

CEDAR KEY WATER AND SEWER DISTRICT NOTICE OF PUBLIC MEETING

Notice is hereby given that at 5:01PM on May 12, 2025, the Cedar Key Water and Sewer District (“District”) will hold a public meeting at 809 SIXTH STREET, CEDAR KEY FL 32625, for the purpose of conducting District business. All interested persons are invited to attend and participate in the meeting. A copy of the draft agenda is listed below. The District may consider and take action with respect to matters not listed on the draft agenda.

1. Call to Order
2. Pledge and Moment of Silence
3. Public Comment
4. Adoption of Agenda
5. State Revolving Fund Opportunity to Alleviate Cost of W3C Connection
6. Request for Qualifications for Continuing Engineering Consultant
7. Lift Station Rehabilitation Project Phase I Change Order
8. Florida Department of Environmental Protection Pay Request Moratorium
9. Administration Building Hardening Proposal – Commissioner Ferguson
10. Approval of Scope of Work for Administration Building Exterior Reconstruction
11. Insurance Adjuster Update of TBD Projects
12. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave
13. Bill Adjustment Requests
14. General Manager’s Report
15. Commissioner Comments
16. Public Comment
17. Adjourn

If a person decides to appeal any decision made by the District with respect to any matter considered at the meeting, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is made. In accordance with the Americans with Disabilities Act, persons needing special accommodations or an interpreter to participate in the meeting should contact the District Office at (352) 543-5285 at least three (3) business days prior to the dates of the hearing.

**CEDAR KEY WATER & SEWER DISTRICT
P.O. BOX 309/510 THIRD STREET
CEDAR KEY, FL 32625**

Minutes of Regular Meeting
Board of Commissioners
April 14, 2025

Board Members Present: Joe Hand, Leslie Sturmer, Michael Borelli, Sue Colson, Johnathan Ferguson.

Other Presents: Evan Rosenthal, John Rittenhouse, Alicia Johns, Gabe Doty, Doris Hellerman, James McCain, Mac Cox, Mandy Offerle, Frank Offerle, Dottie Haldeman, Clay Childers, Jan Childers, Stephen Rosenthal.

1. Meeting called to order at 5:01 p.m. by Michael Borelli, Chair.
2. Pledge and Moment of Silence
3. Oath of Loyalty for Commission Seats 2 and 4. Sue Colson and Johnathan Ferguson were sworn in as CKWSD Board Commissioners.
4. Election of Board Officers. **Motion** by Leslie Sturmer to keep Michael Borelli as Chairman of the CKWSD Board. **Second** by Johnathan Ferguson. Passed by vote 5-0.
Motion by Johnathan Ferguson to keep Leslie Sturmer as Secretary of the CKWSD Board. **Second** by Joe Hand. Passed by vote 5-0.
5. Public Comment. Sue Colson and the CKWSD Board thanked Stephen Rosenthal for his many years of Service on the CKWSD Board.
6. Adoption of Agenda. **Motion** by Leslie Sturmer motion to adopt agenda. **Second** by Joe Hand. Passed by vote 5-0.
7. Approval of March 10, 2025 Board Meeting Minutes. **Motion** by Johnathan Ferguson to accept the Minutes from the March 10, 2025 Board Meeting. **Second** by Leslie Sturmer. Passed by vote 5-0.
8. Hurricane Helene Insurance Settlement Discussion. Mr. John and the Board discussed the Proof of Loss Statement that the District received from Signal. Mr. John stated that if the Board accepts the Proof of Loss Statement it will not end out the Hurricane Helene Claim, but will allow Signal to begin Reconstruction. **Motion** by Sue Colson to accept the Proof of Loss Statement from Signal. **Second** by Joe Hand. Passed by vote 5-0.
9. Relocation/Hardening Update for Administration Building. Mr. Joe shared a presentation with the Board on different locations for the Admin Building and what would happen in those locations if flooding were to occur from a Hurricane. Mr. Johnathan then discussed the hardening information he has researched and presented at previous meetings. Mr. Johnathan has researched some less costly methods to keep water out of the Admin Building. Mr. Johnathan stated he was in contact with the UF College of Engineering School of Sustainable Infrastructure and Environment he would reach out to and run some ideas by and see if they could be any help with some cost effective solutions. **Motion** by Sue Colson to remediate the Admin Building. **Second** by Leslie Sturmer. Passed by vote 5-0.
The Board advised Mr. John to schedule a Special Meeting once Signal has sent a contract for Scope of Work. **Motion** by Sue Colson to pay Signal for the remidiantion work that has already been done. **Second** by Johnathan Ferguson. Passed by vote 5-0.

10. Amendment to FDEP Lift Station Rehabilitation Phase I Construction Agreement. Mr. John explained to the Board that this was to add language to any existing or further contracts with the new regulatory language regarding hiring regulations. **Motion** by Sue Colson to accept the Amendment to FDEP Lift Station Rehab Phase I Contract Agreement with the new regulatory language. **Second** by Joe Hand. Passed by vote 5-0.
11. Florida Department of Environmental Protection Lift Station Rehabilitation Phase II. Mr. John stated that this is still in the design phase and that BDI has had surveyors in town surveying the next 7 Lift Station sites to be done in this phase.
12. Waccasassa Water and Wastewater Cooperative Progress Report. Mr. Joe and Mrs. Sue reported on this section. Mrs. Sue let the Board know that she has spoken with at least three of the new Board Members for the Town of Bronson. Mr. Joe let the Board know that once the new Town of Bronson Board Members are sworn in that Robert Partin will have to step down from the W3C Board and a new Representative from the Town of Bronson will need to be appointed to the W3C Board. Mr. Joe let the Board know that Dewberry was working on Work Order #2 SRF \$400,000 Drinking Water Plan Loan. Dewberry's goal is to have a Business Plan and Rate Structure by June 2025 for the next SRF Funding Cycle. Mr. Joe let the Board know that he would like to step down as the Representative on the W3C Board since he thinks it would be better if someone with more knowledge on acquiring funding would be a better Representative. **Motion** by Johnathan Ferguson to nominate Sue Colson as the District's W3C Board Representative. **Second** by Leslie Sturmer. Passed by vote 5-0. Mr. Johnathan stated that he would remain the Alternate Representative for the District. Mrs. Sue wanted to make the Board aware of the upcoming CDBG Grant for 2026 the District could be eligible for since the Grant is for cities that had significant storm damage in the 23-24 season.
13. FEMA Hurricane Idalia Funding Update. Mr. John reported that this claim is coming to an end, and that all the required information from the District has been reported. Mr. John has spoken to Dewberry and they have stated that funding for this claim will be available by June 2025. Mr. John also reported that he received a memorandum from the Division of Emergency Management stating that the Generator Project that was getting funded through BRIC has been shut down.
14. Florida Rural Water Association Asset Management Study. Workers from FRWA have been in town inspecting the District's man holes and exercising valves.
15. Building Resilient Infrastructure and Communities Grant Program (BRIC). This was discussed earlier in the meeting.
16. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. Mr. John and the Board discussed different lines of the P/L. Mr. John let the Board know that the District had received a check for Ad Valorem that will be reflected on next month's P/L. **Motion** by Leslie Sturmer to approve the Financial Reports as presented. **Second** by Joe Hand. Passed by vote 5-0.
17. Bill Adjustment Requests. All Bill Adjustment Requests met the District's criteria for approval. **Motion** by Leslie Sturmer to accept all Bill Adjustment Requests. **Second** by Johnathan Ferguson. Passed by vote 5-0.
18. General Manager's Report. Mr. John and James McCain discussed with the Board extending an Continuing Engineering Firm. **Motion** by Sue Colson to approve the sending out an RFQ for Continuing Engineer with Grant Writing Capabilities, with current Engineers not needing to apply. **Second** by Joe Hand. Passed by vote 5-0.
19. Attorney's Report. Evan gave the Board a brief explanation of all the Bills currently going through the Legislature that could effect Special Districts.
20. Commissioner Comments. No Commissioner Comments.

21. Public Comment. Mrs. Mandy congratulated Mrs. Sue on becoming a CKWSD Board Commissioner and Mr. Johnathan for reaquiring his CKWSD Commission Seat. Mr. Johnathan thanked Mr. Stephen Rosenthal for all his hard work and dedication to the CKWSD.
- 22 Adjourn. Meeting adjourned at 6:40 pm.

Michael Borelli, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

CEDAR KEY WATER & SEWER DISTRICT
P.O. BOX 309/510 THIRD STREET
CEDAR KEY, FL 32625

Minutes of Regular Meeting
Board of Commissioners
April 28, 2025

Board Members Present: Joe Hand, Leslie Sturmer, Michael Borelli, Sue Colson, Johnathan Ferguson.

Other Presents: John Rittenhouse, Alicia Johns, Jeri Treat, Stephen Rosenthal, Doris Hellerman, Mandy Offerle, Frank Offerle, Mac Cox.

1. Meeting called to order at 5:01 p.m. by Michael Borelli, Chair.
2. Pledge and Moment of Silence
3. Public Comment. No Public Comment at this time.
4. Adoption of Agenda. **Motion** by Leslie Sturmer to adopt tonight's agenda. **Second** by Joe Hand. Mrs. Sue ask that for future meetings could the District put things such as Financial Reports, Bill Adjustments, Adoption of Minutes from Previous Meetings on a Consent Agenda, that way the Board could move on to more important Agenda Items quicker. Passed by vote 5-0.
5. Approval of Scope of Work for Administration Building Reconstruction. Mr. John and the Board discussed the Scope of Work for the Administration Building. Mr. John let the Board know that he received a quote for the Scope of Work for the Exterior work for the Administration Building that he will present at the May 12, 2025 Board Meeting. **Motion** by Sue Colson to accept the Scope of Work for the Administration Building Reconstruction. **Second** by Johnathan Ferguson for discussion. Mr. Johnathan had a concern about the Sales Tax that was being charged since the District is Tax Exempt. Mr. John let him know that he would look into that charge and let him know the outcome at the May 8, 2025 Board Meeting. Mrs. Sue let the Board know her displeasure at the Board spending money on the current Administration Building even though she knows that at this time the Administration Building is needed so that staff in no longer working out of a portable office trailer. Passed by vote 5-0.
6. Approval of Request for Qualifications for Continuing Engineering Consultant. Mr. John and the Board discussed the RFQ and the new additions concerning the Grant Writing stipulations. This ad will be posted in the Gainesville Sun and on Demand Star. Stephen Rosenthal ask the Board if the RFQ Applicants will have to sign all the Federal documents required that previous RFQ Applicants had to sign. Mr. Johnathan ask that Evan take a look at Section 1.27 to make sure it covers everything that had to be added to the last RFQ for Continuitn Engineering. **Motion** by Leslie Sturmer to accept the RFQ for Continuing Engineering Consultant with the discussed clarifications. **Second** by Johnathan Ferguson. Passed by vote 5-0.
7. Designation of Signatories for District Banking Operations. This is to make changes to the signatories for the Seacoast Bank Accounts. The District will be removing Stephen Rosenthal from all District Bank Accounts and adding John Rittenhouse, Sue Colson, and Alicia Johns. Mr. Joe ask that with this change will that allow Mr. John and Alicia to sign for all future wire transfers instead of one of the five Board Members. Mr. John stated that he would need to talk with Evan on this since his purchase threshold is \$25,000.

