

**REQUEST FOR PROPOSALS**  
**CITY OF KEY COLONY BEACH**

Design-Build Service for the Construction of New and  
Remediation of Existing Pickleball Courts

**RFP KCB Pickleball Courts**

The City of Key Colony Beach is accepting competitive proposals from qualified design-build firms to provide design-build service for the construction of new and remediation of existing Pickleball courts. These services shall be performed in accordance with all applicable local, State, and Federal laws, and regulations.

The intent of this Request for Proposal (RFP) is to obtain sealed proposals from qualified and experienced firms who are interested in assisting the City of Key Colony Beach with design and construction of new and remediation of existing Pickleball courts. The selected firm must have knowledge of and provide all services in full compliance with all applicable local, State, and Federal laws, and regulations.

The City will receive proposals at the location stated below until **3:00 p.m. on May 18, 2018**. Submittals received after this deadline will not be considered.

The complete submittal consisting of **1 original, 1 copy and 1 color pdf (cd or thumb drive)** must be delivered to City Hall in a sealed package, clearly marked on the outside **RFP Pickleball** and addressed to:

City of Key Colony Beach  
Attn: Chris Moonis, City Administrator  
RFP 2018 Pickleball  
P.O. BOX 510141, 600 WEST OCEAN DRIVE  
KEY COLONY BEACH, FL 33051-0141

Hand delivered submittals shall be taken to the City Administrator's office at the above address. To receive a copy of this Request for Proposal (RFP) or for information concerning this RFP, including specific requirements and evaluation criteria, please visit [www.keycolonybeach.net](http://www.keycolonybeach.net). Or contact, the City Administrator at (305) 849-0273 or [cmoonis@keycolonybeach.net](mailto:cmoonis@keycolonybeach.net).

The CITY OF KEY COLONY BEACH reserves the rights to negotiate with any or all firms submitting proposals. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications and firms using subcontractors must solicit such firms in the subcontracting process.

The CITY OF KEY COLONY BEACH is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.

## 1.0 INTENT:

The intent of this Request for Proposal (RFP) is to obtain sealed proposals from qualified and experienced design-build firms who are interested in assisting the City of Key Colony Beach with design-build of new and remediation of existing Pickleball courts and optional tasks. The selected firm must have knowledge of and provide all services in full compliance with all applicable local, Florida State, and regulations.

Please follow the instructions in the RFP Response Requirements Section.

The Successful Respondent(s) will be awarded a contract effective from the date of award or notice to proceed as determined by the City of Key Colony Beach.

**\*\*PLEASE NOTE:** A bid bond or certified cashier's check of ten percent (10%) of the total amount of the bid must be accompanied with the bid submission. All Respondents not awarded a contract will have any cashier's check returned promptly or bid bond released. The awarded Respondent's bid bond or check will be held until a contract is properly executed with all required insurances and performance bonding in place.

**\*\*\***The successful Respondent, in addition to the required certificates of insurance (Section 8.0) naming the City as additional insured, will REQUIRE a performance bond equaling fifty percent (50%) of the total bid amount before a contract will be executed.

## 2.1 PROJECT SUMMARY

### Introduction:

The City of Key Colony Beach is located in Monroe County, Florida ("the Florida Keys")

Work under this contract is expected to include, but not be limited to the following:

### 2.11 **Mandatory Tasks (Tasks 1-5)**

Line Item pricing to be supplied for each task separately and specify when pricing assumes tasks are performed sequentially during initial mobilization of contractor resources and any additional cost if performed at any time thereafter:

#### Task 1

- Prepare Site for court installation
- Relocate sprinkler supply lines
- Establish base elevation as determined in the field for installation of new Pickleball courts to maximize drainage away from all Pickleball courts
- Establish French drain/swales to carry rainwater runoff between Pickleball courts 1 & 2 and 3 & 4 away from courts into swales on north side of tennis courts or other alternative as proposed by contractor

### Task 2

- Construct 3 new Pickleball courts per Drawing No. 1
- Provide new permanent posts and nets for all courts including Existing court 1
- Construct court 2 at same elevation as court 1
- Extend  $\frac{3}{4}$  or larger gravel drainage system to accommodate normal run off from east side of tennis court facility
- Construct court No. 3 & 4 at elevation to be determined in the field to optimize drainage away from all Pickleball courts
  
