

**TOWN OF OCEAN RIDGE
TOWN COMMISSION REGULAR MEETING
AGENDA**



**April 13, 2026 at 6:00 PM
Town Hall - Meeting Chambers**

TOWN COMMISSIONERS

Mayor Geoff Pugh
Vice Mayor Steve Coz
Commissioner Carolyn Cassidy
Commissioner David Hutchins
Commissioner Ainar Aijala Jr.

ADMINISTRATION

Town Manager Michelle Heiser
Town Attorney Christy Goddeau
Town Clerk Kelly Avery
Chief of Police Scott McClure

To view the meeting: <https://www.youtube.com/@oceanridge9274>

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

PRESENTATIONS & PROCLAMATIONS

1. Swearing-in of Commissioner Carolyn Cassidy and Commissioner David Hutchins

ANNOUNCEMENTS

2. The meeting schedule for the next month is as follows: Regular Town Commission Meeting Monday, May 4th at 6:00 PM; Town Commission Workshop Monday, May 4th at 2:00 p.m.; Code Enforcement Hearing Tuesday, May 5th at 10:00 AM; Planning & Zoning Commission Meeting Tuesday, April 21st at 9:00 AM; All meetings are held in the Commission Chambers at Town Hall.
3. The Town Commission will consider appointments to the following Board positions at the May 4, 2026, Town Commission meeting: **Board of Adjustment** - two regular members for three-year terms and one alternate member for a three-year term; and **Planning & Zoning Commission** - three regular members each for three-year terms. Interested residents must be 1) registered to vote in Ocean Ridge and 2) available for the monthly meetings. Please submit an application and resume to the Town Clerk by the deadline of April 22nd at 3:00 p.m.
4. The Town will be hosting its' first annual Spring Tidings in Ocean Ridge. Join us on Friday, April 17, 2026, from 5:30 -7:30 pm at Town Hall for an evening of connection and celebration. Guests are invited to enjoy wine, hors d'oeuvres, and live saxophone music as we come together for a refined spring evening.
5. The Town will be providing free shredding services to residents of Ocean Ridge and Briny Breezes on Saturday, May 2nd from 9 a.m. until Noon in the back parking lot at Town Hall. For more information regarding this event, please visit the Town's

website.

6. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town's website or call Town Hall for assistance.

PUBLIC COMMENT – (3-minute individual limit for items not on the agenda)

APPROVAL OF CONSENT AGENDA (Items that do not require discussion)

7. Adopt Minutes of the March 2, 2026, Regular Meeting
8. February Financial Report
9. Town Hall / Police Department Roofing Project - Award Contract

REGULAR AGENDA ITEMS

10. Resolution No. 2026-02: A Resolution of the Town of Ocean Ridge, Florida, Electing a Mayor
11. Resolution No. 2026-03: A Resolution of the Town of Ocean Ridge, Florida, Electing a Vice-Mayor
12. Consideration of Lien Reduction for 113 Island Dr. S.

STAFF & COMMITTEE REPORTS

13. Town Manager
14. Town Attorney
Discussion of FDOT Agreement
Discussion of Retaining Wall Issues
15. Police Chief

TOWN COMMISSIONER COMMENTS

ADJOURNMENT

REGULAR TOWN COMMISSION MEETING MINUTES

MARCH 2, 2026

CALL TO ORDER

The meeting was called to order by Mayor Pugh at 6:00 p.m.

ROLL CALL

Town Clerk Avery led the roll call, which was answered by the following:

Mayor Pugh	Present
Vice Mayor Coz	Present
Commissioner Aijala Jr.	Present
Commissioner Cassidy	Present
Commissioner Hutchins	Absent

Commissioner Hutchins was absent with notice.

PLEDGE OF ALLEGIANCE

Mayor Pugh led the pledge of allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Commissioner Cassidy requested to make a brief comment at the end of the meeting. Town Manager Heiser announced the deletion of the natural gas presentation from the agenda and stated that it would be rescheduled as the representative was unable to attend.

Vice Mayor Coz moved to approve the agenda as amended; seconded by Commissioner Cassidy. Motion carried.4-0 (13:40)

PRESENTATIONS & PROCLAMATIONS

1. Proclamation for Thomas Ambrose

Town Clerk Avery read the proclamation into the record. Mr. Ambrose has had a longstanding residency in Ocean Ridge since 1973. He shared historical observations regarding his property and expressed appreciation for the Garden Club, of which he has been a member for fifty (50) years. Commissioner Cassidy noted that Mr. Ambrose received the Garden of the Month award in October 2001.

2. GFOA Professionals' Week Proclamation

Town Clerk Avery read the proclamation into the record.

ANNOUNCEMENTS

3. The meeting schedule for next month is as follows: Regular Town Commission Meeting on Monday, April 6th at 6:00 PM; Code Enforcement Hearing Tuesday, March 3rd at 10:00 AM; Planning & Zoning Board Meeting Tuesday, March 17th at 9 AM. All meetings are held in the Commission Chambers at Town Hall.
4. Just a reminder that there will be no Municipal Election in March, as only two candidates qualified to fill the two Town Commission seats. The candidates that qualified are Carolyn Cassidy and David Hutchins. Both Commissioners will be sworn into office at the Town Commission Meeting on April 6, 2026.

REGULAR TOWN COMMISSION MEETING MINUTES

MARCH 2, 2026

5. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town's website or call Town Hall for assistance.

Town Clerk Avery read the announcements into the record.

PUBLIC COMMENT

Mayor Pugh opened the floor for public comment.

The following spoke: Terry Brown, Lisa Ritota, and Janet Schijns

Mayor Pugh closed the floor for public comment.

APPROVAL OF CONSENT AGENDA

6. Adopt Minutes of the February 2, 2026 Regular Meeting
7. January 2026 Financials
8. Emergency Repair of 2" Watermain
9. Consideration of Dedication – Ocean Ridge Linear Park Dedication to Linear Park to Betty Bingham
10. Reasonable Accommodation from Land Use Regulation – New Law from Tallahassee
11. Approval of Resolution 2026-01: Resolution Of The Town Commission Of The Town Of Ocean Ridge, Of Palm Beach County, Florida, Adopting Budget Amendment #1 For The Fiscal Year Beginning October 1, 2025, And Ending September 30, 2026, Providing For An Effective Date

Vice Mayor Coz moved to approve the Consent Agenda; seconded by Commissioner Cassidy. Motion carried 4-0. (26:39)

REGULAR AGENDA ITEMS

12. **Discussion and Presentation on Natural Gas – Florida Public Utilities Company | Florida Natural Gas** *(Item was removed from the agenda)*
13. **Discussion on Future Charter Change – Commission Term Limits**

Town Manager Michelle Heiser introduced the topic, explaining that changing the town charter is a policy decision involving the electorate. She outlined several options and emphasized that any process would require extensive public input.

Mayor Pugh suggested that Town Manager Heiser compile the items into a structured format and place them on the agenda for the next meeting. Vice Mayor Coz stated that he would like the options to be streamlined and requested that Commissioner Hutchins be present for the discussion.

Mayor Pugh opened the floor for public comment.

The following spoke: Zoanne Hennigan, Terry Brown, Janet Schins, Christine de Haseth, & Stella Kolb

Mayor Pugh closed the floor for public comment.

REGULAR TOWN COMMISSION MEETING MINUTES

MARCH 2, 2026

The Commission gave consensus to defer the item and direct staff to return at the next meeting with four clearly outlined options, an accompanying timeline, and with a preference for Commissioner Hutchins' presence.

14. **Ordinance 2026-02: An Ordinance Of The Town Commission Of The Town Of Ocean Ridge, Florida, Amending Chapter 66, "Environmental Regulations", Article IV, "Landscaping", Division 2, "Water Efficient Landscape", Section 66-142, "Artificial Turf/Synthetic Grass", To Remove The Location Prohibitions Regarding Installation Of Artificial Turf In Front Yard Areas And Percentages On Use Of Artificial Turf; And Providing For Repeal Of Conflicting Ordinances, Severability, Codification, And An Effective Date**

Town Clerk Avery read the ordinance into the record by title only.

Town Attorney Goddeau reported that the Florida Legislature enacted a 2025 law preempting local artificial turf regulations upon the Florida Department of Environmental Protection (DEP) adopting rules, which have not yet been finalized; therefore, the Town's ordinance remains in effect. She mentioned that the Planning and Zoning Board recommended deferring action until DEP adopts its regulations.

Commissioner Cassidy noted that DEP's forthcoming guidelines will address material and environmental standards but not location restrictions, which the Town would no longer be able to enforce once preemption takes effect. Town Attorney Goddeau cautioned that DEP rules apply only to single-family properties of one acre or less, which could create broader allowances if local restrictions are removed, and warned of enforcement challenges if installations later conflict with DEP standards.

Commissioner Aijala supported proceeding based on anticipated state preemption, while other Commissioners favored waiting for final DEP rules.

Mayor Pugh opened the floor for public comment.

The following spoke: Terry Brown

Mayor Pugh closed the floor for public comment.

The Commission gave consensus to table the ordinance for three (3) months and revisit the matter in July.

Town Manager Heiser noted continued resident inquiries regarding permits under current regulations.

STAFF & COMMITTEE REPORTS

15. Town Manager

Town Manager Heiser announced the town's first special event since the holiday, Light the Lights Celebration. "Spring Tidings" will be held April 17th at Town Hall, featuring hors d'oeuvres and beverages as a mid-year celebration to bring neighbors together.

**REGULAR TOWN COMMISSION MEETING MINUTES
MARCH 2, 2026**

16. Town Attorney

Town Attorney Goddeau had no report.

17. Police Chief

Chief McClure presented his report. He credited the successful opposition effort to collaboration with neighboring communities and advocacy through the Police Chiefs Association.

Vice Mayor Coz commended the clarity of footage from the Beachway and Old Ocean camera, which captured a bicyclist running a red light and colliding with a pickup truck, preventing potential misinterpretation.

Chief McClure also reported ongoing issues with a missing “no left turn” sign at Woolbright and Beachway, noting FDOT has not replaced it despite multiple reports.

Commissioner Cassidy commended Chief McClure for his efforts in opposing the 911 consolidation bill through coordination with lobbyists and legislators.

18. Fire Chief

The Fire Chief was not present at the meeting.

TOWN COMMISSIONER COMMENTS

Commissioner Cassidy made brief closing remarks, thanking participants for their engagement in the meeting.

ADJOURNMENT

Meeting Adjourned at 7:00 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on April 13, 2026.

Geoff Pugh, Mayor

ATTEST:

Kelly Avery, Town Clerk

Agenda: Monday, April 13, 2026
Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Michelle Heiser, Town Manager

Subject: Monthly Financial Report

Balance Sheets

The total General Fund assets as of February 28, 2026 is \$16.1 million. The FLCLASS investment account balance at the end of January was \$15.3 million. The Seacoast Bank Accounts were opened in February and the transition to moving from TD Bank to Seacoast has begun.

Revenue and Expenditure Statements

The total General Fund budgeted revenue is \$12,817,860 along with utilizing \$1,990,489 of unassigned reserves. At the end of February, the Town had received \$9,774,968.

The total General Fund expenditures through February 2026 are \$4,229,769. In summary:

Expense type	Budget	Actual	Remaining	% Spent
Salaries and Benefits	\$4,838,292	\$2,003,142	\$2,835,150	41.40%
Operating	5,268,056	1,905,846	3,362,210	36.18%
Capital	10,000	0	10,000	0.00%
Debt	330,000	155,617	174,383	47.16%
Transfers	4,362,000	165,159	4,196,841	3.79%
Total	\$14,808,348	\$4,229,764	\$10,578,584	28.56%

BALANCE SHEET REPORT FOR TOWN OF OCEAN RIDGE
Balance As of 02/28/2026

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GL Number	Description	YTD Balance 02/28/2026 Normal (Abnormal)
Fund: 001 GENERAL FUND		
*** Assets ***		
001-000.000-101.269	TD GEN OPERATING	350,194.70
001-000.000-102.000	PETTY CASH	150.00
001-000.000-115.200	GARBAGE FEES RECEIVABLE	6,210.00
001-000.000-115.500	ALARM MONITORING RECEIVABLE	1,400.00
001-000.000-115.900	MISC RECEIVABLES	94,054.80
001-000.000-131.200	DUE FROM CAPITAL PROJ FUND	60,487.77
001-000.000-133.000	DUE FROM OTHER GOVERNMENTS	251,934.86
001-000.000-151.356	FLCLASS INVESTMENT FUND	15,314,640.69
Total Assets		16,079,072.82
*** Liabilities ***		
001-000.000-202.000	ACCOUNTS PAYABLE	38,549.51
001-000.000-207.200	DUE TO OTHER FUNDS	26,396.58
001-000.000-208.100	DUE BLDG INSP CERT PROGRAM	12,301.33
001-000.000-208.400	DUE FLORIDA ELECTIONS COMM	108.00
001-000.000-216.100	ACCRUED WAGES PAYABLE	132,967.02
001-000.000-218.100	FICA TAXES PAYABLE	10,161.19
001-000.000-218.300	GROUP HOSP INSURANCE WITHHELD	34,583.07
001-000.000-218.500	DEFERRED COMPENSATION	35.25
001-000.000-218.600	WAGE ASSIGNMENTS WITHHELD	(2,810.00)
001-000.000-218.700	RETIREMENT	108,523.42
001-000.000-218.800	EMPLOYEE DEDUCTIONS	7,360.00
001-000.000-220.000	DEPOSITS	6.00
001-000.000-223.000	DEFERRED REVENUE	3,351.95
001-000.000-290.100	DEFERRED INFLOW	142,549.32
Total Liabilities		514,082.64
*** Fund Equity ***		
001-000.000-247.100	RESERVE FOR TOWN HALL CAP PROJ	370,550.05
001-000.000-247.200	RESERVE FOR INSURANCE	160,000.00
001-000.000-247.400	BEAUTIFICATION RESERVE ACCT	115,267.48
001-000.000-271.100	FUND BALANCE	9,289,924.07
001-000.000-281.100	RESTRICTED FOR DEBT SERVICE	116,985.93
001-000.000-281.400	RESTRICTED TOWN HALL BEAUTIFICATIOIN	32,657.84
Total Fund Equity		10,085,385.37
Total Fund 001:		
TOTAL ASSETS		16,079,072.82
BEG. FUND BALANCE - 24-25		10,085,385.37
+ NET OF REVENUES/EXPENDITURES - 24-25		(65,598.88)
+ NET OF REVENUES & EXPENDITURES		5,545,203.69
= ENDING FUND BALANCE		15,564,990.18
+ LIABILITIES		514,082.64
= TOTAL LIABILITIES AND FUND BALANCE		16,079,072.82

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/28/2026
% Fiscal Year Completed: 41.37

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GL Number	Description	25-26 Amended Budget	YTD Balance 02/28/2026 (Abnormal)	Available Balance 02/28/2026 Normal (Abnormal)	% Bdgt Used	Encumbrance 02/28/2026 (Decrease)
Fund: 001 GENERAL FUND						
Account Category: Revenues						
Department: 310.000 TAXES						
001-310.000-311.000	AD VALOREM TAXES	9,547,100.00	8,274,249.08	1,272,850.92	86.67	0.00
001-310.000-312.410	LOCAL OPTION 6 CENT GAS TAX	37,000.00	14,927.02	22,072.98	40.34	0.00
001-310.000-312.420	SECOND LOCAL OPTION FUEL TAX	18,000.00	6,789.13	11,210.87	37.72	0.00
001-310.000-313.100	ELECTRIC FRANCHISE TAX	240,000.00	103,886.55	136,113.45	43.29	0.00
001-310.000-314.100	UTILITY SERVICE TAX ELECTRIC	330,000.00	150,938.43	179,061.57	45.74	0.00
001-310.000-314.800	UTILITY SERVICE TAX PROPANE	55,000.00	13,044.21	41,955.79	23.72	0.00
001-310.000-314.900	UTILITY SERVICE TAX WATER	100,000.00	62,252.15	37,747.85	62.25	0.00
001-310.000-315.000	COMMUNICATION SERVICES TAX	39,000.00	18,811.46	20,188.54	48.23	0.00
001-310.000-335.200	LOCAL GOVT 1 CENT SALES TAX	39,000.00	62,240.55	(23,240.55)	159.59	0.00
Total Dept 310.000 - TAXES		10,405,100.00	8,707,138.58	1,697,961.42	83.68	0.00
Department: 320.000 LICENSES & PERMITS						
001-320.000-321.100	PROF & OCCUPATIONAL LICENSES	0.00	29.00	(29.00)	100.00	0.00
001-320.000-322.100	BUILDING PERMITS	700,000.00	378,875.85	321,124.15	54.13	0.00
001-320.000-329.100	SIGN PERMITS	300.00	95.00	205.00	31.67	0.00
001-320.000-329.200	ALARM USER PERMITS	1,800.00	820.00	980.00	45.56	0.00
001-320.000-329.600	RENTAL REGISTRATIONS	1,800.00	1,715.00	85.00	95.28	0.00
Total Dept 320.000 - LICENSES & PERMITS		703,900.00	381,534.85	322,365.15	54.20	0.00
Department: 330.000 INTERGOVERNMENTAL REVENUE						
001-330.000-334.100	STATE GRANT REVENUES	250,000.00	0.00	250,000.00	0.00	0.00
001-330.000-335.110	OPIOD SETTLEMENT	0.00	395.84	(395.84)	100.00	0.00
001-330.000-335.120	STATE REVENUE SHARING PROCEEDS	62,120.00	29,117.66	33,002.34	46.87	0.00
001-330.000-335.181	LOCAL GOVT 1/2 CENT SALES TAX	178,140.00	53,974.15	124,165.85	30.30	0.00
001-330.000-335.490	REBATE ON MUNICIPAL VEHICLES	1,000.00	0.00	1,000.00	0.00	0.00
001-330.000-335.900	ST LIGHT MAINTENANCE REIMBURSE	15,000.00	0.00	15,000.00	0.00	0.00
001-330.000-338.000	PB COUNTY & CTY WIDE OCC LIC	6,000.00	2,278.12	3,721.88	37.97	0.00
001-330.000-338.100	PROPORTION 911 CALL TAKER REV	0.00	1,621.68	(1,621.68)	100.00	0.00
Total Dept 330.000 - INTERGOVERNMENTAL REVENUE		512,260.00	87,387.45	424,872.55	17.06	0.00
Department: 340.000 CHARGES FOR SERVICES						
001-340.000-341.200	ZONING FEES	25,000.00	13,057.50	11,942.50	52.23	0.00
001-340.000-341.400	CERT COPYING RECORD SEARCH ETC	5,000.00	4,920.00	80.00	98.40	0.00
001-340.000-341.900	OTHER GEN GOVT CHARGES & FEES	20,000.00	37,279.74	(17,279.74)	186.40	0.00
001-340.000-342.100	LAW ENFORCEMENT/FIRE SERVICE	220,000.00	100,604.45	119,395.55	45.73	0.00
001-340.000-342.300	ALARM MONITORING	35,000.00	28,525.00	6,475.00	81.50	0.00
001-340.000-342.800	SPECIAL DETAIL SERVICES	20,000.00	245.00	19,755.00	1.23	0.00
001-340.000-342.900	OTHER PUB SAFETY CHARGES & FEES	1,500.00	106.00	1,394.00	7.07	0.00
001-340.000-343.400	GARBAGE AND TRASH REVENUE	350,000.00	205,932.00	144,068.00	58.84	0.00
001-340.000-343.900	LOT MOWING AND CLEARING	0.00	75.00	(75.00)	100.00	0.00
001-340.000-347.500	RENTALS	0.00	35.00	(35.00)	100.00	0.00
Total Dept 340.000 - CHARGES FOR SERVICES		676,500.00	390,779.69	285,720.31	57.76	0.00
Department: 350.000 FINES & FORFEITURES						
001-350.000-351.100	COURT FINES - COURT CASES	6,000.00	7,253.99	(1,253.99)	120.90	0.00
001-350.000-351.300	POLICE EDUCATION \$2.00	600.00	0.00	600.00	0.00	0.00
001-350.000-354.000	VIOLATIONS OF LOCAL ORDINANCES	25,000.00	12,369.46	12,630.54	49.48	0.00
Total Dept 350.000 - FINES & FORFEITURES		31,600.00	19,623.45	11,976.55	62.10	0.00
Department: 360.000 MISCELLANEOUS REVENUES						

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/28/2026
 % Fiscal Year Completed: 41.37

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GL Number	Description	25-26	YTD Balance	Available	% Bdgt Used	Increase	Encumbrance
		Amended Budget	Normal (Abnormal)	Balance Normal (Abnormal)			
Fund: 001 GENERAL FUND							
Account Category: Revenues							
Department: 360.000 MISCELLANEOUS REVENUES							
001-360.000-361.100	INTEREST EARNED	480,000.00	166,119.70	313,880.30	34.61		0.00
001-360.000-361.320	INTEREST EARNED-PB CO TAX COLL	7,000.00	0.00	7,000.00	0.00		0.00
001-360.000-361.390	INTEREST OTHER (LIENS, ETC.)	1,500.00	488.60	1,011.40	32.57		0.00
001-360.000-366.900	MISC CONTRIB PRIVATE SOURCES	0.00	21,255.54	(21,255.54)	100.00		0.00
001-360.000-369.900	MISCELLANEOUS REVENUE	0.00	640.00	(640.00)	100.00		0.00
Total Dept 360.000 - MISCELLANEOUS REVENUES		488,500.00	188,503.84	299,996.16	38.59		0.00
Department: 380.000 NON - REVENUES							
001-380.000-380.100	FUND BALANCE UNAPPROPRIATED	1,990,489.00	0.00	1,990,489.00	0.00		0.00
Total Dept 380.000 - NON - REVENUES		1,990,489.00	0.00	1,990,489.00	0.00		0.00
Revenues		14,808,349.00	9,774,967.86	5,033,381.14	66.01		0.00
Fund 001 - GENERAL FUND:							
TOTAL REVENUES		14,808,349.00	9,774,967.86	5,033,381.14	66.01		0.00

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/28/2026
% Fiscal Year Completed: 41.37

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GL Number	Description	25-26 Amended Budget	YTD Balance 02/28/2026 (Abnormal)	Available Balance 02/28/2026 Normal (Abnormal)	% Bdgt Used	Encumbrance 02/28/2026 (Decrease)
Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 511.101 TOWN COMMISSION						
001-511.101-501.100	EXECUTIVE SALARIES	6,000.00	2,500.00	3,500.00	41.67	0.00
001-511.101-502.100	FICA TAXES	459.00	191.25	267.75	41.67	0.00
001-511.101-502.200	RETIREMENT CONTRIBUTIONS	815.00	350.75	464.25	43.04	0.00
001-511.101-502.400	WORKERS' COMPENSATION	50.00	40.25	9.75	80.50	0.00
001-511.101-504.000	TRAVEL & PER DIEM	7,500.00	1,100.13	6,399.87	14.67	0.00
001-511.101-504.100	COMMUNICATIONS SERV PHONE ETC	3,000.00	755.40	2,244.60	25.18	0.00
001-511.101-504.500	INSURANCE LIAB, HAZARD, DAMAGE	29,900.00	22,425.00	7,475.00	75.00	0.00
001-511.101-504.900	OTHER CURRENT CHARGES	500.00	0.00	500.00	0.00	0.00
001-511.101-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,800.00	1,250.00	1,550.00	44.64	0.00
Total Dept 511.101 - TOWN COMMISSION		51,024.00	28,612.78	22,411.22	56.08	0.00
Department: 512.102 TOWN MANAGER						
001-512.102-501.100	EXECUTIVE SALARIES	225,000.00	86,687.11	138,312.89	38.53	0.00
001-512.102-502.100	FICA TAXES	14,180.70	7,995.32	6,185.38	56.38	0.00
001-512.102-502.200	RETIREMENT CONTRIBUTIONS	31,567.50	33,438.48	(1,870.98)	105.93	0.00
001-512.102-502.300	LIFE & HEALTH INSURANCE	12,906.00	1,180.66	11,725.34	9.15	0.00
001-512.102-502.400	WORKERS' COMPENSATION	100.00	122.22	(22.22)	122.22	0.00
001-512.102-504.000	TRAVEL & PER DIEM	4,950.00	0.00	4,950.00	0.00	0.00
001-512.102-504.100	COMMUNICATIONS SERV PHONE ETC	600.00	151.08	448.92	25.18	0.00
001-512.102-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
001-512.102-505.400	SUBSC, MEMBERSHIPS, EDUCATION	4,175.00	0.00	4,175.00	0.00	0.00
Total Dept 512.102 - TOWN MANAGER		295,879.20	131,374.87	164,504.33	44.40	0.00
Department: 513.103 TOWN CLERK/FINANCE						
001-513.103-501.100	EXECUTIVE SALARIES	98,425.32	28,244.96	70,180.36	28.70	0.00
001-513.103-501.200	REGULAR SALARIES AND WAGES	119,031.13	42,000.88	77,030.25	35.29	0.00
001-513.103-501.400	OVERTIME	1,000.00	256.35	743.65	25.64	0.00
001-513.103-501.410	VACATION PAY	3,000.00	0.00	3,000.00	0.00	0.00
001-513.103-502.100	FICA TAXES	16,635.42	6,861.82	9,773.60	41.25	0.00
001-513.103-502.200	RETIREMENT CONTRIBUTIONS	30,509.14	12,584.35	17,924.79	41.25	0.00
001-513.103-502.300	LIFE & HEALTH INSURANCE	42,856.80	18,810.03	24,046.77	43.89	0.00
001-513.103-502.310	LONG TERM DISABILITY	783.12	162.42	620.70	20.74	0.00
001-513.103-502.400	WORKERS' COMPENSATION	300.00	241.65	58.35	80.55	0.00
001-513.103-503.100	PROFESSIONAL SERVICES	500.00	500.00	0.00	100.00	0.00
001-513.103-503.200	ACCOUNTING & AUDITING	50,500.00	1,725.00	48,775.00	3.42	0.00
001-513.103-503.400	OTHER CONTRACTUAL SERVICES	20,300.00	2,120.00	18,180.00	10.44	0.00
001-513.103-504.000	TRAVEL & PER DIEM	4,925.00	874.23	4,050.77	17.75	0.00
001-513.103-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
001-513.103-504.610	REPAIR & MAINTENANCE	1,250.00	0.00	1,250.00	0.00	0.00
001-513.103-504.900	OTHER CURRENT CHARGES	5,800.00	4,129.35	1,670.65	71.20	0.00
001-513.103-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,575.00	500.00	2,075.00	19.42	0.00
Total Dept 513.103 - TOWN CLERK/FINANCE		400,790.93	120,811.04	279,979.89	30.14	0.00
Department: 514.104 LEGAL						
001-514.104-503.100	PROFESSIONAL SERVICES	150,000.00	32,839.60	117,160.40	21.89	0.00
001-514.104-503.110	LEGAL SPECIAL COUNSEL	20,000.00	806.25	19,193.75	4.03	0.00
001-514.104-504.700	PRINTING	4,000.00	0.00	4,000.00	0.00	0.00
Total Dept 514.104 - LEGAL		174,000.00	33,645.85	140,354.15	19.34	0.00
Department: 515.105 APPOINTED BOARDS						

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Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 515.105 APPOINTED BOARDS						
001-515.105-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
Total Dept 515.105 - APPOINTED BOARDS		2,400.00	1,800.00	600.00	75.00	0.00
Department: 519.106 OTHER GENERAL GOVERNMENT						
001-519.106-503.100	PROFESSIONAL SERVICES	63,000.00	59,461.32	3,538.68	94.38	0.00
001-519.106-503.400	OTHER CONTRACTUAL SERVICES	45,785.00	21,275.00	24,510.00	46.47	0.00
001-519.106-504.100	COMMUNICATIONS SERV PHONE ETC	16,850.00	4,403.40	12,446.60	26.13	0.00
001-519.106-504.200	POSTAGE & FREIGHT	3,275.00	18.25	3,256.75	0.56	0.00
001-519.106-504.300	UTILITY SERVICE - ELEC & WATER	10,000.00	1,663.79	8,336.21	16.64	0.00
001-519.106-504.400	RENTALS & LEASES	3,300.00	2,317.99	982.01	70.24	0.00
001-519.106-504.500	INSURANCE LIAB, HAZARD, DAMAGE	171,900.00	140,517.00	31,383.00	81.74	0.00
001-519.106-504.610	REPAIR & MAINTENANCE	99,150.00	182,117.61	(82,967.61)	183.68	0.00
001-519.106-504.700	PRINTING	1,500.00	0.00	1,500.00	0.00	0.00
001-519.106-504.900	OTHER CURRENT CHARGES	36,075.00	1,739.79	34,335.21	4.82	0.00
001-519.106-504.910	ELECTION EXPENSES	16,450.00	24.00	16,426.00	0.15	0.00
001-519.106-505.100	OFFICE SUPPLIES	8,000.00	899.05	7,100.95	11.24	0.00
001-519.106-505.200	OPERATING SUPPLIES	5,600.00	352.10	5,247.90	6.29	0.00
001-519.106-505.220	OPERATING SUPPLIES UNIFORM/EMB	500.00	0.00	500.00	0.00	0.00
001-519.106-505.400	SUBSC, MEMBERSHIPS, EDUCATION	15,570.00	520.00	15,050.00	3.34	0.00
001-519.106-507.010	COVENANTS FROM TH LOAN	240,000.00	146,530.62	93,469.38	61.05	0.00
001-519.106-507.200	DEBT SERVICE - INTEREST	90,000.00	9,086.70	80,913.30	10.10	0.00
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		826,955.00	570,926.62	256,028.38	69.04	0.00
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL						
001-521.107-501.100	EXECUTIVE SALARIES	160,800.00	90,099.71	70,700.29	56.03	0.00
001-521.107-501.200	REGULAR SALARIES AND WAGES	2,154,861.81	897,240.03	1,257,621.78	41.64	0.00
001-521.107-501.210	ONE TIME LUMP SUM INCREASE	1,000.00	0.00	1,000.00	0.00	0.00
001-521.107-501.400	OVERTIME	125,000.00	23,233.10	101,766.90	18.59	0.00
001-521.107-501.410	VACATION PAY	12,500.00	0.00	12,500.00	0.00	0.00
001-521.107-501.500	SPECIAL PAY INCENTIVE	20,000.00	1,220.00	18,780.00	6.10	0.00
001-521.107-501.510	SPECIAL DETAIL PAY	15,000.00	0.00	15,000.00	0.00	0.00
001-521.107-501.600	HOLIDAY PAY	100,000.00	0.00	100,000.00	0.00	0.00
001-521.107-502.100	FICA TAXES	177,148.14	77,402.10	99,746.04	43.69	0.00
001-521.107-502.200	RETIREMENT CONTRIBUTIONS	728,392.70	309,925.77	418,466.93	42.55	0.00
001-521.107-502.300	LIFE & HEALTH INSURANCE	327,511.20	142,280.90	185,230.30	43.44	0.00
001-521.107-502.310	LONG TERM DISABILITY	10,433.76	1,691.18	8,742.58	16.21	0.00
001-521.107-502.400	WORKERS' COMPENSATION	52,000.00	30,394.58	21,605.42	58.45	0.00
001-521.107-503.100	PROFESSIONAL SERVICES	98,870.00	16,351.27	82,518.73	16.54	0.00
001-521.107-503.400	OTHER CONTRACTUAL SERVICES	1,599,425.00	770,091.44	829,333.56	48.15	0.00
001-521.107-504.000	TRAVEL & PER DIEM	111,850.00	1,750.00	110,100.00	1.56	0.00
001-521.107-504.100	COMMUNICATIONS SERV PHONE ETC	28,300.00	5,747.08	22,552.92	20.31	0.00
001-521.107-504.200	POSTAGE & FREIGHT	2,000.00	120.99	1,879.01	6.05	0.00
001-521.107-504.300	UTILITY SERVICE - ELEC & WATER	13,000.00	1,663.78	11,336.22	12.80	0.00
001-521.107-504.400	RENTALS & LEASES	3,100.00	876.76	2,223.24	28.28	0.00
001-521.107-504.410	VEHICLE LEASES	61,000.00	0.00	61,000.00	0.00	0.00
001-521.107-504.500	INSURANCE LIAB, HAZARD, DAMAGE	62,900.00	53,444.88	9,455.12	84.97	0.00
001-521.107-504.610	REPAIR & MAINTENANCE	95,021.00	51,305.76	43,715.24	53.99	0.00
001-521.107-504.620	REPAIR & MAINTENANCE VEHICLE	32,500.00	5,547.44	26,952.56	17.07	0.00
001-521.107-504.630	REPAIR & MAINTENANCE DISPATCH	34,000.00	37,034.05	(3,034.05)	108.92	0.00