8. General Manager's Report. Mr. John discussed with the Board the start up of two of the Lift Stations and work was started on Lift Station #1. James McCain discussed a few of the issues that occurred with the Lift Station Project in aligning the pumps up to the seal. James stated that after talking to a number of the part manufacturers the problem was solved and new parts to correct the problem have been ordered. Mr. John stated that Lift Station Phase I LPA0260 has now become combined into Lift Station Phase I & Phase II and is now \$5 million dollars. **Motion** by Sue Colson to approve Michael Borelli to sign the Lift Station Project Change. **Second** by Johnathan Ferguson. Passed by vote 5-0. Mrs. Sue let everyone know that the County will be starting on the Dock Street Pier.
9. Commissioner Comments. Mrs. Sue discussed the questions that Mr. Joe had at the end of his presentatoin at the April 14, 2025 Board Meeting and ask that the Board think about what their answers to those would be for possible discussion at the May 12, 2025 Board Meeting. Mrs. Sue also stated that she is working with Levy County Commissioner Desiree Mills and Mary Ellen Harper to help with some of the District's issues to help get money for repairs to the District's facilities.
10. Public Comment. Ms. Doris Hellerman ask a question about the Admin Building Insurance Claim. Mr. John let her that the Insurance will let the District use the money for something other than Admin Building Repairs, but the Board has decided to not spend anymore than what the Insurance will pay.
11. Adjourn. Meeting adjourned at 6:07 pm.

Michael Borelli, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

CKWSD General Manager's Report 05.12.25

State Revolving Fund Opportunity to Alleviate Cost of W3C Connection: Robert Beltran will call in to our meeting Monday to discuss new SRF opportunities. At this time, there is money for small communities to improve water and sewer systems. Based on income requirements this loan could be 100% forgivable. If we are not eligible income wise, the loan would likely be 50% forgiveness and 50% at no interest. This all dependent on Special Districts being are eligible as a public entity. Robert will try to have firm answer for a Special District's role in the process Monday.

Request for Qualifications for Continuing Engineering Consultant: The RFQ Ad for Continuing Engineering Consultant, Design, Inspection, Grant Writing, and Acquisition & Related Services posted Friday, May 9, 2025 on ckwater.org, the Gainesville Sun, and demandstar.com. The full RFQ document is also posted on our website and demandstar.com. The RFQ is geared towards funded grant projects and lists such projects as a "High Priority". Remember, our current group of Continuing Engineering Consultants remain in good standing and need not resubmit for inclusion.

Lift Station Rehabilitation Project Phase I Change Order: C&B Civil Construction Has requested a Change Order to extend the Phase I construction schedule twelve days. This Change Order will allow C&B additional construction days to realign the existing force main around the valve vault structure at Lift Station #7 (Whiddon Avenue). This extension will not delay the start-up of lift stations.

Administration Building Hardening Proposal – Commissioner Ferguson: Commissioner Ferguson has a concept for sealing windows and entrances of the Admin Building he will present at the meeting. He met with Gabe and I to discuss and we believe it has merit.

Florida Department of Environmental Protection Pay Request Moratorium: As of May 5, 2025, FDEP ceased taking Payment Requests for all funded projects through the end of Fiscal Year 2026 (July 1, 2025). More than likely this moratorium is due to a lack of cash flow at the end of the State's Fiscal Year. With \$287,017.35 remaining to be paid before the Phase I contract close-out, we will more than likely need to access our Seacoast Bank Line of Credit. If my math is correct, this will cost us somewhere in the area of \$1,200.00 in interest over a 30-day period. We submitted a large Payment Request before the May 5th deadline, so I am hopeful the maximum we will finance the project will be 45 days.

Approval of Scope of Work for Administration Building Exterior Reconstruction: I have alerted Signal Restoration; I need an update on this project. I met with the Construction Manager for the Interior rehab last week and after reviewing exterior items the SOW increased somewhat.

Insurance Adjuster Update of TBD Projects: Ditto. I also alerted our Insurance Adjuster we need an update on the "To Be Determined" items in our Hurricane Helene Insurance Claim.

Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave:

We are at a point in the Fiscal Year where aggregate financial numbers should be around 58% of budget. Water and Sewer Revenue is at a combined 54% which reflects a revenue drop of 34% over the March financial report. Ad Valorem Tax collections are at 86.6% vs 78% this time last year. Overall income is at 83% but keep in mind this number contains many pass-through funds. Nothing really stands out to me on the expense side. Many line items remain high due to Hurricane Helene. Overall expenses are at 66% of budget which is pretty darn good considering the circumstances.

Senate Bill 700: Evan has been following Senate Bill 700 for the District. The Bill essentially bans any additives which do not play a direct role in the purification of drinking water. The Bill is substantial in length so he may touch on it during his comments.

CEDAR KEY WATER AND SEWER DISTRICT

REQUEST FOR QUALIFICATIONS RFQ 2025-01

FOR CONTINUING ENGINEERING CONSULTANT, DESIGN, INSPECTION, GRANT WRITING AND ACQUISITION & RELATED SERVICES

In accordance with section 287.055, Florida Statutes, known as the Consultants Competitive Negotiation Act (CCNA), the Cedar Key Water and Sewer District ("District") is seeking Proposals from qualified engineering consultant firms to provide all or a portion of continuing professional consulting services ("Professional Services") for engineering, construction engineering inspection, and surveying/mapping services on an as needed basis, pursuant to work authorizations issued by the District. Additionally, the District will prioritize Firms with expertise in identifying, pursuing, and obtaining grant funding. The District anticipates selecting one or more Professional Firms to execute a Contract for Professional Services in accordance with this RFQ.

Sealed proposals for the above-described services will be received at P.O. Box 309, 510 3rd Street, Cedar Key, FL 32625 until June 20, 2025 at 3:00PM Eastern Standard Time, at which time the proposals will be opened and read aloud. Proposals received after said time will be returned unopened.

If you are interested in submitting a proposal you must obtain the complete RFQ package, which contains additional information regarding this solicitation and instructions related to filing a proposal, from the Cedar Key Water and Sewer District website at www.ckwater.org or by contacting Alicia M. Johns at (352) 543-5285, alicia@ckwater.org.

All inquiries and requests for clarification concerning the RFQ shall be submitted in writing and in accordance with the RFQ. Verbal clarifications will not be provided.

The District reserves the right to waive informalities in any proposal; reject any or all proposals in whole or in part; re-bid a project, in whole or in part; and to accept a proposal that in its judgment is the lowest and best bid of a responsible bidder. The District does not discriminate on the basis of race, color, national origin, sex, religion age, marital status and disability/handicapped status in employment or provision of service.

Professional Firms currently under contract with the District to provide continuing Professional Services as of the date of issue of this RFQ need not submit a Proposal.

ADA- Special Accommodations: Any person requiring accommodations by the District due to a disability should call Alicia M. Johns at (352) 543-5285, at least five (5) days prior to any preresponse conference, response opening, or meeting. If you are hearing or speech impaired, please contact Alicia M. Johns via the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

**REQUEST FOR QUALIFICATIONS
FOR
CONTINUING ENGINEERING CONSULTANT, DESIGN,
INSPECTION, GRANT WRITING AND ACQUISITION & RELATED
SERVICES
RFQ 25-1**

CEDAR KEY WATER AND SEWER DISTRICT

Date of Issue: May 9, 2025

Responses Due By: June 20, 2025

MAIL OR HAND DELIVER RESPONSES TO:

Alicia M. Johns
Cedar Key Water & Sewer District
P.O. Box 309
510 3rd Street
Cedar Key, Florida 32625
Website: www.ckwater.org
Phone Questions: (352)543-5285
Email Questions: alicia@ckwater.org

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INTENT, DESCRIPTION OF WORK, AND BACKGROUND

In accordance with section 287.055, Florida Statutes, known as the Consultants Competitive Negotiation Act (CCNA), the Cedar Key Water and Sewer District (“District”) is seeking Proposals from qualified engineering consultant firms to provide all or a portion of continuing professional consulting services (“Professional Services”) for engineering, construction engineering inspection, and surveying/mapping services on an as needed basis, pursuant to work authorizations issued by the District. Additionally, the District will prioritize Firms with expertise in identifying, pursuing, and obtaining grant funding. The District anticipates selecting one or more Professional Firms to execute a Contract for Professional Services in accordance with this RFQ.

The CCNA establishes contracting procedures by which agencies must select architects, professional engineers, landscape architects, and surveyors and mappers (“Professional Firms” or “Firms”). The CCNA process allows for Professional Firms to be chosen based on quality of personnel, minority/women-owned business enterprise consideration, past performance, willingness to meet time and budget requirements, location, workload and volume of work previously awarded to each Professional Firm by the District. The selected Firm(s) must be capable of providing all or a portion of the Professional Services set forth in the RFQ as may be required by the District based on each specific project for which services are needed.

While every effort is made to ensure the accuracy and completeness of information in the RFQ, it is recognized that the information may not be complete in every detail and that all work may not be expressly mentioned in the RFQ. It is the responsibility of each Professional Firm that wishes to submit a Proposal to include in its Proposal all pertinent information in accordance with the objectives of the RFQ.

Professional Firms interested in providing one or more of the Services are instructed to submit one (1) original, three paper (3) copies, and one (1) flash drive of its Proposal, in accordance with this RFQ, no later than June 20, 2025 @ 3:00 EST to Cedar Key Water & Sewer District, P.O. Box 309, 510 3rd Street, Cedar Key, Florida 32625.

Professional Firms currently under contract with the District to provide continuing Professional Services as of the date of issue of this RFQ need not submit a Proposal.

Proposals received after this date and time will not be considered and shall be returned unopened.

- **The Cedar Key Water and Sewer District is an Equal Opportunity Employer.**
- **MBE/WBE businesses are encouraged to participate.**
- **The Cedar Key Water and Sewer District strictly enforces open and fair competition.**

ADA –Special Accommodations: Any person requiring accommodations due to a disability should call the District at (352)543-5285 at least five (5) working days prior to any pre-response Conference, response opening, or meeting.

The RFQ and any addenda issued are available on the District website at www.ckwater.org or by contacting the District at (352)543-5285. All questions pertaining to this RFQ should be submitted in writing in accordance with RFQ instructions.

Description of Work:

The District requires one or more Professional Firms that can provide continuing engineering, construction engineering inspection, and surveying/mapping services on an as needed basis, pursuant to work authorizations issued by the District. Some of the tasks Professional Firms may be required to perform include, but are not limited to:

- Preliminary and Final Design
- Performing feasibility studies, analyses, and assessments
- Identify grant funding opportunities and assist the District with pursuing and obtaining grant funding (**High Priority**)
- Prepare or support the preparation of grant applications (**High Priority**)
- Prepare Opinions of Probable Cost and Concept Plans
- GIS Support Services
- Surveying and Mapping
- Engineering Services associated with water and wastewater utility projects including Sanitary Sewer Collection System, Lift Station and Force Mains, Water systems and Reclaimed Water Treatment analysis, design, inspection, and permitting
- Construction phase services, including but not limited to construction engineering inspection
- Construction bid services
- Construction contract administration
- Preparation and submission of information to and necessary consultations with the local Transportation Department, Florida Department of Environmental Protection, Florida Department of Transportation, regional water management districts, U.S. Army Corps of Engineers or other appropriate regulatory agencies
- Providing such other Professional Services as the District may require

SECTION 1.0. STANDARD TERMS AND CONDITIONS (STAC)

Conformity and adherence to the terms and conditions of this RFQ shall be a consideration by the District as part of its process.