- Provide 12 ft. wide drainage system between courts 1 & 2 and 3 & 4 to provide normal Run-off and serve as a waiting area per Drawing No. 1
- Construct court 2,3,4 per USAPA outdoor court specifications  
<https://www.usapa.org/asbausapa-pickleball-construction-manual/>
- Paint playing area of courts no. 1-4 blue with non-volley zone and balance of court surface green to match repainted east tennis court (see Drawing No. 2) and white lines

### Task 3

- Renovate Golf Course Protection Area
- Install telephone 15ft. high X 75 ft long pole/cable/net system (similar to driving Range catch fencing) along the east side of court 3 & 4 to provide protection from golf balls driven from 9<sup>th</sup> hole tee box
- Plant 7 Sasha Palm Trees on east side of pole/cable/net system along court 3 & 4

### Task 4

- Map over east tennis court with 2 Pickleball courts per Drawing No. 2
- Repaint east side of 8<sup>th</sup> St. tennis facility with same color as west side (ensure yellow Pickleball lines are no longer visible)
- Repaint tennis lines on east tennis court in white
- Paint two Pickleball courts on either side of east tennis court net using USAPA Specifications with exception of 8 ft. between backline and fence and tennis net
- Use “tone on tone” lines in the same color family as the court (light green for new Pickleball lines). These lines should stop 3” before all white tennis lines.
- Install floor plates and sleeve for removable Pickleball posts
- 12 in outside side lines for 22 ft.net e.g.  
<https://www.sportsimports.com/floorplates-sleeves/volleyball-tennis/ka25-volleyballtennis-floorplate-sleeve/>
- Provide Pickleball nets and posts to fit

### Task 5

- Provide necessary material to renovate one fitness station – scope to be determined

### \*General requirements

- Obtain all necessary permits for work to be performed
- Provide documentation per Contract Payment Requirements (Attachment E )

2.12 **Optional Tasks (Tasks Opt1 – Opt8)**

Line Item pricing to be supplied for each task separately and specify when pricing assumes tasks are performed sequentially during initial mobilization of contractor resources and any additional cost if performed at any time thereafter

**Task Opt1**

- Provide 3 ft. soft catch net and frame between east and west tennis courts
- Running full length of both Pickleball courts using floor plates and sleeve
- Install floor plates and sleeves for removable posts

**Task Opt2**

- Install a door in cyclone fence between east tennis Court and existing Pickleball court centered on east tennis court

**Task Opt3**

- Install 3 ft. (min) soft catch nets between courts 1&2 and between courts 3&4
- Install floor plates and sleeves for removable posts

**Task Opt4**

- Install 10 ft. fencing to match tennis court fencing
- on north, south side of courts 3&4 and south side of court 2 to include 6ft. corner on east side of court 4
- support posts to be installed outside court base to ensure full 10ft space behind baselines

**Task Opt5**

- Provide windscreens along north, south, and west fencing around tennis facility and north, south of courts 2, 3, & 4.

**Task Opt6**

- Construct Tiki Hut style shelter
  - ~8 ft. x 20 ft. in waiting area per Drawing No. 1
- Include 8 ft. table

**Task Opt7**

- Provide 2 water coolers
- One at entrance to tennis courts facility
- One in Pickleball court waiting area

**Task Opt8**

- Construct swale/French drain to carry rainwater drained from north or south side of courts 1-4 to KCB collection well in front of KCB utility building

2.2 Minority/Women (M/WBE) Participation: If Proposer is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If Proposer is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451. 8.

2.3 Subcontractors: Any subcontracts issued under this contract must comply with the necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

3.1 RFP RESPONSE REQUIREMENTS:

A. Requesting the RFP document: To receive RFP documents, please download the documents directly from the City of Key Colony Beach's website [www.keycolonybeach.net](http://www.keycolonybeach.net) or contact Chris Moonis, City Administrator at (305) 849-0273 or [cmoonis@keycolonybeach.net](mailto:cmoonis@keycolonybeach.net).

B. Any questions can be emailed to Chris Moonis, [cmoonis@keycolonybeach.net](mailto:cmoonis@keycolonybeach.net) until 10:30 a.m. on May 9, 2018. Any Addenda to this RFP will be posted on the City's website and emailed to those firms which have notified the City Administrator of their intention to submit a proposal. It remains the sole responsibility of the offering firm to contact the City of Key Colony Beach prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and acknowledge any addenda with each proposal.

C. Preparation and Format: Proposals should be prepared in a clear and concise manner to meet the requirements of the RFP. Proposals must be signed by an authorized representative or contracting agent of the firm. The Respondent shall include pricing for additional anticipated labor categories, including other non-labor related project costs.

