



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/1/2019

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

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

PRODUCER McLaughlin Brunson A Risk Strategies Company 12801 N CENTRAL EXPY, STE 1710 Dallas, TX 75243	CONTACT NAME: Brian R Hadar PHONE (A/C, No. Ext): (214) 503-1212 FAX (A/C, No): (214) 503-8899 E-MAIL ADDRESS: certificate@mclaughlinbrunson.com
	INSURER(S) AFFORDING COVERAGE
INSURED Jones Edmunds & Associates, Inc., 730 N.E. Waldo Road Gainesville FL 32651	INSURER A: Phoenix Insurance Company INSURER B: Travelers Indemnity Co of America INSURER C: Travelers Indemnity Company INSURER D: X L Specialty Insurance Company INSURER E: INSURER F:
	NAIC #
	25623
	25666
	25658
	37885

COVERAGES

CERTIFICATE NUMBER: 49714856

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	.	.	680008N190672	6/30/2019	6/30/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	.	.	BA1958L731	6/30/2019	6/30/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 10,000	.	.	CUP008N201316	6/30/2019	6/30/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	UB008N190948	6/30/2019	6/30/2020	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability	.	.	DPR9944907	6/30/2019	6/30/2020	Per Claim \$ 5,000,000 Annual Aggregate \$ 5,000,000

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

The claims made professional liability coverage is the total aggregate limit for all claims presented within the annual policy period and is subject to a deductible. Thirty (30) day notice of cancellation in favor of the certificate holder on all policies. Citrus County Florida is named additional insured on the on the general, auto and and umbrella liability coverage as required by written contract. A waiver of subrogation is shown in favor of the additional insureds on all policies as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Citrus County Florida, a Political Subdivision of the State of Florida 3600 W. Sovereign Path, Suite 266 Lecanto FL 34461	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Brian Hadar <i>Brian R. Hadar</i>

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ACORD 25 (2016/03)

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The Phoenix Insurance Company

A.M. Best #: 002518 NAIC #: 25623 FEIN #: 060303275

Domiciliary Address

One Tower Square
Hartford, CT 06183 [United States](#)

Web: www.travelers.com

Phone: 860-277-0111

Fax: 844-816-9447

Based on A.M. Best's analysis, [058470 - The Travelers Companies, Inc.](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

Best's Credit Ratings

Financial Strength Rating [View Definition](#)

Rating: A++ (Superior)

Affiliation Code: g (Group)

Financial Size Category: XV (\$2 Billion or greater)

Outlook: Stable

Action: Affirmed

Effective Date: October 31, 2018

Initial Rating Date: December 31, 1907

Long-Term Issuer Credit Rating [View Definition](#)

Long-Term: aa+

Outlook: Stable

Action: Affirmed

Effective Date: October 31, 2018

Initial Rating Date: April 18, 2005

The Travelers Indemnity Company of America

A.M. Best #: 004003 NAIC #: 25666 FEIN #: 586020487

Domiciliary Address

One Tower Square
Hartford, CT 06183 [United States](#)

Web: www.travelers.com

Phone: 860-277-0111

Fax: 844-816-9447

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Best's Credit Ratings

Financial Strength Rating [View Definition](#)

Rating: A++ (Superior)

Affiliation Code: g (Group)

Financial Size Category: XV (\$2 Billion or greater)

Outlook: Stable

Action: Affirmed

Effective Date: October 31, 2018

Initial Rating Date: June 30, 1951

Long-Term Issuer Credit Rating [View Definition](#)

Long-Term: aa+

Outlook: Stable

Action: Affirmed

Effective Date: October 31, 2018

Initial Rating Date: April 18, 2005

The Travelers Indemnity Company

A.M. Best #: 002520 NAIC #: 25658 FEIN #: 060566050

Domiciliary Address

One Tower Square
Hartford, CT 06183 [United States](#)

Web: www.travelers.com

Phone: 860-277-0111

Fax: 844-816-9447

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Best's Credit Ratings

Financial Strength Rating [View Definition](#)

Rating: A++ (Superior)

Affiliation Code: g (Group)

Financial Size Category: XV (\$2 Billion or greater)

Outlook: Stable

Action: Affirmed

Effective Date: October 31, 2018

Initial Rating Date: June 30, 1922

Long-Term Issuer Credit Rating [View Definition](#)

Long-Term: aa+

Outlook: Stable

Action: Affirmed

Effective Date: October 31, 2018

Initial Rating Date: April 18, 2005

XL Specialty Insurance Company

A.M. Best #: 000779 NAIC #: 37885 FEIN #: 850277191

Administrative Office

Seaview House 70 Seaview Avenue
Stamford, CT 06902 [United States](#)

Web: www.axaxl.com

Phone: 203-964-5200

Fax: 203-964-3444

Based on A.M. Best's analysis, [085085 - AXA S.A.](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