1.1. Definitions

General terms used throughout this RFQ are provided below. Additional definitions may be provided as applicable to a specific section or subject matter.

1.1.1 ***Award*** means the determination of a successful Proposer(s) in response to this RFQ, resulting in an offer of a Contract to perform the services pursuant to the RFQ and the proposal.

1.1.2. **Contract** means the legally enforceable document agreed to and signed by the District and successful Proposer(s) (collectively referred to as the “Parties”), which is attached hereto as Appendix D and incorporated herein by reference.

1.1.3. **District** means the Cedar Key Water and Sewer District, a legal entity and public body.

1.1.4. **Proposal** means a Proposal submitted by a Professional Firm in response to this RFQ.

1.1.5. **Proposer** means any firm, individual or organization submitting a proposal in response to this RFQ.

1.1.6. **RFQ** means this document, its attachments and any document hereinafter incorporated by reference.

1.1.7. **Successful Proposer or Engineering Consultant** means a Proposer who is awarded a Contract as a result of its proposal submitted in response to this RFQ.

1.2. Issuance of Addenda

If this RFQ is amended, the District will issue an appropriate addendum to the RFQ. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

1.3. Florida Public Records Law and Confidentiality

1.3.1. By submitting a Proposal in response to this RFQ, a Proposer acknowledges that the District is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The Proposer further acknowledges that any materials or documents provided may be “public records” and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by Law.

1.3.2. Should the Proposer provide the District with any materials which it believes, in good faith, contain information that would be exempt from disclosure or copying under Florida Law; the Proposer shall indicate that belief by typing or printing, in bold letters, the phrase “PROPRIETARY INFORMATION” on the face of each affected page of such materials. The Proposer shall submit to the District both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a Proposer fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.

1.3.3. Should any person request to examine or copy any material so designated, and provided the affected Proposer has otherwise fully complied with this provision, the District, in reliance on the representations of the Proposer, will produce for that person only the redacted version of the affected materials. If the person requests to examine or copy the complete version of the affected material, the District shall notify the Proposer of that request, and the Proposer shall reply to such notification, in writing that must be received by the District no later than 4:00 p.m., CST, of the

second business day following Proposer's receipt of such notification, either permitting or refusing to permit such disclosure or copying.

1.3.4. Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the Proposer refuses to permit disclosure or copying, the Proposer agrees to, and shall, hold harmless and indemnify the District for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by the District, or assessed or awarded against the District, in regard to the District's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the Proposer is not initially named as a party, the Proposer shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any proposal submitted by a Proposer in response to this RFQ and shall constitute the District's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the District.

1.4. Requests for Clarification and Assistance

All inquiries and questions concerning this RFQ must be in writing (e-mail is acceptable) and received in accordance with Section 3.0, Schedule of Events and must be directed to:

Questions: Alicia M. Johns

Mailing Address: Cedar Key Water & Sewer District
P.O. Box 309
510 3rd Street
Cedar Key, Florida 32625

E-mail Address: alicia@ckwater.org

Questions and responses will be posted on the District's Website and, if necessary, an Addendum(s) issued. Any questions relative to interpretation of the solicitation or the Proposal process shall be addressed in writing as indicated in the Schedule of Events below. Questions received after the cut-off date as specified in the Schedule will not be considered.

1.5. ADA - Special Accommodations

Any person requiring special accommodations due to a disability should call the District at least five (5) working days prior to any pre-response conference, response opening, or meeting.

1.6. Proposer's Responsibility

1.6.1. It is understood and the Proposer hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the specifications of this RFQ.

1.6.2. Failure by the Proposer to acquaint themselves with the available information will not relieve them from responsibility for estimating properly the difficulty or cost of successfully performing the work.

1.6.3. Proposers are expected to examine the specifications and all instructions pertaining to the required commodities/services. Failure to do so will be at Proposer's risk.

1.7 Indemnification and Hold Harmless (ref: Appendix C-1)

1.7.1. The Proposer shall indemnify and hold harmless the District, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Proposer and other persons employed or utilized by the Proposer in the performance of the Contract.

1.7.2. The first ten dollars (\$10.00) of remuneration paid to the Proposer is for the indemnification provided above.

1.8. District Rights

1.8.1. The District reserves the right to reject any Proposal as Nonresponsive or to reject all Proposals and cancel or reissue this solicitation.

1.8.2. The District may waive informalities and negotiate with the apparent most qualified Proposer.

1.8.3. The District reserves the right to withdraw this RFQ at any time prior to final award and execution of a Contract.

1.8.4. No Proposer is guaranteed any amount of work even if the District enters into a Contract with the Proposer.

1.8.5. The District has the right to request any necessary clarifications or Proposal data without changing the terms of the RFQ.

1.8.6. All expenses involved in the preparation, submission, and participation in the selection and contracting process pursuant to this RFQ shall be borne solely by the Proposers. No payment will be made for any Proposals received or for any other effort required of, or made by, the Proposers prior to Contract commencement and approval of a work authorization.

1.9. Public Entity Crimes (ref: Appendix C-2)

As required by section 287.133 (2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal or contract to provide any goods or services to a public entity, may not submit a proposal or contract with a public entity for the construction or repair of a public building or a public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with a public entity in excess of the threshold amount provided in section 287.017, Florida Statutes for CATEGORY TWO (\$35,000) for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the

District within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person.

1.10. Small, Minority and Woman-Owned Business Enterprise

Certification as a minority business enterprise for the purpose of this RFQ is defined by the Florida Small and Minority Business Assistance Act. Proposers certified by the State of Florida should include a copy of the certification.

1.11. Equal Employment Opportunity (ref: Appendix C-3)

1.11.1. The District certifies that it is an Equal Employment Opportunity employer and that it will not discriminate during the selection process on the basis of age, sex, familial status, race, national origin, or handicap status.

1.11.2. Any business submitting a Proposal in response is required to be an Equal Employment employer and must require the same of any subcontractors hired under pursuant to the RFQ. Each Proposer will sign and submit with its Proposal an Equal Employment Opportunity Statement.

1.12. Drug Free Workplace (ref: Appendix C-4)

1.12.1. The District certifies that it is a Drug Free Workplace.

1.12.2. Each Proposer shall be required to sign and submit with its Proposal an Affidavit certifying that the Proposer complies with regulations related to a drug-free workplace as defined in section 287.087, Florida Statutes.

1.12.3. Preference shall be given to Proposers with drug-free workplace programs. In order to have a drug-free workplace program, a Proposer shall:

a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

b. Inform employees about the dangers of drug abuse in the workplace, the businesses' policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.

c. Give each employee engaged in providing the commodities or contractual services that are under this RFQ a copy of the statement specified in subsection (a) above.

d. In the statement specified in subsection (a), notify the employees that, as a condition of working on the commodities or contractual services that are under this RFQ, the employee will abide by the terms of the statement and will notify the employee of any conviction of, a plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or any controlled substance of the United States or any state, for violation occurring in the work place no later than five (5) days after such conviction.

e. Impose a sanction, on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

f. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

1.13. Conflicts of Interest (ref: Appendix C-5)

The District may disqualify any Proposer determined to have a conflict of interest prohibited under Part III, Chapter 112, Florida Statutes. All awards hereunder are subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose with its proposal whether any officer, director, employee or agent is also an officer or an employee of the District.

1.14. Non-Collusion (ref: Appendix C-6)

Each Proposer is required to sign and have notarized by a Florida Notary a "Non-Collusion Affidavit."

1.15. Ethical Business Practices (ref: Appendix C-7)

1.15.1. The District reserves the right to deny award or immediately suspend any contract resulting from this RFQ or proposal, pending final determination of charges of unethical business practices. At its sole discretion, the District may deny award or cancel the Contract if it determines that unethical business practices were involved.

1.15.2. Gratuities. It shall be unethical for any person to offer, give or agree to give any District employee, or for any District employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any RFQ or proposal thereof.

1.15.3. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

1.15.4. A Proposer is required to certify an Ethics Clause and submit with its Proposal (Appendix C-7).

1.16. Subcontracting (ref: Appendix C-8)

1.16.1. Firms submitting a Proposal may consider subcontracting portions of the services to be performed and/or provided. If this is to be done, that fact, and the name of the proposed subcontracting firm(s), must be clearly identified in the Proposal and the Contract.

1.16.2. Following the execution of the Contract, no additional subcontracting will be allowed without the express prior written approval of the District.

1.16.3. All subcontractors shall be held to the same requirements, terms and conditions of this document, its attachments, any documents incorporated by reference and the executed Contract.

1.16.4. A Proposer must list any proposed subcontractors with addresses, contact information and services to be provided and submit with its Proposal.

1.17. Withdrawal or Modification of Proposals

A Proposal may be withdrawn or modified only by written notification from the Proposer prior to the time fixed for the opening of proposals. Negligence on the part of the Proposer in preparing the proposal confers no right for withdrawal or modification of the proposal after it has been opened.

1.18. Status Of Contractor

The Proposer shall, at all times relevant to a contract as a result of this RFQ, be an independent contractor and in no event shall the Proposer, nor any employees or sub-contractors under it, be considered to be employees of the District.

1.19. Registered to Do Business in the State of Florida

A Proposer seeking to do business with the District shall, at the time of submitting a proposal, be registered with the Department of State in accordance with the provisions of Chapter 605, 607, 608, 617 and/or 620 Florida Statutes; similarly, partnerships seeking to do business with the District shall, at the time of submitting a proposal, have complied with the applicable provision of Chapter 620, Florida Statutes. For further information on required filing and forms, please go to the following sites <http://sunbiz.org/index.html> or <http://www.dos.state.fl.us/doc/index.html> The Proposer shall be licensed to do business in the State of Florida and the Proposer and employees assigned to the Contract shall hold all necessary and required professional licenses and certificates to perform required services.

1.20. Certification Regarding Debarment and Suspension (ref: Appendix C-9)

Proposers are required to certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from covered transactions by any governmental agency.

1.21. Employment Eligibility Verification – E-Verify (ref: Appendix C-10)

1.21.1. The successful Proposer shall use the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all new employees hired by the Proposer during the Contract term, and shall expressly require same of subcontractors.

1.21.2. The successful Proposer agrees to maintain records of its participation, proof of verification of employees hired to provide services pursuant to this RFQ and Contract, and compliance with

the provisions of the E-verify program, including participation by its subcontractors as provided above, and to make sure that such records are available to the District, or other authorized federal or state entity consistent with the terms of this RFQ and Contract.

1.22. Venue

Venue for all actions arising under the RFQ and subsequent Contract shall lie in Levy County, Florida, United States.

1.23. Construction

The validity, construction, and effect of this RFQ and subsequent Contract shall be governed by the Laws of the State of Florida.

1.24. Order of Precedence

The provisions of the RFQ, successful firm's proposal and subsequent Contract shall be complied with by the Parties, but only to the extent they are consistent with the provision of the RFQ and Contract. In the event of an inconsistency between the provisions of the RFQ or Contract hereto, the Order of Precedence shall be followed:

- a. Laws of Florida.
- b. Contract.
- c. RFQ and all of its addendums and attachments.
- d. Successful Firm's Proposal.

1.25. Term of the Contract and Termination

1.25.1. The term of the Contract shall begin no sooner than the later of the dates executed by both Parties and shall be effective for a period of three (3) years from the effective date. The Contract may, by mutual assent of the parties, be extended TWO (2) additional TWELVE (12) month periods or portions thereof, up to a cumulative total of FIVE (5) years. The District reserves the right to re-negotiate rates based on current market conditions.