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Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL						
001-521.107-504.700	PRINTING	1,500.00	0.00	1,500.00	0.00	0.00
001-521.107-504.900	OTHER CURRENT CHARGES	4,000.00	157.15	3,842.85	3.93	0.00
001-521.107-505.100	OFFICE SUPPLIES	5,000.00	635.08	4,364.92	12.70	0.00
001-521.107-505.200	OPERATING SUPPLIES	31,150.00	282.18	30,867.82	0.91	0.00
001-521.107-505.210	OPERATING SUPPLIES GAS & OIL	51,000.00	18,669.41	32,330.59	36.61	0.00
001-521.107-505.220	OPERATING SUPPLIES UNIFORM/EMB	26,280.00	1,539.97	24,740.03	5.86	0.00
001-521.107-505.400	SUBSC, MEMBERSHIPS, EDUCATION	19,665.00	11,364.89	8,300.11	57.79	0.00
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		6,165,208.61	2,550,069.50	3,615,139.11	41.36	0.00
Department: 524.108 INSPECTIONS						
001-524.108-501.200	REGULAR SALARIES AND WAGES	60,938.45	62,598.61	(1,660.16)	102.72	0.00
001-524.108-501.400	OVERTIME	500.00	0.00	500.00	0.00	0.00
001-524.108-502.100	FICA TAXES	4,661.79	1,956.65	2,705.14	41.97	0.00
001-524.108-502.200	RETIREMENT CONTRIBUTIONS	8,549.66	3,588.57	4,961.09	41.97	0.00
001-524.108-502.300	LIFE & HEALTH INSURANCE	24,104.04	11,053.33	13,050.71	45.86	0.00
001-524.108-502.310	LONG TERM DISABILITY	304.56	50.76	253.80	16.67	0.00
001-524.108-502.400	WORKERS' COMPENSATION	1,200.00	801.65	398.35	66.80	0.00
001-524.108-503.100	PROFESSIONAL SERVICES	386,900.00	131,916.75	254,983.25	34.10	0.00
001-524.108-503.400	OTHER CONTRACTUAL SERVICES	30,000.00	5,575.00	24,425.00	18.58	0.00
001-524.108-504.000	TRAVEL & PER DIEM	250.00	0.00	250.00	0.00	0.00
001-524.108-504.200	POSTAGE & FREIGHT	1,550.00	0.00	1,550.00	0.00	0.00
001-524.108-504.400	RENTALS & LEASES	7,025.00	1,153.13	5,871.87	16.41	0.00
001-524.108-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
001-524.108-504.610	REPAIR & MAINTENANCE	1,000.00	0.00	1,000.00	0.00	0.00
001-524.108-504.620	REPAIR & MAINTENANCE VEHICLE	500.00	0.00	500.00	0.00	0.00
001-524.108-504.700	PRINTING	500.00	187.58	312.42	37.52	0.00
001-524.108-504.900	OTHER CURRENT CHARGES	6,200.00	325.00	5,875.00	5.24	0.00
001-524.108-505.100	OFFICE SUPPLIES	1,500.00	33.10	1,466.90	2.21	0.00
001-524.108-505.200	OPERATING SUPPLIES	3,000.00	744.26	2,255.74	24.81	0.00
001-524.108-505.220	OPERATING SUPPLIES UNIFORM/EMB	300.00	0.00	300.00	0.00	0.00
001-524.108-505.400	SUBSC, MEMBERSHIPS, EDUCATION	3,720.00	0.00	3,720.00	0.00	0.00
Total Dept 524.108 - INSPECTIONS		545,103.50	221,784.39	323,319.11	40.69	0.00
Department: 534.111 GARBAGE & SOLID WASTE						
001-534.111-503.400	OTHER CONTRACTUAL SERVICES	351,300.00	92,736.84	258,563.16	26.40	0.00
Total Dept 534.111 - GARBAGE & SOLID WASTE		351,300.00	92,736.84	258,563.16	26.40	0.00
Department: 539.112 OTHER PHYSICAL ENVIRONMENT						
001-539.112-503.120	TOWN ENGINEER	118,000.00	18,875.50	99,124.50	16.00	0.00
001-539.112-503.400	OTHER CONTRACTUAL SERVICES	340,720.00	91,270.19	243,549.81	28.52	5,900.00
001-539.112-504.610	REPAIR & MAINTENANCE	131,000.00	2,301.95	113,198.05	13.59	15,500.00
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		589,720.00	112,447.64	455,872.36	22.70	21,400.00
Department: 541.113 PUBLIC WORKS						
001-541.113-501.200	REGULAR SALARIES AND WAGES	155,911.63	69,830.94	86,080.69	44.79	0.00
001-541.113-501.400	OVERTIME	20,000.00	1,351.67	18,648.33	6.76	0.00
001-541.113-501.410	VACATION PAY	2,000.00	0.00	2,000.00	0.00	0.00
001-541.113-502.100	FICA TAXES	11,927.24	5,429.40	6,497.84	45.52	0.00
001-541.113-502.200	RETIREMENT CONTRIBUTIONS	21,874.40	9,957.43	11,916.97	45.52	0.00
001-541.113-502.300	LIFE & HEALTH INSURANCE	25,273.92	11,572.51	13,701.41	45.79	0.00

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GL Number	Description	25-26 Amended Budget	YTD Balance 02/28/2026 Normal (Abnormal)	Available Balance 02/28/2026 Normal (Abnormal)	% Bdgt Used	Encumbrance 02/28/2026 Increase (Decrease)
Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 541.113 PUBLIC WORKS						
001-541.113-502.310	LONG TERM DISABILITY	780.12	130.02	650.10	16.67	0.00
001-541.113-502.400	WORKERS' COMPENSATION	12,000.00	9,665.00	2,335.00	80.54	0.00
001-541.113-503.100	PROFESSIONAL SERVICES	38,000.00	1,813.09	36,186.91	4.77	0.00
001-541.113-504.100	COMMUNICATIONS SERV PHONE ETC	1,100.00	254.05	845.95	23.10	0.00
001-541.113-504.300	UTILITY SERVICE - ELEC & WATER	61,500.00	9,256.74	52,243.26	15.05	0.00
001-541.113-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
001-541.113-504.610	REPAIR & MAINTENANCE	154,500.00	23,719.75	130,780.25	15.35	0.00
001-541.113-504.620	REPAIR & MAINTENANCE VEHICLE	2,000.00	0.00	2,000.00	0.00	0.00
001-541.113-505.200	OPERATING SUPPLIES	4,700.00	640.07	4,059.93	13.62	0.00
001-541.113-505.210	OPERATING SUPPLIES GAS & OIL	5,000.00	1,766.30	3,233.70	35.33	0.00
001-541.113-505.220	OPERATING SUPPLIES UNIFORM/EMB	1,200.00	0.00	1,200.00	0.00	0.00
001-541.113-505.230	OPERATING SUPPLIES SMALL TOOLS	3,000.00	33.99	2,966.01	1.13	0.00
001-541.113-505.300	ROAD MATERIALS & SUPPLIES	10,000.00	3,600.00	6,400.00	36.00	0.00
001-541.113-505.400	SUBSC, MEMBERSHIPS, EDUCATION	800.00	0.00	800.00	0.00	0.00
001-541.113-506.400	MACHINERY & EQUIPMENT	10,000.00	0.00	10,000.00	0.00	0.00
Total Dept 541.113 - PUBLIC WORKS		543,967.31	150,820.96	393,146.35	27.73	0.00
Department: 580.114 CONTINGENCY						
001-580.114-509.900	CONTINGENCY	500,000.00	49,575.00	450,425.00	9.92	0.00
Total Dept 580.114 - CONTINGENCY		500,000.00	49,575.00	450,425.00	9.92	0.00
Department: 590.100 TRANSFER TO CAPITAL PROJECTS						
001-590.100-509.110	TRANSFER TO CAPITAL PROJECTS	4,362,000.00	165,158.68	4,196,841.32	3.79	0.00
Total Dept 590.100 - TRANSFER TO CAPITAL PROJECTS		4,362,000.00	165,158.68	4,196,841.32	3.79	0.00
Expenditures		14,808,348.55	4,229,764.17	10,557,184.38	28.71	21,400.00
Fund 001 - GENERAL FUND:						
TOTAL EXPENDITURES		14,808,348.55	4,229,764.17	10,557,184.38	28.71	21,400.00

BALANCE SHEET REPORT FOR TOWN OF OCEAN RIDGE
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GL Number	Description	YTD Balance 02/28/2026 Normal (Abnormal)
Fund: 302 CAPITAL PROJECTS FUND		
*** Assets ***		
302-000.000-131.000	DUE FROM GENERAL FUND	26,396.58
302-000.000-151.355	TD BANK CAPITAL	547.85
Total Assets		26,944.43
*** Liabilities ***		
302-000.000-207.200	DUE TO OTHER FUNDS	60,487.77
Total Liabilities		60,487.77
*** Fund Equity ***		
302-000.000-271.100	FUND BALANCE	(638,154.17)
Total Fund Equity		(638,154.17)
Total Fund 302:		
TOTAL ASSETS		26,944.43
BEG. FUND BALANCE - 24-25		(638,154.17)
+ NET OF REVENUES/EXPENDITURES - 24-25		599,421.39
+ NET OF REVENUES & EXPENDITURES		5,189.44
= ENDING FUND BALANCE		(33,543.34)
+ LIABILITIES		60,487.77
= TOTAL LIABILITIES AND FUND BALANCE		26,944.43

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GL Number	Description	25-26 Amended Budget	YTD Balance 02/28/2026 Normal (Abnormal)	Available Balance 02/28/2026 Normal (Abnormal)	% Bdgt Used	Increase (Decrease)	Encumbrance 02/28/2026 (Decrease)
Fund: 302 CAPITAL PROJECTS FUND							
Account Category: Revenues							
Department: 380.000 NON - REVENUES							
302-380.000-381.000	INTERFUND TRANSFER	4,362,000.00	0.00	4,362,000.00	0.00		0.00
302-380.000-381.100	INTERFUND TRANSFER	0.00	165,158.68	(165,158.68)	100.00		0.00
Total Dept 380.000 - NON - REVENUES		4,362,000.00	165,158.68	4,196,841.32	3.79		0.00
Revenues		4,362,000.00	165,158.68	4,196,841.32	3.79		0.00
Fund 302 - CAPITAL PROJECTS FUND:							
TOTAL REVENUES		4,362,000.00	165,158.68	4,196,841.32	3.79		0.00
Report Totals:							
TOTAL REVENUES - ALL FUNDS		19,170,349.00	9,940,126.54	9,230,222.46	51.85		0.00

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

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GL Number	Description	25-26 Amended Budget	YTD Balance 02/28/2026 (Abnormal)	Available Balance 02/28/2026 Normal (Abnormal)	% Bdgt Used	Encumbrance 02/28/2026 (Decrease)
Fund: 302 CAPITAL PROJECTS FUND						
Account Category: Expenditures						
Department: 519.106 OTHER GENERAL GOVERNMENT						
302-519.106-503.100	PROFESSIONAL SERVICES	50,000.00	0.00	42,969.00	14.06	7,031.00
302-519.106-504.900	OTHER CURRENT CHARGES	250,000.00	0.00	250,000.00	0.00	0.00
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		300,000.00	0.00	292,969.00	2.34	7,031.00
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL						
302-521.107-506.400	MACHINERY & EQUIPMENT	412,000.00	120,034.24	256,595.48	37.72	35,370.28
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		412,000.00	120,034.24	256,595.48	37.72	35,370.28
Department: 539.112 OTHER PHYSICAL ENVIRONMENT						
302-539.112-503.4002503	OTHER CONTRACTUAL SERVICES	0.00	6,162.50	(6,162.50)	100.00	0.00
302-539.112-506.300	IMPROVEMENTS NOT BUILDINGS	3,650,000.00	600.00	3,334,376.20	8.65	315,023.80
302-539.112-506.3002501	IMPROVEMENTS NOT BUILDINGS	0.00	27,600.00	(27,600.00)	100.00	0.00
302-539.112-506.3002503	IMPROVEMENTS NOT BUILDINGS	0.00	1,485.00	(1,485.00)	100.00	0.00
302-539.112-506.3002601	IMPROVEMENTS NOT BUILDINGS	0.00	4,087.50	(4,087.50)	100.00	0.00
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		3,650,000.00	39,935.00	3,295,041.20	9.72	315,023.80
Expenditures		4,362,000.00	159,969.24	3,844,605.68	11.86	357,425.08
Fund 302 - CAPITAL PROJECTS FUND:						
TOTAL EXPENDITURES		4,362,000.00	159,969.24	3,844,605.68	11.86	357,425.08
Report Totals:						
TOTAL EXPENDITURES - ALL FUNDS		19,170,348.55	4,389,733.41	14,401,790.06	24.87	378,825.08

Agenda: Monday, April 13, 2026
Memo: Item #9.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

William Armstrong, Public Works Admin
Michelle Heiser, Town Manager

Subject: Town Hall / Police Department Roofing Project - Award Contract

To support the Town Hall / Police Department roofing repair and hardening project (“Project”), the Town retained the professional services of Florida State Roof Systems Inc. to provide independent roofing consulting and technical review. The consultant assisted with development of the recommended scope of work, evaluated existing roof conditions, and reviewed contractor proposals for compliance with the specified system and performance requirements. The consultant’s agreement with the Town also includes construction-phase inspections and a final review prior to Building Official approval to ensure the Project and all work is completed in accordance with specifications.

Multiple qualified contractors were invited to review the project. Sourcewell, a public cooperative purchasing organization, was used as a procurement option which resulted in the highest bids received. An invitation to bid was published on the town website and no new submissions were received. Of the responding contractors, each contractor was invited and actually visited the site, walked the roof, and prepared a proposal based on their professional assessment. While this process provided competitive pricing and system alternatives, not all proposals fully complied with the Project's scope of work and specified mechanically fastened system. As a result, proposals varied in attachment methods, wind uplift performance, overall system compliance, and price. A copy of the contractor’s that submitted proposals and their proposal amount are attached hereto.

After reviewing the submitted bids, the consultant determined that the proposal from E.W. MacDowell Inc. (E.W. MacDowell) most closely followed the written specifications, including the mechanically fastened standing seam system designed to provide improved wind uplift protection. The consultant also noted that the recommended contractor’s proposal was clear, detailed, and aligned with the Town’s performance expectations. Based on this evaluation, the consultant recommended selection of E.W. MacDowell Inc. in the best interest of the Town. E.W. MacDowell has also confirmed the ability to meet the grant-driven project timeline.

The continued involvement of the independent consultant will provide additional oversight during contract negotiations, construction inspections, and final verification of the installed system. This approach provides technical due diligence, schedule certainty, and quality assurance for the Town.

Funding for this project will be provided through a combination of grant funding and previously budgeted capital funds. The Town has secured approximately \$250,000 in grant funding for Town Hall/Police Department hardening, with the remaining costs funded through \$250,000 budgeted in the FY 2026 Capital Improvement Plan under GL 302-519.106-504.900 (Town Hall Hardening / Capital Improvements).

This funding approach leverages outside grant resources while utilizing planned capital funds to complete the facility hardening improvements without impacting operating reserves.

Pursuant to section 2-217(7) of the Town's Purchasing Code, the Town Commission may, based on the recommendation of the Town Manager, declare that the formal competitive bidding method is not in the best interests of the Town and award a contract directly as recommended by the Town Manager. Since this repair / hardening project for the Town's roofing system is not required to be competitively bid under section 255.20, Florida Statutes, the Town is authorized to use this best interest acquisition process. Further, the use of this best interest acquisition process has received approval of the grant administration providing partial funding for the project.

Staff recommends the Commission move to approve the award of the contract as a best interest acquisition to E.W. MacDowell, Inc., for \$377,420.00.

Suggested Motion: I move to approve the award of the contract as a best interest acquisition to E.W. MacDowell, Inc., for \$377,420.00.

Respectfully,
William Armstrong, Public Works Admin
Michelle Heiser, Town Manager



Florida State Roof Systems Inc.
140 Private Place
West Palm Beach FL 33413
561-964-9335/561-891-3333
CCC1329823

Town of Ocean Ridge
6450 N Ocean Ridge
Ocean Ridge FL 33435

Attn: Michelle Heiser

RE: Recommendation of contractor as per bids supplied

I was emailed the bids submitted for the Ocean Ridge roof project.

I read through the bids thoroughly and reviewed them. There were some discrepancies in the bids from different contractors. Some did not follow the metal spec as to using a mechanical fastened system using clips and screws, some did not use the brand Englert which we are getting a manufacture warranty on, and some did not spec the flat systems correctly. Also, by not following the spec the bid will come in at a lower price. Also note that using the Englert mechanically fastened system with using the stainless clips and screws will achieve a higher wind rating which in turn gives better protection against uplift on the metal system. The flat roof spec will also provide an NDL from the manufacture.

E.W. MacDowell's bid followed the written spec exactly. Their bid was professional, clear and detailed. They are a seasoned company and are Licensed General Contractors as well as Licensed Roofing Contractors, which is a plus, if any General Contracting issues due arise during the roof replacement process, they will be able to handle it. They are local contractors; they have an A+ rating with the BBB.

In my professional opinion I would recommend selecting E.W MacDowell Inc. for your roofing project.

Please feel free to contact me with any questions or concerns.

Thank You
John Manera President/Qualifier CCC1329823
Florida State Roof Systems Inc.

Town Of Ocean Ridge – Town Hall / Police Department Roofing Project

Contractor	Amount
Action Roofing	\$263,600.00
Rhino — Snaplock	\$310,241.80
Rhino — Mechanical	\$334,180.00
Rich Moore	\$354,564.00
MacDowell	\$377,420.00
DAN Enterprises (JOC)	\$649,076.07
Salomon (JOC)	\$771,773.88



METAL AND FLAT ROOF REPLACEMENT

FEB 24, 2026

TOWN OF OCEAN RIDGE

6450 N Ocean Blvd
Ocean Ridge, FL
33435

george@ewmacdowellroofing.com
5615027974

INTRODUCTION

Hi Town Of Ocean Ridge,

We recognize that safeguarding the people and possessions that hold the most value to you is of utmost importance. Your roof serves as the primary shield against the forces of nature, shielding your home from the elements and ensuring that everything inside remains safe and dry.

Thank you for the opportunity to quote on the repairs and improvements to your home. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Removal and disposal of old materials
2. Supply and installation of new materials
3. Clean up of entire work area (all nails and other materials)

We don't want you to be personally liable should a worker happen to get injured therefore, maintain a high safety program for all employees and crews. We carry our own liability insurance.

Once the job is complete, we will perform a thorough inspection of your project to make sure we did everything correctly and up to our strict standards and the site is spotless.

If you have any questions, please give me a call. We always want to provide the best value to our clients. If we are outside your budget, please let me know and we will do our best to work within that.

Kind regards,
George Castillo
george@ewmacdowellroofing.com
5615027974

METAL AND FLAT ROOF REPLACEMENT

Metal Roof Replacement

- Tear off existing tile roof system down to decking.
- Replace any rotted decking as needed.
- Repair, replace any damaged fascia, roof trusses, and roof membranes as needed.
- Remove and replace any structural flashing as needed (match existing sizes) using .032 aluminum flashings shall be included in this bid.
- Any stucco work shall be included in the bid.
- Install 6" modified strip to all plywood joints.
- Install Poly anchor HV mechanically fastened as per manufacturer spec.
- Install Polyglass XFR fire rated underlayment self-adhered.
- Target all penetrations with additional target patches for added protection.
- Install 3" aluminum drip edge provided with Englert metal package.
- Install "ENGLERT" 1300/16 SERIES .032 ALUMINUM roof panels mechanically attached to OSB deck with stainless panel clips and screws per spec striations and color tbd at bid acceptance. Bid includes basic color category choice. ***On March 25, 2026 there is a price increase of 12-16% from the Metal Manufacturer on aluminum. This quote does not factor in this price increase or other materials that may have a price increase in the next 2 weeks. We can only hold this price for 2 weeks.***
- Install plumbing boots to all lead stacks.
- Install aluminum gooseneck vents to replace existing color matched.
- Install aluminum hip & ridge provided in the metal manufacturer package.
- Supply and install new 7" aluminum gutters to the perimeter.

Flat Roof Replacement

- Tear off existing flat roof system down to the decking.
- Cart away all waste to proper waste facility.
- Replace any rotten decking as needed.
- Repair any damaged roof trusses and roof membranes.
- Re-nail existing decking using 8d ring shank nails as per FBC
- Remove and replace any structural flashings as needed (match existing sizes) using .032 aluminum flashings to be included in this bid.
- Any stucco work shall be included in the bid.
- Install Open .050 Aluminum flashing where flat meets slope.
- Install 6" modified strip to all plywood joints.
- Install Certainteed glasbase, base sheet mechanically attached to the wood deck using 1 5/8 tin tags and 1 1/2 ring shank nails.
- Install Certainteed flintlastic base 20 hot moped 20-40 lbs per sq. as per manufacturer specifications.
- Install Certainteed flintlastic GMS hot mop 20-40 lbs per sq as per manufacturer specifications.
- Install white granules to all bleed out.
- Flash all existing flashings, lead stacks, and vents using modified mastic and granules.
- Replace all existing vents using copper to match existing.

- Replace all existing lead stacks.
- Replace all existing drains.

Special note: Small metal roof at the front the building will be replaced as well.

All work will be completed in a first class, professional and timely manner for the sum of the contract price plus permit fees and engineer report (if needed per Building Department).

Any modifications or amendments to existing agreements must be deduced to writing and signed. Any additional work discovered while workmanship is being executed will be charged additionally and will be called a change order. All change orders **must be signed off on for us to continue moving forward** with the execution of workmanship. All Terms and Conditions below are fully a part of this agreement and completely incorporated herein.

Should there be a change of 2 layers of roofing, there will be additional expenses. Unfortunately, this cannot be determined until the roof is opened up.

This may or may not apply to you: If a wall flashing is found to be rusted, 6-8 inches of wall stucco will need to be replaced and there will be an additional change order necessary. The price will be discussed prior to with the client. Unfortunately, we cannot tell if the wall flashing is bad only until the roof is opened.

3 sheets plywood included, any additional \$120.00 per sheet. 20 ft fascia included, for every 10 feet of fascia, it is \$150.00 extra. 40 ft of 1 x 6 T&G included, any additional: Tongue & Groove \$9.50 per linear Foot. If wood truss work is required, it will be an additional \$50.00 per area where truss work is required. Should the roof require substantial amounts of tongue and groove wood, it requires more labor and time. This is much more expensive than plywood to change. Price of materials + \$35.00 per individual piece.

50% Prior to commencement and/or Start Date.

20% To be paid when dry in is completed.

20% To be paid after capheet is installed.

10% To be paid day of completion.

Should this Proposal be accepted,

Please make check, cash, or credit card payable to:

E.W. MacDowell Inc.

2365 SOUTH CONGRESS AVE, PALM SPRINGS, FL 33406

We thank you for the opportunity to provide quality workmanship to your home.

Respectfully Submitted,

E.W. MacDowell Inc.

State License #

CCC1335892

561 502-7974

Town Of Ocean Ridge

Date:

QUOTE DETAILS

Description	Qty	Unit price	Line total
Labor and Materials Labor and Materials	1	\$377,420.00	\$377,420.00
Estimate subtotal			\$377,420.00
Total			\$377,420.00

SIGNING & UPGRADES

Quote Details	\$377,420.00	Name: Town Of Ocean Ridge
		Address: 6450 N Ocean Blvd, Ocean Ridge, FL

Deposit

	50%
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Customer Comments / Notes

Town Of Ocean Ridge:	Date:
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TERMS & CONDITIONS

The following provisions are a part of the contract between the parties hereto.

Guarantee: Unless otherwise provided in the body of this contract, E.W. MacDowell Inc. jobs are guaranteed for (7) years, the premium for which is included in the contract amount. The guarantee covers any defects in workmanship or in materials supplied by E.W. MacDowell Inc. which cause a leak to the premises. The guarantee does not cover actions beyond the control of E.W. MacDowell Inc., including but not limited to windstorms, hurricanes, tornados, lightning, chemical, fungi, paint or animal, such as termites, damages caused by Owner or other parties, or work done by parties not under the control of E.W. MacDowell Inc. Mechanical and electrical modifications are not part of E.W. MacDowell Inc.'s responsibility unless included in the scope of work otherwise described herein. The extent of this guarantee shall not exceed the contract amount paid to E.W. MacDowell Inc. and shall not extend to consequential damages. Claims made under this guarantee shall be made to E.W. MacDowell Inc.'s insurance company, c/o E.W. MacDowell Inc. E.W. MacDowell Inc. is authorized to photograph the property in order to determine the scope of services, marketing or other purposes associated with the project.

Claims: All claims for a failure to comply with this contract shall be made within 30 days from completion of the work. E.W. MacDowell Inc. reserves the right to correct any condition for which it is responsible including damage to other property. In the event other repair or attempt to repair any problem with the work done by E.W. MacDowell Inc., unless authorized by E.W. MacDowell Inc. in writing, all guarantees and warranties associated with this project shall be void and of no further force and effect. E.W. MacDowell Inc. shall not be liable for any cost of work or repairs to its work done by others unless previously authorized by E.W. MacDowell Inc. in writing. ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.

Unforeseen Conditions: This proposal is limited to the scope of work described and does not include structural issues which may be discovered during or after the course of work. In the event that unforeseen conditions arise that were not apparent upon visual inspection, such additional work shall be performed on a time and material basis over the price stated in this contract. Examples of conditions which will be considered an unforeseen condition giving rise to an increase in the cost of the job would be the discovery of additional roofs during tear-off; or that the original roof was solidly mopped to the deck; deck replacement; deck securement/fastening; deck minimum gauge or deck conditions requiring beyond proposal allowance, or any other condition that E.W. MacDowell Inc. should not reasonably have anticipated from visual inspection and included in the price provided in the contract. It is recommended that a structural engineer inspects the roof deck.

Whenever there's a significant storm with heavy rainfall, this is considered a "fresh water wash" for the roof. On days when it rains heavily, the client should keep track of the storm, as this can help maintain the roof's condition.

If the roof is surrounded by trees, be mindful of debris, such as oils from tree sap. In this case, it's recommended to use a small amount of Dawn dish soap for cleaning. Avoid abrasive or acidic chemicals, as these can damage the roof's finish. Never use a hard-bristle brush—only a soft-bristle brush should be used to prevent any harm to the surface.

For roofs affected by tree sap, Dawn dish soap can also be used, or alternatively, Goo Gone (diluted with water) can help remove the residue. Always use a soft cloth to gently clean the area.

Important: Do not use bleach or acidic cleaners, as they will discolor the paint and cause permanent damage.

The Work and Existing Conditions: Our arrival has many different factors on whether or not we will be there in morning, afternoon, or night, we have no control over the weather, so please be advised that once we start commencement, our goal is to get your project completed as soon as possible. However, because of the uncertainties regarding some processes, our time of arrival is based upon different schedules. E.W. MacDowell Inc. does not have control over the loaders of tile, transporters, or any affiliation with tile companies. E.W. MacDowell Inc are not liable for their mishaps. Should any damage occur from dumpster companies or tile deliveries, because these are outside

sources and no connection to our company, we cannot be held accountable for any incident that could take place.

Awnings or Overhangs: E.W. MacDowell Inc is not responsible for any awnings or overhangs within close proximity of the roof, if there are concerns regarding such configurations, it is the Owners responsibility to have it removed prior to the roof work being executed. E.W. MacDowell Inc. is strictly roofing contractors and we do not specialize in any work associated with exterior walls, painting, reconfiguration of awnings, shutters, canopies, and/or tents. We do not paint and we are not allowed by the State of Florida to paint because of licensing restrictions. Under no circumstances will we provide any painting services. Any new fascia or soffit that is replaced will need to be painted by others.

Fixtures: Should there be a solar panel on the roof, all solar disconnection needs to be executed by a professional solar outfit. We do not do the removal of solar panels and will not be responsible for reinstallation. This will need to be done by others.

Should any other work be performed on the roof after our workmanship has been completed, we cannot and will not stand behind workmanship conducted by others. This includes any other workmanship: ac mechanical, electrical, solar, internet, cable, generators, as well as any other additional work which was conducted after our job was completed. When the pigment from the tile runs down the roof and causes the appearance of streaking: This is usually temporary and will dissipate within a few months. In some cases, it takes a little bit longer. We do not manufacture roof tiles and is in no way responsible for any type of bleeding that may occur. We are strictly installers and have no control over the aging process of any of the materials we install. Should any type of bleeding occur on your roof, this will be an issue between you, the Owner/property manager/caretaker and the Manufacturer. E.W. MacDowell Inc. is not responsible for tile streaking that may occur.

Lightning rods need to be removed by others and installed by others. We cannot be responsible.

Should your goose vent leak with high winds and rains, unfortunately, this cannot be prevented unless the vents are capped before the rain. E.W. MacDowell Inc cannot be held responsible for this. In addition, please note: We will do our very best to remove all nails, and other fallen debris from the roof. However, we cannot be responsible or liable for any injuries or damage that might occur after falling debris. Because of the number of nails that come off of the roof during a replacement, it is very difficult to locate each and every one of them. It is very common that with heavy rains nails may get washed out into the common areas and could present damage or injury. We will always do our best to keep the premises clean, but it is common place for nails and other fallen debris from the roof to become visible after falling rain. (Debris gets stuck in trees and other types of foliage and is sometimes not visible after a heavy rain or wind) It is the Owners' responsibility to be cautious after scenarios such as these. We understand that E.W. MacDowell Inc is not liable for any mishaps that could occur.

Gutters: It should be noted that E.W. MacDowell Inc. is not a gutter professional and we do not specialize in gutter work. E.W. MacDowell Inc. prefer not to be involved with any of the gutter aspects of this project. (Should this be relevant to your home or place of business) E.W. MacDowell Inc. cannot be responsible for any gutters that come apart during your roof reconstruction. It is recommended that if you are taking the time to replace the roof, you should replace the gutters as well, even if the gutters are new, it should be anticipated that they will get damaged when the roof is being replaced. E.W. MacDowell Inc. is not responsible for any gutter damage that may occur.

Drip Edge: The only drip-edge options are white, brown, or silver galvanized. Should you decide to have a different color, you will have to hire a separate painter to paint the drip-edge. We are not licensed to paint. We do not provide painting services.

Regarding repair work: It is the Owners' responsibility to paint or touch up stains on the ceiling after the repair work has been executed. (It is very common that after a leak area has been rectified, stains tend to darken, even though the leak is no longer taking place) A stain blocking primer, like Kilz, should be used to block out the water staining on the ceiling. Regular paint will not cover the staining. If we are called to come out to a leak area that is mistakenly pronounced by the Owner, as actively leaking again, and we find that it is no longer active, the Owner will be responsible for paying a trip charge of \$175.00. Please touch up on all staining after work is completed so you are not misled by false readings that the roof is continuing to leak.

When the weather is bad, we prioritize water intrusion and its prevention over clean up. It is very likely there will be debris until the roof is done (However, at the end of the day, we will go around the house to clean up most of the fallen debris. Cleaning up the trash is usually the last thing that will be done so that we can maximize our time executing the roof properly.) Please advise that the Owner and residents of the structure where repairs or reconstructions are being made, must be extra careful and cognizant of roofing debris that may be present around the perimeter of the structure while the roof work is being carried out (This includes: nails, as well as potentially harming material.) The last thing we do is to clean up extensively after the roof work is completed.

Risk of Damage: It can be expected that the work will cause vibration, which can cause damage to the building and its contents. The Owner is in the best position to secure said property, or, in the case of others who occupy interior units, to advise them of the need to do so. E.W. MacDowell Inc. does not assume any risk and shall not be held liable for

damage to stained, cracked or damaged ceilings or ceiling components, cracked or damaged plaster, insulation, acoustical tile or personal property or fixtures within or about the building(s), cracks in driveways, curbs and sidewalks or soffit repair or replacement. Additionally, E.W. MacDowell Inc. will not be liable for damage to parked vehicles or property located in or about the staging area assigned for its use, or for any damage or injury for respiratory problems which may result from the odors associated with its work. The Owner shall advise its tenants and employees of these risks and concerns and take such action as it deems appropriate.

It should be taken into consideration that when water has severely damaged the sheathing on the roof, it is very likely that the ceiling inside the residence is also damaged. When the roof work is being executed, vibrations will occur throughout the roof structure. If the dry wall has been water damaged in any way, it is very likely to let go once new plywood sheathing is being installed on the roof; This cannot be avoided and we cannot be held accountable for this. Should any interior damage occur, E.W. MacDowell Inc cannot be held responsible if any fallen debris occurs inside or outside the residence around areas where work is being conducted. (It is inevitable that building materials will let go around areas that are in need of repair if they are not corrected for long periods of time). **Light fixtures can become damaged due to vibrations on the roof, as well as ceiling fans, we can not be held responsible for such damage. We will do our very best to keep any additional damage at a minimum, but sometimes this cannot be avoided.**

Satellite Dish: If the satellite dish is attached to the roof and it has to be removed, we are not responsible for any issues that may occur regarding internet or cable connections. If this applies to you.

Tile Availability: If your tile is not made anymore and there is a lot of breakage, we will do our best to replace your roof with the closest match possible. But please note, it is very possible it will not be an exact match.