D. Proposal Delivery: Proposals are due no later than **3:00 p.m. on May 18, 2018**. The complete submittal, consisting of **1 original, 1 copy, and 1 color pdf** (cd or thumb drive) of the proposal must be delivered to City Hall in a sealed package, clearly marked on the outside **RFP 2018 Pickleball** and addressed to:

City of Key Colony Beach  
Attn: Chris Moonis, City Administrator  
RFP 2018 Pickleball  
P.O. BOX 510141, 600 West Ocean Drive  
KEY COLONY BEACH, FL 33051-0141

Hand delivered submittals shall be taken to the City Administrator's office at the above address.

#### 4.1 MINIMUM RFP RESPONSE REQUIREMENTS:

Submit the following information with your Proposal:

- a. Cover letter with the name, address, phone number, fax number, and email address of the person or firm submitting the proposal. Provide the name of the project manager/primary contact person and person authorized to contract for the firm.
- b. In order to demonstrate the Respondent has sufficient qualifications, resources and experience to provide the Service under this RFP, please provide the following information:
  - A brief history of the firm and an overview of the 'Respondent's experience indicating resources, understanding, qualifications, background, etc., in providing the design-build of Pickleball Courts or similar including:
  - How many and which similar projects have you performed?
  - What is the approximate number of Pickleball Courts have you installed?
  - Describe your experience with municipalities and within the State of Florida.
  - Identify the key individual(s) who will be working on this project and summarize his/her qualifications and experience.
- c. Discuss recent experience of the Respondent which demonstrates current capacity to provide the services requested in this RFP.
- d. Discuss additional scope of work items which are not mentioned in the Project Summary that, based upon your experience, will be of great assistance to the City, if any.
- e. Provide at least three (3) references for which Respondent has performed similar services within the last five (5) years. If available, these references should be within the State of Florida. Provide at least one (1) reference directly related to your experience.
- f. List of ALL current contracts underway relevant to this RFP.
- g. Provide a summary of any litigation, claim(s), or contract disputes filed by or against the Respondent in the past five (5) years which is related to the services that Respondent provides in the regular course of business. State if there are NO litigation claim(s) or contract dispute(s) filed by or against the Respondent in the past five (5) years.
- h. Provide a statement of the firm's current bonding capabilities and Certificate(s) of Liability insurance and Workers Compensation.
- i. Proposed Costs: Submit hourly rates for services including rates by position.

Include Costs related to each Mandatory Tasks 1 – 5. At the Respondent's option, provide costs related to each Task Option 1 – 8. The City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including cost.

- j. Cost Center Tracking: Invoices submitted to the City for payment must reflect this project by project breakdown and must provide sufficient backup documentation to ensure reimbursement eligibility. The City is utilized funding, in part, from a State of Florida Grant and therefore the Respondent must comply with all State of Florida Grant regulations.
  - k. Financial Stability: If requested by the City during a contract negotiation phase, provide information substantiating the firm's credit worthiness, assets and exposures, bonding capabilities, and any litigation in the past five years regarding financial considerations. The City desires a certain level of confidence that the selected firm is operating a highly sustainable business.
  - l. Minority/Women (M/WBE) Participation: If Proposer is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If Proposer is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451.
  - m. **PUBLIC ENTITY CRIMES**: A person or affiliate who has been placed on the convicted vendor list may not transact business with any public entity in excess of the threshold amount provided in Section 287.017. Proposers must be in compliance with Section 287.133, Florida Statutes. Proposers must submit the Sworn Statement Form, included in this RFP as Attachment B with their Response.
  - n. The Proposer must include in its Response, the Non-Collusive Affidavit, included in this RFP as Attachment C. Failure by the Proposer to submit this affidavit will result in the Response being deemed non-responsive.
  - o. **DRUG-FREE WORKPLACE FORM**: Any person submitting a bid or proposal in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM, Attachment D and submit it with his bid or proposal. Failure to complete this form in every detail and submit it with the bid or proposal may result in immediate disqualification of the bid or proposal.
- 5.0 **TERMS OF CONTRACT**: The City reserves the right to negotiate and revise stated contract terms and conditions prior to the Firm and City executing an agreement. The firm shall serve at the pleasure of the City and be subject to removal, with or without cause, at any time during the term of the agreement by giving thirty (30) days written notice to the other party.