1.25.2. The District may terminate the Contract without cause immediately upon certified presentation of written notice. Presentation can be by certified mail (return receipt requested) or signed, hand delivered receipt from a process server (private or Sheriff's Deputy).

1.26. Insurance Requirements (ref: Appendix C-11 and D, Contract)

1.26.1. Prior to commencing Services, the Proposer(s) shall procure and maintain at its own cost and expense for the duration of the Contract insurance against claims for injuries to person or damages to property, which may arise from or in connection with the performance of the work or Services hereunder by the Proposer, his agents, representatives, employees or subcontractors.

Specific insurance requirements are set forth in the Contract terms and conditions which are hereby incorporated into this RFQ.

1.26.2. Verification of Insurance Coverage (ref: Appendix C-11)

Proposer shall furnish certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the District before the Services commence.

1.26.3. Subcontractors

The Proposer shall include each of its subcontractors as insured under the policies of insurance required herein.

1.27 Federal Requirements

This RFQ and the work to be performed by Successful Proposer(s) hereunder is or may become fully or partially federally grant funded. To the extent applicable, in accordance with Federal law, Proposers shall comply with the clauses as enumerated in Attachment D - Contract for Professional Consulting Services at Exhibit C – Federal Provisions Applicable to Consultant. Additionally, Proposers shall adhere to all grant conditions as set forth in the requirements of any applicable federal grants which have been provided to Proposer, along with all applicable Federal Laws, including but not limited to, those set forth below: which are incorporated herein by reference:

- a. 2 CFR. 25.110
- b. 2 CFR Part 170 (including Appendix A), 180, 200 (including Appendixes), and 3000
- c. Executive Orders 12549 and 12689
- d. 41 CFR s. 60-1(a) and (d)
- e. Consolidated Appropriations Act, 2021, Public Law 116-260 related to salary limitations

These cited regulations are hereby incorporated and made part of this RFQ as if fully set forth herein. As stated above, this list is not all inclusive, any other requirement of law applicable in accordance with the Federal, State or grant requirements are also applicable and hereby incorporated into this solicitation. If Proposer cannot adhere to or objects to any of the applicable federal requirements, Proposers proposal may be deemed by the District as unresponsive.

SECTION 2.0. CONE OF SILENCE

2.1. A Cone of Silence will be in effect for this RFQ beginning with the date this RFQ is released listed in Section 3.0 hereof and through issuance of a Notice of Award. In accordance with same, the District prohibits communication to or with any officer, member, elected official, department, office or employee of the District during the solicitation process from the date of advertisement of the RFQ through notice of award, except as provided below.

2.2. All requests for interpretations or clarifications shall be in writing, addressed to the District as provided in section 1.4 hereof, to be given consideration. All such requests for interpretations or clarifications must be received in writing in accordance with Section 3.0, Schedule of Events. Any interpretation made to prospective Proposers will be expressed in the form of an addendum to the solicitation which, if issued, will be conveyed in writing to all prospective Proposers no later than five (5) days prior to the date set for receipt of Proposals. Such written addenda shall be binding on the Proposers and shall become a part of the RFQ Document(s). No oral interpretations of this RFQ, the scope of services, or the Contract will be provided.

SECTION 3.0. SCHEDULE OF EVENTS

The following is the scheduled sequence of events with important dates and times where known. Dates are subject to change by the District at its sole discretion. If the District determines that it is necessary to change these dates/times prior to the Proposal due date, the change will be announced via an addendum.

ACTION	DATE
RFQ Released	May 9, 2025
Cut-Off date for Questions	May 30, 2025
Responses to Technical Questions Provided	June 6, 2025
Responses Due and Opened	June 20, 2025 3:00pm EST
Evaluation of Proposals and Shortlisting	June-July 2025
Oral Presentations	June-July 2025*
Final Scoring/Ranking/Selection by the Board	June-July 2025
Posting of Intent to Award	June-July 2025
Contract Negotiations Begin	June-July 2025
District Approval of Award and Contract	June-July 2025
Anticipated Beginning of Work	July – August 2025

*The District reserves the right to eliminate oral presentations and award based upon the evaluations of written Proposals only.

**All times listed are in eastern standard time (EST).

SECTION 4.0. SCOPE OF WORK AND TECHNICAL REQUIREMENTS

4.1. The Engineering Consultant shall provide professional services for the District as needed and in accordance with Florida law.

4.2. The Engineering Consultant shall be a Registered Professional Engineer in Florida and have a minimum of five (5) years licensed experience in Florida, or another State acceptable to the District if registered to conduct business in Florida. Consideration shall be given to an Engineering Consultant who possesses experience and a working knowledge of the design and construction of municipal sewer and potable water systems, permitting new construction, environmental considerations related to new construction, and appropriate building codes in the State of Florida and the local project area.

The Engineering Consultant shall report to the District General Manager. The Engineering Consultant shall also be required to coordinate as necessary with other consultants hired by the District.

4.3. The Engineering Consultant shall advise the District and prepare necessary documentation, cost estimates, and construction plans while working in conjunction with other professionals engaged by the District. The Engineering Consultant shall also provide the District with an analysis of bids received and make recommendations as to the best bids to achieve District objectives.

4.4. The Engineering Consultant shall perform those services outlined in Section 2.1 through 2.8 of the Contract as implemented by a duly issued Work Authorization.

4.5. The anticipated hours will be variable although the District generally meets monthly on the second Monday. Coordination with the General Manager/District will be by mutual agreement.

SECTION 5.0. PROPOSAL RESPONSE REQUIREMENTS

5.1. Proposers shall construct their Proposals in the following format as outlined below. A tab must separate each section as prescribed.

5.2. The Proposal and all attachments shall be bound and submitted in a sealed envelope (or other packaging), provide one (1) original, so identified, three (3) complete paper copies, and one electronic flash drive copy of the Proposal for services defined herein for the term of the contract.

5.3. Failure to provide the required copies, adhere to the required format, or to provide any information required in this RFQ may result in a Proposal being deemed Nonresponsive and rejected from consideration.

5.4 **Proposals shall not include any information regarding fees or compensation for the Professional Services.**

TAB 1 – EXECUTIVE SUMMARY

- Provide a brief summary of the firm, with general description of the firm background, work history, awards, major accomplishments, etc.
- Statement demonstrating the firm's or individual's understanding as to the District's needs relative to the this RFQ, including a typical project approach and a statement as the firm's commitment to use the most current tools and technology available to provide the Professional Services.
- Include:
 - Address of the office from which work is to be performed.
 - A listing of the professional services to be offered.

- The name of the person(s) who will be authorized to make representations for the Proposer, their title(s), address(es), and contact numbers.
- Provide proof that Proposer's business is licensed, permitted and/ or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.
- MBE State Certification

This executive summary should be no more than ten (10) pages.

TAB 2 – ABILITY OF PERSONNEL

Provide an organizational profile of the firm and a listing of key personnel who will be assigned to provide the Professional Services. Include each individuals name, function with the firm, years of experience with the firm, education, and **years of experience specific to the Professional Services being offered.** Professional resume and any professional certificates or licenses held should be included for each individual listed.

TAB 3 – EXPERIENCE OF FIRM AND REFERENCES (ref: Appendix C-12)

- Provide a detailed list and examples of relevant experience and qualifications for the Professional Services being offered.
- Permitting: provide a description of the firms experience in dealing with federal, state and local permitting and regulatory agencies.
- Provide four (4) projects completed within the last five (5) years of the same or a similar nature of the Professional Services being offered. Include a project description, location name of project manager, scheduled and actual completion date, anticipated and actual cost of the project and client contact information familiar with the project. If available, include if project was federal or state funded.

TAB 4 – CURRENT AND PROJECTED WORKLOAD

Provide a current and projected description of current workload. Describe whether the Proposer has the capacity to take on task and work orders on an as-needed basis for the District as such may arise during the life of the Contract.

TAB 5 – SUBCONTRACTORS (ref: Appendix C-8)

Name ALL subcontractors (to include prime and sub-contractors) that will potentially be used to provide services and list the specific services to be provided by each sub-contractor.

TAB 6 - REQUIRED DOCUMENTS AND CERTIFICATIONS

- a. MBE State Certification Documentation, if applicable.

- b. All other required documents and certifications included in the Appendices to this RFQ.

TAB 7 – EXCEPTIONS

Provide a list and explanation as to any exceptions to any of the terms and conditions contained in the Contract for Professional Services in this RFQ as Appendix D. Failure to note an exception and explanation on a particular Contract term shall make such terms non-negotiable during competitive negotiation.

5.5. Instructions to Proposers.

5.5.1. The Proposal should address the requirements in a clear and concise manner in the order stated herein.

5.5.2. Proposals must be tabbed and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the format described herein or include the requested information/documents may be considered incomplete and therefore unresponsive by the District.

5.5.3. The District reserves the right to seek additional/supplemental representation on specific issues as needed.

5.5.4. Proposals must be typed. No changes in or corrections to proposals will be allowed after the proposals are opened.

5.5.5. The signer of the Proposal must declare that the Proposal in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the District to bind the principal Proposer.

5.5.6. The District shall not be liable for any costs incurred by Proposer prior to entering into a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the RFQ requirements.

5.5.7. The Proposal submittal shall be enclosed in a sealed envelope addressed to the District, at the address listed below. Proposals must be received by the District by the time specified in Section 6.1 hereof. Proposals by email or fax will not be accepted.

5.5.8. Please be advised that United States Postal Service (USPS) Express and Priority service classes, are delivered to the District once daily. Accordingly, in order for a submission to be received by the office of the District when the services of the USPS are used, a proposer or bidder is responsible for ensuring that their submittal is transmitted in such manner as necessary for the USPS to receive, sort, and deliver to the District the submittal due date and time.

5.5.9. When using the USPS or any other mail delivery services, it is the sole responsibility of the Proposer to ensure that Proposals are received by the District by the due date and time. The District shall not be responsible for delays caused by any occurrence. All Proposals shall be mailed or delivered to the office of the District at the address listed below. Sealed Proposals are to be addressed as follows:

Cedar Key Water and Sewer District
P.O. Box 309
510 3rd Street
Cedar Key, Florida 32625

SECTION 6.0. PROPOSAL DUE DATE AND TIME, OPENING

6.1. Proposal Due Date: Sealed proposals must be received by Alicia M. Johns, or her designee, not later than 3:00 pm, eastern standard time, at P.O. Box 309, 510 3rd Street, Cedar Key, Florida 32625 on June 20, 2025. Proposals received after this date and time will not be considered.

6.2. Public Opening: Proposals will be opened and announced publicly at the District’s Office located at 510 3rd Street, Cedar Key, Florida, on the due date and time as specified in Section 3.0 hereof. The public may attend the public opening, but may not immediately review any Proposals submitted. The names of Proposers only will be read aloud at the time of opening. Pursuant to Section 119.071(1)(b), Florida Statutes, all Proposals submitted shall be subject to review as public records upon notice of an intended award pursuant to this RFQ (or a reissued RFQ covering the same services) or thirty (30) days from opening, whichever is earlier. Unless a specific exemption exists, all documents submitted will be released pursuant to a valid public records request.

6.3. Validity: All Proposals shall remain valid for a period of ninety (90) days from the date of the public opening and may be extended beyond that time by mutual agreement.