Shingle: If your shingle is old and color has been discontinued, it is impossible to match your shingle with the exact color. We will do our very best to match the new shingle to the existing shingles with what is available on the marketplace currently. We will also do our very best to avoid any damage concerning plants. It should be noted, however, that fallen debris from the roof is hard to prevent. Should foliage damage occur, we cannot be held completely responsible. But will do our best to prevent this from taking place.

No oral promises: There are no oral promises, representations or understandings outside of this instrument which represents the complete agreement between the parties. No modification of this contract shall be valid unless in writing, signed by the party against whom the change is asserted. Any notification required by this contract shall be made in writing.

Micromanagement: The managing of our crews, is the responsibility of E.W. MacDowell Inc and not the individual Owners. We understand and are very aware of the Owners' needs, as well as what specific executions are required to ensure a good installation. There are certain protocols in our business that we are aware of as roofing contractors. Certain items or practices may or may not make sense to you, as the Owner, but we carry out these items in order to ensure a positive outcome. It should be noted that when a Owner tries to continuously micromanage our employees on a job site it creates a chaotic work environment and is not conducive to a good outcome. E.W. MacDowell Inc. take responsibility for the management of the crews on the job sites. We certainly understand that there are certain issues in which you would like to bring to our attention, and we appreciate this. But please bring it to the attention of either the project manager or call our office so these issues can be dealt with promptly.

Should your project take place during Hurricane season and a named storm be on the path to your location, should extra work be required to secure materials and tiles on your roof, there will be extra expenses on the projects.

Specified work areas: It should be noted that once we are hired to carry out workmanship, that workmanship will pertain to the areas as specified in the proposal. Any additional areas that require repairs or reconstruction are considered additional work and will be brought to the client's attention and priced accordingly. It will then be accepted and signed off on by the Owner prior to any work execution in the newly discovered area.

Tile Delivery: Please consider that E.W. MacDowell Inc. has no control over the tile delivery dates or dates available for tile transportation. Because both of these aspects are separate, it makes the logistical side of the tile delivery much more difficult. With this said, we will do our very best to expedite the tiles as quickly as possible. But we have no control over when the tiles will be manufactured or can be delivered. It must also be noted that if the delivery date is scheduled or we are told by the Owner or property manager to have the delivery as soon as possible, we will do the best we can. However, once this information has been shared with the tile loaders, as well as our distributor, the expedition of the tiles will need to remain at that expedition date discussed. If for whatever reason, the Owner or property manager changes their mind, that could result in a very extended delivery date down the road, in which we have no control over (There is a major shortage in tile loaders at this time and we only get small windows of delivery

options). We recommend that you take this into consideration and secure these windows when they present themselves. Otherwise, it is highly probable that extended wait times will take place. If a tile loader cannot deliver the tile, we cannot be responsible. Anything obstructing the delivery must be taken into consideration. There is a failed delivery fee from the tile loaders if they cannot deliver on the date scheduled. **If we experience a price increase, those price increases will be passed on to the Owner. We do not agree with the fact that the manufacturers are raising their prices and only charging us when the tile materials are delivered. When this takes place, we become victims of these price increases, as they do not charge us until the materials are actually delivered. Should any manufacturers increases occur, it is up to the Owner to compensate E.W. MacDowell Inc. for those additional expenses that may occur as these will be described as change orders on the contract.**

Please note that the material cost could increase during storage because material costs are only locked in for 30 days after deposit is made.

The permit packet MUST stay outside of the residence, and it is not to be taken inside. If an inspection is scheduled, and the permit packet is not on site, or is inside the house, that will cause us to fail an inspection. Any penalty fees will be passed on to the Owner.

Payment/additional Fees and Costs: Owner hereby agrees to the payment terms above and agrees to pay the balance upon completion of the job. Owner understands there is a late fee of \$175.00 per day after the job has been completed if balance has not been paid in full (This means that regardless of mail delays or transit issues, we do expect to be paid when the job is completed. Owner understands that certain things regarding mail transit do happen, and it is certainly not the fault of the Owner. However, it is the Owner's responsibility in outcomes such as these to make sure that our services are paid for at the time they are due.) It should be noted that once the proposal is signed, your materials have already been purchased for your job. In addition, it is a major inconvenience for us to fill in the time that was already orchestrated for your project. Please consider that we have already scheduled your roof repair or reconstruction date, should you decide that you no longer want us to perform work, all money will be refunded, however, **there is \$750.00 cancellation fee plus any additional fees that were incurred in preparation for your project (This includes any materials purchased, as well as, permit paperwork orchestrated.)** All Roofing quotes are valid for 14 days, after which time a new quote will be necessary.

Construction Zone: Please be advised that once the project commences and crews are present, this is considered a construction zone and hazardous working area. This includes the yard and the entire perimeter of the structure. We are not responsible for any animals getting injured or injuring themselves (We do not want any animals getting injured or anyone getting injured) It is the Owner or property manager's responsibility to ensure proper supervision on your behalf. It is a natural occurrence for fallen debris and other items to spill over the edges of the roof when work is taking place.

Hazardous Materials: Owner is responsible for the removal of all hazardous materials, asbestos testing and related cost to remove. The discovery of any such hazardous materials and dealing with same is likely to cause delays in completion of the work. Additional time and costs may be applied to the extent such dealing caused the work to stop for a period of time beyond the normal work schedule.

Interior Protection: Customer acknowledges that re-roofing of an existing home/building may cause disturbance, dust, or debris to fall into the interior. Customers agree to remove or protect property directly below the roof to minimize potential interior damage. The contractor shall not be responsible for disturbance, damage, clean up or loss to interior property that the customer did not remove or protect prior to commencement during roofing operations.

Structural Suitability: E.W. MacDowell Inc does not, either itself or through its representative, practice architecture or engineering and offers no opinion on, and expressly disclaims any responsibility for, the structural soundness of any roof deck on which roofing products may be applied. E.W. MacDowell Inc accepts no liability for any failure of the roof deck, its ability to support the contemplated roof installation or resultant damages.

Warranty: The type of warranty and extent of coverage shall be as indicated in accordance with the written warranty, if any is offered by manufacturers of materials incorporated into the project. In addition to the manufacturer's warranty, and upon receipt of final payment, E.W. MacDowell Inc shall warranty workmanship furnished as part of this work order against defects in such workmanship as a lifetime warranty to the property owner who authorized this contract. The warranty is limited to roof leaks relating to workmanship only and does not cover normal wear and tear, use for purposes for which the work was not intended, improper or insufficient maintenance, modifications performed by the Owner, abuse, blistering, or any damage resulting from leaks, ponding, or material defects. E.W. MacDowell may impose an inspection fee for diagnosing leaks not related to work included in this contract. Any products or materials that are covered by that manufacturer's warranty shall be covered exclusively by that manufacturer's warranty. E.W. MacDowell Inc warrants that any faulty workmanship will be corrected at no additional charge to the customer. This warranty covers the labor required to repair and make the roof watertight. However, this warranty does not cover any

consequential or incidental damage, including but not limited to, rotten wood, damaged insulation, damaged interiors, or other repairs or replacements beyond the scope of making the roof watertight. Manufacturer warranty transfers to subsequent owners vary between manufacturers. The warranty is VOIDED if any work has been performed or material installed by anyone other than our company's representative. Additional information may be included in the actual warranty certificate. A sample warranty is available upon request. THERE ARE NO OTHER WARRANTY OR WARRANTIES EXPRESSED OR IMPLIED.

Opportunity to Cure Defects: Owner is obligated to provide Contractor with an opportunity to cure any purported defect(s) and/or related damages and such opportunity to cure shall be a condition precedent to litigation. Opportunity to cure is defined as written notice to the Contractor describing the purported issue, after which, E.W. MacDowell Inc has sixty (60) days to remedy the defect or clarify why Contractor is not liable for the alleged defect/issue.

Potential for finding nails after project completion: During construction, nails invariably fall from the roof. E.W. MacDowell Inc will make every effort to pick up the nails with a magnetic roller, but Owner acknowledges that Contractor is unable to guarantee that every nail will be picked up and agrees to hold Contractor harmless for any damages arising from the same.

Limitation of Liability: E.W. MacDowell Inc. is not liable for any claim for injury or damages, whether based upon contractual, statutory or tort theory, which result from: (a) natural disasters including, but not limited to lighting, windstorm, hail, hurricane, tornado, wind gale force or greater; (b) misuse, neglect, or unauthorized alterations of the roofing system or as a result of or connected with materials supplied by others; (c) exposure to damaging substances such as oil, solvents, etc.; (d) failure of the substrate, surface or materials under the roof; (e) improper drainage; (f) lack of recommended maintenance; (g) damage resulting from water entry from any portion of the building structure which is not a part of the roofing system, or (h) any claim related in any way to damage or injuries from mold, spores, fungus, any organic pathogen or exposure to toxic or noxious substances, fumes or vapors. E.W. MacDowell Inc. shall have no obligation under this Contract until all bills for installation, service and materials have been paid in full. The Owner will, at its expense initiate an ongoing maintenance program to include keeping all pitch pans filled with mastic, maintaining caulk or sealant around all roof penetrations, cap metal, cover plates, gravel stops, counterflashing, termination bars, exterior scuppers, gutters, down spouts and leader heads, and keeping the roof free of vegetation, trash and debris and such other miscellaneous items necessary to maintain the serviceability of the roofing system. If this roofing system is covered under a manufacturer's warranty, E.W. MacDowell Inc. is not liable for the provisions thereof. The warranty and liability of E.W. MacDowell Inc. shall only accrue to and be for the benefit of the original owner named herein, and is NOT assignable or transferable without prior written approval and inspection by E.W. MacDowell Inc.

TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, E.W. MACDOWELL, INC. DISCLAIMS ANY IMPLIED WARRANTY, INCLUDING THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THOSE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.

Miscellaneous: If your scheduled draws are not paid on time, it could seriously affect the completion time of your project. It could cause you to incur additional fees. In some cases, substantial expenses.

Please be advised once the project has commenced, we intend on moving forward until final completion. There is no halting of a project once it has commenced, unless it is halted by a credited Building Official. Due to the expirations on certain materials and the limited time granted by Building Departments (30 days on 30 lb felt membranes and 30 days on capsheet membranes). We must complete the project as soon as possible. Any restrictions on us that does not allow us to finish the project could result in the building department requiring the roof to be removed and reinstalled again. E.W. MacDowell Inc. is not responsible for mandatory removal of roofing should the Owner or Property Manager

restrict us from continuing our work.

Please note should we be denied access to the project due to failure by the Owner to call the security gate and/or obstructed vehicles left in the driveway, a trip charge of \$650.00 will be added to the final bill per instance. Please note it is not our intent to add charges to any job, but these mishaps cost us money and time that we will need to be compensated for should they occur.

In addition, any item that is installed, repaired, replaced, or adjusted that is not mentioned in this contract will be considered an extra and billed accordingly to the final balance.

Please note that once tiles are delivered, should you have custom pavers, marble or travertine, or white mosaics, we cannot be held responsible for any damage that may occur from the tile delivery trucks; or their loaders. Please note that we will do our best to protect the driveway but should any issues occur during the unloading of your tile since it is executed by others. E.W. MacDowell Inc. cannot be held accountable should damages occur during this process. Please be advised should a hurricane or natural disaster strike before your project is fully completed, we cannot be held responsible for damages that may occur. Any extra costs that are associated with repairing your roof due to a natural disaster is the responsibility of the Owner and/or Insurance company. We have no control over these occurrences and cannot be held responsible should they take place. We will do our very best to ensure that your roof is secure prior to any incidents. Should your job require the replacement of roof tiles, it should be stated that due to extreme shortages in the marketplace, you should anticipate that the tiles will not be an exact match color wise. We will do our best to ensure that the colors match as well as possible. However, we are limited as to what is available. There are additional costs associated with discontinued tile as it is extremely difficult to acquire these materials. Tiles must be selected by Owner within 3 weeks of sign on. If not, price increases will have to be forced upon final payment due to the manufacture's price increases. Once Owner grants permission for **EWM** to commence the work, the contract price is not to be further negotiated, with the exception of a change order. If a change order is required, Owner agrees to pay the additional fees for the additional work as described in the change order. Once Owner grants permission for **EWM** to commence the work, the contract price is not to be further negotiated, with the exception of a change order. If a change order is required, Owner agrees to pay the additional fees for the additional work as described in the change order.

"You, the residential property owner, may cancel this contract without penalty or obligation within 10 days after the execution of the contract or by the official start date, whichever comes first, because this contract was entered into within 180 days of events resulting in the declaration of a state of emergency by the Governor. The official start date is the date on which work that includes the installation that will be included in the final work on the roof commences, a permit has been issued, or a temporary repair to the roof covering or roof system has been made in compliance with the Florida Building Code."

"If the proposed work is related to an insurance claim, you, the residential property owner, should contact your insurance company to verify coverage for the proposed roofing work, including any claims, deductibles, and policy terms, before signing this contract. By signing this contract, you acknowledge that you have been advised to contact your insurance provider regarding coverage and reimbursement of the proposed work."

Town Of Ocean Ridge

Date:

This form may or may not apply to you:

Roof-to-Wall Connection Hurricane Mitigation Retrofit for Existing Site-Built Single Family Residential Structures

☐ The building has an insured value of \$300,000 or less. (Provide copy of homeowner's insurance), OR

☐ Is uninsured or I cannot provide insurance documentation, and the just value of the structure for purposes of ad valorem taxation is less than \$300,000. (Provide a copy of the County Property Appraiser's Assessment), OR

☐ The building was constructed in compliance with the provisions of the Florida Building Code (FBC) or with the provisions of the 1994 edition of the South Florida Building Code (1994 SFBC). (Provide a copy of the building permit) & (If built before 1994 provide a compliance letter from a Florida Registered Engineer or Architect), OR

☐ The roof-to-wall connections at gables ends or all corners cannot be completed for 15% of the cost of roof replacement.

(Provide an estimate of costs for retrofit by a General Contractor)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/29/2026

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 State Insurance Agency Inc. 1010 SW Martin Downs Blvd Palm City FL 34990	CONTACT NAME: Alex Hansen PHONE (A/C, No, Ext): (772) 426-9933 E-MAIL ADDRESS: certificates@stateinsuranceagent.com FAX (A/C, No): (772) 426-9943
INSURED E.W. Macdowell, Inc, DBA: E.W. Macdowell, Inc 2365 S Congress Ave Palm Springs FL 33406	INSURER(S) AFFORDING COVERAGE INSURER A: Trisura Speciality Insurance INSURER B: Progressive Express Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10193

COVERAGES**CERTIFICATE NUMBER:** CL2612925600**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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			NRG-DBG-GL11736	03/19/2025	03/19/2026	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			990134062	12/03/2025	12/03/2026	COMBINED SINGLE LIMIT (Ea accident) \$
			BODILY INJURY (Per person) \$ 100,000				
			BODILY INJURY (Per accident) \$ 300,000				
			PROPERTY DAMAGE (Per accident) \$ 50,000				
	UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						PIP-Basic \$ 10,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						EACH OCCURRENCE \$
							AGGREGATE \$
							PER STATUTE OTH-ER \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

For Verification Purposes

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

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RICH MOORE ROOFING LLC.

**101 Rosemont Court
Lake Worth, FL 33462
561-704-9223
license# ccc1329761**

**Town of Ocean Ridge
6450 North Ocean Blvd.
Ocean Ridge, FL 33435
3/9/2026**

Sloped roof on main city hall, front entry sitting area by road and rear utility building:

Remove and dispose of existing tile roofing system down to plywood decking.

Re-nail sheathing to meet current building code using 8D ring shanked nails.

Supply and install 6" self adhered joint tape over plywood joints.

Supply and install Polyglass Polyanchor HV underlayment mechanically fastened to decking using tin tags and 1 ¼ inch ring shank nails.

Supply and install Polyglass XFR fire retardant self adhering metal underlayment. Penetrations will receive an additional target of roofing material.

Supply and install Englert 1.5 inch Aluminum series 1300 snap lock standing seam metal roofing system. (standard color striated panels)

Supply and install plumbing boots and roof vent.

Supply and install new 7 inch aluminum gutters at existing gutter locations.

Flat deck:

Remove and dispose of existing flat deck roofing material.

Re-nail sheathing to meet current building code using 8D ring shanked nails.

RICH MOORE ROOFING LLC.
101 Rosemont Court
Lake Worth, FL 33462
561-704-9223
license# ccc1329761

Supply and install 6 inch self adhering joint tape over plywood joints.
Supply and install Certaineed Glass Base sheet mechanically fastened to wood decking.
Supply and install 26 gauge metal and 3x3 colored drip edge.
Supply and install one ply of Certaineed Flintlastic base 20 to be set in hot asphalt.
Supply and install Certaineed Flintlastic GMS SBS white modified rolled roofing material to be set in hot asphalt.
Supply and install new leads on drain locations.
Bid includes permit fees, engineering and taxes.
All roofing work will be under a ten year warranty.
Supply manufactures warranty from Englert and Polyglass.
Supply Certaineed 20 year NDL warranty.
Stucco repair at roofing work locations included in base bid.

Pricing for the roofing work proposed above will be \$354,564.00
10% deposit, 40% start, 40% metal delivery, 10% complete

THANK YOU,
RICH MOORE

x _____
Town of Ocean Ridge

Wood replacement:
Plywood replacement at \$2.35 per square foot
Fascia at \$5.65 per linear foot
2x4 replacement at \$3.35 per linear foot



Action Roofing Services
3009 NW 25th Ave CCC13336714

Estimate 20864816
Estimate Date 10/7/2025

Billing Address

Bill Armstrong
6450 North Ocean Boulevard
Boynton Beach, FL 33435 USA

Job Address

Bill Armstrong
6450 North Ocean Boulevard
Boynton Beach, FL 33435 USA

Description of work

1.5" Aluminum Standard Color Standing Seam Contract

1. Action to remove existing roof materials down to decking this includes removal of existing flashing, drip edge, pipe boots and vents from roof. This includes all clean up and disposal of existing roof materials from property. Action will remove gutters during installation if necessary and will not be reinstalled.
2. Action will replace up to 3 sheets of decking (4'x8') or 100 linear ft (T&G) of damaged sheathing at no charge. Each additional sheet adds \$95.00 Action will also supply and provide 10' LF of fascia board at no additional charge. Any additional fascia will be subject to an additional cost of \$12 LF. Fascia board will be unfinished and will not be painted by Action.
3. Action to install 1.5 inch Mechanically Fastened Metal Standing Seam roof. Panels to be 16" wide. .032-gauge aluminum. This product is Florida building code compliant and passes ASTM water and air infiltration tested. Along with Miami Dade building code approved.
4. Action to include a limited lifetime warranty on workmanship. Product to include 35-year Kynar 500 limited paint warranty. Warranty includes 1-time transferable option.
5. Action to install and include Polyglass XFR self-adhered -high temperature underlayment to meet class A fire rating & Miami-Dade County ASTM standard testing.
6. Action will include all necessary items to complete installation. This includes all flashing, drip edge, rake edge, hip and ridge accessories. All accessories to color match panel color. Action to include ventilation on applicable areas to ensure maximum air flow on roof system. Action will provide and install proper pipe boots and fastening.
7. Action includes all labor, tax, permits, liability insurance, full clean up and disposal during and after job completion.
8. Standard Color to be _____
9. Panel Type _____

For SCOPE OF WORK FOR 1-STORY REROOF

SECURE ALL PERMITS AND SCHEDULE INSPECTIONS AS NECESSARY FOR THE WORK LISTED BELOW

REMOVE THE EXISTING ROOF SYSTEM AND HAUL AWAY ALL DEBRIS

LOW SLOPE - TPO ROOF SYSTEM

ADHERE 1.5 INCH RIGID INSULATION (MINIMUM R8.5) TO CONCRETE SUBSTRATE USING OLYBOND 500

FULLY ADHERE 1- 1-LAYER OF .060MIL TPO (WHITE) TO THE INSULATION

INSTALL NEW 26-GAUGE GALVALUME EAVE METAL AROUND THE PERIMETER OF THE BUILDING WHERE APPLICABLE

FLASH ALL VENTS AND PENETRATIONS AS PER MANUFACTURER'S SPECIFICATIONS

CLEAN AND HAUL AWAY ALL DEBRIS

TAPERED INCLUDED WHERE CURRENTLY AT ON ROOF INCLUDED

DRAINAGE CALCULATIONS, ADDED DRAINAGE, ASBESTOS TESTING AND OR REMOVAL IS NOT INCLUDED IN THIS CURRENT SCOPE OF WORK BUT MAY BE REQUIRED BY THE MUNICIPALITY. PLEASE NOTE THE EXISTING AC EQUIPMENT SUPPORT STANDS AND ELECTRICAL SUPPLY MAY HAVE TO BE BROUGHT UP TO CURRENT BUILDING CODE DURING THIS REROOF AND THE COST IS NOT INCLUDED IN THE SCOPE OF WORK LISTED ABOVE NOR THE REMOVAL OF ANY DEAD EQUIPMENT WHICH IS HIGHLY RECOMMENDED

Not INCLUDED IS ANY PERMIT FEES, HVHZ MITIGATION, SLOPING OF DECK, ASBESTOS REMOVAL, DECKING REPAIRS, MECHANICAL OR ELECTRICAL SUPPORTS/STANDS OR ANY OTHER ITEMS NOT SPECIFIED IN THE SCOPE OF WORK LISTED ABOVE

THIS QUOTE IS ONLY VALID FOR 30 DAYS

10 - YEAR WARRANTY

Deposit 25%

Upon DELIVERY OF MATERIALS - 60%

Balance Due Upon Completion 15%

customers, Deposit to be taken prior to any work to begin of 25%.

Service #	Description	Quantity	Your Price	Total
Aluminum	• Action Aluminum Standing Seam System	150.00	\$1,050.00	\$157,500.00
Permit Fee	Flat Fee	1.00	\$500.00	\$500.00

FLAT	1. Action to remove existing roof material down to decking this includes removal of existing flashing, drip edge, pipe boots and vents from roof. 2. Action will Replace up to 3 sheets of decking or 100 lineal ft (T&G) of damaged sheathing at no charge. Each extra sheet adds \$95.00. Action will also supply and provide up to 10' linear ft of fascia board at no additional charge any additional fascia will be an additional cost of \$12 per linear ft. 3. Action to supply and install 3-ply roof system. Base sheet mechanically fasted to deck. Self-adhered mid layer sheet. Granulated self adhered cap sheet. Color to be (Chosen by customer) 4. Low slope system to include 10-year limited workmanship warranty. 5. Action to include all necessary accessories including flashing, drip edge, pipe boots or any needed items to complete low slope system to meet all necessary requirements. 6. Action contract to include labor, tax, permits, liability insurance. Action to include full job clean up and disposal of all materials from job site. 7. Action will remove any existing gutters and either set aside for homeowner reuse or dispose at no additional cost. Customer understands that gutters may be damaged during removal and does not hold Action Roofing responsible.	66.00	\$1,600.00	\$105,600.00
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Sub-Total	\$263,600.00
Tax	\$0.00
Total Due	<u>\$263,600.00</u>
Deposit/Downpayment	\$0.00

Thank you for choosing Action Roofing Services

Authorization To Perform Work: In signing below, you acknowledge that you have fully read the Terms and Conditions hereunder and authorize the above work totaling \$263,600.00 to be performed at 6450 North Ocean Boulevard, Boynton Beach, FL 33435 USA. Payment in the full amount of \$263,600.00 is due immediately upon completion of the work outlined above.

Waiver of 3 Day Right to Cancel: Customer agrees and acknowledges that under state and federal law, Customer has a right to cancel this Agreement upon written notice to Company within three (3) business days of the Effective Date hereof without penalty or obligation and receive a full refund of any payments made to Company uncompleted work. Customer hereby, knowingly and voluntarily WAIVES the right to cancel this Agreement and request Company to perform the Initial Scope of Work (or any portion thereof) immediately upon execution of this Agreement or as soon as reasonably possible by executing the Waiver set forth below. For purposes of this Agreement an "Emergency" shall include and not be limited to a Customer's decision to expressly waive the three-day cancellation policy due to Customer experiencing an active leak as a result of a malfunctioning or defective or damaged roof system (or any portion thereof) or any other matter deemed an "Emergency" by Customer.

Terms and Conditions

1. Definitions: Attached hereto as Exhibit "1" are certain defined terms applicable to this Agreement and such definitions are incorporated to each respective defined term throughout the entirety of this Agreement.

2. Authorization of Work: By signing this Agreement, Customer expressly authorizes the provision and/or performance of the parts, labor, materials, equipment, and services set forth in the Initial Scope of Work as well as any required Additional Services and/or expressly authorized Change Orders. Customer agrees to timely pay for all charges, fees, or invoices as set forth in the Initial Scope of Work as well as any Change Orders or Additional Services, together with all applicable taxes, permit fees or other fees associated with the Scope of Work. UNLESS EXPRESSLY SET FORTH HEREIN AND SUBJECT TO ANY APPLICABLE STATUTORY RIGHT OF CANCELLATION OR RECISSION, WARRANTY OR OTHER WRITTEN AGREEMENT BETWEEN THE PARTIES, CUSTOMER AGREES AND ACKNOWLEDGES THAT ALL SALES ARE FINAL AND NON-REFUNDABLE, EXCEPT AS PROVIDED UNDER APPLICABLE LAW OR THE TERMS OF THIS AGREEMENT. FURTHERMORE, ONCE WORK HAS COMMENCED, ANY CANCELLATION BY THE CUSTOMER, IF PERMITTED UNDER APPLICABLE LAW OR THE TERMS OF THIS AGREEMENT, WILL RESULT IN THE CUSTOMER BEING LIABLE FOR PAYMENT FOR ALL WORK COMPLETED TO DATE PLUS ANY ADDITIONAL COSTS INCURRED BY THE COMPANY AS A RESULT OF THE CANCELLATION. NOTHING CONTAINED HEREIN SHALL OBLIGATE COMPANY TO ACCEPT THIS PROPOSAL AND THIS PROPOSAL SHALL NOT BE BINDING UPON COMPANY UNLESS APPROVED BY A CORPORATE OFFICER OF COMPANY. IN THE EVENT COMPANY DECLINES TO ACCEPT THIS PROPOSAL FOR ANY REASON, IT SHALL BE WITHOUT PENALTY TO COMPANY, AND ANY DEPOSITS SHALL BE RETURNED TO CUSTOMER (minus any applicable restocking or permitting fees and/or reasonable costs already incurred by Company).

3. Engagement; Scope of Services: The terms and conditions governing all products or services delivered hereunder, including the Initial Scope of Work and any Additional Services, Expenses, or Change Orders associated therewith, are exclusively limited to those set forth herein. By accepting the performance or delivery of any Company products or services, Customer agrees to be bound by and accepts these Terms and Conditions unless otherwise expressly set forth in writing by Company. Upon Company's written acceptance of this Proposal, these Terms and Conditions shall constitute a binding contract between the Customer and the Company and referred hereto as "Terms and Conditions" or the Agreement. All fees, expenses, and scheduling set forth in this Agreement or in any Change Orders are

based upon the information provided by Customer and in the event this information is not current, is incomplete, inaccurate, violative of any law or Code requirements, or if conditions are discovered that were not readily observable by visual examination without destructive testing or examination, or if Customer orders Additional Services, the Initial Scope of Services will change, even while the Services are in progress. Customer hereby grants Company and/or Company's agent or representative a right to access the Property.

4. Pricing and Payments: Customer shall pay the Company according to the terms contained in this Agreement. In the event Customer is not paying an invoice in full prior to the commencement of work, Company in its sole discretion, may delay the commencement of any work until such time Customer is approved by Company's credit department. In the event Customer is not approved, Company reserves the right to terminate this Agreement without penalty and Customer will be refunded any deposit made prior thereto (minus any applicable Restocking or Permitting Fees and/or costs already incurred by Company). Any services, deliverables, costs, or materials not expressly set forth in the Initial Scope of Work shall be deemed Additional Services or Additional Expenses and shall be subject to additional payment and invoicing. At no time will the Company be responsible for any services, work, deliverables, or documents not particularly identified in a written contract signed by both Company and Customer. Additionally, Customer agrees as follows:

- a. Unless otherwise expressly set forth herein, all invoices must be paid in full prior to the commencement of any work or as otherwise set forth on these Terms and Conditions.
- b. All orders not paid in full in advance will be subject to the Company's Credit Department approval.
- c. The Company will retain title to all products and equipment installed until final payment is made by the Customer.
- d. The Company reserves the right to charge the Customer's credit card on file for any unpaid balance upon completion of the Scope of Work.
- e. Deposits may be required to be paid in advance.
- f. Unless otherwise set forth herein, all sales are final.
- g. Any and all checks returned for insufficient funds are subject to a \$35.00 fee per incident in addition to any damages permitted under Florida law. Customer agrees not to initiate a chargeback on any credit card payment concerning contractual disputes without first providing the Company with reasonable notice and an opportunity to address and rectify dispute.
- h. ANY AND ALL PROPOSALS MADE BY COMPANY MAY BE WITHDRAWN WITHOUT PENALTY IF NOT ACCEPTED BY CUSTOMER WITHIN 3 BUSINESS DAYS OF THE PROPOSAL DATE.

5. Additional Materials Provision: Notwithstanding anything to the contrary set forth herein, in the event that, upon commencement of the roofing services under this Agreement, the Company uncovers the roof and determines that additional materials are needed which were not identified in the Initial Scope of Work, the Company is hereby authorized to procure such required additional materials necessary to complete the roofing services in accordance with applicable building codes and roofing standards. The cost of such additional materials shall be charged to the Customer and shall be due and payable upon presentation of an invoice for the same. These additional materials and associated costs shall NOT be deemed a Change Order as defined in this Agreement, but as necessary adjustments to the Initial Scope of Work. The Customer expressly consents to bear the cost of such additional materials at the rates set forth herein, acknowledging that these adjustments are crucial for the completion of the services in accordance with all state and federal laws, rules, and regulations applicable to Roofing Contractors. For double or triple roofs, a charge of \$40.00 per 100 square feet will be assessed for removal of each extra roof layer in addition to any disposal costs. Roof systems that are mopped to the deck (no longer allowed) will be removed down to an acceptable work surface and a charge of \$20.00 per 100 square feet will be assessed in addition to any other applicable charges including disposal charges. When a hurricane is forecast with sufficient warning to do so, Company will do its best to remove loose roofing related materials from the jobsite and attempt to leave the roof in a watertight condition to the extent feasible. In such event, there will be a charge of \$25.00 per 100 square feet of sloped roofing area. With the tremendous wind force of hurricane, tornado, or named storm, there is no guarantee that the tile(s) will remain on the roof or that no water intrusion will occur and Company is not responsible for damages cause tile or debris that becomes airborne, water damages, tile replacement or underlayment repair.

6. Default and Collections: Full Balance is due upon completion of work. Customer agrees that interest shall begin to accrue on any unpaid balance as of the date of default of any terms of payment at the lesser of eighteen percent (18%) per annum, or the maximum rate allowed by law. In the event Customer's account must be referred to collections, in addition to any unpaid balance, and accrued interest, Customer agrees to pay all costs and fees, including reasonable attorney's fees incurred by reason of such default in payment, whether or not suit is filed. Company further reserves any and all rights afforded to it under applicable law to place a lien on the Property.

7. Remedies in the event of Customer Default: Customer will be in default if: (1) any payment called for under this Contract or change orders associated with Contract is not made promptly when due; (2) any obligation or duty required of the Customer is not promptly performed; (3) any conditions warranted by the Customer proves to be untrue; or (4) Customer fails to provide access to property. In the event of default by Customer, Company may do any or all of the following: (1) Suspend the work and remove its equipment from the premises; (2) Remove any equipment. In this regard, Customer agrees that Company may enter upon Customer's property for the purpose of repossessing such equipment without liability to Customer for trespass or any other reason; or (3) Terminate the Contract. These rights are in addition to any rights that Company has pursuant to statute or common-law.

8. Acceleration of Payment: In the event Customer denies access to the Company to perform to work or in any way delays Company's performance of its obligations for more than 3 calendar days, including but not limited to inspections or any payment obligations, the entire unpaid balance of this Contract shall become immediately due and owing. Customer must pay the entire contract balance in full before any further work, including inspections, repairs, or warranty work will commence. Customer denying access or delaying Company's performance of its obligations for more than 3 calendar days shall be a material breach of this Contract.

9. Third Party Financing: In the event Customer obtains third-party financing for all or any portion of the Scope of Work, Customer agrees that any and all charges, finance fees, or other incidental costs or fees incurred as a result of such third-party financing agreement are the sole and exclusive obligation of Customer and are separate and independent from the fees paid to Company pursuant to this Agreement. Company makes no representations or warranties whatsoever with respect to any to the terms and conditions of any third-party financing agreement, or as to whether Customer will qualify for such financing. This Contract is in no way contingent on Customer securing any financing. Customer is responsible to pay the entire balance of the Contract with or without the use of financing. In the event Customer obtains third-party financing of any kind, regardless of whether Company directly or indirectly assisted Customer in obtaining such financing, Customer hereby knowingly and voluntarily releases Company from and against any and all claims, damages, costs, or fees associated with such third party financing agreement and knowingly and voluntarily assumes the risks associated with such third-party financing including any and all risks, damages, or fees associated with any required credit check/report, including any potential impact on Customer's credit score.

