds CJIS certifications at State Attorney's office District 7, City of Ormond Beach PD, Alachua County Sheriff's office)

SubTotal: 29,980.24

Tax: 0.00

Shipping: 0.00

Total: 29,980.24

**Empire Computing and Consulting Inc**

120 N Frederick Ave
Daytona Beach, FL 32114
386-253-6506 Fax: 386-253-6508

Quote #:	18332
Quote Date:	12/14/2022
Page:	1
Customer #:	853

Quoted To:

Union County
15 NE 1st Street
Lake Butler, FL 32054

Valid Through: 1/13/2023

Phone: 386-496-4621		Cust PO:	Terms:		
Reference: UC - CommOffice		Ship Via: Ground		Salesperson: GLORIAB	
Stock Code	Description	Quantity	Price	Extended	
AC41-HW	AC41 4 door Controller	1.00	1,421.21	1,421.21	
ACC-BAT-4AH	4AH Battery Backup	1.00	101.91	101.91	
LIC-AC-3Y	3 Year Door License	2.00	473.21	946.42	
AD32-HW	AD32 Door Reader	2.00	275.71	551.42	
EMP-ENGINEERING	Engineer Support as defined. See notes below for further information.	1.00	1,300.00	1,300.00	
EMP-INSTALLATION	See Notes below and PDF for further description of installation.	1.00	5,445.00	5,445.00	

Scope of Work:

All work to be performed within normal business hours Monday - Friday. Hardware for doors to include electrification of each door and wiring from the door to the Verkada panel. It does not include replacement of existing panic hardware, glazing or the metal frame itself. These would be quoted separately.

Includes readers and release buttons as requested. Badges are included on Courthouse quote to cover all 3 sites (minimum order of 100).

Includes project management and programming of Verkada system. Includes training (1 hour per site).

SubTotal: 9,765.96

Tax: 0.00

Shipping: 0.00

Total: 9,765.96

**FLORIDA STATE COURTS SYSTEM
OFFICE OF THE STATE COURTS ADMINISTRATOR**

THIS AGREEMENT is entered into between the State Court System of Florida, Office of the State Courts Administrator, hereinafter referred to as "OSCA," and the Union County Board of County Commissioners, hereinafter referred to as the "Recipient."

I. THE RECIPIENT AGREES:

A. Agreement Document

1. To provide commodities and services indicated on Attachment A in accordance with the terms and conditions specified in this Agreement.
2. That the Agreement document consists of all attached documents identified in Section III(G):

B. Governing Law

That this Agreement is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with Florida law including Florida provisions for conflict of laws. Venue shall be Tallahassee, Florida.

C. Invoicing and Travel

That funds provided in this Agreement may not be used for travel expenses of Recipient or Recipient's staff. Invoices and all necessary supporting documentation shall be submitted to the following address:

Office of the State Court Administrator
General Services Unit
Contacts and Grants Administrator
500 S Duval Street
Tallahassee, FL 32399-1900

D. Records and Retention

1. To establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the OSCA under this Agreement.
2. To retain, at no additional cost to the OSCA, all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of ten (10) years after completion of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of ten (10) years, the records and documents shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement. If any such records are eligible for destruction under applicable record retention schedules before ten (10) years after completion of the Agreement the records may be destroyed with the prior written approval of the OSCA Grant Manager.
3. Upon demand and at no additional cost to the OSCA, the Recipient will facilitate the duplication and transfer of any records or documents during the required retention period.

E. Public Records, Audits, Inspections, Investigations and Monitoring

1. To allow public access to all documents, papers, letters, or other public records as defined in Rule 2.420, *Florida Rules of General Practice and Judicial Administration*, made or received by the Recipient in conjunction with this Agreement except that public records which are made confidential by law must be protected from disclosure. It is expressly understood that the Recipient's failure to comply with this provision shall constitute an immediate breach of this Agreement for which OSCA may unilaterally terminate the Agreement.
2. To assure that these records shall be subject at all reasonable times to inspection, review, copying, or audit by Federal, State, or other personnel duly authorized by the OSCA.
3. To permit persons duly authorized by the OSCA to inspect and copy any records, papers, documents, facilities, goods and services of the Recipient which are relevant to this Agreement; and to interview any clients, employees and sub-recipient employees of the Recipient to assure the OSCA of the satisfactory performance of the terms and conditions of this Agreement. Following such review, the OSCA will deliver to the Recipient a written report of its findings and where appropriate, a request for the Recipient to submit a corrective action plan. The request will outline the requirements for the corrective action plan, based on the review's findings.
4. To comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Office of the Inspector General (section 20.055, Florida Statutes), and the Auditor General of Florida.

the availability and adequacy of funds. In the event of termination of this Agreement, the Recipient will be compensated for any work satisfactorily completed.