SECTION 7.0. EVALUATION OF PROPOSALS AND SELECTION PROCESS

7.1. Proposals in response to this RFQ that satisfy the required qualifications and are deemed to be responsive and responsible shall be ranked by the Board. The Board may utilize other District staff and/or consultants who are not members to advise and assist the Board in its review of the Proposals.

7.2. In ranking proposals the Board shall evaluate the proposals on the basis of the information provided by the Proposer, and rank each proposal for compliance with the qualifications of each Proposer and compliance with the mandatory requirements of the RFQ.

7.3. Responses to this RFQ not meeting the requirements specified herein will be considered non-responsive or not responsible, as applicable. The District reserves the right to reject any and all responses or waive any minor irregularity or technicality in responses received. Proposers are cautioned to make no assumptions unless their response has been deemed responsive.

7.4. The Board will evaluate the Proposals that are responsive to the requirements of this RFQ using the following weighted criteria listed in order of importance:

CRITERIA	MAXIMUM POINTS
a. Executive Summary (Tab 1)	10
b. Ability of Personnel (Tab 2)	30
c. Experience of Firm and References (Tab 3)	30

d. Availability of Workload (Tab 4)	20
e. Oral Presentations (if required)	10
Total	100 (90 if no Oral Presentations Required)

7.5. At its discretion, the Board may invite Proposers to provide oral presentations to the Board. At the conclusion of oral presentations, the Board will add in points for criteria f. and may also adjust points previously awarded for criteria a.- e. based upon information and clarifications received during the oral presentations. The District makes no commitment to any Proposer to this RFQ beyond consideration of the written response to this RFQ. All Proposers will be notified of the shortlisted and non-shortlisted Proposers as well as the date, time and location of oral presentations. The District will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations or negotiations.

7.6 In the event of a tie between two or more Proposals, if one Proposer is a State Certified MBE, they will receive the higher ranking.

7.7. It is anticipated that the District will approve entering into competitive negotiations with the top ranked firms in order of precedence in accordance with Section 287.055, Florida Statutes. The award and competitive negotiation of the Contract will be in accordance with and Section 287.055, Florida Statutes. It's anticipated that the District may enter into the Contract with one or more Proposers.

7.8. Individual Board members will be removed from the Board if unable to participate in all reviews, and scoring will be based on scores of the remaining Board members.

7.9. The District and the Board reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the District, Moreover, the District reserves the right to make investigations of the qualifications of the Proposer as it deems necessary, including, but not limited to, a criminal background investigation.

7.10 Reserved Rights: The District, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFQ or in the proposal received as a result of this RFQ. The District does not guarantee the award of any contract as a result of this solicitation process.

SECTION 8.0. INTENT TO AWARD AND CONTRACT EXECUTION

8.1. The District reserves the right to incorporate the successful proposal into the Contract. Failure of a firm to accept this obligation may result in the cancellation of the award.

8.2 The construction, interpretation, and performance of this RFQ, and all transactions under it shall be governed by the laws of the State of Florida. The Contract shall include all terms and conditions of this RFQ, any addenda, response, and the contract issued as a result of this RFQ.

8.3. The selected Proposer will be required to assume responsibility for all services offered in the proposal. The District will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment on any or all charges.

8.4. The Notice of Intent to Award and contracting will proceed pursuant to Section 287.055, Florida Statutes. The District does not guarantee that it will be able to come to terms on a contract with Proposer(s) and all such negotiations shall be at the Proposer's risk and expense.

8.5. Unless such time is extended by the District, the successful Proposer shall, within thirty (30) calendar days after Notice of Award is issued, sign and enter into a contract with the District, and shall simultaneously provide any required bonds, indemnities and insurance certificates.

From: jrittenhouse@ckwater.org
Sent: Tuesday, April 29, 2025 1:21 PM
To: Tyler Lee; 'Jake Wiesner'
Subject: FW: Advance Pay Fiscal Year Deadline Update

Hey John,

I've received word from Finance and Accounting, and I wanted to update you on some **important information**: you should have your advance payment requests submitted to me by 5/5 if you need funds before the start of our fiscal year (7/1/25).

Thanks John!

Benjamin Morrow

OPS Environmental Specialist III

Florida Department of Environmental Protection

Division of Water Restoration Assistance

3900 Commonwealth Blvd.

Benjamin.Morrow@FloridaDEP.gov

Office: (850)-245-2086





MEMO

To: Board Members
Cedar Key Water and Sewer District

From: Johnathan Ferguson, Board Member
CKWSD

CC: John Rittenhouse, General Manager
CKWSD

Date: May 7, 2025
Re: Office Hardening Proposal - Update

Goal:

To make all of the office building's windows and doors effectively waterproof prior to a storm event using off the shelf materials and parts. The target estimated cost for materials, parts and labor is less than \$15,000. And the work should be completed (with minimal staff involvement) before the start of the 2025 hurricane season (or at least before August 1, 2025).

Unofficial response from the University of Florida School of Engineering: raise the building or move the administrative offices to higher ground or off of the island.

Latest solution:

Build waterproof boxes that cover the windows and doors and temporarily attached them to the building during storm events with ratchet straps. The boxes can be made out of wood or aluminum. A mockup of a wood box will be available at the meeting.

The wood solution is less expensive than the aluminum solution but the wood solution is heavier, less durable, and slightly more difficult to install because of the weight. (The wood solution is also less attractive).

The estimated cost for the wood solution, labor and materials, is \$ 8,400.

The estimated cost for the aluminum solution, labor and materials, is \$ 14,000.

I believe the extra cost associated with the aluminum solution is worth it and I recommend that the District proceed with the aluminum box solution.

Cedar Key Water & Sewer District
Balance Sheet
 As of April 30, 2025

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Unrestricted Cash Funds	
100 - Operating Account	931,515.98
102 Petty Cash	175.00
113.3 Unrestricted Savings	102,242.25
Total Unrestricted Cash Funds	1,033,933.23
Restricted Cash Funds	
103.1 Security Deposit	15,378.96
114.00 RD Payment	51,200.00
114.02 RD RESERVE ACCOUNT	64,967.31
Total Restricted Cash Funds	131,546.27
Total Checking/Savings	1,165,479.50
Other Current Assets	
133 · Lease Receivable - ST	21,139.00
138.10 · Due from Other Governmental Uni	-180.00
134 - Accounts Receivable	106,210.94
135 - Allowance for A/R	-6,600.00
141 · Due from IRS-Overpd Payroll Tax	2,934.24
160 - Inventory & Materials	58,622.69
Total Other Current Assets	182,126.87
Total Current Assets	1,347,606.37
Fixed Assets	
311.100 · WW Aeration Upgrade	15,800.00
311.105 · CIP WW Plant Upgrades	3,564.83
301 - Land	125,195.95
302 - Other Improvements	2,504,213.86
304 - Plant and Equipment	7,892,413.39
306 - Other Equipment	102,018.30
307 - Sewer Machinery	130,629.33
308 - Computer S/W	10,417.35
309 - Vehicles	166,958.96
311 - Less Accum Depreciation	-6,628,084.94
Total Fixed Assets	4,323,127.03
Other Assets	
133.10 · Lease Receivable	27,784.00
170 · Utility Deposit	-58.81
311 · Construction in Progress	
311.107 · Rehab 5 Lift Stations - DEP	170,685.00
312 · CIP-SRF Project	140,250.00
313 · CIP - SRF District Match	26,000.00
Total 311 · Construction in Progress	336,935.00
Total Other Assets	364,660.19
TOTAL ASSETS	6,035,393.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
330 · Accounts Payable	1,547.58
Total Accounts Payable	1,547.58
Other Current Liabilities	
485 · Note Payable -RD - Current	21,000.00
403- Emplo Ret Con Payabale	409.92

Cedar Key Water & Sewer District
Balance Sheet
As of April 30, 2025

	<u>Apr 30, 25</u>
411 - Unearned Revenues	11,260.56
445-DCB Line Credit	-0.87
412 - Refundable Advance	47,927.00
450 - Fed. Income Taxes Payable	-2,545.22
482 - Accrued Int Pay	2,263.74
483 - Accrued Compensated Absences	23,622.00
484 -Customer Deposits Payable	15,257.25
Total Other Current Liabilities	<u>119,194.38</u>
Total Current Liabilities	120,741.96
Long Term Liabilities	
461 - N/P-Drummond Bank- Bridge	-50,097.45
460 - N/P-Rural Development	995,000.00
500 - Accrd Compen Absences-LT	10,676.00
Total Long Term Liabilities	<u>955,578.55</u>
Total Liabilities	1,076,320.51
Equity	
598 - Restricted for Debt Service	47,628.76
3900 - Retained Earnings	357,894.71
599 - Investment in Capital Assets - Net Income	3,624,062.43 929,487.18
Total Equity	<u>4,959,073.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,035,393.59</u></u>

Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2024 through April 2025

	Oct '24 - Ap...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
300 - Income				
305 - Water Revenue	313,695.63	594,261.00	-280,565.37	52.8%
310 - Sewer Revenues	257,997.10	465,232.00	-207,234.90	55.5%
325 - Penalties	3,459.99	7,500.00	-4,040.01	46.1%
330 - Earned Interest	3,488.14	7,500.00	-4,011.86	46.5%
335 - New Meter Charges	800.00	1,200.00	-400.00	66.7%
350 - Misc Income	51,813.83	1,600.00	50,213.83	3,238.4%
360 - Carry Forward	0.00	1,600.00	-1,600.00	0.0%
365 - Meter Installation Fee	360.00			
383- DEP Sewer Grant	1,272,408.67	1,500,000.00	-227,591.33	84.8%
384 - Insurance Proceeds	641,402.18			
300.00 - Income - Other	3,030.06			
300 - Income - Other	75.34			
Total 300 - Income	2,548,530.94	2,578,893.00	-30,362.06	98.8%
Other Sources Of Income				
315 - Ad Valorem Tax				
315.100 - Ad Valorem	380,733.45	439,753.00	-59,019.55	86.6%
Total 315 - Ad Valorem Tax	380,733.45	439,753.00	-59,019.55	86.6%
341 - City Portion of Leases	5,627.16	4,700.00	927.16	119.7%
341.01 - Rental Income - Contra GASB 87	852.59			
340 - Rental Income	14,085.64	24,000.00	-9,914.36	58.7%
370 - Water Charge New Connection	6,000.00	12,000.00	-6,000.00	50.0%
371 - Sewer Charge New Connection	3,000.00	12,000.00	-9,000.00	25.0%
333 - Other Miscellaneous	1,329.11	2,500.00	-1,170.89	53.2%
Total Other Sources Of Income	411,627.95	494,953.00	-83,325.05	83.2%
390 - Security Deposit				
390.01 - Security Deposit	100.00			
390 - Security Deposit - Other	200.00			
Total 390 - Security Deposit	300.00			
Total Income	2,960,458.89	3,073,846.00	-113,387.11	96.3%
Gross Profit	2,960,458.89	3,073,846.00	-113,387.11	96.3%
Expense				
500 - GENERAL AND ADMINISTRATIVE				
510 - Payroll				
510.01 - Salaries	196,322.07	310,000.00	-113,677.93	63.3%
510.02 - Social Security/Medicare	14,775.06	25,000.00	-10,224.94	59.1%
510.03 - Retirement	16,288.14	35,000.00	-18,711.86	46.5%
510.04 - Health, Dental & Life Ins	36,168.49	70,000.00	-33,831.51	51.7%
510.05 - Workers Comp.	2,001.00	6,000.00	-3,999.00	33.4%
510.07 - Uniform Service	2,016.73	3,900.00	-1,883.27	51.7%
Total 510 - Payroll	267,571.49	449,900.00	-182,328.51	59.5%
520 - Office				
520.01 - Supplies	1,382.60	3,000.00	-1,617.40	46.1%
520.02 - Postage & Shipping	3,601.32	8,000.00	-4,398.68	45.0%

Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual

05/08/25

October 2024 through April 2025

Accrual Basis

	Oct '24 - Ap...	Budget	\$ Over Bud...	% of Budget
520.03 · Computer, Billing, Etc.	2,075.40	5,000.00	-2,924.60	41.5%
520.04 · Printing and Copying	404.73	2,500.00	-2,095.27	16.2%
520.07 · Bank Service Charge	5.00			
520.10 · Rents	303.72	1,800.00	-1,496.28	16.9%
Total 520 · Office	7,772.77	20,300.00	-12,527.23	38.3%
530 · Utilities				
530.01 · Fuel For Equipment	4,883.55	9,000.00	-4,116.45	54.3%
530.02 · Solid Waste Disposal	1,048.82	2,000.00	-951.18	52.4%
530.03 · Telephone	7,127.83	12,000.00	-4,872.17	59.4%
Total 530 · Utilities	13,060.20	23,000.00	-9,939.80	56.8%
540 · Professional Fees				
540.01 · Audit & Accounting	2,330.00	35,000.00	-32,670.00	6.7%
540.02 · Management/Legal	43,869.59	35,000.00	8,869.59	125.3%
540.03 · Property Appraiser's Fee	0.00	7,500.00	-7,500.00	0.0%
540.05 · Tax Collector Fees	0.00	9,500.00	-9,500.00	0.0%
540.06 · FEMA Engineering Fees	26,523.93	77,000.00	-50,476.07	34.4%
Total 540 · Professional Fees	72,723.52	164,000.00	-91,276.48	44.3%
550 - General Repair & Maint				
550.01 · Vehicle	1,088.63	3,400.00	-2,311.37	32.0%
550.02 · Equipment and Tools	262.00	3,000.00	-2,738.00	8.7%
550.03 · Building	64.20	5,000.00	-4,935.80	1.3%
550.04 · Supplies	3,094.45	1,500.00	1,594.45	206.3%
550.05 · New Tools	524.74			
550.06 · Storm Repairs	156,750.92	40,000.00	116,750.92	391.9%
Total 550 - General Repair & Maint	161,784.94	52,900.00	108,884.94	305.8%
560 · Other				
560.01 · Property/Liability Ins.	0.00	140,000.00	-140,000.00	0.0%
560.03 · Continuing Education	238.00	2,500.00	-2,262.00	9.5%
560.04 · Annual Fees & Dues	6,295.55	12,000.00	-5,704.45	52.5%
560.05 · Ads and Publications	1,256.14	6,000.00	-4,743.86	20.9%
560.06 · Miscellaneous	17,578.85	10,000.00	7,578.85	175.8%
560.07 · Contingency	0.00	25,000.00	-25,000.00	0.0%
Total 560 · Other	25,368.54	195,500.00	-170,131.46	13.0%
570 · Capital Expenditures	0.00	35,233.00	-35,233.00	0.0%
Total 500 · GENERAL AND ADMINISTRATIVE	548,281.46	940,833.00	-392,551.54	58.3%
600 · DIRECT WATER EXPENSES				
610 · Chemicals and Filters				
610.01 · Chemicals	43,526.58	122,000.00	-78,473.42	35.7%
610.02 · Miex Resin	22,468.50	22,000.00	468.50	102.1%
610.04 · Chemicals and Filters-Others	0.00	13,500.00	-13,500.00	0.0%
Total 610 · Chemicals and Filters	65,995.08	157,500.00	-91,504.92	41.9%
620 - Laboratory				
620.01 · In House Lab	201.60	2,000.00	-1,798.40	10.1%
620.02 · Outside Lab	982.08	2,000.00	-1,017.92	49.1%
Total 620 - Laboratory	1,183.68	4,000.00	-2,816.32	29.6%

Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual

October 2024 through April 2025

05/08/25

Accrual Basis

	Oct '24 - Ap...	Budget	\$ Over Bud...	% of Budget
640 · Repairs and Maintenance				
640.01 · Piping and Distribution	10,901.22	15,000.00	-4,098.78	72.7%
640.02 · Equipment	8,532.69	15,000.00	-6,467.31	56.9%
640.03 · Building & Grounds	0.00	5,000.00	-5,000.00	0.0%
640.04 · Water Tower Maintenance	4,599.43	20,000.00	-15,400.57	23.0%
640.05 · Generators Annual Mainte	1,470.44	2,000.00	-529.56	73.5%
640.06 · Water Plant Maintenance	0.00	7,500.00	-7,500.00	0.0%
640.07 Water Meter Replacement	0.00	15,000.00	-15,000.00	0.0%
Total 640 · Repairs and Maintenance	25,503.78	79,500.00	-53,996.22	32.1%
650 · Utilities				
650.01 · Electric	12,288.56	25,000.00	-12,711.44	49.2%
650.02 · Propane	0.00	1,000.00	-1,000.00	0.0%
650.03 · Telephone	3,032.26	5,000.00	-1,967.74	60.6%
Total 650 · Utilities	15,320.82	31,000.00	-15,679.18	49.4%
670 · Capital Expenditures				
670.02 Water Plant Construction	1,959.04			
Total 670 · Capital Expenditures	1,959.04			
680 · Loans				
680-05 · RD - Water System Interest	0.00	27,913.00	-27,913.00	0.0%
680.06 · RD-Water System Principal	0.00	22,000.00	-22,000.00	0.0%
Total 680 · Loans	0.00	49,913.00	-49,913.00	0.0%
685.00 · Contingency	0.00	25,000.00	-25,000.00	0.0%
Total 600 · DIRECT WATER EXPENSES	109,962.40	346,913.00	-236,950.60	31.7%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	14,524.82	30,000.00	-15,475.18	48.4%
710 · Chemicals and Filters - Other	5,451.71			
Total 710 · Chemicals and Filters	19,976.53	30,000.00	-10,023.47	66.6%
720 · Laboratory				
720.01 · In House Lab	1,056.74	300.00	756.74	352.2%
720.02 · Outside Lab	13,715.98	15,000.00	-1,284.02	91.4%
720.03 · Instrument Maintenance	6,166.00			
Total 720 · Laboratory	20,938.72	15,300.00	5,638.72	136.9%
730 · Regulatory				
730.01 · Permits	0.00	1,000.00	-1,000.00	0.0%
730.02 · Biosolids Hauling	35,145.00	80,000.00	-44,855.00	43.9%
Total 730 · Regulatory	35,145.00	81,000.00	-45,855.00	43.4%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	11,067.69	30,000.00	-18,932.31	36.9%
740.02 · Equipment	15,007.79	34,000.00	-18,992.21	44.1%
740.03 · Building and Grounds	145.28	21,000.00	-20,854.72	0.7%
740.04 · Generator-Annual Maintenance	1,151.32	15,000.00	-13,848.68	7.7%
Total 740 · Repairs Maintenance Other	27,372.08	100,000.00	-72,627.92	27.4%
750 · Utilities				
750.01 · Electric	9,993.22	33,000.00	-23,006.78	30.3%
750.02 · Propane	6,741.05	1,800.00	4,941.05	374.5%
Total 750 · Utilities	16,734.27	34,800.00	-18,065.73	48.1%

Cedar Key Water & Sewer District
Profit & Loss Budget vs. Actual
 October 2024 through April 2025

	Oct '24 - Ap...	Budget	\$ Over Bud...	% of Budget
760 - Other				
760.01 · Professional Fees -WWTP Permit	5,660.00			
760.02 · Contingency	0.00	25,000.00	-25,000.00	0.0%
Total 760 - Other	5,660.00	25,000.00	-19,340.00	22.6%
770.000 · DEP Grant Expenses				
770.100 · DEP Sewer Grant - Engineering	128,125.72	500,000.00	-371,874.28	25.6%
770.200 · DEP - Sewer Grant Construction	1,118,775.53	1,000,000.00	118,775.53	111.9%
Total 770.000 · DEP Grant Expenses	1,246,901.25	1,500,000.00	-253,098.75	83.1%
Total 700 · DIRECT WASTEWATER EXPENSES	1,372,727.85	1,786,100.00	-413,372.15	76.9%
Total Expense	2,030,971.71	3,073,846.00	-1,042,874.29	66.1%
Net Ordinary Income	929,487.18	0.00	929,487.18	100.0%
Net Income	<u>929,487.18</u>	<u>0.00</u>	<u>929,487.18</u>	<u>100.0%</u>

Cedar Key Water & Sewer District Profit & Loss Prev Year Comparison October 2024 through April 2025

	Oct '24 - Apr 25	Oct '23 - Apr 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
300 - Income				
305 - Water Revenue	313,695.63	330,407.99	-16,712.36	-5.1%
310 - Sewer Revenues	257,997.10	260,590.54	-2,593.44	-1.0%
325 - Penalties	3,459.99	5,738.79	-2,278.80	-39.7%
330 - Earned Interest	3,488.14	3,765.35	-277.21	-7.4%
335 - New Meter Charges	800.00	600.00	200.00	33.3%
350 - Misc Income	51,813.83	1,731.60	50,082.23	2,892.3%
365 - Meter Installation Fee	360.00	240.00	120.00	50.0%
383- DEP Sewer Grant	1,272,408.67	54,988.50	1,217,420.17	2,214.0%
384 - Insurance Proceeds	641,402.18	0.00	641,402.18	100.0%
300.00 - Income - Other	3,030.06	0.00	3,030.06	100.0%
300 - Income - Other	75.34	0.00	75.34	100.0%
Total 300 - Income	2,548,530.94	658,062.77	1,890,468.17	287.3%
Other Sources Of Income				
315 - Ad Valorem Tax				
315.100 - Ad Valorem Gross Collected	9,675.80	0.00	9,675.80	100.0%
315.100 - Ad Valorem - Other	371,057.65	338,935.66	32,121.99	9.5%
Total 315.100 - Ad Valorem	380,733.45	338,935.66	41,797.79	12.3%
Total 315 - Ad Valorem Tax	380,733.45	338,935.66	41,797.79	12.3%
331 - City Contribution	0.00	0.00	0.00	0.0%
341 - City Portion of Leases	5,627.16	2,061.13	3,566.03	173.0%
341.01 - Rental Income - Contra GASB 87	852.59	0.00	852.59	100.0%
340 - Rental Income	14,085.64	14,945.37	-859.73	-5.8%
370 - Water Charge New Connection	6,000.00	6,000.00	0.00	0.0%
371 - Sewer Charge New Connection	3,000.00	6,000.00	-3,000.00	-50.0%
333 - Other Miscellaneous	1,329.11	5,081.08	-3,751.97	-73.8%
Total Other Sources Of Income	411,627.95	373,023.24	38,604.71	10.4%
390 - Security Deposit				
390.01 - Security Deposit	100.00	0.00	100.00	100.0%
390 - Security Deposit - Other	200.00	0.00	200.00	100.0%
Total 390 - Security Deposit	300.00	0.00	300.00	100.0%
Total Income	2,960,458.89	1,031,086.01	1,929,372.88	187.1%
Gross Profit	2,960,458.89	1,031,086.01	1,929,372.88	187.1%
Expense				
500 - GENERAL AND ADMINISTRATIVE				
510 - Payroll				
510.01 - Salaries	196,322.07	193,651.40	2,670.67	1.4%
510.02 - Social Security/Medicare	14,775.06	14,533.99	241.07	1.7%
510.03 - Retirement	16,288.14	18,491.66	-2,203.52	-11.9%
510.04 - Health, Dental & Life Ins	36,168.49	56,444.14	-20,275.65	-35.9%
510.05 - Workers Comp.	2,001.00	4,287.66	-2,286.66	-53.3%
510.07 - Uniform Service	2,016.73	0.00	2,016.73	100.0%
Total 510 - Payroll	267,571.49	287,408.85	-19,837.36	-6.9%
520 - Office				
520.01 - Supplies	1,382.60	1,155.61	226.99	19.6%
520.02 - Postage & Shipping	3,601.32	2,997.62	603.70	20.1%