10. Cancellation: To the exclusion of a written waiver of cancellation rights, Customer may cancel this Agreement within 3 days of signing without penalty by sending written notice to Company in compliance with Fla. Stat. §520.72. Any cancellation after this 3-day period (or after such waiver of cancellation rights) and prior to commencement of the work will result in Customer's forfeiture of any

deposits (the "Deposit Forfeiture"). Additionally, Customer agrees and acknowledges that Company reserves the right, in its sole and exclusive discretion to charge Customer a restocking fee equal to Twenty Percent (20%) of the costs and fees associated with any parts, equipment, or materials included in the Scope of Work that have been obtained by the Company (the "Restocking Fee"). Additionally, in the event cancellation occurs beyond the 3-day period (or after Customer's waiver of such cancellation period), Customer agrees to be charged a permit cancellation fee of \$350.00 (the "Permit Cancellation Fee") as reimbursement for costs associated with cancelling previously applied for permits.

11. Customer's Right to Cancel and Waiver in The Case of Emergency: Under state and federal law, Customer has a right to cancel this Agreement by providing written notice to Company sent certified mail return receipt requested within three (3) business days of the Effective Date hereof without penalty or obligation and receive a full refund of any payments made to Company for uncompleted work. In the event of an "Emergency," Customer may knowingly and voluntarily waive the right to cancel this Agreement and request Company to perform the Initial Scope of Work (or any portion thereof) immediately upon execution of this Agreement or as soon as reasonably practical by executing the Waiver set forth below. For purposes of this Agreement an "Emergency" shall include and not be limited to a Customer's decision to expressly waive the three-day cancellation policy due to Customer experiencing conditions at the Jobsite/Property that pose immediate risk to the safety, operational efficiency, or legal compliance of the work or any other matter deemed an "Emergency" by Customer.

12. Limitation on Cancellation: Customer agrees and acknowledges that the 3 day right to cancel is only applicable to services, work, parts, labor, materials, and equipment scheduled for performance or installation at a future date and does not apply to any invoicing, costs, or fees, associated with initial visits or diagnostics as requested by Customer, or the invoicing, costs, or fees applicable to Services actually rendered by Company at the express written consent (and waiver of such cancellation right) of Customer prior to such cancellation.

13. Performance or Condition of Existing Equipment: Company is not responsible for the performance, functionality, or compatibility of existing materials, decking, conditions, or defects (or any warranties associated therewith) that Customer has not contracted Company to repair or replace in their entirety. Any Warranty or Guarantees made by Company herein are only applicable to the provision of work, services, and materials, specifically contracted for under this Agreement and provided by Company. Under no circumstances will Company warrant, guarantee, be responsible or liable for any pre-existing conditions, workmanship, parts, labor, or materials, or any workmanship, parts, labor, or materials provided in whole or in part by any third party. If Customer rejects Company's recommendation to replace any existing conditions, parts, or materials, any limited warranty of Company on the repair of such conditions or materials shall be voided to the fullest extent permitted by law.

14. Company Limited Warranty: Subject to the limitations and exclusions set forth herein, Company shall provide Customer with a limited warranty against defects in the quality of workmanship as follows (the "Warranty Period"): For replacement of metal and tile roofs the limited warranty on workmanship defects shall be for the life of the materials; shingle roofs shall have a limited warranty on labor for a period of fifteen (15) years from the Effective Date hereof; flat roofing systems shall have a limited warranty on labor and workmanship for a period of ten (10) years from the Effective Date hereof. Notwithstanding the foregoing, Company shall not be liable during or following the Warranty Period for any: (a) damage attributable to ordinary wear and tear or misuse; (b) defects that are a natural characteristic of the materials used; (c) loss, injury or damages caused in any way by extreme weather conditions; (d) conditions resulting from any undisclosed pre-existing parts, materials, or deficiencies in the roofing system; (e) any water leak, blockage, damage, or other malfunction of pre-existing conditions, materials, or parts; (f) parts, labor, or materials installed or provided by any third party; and/or (g) air leaks arising from undisclosed structural deficiencies within existing conditions, materials, or parts. Company is not responsible for any loss, delay, or damages whether interior or exterior resulting from rains, acts of God, vandalism, or caused by third parties, including but not limited to damage to electronics, walls, ceilings, flooring, interior contents, or personal property. The Company is not responsible for any warranties provided by any third party. The Company makes no warranty to Customer regarding materials and/or equipment installed (other than a warranty of title), and the Company authorizes no third person or party to assume any warranty obligation or liability on Company's behalf. The only warranties applicable for the materials and/or equipment installed are those, if any, extended by the respective manufacturer. The Company disclaims all other warranties, express or implied, including without limitation any implied warranty of workmanlike construction, implied warranty of habitability, implied warranty of fitness for a particular purpose or use, and/or implied warranty of merchantability to the fullest extent permitted by law. Under no circumstances shall the Company be liable to Customer for loss of time, loss of use, inconvenience, or any other incidental or consequential damages that may arise from this Agreement. Unauthorized repairs or attempted repairs shall void this warranty in its entirety. By signing this Agreement, Customer agrees and acknowledges that Company makes no representation or warranty regarding the services performed pursuant to this Agreement (including the material and equipment installed) other than limited warranty to correct defective workmanship which is measured by passing any building department inspections. The limited warranty terminates at the expiration of the applicable Warranty Period unless voided under the terms of this section. Customer must notify Company in writing of any alleged defects within seven (7) days after completion of the Scope of Work. Notwithstanding the foregoing, Customer must notify Company within seventy-two hours of any leak detected and Customer acknowledges it is his/her/its responsibility to take reasonable and immediate action to avoid further damage. Customer must allow Company a reasonable opportunity to correct any defective work causing such leaks. Company assumes no liability for damage caused by high-speed winds, hurricanes, tornados, fire or other hazards. Company's limited warranty and the liability associated therewith extends only to those areas to which the Company performed repairs or replacements as set forth in this Agreement and to no other areas. Upon Company's receipt of notice regarding any alleged leak caused by defective work, Company will send a representative to inspect and investigate the reported leak. More than one inspection may be required to isolate the cause, and it is the responsibility of the Customer to provide acceptable times and dates for such inspections. Customer agrees and acknowledges that a service charge of \$45.00 per man hour will be assessed for all service calls that find leaks that are not directly related to the work done by Company. If this charge is not paid within thirty (30) days of Customer's receipt of invoice, the limited warranty provided hereunder shall be null and void. Furthermore, the limited warranty provided hereunder does not cover leaks and damages caused by structural failures, vandalism, rodents, vermin, insects, gutters, rising nails, or any other penetrations of membrane.

15. Mold: The Company shall not be responsible for any claims, damages, actions, costs, or liabilities, whether direct or indirect, that may be caused by, resulting from, or relating to, mold. The discovery and/or removal of any mold or hazardous materials is excluded from the Initial Scope of Work, and the Company reserves the right to stop work until such mold or hazardous material are removed. NOTWITHSTANDING THE VISIBLE EXISTENCE OF MOLD GROWTH WHICH MAY BE ACKNOWLEDGED BY A COMPANY TECHNICIAN, NEITHER COMPANY NOR ANY COMPANY REPRESENTATIVE ARE AUTHORIZED TO DIAGNOSE ANY SUCH GROWTH AS "MOLD." ANY SUCH DIAGNOSIS REQUIRES A CERTIFIED MOLD TEST. IN CASES WHERE VISIBLE GROWTH MAY BE SEEN OR ACKNOWLEDGED, CUSTOMER AGREES THAT ANY ACKNOWLEDGEMENT BY COMPANY IS EXCLUSIVELY LIMITED TO INDICATING THE PRESENCE OF SUCH GROWTH. UNDER NO CIRCUMSTANCES SHALL SUCH ACKNOWLEDGEMENT BE CONSTRUED AS CONFIRMATION BY COMPANY OF THE PRESENCE OF ACTUAL MOLD OR THE ASSUMPTION OF LIABILITY ASSOCIATED THEREWITH.

16. Nuisance, Debris, Fumes and Emissions: Customer understands and acknowledges that odors, fumes, vapors, and emissions from roofing products will be released as part of the services to be performed by Company. Customer shall be responsible for interior air quality, including but not limited to controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors, and other openings to prevent fumes and odors from entering the building. Customer shall indemnify and hold Company harmless from and against claims relating to odors, fumes, vapors, and emissions that are emitted during the normal roofing process. During the application of the roofing system, vibration from the roof may be transmitted throughout the Property. Customer is solely and exclusively responsible for all objects hung from the exterior or interior walls, the ceiling, and sots. It is not uncommon for these items to fall during installation and Company shall not be held responsible for any damage or injury as a result thereof. Moreover, roofing can cause dust, debris, and small particles from the roof installation to enter the Property, including the interior and attic. Customer will use extreme caution when opening the attic access after repairs or installation as small particles may filter down.

17. Access: Company and material distributor(s) shall require driveway access with heavy materials and equipment. Company shall not be liable or responsible for any subsequent damage to Customer's driveway or curbs. Customer and his/her/its invitees/licensees shall not walk under work area while roof work is in progress. The construction site is a danger to person(s) on the ground from falling debris and materials located on site.

18. Ponding Water: Ponding water is defined as a roof surface that is incompletely drained. Positive drainage is a drainage condition with additional roof slope provided to ensure drainage of a roof area within 72 hours after rainfall. Customer understands that a ponding water condition is not indicative of a defective roof system, and that positive drainage is a design goal but not always achievable. Company will not be held responsible for a ponding water condition that results from a roof structure that is not designed to achieve positive drainage as defined by the National Roofing Contractors Association (NRCA).

19. Asbestos and Toxic Material: Company is not responsible for expenses, claims, or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic material.

20. Electrical Conduit and Other Apparatus: Company's price is based on there not being electrical conduit or other material embedded within the roof assembly unless expressly identified on the face of the proposal. Customer will indemnify Company from any personal injury, damage, claim, loss or expense resulting from the presence of an undisclosed electrical conduit. Customer shall compensate Company for additional time, labor and expense resulting from the presence of such condition. Company roofers are not licensed electricians and will not be responsible for wiring electrical accessories attached to the roofing system. In the event Company removes a satellite dish/solar panels/other electrical conduits from said roof in order to complete work, the Customer shall be solely responsible for hiring a qualified technician to reinstall/align such equipment at his/her/its sole cost and expense. Gutters, screens, awnings, solar panels, water heaters, decorations, weather vanes, etc., are sometimes installed on the roof or just below the edge of the roof. They should be removed by the Customer when possible to avoid any damages. These items may be attached to rotted wood or be restricting the ability to install the new roof properly. If so, they are to be disconnected by the Customer at the Customer's sole cost and expense. Company will remove and haul away all gutters attached to rotted wood or attached through eave drip metal if not removed by Customer beforehand. Company will coordinate screen disconnection/reconnection and/or super-gutter installation although Customer is responsible for all costs and expenses associated therewith. On tile roofs, closures will be installed under the eave row of tile where the access is restricted by gutters, screening, awnings, or anything else. These closures will not match the tile color exactly.

21. Pools, Hot Tubs, Ponds, Fountain: During some phases of the re-roofing Company will place a tarp over these items which are in close proximity to the roof. Under certain conditions some debris may still get into the water. Company will remove the larger pieces of debris but due to the corrosive nature of chlorine, a vacuum should be used as soon as possible to remove smaller particles and avoid staining. Company cannot and will not be held responsible for any stains that may occur if not vacuumed by Customer immediately nor for any pre-existing damages such as stains, cracks, disadhering masonry or "Diamond Brite" etc.

22. Wall Flashing ("L" Flashing): Flashing that is readily accessible will be replaced with new galvanized unless otherwise specified. Wall flashing that is installed behind stucco, siding, stones, brick, etc., will not be replaced unless rusted out. Galvanized "L" Flashing and galvanized reglet flashing installed as described herein will be replaced at a rate of \$14.00 linear foot. Copper "L" Flashing will be replaced at a rate of \$20.00 per linear foot. Customer is solely and exclusively responsible for the repair and replacement of all stucco, siding, stone or brick, including painting, prior to the Company's installation of tile or shingles, unless otherwise specifically contracted for by Company in writing.

23. General Disclaimer: Customer agrees and acknowledges that Company is not responsible for painting, patchwork or repair work that may be required following equipment removal, modification or installation unless expressly agreed upon by Company. Proper installation and/or repair of the roofing system may require replacement of existing flashing. During such replacements, siding adjacent to this flashing which has deteriorated may crack, break, or tear. Company will make every reasonable effort to avoid damage but will not be responsible for any consequential damage to siding. Company is considerate of Customer's landscaping but due to the nature of roofing system installation and repair, Customer acknowledges that some damage may occur and Company will not be held responsible for any such damage absent gross negligence.

24. Risk of Loss: Customer shall be responsible and bear the risk of loss to any material or equipment once delivered to the Project.

25. Customer Representations and Warranties: As a material inducement to Company accepting this Proposal, Customer represents and warrants that he/she/it is (A) the title holder of the Property with legal authority to engage Company to perform the Services hereunder; or (B) has received all necessary authorizations and approvals from the title holder of the Property and/or any other required authorizations or approvals necessary to execute this Agreement and engage Company to perform the Services contemplated herein. Customer shall indemnify and hold Company harmless from and against all claims, losses, liabilities, and/or damages associated with Customer's breach of its representations and warranties contained herein (including costs and reasonable attorney's fees associated therewith) and shall assume sole and exclusive liability to the Title holder.

26. Indemnification: To the fullest extent permitted under Florida law, Customer agrees to indemnify and hold Company harmless to the extent that Company suffers any damages to any person or entity, including damages or additional work required by a municipality or building department, to the extent caused by the acts or omissions of Customer and/or its contractors, design professionals, employees or agents.

27. Right to Communication and Publicity: You have provided express written consent to receive autodialed and prerecorded calls, voicemails, emails, texts, and SMS/MMS with marketing communications from Company and its affiliates regarding services at the number listed on the invoice, even if the number is on a corporate, state, or national Do Not Call list. This consent may be withdrawn by the Customer at any time by providing written notice to the Company. Consent is not a condition to purchase services or products. Customer agrees and acknowledges that it has been informed by Company that all calls between Customer and Company are recorded and Customer knowingly and voluntarily consents to the recording of all calls with or without a prerecorded warning. In consideration for Company entering into this Agreement, Customer hereby authorizes Company to market, publish, exploit, advertise, disseminate, and broadcast Customer's name and likeness as well as any photographs taken at the Jobsite in connection with the Company's

products and services in any medium now known or hereinafter developed, provided that such use does not infringe upon the Customer's privacy rights or disclose any confidential information. The license granted under this section is royalty free, for perpetuity and survives termination regardless of the reason for termination.

28. Substitutions and Third-Party Exposure: Should the Company be unable to obtain material(s) specified in the Agreement or any Change Order, the Company shall have the right, after consultation with and approval from the Customer, to substitute comparable materials and such substitution shall not affect the Agreement Price without the express written agreement of the Customer. Nothing contained herein shall create a contractual relationship with, or a cause of action in favor of any third party. The Company shall not be liable for any claims, damages, or losses suffered by any third party, unless such claims, damages, or losses are proximately caused by Company's gross negligence or willful misconduct.

29. Entire Agreement and Binding Effect: This Proposal shall only become binding upon written acceptance by Company and Customer. Upon such mutual written acceptance on the terms provided hereunder, the Proposal shall become a binding Agreement. Upon acceptance, this Agreement, including the recitals, constitutes the entire agreement and understanding of the Parties and supersedes all prior negotiations and/or agreements, proposed or otherwise, written or oral, concerning the subject matter hereof. Upon Company's acceptance of this Proposal, the Parties intend this document to become legally binding upon and shall inure to the benefit of each of them and their respective heirs, successors, and assigns. Each Party acknowledges that in entering into this Agreement, he/she/it has not relied on any promise, representation, or warranty not expressly contained in this Agreement. NO COMPANY REPRESENTATIVE OR TECHNICIAN HAS ANY AUTHORITY TO MAKE ANY REPRESENTATIONS, WARRANTIES, PROMISES, AGREEMENTS OR GUARANTEES OTHER THAN BY AN INSTRUMENT IN WRITING EXECUTED BY THE DULY AUTHORIZED OFFICER OF COMPANY AND CUSTOMER. ALL MODIFICATIONS TO THIS AGREEMENT MUST BE MADE IN WRITING AND SIGNED BY THE PARTY TO BE CHARGED.

30. Governing Law and Choice of Forum: This Agreement, and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed and construed in accordance with the laws of the state of Florida. The sole and exclusive venue and jurisdiction for any action brought to enforce or interpret this Agreement and/or the provision of services arising hereunder shall be the federal and state courts located in Broward County, Florida and Customer irrevocably consents to such jurisdiction and venue.

31. Mandatory Arbitration Provision: Notwithstanding any other provision in this Agreement, and to the fullest extent permitted by law, any dispute, claim, or controversy arising out of or relating to this Agreement, or the breach, termination, enforcement, interpretation, or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by binding arbitration in Broward County, Florida, before one arbitrator. The arbitration shall be administered by the American Arbitration Association (AAA) pursuant to its Commercial Arbitration Rules. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The Company and Customer agree that any arbitration shall be conducted on an individual basis and not in a class, consolidated or representative action. If any part of this arbitration provision is deemed to be invalid, unenforceable, or illegal, or otherwise conflicts with the AAA's Commercial Arbitration Rules, then the remainder of this arbitration provision shall remain in effect and shall be construed in accordance with its terms as if the invalid, unenforceable, illegal or conflicting part was not contained herein.

32. Notice and Opportunity to Cure. ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES. As an absolute condition precedent to making a warranty claim, terminating this agreement, or filing any civil or administrative action or proceeding, whatsoever, Customer must first notify Company by certified mail, of each and every particular complaint, dispute or dissatisfaction, and shall provide Company with a reasonable opportunity to cure.

33. Attorney's Fees: The prevailing party in any action (including arbitration) initiated to enforce or interpret the terms of this Agreement shall be entitled to an award of its costs and attorney's fees incurred in such action from the non-prevailing party.

34. Miscellaneous: This Agreement represents the entire agreement between the parties. All prior agreements, negotiations, promises, or representations are merged into this Agreement. This Agreement may be altered or modified only by a writing executed by Customer and Company. The headings in this Agreement are for reference only and shall not be considered in interpreting this Agreement.

35. Severability: It is understood and agreed by the parties to this contract that if any of the provisions of the contract shall contravene, or be invalid under, the laws of the State of Florida, the contravention or invalidity shall not invalidate the entire contract, but it shall be construed as if not containing the particular provision or provisions held to be invalid, and the rights and obligations of the parties shall be construed and enforced accordingly.

36. FINAL ACKNOWLEDGEMENT OF CUSTOMER: Prior to signing this Agreement and authorizing the work to be performed hereunder, Customer agrees and acknowledges he/she/it has: Been provided a full and complete copy of this Agreement in legible font, had a reasonable opportunity to read, review, and ask questions on each and every term contained herein prior to signing whether electronically or otherwise; Has fully read and reviewed each and every term of this Agreement prior to signing and agrees to be bound by its terms; Customer has been given various options regarding the services to be performed and is knowingly and voluntarily engaging Company to perform such services hereunder and that such services/options elected by Customer are chosen because Customer, in Customer's sole discretion believes such options/services are in Customer's best interest although other options or services may be cheaper. Prior to selecting any option or upgrade hereunder, Customer has done due diligence independent from any representation of Company and is not relying upon any representation by Company and or its technician (whether written or oral) unless expressly set forth in this Agreement.

FLORIDA HOMEOWNERS' CONSTRUCTION
RECOVERY FUND

PAYMENT, UP TO A LIMITED AMOUNT, MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS:

Construction Industry Licensing Board
2601 Blair Stone Road
Tallahassee, Florida 32399
(850) 921-6593

Defined Terms

a. "Additional Expenses" are actual expenditures made by Company at the request of Customer in connection with any Additional Services (as defined herein). All such costs and charges if not included in the initial Scope of Work shall be invoiced to Customer and

due upon receipt. Company reserves the right to require payment for Additional Expenses in advance. Additional Expenses include but are not limited to usual, reasonable, and ordinary processing and administrative costs and filing fees for permits and any fees charged by local, municipal, state, or federal agencies or as required by applicable rule, law, code, or ordinance.

b. "Additional Services" are any services, change orders, deliverables, parts, labor, equipment, materials, or other undertakings expressly authorized, required and/or requested by Customer in writing that are beyond the Initial Scope of Work as defined in this Agreement. All such Additional Services shall be invoiced to Customer and payment is due upon receipt. Company reserves the right to require payment in advance, whether in whole or in part prior to the commencement of any Additional Services. Such Additional Services include but are not limited to: (i) any revision, expansion, or increase requested or required to the Initial Scope of Work or as otherwise required by the enactment or revision of any state, federal, local, municipal law, ordinance, regulation, governing or authoritative body or Building Code and/or proximately caused by third-party actions or omissions (including but not limited to actions or omissions by the homeowner, the Customer, any contractor, or any other third-party); (ii) Any revisions, changes, or increases to the initial Scope of Work that are caused by circumstances beyond the reasonable control of the Company, such as acts of God, adverse weather conditions, or condemnation; (iii) Any increase to the initial Scope of Work due to additional materials required that were not identified in the Company's initial estimate or caused by unforeseen circumstances; (iv) Providing any other services that are not expressly set forth in the Initial Scope of Work but are necessary for the completion of the project in line with the customer's requirements and industry standards.

c. "Agreement" means this Services Agreement between the Parties, as amended by the Parties from time to time in writing.

d. "Change Order" means a written order signed by the Customer and Company, issued after the execution of this Agreement and/or the commencement of the Initial Scope of Work, authorizing and/or requesting any change, adjustment or increase to the Initial Scope of Work or any Deliverables thereunder. Wood Replacement is excluded from the Change Order requirement and is billed at the predetermined rates set forth in this Agreement. Any Change Order will become an integral part of this Agreement and subject to the same terms and conditions. Company may require payment for said extra work in advance. For the avoidance of doubt, Customer agrees and acknowledges that, in the event additional materials are required due to unforeseen conditions discovered after the commencement of the work, Customer agrees to be charged for such additional materials without the need of a Written Change Order and such additional materials and the predetermined pricing for such additional materials shall be included as part of the Initial Scope of Work.

e. "Customer" means the customer together with all interested parties and title holders to the Property.

f. "Company" means Action Roofing., or any Action Roofing branded entity, affiliated company, subsidiary, or independent contractor working on behalf of Action Roofing, including all Company employees, contractors, sub-contractors, members, managers, officers, agents, or assigns

g. "Initial Scope of Work" means exclusively the Initial Scope of Work and all services, materials, costs, and Deliverables set forth in this Agreement including Wood Replacement billed at predetermined rates. Any services, materials, costs, or deliverables not expressly set forth in this Agreement are not included in the "Initial Scope of Work" and are subject to an additional fee.

h. "Property" means and is limited to the real property upon which the services and Scope of Work are to be performed as set forth on page 1 of this Agreement i.e. the "Jobsite."

i. "Work Schedule" means that the Work shall be completed within a reasonable time. Performance of this Agreement is subject to labor strikes, fires, acts of war or terrorism, acts of God, adverse weather conditions not reasonably anticipated, delays in transportation or permitting, the Company's ability to obtain materials, and/or causes beyond the Company's control. Thus, all completion dates are to be considered estimates.

Insurance Allowance Agreement I/WE Agree to retain Company to repair and/or replace the roof on the Property contingent solely upon Company obtaining my insurance company's approval and payment to have said work done. It is understood and agreed that Company and/or its public adjuster is empowered to contact my insurance carrier and meet with their representatives in order to negotiate the payment as to the amount of damage to the above Property and to discuss the repair and/or replacement work to be done at the Property. Upon my insurance company's and Action Roofing's agreement as to the dollar amount for work, including Action Roofing's overhead and profit, Action Roofing may begin work on the Property. Customer agrees to provide all necessary documentation for the insurance claim (and all necessary information to facilitate timely payment from the insurance carrier. Action Roofing reserves the right to file for supplemental claim with insurance carrier due to material or labor increase or if insurance measurements are proven to be incorrect. Customer's out of pocket expense will not exceed Customer's insurance policy deductible. Customer must approve all changes in writing for additional work not included in this claim. Customer understands that He/She/It will be responsible for the deductible and/or the difference between the claim amount paid by Insurance and this Agreement.

Notice to Owner/Lien Law ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTION 713.001-213.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROEPRTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIAL, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE TO YOU A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER." FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMNEDED THAT YOU CONSULT AN ATTORNEY.

Exclusions: Cranes, lifts, engineers, code upgrades, overflow scuppers, painting, stucco, duct removal/replacement, and any items not specifically included in original scope of work.

CUSTOMER AGREES AND ACKNOWLEDGES THAT ADDITIONAL CHARGES FOR LABOR AND MATERIALS MAY BE REQUIRED AS A RESULT OF ROOF CONDITIONS DISCOVERED DURING THE TEAR DOWN PROCESS WHICH ARE NECESSARY TO COMPLETE THE ROOF REPAIR/REPLACMENT IN ACCORDANCE WITH THE SCOPE OF WORK. CUSTOMER FURTHER AGREES AND ACKNOWLEDGES THAT HE/SHE/IT SHALL BE CHARGED THE PREDETERMINED RATES FOR WOOD REPLACEMENT AS NEEDED TO COMPLETE THE REPAIR AND THAT SUCH WOOD REPLACEMENT CHARGES ARE NOT SUBJECT TO ANY WRITTEN CHANGE ORDER REQUIREMENT AND ARE

CONSIDERED PART OF THE INITIAL SCOPE OF WORK AND INITIAL CONTRACT PRICE.

Wood Replacement shall be billed at the following predetermined rates:

Tongue & Groove: \$9.00 per LN Ft.; Plywood Sheets: \$95.00 per sheet; Fascia: \$12 per LN FT

THIS PROPOSAL IS NOT BINDING UPON ACTION ROOFING SERVICES, INC UNLESS AND UNTIL THIS DOCUMENT IS APPROVED IN WRITING BY A CORPORATE OFFICER OF ACTION ROOFING SERVICES, INC AUTHORIZED TO GIVE SUCH APPROVAL. ACTION ROOFING SERVICES, INC MAY WITHHOLD ITS APPROVAL TO THIS PROPOSAL FOR ANY REASON. IN THE EVENT ACTION ROOFING DECLINES TO ACCEPT THIS PROPOSAL, CUSTOMER WILL BE REFUNDED ANY DEPOSITS MADE IN FURTHERANCE OF THE PROPOSED WORK CONTEMPLATED HEREIN.

Warranty Breakdown:

Action Roofing Labor Warranty: Action Roofing provides coverage for roof installations for a specified period based on the product used. For the first 10 years following installation, Action Roofing will address any labor or material-related issues at no cost to the customer. Warranty claims must be reported within a reasonable time after the issue is discovered. Upon receiving a claim, Action Roofing will dispatch an in-field supervisor to assess the problem and determine if it stems from improper installation. If deemed a workmanship issue, Action Roofing will perform necessary repairs free of charge.

After the initial 10-year period, Action Roofing reserves the right to charge a fixed trip fee of \$150 per visit. Labor for repairs or replacements will be billed at \$180 per hour. Materials required for repairs will continue to be provided at no cost. Damage resulting from Acts of God must be addressed through the customer's insurance provider, and Action Roofing may perform the repair work if the customer elects to proceed.

☐ Limited Labor Warranty Statement

Warranty Coverage: Action Roofing warrants that the Roof will be free from defects in materials and workmanship under normal use for a period of from the date of original purchase.

What's Covered:

Manufacturing defects

Faulty materials or workmanship

Malfunctions under normal usage conditions

What's Not Covered:

Damage due to misuse, abuse, or neglect

Unauthorized modifications or repairs

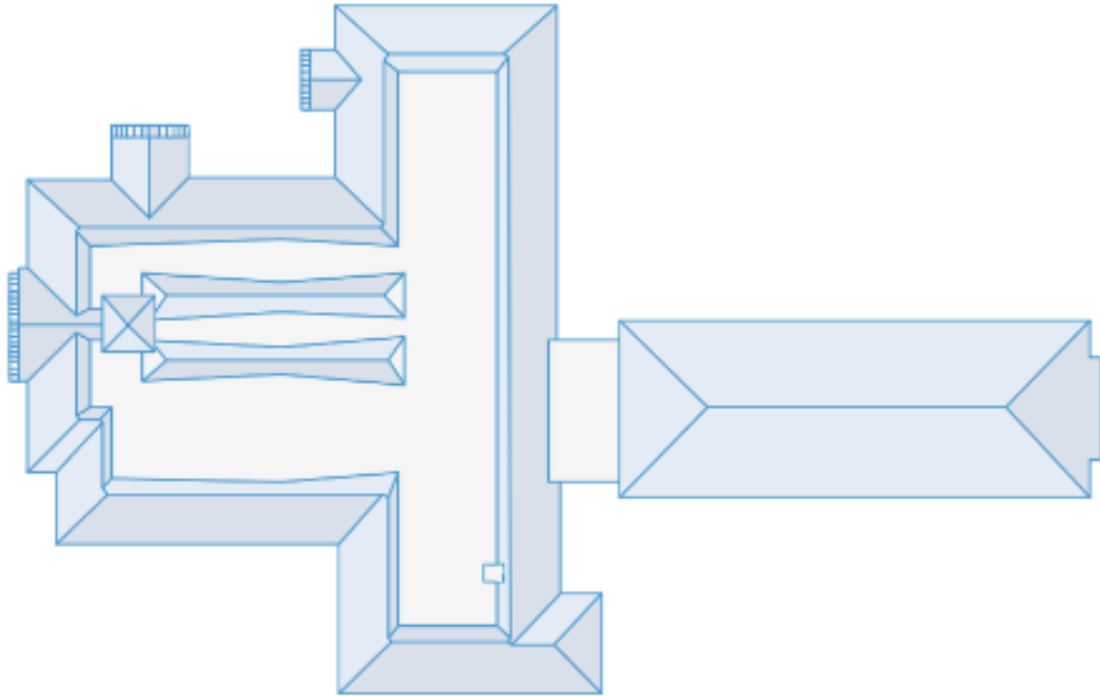
Normal wear and tear

Accidental damage or acts of nature

Claim Process: To make a warranty claim, please contact [954-776-0590] with proof of purchase and a description of the issue. Claims must be submitted within the warranty period.

Remedies: At our discretion, we will either repair, replace, or refund the defective product. Replacement items may be new or refurbished.

Limitations: This warranty can be transferred 1 time and applies only to the original purchaser and subsequently 1 transfer. [Action Roofing] is not liable for incidental or consequential damages arising from the use or inability to use the product.



OCT 22, 2025

MICHELLE BERGER

6450 North Ocean Boulevard
Boynton Beach, FL
33435

info@roofsbyrhino.com
7724461139

INTRODUCTION

Hi Michelle,

We appreciate the opportunity to assist you with your roofing project.

We are excited to present options to enhance your home. At Rhino Roofs & General Construction corp. We strive to deliver the best customer experience while providing the highest quality, with the most efficient time frames.

Please review this entire proposal and feel free to reach Luis with any questions that may arise.

In this proposal we offer three roofing system options: Silver, Gold, and Platinum. Each option provides different levels of protection, helping you choose the best fit for your needs.

Below I will explain our roofing process in a nutshell if you decide you want our team to assist you:

Step 1: Gather all necessary documents needed to start permitting process (every municipality is different)

Step 2: Get a start date scheduled once permits are received from the city

Step 3: Start Demolition of the roof

- Removal and disposal of old materials Click [here](#) to prepare you what to expect.
- We protect the worksite in the areas we will be working on
- Our lightweight trailer dumpster will be occupying a designated area to remove roof debris efficiently
- All plywood and fascia will be inspected and replaced as necessary
- Our Rhino Tough roofing waterproofing membrane will be installed to keep your home sealed.
- The roof is inspected by the city for the 1st inspection

Step 4: New roof materials are to be delivered

Step 5: Installation of new roof covering is started and your new Rhino Roof is installed

If you have any questions, please give us a call at our office number (772)446-1139 or 7724461139 we are available via text and email as well. We always want to provide the **Best Value, Service & Product** to our clients.

Don't forget to ask about our world class 10 year financing option Click [here](#) to apply

Kind regards,
Luis Quinones
info@roofsbyrhino.com
7724461139

Rhino Lic CCC1331472
Rhino Lic CRC1332648

RHINO TOUGH. STRAIGHTFORWARD PRICING.