- 6.0 **Public Records:** Public Records Proposer understands that the Response is a “public record”, and the public will have access to all documents and information pertaining the Response and the RFP, subject to the provisions of Chapter 119, Florida Statutes. The Proposer, by submitting a Response, acknowledges that the City may provide public access to or provide copies of all documents subject to disclosure under applicable law. Proposer must claim the applicable exemptions to disclosure as provided by said Florida Statute in its Response by identifying the materials to be protected and the reason why such exclusion from public disclosure meets the requirement of Chapter 119, Florida Statutes, and is necessary and legitimate.
- 7.0 **Debarred/Suspended Vendors:** An entity or affiliate who has been placed on the State of Florida debarred or suspended vendor list may not submit a Response or contract with a public entity for the construction or repair of a public building. In addition, such entity or affiliate may not perform any work as a supplier, subcontractor, or consultant, or subconsultant under any contract with any public entity, and may not transact business with any public entity. Any Proposer who submits a Response that includes such an entity or affiliate will be deemed non-responsible and the Response will not be considered.
- 8.0 **Insurance Requirements:** The Respondent shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to the City within fifteen (15) days after award of contract, with the City listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Respondent/Proposer. Policies shall be written by companies licensed to do business in the State of Florida and having an agent for service of process in the State of Florida. Companies shall have an A.M. Best rating of VI or better.

<b><u>Insurance Requirement</u></b>	<b><u>Required Limits</u></b>
Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000/\$1,000,000/\$1,000,000
General Liability	\$1,000,000 Combined Single Limit
Vehicle Liability \$1,000,000 Combined Single Limit	\$1,000,000 Per occurrence
Professional Liability \$2,000,000 aggregate	\$1,000,000 per occurrence

9.0 **EVALUATION CRITERIA:**

Criteria	Weight
Experience/Qualifications/References	25
Pricing/Staffing	35
Project Approach/Plan	10
Availability	30

100



# ATTACHMENT A - PRICE PROPOSAL FORM

## RFP 2018 Pickleball

Respondents shall include job descriptions for the positions below with their submittal. The hourly labor rates shall include all applicable overhead and profit. All non-labor related other than direct costs will be billed to the City at cost without mark-up.

POSITIONS	HOURLY RATES
Project Manager	\$ _____
Project Lead Laborer	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

### OTHER REQUIRED POSITIONS

Respondents may include other positions not specifically listed above.

<u>Mandatory Task</u>	<u>Cost</u>
1	\$ _____.
2	\$ _____.
3	\$ _____.
4	\$ _____.
5	\$ _____.
Subtotal (1-5)	\$ _____.
<u>Optional Task</u>	
Opt 1	\$ _____.
Opt 2	\$ _____.
Opt 3	\$ _____.
Opt 4	\$ _____.
Opt 5	\$ _____.
Opt 6	\$ _____.
Opt 7	\$ _____.
Opt 8	\$ _____.
Subtotal (Opt1- Opt8)	\$ _____.
Grand Total of Mandatory & Options Selected	\$ _____.

**ATTACHMENT B**

**SWORN STATEMENT UNDER SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted for \_\_\_\_\_.
2. This sworn statement is submitted by \_\_\_\_\_  
Whose business address is: \_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_. (If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_)
3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_
4. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Section 287.133(1) (a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

My commission expires: \_\_\_\_\_

Notary Public

\_\_\_\_\_  
Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:

\_\_\_\_\_  
Type of ID

**ATTACHMENT C  
NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_ according to law, on my oath, and under penalty of perjury, depose and say that:

1. I am \_\_\_\_\_

of the firm of \_\_\_\_\_

the bidder making the Proposal for the project described in the Request for Proposal for:

and that I executed the said proposal with full authority to do so.

2. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/responder or with any competitor.
3. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder/responder and will not knowingly be disclosed by the bidder prior to the opening of the responses, directly or indirectly, to any other bidder/responder or to any competitor.
4. No attempt has been made or will be made by the bidder/responder to induce any other person, partnership or corporation to submit, or not to submit, a proposal for the purpose of restricting competition.
5. The statements contained in this affidavit are true and correct, and made with full knowledge that the City relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

\_\_\_\_\_  
(Signature of Respondent)

\_\_\_\_\_  
(Date)

STATE OF: FLORIDA

COUNTY OF: \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_

who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

**ATTACHMENT D**  
**DRUG-FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

\_\_\_\_\_  
(Name of Business)

1. 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.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. 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, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