3. That this Agreement may be terminated for the Recipient's non-performance upon no less than a twenty-four (24) hour notice in writing to the Recipient. Waiver of breach of any provisions of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms and conditions of this Agreement. The provisions herein do not limit the OSCA's right to remedies at law or in equity.
4. That written notice of termination shall be delivered by U.S. Postal Service or any expedited delivery service that provides verification of delivery or by hand delivery to the Grant Manager or the representative of the Recipient responsible for administration of the program as appropriate.

D. Renegotiations or Modifications

1. That, with the exception of modifying the Budget in Attachment B, modifications of all other provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by both parties. The rate of payment and the total dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the appropriations process and subsequently identified in the OSCA's operating budget, without said price level increases being approved in writing by the parties.
2. That the parties agree to renegotiate this Agreement if there are any revisions of any applicable state laws, or regulations that make changes in this Agreement necessary.

E. Notice

That any notice, that is required under this Agreement shall be in writing, and sent by U.S. Postal Service or any expedited delivery service that provides verification of delivery or by hand delivery. Said notice shall be sent by the OSCA to the representative of the Recipient responsible for administration of the program, at the designated address indicated in III.F.3. and by the Recipient, to the OSCA's Grant Manager indicated in III.F.4.

F. Official Payee and Representatives (Names, Addresses, and Telephone Numbers):

1. The Recipient name, as shown on page 1 of this Agreement, and mailing address of the official payee to whom the payment shall be made is:

Honorable Ryan Perez, Chairman
Union County Board of County Commissioners
15 NE 1st Street
Lake Butler, FL 32054
(386) 496-4241

2. The name of the Recipient's contact person and street address where financial and administrative records are maintained is:

James Williams, County Coordinator
Union County Board of County Commissioners
15 NE 1st Street
Lake Butler, FL 32054
(386) 496-4241
countycoord@unioncounty-fl.gov

3. The name, address, and telephone number of the Recipient's Project Manager responsible for administration of the program under this Agreement is:

James Williams, County Coordinator
Union County Board of County Commissioners
15 NE 1st Street
Lake Butler, FL 32054
(386) 496-4241
countycoord@unioncounty-fl.gov

4. The name, address, and telephone number of the Grant Manager for OSCA for this Agreement is:

Steven K. Updike, General Services Administrator
Office of the State Courts Administrator
500 South Duval Street
Tallahassee, FL 32399-1900
(850) 922-1184
updikes@flcourts.gov

5. The name, address, and telephone number of the Project Monitor/Circuit Liaison for this Agreement is:

Attachment A Scope of Work

PART 1 – GENERAL INFORMATION

Section A – Background and Purpose

The Florida Legislature, through Chapter 2022-156, Section 7, Line 3223A, Laws of Florida, appropriated funds as grant-in-aid to the Recipient, to be used to make security and other improvements to the Union County Courthouse building. This Agreement provides the method for disbursement of the appropriated funds, how the funds may be spent, sets forth requisite deliverables, performance measures, financial consequences, reporting requirements, disbursement and expenditure reconciliation, invoice terms and other conditions necessary for payment. The total appropriation amount, amounts set-aside from the appropriation for specific purposes, any use restrictions and allocation requirements are identified in the Fiscal Year Budget, Attachment B to this Agreement.

Section B – Objective

The Recipient, in consultation with the Chief Judge of the Eighth Judicial Circuit Court of Florida, will use the funds provided under this Agreement to make the necessary improvements to the Union County Courthouse.

The goals to be achieved to meet this objective are:

1. Engage the appropriate professional services firm (architect, engineer, commercial general contractor) to make any necessary recommendations and to advise or manage subcontractors.
2. To the extent feasible within existing funding, engage necessary professionals and contractors to:
 - a. Improve ADA compliance of entrances, hallways, and other areas as deemed appropriate and feasible.
 - b. Update and enhance building security, including, but not limited to purchase of equipment and security controls and systems.
 - c. Modifying structural components of the building necessary for the above items.
 - d. Relocate or otherwise improve handicapped and related parking spaces, lots and surfaces.
 - e. Update exterior sidewalks and landscaping.
 - f. Provide necessary security services during the project.

PART 2 – WORK REQUIREMENTS

SECTION A - PROJECT RESOURCES

The following professional services must be used on this project to ensure the objectives of the Agreement are achieved and that the state funds provided under this Agreement are protected from loss:

1. **Project Manager:** A representative of the Recipient with the responsibility and authority to manage the project within the parameters set forth by the governing body of the Recipient's organization, including review, inspection and acceptance of the work being performed; creation and/or the submission of all reports and deliverables to the OSCA, approval of all invoices, submission of draw requests for funding from the OSCA and the financial accounting of all project funds. The Project Manager will also serve as the liaison between the Recipient, any vendors/contractors, the Second Judicial Circuit, its Project Monitor, and the OSCA.
2. **Project Monitor (Circuit Representative):** A representative of the Eighth Judicial Circuit with the responsibility and authority to work with the Project Manager to ensure the needs and interests of the Eighth Judicial Circuit are met throughout the renovation. The Project Monitor may assist in the review, inspection and acceptance of the work being performed; must review, prior to submission, all reports and deliverables to the OSCA, approval of all invoices, submission of draw requests for funding from the OSCA and the financial accounting of all project funds. The Project Monitor will also serve as a liaison between the Recipient and the OSCA.