1.5" MECHANICAL

Rhino Tough Workmanship Warranty 15yr	✓
Fabricated On-Site; US Steel Metal	✓
Weather Protection: Max design pressure +/-198.5 psf	✓
uplift pressure calculation with unmatched water- tight sealing.	
Lifespan: 37-42 years	✓
Rated Class 4 Impact rating	✓
Rated Class 4 Impact Hail rating	✓

1.5" SNAPLOCK WITH CLIP

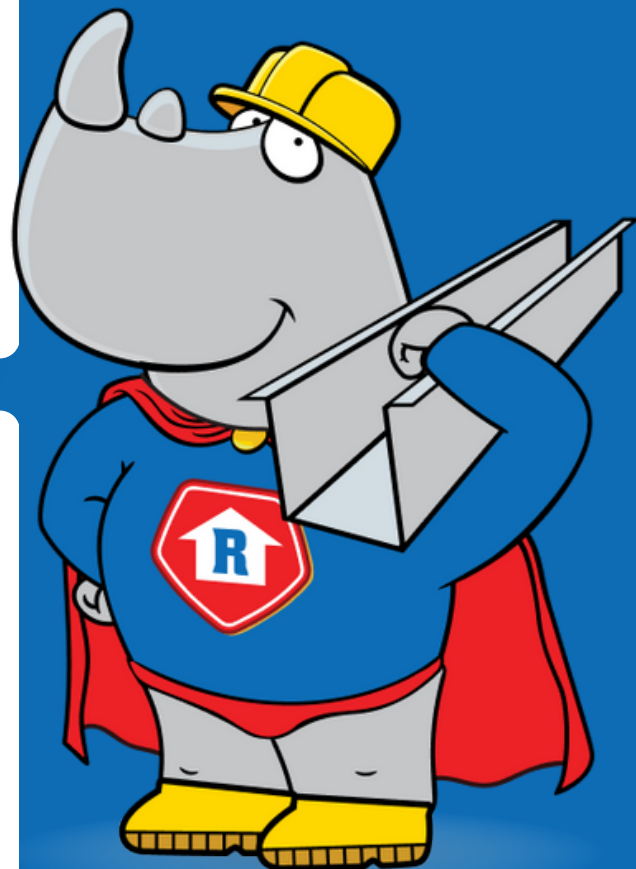
Rhino Tough Workmanship Warranty 15yr	✓
Fabricated On-Site; US Steel Metal	✓
Weather Protection: Max Design pressure +/-176 Uplift	✓
pressure Calculation Wind-resistance	
Lifespan: 37-42 years	✓
Installation: 20-gauge clips; hidden clips securely hold	✓
panels in place for a sleek installation.	
Rated Class 4 Impact Hail ating	✓

1" SNAPLOCK NAIL STRIP PANEL

Rhino Tough Workmanship Warranty 15yr	✓
Fabricated on-site & with our RhinoTough Metal	✓
Fabricators; High Quality US Steel Metal	
Weather Protection: Max. Design Pressure allowable	✓
+/- 116 Uplift pressure Calculation Wind resistance	
Lifespan: 27-32 years	✓
Rated Class 4 Impact Hail rating	✓
High Temperature premium Peel & Stick Underlayment	✓

Our Pricing
Structure is
Tailored to Deliver

**Outstanding
Quality and
Maximize
Your Investment.**



.032 1.5" SNAPLOCK W/ CLIP

Description

1.5" Snaplock w/ Clip Metal Panel

Install .032 Aluminum 1.5" Snaplock Standing Seam Metal Roofing Panel:

- Kynar color:
- No saltwater setback
- Custom made, cut to length, seamless panels
- Striated to prevent oil canning effect
- 20Ga Stainless Steel Clip

Secondary Water Barrier: Roofnado Anchor Deck is a self-adhered, high temperature underlayment that provides unmatched protection from storms, hail, and wind-driven rain.

Scope of Work:

- 1) Replace current roofing system with .032 aluminum 1.5" Standing Seam Snaplock metal panels.
- 2) Tear-off and dispose of one layer of roof shingles. Removal of additional layers of shingles or concrete tile is an additional \$45 per 100 sq. ft.
- 3) Permits are included in this proposal up to \$500.
- 4) Install premium peel and stick underlayment.
- 5) 15 sheets of plywood are included; additional sheets are \$100 each.
- 6) Re-nail plywood decking up to current Florida Building Code.
- 7) 40 Linear ft. of fascia replacement is included; additional wood required will be billed at according to our current Lumber Schedule price list. This cost includes materials, delivery, dump fees, and labor. **Please note that the painting of replaced fascia is not included.
- 8) Replacement of all boots and gooseneck vents are included.
*Can be painted to match upon request.
- 9) Rhino Tough custom fabricated metal components to fit your individual roof:
 - .032ga 3x3 Bullnose dripege to be installed.
 - Install "V" Valley custom fabricated valley metal.
 - Rhino Tough custom flashings.
- 10) 15 Year Rhino Limited Workmanship Warranty
- 11) Manufacturers Limited Lifetime Warranty

Tpo Recovery: * if permissble*

Install cover board (DensDeck Prime or approved equivalent) mechanically fastened over existing modified bitumen roof, or install 60-mil Mule-Hide fleece-back TPO directly over modified bitumen if substrate condition permits.

- * Fully adhere TPO membrane per Mule-Hide manufacturer specifications.
- * Flash all penetrations, curbs, and terminations with compatible Mule-Hide accessories.
- * Heat-weld all seams to ensure watertight integrity.
- * Conduct final inspection to confirm proper adhesion, drainage, and seal integrity.

Estimate subtotal	\$310,241.80
Total	\$310,241.80

The following items will not be worked on unless specified in the contract: Detached structures, plumbing attached to the roof, solar panels, flat roofs, stucco, soffits, and painting. Any satellite dish attached to the roof will be detached during the job and will need to be re-installed by the cable company.

Gutter notification: Any existing gutters are to be disposed of and NOT reinstalled. We also do not include any work needed with HVAC or Mechanical.

Payment schedule is proposed as follows:

1. 1/3 payment upon signing contract.
2. 1/3 payment upon passing first inspection.
3. 1/3 payment upon passing final inspection.

.032 1.5" MECHANICAL STANDING SEAM

Description

.032 1.5" Mechanical Standing seam (Sumo)

Install .032 Aluminum 1.5" Mechanical Seam Metal Roofing Panel:

- Kynar color of choice INCLUDED
- No saltwater setback
- Custom made, cut to length, seamless panels
- Striated to prevent oil canning effect
- Stainless Steel Clips 2 screws per Clip

Secondary Water Barrier: Roofnado Anchor Deck is a self-adhered, high temperature underlayment that provides unmatched protection from storms, hail, and wind-driven rain.

Scope of Work:

- 1) Replace current roofing system with .032 aluminum 1.5" Mechanical Seam Snaplock metal panels.
- 2) Tear-off and dispose of one layer of roof shingles. Removal of additional layers of shingles or concrete tile is an additional \$45 per 100 sq. ft.
- 3) Permits are included in this proposal up to \$500.
- 4) Install premium peel and stick underlayment.
- 5) 15 sheets of plywood are included; additional sheets are \$100 each.
- 6) Re-nail plywood decking up to current Florida Building Code.
- 7) 40 Linear ft. of fascia replacement is included; additional wood required will be billed at according to our current Lumber Schedule price list. This cost includes materials, delivery, dump fees, and labor. **Please note that the painting of replaced fascia is not included.
- 8) Replacement of all boots and gooseneck vents are included.
*Can be painted to match upon request.
- 9) Rhino Tough custom fabricated metal components to fit your individual roof:
 - .032 3x3 Bullnose drippedge to be installed.
 - Install "V" Valley custom fabricated valley metal.
 - Rhino Tough custom flashings.
- 10) 15 Year Rhino Limited Workmanship Warranty
- 11) Manufacturers Limited Lifetime Warranty

Tpo Recovery: * if permissble*

Install cover board (DensDeck Prime or approved equivalent) mechanically fastened over existing modified bitumen roof, or install 60-mil Mule-Hide fleece-back TPO directly over modified bitumen if substrate condition permits.

- * Fully adhere TPO membrane per Mule-Hide manufacturer specifications.
- * Flash all penetrations, curbs, and terminations with compatible Mule-Hide accessories.
- * Heat-weld all seams to ensure watertight integrity.
- * Conduct final inspection to confirm proper adhesion, drainage, and seal integrity.

Estimate subtotal	\$334,180.00
Total	\$334,180.00

The following items will not be worked on unless specified in the contract: Detached structures, plumbing attached to the roof, solar panels, flat roofs, stucco, soffits, and painting. Any satellite dish attached to the roof will be detached during the job and will need to be re-installed by the cable company.

Gutter notification: Any existing gutters are to be disposed of and NOT reinstalled. We also do not include any work needed with HVAC or Mechanical.

Payment schedule is proposed as follows:

1. 1/3 payment upon signing contract.
2. 1/3 payment upon passing first inspection.
3. 1/3 payment upon passing final inspection.

UPGRADES & AUTHORIZATION

☐ **.032 1.5" Snaplock w/ Clip**

\$310,241.80

☐ **.032 1.5" Mechanical Standing Seam**

\$334,180.00

Name:

Michelle Berger

Address:

6450 North Ocean Boulevard, Boynton Beach, FL

Estimates are valid for 30 days upon receipt

Rhino Tough Optional upgrades

Description	Line total
☐ .040 aluminum -Aluminum metal roofing provides greater strength, durability, and resistance to harsh weather conditions. - Enhanced tensile strength and load capacity -Reducing the risk of dents and oil canning Available only in these colors Only: Regal white, Silver Metallic, Matte Black, Dark Bronze & Charcoal Gray	\$41,800.00
☐ Custom 6" K-style seamless gutters Color: - Protects fascia and roofline by preventing water damage and leaks. - Includes downspouts to efficiently direct water away from the house and foundation. - Backed by a 5-year warranty for lasting durability and peace of mind.	\$16,500.00

Customer Comments / Notes

Michelle Berger:

Date:

By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated.



WHY METAL ROOFS ARE SUPERIOR



BACKED BY A 40-YEAR METAL ROOF WARRANTY.

Rhino Roofs manufactures in-house for precision fit and lasting performance. Custom, wind-resistant systems protect your home in any season.



DURABILITY



ENVIRONMENTALLY FRIENDLY



SAFETY



LASTS UP TO 5X LONGER THAN ASPHALT SHINGLES



ENERGY EFFICIENCY

DURABLE BY DESIGN

- Metal roofs reflect solar heat, lowering attic temps and helping your AC work less.
- Often cutting cooling costs in hot Florida summers.

ENERGY SMART

- Engineered to handle high winds, heavy rain, and intense sun.
- Resists impact, corrosion, and extreme temperatures for a service life that often exceeds 50 years.

Get a Metal-Roof Estimate



RHINO TOUGH! PLATINUM MAINTENANCE PROGRAM

Even the toughest roofs need care. Our exclusive program is designed only for Rhino's Standing Seam Metal Roofing Systems – keeping your roof strong, storm-ready, and worry-free for years to come.

WHAT'S INCLUDED

- **Repaint Penetrations** – Protect against harsh Florida sun.
- **Reseal Penetrations** – Using premium tri-polymer caulking.
- **Critical Inspections** – Valleys, flashings, transitions, and butyl-taped areas.
- **Debris Removal** – Pine needles, leaves, and blockages cleared for proper drainage.

PROGRAM DETAILS

- **Schedule:** 1 visit every 3 years (up to 5 visits total).
- **Exclusions:** Gutter cleaning, roof cleaning, wall painting, flat roofing.
- **Bonus:** 15% savings on any additional work outside the program.
- **Non-Transferable:** Applies to original homeowner only, under the same terms as our workmanship warranty.

WHY IT MATTERS

- Extends the life of your roof
- Prevents costly repairs down the road
- Keeps your family's home storm-ready
- Provides peace of mind, backed by Rhino's trusted crew



From the Rhino Family to Yours

Luis Quinones
President





METALALLIANCE

A Value Added Supplier of Metals

metalalliance.com

KYNAR[®]500[®]
BY ARKEMA



COLOR
GUIDE

Fluoropon[®]

70% PVDF Coatings
containing

KYNAR[®]500[®]
BY ARKEMA

METAL ON-DEMAND!

WE'RE YOUR METAL TITAN.

Metal Alliance has the metal you need, when you need it. We stock one of the largest inventories of quality coil and flats in the Southeast. Ready-to-ship in the most widely used gauges and sizes, we offer the best selection of colors and strongest partner warranties in the industry. Whatever your requirements, we want to be the metal supplier you can count on, *every order, every day.*

844.Metal 4U

metalalliance.com

Premium Paint Finishes for Beautiful and Long-Lasting Performance

✓ Best in class performance ✓ Outstanding color & gloss retention ✓ High film integrity & adhesion ✓ Resistance to UV rays, humidity & heat

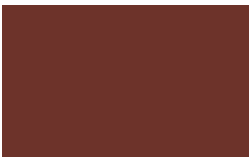
70% PVDF containing
KYNAR500®
BY ARKEMA

Fluropon®
by SHERWIN-WILLIAMS
Coil Coatings

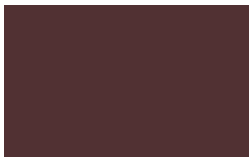
Standard Coatings



TERRA COTTA



COLONIAL RED



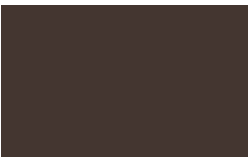
BURGUNDY



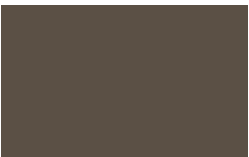
SLATE BLUE



DARK BRONZE



MANSARD BROWN



MEDIUM BRONZE



BAYSIDE BLACK



MATTE BLACK



CHARCOAL GRAY



ALMOND



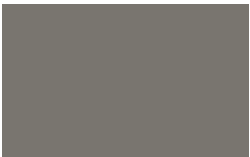
BUCKSKIN



SIERRA TAN



SANDSTONE



SLATE GRAY



HARTFORD GREEN



EVERGREEN



AGED COPPER



PATINA GREEN



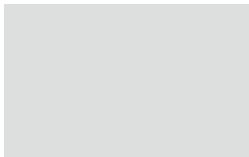
TROPICAL PATINA



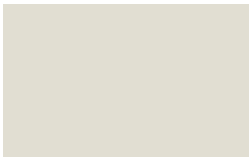
HEMLOCK GREEN



DOVE GRAY



REGAL WHITE



SOLAR WHITE



GALVALUME® ACRYLIC-COATED

Premium Coatings

DELUXE COLLECTION



REGAL RED



REGAL BLUE



CHAMPAGNE METALLIC



COPPER METALLIC

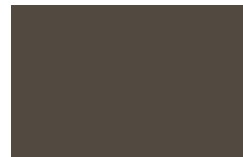


SILVER METALLIC



PRE-WEATHERED

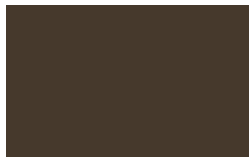
INFINITE COLLECTION



ECLIPSE



MILLENNIUM BLUE



COSMIC DUSK



CELESTIAL BRONZE

Ultra-Premium Coatings*

VINTAGE COLLECTION



VINTAGE GALVALUME



VINTAGE COPPER



VINTAGE STEEL

* Ultra-Premium coatings are special order and may require minimum quantities.



GOING COASTAL?

If your project is close to the sea, it will be subjected to extreme conditions. Now when you choose Fluropon 70% PVDF on aluminum, you're covered† against premature chalking, cracking, fading and loss of adhesion, even on the coast. Ask us about the enduring beauty and performance of Fluropon for your coastal projects.

METAL ALLIANCE BUILDING PRODUCTS ARE:

- ✓ Energy-Efficient
- ✓ 100% Recyclable
- ✓ Eligible for up to 2 LEED credits†



PROUDLY FINISHED WITH

SHERWIN-WILLIAMS
Coil Coatings

KYNAR500®
BY ARKEMA

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†LEED credit eligibility based on SRI of color selection. Contact a Metal Alliance representative for complete product information and specifications, warranty details and exclusions.

Fluropon® 70% PVDF Color Guide	Galvalume®				Aluminum				ISR Initial Solar Reflectivity	EMI Emissivity	SRI Solar Reflectance Index
	24ga		26ga		.032"		.040"				
	Coil	Flat	Coil	Flat	Coil	Flat	Coil	Flat			
AGED COPPER <i>ø</i>	✓	✓			✓	✓			0.47	0.85	53
ALMOND <i>ø</i>	✓	✓			✓	✓			0.63	0.86	75
BAYSIDE BLACK	✓	✓			✓	✓			0.05	0.89	1
BUCKSKIN <i>ø</i>	✓	✓			✓	✓			0.38	0.86	41
BURGUNDY	✓	✓			✓	✓			0.15	0.87	11
CELESTIAL BRONZE <i>ø</i>	✓★	✓★			✓★	✓★			0.36	0.82	36
CHAMPAGNE METALLIC <i>ø</i>	✓★	✓★			✓★	✓★			0.33	0.83	33
CHARCOAL GRAY	✓	✓			✓	✓			0.29	0.86	29
COLONIAL RED <i>ø</i>	✓	✓	✓	✓	✓	✓			0.33	0.87	35
COPPER METALLIC <i>ø</i>	✓★	✓★	✓	✓	✓★	✓★			0.41	0.85	44
COSMIC DUSK	✓★	✓★			✓★	✓★			0.31	0.85	31
DARK BRONZE	✓	✓	✓	✓	✓	✓			0.26	0.84	24
DOVE GRAY <i>ø</i>	✓	✓	✓	✓	✓	✓			0.43	0.86	48
ECLIPSE <i>ø</i>	✓★	✓★			✓★	✓★			0.33	0.85	34
EVERGREEN	✓	✓	✓	✓	✓	✓			0.30	0.85	30
GAVALUME ACRYLIC-COATED <i>ø</i>	✓	✓	✓	✓					0.67	0.14	56
HARTFORD GREEN	✓	✓			✓	✓			0.29	0.86	29
HEMLOCK GREEN	✓	✓			✓	✓			0.30	0.87	31
MANSARD BROWN	✓	✓	✓	✓	✓	✓			0.27	0.86	26
MATTE BLACK	✓	✓	✓	✓	✓	✓			0.26	0.86	26
MEDIUM BRONZE	✓	✓	✓	✓	✓	✓			0.30	0.86	30
MILLENNIUM BLUE	✓★	✓★			✓★	✓★			0.08	0.87	2
PATINA GREEN	✓	✓			✓	✓			0.25	0.87	24
PRE-WEATHERED	✓★	✓★			✓★	✓★			0.30	0.79	27
REGAL BLUE	✓★	✓★	✓	✓	✓★	✓★			0.26	0.87	25
REGAL RED <i>ø</i>	✓★	✓★			✓★	✓★			0.44	0.86	49
REGAL WHITE <i>ø</i>	✓	✓	✓	✓	✓	✓	✓	✓	0.65	0.86	78
SANDSTONE <i>ø</i>	✓	✓	✓	✓	✓	✓			0.47	0.86	53
SIERRA TAN	✓	✓	✓	✓	✓	✓			0.30	0.85	30
SILVER METALLIC <i>ø</i>	✓★	✓★			✓★	✓★	✓★	✓★	0.60	0.77	68
SLATE BLUE	✓	✓			✓	✓			0.29	0.87	29
SLATE GRAY <i>ø</i>	✓	✓	✓	✓	✓	✓			0.37	0.88	40
SOLAR WHITE <i>ø</i>	✓	✓			✓	✓			0.66	0.85	79
TERRA COTTA <i>ø</i>	✓	✓	✓	✓	✓	✓			0.35	0.87	37
TROPICAL PATINA	✓	✓			✓	✓			0.30	0.86	30
VINTAGE COPPER <i>ø</i> <i>24ga 26ga</i>	◆★★	◆★★							0.45	0.88	51
VINTAGE GALVALUME <i>ø</i> <i>24ga 26ga</i>	◆★★	◆★★							0.49	0.84	55
VINTAGE STEEL <i>ø</i>	◆★★	◆★★							0.32	0.89	34
✓= Available ◆= Special Order; Min. Quantities May Apply <i>ø</i> = LEED Eligible for Roof Pitch >2:12 ★=Premium Finish ★★=Ultra-Premium Finish											

✓ = Available ◆ = Special Order; Min. Quantities May Apply $\emptyset$ = LEED Eligible for Roof Pitch >2:12 ★ = Premium Finish ★★ = Ultra-Premium Finish

Illumipon™ FEVE Color Guide	Due to global demand and supply chain issues affecting the PVDF resin market, some Fluropon colors may not be available and substituted with Illumipon™, a best in-class FEVE-based coating from Sherwin-Williams.										
BAYSIDE BLACK					✓	✓			0.05	0.89	1
REGAL WHITE $\emptyset$					✓	✓	✓	✓	0.70	0.86	85
SILVER METALLIC $\emptyset$					✓★	✓★	✓★	✓★	0.58	0.76	65

NOTES ON AVAILABILITY

- Metal products, finishes, colors and sizes available are subject to change without notice. Contact Metal Alliance representative for current pricing and availability.
- Metal and finish warranty¹ information available upon request.
- To ensure color is accurate, request a metal sample before placing order.
- Custom colors and finishes available. Minimum charges and quantities may apply.
- Oil canning is an inherent characteristic of light-gauge, cold-formed metal products, does not affect the integrity of metal panels, and is not a cause for rejection.

PVDFCOLOR Rev 6/23



METALALLIANCE

☎ 844.638.2548

✉ orders@metalalliance.com

🌐 metalalliance.com

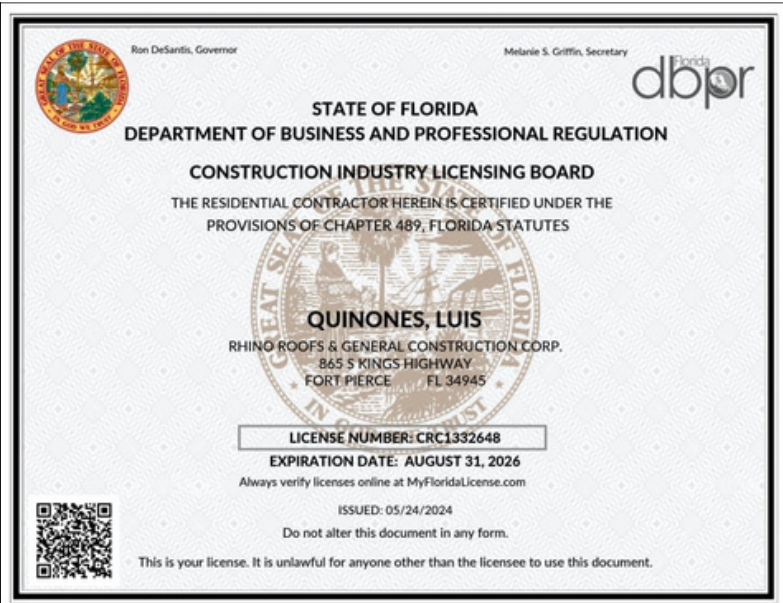
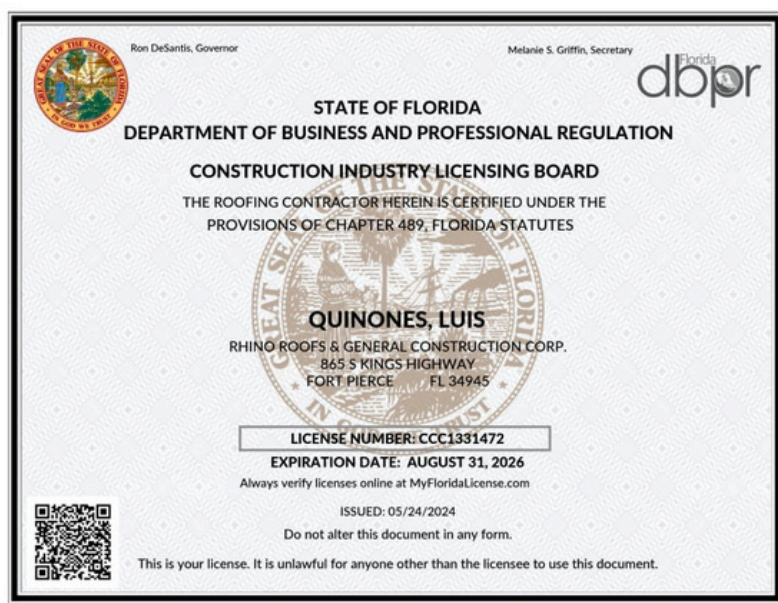
CORPORATE OFFICE 2120 SW Poma Drive, Palm City, FL 34990

ADDITIONAL LOCATIONS • Maryland • Texas

LUMBER SCHEDULE & PRICE LIST



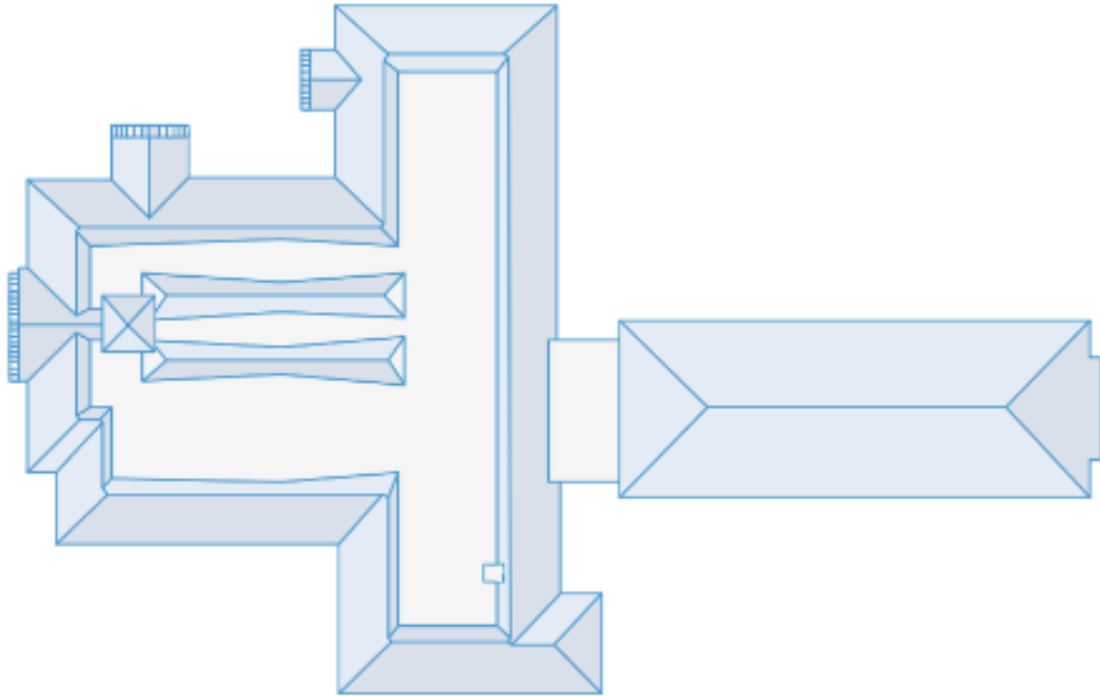
FASCIA TYPE	FASCIA SIZE	FASCIA COST
PINE	1 x 2	\$8.00/ Linear Foot
PINE	1 x 3	\$11/ Linear Foot
PINE	1 x 6	\$11/ Linear Foot
PINE	1 x 8	\$13.50/ Linear Foot
PINE	1 x 10	\$17/ Linear Foot
PINE	1 x 12	\$17.75/ Linear Foot
PINE	2 x 6	\$12.75/ Linear Foot
PINE	2 x 8	\$14.75/ Linear Foot
Cedar (Rough Sawn)	1 x 4	\$12.50/ Linear Foot
Cedar (Rough Sawn)	1 x 6	\$15.50/ Linear Foot
Cedar (Rough Sawn)	1 x 8	\$16.50/ Linear Foot
Cedar (Rough Sawn)	1 x 10	\$22/ Linear Foot
Cedar (Rough Sawn)	2 x 6	\$21.5/Linear Foot
Cedar (Rough Sawn)	2 x 8	\$23.50/ Linear Foot
Cedar (Rough Sawn)	2 x 10	\$28/ Linear Foot
Cedar (Rough Sawn)	2 x 12	\$35/ Linear Foot
Pine Structural	2 x 4	\$10.75/ Linear Foot
Pine Structural	2 x 6	\$12.75/ Linear Foot
Tongue & Groove	1 x 6	\$10/ Linear Foot





TERMS & CONDITIONS

- I understand that if roof wood rot is discovered during tear-off Rhino Roofs & General Construction corp reserves the right to replace sheathing and bill me up to \$400 in addition to the estimated cost below without notifying me in advance. Rhino Roofs will call me for authorization if wood replacement will exceed \$400.
 - Cancellation After Acceptance and prior to Commencement of Work: If Owner cancels the Contract prior to the start of work, Owner is liable for 15% of the total Contract price as liquidated damages, because the Contractor will be unable to accurately measure its damages arising from cancellation of the Contract by Owner. Owner agrees that this amount is not a penalty.
 - Consent Credit Check and Credit Reporting. By signing this Contract, Owner gives Contractor the right to obtain a credit check on any person signing on behalf of Owner and such person shall reasonably cooperate with Contractor to provide the necessary information and sign the necessary consents, so that a credit check can be obtained. Owner further authorizes Contractor to disclose and report to credit reporting agencies such information pertaining to Owner regarding the status of Owner's account with Contractor, as Contractor may determine from time to time, without prior notification to Owner in the event any invoice owed by Owner to Contractor is not paid within ten (10) days of notification by Contractor to Owner
 - Unpaid Balance. In the event of the non-payment, more than ten (10) days after written notice, of any amount due hereunder, Owner shall be deemed in default. In the event of such default, Owner agrees to pay Contractor interest on the unpaid balance due hereunder until paid in full at a rate equal to the lesser of (i) one and one-half percent (1.5%) per month, compounded annually, or the highest rate allowable under law.
 - No Withholding of Payments. Owner shall not withhold any part of any amount for which payment is due under this Contract. The total Contract price, including the charges for changes/extras, shall be payable to Contractor in accordance with the agreed upon terms.
 - If any payment is not made to Contractor as per this contract, Contractor shall have the right to stop work and keep the job idle until all past due progress payments are received. Contractor is further excused by Owner from paying any material, equipment and/or labor suppliers or any subcontractors (hereinafter collectively called "suppliers"), during the period that Owner is in arrears in making payments to Contractor for bills received during that same period. If these same "suppliers" make demand upon Owner for payment, Owner may make such payment on behalf of Contractor and Contractor shall reimburse Owner for this amount at such time that Owner becomes current with Contractor for all past due payments. Owner is responsible to verify the true amounts owed by Contractor to these same "suppliers", prior to making payment on behalf of Contractor. Owner shall not be entitled, under any circumstances, to collect as reimbursement from Contractor any amount greater than that exact amount actually and truly owed by Contractor to these same "suppliers", for work done or materials supplied on Owner's job.
 - No Third-party Beneficiaries. This Contract is for the sole benefit of the Parties hereto and their respective successors and permitted assigns, if any, and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Contract.
 - Contractor shall not be held responsible for any damage occasioned by delays resulting from: work done by Owner's subcontractors, extra work, acts of owner or owner's agent including failure of owner to make timely progress payments or payments for extra work, shortages of material and/or labor, bad weather, fire, strike, war, governmental regulations, or any other contingencies unforeseen by Contractor or beyond Contractor's reasonable control.
 - Damage Limitation. In no event, whether based on contract, warranty (express or implied), or otherwise arising from or relating to the work and services performed under the Contract, shall Contractor be liable for special, consequential, or indirect damages, including loss of use or loss of profits. Contractor and Owner agree to allocate certain of the risks so that, to the fullest extent permitted by law, Contractor's total aggregate liability to Owner is limited to the dollar amount of the Contract for any and all injuries, damages, claims, expenses or claim expenses including attorneys' fees arising out of or relating to this Contract regardless of whether it is based in warranty, tort, contract, strict liability, negligence, errors, omissions, or from any other cause or causes
 - Concealed Damage & Dry Rot. Contractor will inform Owner of any dry rot or other sub-roof deterioration which is concealed and is discovered during the course of the work. Contractor is not responsible to repair any such discovered deterioration and any work done by Contractor to remedy such discovered deterioration will only be done in a written change order.
 - Termites, Pests & Hazardous Substances. Owner understands that Contractor is not qualified or licensed as an inspector or abatement contractor for Hazardous Materials (as defined by the government), or for Pests (including Termites). Should any such hazardous substances or Pest be suspected to be present on the premises, it is the Owners' responsibility to arrange and pay for inspection and abatement. Contractor cannot certify or warrant your building as being free of hazardous substances or pests.
 - Contractor is not to be held responsible for any piping or wiring beneath roof deck.
 - Owner agrees to provide Contractor with adequate access to electricity and other utilities as needed, at the work site, and, if necessary, the work area adjacent to Owner's property.
 - I certify that i am the owner of the property or an authorized person to authorize Rhino Roofs & General Construction corp. to provide work as stated and pay in full for the agreed price.
 - Client permits Rhino Roofs to capture and use photos or videos of the property for marketing or promotional purposes, excluding personal information.
- Waiver Of Jury Trial. THE PARTIES KNOWINGLY, VOLUNTARILY, IRREVOCABLY AND INTENTIONALLY WAIVE THE RIGHT TO A TRIAL BY JURY IN RESPECT TO ANY LITIGATION ARISING OUT OF OR PERTAINING TO THE CONTRACT, OR ANY COURSE OF CONDUCT, COURSE OF DEALINGS, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTIONS OF ANY PERSON OR PARTY RELATED TO THIS CONTRACT; THIS IRREVOCABLE WAIVER OF THE RIGHT TO A JURY TRIAL BEING A MATERIAL INDUCEMENT FOR THE PARTIES TO ENTER INTO THIS CONTRACT.