Best's Credit Ratings

Financial Strength Rating [View Definition](#)

Rating: A+ (Superior)

Affiliation Code: g (Group)

Financial Size Category: XV (\$2 Billion or greater)

Outlook: Stable

Action: Upgraded

Effective Date: December 06, 2018

Initial Rating Date: June 30, 1989

Long-Term Issuer Credit Rating [View Definition](#)

Long-Term: aa-

Outlook: Stable

Action: Upgraded

Effective Date: December 06, 2018

Initial Rating Date: April 11, 2005

WORK AUTHORIZATION FORM

PROFESSIONAL SERVICES – CONTINUING SERVICES CONTRACT

Once completed, print the form, have it signed by all those indicated below and mail to OMB/Purchasing. Please be advised, the use of professional services under the continuing services contract is restricted as follows: The cost of the engineering study is < \$200,000 or the cost of the construction project for which an engineering design is being performed is < \$2 million.

USE THE TAB KEY TO MOVE BETWEEN FIELDS

NAME OF PROJECT: Universal Waste Collection Bid Assistance
(Two lines maximum)

DEPARTMENT / DIVISION / OFFICE: Public Works / Solid Waste

TECHNICAL CONTACT: Henry Norris

GRANT FUNDED: YES NO

FINANCING REQUIRED: YES NO

ACCOUNT NUMBER: 401-5215-53100
(Four lines maximum)

BUDGET AMOUNT: \$40,257.00
(Four lines maximum)

PLANNING/STUDY YES NO

DESIGN / CONSTRUCTION YES NO

DESCRIBE THE PROJECT; GIVE THE NAME OF CONSULTANT; AND PROVIDE QUOTED PRICE
(attach additional sheets if necessary):

Pursuant to the Citrus County Board of County Commissioners direction to proceed with the solicitation of bids for Universal Waste Collection, Solid Waste staff is requesting professional services assistance from Jones Edmunds and Associates under RFQ 19-065 for the following:

- 1- Conduct hauler meetings with all certified haulers to gain input on concerns and/or suggestions.
- 2- Collection and disposal assessment methodology.
- 3- Draft ITB to be routed through Legal Department for review and comment.
- 4- Finalize ITB scope of work
- 5- Bid phase services

REQUESTOR _____

Dan Sherlock

DATE _____

4/28/2020

DIVISION DIRECTOR _____

Required regardless of the cost

[Signature]

DATE _____

4/28/2020

DEPARTMENT DIRECTOR _____

Required if cost is > \$5,000

[Signature]

DATE _____

5/1/2020

MANAGEMENT & BUDGET DIRECTOR _____

Required if cost is > \$10,000

[Signature]

DATE _____

5-5-2020

CHAIRMAN _____

Required if cost is > \$25,000

DATE _____

Please return completed form to the Purchasing Manager - OMB

CITRUS COUNTY SOLID WASTE DEPARTMENT

CITRUS COUNTY CENTRAL LANDFILL

Universal Waste Collection Bid Assistance

Jones Edmunds Opportunity No.: 95503-061-20

INTRODUCTION

The Citrus County Board of County Commissioners (BOCC) recently decided to proceed with the solicitation of bids for Universal Waste Collection. Implementing Universal Waste Collection will complement the County's solid waste management system by introducing cost-effective curbside residential collection of household waste and recyclables. The benefits of Universal Waste Collection include improved flow control, reduced illegal disposal of waste along roadways and in rural areas, and a more consistent revenue source to support the County's Solid Waste Management Department, which will result in a better level of service to the County. The County plans to prepare an Invitation to Bid (ITB) for Universal Waste Collection. We will work with the County to determine the details of the ITB such as single- versus multiple-service areas, and options for litter pickup. After receipt of the bids and evaluation of the costs, the BOCC will decide whether the County will award contracts for Universal Waste Collection.

WORK SCOPE

Jones Edmunds proposes to assist the County with the following tasks for the preparation of an ITB for the solicitation of Universal Waste Collection services. These tasks were developed by the County and discussed with Jones Edmunds.

TASK 1 – HAULER MEETINGS

Jones Edmunds and County Solid Waste staff will conduct meetings with the seven current County franchise haulers to gain input regarding their concerns and suggestions for the County soliciting this ITB. We will work with the County to formulate a list of standard questions that we will ask each of the haulers. We will ask them to provide any concerns and their input regarding what they think may work best for Citrus County.

Jones Edmunds will prepare a technical memorandum that summarizes the meetings with the haulers and includes a typed log of each audio recorded meeting.

- **Task Assumptions:** We will meet with each of the seven haulers individually and the meetings will be scheduled over a 2-day period. Each meeting will be scheduled for 2 hours.

- **Task Deliverables:** Technical memorandum that summarizes the meetings.