## ATTACHMENT E

### Contract Payment Requirements Florida Department of Financial Services, Reference Guide for State Expenditures Cost Reimbursement Contracts

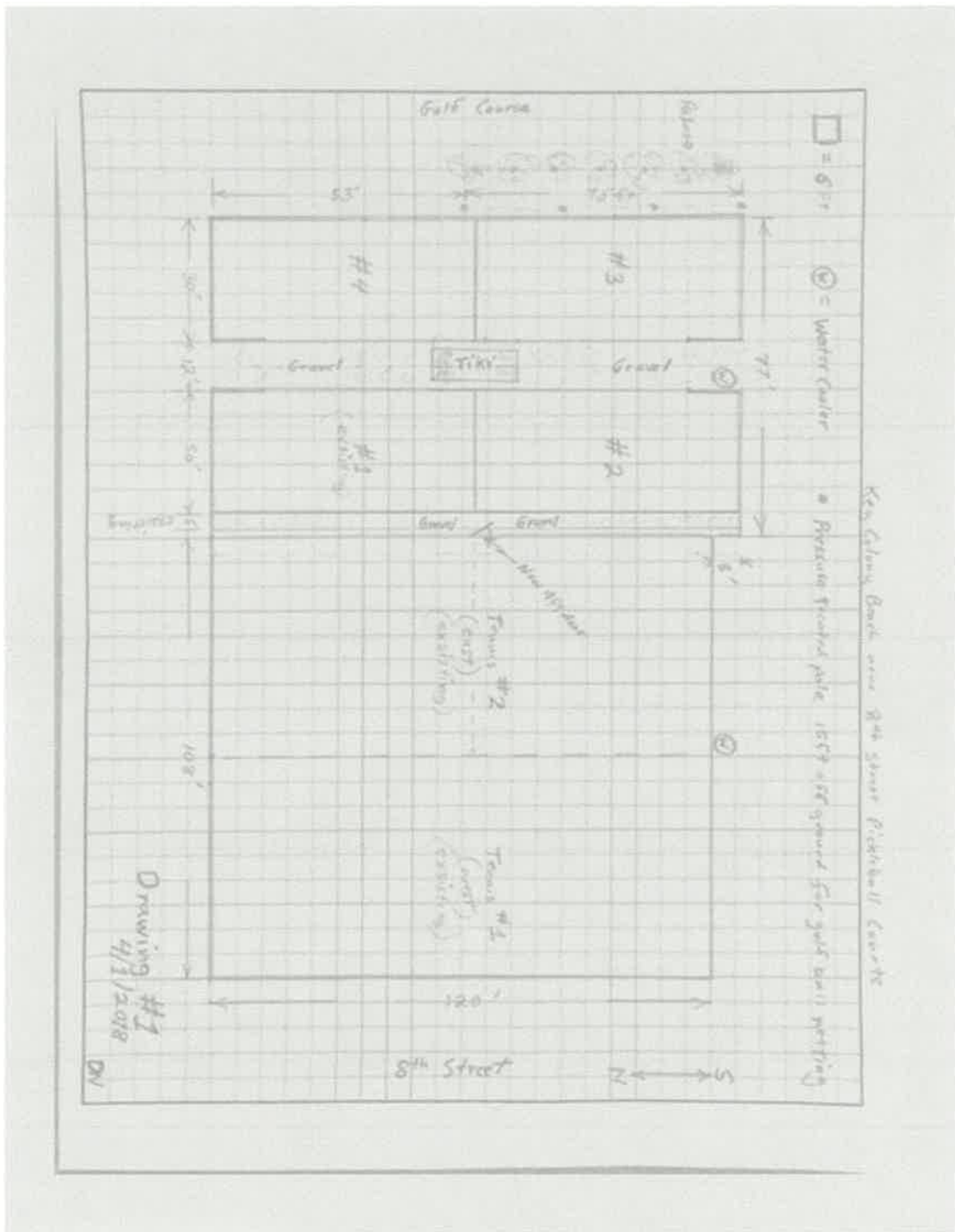
Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation must be provided for each amount for which reimbursement is being claimed indicating that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved contract budget should be reimbursed.

Listed below are examples of the types of documentation representing the minimum requirements:

- (1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.
- (2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.
- (3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.
- (4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.
- (5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.
- (6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports. The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address: [http://www.fldfs.com/aadir/reference\\_guide.htm](http://www.fldfs.com/aadir/reference_guide.htm)

# DRAWING 1



Don't understand





*PRELIMINARY ARTIST RENDERING*