Cedar Key Water & Sewer District Profit & Loss Prev Year Comparison October 2024 through April 2025

	Oct '24 - Apr 25	Oct '23 - Apr 24	\$ Change	% Change
520.03 · Computer, Billing, Etc.	2,075.40	5,062.73	-2,987.33	-59.0%
520.04 · Printing and Copying	404.73	846.09	-441.36	-52.2%
520.07 · Bank Service Charge	5.00	51.33	-46.33	-90.3%
520.10 · Rents	303.72	1,530.37	-1,226.65	-80.2%
Total 520 · Office	7,772.77	11,643.75	-3,870.98	-33.3%
530 · Utilities				
530.01 · Fuel For Equipment	4,883.55	5,511.29	-627.74	-11.4%
530.02 · Solid Waste Disposal	1,048.82	1,014.52	34.30	3.4%
530.03 · Telephone	7,127.83	11,003.39	-3,875.56	-35.2%
Total 530 · Utilities	13,060.20	17,529.20	-4,469.00	-25.5%
540 · Professional Fees				
540.01 · Audit & Accounting	2,330.00	20,260.00	-17,930.00	-88.5%
540.02 · Management/Legal	43,869.59	21,348.84	22,520.75	105.5%
540.05 · Tax Collector Fees	0.00	7,564.73	-7,564.73	-100.0%
540.06 · FEMA Engineering Fees	26,523.93	0.00	26,523.93	100.0%
Total 540 · Professional Fees	72,723.52	49,173.57	23,549.95	47.9%
550 - General Repair & Maint				
550.01 · Vehicle	1,088.63	2,297.82	-1,209.19	-52.6%
550.02 · Equipment and Tools	262.00	1,601.37	-1,339.37	-83.6%
550.03 · Building	64.20	190.46	-126.26	-66.3%
550.04 · Supplies	3,094.45	934.73	2,159.72	231.1%
550.05 · New Tools	524.74	0.00	524.74	100.0%
550.06 · Storm Repairs	156,750.92	17,517.64	139,233.28	794.8%
Total 550 - General Repair & Maint	161,784.94	22,542.02	139,242.92	617.7%
560 · Other				
560.01 · Property/Liability Ins.	0.00	71,251.34	-71,251.34	-100.0%
560.03 · Continuing Education	238.00	100.00	138.00	138.0%
560.04 · Annual Fees & Dues	6,295.55	7,776.70	-1,481.15	-19.1%
560.05 · Ads and Publications	1,256.14	3,606.69	-2,350.55	-65.2%
560.06 · Miscellaneous	17,578.85	-15,658.57	33,237.42	212.3%
560.07 · Contingency	0.00	14,284.10	-14,284.10	-100.0%
Total 560 · Other	25,368.54	81,360.26	-55,991.72	-68.8%
Total 500 · GENERAL AND ADMINISTRATIVE	548,281.46	469,657.65	78,623.81	16.7%
600 · DIRECT WATER EXPENSES				
610 · Chemicals and Filters				
610.01 · Chemicals	43,526.58	64,089.01	-20,562.43	-32.1%
610.02 · Miex Resin	22,468.50	0.00	22,468.50	100.0%
Total 610 · Chemicals and Filters	65,995.08	64,089.01	1,906.07	3.0%
620 - Laboratory				
620.01 · In House Lab	201.60	197.23	4.37	2.2%
620.02 · Outside Lab	982.08	248.00	734.08	296.0%
Total 620 - Laboratory	1,183.68	445.23	738.45	165.9%

Cedar Key Water & Sewer District Profit & Loss Prev Year Comparison October 2024 through April 2025

	Oct '24 - Apr 25	Oct '23 - Apr 24	\$ Change	% Change
640 · Repairs and Maintenance				
640.01 · Piping and Distribution	10,901.22	5,329.06	5,572.16	104.6%
640.02 · Equipment	8,532.69	5,534.63	2,998.06	54.2%
640.03 · Building & Grounds	0.00	1,510.92	-1,510.92	-100.0%
640.04 · Water Tower Maintenance	4,599.43	13,798.29	-9,198.86	-66.7%
640.05 · Generators Annual Mainte	1,470.44	0.00	1,470.44	100.0%
640.06 · Water Plant Maintenance	0.00	1,551.01	-1,551.01	-100.0%
Total 640 · Repairs and Maintenance	25,503.78	27,723.91	-2,220.13	-8.0%
650 · Utilities				
650.01 · Electric	12,288.56	11,700.06	588.50	5.0%
650.03 · Telephone	3,032.26	2,569.15	463.11	18.0%
Total 650 · Utilities	15,320.82	14,269.21	1,051.61	7.4%
670 · Capital Expenditures				
670.02 Water Plant Construction	1,959.04	0.00	1,959.04	100.0%
Total 670 · Capital Expenditures	1,959.04	0.00	1,959.04	100.0%
Total 600 · DIRECT WATER EXPENSES	109,962.40	106,527.36	3,435.04	3.2%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	14,524.82	15,353.65	-828.83	-5.4%
710 · Chemicals and Filters - Other	5,451.71	0.00	5,451.71	100.0%
Total 710 · Chemicals and Filters	19,976.53	15,353.65	4,622.88	30.1%
720 · Laboratory				
720.01 · In House Lab	1,056.74	197.22	859.52	435.8%
720.02 · Outside Lab	13,715.98	7,935.21	5,780.77	72.9%
720.03 · Instrument Maintenance	6,166.00	0.00	6,166.00	100.0%
Total 720 · Laboratory	20,938.72	8,132.43	12,806.29	157.5%
730 · Regulatory				
730.01 · Permits	0.00	293.46	-293.46	-100.0%
730.02 · Biosolids Hauling	35,145.00	37,275.00	-2,130.00	-5.7%
Total 730 · Regulatory	35,145.00	37,568.46	-2,423.46	-6.5%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	11,067.69	6,645.40	4,422.29	66.6%
740.02 · Equipment	15,007.79	43,414.93	-28,407.14	-65.4%
740.03 · Building and Grounds	145.28	1,595.91	-1,450.63	-90.9%
740.04 · Generator-Annual Maintenance	1,151.32	11,245.25	-10,093.93	-89.8%
Total 740 · Repairs Maintenance Other	27,372.08	62,901.49	-35,529.41	-56.5%
750 · Utilities				
750.01 · Electric	9,993.22	15,559.31	-5,566.09	-35.8%
750.02 · Propane	6,741.05	660.82	6,080.23	920.1%
Total 750 · Utilities	16,734.27	16,220.13	514.14	3.2%
760 · Other				
760.01 · Professional Fees -WWTP Permit	5,660.00	3,400.00	2,260.00	66.5%
Total 760 · Other	5,660.00	3,400.00	2,260.00	66.5%

Cedar Key Water & Sewer District
Profit & Loss Prev Year Comparison
 October 2024 through April 2025

	Oct '24 - Apr 25	Oct '23 - Apr 24	\$ Change	% Change
770.000 · DEP Grant Expenses				
770.100 · DEP Sewer Grant - Engineering	128,125.72	61,813.00	66,312.72	107.3%
770.200 · DEP - Sewer Grant Construction	1,118,775.53	0.00	1,118,775.53	100.0%
Total 770.000 · DEP Grant Expenses	<u>1,246,901.25</u>	<u>61,813.00</u>	<u>1,185,088.25</u>	<u>1,917.2%</u>
Total 700 · DIRECT WASTEWATER EXPENSES	<u>1,372,727.85</u>	<u>205,389.16</u>	<u>1,167,338.69</u>	<u>568.4%</u>
Total Expense	<u>2,030,971.71</u>	<u>781,574.17</u>	<u>1,249,397.54</u>	<u>159.9%</u>
Net Ordinary Income	<u>929,487.18</u>	<u>249,511.84</u>	<u>679,975.34</u>	<u>272.5%</u>
Net Income	<u><u>929,487.18</u></u>	<u><u>249,511.84</u></u>	<u><u>679,975.34</u></u>	<u><u>272.5%</u></u>