OCT 22, 2025

MICHELLE BERGER

6450 North Ocean Boulevard
Boynton Beach, FL
33435

info@roofsbyrhino.com
7724461139

INTRODUCTION

Hi Michelle,

We appreciate the opportunity to assist you with your roofing project.

We are excited to present options to enhance your home. At Rhino Roofs & General Construction corp. We strive to deliver the best customer experience while providing the highest quality, with the most efficient time frames.

Please review this entire proposal and feel free to reach Luis with any questions that may arise.

In this proposal we offer three roofing system options: Silver, Gold, and Platinum. Each option provides different levels of protection, helping you choose the best fit for your needs.

Below I will explain our roofing process in a nutshell if you decide you want our team to assist you:

Step 1: Gather all necessary documents needed to start permitting process (every municipality is different)

Step 2: Get a start date scheduled once permits are received from the city

Step 3: Start Demolition of the roof

- Removal and disposal of old materials Click [here](#) to prepare you what to expect.
- We protect the worksite in the areas we will be working on
- Our lightweight trailer dumpster will be occupying a designated area to remove roof debris efficiently
- All plywood and fascia will be inspected and replaced as necessary
- Our Rhino Tough roofing waterproofing membrane will be installed to keep your home sealed.
- The roof is inspected by the city for the 1st inspection

Step 4: New roof materials are to be delivered

Step 5: Installation of new roof covering is started and your new Rhino Roof is installed

If you have any questions, please give us a call at our office number (772)446-1139 or 7724461139 we are available via text and email as well. We always want to provide the **Best Value, Service & Product** to our clients.

Don't forget to ask about our world class 10 year financing option Click [here](#) to apply

Kind regards,
Luis Quinones
info@roofsbyrhino.com
7724461139

Rhino Lic CCC1331472
Rhino Lic CRC1332648

RHINO TOUGH. STRAIGHTFORWARD PRICING.

1.5" MECHANICAL

Rhino Tough Workmanship Warranty 15yr	✓
Fabricated On-Site; US Steel Metal	✓
Weather Protection: Max design pressure +/-198.5 psf	✓
uplift pressure calculation with unmatched water- tight sealing.	
Lifespan: 37-42 years	✓
Rated Class 4 Impact rating	✓
Rated Class 4 Impact Hail rating	✓

Our Pricing
Structure is
Tailored to Deliver

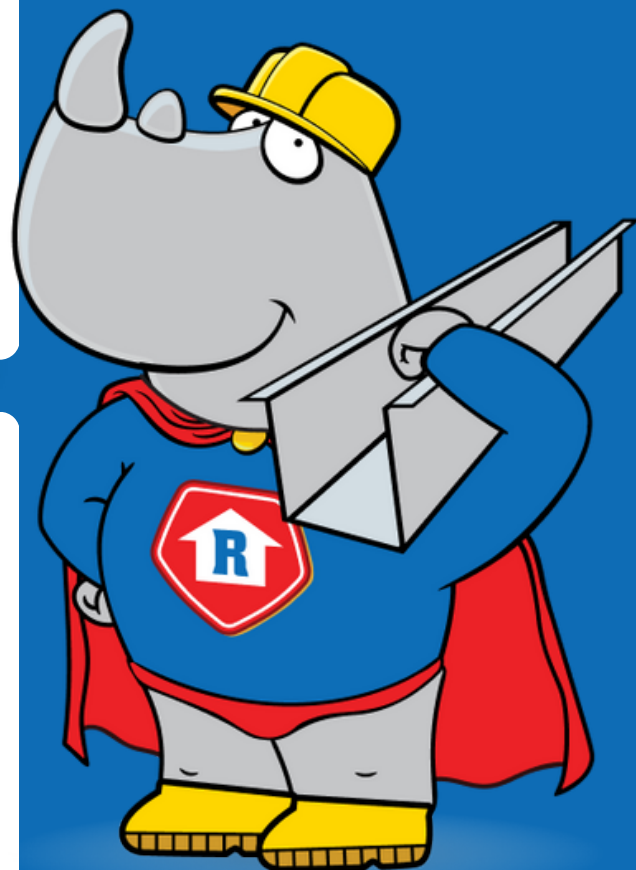
**Outstanding
Quality and
Maximize
Your Investment.**

1.5" SNAPLOCK WITH CLIP

Rhino Tough Workmanship Warranty 15yr	✓
Fabricated On-Site; US Steel Metal	✓
Weather Protection: Max Design pressure +/-176 Uplift	✓
pressure Calculation Wind-resistance	
Lifespan: 37-42 years	✓
Installation: 20-gauge clips; hidden clips securely hold	✓
panels in place for a sleek installation.	
Rated Class 4 Impact Hail ating	✓

1" SNAPLOCK NAIL STRIP PANEL

Rhino Tough Workmanship Warranty 15yr	✓
Fabricated on-site & with our RhinoTough Metal	✓
Fabricators; High Quality US Steel Metal	
Weather Protection: Max. Design Pressure allowable	✓
+/- 116 Uplift pressure Calculation Wind resistance	
Lifespan: 27-32 years	✓
Rated Class 4 Impact Hail rating	✓
High Temperature premium Peel & Stick Underlayment	✓



✉ info@roofsbyrhino.com

🌐 RoofsByRhino.com

.032 1.5" SNAPLOCK W/ CLIP

Description

1.5" Snaplock w/ Clip Metal Panel

Install .032 Aluminum 1.5" Snaplock Standing Seam Metal Roofing Panel:

- Kynar color:
- No saltwater setback
- Custom made, cut to length, seamless panels
- Striated to prevent oil canning effect
- 20Ga Stainless Steel Clip

Secondary Water Barrier: Roofnado Anchor Deck is a self-adhered, high temperature underlayment that provides unmatched protection from storms, hail, and wind-driven rain.

Scope of Work:

- 1) Replace current roofing system with .032 aluminum 1.5" Standing Seam Snaplock metal panels.
- 2) Tear-off and dispose of one layer of roof shingles. Removal of additional layers of shingles or concrete tile is an additional \$45 per 100 sq. ft.
- 3) Permits are included in this proposal up to \$500.
- 4) Install premium peel and stick underlayment.
- 5) 15 sheets of plywood are included; additional sheets are \$100 each.
- 6) Re-nail plywood decking up to current Florida Building Code.
- 7) 40 Linear ft. of fascia replacement is included; additional wood required will be billed at according to our current Lumber Schedule price list. This cost includes materials, delivery, dump fees, and labor. **Please note that the painting of replaced fascia is not included.
- 8) Replacement of all boots and gooseneck vents are included.
*Can be painted to match upon request.
- 9) Rhino Tough custom fabricated metal components to fit your individual roof:
 - .032ga 3x3 Bullnose dripegge to be installed.
 - Install "V" Valley custom fabricated valley metal.
 - Rhino Tough custom flashings.
- 10) 15 Year Rhino Limited Workmanship Warranty
- 11) Manufacturers Limited Lifetime Warranty

Tpo Recovery: * if permissble*

Install cover board (DensDeck Prime or approved equivalent) mechanically fastened over existing modified bitumen roof, or install 60-mil Mule-Hide fleece-back TPO directly over modified bitumen if substrate condition permits.

- * Fully adhere TPO membrane per Mule-Hide manufacturer specifications.
- * Flash all penetrations, curbs, and terminations with compatible Mule-Hide accessories.
- * Heat-weld all seams to ensure watertight integrity.
- * Conduct final inspection to confirm proper adhesion, drainage, and seal integrity.

Estimate subtotal	\$310,241.80
Total	\$310,241.80

The following items will not be worked on unless specified in the contract: Detached structures, plumbing attached to the roof, solar panels, flat roofs, stucco, soffits, and painting. Any satellite dish attached to the roof will be detached during the job and will need to be re-installed by the cable company.

Gutter notification: Any existing gutters are to be disposed of and NOT reinstalled. We also do not include any work needed with HVAC or Mechanical.

Payment schedule is proposed as follows:

1. 1/3 payment upon signing contract.
2. 1/3 payment upon passing first inspection.
3. 1/3 payment upon passing final inspection.

.032 1.5" MECHANICAL STANDING SEAM

Description

.032 1.5" Mechanical Standing seam (Sumo)

Install .032 Aluminum 1.5" Mechanical Seam Metal Roofing Panel:

- Kynar color of choice INCLUDED
- No saltwater setback
- Custom made, cut to length, seamless panels
- Striated to prevent oil canning effect
- Stainless Steel Clips 2 screws per Clip

Secondary Water Barrier: Roofnado Anchor Deck is a self-adhered, high temperature underlayment that provides unmatched protection from storms, hail, and wind-driven rain.

Scope of Work:

- 1) Replace current roofing system with .032 aluminum 1.5" Mechanical Seam Snaplock metal panels.
- 2) Tear-off and dispose of one layer of roof shingles. Removal of additional layers of shingles or concrete tile is an additional \$45 per 100 sq. ft.
- 3) Permits are included in this proposal up to \$500.
- 4) Install premium peel and stick underlayment.
- 5) 15 sheets of plywood are included; additional sheets are \$100 each.
- 6) Re-nail plywood decking up to current Florida Building Code.
- 7) 40 Linear ft. of fascia replacement is included; additional wood required will be billed at according to our current Lumber Schedule price list. This cost includes materials, delivery, dump fees, and labor. **Please note that the painting of replaced fascia is not included.
- 8) Replacement of all boots and gooseneck vents are included.
*Can be painted to match upon request.
- 9) Rhino Tough custom fabricated metal components to fit your individual roof:
 - .032 3x3 Bullnose drippedge to be installed.
 - Install "V" Valley custom fabricated valley metal.
 - Rhino Tough custom flashings.
- 10) 15 Year Rhino Limited Workmanship Warranty
- 11) Manufacturers Limited Lifetime Warranty

Tpo Recovery: * if permissible*

Install cover board (DensDeck Prime or approved equivalent) mechanically fastened over existing modified bitumen roof, or install 60-mil Mule-Hide fleece-back TPO directly over modified bitumen if substrate condition permits.

- * Fully adhere TPO membrane per Mule-Hide manufacturer specifications.
- * Flash all penetrations, curbs, and terminations with compatible Mule-Hide accessories.
- * Heat-weld all seams to ensure watertight integrity.
- * Conduct final inspection to confirm proper adhesion, drainage, and seal integrity.

Estimate subtotal	\$334,180.00
Total	\$334,180.00

The following items will not be worked on unless specified in the contract: Detached structures, plumbing attached to the roof, solar panels, flat roofs, stucco, soffits, and painting. Any satellite dish attached to the roof will be detached during the job and will need to be re-installed by the cable company.

Gutter notification: Any existing gutters are to be disposed of and NOT reinstalled. We also do not include any work needed with HVAC or Mechanical.

Payment schedule is proposed as follows:

1. 1/3 payment upon signing contract.
2. 1/3 payment upon passing first inspection.
3. 1/3 payment upon passing final inspection.

UPGRADES & AUTHORIZATION

☐ .032 1.5" Snaplock w/ Clip	\$310,241.80	Name: Michelle Berger
☐ .032 1.5" Mechanical Standing Seam	\$334,180.00	Address: 6450 North Ocean Boulevard, Boynton Beach, FL

Estimates are valid for 30 days upon receipt

Rhino Tough Optional upgrades

Description	Line total
☐ .040 aluminum -Aluminum metal roofing provides greater strength, durability, and resistance to harsh weather conditions. - Enhanced tensile strength and load capacity -Reducing the risk of dents and oil canning Available only in these colors Only: Regal white, Silver Metallic, Matte Black, Dark Bronze & Charcoal Gray	\$41,800.00
☐ Custom 6" K-style seamless gutters Color: - Protects fascia and roofline by preventing water damage and leaks. - Includes downspouts to efficiently direct water away from the house and foundation. - Backed by a 5-year warranty for lasting durability and peace of mind.	\$16,500.00

Customer Comments / Notes

Michelle Berger:

Date:

By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated.



WHY METAL ROOFS ARE SUPERIOR



BACKED BY A 40-YEAR METAL ROOF WARRANTY.

Rhino Roofs manufactures in-house for precision fit and lasting performance. Custom, wind-resistant systems protect your home in any season.



DURABILITY



ENVIRONMENTALLY FRIENDLY



SAFETY



LASTS UP TO 5X LONGER THAN ASPHALT SHINGLES



ENERGY EFFICIENCY

DURABLE BY DESIGN

- Metal roofs reflect solar heat, lowering attic temps and helping your AC work less.
- Often cutting cooling costs in hot Florida summers.

ENERGY SMART

- Engineered to handle high winds, heavy rain, and intense sun.
- Resists impact, corrosion, and extreme temperatures for a service life that often exceeds 50 years.

Get a Metal-Roof Estimate



RHINO TOUGH! PLATINUM MAINTENANCE PROGRAM

Even the toughest roofs need care. Our exclusive program is designed only for Rhino's Standing Seam Metal Roofing Systems – keeping your roof strong, storm-ready, and worry-free for years to come.

WHAT'S INCLUDED

- **Repaint Penetrations** – Protect against harsh Florida sun.
- **Reseal Penetrations** – Using premium tri-polymer caulking.
- **Critical Inspections** – Valleys, flashings, transitions, and butyl-taped areas.
- **Debris Removal** – Pine needles, leaves, and blockages cleared for proper drainage.

PROGRAM DETAILS

- **Schedule:** 1 visit every 3 years (up to 5 visits total).
- **Exclusions:** Gutter cleaning, roof cleaning, wall painting, flat roofing.
- **Bonus:** 15% savings on any additional work outside the program.
- **Non-Transferable:** Applies to original homeowner only, under the same terms as our workmanship warranty.

WHY IT MATTERS

- Extends the life of your roof
- Prevents costly repairs down the road
- Keeps your family's home storm-ready
- Provides peace of mind, backed by Rhino's trusted crew



From the Rhino Family to Yours

Luis Quinones
President





METALALLIANCE

A Value Added Supplier of Metals

metalalliance.com

KYNAR[®]500[®]
BY ARKEMA



COLOR
GUIDE

Fluoropon[®]

70% PVDF Coatings
containing

KYNAR[®]500[®]
BY ARKEMA

METAL ON-DEMAND!

WE'RE YOUR METAL TITAN.

Metal Alliance has the metal you need, when you need it. We stock one of the largest inventories of quality coil and flats in the Southeast. Ready-to-ship in the most widely used gauges and sizes, we offer the best selection of colors and strongest partner warranties in the industry. Whatever your requirements, we want to be the metal supplier you can count on, *every order, every day.*

844.Metal 4U

metalalliance.com

Premium Paint Finishes for Beautiful and Long-Lasting Performance

✓ Best in class performance ✓ Outstanding color & gloss retention ✓ High film integrity & adhesion ✓ Resistance to UV rays, humidity & heat

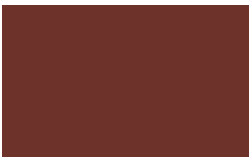
70% PVDF containing
KYNAR500®
BY ARKEMA

Fluropon®
by SHERWIN-WILLIAMS
Coil Coatings

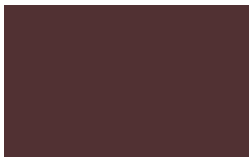
Standard Coatings



TERRA COTTA



COLONIAL RED



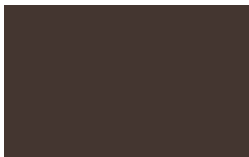
BURGUNDY



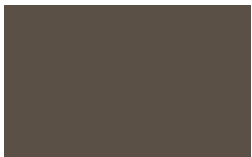
SLATE BLUE



DARK BRONZE



MANSARD BROWN



MEDIUM BRONZE



BAYSIDE BLACK



MATTE BLACK



CHARCOAL GRAY



ALMOND



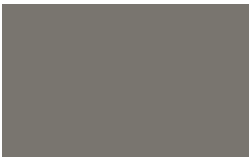
BUCKSKIN



SIERRA TAN



SANDSTONE



SLATE GRAY



HARTFORD GREEN



EVERGREEN



AGED COPPER



PATINA GREEN



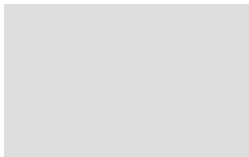
TROPICAL PATINA



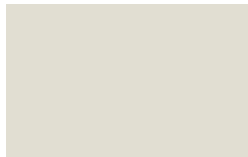
HEMLOCK GREEN



DOVE GRAY



REGAL WHITE



SOLAR WHITE



GALVALUME® ACRYLIC-COATED

Premium Coatings

DELUXE COLLECTION



REGAL RED



REGAL BLUE



CHAMPAGNE METALLIC



COPPER METALLIC

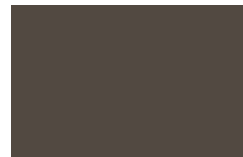


SILVER METALLIC



PRE-WEATHERED

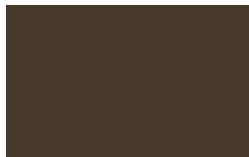
INFINITE COLLECTION



ECLIPSE



MILLENNIUM BLUE



COSMIC DUSK



CELESTIAL BRONZE

Ultra-Premium Coatings*

VINTAGE COLLECTION



VINTAGE GALVALUME



VINTAGE COPPER



VINTAGE STEEL

*Ultra-Premium coatings are special order and may require minimum quantities.



GOING COASTAL?

If your project is close to the sea, it will be subjected to extreme conditions. Now when you choose Fluropon 70% PVDF on aluminum, you're covered† against premature chalking, cracking, fading and loss of adhesion, even on the coast. Ask us about the enduring beauty and performance of Fluropon for your coastal projects.

METAL ALLIANCE BUILDING PRODUCTS ARE:

- ✓ Energy-Efficient
- ✓ 100% Recyclable
- ✓ Eligible for up to 2 LEED credits†



PROUDLY FINISHED WITH

SHERWIN-WILLIAMS.
Coil Coatings

KYNAR500®
BY ARKEMA

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†LEED credit eligibility based on SRI of color selection. Contact a Metal Alliance representative for complete product information and specifications, warranty details and exclusions.

Fluropon® 70% PVDF Color Guide	Galvalume®				Aluminum				ISR Initial Solar Reflectivity	EMI Emissivity	SRI Solar Reflectance Index
	24ga		26ga		.032"		.040"				
	Coil	Flat	Coil	Flat	Coil	Flat	Coil	Flat			
AGED COPPER <i>ø</i>	✓	✓			✓	✓			0.47	0.85	53
ALMOND <i>ø</i>	✓	✓			✓	✓			0.63	0.86	75
BAYSIDE BLACK	✓	✓			✓	✓			0.05	0.89	1
BUCKSKIN <i>ø</i>	✓	✓			✓	✓			0.38	0.86	41
BURGUNDY	✓	✓			✓	✓			0.15	0.87	11
CELESTIAL BRONZE <i>ø</i>	✓★	✓★			✓★	✓★			0.36	0.82	36
CHAMPAGNE METALLIC <i>ø</i>	✓★	✓★			✓★	✓★			0.33	0.83	33
CHARCOAL GRAY	✓	✓			✓	✓			0.29	0.86	29
COLONIAL RED <i>ø</i>	✓	✓	✓	✓	✓	✓			0.33	0.87	35
COPPER METALLIC <i>ø</i>	✓★	✓★	✓	✓	✓★	✓★			0.41	0.85	44
COSMIC DUSK	✓★	✓★			✓★	✓★			0.31	0.85	31
DARK BRONZE	✓	✓	✓	✓	✓	✓			0.26	0.84	24
DOVE GRAY <i>ø</i>	✓	✓	✓	✓	✓	✓			0.43	0.86	48
ECLIPSE <i>ø</i>	✓★	✓★			✓★	✓★			0.33	0.85	34
EVERGREEN	✓	✓	✓	✓	✓	✓			0.30	0.85	30
GAVALUME ACRYLIC-COATED <i>ø</i>	✓	✓	✓	✓					0.67	0.14	56
HARTFORD GREEN	✓	✓			✓	✓			0.29	0.86	29
HEMLOCK GREEN	✓	✓			✓	✓			0.30	0.87	31
MANSARD BROWN	✓	✓	✓	✓	✓	✓			0.27	0.86	26
MATTE BLACK	✓	✓	✓	✓	✓	✓			0.26	0.86	26
MEDIUM BRONZE	✓	✓	✓	✓	✓	✓			0.30	0.86	30
MILLENNIUM BLUE	✓★	✓★			✓★	✓★			0.08	0.87	2
PATINA GREEN	✓	✓			✓	✓			0.25	0.87	24
PRE-WEATHERED	✓★	✓★			✓★	✓★			0.30	0.79	27
REGAL BLUE	✓★	✓★	✓	✓	✓★	✓★			0.26	0.87	25
REGAL RED <i>ø</i>	✓★	✓★			✓★	✓★			0.44	0.86	49
REGAL WHITE <i>ø</i>	✓	✓	✓	✓	✓	✓	✓	✓	0.65	0.86	78
SANDSTONE <i>ø</i>	✓	✓	✓	✓	✓	✓			0.47	0.86	53
SIERRA TAN	✓	✓	✓	✓	✓	✓			0.30	0.85	30
SILVER METALLIC <i>ø</i>	✓★	✓★			✓★	✓★	✓★	✓★	0.60	0.77	68
SLATE BLUE	✓	✓			✓	✓			0.29	0.87	29
SLATE GRAY <i>ø</i>	✓	✓	✓	✓	✓	✓			0.37	0.88	40
SOLAR WHITE <i>ø</i>	✓	✓			✓	✓			0.66	0.85	79
TERRA COTTA <i>ø</i>	✓	✓	✓	✓	✓	✓			0.35	0.87	37
TROPICAL PATINA	✓	✓			✓	✓			0.30	0.86	30
VINTAGE COPPER <i>ø</i> 	◆★★	◆★★							0.45	0.88	51
VINTAGE GALVALUME <i>ø</i> 	◆★★	◆★★							0.49	0.84	55
VINTAGE STEEL <i>ø</i>	◆★★	◆★★							0.32	0.89	34
✓= Available ◆= Special Order; Min. Quantities May Apply <i>ø</i> = LEED Eligible for Roof Pitch >2:12 ★=Premium Finish ★★=Ultra-Premium Finish											

✓ = Available ◆ = Special Order; Min. Quantities May Apply $\emptyset$ = LEED Eligible for Roof Pitch >2:12 ★ = Premium Finish ★★ = Ultra-Premium Finish

Illumipon™ FEVE Color Guide	Due to global demand and supply chain issues affecting the PVDF resin market, some Fluropon colors may not be available and substituted with Illumipon™, a best in-class FEVE-based coating from Sherwin-Williams.										
BAYSIDE BLACK					✓	✓			0.05	0.89	1
REGAL WHITE $\emptyset$					✓	✓	✓	✓	0.70	0.86	85
SILVER METALLIC $\emptyset$					✓★	✓★	✓★	✓★	0.58	0.76	65

NOTES ON AVAILABILITY

- Metal products, finishes, colors and sizes available are subject to change without notice. Contact Metal Alliance representative for current pricing and availability.
- Metal and finish warranty¹ information available upon request.
- To ensure color is accurate, request a metal sample before placing order.
- Custom colors and finishes available. Minimum charges and quantities may apply.
- Oil canning is an inherent characteristic of light-gauge, cold-formed metal products, does not affect the integrity of metal panels, and is not a cause for rejection.

PVDFCOLOR Rev 6/23



METALALLIANCE

☎ 844.638.2548

✉ orders@metalalliance.com

🌐 metalalliance.com

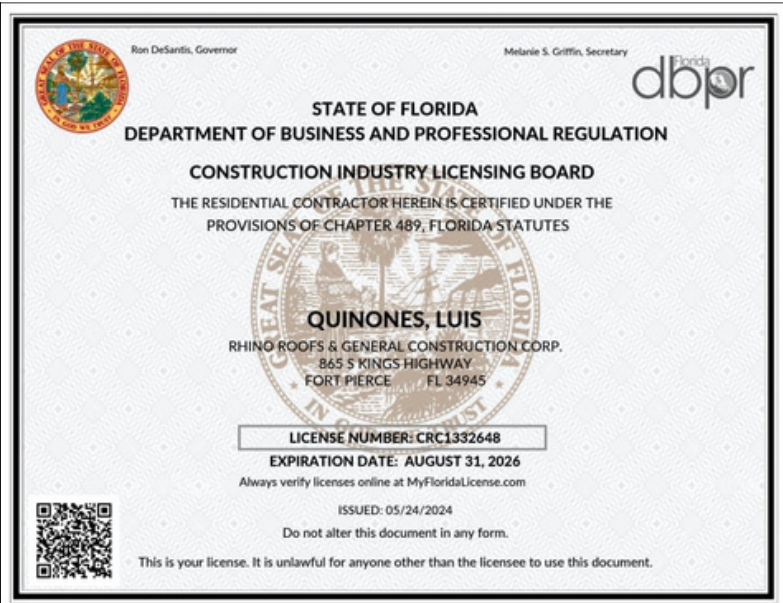
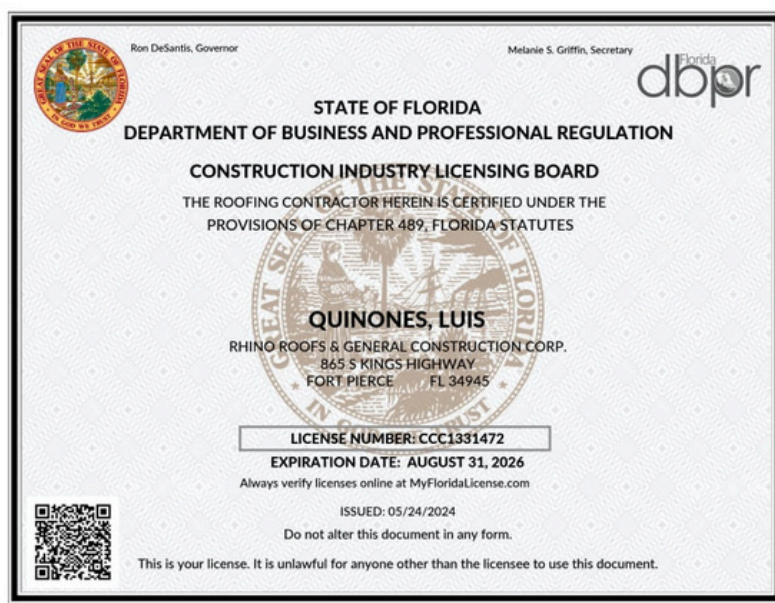
CORPORATE OFFICE 2120 SW Poma Drive, Palm City, FL 34990

ADDITIONAL LOCATIONS • Maryland • Texas

LUMBER SCHEDULE & PRICE LIST



FASCIA TYPE	FASCIA SIZE	FASCIA COST
PINE	1 x 2	\$8.00/ Linear Foot
PINE	1 x 3	\$11/ Linear Foot
PINE	1 x 6	\$11/ Linear Foot
PINE	1 x 8	\$13.50/ Linear Foot
PINE	1 x 10	\$17/ Linear Foot
PINE	1 x 12	\$17.75/ Linear Foot
PINE	2 x 6	\$12.75/ Linear Foot
PINE	2 x 8	\$14.75/ Linear Foot
Cedar (Rough Sawn)	1 x 4	\$12.50/ Linear Foot
Cedar (Rough Sawn)	1 x 6	\$15.50/ Linear Foot
Cedar (Rough Sawn)	1 x 8	\$16.50/ Linear Foot
Cedar (Rough Sawn)	1 x 10	\$22/ Linear Foot
Cedar (Rough Sawn)	2 x 6	\$21.5/Linear Foot
Cedar (Rough Sawn)	2 x 8	\$23.50/ Linear Foot
Cedar (Rough Sawn)	2 x 10	\$28/ Linear Foot
Cedar (Rough Sawn)	2 x 12	\$35/ Linear Foot
Pine Structural	2 x 4	\$10.75/ Linear Foot
Pine Structural	2 x 6	\$12.75/ Linear Foot
Tongue & Groove	1 x 6	\$10/ Linear Foot





TERMS & CONDITIONS

- I understand that if roof wood rot is discovered during tear-off Rhino Roofs & General Construction corp reserves the right to replace sheathing and bill me up to \$400 in addition to the estimated cost below without notifying me in advance. Rhino Roofs will call me for authorization if wood replacement will exceed \$400.
 - Cancellation After Acceptance and prior to Commencement of Work: If Owner cancels the Contract prior to the start of work, Owner is liable for 15% of the total Contract price as liquidated damages, because the Contractor will be unable to accurately measure its damages arising from cancellation of the Contract by Owner. Owner agrees that this amount is not a penalty.
 - Consent Credit Check and Credit Reporting. By signing this Contract, Owner gives Contractor the right to obtain a credit check on any person signing on behalf of Owner and such person shall reasonably cooperate with Contractor to provide the necessary information and sign the necessary consents, so that a credit check can be obtained. Owner further authorizes Contractor to disclose and report to credit reporting agencies such information pertaining to Owner regarding the status of Owner's account with Contractor, as Contractor may determine from time to time, without prior notification to Owner in the event any invoice owed by Owner to Contractor is not paid within ten (10) days of notification by Contractor to Owner
 - Unpaid Balance. In the event of the non-payment, more than ten (10) days after written notice, of any amount due hereunder, Owner shall be deemed in default. In the event of such default, Owner agrees to pay Contractor interest on the unpaid balance due hereunder until paid in full at a rate equal to the lesser of (i) one and one-half percent (1.5%) per month, compounded annually, or the highest rate allowable under law.
 - No Withholding of Payments. Owner shall not withhold any part of any amount for which payment is due under this Contract. The total Contract price, including the charges for changes/extras, shall be payable to Contractor in accordance with the agreed upon terms.
 - If any payment is not made to Contractor as per this contract, Contractor shall have the right to stop work and keep the job idle until all past due progress payments are received. Contractor is further excused by Owner from paying any material, equipment and/or labor suppliers or any subcontractors (hereinafter collectively called "suppliers"), during the period that Owner is in arrears in making payments to Contractor for bills received during that same period. If these same "suppliers" make demand upon Owner for payment, Owner may make such payment on behalf of Contractor and Contractor shall reimburse Owner for this amount at such time that Owner becomes current with Contractor for all past due payments. Owner is responsible to verify the true amounts owed by Contractor to these same "suppliers", prior to making payment on behalf of Contractor. Owner shall not be entitled, under any circumstances, to collect as reimbursement from Contractor any amount greater than that exact amount actually and truly owed by Contractor to these same "suppliers", for work done or materials supplied on Owner's job.
 - No Third-party Beneficiaries. This Contract is for the sole benefit of the Parties hereto and their respective successors and permitted assigns, if any, and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Contract.
 - Contractor shall not be held responsible for any damage occasioned by delays resulting from: work done by Owner's subcontractors, extra work, acts of owner or owner's agent including failure of owner to make timely progress payments or payments for extra work, shortages of material and/or labor, bad weather, fire, strike, war, governmental regulations, or any other contingencies unforeseen by Contractor or beyond Contractor's reasonable control.
 - Damage Limitation. In no event, whether based on contract, warranty (express or implied), or otherwise arising from or relating to the work and services performed under the Contract, shall Contractor be liable for special, consequential, or indirect damages, including loss of use or loss of profits. Contractor and Owner agree to allocate certain of the risks so that, to the fullest extent permitted by law, Contractor's total aggregate liability to Owner is limited to the dollar amount of the Contract for any and all injuries, damages, claims, expenses or claim expenses including attorneys' fees arising out of or relating to this Contract regardless of whether it is based in warranty, tort, contract, strict liability, negligence, errors, omissions, or from any other cause or causes
 - Concealed Damage & Dry Rot. Contractor will inform Owner of any dry rot or other sub-roof deterioration which is concealed and is discovered during the course of the work. Contractor is not responsible to repair any such discovered deterioration and any work done by Contractor to remedy such discovered deterioration will only be done in a written change order.
 - Termites, Pests & Hazardous Substances. Owner understands that Contractor is not qualified or licensed as an inspector or abatement contractor for Hazardous Materials (as defined by the government), or for Pests (including Termites). Should any such hazardous substances or Pest be suspected to be present on the premises, it is the Owners' responsibility to arrange and pay for inspection and abatement. Contractor cannot certify or warrant your building as being free of hazardous substances or pests.
 - Contractor is not to be held responsible for any piping or wiring beneath roof deck.
 - Owner agrees to provide Contractor with adequate access to electricity and other utilities as needed, at the work site, and, if necessary, the work area adjacent to Owner's property.
 - I certify that i am the owner of the property or an authorized person to authorize Rhino Roofs & General Construction corp. to provide work as stated and pay in full for the agreed price.
 - Client permits Rhino Roofs to capture and use photos or videos of the property for marketing or promotional purposes, excluding personal information.
- Waiver Of Jury Trial. THE PARTIES KNOWINGLY, VOLUNTARILY, IRREVOCABLY AND INTENTIONALLY WAIVE THE RIGHT TO A TRIAL BY JURY IN RESPECT TO ANY LITIGATION ARISING OUT OF OR PERTAINING TO THE CONTRACT, OR ANY COURSE OF CONDUCT, COURSE OF DEALINGS, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTIONS OF ANY PERSON OR PARTY RELATED TO THIS CONTRACT; THIS IRREVOCABLE WAIVER OF THE RIGHT TO A JURY TRIAL BEING A MATERIAL INDUCEMENT FOR THE PARTIES TO ENTER INTO THIS CONTRACT.