TASK 2 – COLLECTION AND DISPOSAL ASSESSMENT METHODOLOGY

We will work with the County to develop the collection and disposal assessment methodology. The methodology is to determine which ITB components and types of collection services are best for the unique requirements of the County. Issues to be discussed during this task include:

- Type and allowable size of collection trucks including maintenance responsibilities and required replacement intervals. Are four-wheeled drive off-road access trucks required to serve areas of the County? Fuel surcharge estimates and the methods and periods for reevaluating the surcharge amounts.
- Type and sizes of collection containers. Who is responsible for the purchase of the containers and for replacement? Where are the containers to be left and how are they to be collected? This also includes back-door service or special needs and how will that additional service be billed.
- Updates to the County’s Recycling program. Single- or dual-stream recycling and collection methods.
- The requirements that all waste must be disposed of at the Citrus Central Landfill and for management of the recyclables.
- How the County will be responding to complaints, required response time by the contracted haulers, and possible penalties for continued issues. Enforcement actions and responsibilities with fines or penalties.
- How the County plans to implement billing and collection from citizens and payment to the haulers.
- Extra collection over the allowable weekly limit. Storm debris and yard waste from typical home maintenance and additional wastes from natural disasters. Include clauses for services during State-declared natural disasters.
- Collection of white goods, tires, bulk items, and special waste.

These items will be discussed with County Solid Waste staff to develop initial ideas regarding how the County would like to address them in the ITB.

- **Task Assumptions:** We assume that we will need two meetings with County staff to discuss and determine the appropriate components for the County’s Universal Collection service.
- **Task Deliverables:** Summary list of selected components to be included in the ITB Scope of Work.

TASK 3 – DRAFT ITB SCOPE OF WORK

Jones Edmunds will compile the information collected from Tasks 1 and 2 into a Scope of Work regarding the ITB documents for the County to review. The Scope of Work will need to be sent through the County’s Legal Department for their review and comment. This task includes funds for one meeting with the County’s legal team to discuss the ITB and incorporate their comments.

- **Task Assumptions:** This task assumes that we will have one meeting with the County’s Legal Team.
- **Task Deliverables:** Draft ITB Scope of Work that is ready to present to the County Commissioners for review and comment.

TASK 4 – FINALIZE ITB SCOPE OF WORK

We will document the comments received from the County and the County’s Legal Team and will update the draft ITB Scope of Work as needed. We will provide the final ITB Scope of Work to be included with the County’s standard ITB procurement documents. The final document will then be processed through the County’s procurement department.

- **Task Assumptions:** The County will be advertising the ITB.
- **Task Deliverables:** ITB package ready for the County to advertise.

TASK 5 – BID-PHASE SERVICES

Jones Edmunds will lead one mandatory pre-bid meeting to present the project to potential bidders and to address their questions. We will work with County Procurement to prepare up to two Addenda to the ITB documents to address bidders’ questions.

Upon receipt of the bids, we will compile the information, review the bids for accuracy, and verify information as needed. We will prepare a letter to the County that summarizes the bids and pricing.

- **Task Assumptions:** No more than two bid Addenda will be issued. Jones Edmunds will not make a recommendation for award; this ITB is to only collect pricing information. Any recommendation for award will be made by the County.
- **Task Deliverables:** Bid Addenda and a summary letter detailing our review of the received bids.

SCHEDULE

Jones Edmunds is prepared to begin work on this project by scheduling the hauler meetings immediately after receiving the County’s Notice to Proceed. The schedule will be determined when the County is ready to solicit the ITB and the timeframes for submittal of the prospective bidders’ bid pricing.

EXCLUSIONS AND CONDITIONS

All work included in this Work Scope is specified in this document. The following are exclusions and conditions to this Work Scope:

- Jones Edmunds will serve the County on requests associated with this project up to the total project fee. Additional fee may be requested should the requested services exceed the fee amount for this Work Scope.

- Any and all legal review of the ITB document will be performed by the County Attorney (or their designee). Jones Edmunds will not be providing any legal services for this ITB.
- The County will be completing all GIS mapping work.

COMPENSATION AND INVOICING

The Fee Estimate for these services will be billed on a time-and-materials basis as described in RFQ 19-065 Solid Waste Continuing Professional Services Agreement.

FEE ESTIMATE

Jones Edmunds will complete the Work Scope described above on a time-and-materials basis for a not-to-exceed amount of \$40,257.00.

Item	Total Cost
Task 1 – Hauler Meetings and Reporting	\$13,088
Task 2 – Collection and Disposal Assessment Methodology	\$6,141
Task 3 – Draft ITB Scope of Work	\$10,702
Task 4 – Finalize ITB Scope of Work	\$4,921
Task 5 – Bid-Phase Services	\$5,405
Total Fee (All Tasks)	\$40,257