SECTION B – PROJECT PHASES

To ensure the security of the state funds provided for this project, the following tasks must be successfully completed to earn the milestone payment associated with each task or phase under this Agreement. Upon

Rural Counties Day

3200 Commonwealth Blvd., suite
Tallahassee, FL 32303 US
+1 8506456700
rcd@iog.fsu.edu

Invoice

Rural Counties Day

BILL TO

James Williams
Union County BOCC
James Williams, County Coordinator
15 NE 1st Street
Florida
Lake Butler, FL 32054

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
188	01/18/2023	\$750.00	02/17/2023	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
2023 RCD Booth Registration	Rural Counties Day Registration includes: County Booth Displays Legislator and State Agencies' staff networking Fish-Fry in the Florida State Capitols Courtyard	1	750.00	750.00

Remit Payment To:

Rural Counties Day
3200 Commonwealth Blvd., Suite 7
Tallahassee, FL 32303

BALANCE DUE**\$750.00**

AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
Union County BOCC
23.h.sm.100.093

This Agreement is by and between the State of Florida, Department of State, Division of Historical Resources hereinafter referred to as the "Division," and the Union County BOCC hereinafter referred to as the "Grantee."

The Grantee has been awarded a Small Matching Grant by the Division, grant number 23.h.sm.100.093 for the Project "Union County Courthouse Restoration Development Project," in the amount of \$50,000 ("Grant Award Amount"). The Division enters into this Agreement pursuant to Line Item 3162, contained in the 2023 General Appropriations Act, HB5001, Laws of Florida. The Division has the authority to administer this grant in accordance with Section 267.0617, *Florida Statutes*.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. **Grant Purpose.** This grant shall be used exclusively for the "Union County Courthouse Restoration Development Project," the public purpose for which these funds were appropriated.

- a) The Grantee shall perform the following **Scope of Work**:

Grant funds will be used to hire professional architectural/engineering services to create 100% construction documents for the restoration of the Union County Courthouse in Lake Butler, Florida.

All tasks associated with the Project shall meet the requirements set forth in this agreement.

- b) The Grantee agrees to provide the following **Deliverables** and **Performance Measures** related to the Scope of Work for payments to be awarded.

#	Payment Type	Deliverable Description	Documentation	Payment Amount
1	Fixed Price	Submit a copy of the professional architect/engineer's credentials and a project timeline to the Division for review and approval.	One (1) digital copy of the professional historic preservation consultant's credentials; One (1) digital copy of the project timeline.	\$12,500
2	Fixed Price	Submit a copy of the completed schematics design and design development drawings to the Division for review and approval.	One (1) digital copy of the completed schematic design drawings; one (1) digital copy of the completed design development drawings.	\$12,500

3	Fixed Price	Submit a copy of the 50% complete construction documents to the Division for review and approval.	One (1) digital copy of 50% complete construction documents.	\$12,500
4	Fixed Price	Submit a copy of the 100% complete construction documents and a completed Florida Master Site File form for the building, to the Division for review and approval. In addition, a Single Audit Form shall be completed by the Grantee and submitted along with the Final Progress Report prior to final payment; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	One (1) electronic and one (1) hard copy of the 100% complete construction drawings; One (1) electronic and one (1) hard copy of the completed Florida Master site File form; One (1) Single Audit Form; documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks.	\$12,500
Totals				\$50,000

c) The Grantee has provided an Estimated Project Budget based upon reasonable expenditures projected to accomplish the Grantee's Scope of Work and Deliverables outlined in the Agreement. The Budget provides details of how grant and match funds will be spent. All expenditures shall be in accordance with this budget (which is incorporated as part of this Agreement and entitled Attachment A) and must be incurred during the term of this Agreement, as stated in Section 2 of this Agreement.

2. **Length of Agreement.** This Agreement shall begin on 07/01/22, and shall end 06/30/23, unless terminated in accordance with the provisions of Section 33 of this Agreement. Contract extensions will not be granted unless Grantee is able to provide substantial written justification and the Division approves such extension. The Grantee's written request for such extension must be submitted to the Division no later than thirty (30) days prior to the termination date of this Agreement and no amendment will be valid until a written amendment is signed by both parties as required in Section 7 and Section 15 of this Agreement.
3. **Contract Administration.** The parties are legally bound by the requirements of this Agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement, and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below shall be submitted in writing to the contract manager within 10 days of the change.

For the Division of Historical Resources:

Theo Smith
Florida Department of State
R.A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399