Work Order Signature Document**EZIQC Contract No.: FL-R6-GC-092524-DAN**☒**New Work Order****Modify an Existing Work Order**

Work Order Number.: 151271.00

Work Order Date: 01/22/2026

Work Order Title: Town of Ocean Ridge - Town Hall - Roofing

Owner Name: Town of Ocean Ridge

Contractor Name: DAN ENTERPRISES TEAM, LLC

Contact: Michelle Heiser

Contact: Fabio Vargas

Phone: 561.732.2635

Phone: 954 536 5429

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of EZIQC Contract No FL-R6-GC-092524-DAN.

Brief Work Order Description:**Time of Performance**

Estimated Start Date:

Estimated Completion Date:

Liquidated Damages

Will apply:



Will not apply:

**Work Order Firm Fixed Price: \$649,076.07**

Owner Purchase Order Number:

Approvals

Owner

Date

Contractor

Date

Detailed Scope of Work

To: Fabio Vargas
DAN ENTERPRISES TEAM, LLC
19081 NW 78th. Ave.
Hialeah, FL 33015
954 536 5429

From: Michelle Heiser
Town of Ocean Ridge
6450 N Ocean Blvd
Ocean Ridge, FL 33435
561.732.2635

Date Printed: January 22, 2026

Work Order Number: 151271.00

Work Order Title: Town of Ocean Ridge - Town Hall - Roofing

Brief Scope:

☐

Preliminary

☐

Revised

☒

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Per attached scope of work.

Subject to the terms and conditions of JOC Contract **FL-R6-GC-092524-DAN**.

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date:	January 22, 2026	
Re:	IQC Master Contract #:	FL-R6-GC-092524-DAN
	Work Order #:	151271.00
	Owner PO #:	
	Title:	Town of Ocean Ridge - Town Hall - Roofing
	Contractor:	DAN ENTERPRISES TEAM, LLC
	Proposal Value:	\$649,076.07

Section - 01	\$56,902.79
Section - 06	\$8,128.81
Section - 07	\$540,680.28
Section - 09	\$3,212.89
Section - 22	\$40,151.30
Proposal Total	\$649,076.07

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: January 22, 2026

Re: IQC Master Contract #: FL-R6-GC-092524-DAN
Work Order #: 151271.00
Owner PO #:
Title: Town of Ocean Ridge - Town Hall - Roofing
Contractor: DAN ENTERPRISES TEAM, LLC
Proposal Value: \$649,076.07

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
Section - 01					
1	01 22 16 00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$28,336.80
Installation					
Quantity Unit Price Factor = Total					
24,000.00 x 1.00 x 1.1807 = 28,336.80					
Reimbursable fees required by the Owner for the execution of the project, including permits, engineering drawings, and bonding requirements, as directed by the Owner.					
The scope includes the following reimbursable costs:					
• Permits and engineering drawings: \$15,000.00, including building/roofing permits, potential plumbing permit as required to ensure roof drainage complies with applicable code, and associated engineering and plan review services.					
• Performance and Payment Bond: Calculated at 2% of the project value, based on an estimated contract amount of \$650,000.00, for a total bond premium of \$13,000.00.					
All reimbursable amounts reflect the actual costs incurred and will be supported by copies of paid invoices, receipts, bond documentation, and proof of payment submitted with the Price Proposal.					
2	01 22 23 00 0040		MO	30' Electric, Articulating (Up/Over) Boom Man Lift With Platform	\$6,176.62
Installation					
Quantity Unit Price Factor = Total					
2.00 x 2,615.66 x 1.1807 = 6,176.62					
Provide a 30-foot electric articulating (up-and-over) boom lift with platform to facilitate safe access for roofing demolition, installation, flashing work, and related activities at elevated areas.					
Equipment use includes setup, operation during normal working hours, and removal upon completion of the work, in compliance with applicable safety requirements.					
3	01 22 23 00 1066		DAY	6,000 Lb. Capacity, Straight Mast, Rough Terrain Construction Forklift With Full-Time Operator	\$10,588.40
Installation					
Quantity Unit Price Factor = Total					
10.00 x 896.79 x 1.1807 = 10,588.40					
Provide a 6,000 lb capacity, straight mast, rough terrain construction forklift with full-time operator to support roofing demolition and installation activities, including material handling, loading, unloading, and positioning of roofing materials and equipment on site.					
Equipment use is limited to normal working hours and includes mobilization and demobilization as required for the duration of the work.					
4	01 56 16 00 0074		SF	3/4" BC Plywood Wall Sheathing On Both Sides, Temporary Wood Stud Wall, 16" On CenterIncludes removal after use.	\$2,674.99
Installation					
Quantity Unit Price Factor = Total					
320.00 x 7.08 x 1.1807 = 2,674.99					
Provide temporary plywood protection for existing rooftop HVAC units during roofing demolition and installation activities. The scope includes protecting approximately 8 to 10 HVAC units, ensuring that the protective coverings are securely installed, adequately ventilated, and do not restrict normal equipment operation while providing protection from debris, impact, and construction activities.					
All temporary protection shall be removed upon completion of roofing work, and HVAC units shall be left in their original operating condition.					

Contractor's Price Proposal - Detail Continues..

Work Order Number: 151271.00

Work Order Title: Town of Ocean Ridge - Town Hall - Roofing

Section - 01

5	01 74 19 00 0015	EA	30 CY Dumpster (4 Ton) "Construction Debris" Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.						\$9,125.98
			Quantity	Unit Price	Factor			Total	
		Installation	10.00	772.93	1.1807	x	x	=	9,125.98
		Provide 30 cubic yard dumpsters for construction debris disposal, with a 4-ton capacity per load, to support roofing demolition and installation activities.							
		The scope includes a total of twelve (12) dumpster hauls/trips, including delivery, pickup, transportation, and proper disposal of construction debris at an approved facility, in accordance with applicable regulations.							

Subtotal for Section - 01

\$56,902.79

Section - 06

6	06 16 33 00 0005	SF	5/8" Thick CDX Plywood Roof Decking Applied to wood rafters.						\$3,844.36
			Quantity	Unit Price	Factor			Total	
		Installation	1,698.30	1.89	1.1977	x	x	=	3,844.36
		The roof decking replacement has been calculated separately from the roofing demolition and installation scope. The work includes the replacement of 5/8" thick CDX plywood roof decking, limited to the sloped roof area only, which represents approximately 10% of the total roof area.							
		Based on the total roof area of 16,983 square feet, the calculated decking replacement area is approximately 1,698 square feet. This quantity reflects only the portions of the roof decking requiring replacement within the sloped area and does not represent full roof deck replacement.							
7	06 16 33 00 0005 0011	MOD	For Selective Replacement <400 (Includes Removal Of Damaged Plywood And Fitting New Plywood To Size), Add						\$2,359.50
			Quantity	Unit Price	Factor			Total	
		Installation	1,698.30	1.16	1.1977	x	x	=	2,359.50
8	06 16 33 00 0005	SF	5/8" Thick CDX Plywood Roof Decking Applied to wood rafters.						\$1,192.48
			Quantity	Unit Price	Factor			Total	
		Installation	534.38	1.89	1.1807	x	x	=	1,192.48
		Allowance for selective replacement of deteriorated roof decking identified during demolition, based on field conditions only to the extent of the flat roof							
9	06 16 33 00 0005 0011	MOD	For Selective Replacement <400 (Includes Removal Of Damaged Plywood And Fitting New Plywood To Size), Add						\$732.47
			Quantity	Unit Price	Factor			Total	
		Installation	534.80	1.16	1.1807	x	x	=	732.47

Subtotal for Section - 06

\$8,128.81

Section - 07

10	07 32 13 00 0009	SQ	Williamsburg Tile Roofing, Aged Cedar, 158 Piece Per SQ						\$28,501.16
			Quantity	Unit Price	Factor			Total	
		Installation	0.00	1,074.68	1.1977	x	x	=	0.00
		Demolition	169.83	140.12	1.1977	x	x	=	28,501.16
		The existing roof system consists of Williamsburg tile roofing, Aged Cedar color, with an approximate quantity of 160 pieces per square (100 SF). The scope of work includes the removal of the existing roof system installed on a steep slope roof (12/12 pitch), including all required labor, fall protection, safety measures, equipment, and proper disposal of debris. This work is performed in preparation for the installation of a new metal roofing system.							
11	07 34 00 00 0007	SQ	25 Mil, Fire Rated, High Temperature, Coated Woven Synthetic Roofing Underlayment, Mechanically Fastened (TITANIUM™ UDL 30)						\$19,769.87
			Quantity	Unit Price	Factor			Total	
		Installation	186.81	88.36	1.1977	x	x	=	19,769.87
		Install a fire-rated, high-temperature synthetic roofing underlayment, mechanically fastened, Polyglass XFR or approved equal, as a slip sheet over the self-adhered underlayment and prior to the installation of the metal roofing panels. This layer allows thermal movement of the metal roofing system and protects the primary underlayment during installation.							

Work Order Number: 151271.00
Work Order Title: Town of Ocean Ridge - Town Hall - Roofing

Contractor's Price Proposal - Detail Page 3 of 6
1/22/2026

Contractor's Price Proposal - Detail Continues..

Work Order Number: 151271.00

Work Order Title: Town of Ocean Ridge - Town Hall - Roofing

Section - 07

20	07	41	13	00	0050	0007	MOD	For Steep Roof, Over 6 To 12, Add									\$1,470.93
							Installation	Quantity	Unit Price	Factor	=	Total					
								732.83	1.70	1.1807		1,470.93					
21	07	41	13	00	0051		LF	9" To 12" Girth, Eave Or Gable Flashing For Aluminum Standing Seam Concealed Fastener Roofing									\$21,204.85
							Installation	Quantity	Unit Price	Factor	=	Total					
								1,023.92	17.54	1.1807		21,204.85					
								Provide and install eave and gable flashing with a 9" to 12" girth, compatible with the aluminum standing seam metal roofing system with concealed fasteners, installed in accordance with manufacturer requirements to ensure proper edge protection and weatherproofing.									
								Measured quantity is 1,023.92 linear feet and 11 inches, as indicated in the roof report.									
22	07	41	13	00	0051	0007	MOD	For Steep Roof, Over 6 To 12, Add									\$1,366.10
							Installation	Quantity	Unit Price	Factor	=	Total					
								1,023.92	1.13	1.1807		1,366.10					
23	07	41	13	00	0052		LF	Valley Flashing For Aluminum Standing Seam Concealed Fastener Roofing									\$9,084.64
							Installation	Quantity	Unit Price	Factor	=	Total					
								201.00	38.28	1.1807		9,084.64					
								Provide and install 3-inch aluminum valley flashing compatible with the aluminum standing seam metal roofing system with concealed fasteners, installed in accordance with manufacturer requirements to ensure proper water diversion and weatherproofing at valley locations.									
								Measured quantity is 201 linear feet (3-inch valley flashing), as indicated in the roof report.									
24	07	41	13	00	0052	0007	MOD	For Steep Roof, Over 6 To 12, Add									\$403.45
							Installation	Quantity	Unit Price	Factor	=	Total					
								201.00	1.70	1.1807		403.45					
25	07	41	13	00	0053		LF	Hip Flashing For Aluminum Standing Seam Concealed Fastener Roofing									\$15,734.57
							Installation	Quantity	Unit Price	Factor	=	Total					
								446.00	29.88	1.1807		15,734.57					
								Provide and install 9-inch aluminum hip flashing compatible with the aluminum standing seam metal roofing system with concealed fasteners, installed in accordance with manufacturer requirements to ensure proper weatherproofing at hip locations.									
								Measured quantity is 446 linear feet (9-inch hip flashing), as indicated in the roof report.									
26	07	51	13	00	0068		SQ	Demolish Gravel/Slag Surfaced, Built Up Roofing System									\$9,189.39
							Installation	Quantity	Unit Price	Factor	=	Total					
								48.58	160.21	1.1807		9,189.39					
								This corresponds only to the demolition of the flat roof.									
27	07	51	13	00	0068	0154	MOD	For >10 To 25, Add									\$1,516.96
							Installation	Quantity	Unit Price	Factor	=	Total					
								55.00	23.36	1.1807		1,516.96					
28	07	52	16	12	0006		SQ	120 Mil, Styrene-Butadiene-Styrene (SBS) Modified Bitumen Base Or Ply Sheet, Hot-Mopped									\$19,170.84
							Installation	Quantity	Unit Price	Factor	=	Total					
								53.43	303.89	1.1807		19,170.84					
								Installation of SBS modified bitumen ply sheet (commonly referred to as RB-20), hot-mopped, serving as the interply (second layer) of the low-slope roofing system installed over mechanically attached #75 base sheet, in accordance with manufacturer specifications. Include 10% waste material									
29	07	52	16	12	0006	0133	MOD	For >20 To 40, Add									\$1,089.67
							Installation	Quantity	Unit Price	Factor	=	Total					
								55.00	16.78	1.1807		1,089.67					

Contractor's Price Proposal - Detail Continues..

Work Order Number: 151271.00

Work Order Title: Town of Ocean Ridge - Town Hall - Roofing

Section - 07

30	07	52	16	12	0013	SQ	160 Mil, Granule Surfaced, Styrene-Butadiene-Styrene (SBS) Modified Bitumen Cap Sheet, Hot-Mopped								\$21,295.54
							Quantity		Unit Price		Factor	=	Total		
						Installation	53.43	x	337.57	x	1.1807	=	21,295.54		
							Installation of 160 mil granule-surfaced SBS modified bitumen cap sheet, hot-mopped, serving as the final weathering layer (mineral cap sheet) of the low-slope roofing system, installed over RB-20 interply and mechanically attached #75 base sheet in accordance with manufacturer specifications and Florida Building Code requirements. Include 10% waste material								
31	07	52	16	12	0013	0133	MOD	For >20 To 40, Add							\$1,208.51
							Quantity		Unit Price		Factor	=	Total		
						Installation	55.00	x	18.61	x	1.1807	=	1,208.51		
32	07	52	16	14	0004		SQ	50 Mil, Styrene-Butadiene-Styrene (SBS) Modified Bitumen Base Sheet, Mechanically Fastened							\$9,348.54
							Quantity		Unit Price		Factor	=	Total		
						Installation	53.43	x	148.19	x	1.1807	=	9,348.54		
							Installation of #75 asphalt-saturated base sheet, mechanically attached, serving as the base layer for the modified bitumen roofing system in accordance with manufacturer specifications. Include 10% waste material								
33	07	52	16	14	0004	0133	MOD	For >20 To 40, Add							\$530.55
							Quantity		Unit Price		Factor	=	Total		
						Installation	55.00	x	8.17	x	1.1807	=	530.55		
34	07	62	13	00	0027		SF	0.050" Thick, Mill Finish, Aluminum Flashing And Trim							\$19,117.37
							Quantity		Unit Price		Factor	=	Total		
						Installation	1,078.00	x	15.02	x	1.1807	=	19,117.37		
							This line item is used to provide and install aluminum flashing and trim components compatible with the aluminum standing seam metal roofing system with concealed fasteners, where individual flashing accessories are not listed as separate tasks in the CTC.								
							This scope includes the following:								
							• Step flashing: 95 linear feet								
							• Transition flashing: 898 square feet								
							• Wall flashing: 85 linear feet								
							All flashing and trim components shall be fabricated from aluminum material and installed in accordance with manufacturer requirements to ensure proper weatherproofing and integration with the metal roofing system.								
35	07	71	23	00	0005		LF	6", 0.027" Thick, K-Style Aluminum Gutter							\$9,863.51
							Quantity		Unit Price		Factor	=	Total		
						Installation	1,023.00	x	7.92	x	1.1807	=	9,566.22		
						Demolition	109.00	x	2.31	x	1.1807	=	297.29		
							Provide and install 6-inch K-style aluminum gutters, 0.027" thick, compatible with the aluminum standing seam metal roofing system, including all required hangers, fasteners, end caps, outlets, and accessories for a complete and functional gutter system.								
36	07	71	23	00	0005	0318	MOD	For >1,000', Deduct							-\$458.99
							Quantity		Unit Price		Factor	=	Total		
						Installation	1,023.00	x	-0.38	x	1.1807	=	-458.99		
37	07	71	23	00	0051		LF	4" Diameter, 0.019" Thick, Round Aluminum Downspout							\$1,241.51
							Quantity		Unit Price		Factor	=	Total		
						Installation	150.00	x	7.01	x	1.1807	=	1,241.51		
							Provide and install 4-inch diameter round aluminum downspouts, 0.019" thick, compatible with the aluminum gutter and metal roofing system, including elbows, straps, and all required accessories for proper drainage.								
							Quantities are calculated based on roof drainage requirements and site conditions.								
38	07	71	23	00	0051	0319	MOD	For Up To 100', Add							\$164.71
							Quantity		Unit Price		Factor	=	Total		
						Installation	150.00	x	0.93	x	1.1807	=	164.71		

Contractor's Price Proposal - Detail Continues..

Work Order Number: 151271.00

Work Order Title: Town of Ocean Ridge - Town Hall - Roofing

Section - 07

39	07	72	23	00	0052	EA	16" x 16", 26 Gauge, Galvanized Steel, Stationary Gooseneck Ventilator						\$10,254.90
							Quantity		Unit Price		Factor		Total
Installation							8.00	x	1,032.56	x	1.1807	=	9,753.15
Demolition							8.00	x	53.12	x	1.1807	=	501.75
Installing Aluminum gooseneck vents using the closest available CTC catalog task . Existing conditions include eight (8) gooseneck vents with the following dimensions: one (1) 24" x 30" x 24" height, one (1) 16" x 12" x 24" height, one (1) 16" x 16" x 24" height, and two (2) 24" x 20" x 24" height. While the CTC task references 16" x 16", 26 gauge galvanized steel stationary gooseneck ventilators, final materials and dimensions will be adjusted as required to match existing conditions and to provide corrosion-resistant performance suitable for a coastal environment, including proper flashing and full integration with the roofing system.													

Subtotal for Section - 07

\$540,680.28

Section - 09

40	09	91	13	00	0011	SF	2 Coats Paint, Sprayed, Paint Exterior Brick Walls						\$3,067.95	
							Quantity		Unit Price		Factor		Total	
Installation							2,046.00	x	1.27	x	1.1807	=	3,067.95	
Provide minor exterior wall surface repairs at roof edge and wall interface areas affected by roofing demolition and installation activities. Repairs include patching, surface preparation, and minor restoration as required to receive new finish.														
Area calculated as approximately 2,046 square feet, based on 1,023 linear feet by 2 feet in height.														
41	09	91	13	00	0011	0194	MOD	For Work >15' To 20' Above Floor, AddApplied only to work area above 15' to 20'.						\$144.94
							Quantity		Unit Price		Factor		Total	
Installation							2,046.00	x	0.06	x	1.1807	=	144.94	

Subtotal for Section - 09

\$3,212.89

Section - 22

42	22	14	26	13	0006	EA	15" Diameter Cast Iron Roof Drain With 5" Outlet, 124 Square Inch Free Area Polypropylene Dome										\$36,927.99
							Quantity		Unit Price		Factor		Total				
Installation							21.00	x	1,323.26	x	1.1807	=	32,809.83				
Demolition							21.00	x	166.09	x	1.1807	=	4,118.15				
Replacement and installation of primary and emergency roof drain assemblies, including 15" diameter cast iron roof drains with 5" outlet, equipped with polypropylene domes providing a minimum of 124 square inches of free drainage area. Scope includes flashing, secure connection to existing storm piping, and full integration with the new roofing system. The selected materials and configurations are suitable for high-flow drainage requirements and coastal environments, ensuring durability, corrosion resistance, and compliance with applicable drainage codes.																	
43	22	14	26	13	0006	0084	MOD	For Deck Clamp Assembly, Add									\$3,223.31
							Quantity		Unit Price		Factor		Total				
Installation							21.00	x	130.00	x	1.1807	=	3,223.31				

Subtotal for Section - 22

\$40,151.30

Proposal Total

\$649,076.07

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Subcontractor Listing

Date: January 22, 2026

Re: IQC Master Contract #: FL-R6-GC-092524-DAN
Work Order #: 151271.00
Owner PO #:
Title: Town of Ocean Ridge - Town Hall - Roofing
Contractor: DAN ENTERPRISES TEAM, LLC
Proposal Value: \$649,076.07

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		\$0.00	0.00



Dan Enterprises Team LLC

U.S. Project & Construction Services

BUILDING FUTURES, ENHANCING LIVES, ONE PROJECT AT A TIME.

Town of Ocean Ridge Town Hall Metal Roof Conversion and Flat Roof Replacement

OWNER / CONTRACTING AUTHORITY:

Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435

PROGRAM MANAGEMENT / OVERSIGHT:

Gordian

EXECUTIVE SUMMARY

This project consists of the conversion of the existing pitched roof areas currently finished with asphalt shingles to a standing seam metal roofing system, as well as the complete replacement of the existing flat roof system at the Town of Ocean Ridge Town Hall. The scope includes all associated demolition, roofing materials, sheet metal, flashings, drain integrations, terminations, inspections, and closeout activities. All work shall be performed in strict accordance with the Florida Building Code, applicable local regulations, manufacturer specifications, and Gordian program requirements.

GENERAL SCOPE OF WORK

Provide all labor, materials, equipment, supervision, and coordination necessary to perform the complete roof system improvements at the Town of Ocean Ridge Town Hall. The work includes the removal of the existing shingle roofing system and installation of a new standing seam metal roof at pitched areas, and the full removal and replacement of the existing flat roof membrane system. This scope includes all associated metal work, flashings, drains, and waterproofing terminations.

PRE-CONSTRUCTION AND ADMINISTRATION

Project management and coordination; pre-construction meeting with the Owner and Gordian; preparation and submission of all required product approvals and submittals; permit coordination; scheduling and inspection coordination; and protection of occupied areas and adjacent building components throughout construction.

SECTION A – SHINGLE TO METAL ROOF CONVERSION (PITCHED ROOF AREAS)

Remove the existing asphalt shingle roofing system, including shingles, underlayment, fasteners, and accessories. Inspect the exposed roof deck and perform localized, non-structural repairs as required. Install approved underlayment and shield where required by code or manufacturer. Furnish and install a standing seam metal roofing system with concealed fasteners, including all ridges, hips, valleys, step flashing, wall flashing, drip edge, and metal terminations.

SECTION B – FLAT ROOF DEMOLITION AND DECK PREPARATION

Remove the existing flat roof system down to the structural roof deck, including membranes, felts, flashings, edge metal, and accessories. Inspect the exposed deck and perform localized non-structural deck repairs as required based on field conditions.

SECTION C – FLAT ROOF MEMBRANE SYSTEM (NO INSULATION)

Install a complete SBS modified bitumen roofing system consisting of a 50 mil SBS modified bitumen base sheet installed over a #75 asphalt-saturated base sheet and mechanically fastened (including a 10% waste factor), followed by a 120 mil SBS modified bitumen ply sheet hot-mopped, and a 160 mil granule-surfaced SBS modified bitumen cap sheet hot-mopped as the final exposed waterproofing layer. No roof insulation is included in this scope.

SECTION D – METAL WORK, FLASHINGS, AND TERMINATIONS

Furnish and install all required sheet metal components including 20-gauge galvanized steel flashing at roof edges and transitions, aluminum drip edge, coping metal (remove and reinstall existing or replaced as required), SBS wall flashings, termination bars, and compatible sealants. All metal work shall be fully integrated with the roofing systems to ensure continuous waterproofing.

SECTION E – ROOF DRAINS AND PENETRATIONS

Integrate and flash all existing roof drains and penetrations into the new roofing system in accordance with manufacturer's details to ensure watertight performance.

SECTION F – LIGHTNING PROTECTION SYSTEM (EXCLUSION AND COORDINATION)

An existing lightning protection system is present in the building and is not included in this base scope of work. Coordination will be required for temporary removal, protection, and reinstallation of the system. Work related to the lightning protection system may be performed under a separate contract, the general construction contract, or added to this scope by approved change order.

SECTION G – CLEANUP, INSPECTIONS, AND CLOSEOUT

Perform daily and final cleanup of the work area; coordinate and pass all required inspections; complete punch list items; and submit warranties, as-built documentation, and closeout deliverables.

Fabio Vargas

Best Regards!

Fabio Vargas

Dan Enterprises Team LLC

U.S. Project & Construction Services

*Certified as 8(a) • WOSB • ISO 9001:2015 * Lead Certificate*

Direct: +1 954 536 5429

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Project Objective

This report consolidates all technical, scope, and procurement information required to upload the project into the Gordian platform for budget review and approval. The objective is to present a clear, auditable, and defensible scope aligned with Gordian CTC methodology, ensuring the budget can proceed to formal review without comments or rejection.

1. Brief Scope of Work

The project consists of selective demolition, repair, and replacement of roofing systems, associated drainage components, architectural metals, and accessories. Work includes flat and sloped roof systems, drainage improvements, wall and eave repairs, equipment rentals, and specialty systems required for code compliance and coastal exposure conditions.

Important Note for Review:

There is an existing lightning protection system currently installed at the facility. This system is outdated and requires removal and replacement with a new, code-compliant lightning protection system.

Please advise whether this scope of work should be included and managed under the current contract, or if it should be handled under the General Construction contract for proper coordination and cost allocation.

2. Detailed Scope of Work

A. General & Pre-Construction

Mobilization, supervision, and coordination

Temporary protection of existing building elements

Safety compliance and controlled access

Equipment staging and logistics planning

B. Roofing Systems

Removal of existing roofing systems as required

Installation of new roofing assemblies per approved system

Coordination between flat and sloped roof interfaces

Note: Sloped roof areas are not considered safe work areas for standard productivity factors. Adjusted labor and safety factors will be applied in accordance with Gordian guidance.

C. Drainage & Water Management

Evaluation and coordination of all roof drainage components

Calculation of gutters and downspouts using total eave length as reference

Integration of primary and emergency drainage systems

Drainage Inventory:

13 primary drains – 13" wide

8 emergency drains

D. Gooseneck Vents

Removal and replacement of existing gooseneck vents

Existing goosenecks are copper

Replacement will use coastal-grade, water-resistant material

Recommended Material: Marine-grade aluminum with Kynar (PVDF) coating Stainless steel (Type 316) as alternate for maximum corrosion resistance

Vent Count: 2 gooseneck vents – 8" x 20" 1 gooseneck vent – 16" x 25" 6 gooseneck vents – 12" x 21"

Note: Material substitution is recommended due to proximity to the beach and high salt exposure.

E. Eaves & Wall Repairs

Repair of damaged wall surfaces at eaves

Patching, substrate preparation, and finish restoration

Coordination with flashing and drainage components

F. Gutters & Downspouts

Quantity calculations based on total eave measurements

Fabrication and installation of corrosion-resistant systems

Proper discharge coordination with site drainage

G. Rental Equipment

Forklift rental for material handling and roof access

Duration: 2 months

H. Lightning Protection System

Research and selection of applicable Gordian catalog tasks for:

Removal of existing lightning protection system (if present)

Installation of new lightning protection system

Full coordination with roofing and grounding systems

I. Additional Systems & Considerations

Drip edge installation

Transition metals and flashing systems

Sealants and waterproofing components

Disposal and final cleanup

Important Note for Review:

There is an existing lightning protection system currently installed at the facility. This system is outdated and requires removal and replacement with a new, code-compliant lightning protection system.

Please advise whether this scope of work should be included and managed under the current contract, or if it should be handled under the General Construction contract for proper coordination and cost allocation.

User Note

The existing roof system consists of Williamsburg tile roofing, Aged Cedar color, with an approximate quantity of 160 pieces per square (100 SF). The scope of work includes the removal of the existing roof system installed on a steep slope roof (12/12 pitch), including all required labor, fall protection, safety measures, equipment, and proper disposal of debris. This work is performed in preparation for the installation of a new metal roofing system.

Install a 60 mil, fire-rated, self-adhered roofing underlayment with rubberized asphalt adhesive directly over the 5/8" CDX plywood roof decking as the primary water-resistive

barrier prior to the metal roofing system. Quantities are entered as 186.81 squares, which include a 10% waste allowance for material cuts and installation requirements on the 12/12 sloped roof.

Provide a 6,000 lb. capacity, straight mast, rough terrain construction forklift with full-time operator to support roofing demolition and installation activities, including material handling, loading, unloading, and positioning of roofing materials and equipment on site. Equipment is limited to normal working hours and includes mobilization and demobilization as required for the duration of the work.

Reimbursable fees required by the Owner for the execution of the project, including permits, engineering drawings, and bonding requirements, as directed by the Owner. The scope includes the following reimbursable costs: • Permits and engineering drawings: \$15,000.00, including building/roofing permits, potential plumbing permit as required to ensure roof drainage complies with applicable code, and associated engineering and plan review services. • Performance and Payment Bond: Calculated at 2% of the project value, based on an estimated contract amount of \$650,000.00, for a total bond premium of \$13,000.00. All reimbursable amounts reflect the actual costs incurred and will be supported by copies of paid invoices, receipts, bond documentation, and proof of payment submitted with the Price Proposal.

Provide a 30-foot electric articulating (up-and-over) boom lift with platform to facilitate safe access for roofing demolition, installation, flashing work, and related activities at elevated areas. Equipment includes setup, operation during normal working hours, and removal upon completion of the work, in compliance with applicable safety requirements.

Provide 30 cubic yard dumpsters for construction debris disposal, with a 4-ton capacity per load, to support roofing demolition and installation activities. The scope includes a total of twelve (12) dumpster hauls/trips, including delivery, pickup, transportation, and proper disposal of construction debris at an approved facility, in accordance with applicable regulations.

Provide a temporary storage container, approximately 8 feet x 8 feet x 40 feet, for the duration of the project. The scope includes the rental of one (1) storage container for a period of two (2) months, to be used for secure storage of construction materials, tools, and equipment. Container rental includes delivery, placement, and removal upon completion of the work.

Provide temporary portable restroom facilities for construction personnel during the project. The scope includes the rental of two (2) portable toilets for a duration of two (2) months, based on the anticipated number of workers on site. Services include delivery, regular service, and removal upon completion of the work, in compliance with applicable health and safety requirements.

Provide temporary plywood protection for existing rooftop HVAC units during roofing demolition and installation activities. The scope includes protecting approximately 8 to 10 HVAC units, ensuring that the protective coverings are securely installed, adequately ventilated, and do not restrict normal equipment operation while providing protection from debris, impact, and construction activities. All temporary protection shall be removed upon completion of roofing work, and HVAC units shall be left in their original operating condition.

Provide minor exterior wall surface repairs at roof edge and wall interface areas affected by roofing demolition and installation activities. Repairs include patching, surface preparation, and minor restoration as required to receive new finish. Area calculated as approximately 2,046 square feet, based on 1,023 linear feet by 2 feet in height.

Provide and install 4-inch diameter round aluminum downspouts, 0.019" thick, compatible with the aluminum gutter and metal roofing system, including elbows, straps, and all required accessories for proper drainage. Quantities are calculated based on roof drainage requirements and site conditions.

Provide and install 6-inch K-style aluminum gutters, 0.027" thick, compatible with the aluminum standing seam metal roofing system, including all required hangers, fasteners, end caps, outlets, and accessories for a complete and functional gutter system.

Installing Aluminum gooseneck vents using the closest available CTC catalog task. Existing conditions include eight (8) gooseneck vents with the following dimensions: one (1) 24" x 30" x 24" height, one (1) 16" x 12" x 24" height, one (1) 16" x 16" x 24" height, and two (2) 24" x 20" x 24" height. While the CTC task references 16" x 16", 26-gauge galvanized steel stationary gooseneck ventilators, final materials and dimensions will be adjusted as required to match existing conditions and to provide corrosion-resistant performance suitable for a coastal environment, including proper flashing and full integration with the roofing system.

This line item is used to provide and install aluminum flashing and trim components compatible with the aluminum standing seam metal roofing system with concealed fasteners, where individual flashing accessories are not listed as separate tasks in the CTC. This scope includes the following: • Step flashing: 95 linear feet • Transition flashing: 898 square feet • Wall flashing: 85 linear feet All flashing and trim components shall be fabricated from aluminum material and installed in accordance with manufacturer requirements to ensure proper weatherproofing and integration with the metal roofing system.