Cedar Key Water & Sewer District Monthly Checkbook Activity

05/08/25

As of April 30, 2025

Accrual Basis

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
04/01/25		Deposit	Deposit	418.18
04/01/25		Deposit	Deposit	136.06
04/02/25	33144	Alicia Johns	Mileage 134 miles @ .700=\$ 93.80	-93.80
04/03/25	33146	Quinn, William M.	Pay Check	-1,132.45
04/03/25		Deposit	Deposit	216.33
04/04/25	33145	Johns, Alicia M.	Pay Check	-782.32
04/04/25	33218	Hensel, Nickolas S	Pay Check	-742.60
04/04/25	33148	Rittenhouse, John	Pay Check	-1,259.70
04/04/25	Bankdraft	EFTPS	59-1156008	-1,167.34
04/04/25		Deposit	Deposit	597.29
04/05/25		Deposit	Deposit	63.00
04/07/25		Deposit	Deposit	461.23
04/07/25		Deposit	Deposit	7,641.44
04/08/25		Deposit	Deposit	368.79
04/08/25	Bankdraft	Seacoast Bank	Loan Payment \$100,000 LOC	-0.97
04/09/25	Bankdraft	FMP,TF Pension Service	03/2025	-1,915.35
04/09/25		Deposit	Deposit	34,123.33
04/10/25	33219	Hensel, Nickolas S	Deposit	-970.42
04/10/25	33151	AFLAC	ATF27	-188.88
04/10/25	33152	AMERICAN PIPE & TANK, INC.	INVOICE NO: 99376	-3,195.00
04/10/25	33153	UNIFIRST CORPORATION	Uniform 03/2025 2565491	-293.68
04/10/25	33154	Marina Hardware At Cedar Key, I...	220 03/2025	-677.12
04/10/25	33155	United Rentals (north America.) I...	Inv. #: 239586562-007	-1,263.67
04/10/25	33156	Gannett Florida LocalIQ	Invoice No: 11204437	-134.84
04/10/25	33157	Central FL Electric	Electric Bills 03/2025	-2,787.63
04/10/25	33158	Nabors Giblin & Nickerson	Invoice No: 1108-22064 51855 HJE 3/2025	-2,040.00
04/10/25	33159	SUBURBAN PROPANE-1790	Propane	-352.92
04/10/25	33160	Konica Minolta Business Solutions	Invoice No:501400188 03/2025	-177.40
04/10/25	33161	Grainger Parts	Invoice NO: 9451371513 & 9457305770 ...	-643.13
04/10/25	33162	AT & T # 2	352 543 6505 937 1988 03/2025	-413.35
04/10/25	33163	AT&T # 1	352 543 9460 001 1985	-216.49
04/10/25	33164	Verizon # 2	Invoice No: 6109320556	-72.14
04/10/25	33165	Verizon Wireless # 1	Invoice No: 522628596-00001 03/2025	-100.58
04/10/25	33166	Levy Jones	Invoice NO: 100733	-159.00
04/10/25	33167	Folsom Business Forms, Inc.	6,600 Laser Water& Sewer Bills	-1,432.40
04/10/25	33168	Gator Works Computing	Invoice NO: 25-28171	-181.00
04/10/25	Bankdraft	Wex Bank Marathon Fleet	Invoice No: 103891305 04/10/2025	-501.65
04/11/25	33150	Johns, Alicia M.	Pay Check	-602.83
04/11/25	33169	Colson, Sue	VOID: Pay Check	0.00
04/11/25		Quinn, William M.	VOID: Pay Check	0.00
04/11/25		Borelli, Michael A	VOID: Pay Check	0.00
04/11/25		Ferguson, Johnathan A.	VOID: Pay Check	0.00
04/11/25		Hand, Joseph G.	VOID: Pay Check	0.00
04/11/25		Rittenhouse, John	VOID: Pay Check	0.00
04/11/25		Sturmer, Leslie N.	VOID: Pay Check	0.00
04/11/25	33178	Doty, Gabriel T	Pay Check	-1,121.63
04/11/25	33181	Quinn, William M.	Pay Check	-805.57
04/11/25	33176	Borelli, Michael A	Pay Check	-369.40
04/11/25	33177	Colson, Sue	Pay Check	-369.40
04/11/25	33179	Ferguson, Johnathan A.	Pay Check	-369.40
04/11/25	33180	Hand, Joseph G.	Pay Check	-369.40
04/11/25	33182	Rittenhouse, John	Pay Check	-1,259.71
04/11/25	33183	Sturmer, Leslie N.	Pay Check	-369.40
04/11/25		Deposit	Deposit	63.85
04/11/25		Bad Bank Draft	Jeremy Hales	-32.00
04/11/25		Bad Bank Draft	Jeremy Hales	-32.00
04/11/25		Bad Bank Draft	Monty Wilson	-32.63
04/11/25		Bad Bank Draft	Faraway Inn	-405.79
04/12/25		Deposit	Deposit	85.32
04/14/25		Deposit	Deposit	7,901.94
04/14/25		Deposit	Deposit	72.08
04/14/25		Deposit	Deposit	209.00
04/15/25		Deposit	Deposit	9,307.19
04/15/25		Deposit	Deposit	64.43
04/16/25	Bankdraft	EFTPS	59-1156008	-1,674.70
04/16/25		Deposit	Deposit	190.58

Cedar Key Water & Sewer District Monthly Checkbook Activity As of April 30, 2025

Date	Num	Name	Memo	Amount
04/16/25		Deposit	Deposit	1,307.90
04/16/25		Deposit	Deposit	1,176.39
04/16/25		Deposit	Deposit	993.67
04/16/25		Deposit	Deposit	300.00
04/16/25		Deposit	Deposit	23,264.64
04/17/25	33184	Hensel, Nickolas S	Pay Check	-879.68
04/17/25		Deposit	Deposit	594.41
04/17/25		Deposit	Deposit	188.46
04/18/25	33185	Johns, Alicia M.	Pay Check	-637.16
04/18/25	33186	Doty, Gabriel T	VOID: Pay Check	0.00
04/18/25	33187	Quinn, William M.	Pay Check	-918.19
04/18/25	33188	Rittenhouse, John	Pay Check	-1,259.71
04/18/25	33189	Doty, Gabriel T	Pay Check	-801.95
04/18/25	Bankdraft	EFTPS	59-1156008	-1,271.54
04/18/25	33190	James McCain	Invoice No: 107 4/2025	-2,760.00
04/18/25		Deposit	Deposit	297,308.54
04/18/25		Deposit	Deposit	295.97
04/18/25		Bad Check	Charles Wiltse	-19.25
04/21/25	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 77682212 05/2025	-3,319.98
04/21/25	33191	Alicia Johns	Mileage 180 miles @ .700=\$ 126.00	-126.00
04/22/25	33192	Dewberry Engineers, Inc.	Invoice No: 22444779 50171699.000 3/20...	-3,214.70
04/22/25	33193	United Rentals (north America.) I...	Inv. #: 239586562-008	-1,263.67
04/22/25	33194	Aqua Pure Water & Sewerage S...	Invoice No: 87595 03/2025	-510.00
04/22/25	33195	Florida Rural Water Asso.	Invoice No:21013 Renewals Dues 4/16...	-645.09
04/22/25	33196	AMERICAN PIPE & TANK, INC.	INVOICE NO: 99637	-3,195.00
04/22/25	33197	FORTILINE WATERWORKS	6835635	-390.00
04/22/25	33198	Quill Corporation	Invoice NO. 43476191	-146.55
04/22/25	33199	Jones Plumbing	Invoice # 11571	-125.00
04/22/25	33200	FERGUSON ENTERPRISES LL...	Invoice No: 2144231	-651.14
04/22/25	33201	USA Blue Book	Invoice No: 00654259	-1,319.92
04/22/25		Deposit	Deposit	76.64
04/23/25		Deposit	Deposit	321,612.45
04/24/25	33202	Quinn, William M.	Pay Check	-1,239.09
04/24/25	33203	AT & T MOBILITY	Account No: 287283253088 04/2025	-124.00
04/24/25	33204	AT&T # 1	Account # 8310013428737	-139.20
04/24/25	33205	UNIFIRST CORPORATION	Uniform 04/2025 2565491	-277.98
04/24/25	Bankdraft	City Of Cedar Key	Solid Waste Disposal	-132.55
04/24/25	Bankdraft	Baskerville-Donovan, Inc.	Invoice No. 46195 BDI Project No:123503...	-30,937.62
04/24/25	Bankdraft	C&B CIVILVCONSTRUCTION, I...		-290,674.83
04/24/25		Deposit	Deposit	184.03
04/24/25	Transfer	Seacoast Bank	Loan Payment \$100,000 LOC	-150.50
04/25/25	33206	Doty, Gabriel T	Pay Check	-859.73
04/25/25	33207	Hensel, Nickolas S	Pay Check	-742.60
04/25/25	33208	Johns, Alicia M.	Pay Check	-647.95
04/25/25	33209	Rittenhouse, John	Pay Check	-1,259.70
04/25/25	33210	Leslie Searcy	Water/Sewer Bill Refund	-3,742.03
04/25/25	Bankdraft	EFTPS	59-1156008	-1,419.38
04/25/25		Deposit	Deposit	63.51
04/25/25		Deposit	Deposit	126.63
04/25/25	Bankdraft	Elan Financial Services	4798 5103 5327 0230 02/2025	-1,841.13
04/28/25		Deposit	Deposit	949.17
04/30/25		Deposit	Deposit	33,738.59
04/30/25	Bankdraft	EFTPS	59-1156008	-1,048.12
04/30/25		Deposit	Deposit	300.00
04/30/25		Deposit	Deposit	16,171.67
Total 100 - Operating Account				371,172.08
Total Unrestricted Cash Funds				371,172.08
TOTAL				371,172.08

Doty, Gabrial T

Date	Chk Num	Period Star	Period End	Hours c	Accrued	Vac Used c	Balance k	Accrued Sick	Used k	Balance iick	Leave
04/11/2025	33178	04/05/2025	04/11/2025	57.00	1.53	-	89.23	2.00	12.00	36.00	12.00
04/18/2025	33186	04/12/2025	04/18/2025	-	-	-	89.23	-	-	36.00	-
04/18/2025	33189	04/12/2025	04/18/2025	40.00	1.53	-	90.77	2.00	-	38.00	-
04/25/2025	33206	04/19/2025	04/25/2025	42.00	1.53	-	92.30	2.00	-	40.00	-
				139.00	4.60	0.00	92.30	6.00	12.00	40.00	12.00

Hensel, Nickolas S

Date	Chk Num	Period Star	Period End	Hours c	Accrued	Vac Used c	Balance k	Accrued Sick	Used k	Balance iick	Leave
04/10/2025	33219	04/05/2025	04/11/2025	61.00	0.77	-	29.13	8.00	-	275.00	-
04/17/2025	33184	04/12/2025	04/18/2025	55.00	0.77	-	29.90	8.00	-	283.00	-
04/25/2025	33207	04/19/2025	04/25/2025	46.00	0.77	-	30.67	8.00	-	291.00	-
04/04/2025	33218	03/29/2025	04/04/2025	46.00	0.77	-	31.43	8.00	-	299.00	-
				208.00	3.07	0.00	31.43	32.00	0.00	299.00	0.00

Johns, Alicia M.

Date	Chk Num	Period Star	Period End	Hours c	Accrued	Vac Used c	Balance k	Accrued Sick	Used k	Balance iick	Leave
04/11/2025	33150	04/07/2025	04/11/2025	40.00	3.13	-	89.25	2.00	-	49.45	-
04/18/2025	33185	04/14/2025	04/18/2025	41.50	3.13	-	92.38	2.00	-	51.45	-
04/25/2025	33208	04/21/2025	04/25/2025	42.00	3.13	-	95.52	2.00	-	53.45	-
04/04/2025	33145	03/31/2025	04/04/2025	48.00	3.13	-	98.65	2.00	-	55.45	-
				171.50	12.53	0.00	98.65	8.00	0.00	55.45	0.00

Quinn, William M.

Date	Chk Num	Period Star	Period End	Hours c	Accrued	Vac Used c	Balance k	Accrued Sick	Used k	Balance iick	Leave
04/11/2025		04/05/2025	04/11/2025	-	-	-	296.03	-	-	378.00	-
04/11/2025	33181	04/05/2025	04/11/2025	40.00	3.13	-	299.17	2.00	3.00	377.00	3.00
04/18/2025	33187	04/12/2025	04/18/2025	46.00	3.13	-	302.30	2.00	-	379.00	-
04/24/2025	33202	04/19/2025	04/25/2025	61.00	3.13	-	305.43	2.00	-	381.00	-
04/03/2025	33146	03/29/2025	04/04/2025	57.00	3.13	-	308.57	2.00	-	383.00	-
				204.00	12.53	0.00	308.57	8.00	3.00	383.00	3.00

Rittenhouse, John

Date	Chk Num	Period Star	Period End	Hours c	Accrued	Vac Used c	Balance k	Accrued Sick	Used k	Balance iick	Leave
04/11/2025		04/05/2025	04/11/2025	-	-	-	37.23	-	-	118.00	-
04/11/2025	33182	04/05/2025	04/11/2025	40.00	0.77	-	38.00	2.00	-	120.00	-
04/18/2025	33188	04/12/2025	04/18/2025	40.00	0.77	-	38.77	2.00	-	122.00	-
04/25/2025	33209	04/19/2025	04/25/2025	40.00	0.77	-	39.53	2.00	-	124.00	-
04/04/2025	33148	03/29/2025	04/04/2025	40.00	0.77	-	40.30	2.00	-	126.00	-
				160.00	3.07	0.00	40.30	8.00	0.00	126.00	0.00