Provide and install 9-inch rake (gable) flashing compatible with the standing seam metal roofing system with concealed fasteners, installed in accordance with manufacturer requirements to ensure proper edge protection and weatherproofing at rake locations.

Although the catalog task references galvanized steel, flashing is utilized to separate and define rake locations only and will be fabricated from aluminum material to match the aluminum standing seam roofing system, with equivalent performance and installation characteristics. Measured quantity is 176 linear feet (9-inch rake flashing), as indicated in the roof report.

Provide and install 9-inch aluminum hip flashing compatible with the aluminum standing seam metal roofing system with concealed fasteners, installed in accordance with manufacturer requirements to ensure proper weatherproofing at hip locations. Measured quantity is 446 linear feet (9-inch hip flashing), as indicated in the roof report.

Install an architectural standing seam metal roofing system with concealed fasteners over the completed underlayment assembly, including the self-adhered underlayment and synthetic slip sheet. The roofing system shall be installed in accordance with manufacturer requirements and includes all required clips, fasteners and accessories necessary to provide a complete and watertight roofing system on a 12/12 sloped roof. Measured quantities include an additional 10% waste allowance to account for material cuts, panel layout, and installation requirements.

Provide and install 3-inch aluminum valley flashing compatible with the aluminum standing seam metal roofing system with concealed fasteners, installed in accordance with manufacturer requirements to ensure proper water diversion and weatherproofing at valley locations. Measured quantity is 201 linear feet (3-inch valley flashing), as indicated in the roof report.

Provide and install eave and gable flashing with a 9" to 12" girth, compatible with the aluminum standing seam metal roofing system with concealed fasteners, installed in accordance with manufacturer requirements to ensure proper edge protection and weatherproofing. Measured quantity is 1,023.92 linear feet and 11 inches, as indicated in the roof report.

Provide and install ridge flashing (ridge cap) compatible with the aluminum standing seam metal roofing system with concealed fasteners, installed in accordance with manufacturer requirements to ensure proper weatherproofing and ventilation at ridge locations.

Install a fire-rated, high-temperature synthetic roofing underlayment, mechanically fastened, Polyglass XFR or approved equal, as a slip sheet over the self-adhered underlayment and prior to the installation of the metal roofing panels. This layer allows thermal movement of the metal roofing system and protects the primary underlayment during installation.

The roof decking replacement has been calculated separately from the roofing demolition and installation scope. The work includes the replacement of 5/8" thick CDX plywood roof decking, limited to the sloped roof area only, which represents

approximately 10% of the total roof area. Based on the total roof area of 16,983 square feet, the calculated decking replacement area is approximately 1,698 square feet. This quantity reflects only the portions of the roof decking requiring replacement within the sloped area and does not represent full roof deck replacement.

Allowance for selective replacement of deteriorated roof decking identified during demolition, based on field conditions only to the extent of the flat roof

Installation of #75 asphalt-saturated base sheet, mechanically attached, serving as the base layer for the modified bitumen roofing system in accordance with manufacturer specifications. Include 10% waste material

Installation of 160 mil granule-surfaced SBS modified bitumen cap sheet, hot-mopped, serving as the final weathering layer (mineral cap sheet) of the low-slope roofing system, installed over RB-20 interplay and mechanically attached #75 base sheet in accordance with manufacturer specifications and Florida Building Code requirements. Include 10% waste material

Installation of SBS modified bitumen ply sheet (commonly referred to as RB-20), hot-mopped, serving as the interplay (second layer) of the low-slope roofing system installed over mechanically attached #75 base sheet, in accordance with manufacturer specifications. Include 10% waste material

Replacement and installation of primary and emergency roof drain assemblies, including 15" diameter cast iron roof drains with 5" outlet, equipped with polypropylene domes providing a minimum of 124 square inches of free drainage area. Scope includes flashing, secure connection to existing storm piping, and full integration with the new roofing system. The selected materials and configurations are suitable for high-flow drainage requirements and coastal environments, ensuring durability, corrosion resistance, and compliance with applicable drainage codes.

Work Order Signature Document**EZIQC Contract No.: FL-R6-RW-092524-SCR**☒**New Work Order****Modify an Existing Work Order**

Work Order Number.: 150826.00

Work Order Date: 01/29/2026

Work Order Title: Ocean Ridge - Roofing Project

Owner Name: Town of Ocean Ridge

Contractor Name: Salomon Construction & Roofing

Contact: Michelle Heiser

Contact: Jared Susi

Phone: 561.732.2635

Phone: 305-883-1856

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of EZIQC Contract No FL-R6-RW-092524-SCR.

Brief Work Order Description:

Roof Replacement

Time of Performance

Estimated Start Date:

Estimated Completion Date:

Liquidated Damages

Will apply:



Will not apply:

**Work Order Firm Fixed Price: \$771,773.88**

Owner Purchase Order Number:

Approvals

Owner

Date

Contractor

Date



Detailed Scope of Work

To: Jared Susi
Salomon Construction & Roofing
No Data Input
No Data Input,
305-883-1856

From: Michelle Heiser
Town of Ocean Ridge
6450 N Ocean Blvd
Ocean Ridge, FL 33435
561.732.2635

Date Printed: January 29, 2026

Work Order Number: 150826.00

Work Order Title: Ocean Ridge - Roofing Project

Brief Scope: Roof Replacement

☐

Preliminary

☐

Revised

☒

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

See attached detailed scope of work.

Subject to the terms and conditions of JOC Contract **FL-R6-RW-092524-SCR**.

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date:	January 29, 2026	
Re:	IQC Master Contract #:	FL-R6-RW-092524-SCR
	Work Order #:	150826.00
	Owner PO #:	
	Title:	Ocean Ridge - Roofing Project
	Contractor:	Salomon Construction & Roofing
	Proposal Value:	\$771,773.88

Section - 01	\$138,131.73
Section - 02	\$307.50
Section - 04	\$3,553.75
Section - 07	\$587,721.71
Section - 13	\$38,530.83
Section - 26	\$3,528.36
Proposal Total	\$771,773.88

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

Contractor's Price Proposal - Detail

Date: January 29, 2026

Re: IQC Master Contract #: FL-R6-RW-092524-SCR
 Work Order #: 150826.00
 Owner PO #:
 Title: Ocean Ridge - Roofing Project
 Contractor: Salomon Construction & Roofing
 Proposal Value: \$771,773.88

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
Section - 01					
1	01 22 16 00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$17,050.00
			Installation	Quantity 15,500.00 x Unit Price 1.00 x Factor 1.1000 = Total 17,050.00	
				2% Bond Cost if Required	
2	01 22 16 00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$8,800.00
			Installation	Quantity 8,000.00 x Unit Price 1.00 x Factor 1.1000 = Total 8,800.00	
				Metal Roof 20 Year Weather Tightness Warranty Fee	
3	01 22 16 00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$16,500.00
			Installation	Quantity 15,000.00 x Unit Price 1.00 x Factor 1.1000 = Total 16,500.00	
				Permit Fee Budget	
4	01 22 20 00 0062		HR	Engineer	\$631.35
			Installation	Quantity 4.00 x Unit Price 133.75 x Factor 1.1801 = Total 631.35	
				Fastening, drainage, Pull test calculations	
5	01 22 23 00 0030		MO	60' Engine Powered, Articulating (Up/Over) Boom Man Lift With Platform	\$12,662.06
			Installation	Quantity 3.00 x Unit Price 3,576.55 x Factor 1.1801 = Total 12,662.06	
				3 months	
6	01 22 23 00 0904		MO	5,000 PSI Pressure Washer With Full-Time Operator	\$10,850.54
			Installation	Quantity 1.00 x Unit Price 9,194.59 x Factor 1.1801 = Total 10,850.54	
7	01 22 23 00 1047		MO	10,000 LB Telescopic Boom, Hi-Reach, Rough Terrain Construction Forklift With Full-Time Operator	\$50,620.24
			Installation	Quantity 3.00 x Unit Price 14,298.29 x Factor 1.1801 = Total 50,620.24	
				3 months	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 150826.00

Work Order Title: Ocean Ridge - Roofing Project

Section - 01

8	01 56 26 00 0005	LF	Temporary 6' High Chain Link Fence And Posts, Up To 6 Months						\$2,156.04
		Installation	Quantity	Unit Price	Factor	=	Total		
			300.00	6.09	1.1801	x	2,156.04		
9	01 71 13 00 0002	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed TruckIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as trenchers, skid-steer loaders (bobcats), industrial warehouse forklifts, sweepers, scissor platform lifts, telescoping and articulating boom man lifts with up to 40' boom lengths, etc.						\$376.94
		Installation	Quantity	Unit Price	Factor	=	Total		
			1.00	319.41	1.1801	x	376.94		
10	01 71 13 00 0003	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.						\$1,520.94
		Installation	Quantity	Unit Price	Factor	=	Total		
			1.00	1,288.82	1.1801	x	1,520.94		
11	01 71 23 16 0087	HR	Drone Inspection3 hour minimum						\$3,154.27
		Installation	Quantity	Unit Price	Factor	=	Total		
			4.00	668.22	1.1801	x	3,154.27		
12	01 74 13 00 0003	CY	Collect Existing Debris And Load Into Truck Or DumpsterPer CY of debris removed.						\$4,793.57
		Installation	Quantity	Unit Price	Factor	=	Total		
			300.00	13.54	1.1801	x	4,793.57		
13	01 74 19 00 0016	EA	40 CY Dumpster (6 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.						\$9,015.78
		Installation	Quantity	Unit Price	Factor	=	Total		
			8.00	954.98	1.1801	x	9,015.78		

Subtotal for Section - 01

\$138,131.73

Section - 02

14	02 82 13 00 0007	EA	Next Day Turnaround, (Bulk) TEM Test, Asbestos Testing						\$307.50
		Installation	Quantity	Unit Price	Factor	=	Total		
			1.00	260.57	1.1801	x	307.50		

Subtotal for Section - 02

\$307.50

Section - 04

15	04 05 23 16 0016	SF	7 Ounce, Paper Backed 2 Sides, Lead Coated Copper Through Wall Flashing						\$3,553.75
		Installation	Quantity	Unit Price	Factor	=	Total		
			180.00	15.90	1.1801	x	3,377.45		
		Demolition	Quantity	Unit Price	Factor	=	Total		
			180.00	0.83	1.1801	x	176.31		
		Lead Sheets for Drain Flashing							

Subtotal for Section - 04

\$3,553.75

Section - 07

Contractor's Price Proposal - Detail Continues..

Work Order Number: 150826.00

Work Order Title: Ocean Ridge - Roofing Project

Section - 07

16	07	32	16	00	0005		SQ	13" x 16-1/2" Concrete Roof Tile, 90/SQ, 950 LB/SQ, Colors, Shakes									\$29,277.17
								Quantity		Unit Price		Factor	=	Total			
							Installation	1.00	x	605.86	x	1.1801	=	714.98			
							Demolition	160.00	x	151.27	x	1.1801	=	28,562.20			
							Demo of Roof Tile System										
17	07	32	16	00	0005	0069	MOD	For >100 To 200, Deduct									-\$9,155.69
								Quantity		Unit Price		Factor	=	Total			
							Installation	160.00	x	-48.49	x	1.1801	=	-9,155.69			
18	07	32	16	00	0005	0071	MOD	For Steep Roof, Over 7 To 12, Add									\$18,283.05
								Quantity		Unit Price		Factor	=	Total			
							Installation	160.00	x	96.83	x	1.1801	=	18,283.05			
19	07	34	00	00	0004		SQ	30 LB, Asphalt Saturated Organic Felt Shake Underlayment, Mechanically Fastened									\$11,589.53
								Quantity		Unit Price		Factor	=	Total			
							Installation	160.00	x	56.84	x	1.1801	=	10,732.30			
							Demolition	160.00	x	4.54	x	1.1801	=	857.22			
20	07	34	00	00	0004	0031	MOD	For Steep Roof, Over 7 To 12, Add									\$549.45
								Quantity		Unit Price		Factor	=	Total			
							Installation	160.00	x	2.91	x	1.1801	=	549.45			
21	07	34	00	00	0004	0034	MOD	For >100 To 200, Deduct									-\$1,078.14
								Quantity		Unit Price		Factor	=	Total			
							Installation	160.00	x	-5.71	x	1.1801	=	-1,078.14			
22	07	34	00	00	0018		SQ	30 Mil, Fire Rated, High Temperature, Fire Rated, Embossed Surface, Butyl Rubber Based Adhesive, High Density Cross Laminated Polyethylene Reinforcement, Roofing Underlayment, Self-Adhering (Grace Ultra)									\$92,382.00
								Quantity		Unit Price		Factor	=	Total			
							Installation	160.00	x	480.92	x	1.1801	=	90,805.39			
							Demolition	160.00	x	8.35	x	1.1801	=	1,576.61			
23	07	34	00	00	0018	0031	MOD	For Steep Roof, Over 7 To 12, Add									\$1,064.99
								Quantity		Unit Price		Factor	=	Total			
							Installation	169.00	x	5.34	x	1.1801	=	1,064.99			
24	07	34	00	00	0018	0034	MOD	For >100 To 200, Deduct									-\$9,799.55
								Quantity		Unit Price		Factor	=	Total			
							Installation	160.00	x	-51.90	x	1.1801	=	-9,799.55			
25	07	41	13	00	0046		SF	Architectural 0.040" Aluminum Standing Seam Concealed Fastener Roofing									\$219,404.19
								Quantity		Unit Price		Factor	=	Total			
							Installation	16,000.00	x	11.62	x	1.1801	=	219,404.19			
26	07	41	13	00	0046	0007	MOD	For Steep Roof, Over 6 To 12, Add									\$15,294.10
								Quantity		Unit Price		Factor	=	Total			
							Installation	16,000.00	x	0.81	x	1.1801	=	15,294.10			
27	07	41	13	00	0046	0008	MOD	For 140 MPH Wind Load, Add									\$8,496.72
								Quantity		Unit Price		Factor	=	Total			
							Installation	16,000.00	x	0.45	x	1.1801	=	8,496.72			
28	07	41	13	00	0051		LF	9" To 12" Girth, Eave Or Gable Flashing For Aluminum Standing Seam Concealed Fastener Roofing									\$36,565.28
								Quantity		Unit Price		Factor	=	Total			
							Installation	1,790.00	x	17.31	x	1.1801	=	36,565.28			

Contractor's Price Proposal - Detail Continues..

Work Order Number: 150826.00

Work Order Title: Ocean Ridge - Roofing Project

Section - 07

29	07	41	13	00	0052	LF	Valley Flashing For Aluminum Standing Seam Concealed Fastener Roofing										\$9,007.47
							Quantity		Unit Price		Factor	=	Total				
						Installation	200.00	x	37.90	x	1.1801	=	8,945.16				
						Demolition	40.00	x	1.32	x	1.1801	=	62.31				
30	07	41	13	00	0053	LF	Hip Flashing For Aluminum Standing Seam Concealed Fastener Roofing										\$7,661.45
							Quantity		Unit Price		Factor	=	Total				
						Installation	220.00	x	29.51	x	1.1801	=	7,661.45				
31	07	51	13	00	0015	SQ	Asphalt Coated Polyester And Fiberglass Scrim, Base Or Ply Sheet, Hot-Mopped										\$21,927.32
							Quantity		Unit Price		Factor	=	Total				
						Installation	65.00	x	285.86	x	1.1801	=	21,927.32				
32	07	51	13	00	0023	SQ	Asphalt Coated Polyester And Fiberglass Scrim, Base Or Ply Sheet, Mechanically Fastened										\$22,787.20
							Quantity		Unit Price		Factor	=	Total				
						Installation	65.00	x	297.07	x	1.1801	=	22,787.20				
33	07	51	13	00	0050	LF	5/16" Thick, 32" Wide, Skid Resistant, Styrene-Butadiene-Styrene (SBS) Modified Bitumen Walkway Pad										\$3,785.76
							Quantity		Unit Price		Factor	=	Total				
						Installation	100.00	x	32.08	x	1.1801	=	3,785.76				
34	07	51	13	00	0055	LF	4" x 4" Perlite Cant Strip										\$1,911.76
							Quantity		Unit Price		Factor	=	Total				
						Installation	500.00	x	3.24	x	1.1801	=	1,911.76				
35	07	51	13	00	0066	SQ	Asphalt Primer For Roofing SystemsFoundation coating for hot-mopped and cold applied asphalt coatings, roof cements, and asphalt based roof adhesives. For use on weathered roofing, asphalt, concrete, gypsum, masonry, block, brick and metal surfaces.										\$610.82
							Quantity		Unit Price		Factor	=	Total				
						Installation	20.00	x	25.88	x	1.1801	=	610.82				
36	07	51	13	00	0069	SQ	Demolish Cap Sheet Surfaced, Built Up Roofing SystemIncludes protective surfacing.										\$12,351.04
							Quantity		Unit Price		Factor	=	Total				
						Installation	87.00	x	120.30	x	1.1801	=	12,351.04				
37	07	51	13	00	0076	SQ	>50 SQ, 20 Year, Built-Up Bituminous Or Modified Bituminous Membrane, Roofing System Warranty										\$1,671.43
							Quantity		Unit Price		Factor	=	Total				
						Installation	65.00	x	21.79	x	1.1801	=	1,671.43				
38	07	52	16	12	0015	SQ	180 Mil, Granule Surfaced, Styrene-Butadiene-Styrene (SBS) Modified Bitumen Cap Sheet, Hot-Mopped										\$35,510.51
							Quantity		Unit Price		Factor	=	Total				
						Installation	65.00	x	462.94	x	1.1801	=	35,510.51				
39	07	52	16	13	0012	SF	150 Mil, Smooth Surfaced, Styrene-Butadiene-Styrene (SBS) Modified Bitumen Flashing, Torch-Applied										\$1,510.53
							Quantity		Unit Price		Factor	=	Total				
						Installation	400.00	x	3.20	x	1.1801	=	1,510.53				
40	07	52	16	13	0016	SF	165 Mil, Fire Rated, Granule Surfaced, Styrene-Butadiene-Styrene (SBS) Modified Bitumen Flashing, Torch-Applied										\$1,633.26
							Quantity		Unit Price		Factor	=	Total				
						Installation	400.00	x	3.46	x	1.1801	=	1,633.26				
41	07	59	00	00	0002	LF	Membrane Roofing Termination BarIncludes fasteners and caulking.										\$1,757.76
							Quantity		Unit Price		Factor	=	Total				
						Installation	450.00	x	3.31	x	1.1801	=	1,757.76				

Contractor's Price Proposal - Detail Continues..

Work Order Number: 150826.00

Work Order Title: Ocean Ridge - Roofing Project

Section - 07

42	07 62 13 00 0025	SF	0.032" Thick, Mill Finish, Aluminum Flashing And Trim					\$4,348.67
			Quantity	Unit Price	Factor	=	Total	
		Installation	250.00 x	13.02 x	1.1801	=	3,841.23	
		Demolition	250.00 x	1.72 x	1.1801	=	507.44	
43	07 62 19 00 0027	LF	>12" To 15" Girth, 0.032" Thick, KYNAR 500® Finish, Aluminum Drip Edge					\$19,773.17
			Quantity	Unit Price	Factor	=	Total	
		Installation	470.00 x	34.73 x	1.1801	=	19,262.89	
		Demolition	470.00 x	0.92 x	1.1801	=	510.28	
44	07 63 00 00 0036	EA	4-3/4" ID x 12" Riser Pipe, 4 LB Lead Pipe Flashing For Roofs, Fits 4" Pipe					\$697.44
			Quantity	Unit Price	Factor	=	Total	
		Installation	5.00 x	103.30 x	1.1801	=	609.52	
		Demolition	5.00 x	14.90 x	1.1801	=	87.92	
45	07 71 13 00 0006	LF	>22" To 30" Wide (Stretch-out), 24 Gauge, KYNAR 500® Finish, Galvanized Steel Coping System With Galvanized Steel Cleats					\$24,796.97
			Quantity	Unit Price	Factor	=	Total	
		Installation	420.00 x	48.78 x	1.1801	=	24,177.42	
		Demolition	420.00 x	1.25 x	1.1801	=	619.55	
46	07 71 23 00 0349	EA	Cleanout Roof DrainIncludes removing dome and flushing.					\$1,539.82
			Quantity	Unit Price	Factor	=	Total	
		Installation	18.00 x	72.49 x	1.1801	=	1,539.82	
		Clean Drains After Re-roof						
47	07 71 26 00 0036	LF	0.040" Thick, Up To 12" Wide, Clear Anodized Finish, Aluminum Counter Flashing With Reglet					\$1,566.23
			Quantity	Unit Price	Factor	=	Total	
		Installation	120.00 x	11.06 x	1.1801	=	1,566.23	

Subtotal for Section - 07

\$587,721.71

Section - 13

48	13 46 13 00 0005	EA	1/2" x 12" Copper Lightning Protection Air Terminal					\$1,007.33
			Quantity	Unit Price	Factor	=	Total	
		Installation	40.00 x	14.56 x	1.1801	=	687.29	
		Demolition	40.00 x	6.78 x	1.1801	=	320.04	
49	13 46 13 00 0007	EA	1/2" x 24" Copper Lightning Protection Air Terminal					\$294.67
			Quantity	Unit Price	Factor	=	Total	
		Installation	10.00 x	18.19 x	1.1801	=	214.66	
		Demolition	10.00 x	6.78 x	1.1801	=	80.01	
50	13 46 13 00 0017	EA	Adhesive Base For Copper Lightning Protection Terminal					\$2,678.83
			Quantity	Unit Price	Factor	=	Total	
		Installation	40.00 x	36.39 x	1.1801	=	1,717.75	
		Demolition	40.00 x	20.36 x	1.1801	=	961.07	
51	13 46 13 00 0024	EA	Intermediate Base For Copper Lightning Protection Terminal					\$26,192.32
			Quantity	Unit Price	Factor	=	Total	
		Installation	250.00 x	68.42 x	1.1801	=	20,185.61	
		Demolition	250.00 x	20.36 x	1.1801	=	6,006.71	
52	13 46 13 00 0037	EA	Thru Roof Adapter Assembly For Copper Lightning Protection System					\$1,925.73
			Quantity	Unit Price	Factor	=	Total	
		Installation	7.00 x	178.84 x	1.1801	=	1,477.34	
		Demolition	7.00 x	54.28 x	1.1801	=	448.39	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 150826.00

Work Order Title: Ocean Ridge - Roofing Project

Section - 13

53	13	46	13	00	0060	EA	Adhesive Cable Holder, Copper Cable Support For Lightning Protection System				\$1,007.33
							Quantity		Unit Price	Factor	Total
					X	Installation	40.00	x	14.56	x	687.29
					X	Demolition	40.00	x	6.78	x	320.04
54	13	46	13	00	0066	EA	3/4" x 9-1/2" Flex Braided Strap For Copper Lightning Protection System				\$5,424.62
							Quantity		Unit Price	Factor	Total
					X	Installation	81.00	x	36.39	x	3,478.45
					X	Demolition	81.00	x	20.36	x	1,946.17

Subtotal for Section - 13

\$38,530.83

Section - 26

55	26	05	26	00	0033	MLF	350 MCM Copper Insulated Single Stranded Conductor				\$3,528.36
							Quantity		Unit Price	Factor	Total
					X	Installation	1.00	x	1,944.11	x	2,294.24
					X	Demolition	1.00	x	1,045.77	x	1,234.11

Subtotal for Section - 26

\$3,528.36

Proposal Total

\$771,773.88

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

Subcontractor Listing

Date: January 29, 2026

Re: IQC Master Contract #: FL-R6-RW-092524-SCR
Work Order #: 150826.00
Owner PO #:
Title: Ocean Ridge - Roofing Project
Contractor: Salomon Construction & Roofing
Proposal Value: \$771,773.88

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		\$0.00	0.00

 "Roofing to the highest Standards" 15310 NW 33rd Place Miami Gardens, FL 33054 CGC 1505013 CCC1325891 CCC1331705 Phone: 305-883-1856 Fax: 305-883-5664	Product of Interest: Metal Roof / PVC Recover / Silicone	SCOPE OF WORK 20066329J
		THIS PROPOSAL NUMBER MUST APPEAR ON ALL CORRESPONDANCE AND APPLICATIONS FOR PAYMENT THAT ARE RELATIVE TO THIS WORK.

		CUSTOMER #		PROJECT #		DATE	1/14/2026
CUSTOMER	Town Of Ocean Ridge			PROJECT NAME	Ocean Ridge Municipal Building		
ADDRESS	6450 N Ocean Blvd			ADDRESS	6450 N Ocean Blvd		
	Ocean Ridge, FL 33435				Ocean Ridge, FL 33435		
CONTACT	Michelle Heiser			Email	mheiser@oceanridge.com		
PHONE	561.732.2635	Cell		REP	Jared Susi	Cell	305.967.2135

DESCRIPTION OF PRODUCT INTEREST: Re-Roof Flat Roof and Replace Tile with Metal Standing Seam Re-Roof System Per Site Visit

Salomon Construction & Roofing is pleased to submit our Scope of work to provide all labor, materials, equipment, insurance required to perform the following scope of work:

TOTAL 20 YEAR ENERGY EFFICIENT STANDING SEAM ROOF SYSTEM ...

Metal Roof System Details:

- Scope to include Furnishing and Installing of Temporary Fence for Construction 30 days Included.
- Scope to include Asbestos Testing as required by FBC and JHA.
- Scope to include two Drone Aerial Inspections of the roof and direct surrounding areas before and after construction.
- Contractor to verify deck type and insulation.
- Contractor to fill out required shop drawing forms for metal roofing.
- Remove the existing Metal roof down to the existing wood deck.
- Replace the wood deck as needed at additional cost.
- Basis of design for reference: 1.5" Standing Seam aluminum .032 panel assembly system, Polyglass polystick xfr underlayment
- Remove Metal Roof and associated flashing components down to existing wood structural deck. Existing gutter and downspout system.
- To be saved for reinstallation.
- Contractor to inspect existing wood decking and notify a/e of all areas of deterioration or damage.
- Prime and prepare existing roof penetrations as specified.
- Install new high temperature, polyglass xfr, self-adhering waterproofing membrane uderlayment, flashings, and all associated materials required to
- Provide a watertight system at all roof penetrations. Ensure all edges and laps are set in sealant/mastic as recommended by manufacturer and per noa.
- Install new standing seam aluminum roof assembly per noa or FBC approval in accordance with fbc 2023.
- Review all curb, vent, and flashing heights and provide minimum height for all as required by the florida building code 2023.
- Remove, replace and recertify lightning protection system minimum standard nfpa 780 and fbc section 453.17.7.
- Installation of entire system shall meet the requirements of all local and state codes.
- Dispose of all debris in a legal manner.
- Includes all equipment required to complete this project.
- Permit fees paid by Owner – if necessary (Budget Line Item in Proposal)
- 2 Year Salomon Roofing Workmanship Guarantee.
- Preconstruction Meeting with Salomon Roofing and owner. Reviewing details, review roof assembly and logistics.
- In-progress Inspections: Inspect that materials and assembly are in accordance with manufacturers requirements if necessary
- Final project Inspections: Inspect final roofing system application with manufacturer's requirements.
- Manufacturer will provide the 20 Year Manufacturer's Warranty and approval of the roofing system application.

SBS Modified Low Slope BUR Roof System Details:

- Scope to include Furnishing and Installing of Temporary Fence for Construction 30 days Included.
- Scope to include Asbestos Testing as required by FBC and JHA.
- Basis of Design for Reference: GAF SBS BUR or Elevate (High Performance), Florida Product Approval (Fpa) for SBS BUR over Wood Decks non insulated.
- Existing Roof Membrane to be removed down to the wood deck and dispose of debris.

- Remove All Edge Flashings and Accessories as Needed to Install New Membrane Assembly.
- Inspect Existing Condition of Substrate and All Surfaces to Receive New Roofing System for Damage, and/or Deterioration.
- Detach, Remove and Save Existing Rooftop Equipment, and Reinstall Equipment as required to perform re-roof.
- Install New Wood Nailers at Applicable Edge, Parapet, and Curb Conditions as needed.
- Remove and Replace Downspout System Where Existing, to Match Existing Size and Location.
- Raise All Penetrations as Needed to Provide a Minimum of 8-inches Above Finished Roof System if required by manufacturer.
- Attachment of New Roofing System to Meet Uplift Requirements of the Fbc 2023 and Fire Resistance Material Class a Per Astm E108 and Fbc Section 453.12.
- Remove and Install New Stucco as Needed Where Roof System is Adjacent to Existing Stucco Surface. New Stucco to Be Installed in Accordance With Astm • C926.
- Install New Aluminum 0.032 Edge Metals.
- Install New Sheet Metal Flashings, Counterflashing, Pipe Flashings, and All Associated Materials Required to Provide a Complete Watertight Roofing System.
- All Existing Flashing to Be Replaced With Same Gage, Profile, and Locations That Currently Exist but
- Install Membrane Manufacturer Approved Tie Downs for All Equipment.
- Remove, Re-reinstall and Recertify Lightning Protection System Minimum Standard Nfpa 780 and Fbc Section 453.17.7.
- Install New SBS Walkpads as required by manufacturer 100LF.
- Provide Manufacturer's 20 Year No Dollar Limit Warranty (NDL) and Contractor's 2 Year Water-tight Warranty.

Project Schedule:

Project will be completed within 120 Work days suitable for roofing conditions from time onsite work commences.

NOTES AND CLARIFICATIONS:

- All work performed in accordance with Florida Building Code Requirements

EXCLUSIONS:

- Structural, Plumbing, Electrical, Mechanical Work. Stucco, or Painting Work. (unless otherwise stated)
- Weekend Work and Overtime.
- Permit fees are not included in the scope of work, paid by owner if needed

PAYMENT TERMS:

As per AIA Progress Payment Requisitions

Interest shall accrue on any unpaid balance starting 15 calendar days past the due date as specified at 1.5 percent per month (18 percent per annum) or at the maximum legal rate permitted by law. If legal proceedings are required to collect an unpaid balance, all costs including actual attorney fees shall be added to the unpaid balance. Non-payment in accordance with these terms shall be considered material and cause for termination of performance by Salomon Construction and Roofing

Additional Notes:

- 1. CONTRACTOR'S RIGHT TO RESCIND:** Contractor reserves the right to withdraw or revise this Proposal until such time as Owner communicates his acceptance to Contractor. This proposal may be withdrawn after communication of acceptance where an inadvertent error by Contractor has occurred. This Proposal expires thirty (30) days after the date stated in this proposal if not earlier accepted, revised or withdrawn.
- 2. PRICE VOLATILITY.** Asphalt, Poly-Isocyanurate and asphalt-related products are sometimes subject to unusual price volatility due to conditions that are beyond the control or anticipation of Contractor and firm prices cannot be obtained from suppliers. If there is an increase in the amount charged to Contractor between the date of this proposal and the time when the work is to be performed, the amount of this proposal/contract may be increased to reflect the additional cost to contractor, upon submittal of written documentation and advance notice to Customer.
- 3. ACCEPTANCE:** Acceptance of this Proposal by Owner shall be acceptance of all Terms and Conditions recited herein. Upon acceptance, this Proposal shall become a binding contract between Contractor and the Owner. This Proposal and the plans, specifications and other documents, if any referenced in this proposal shall constitute the entire agreement between the parties.
- 4. DISCOUNTS AND REBATES:** The price of this Contract is net of any prepayment discounts or rebates. The Board of Directors, Management or Ownership will comply with all requests necessary to assist in obtaining any such discounts or rebates as outlined in the payment terms of this contract.
- 5. GUARANTEE AND WARRANTY.** The type of guarantee and extent of coverage shall be as indicated in accordance with written guarantees, if any offered by manufacturers of materials incorporated into the project. In addition to manufacturer's guarantees, and

upon receipt of final payment. Salomon Construction and Roofing shall guarantee workmanship furnished as part of this work order against defects in such workmanship for a period up to **Two years** from the completion of work.

6. **MATERIALS.** All materials used shall be as stated in the specifications and/or attached Scope of Work. All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, and size, weight, amount, finish, and texture and performance standards. Specified quantities are intended to represent an average over the entire roof area. Contractor is not responsible for the actual verification of technical specifications of product manufacturers: i.e. R value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer. Metal Roofing and especially lengthy flat span metal panels will often exhibit waviness, commonly referred to as "oil-canning". Oil-canning pertains to aesthetics and not the performance of the panels and is not controlled by the Contractor. Contractor is not responsible for oil-canning or aesthetics. Oil-canning shall not be grounds to withhold payment or reject panels of the type specified.
7. **ACCESS.** Salomon Construction & Roofing shall be permitted to use driveways, and paved areas leading to, or adjacent to, the job site for its equipment without liability to Salomon Construction and Roofing occasioned by the negligence of others or by its equipment.
8. **WORKING HOURS.** This proposal is based upon the performance of all work during Contractor's regular working hours, excluding weekends and National Holidays. Extra charges will be made for overtime and all work performed other than during Contractor's regular working hours, if required by Customer.
9. **TIME TO COMPLETE.** Salomon Construction & Roofing shall have a minimum of 120 workdays per building with conditions suitable to perform roofing work to obtain substantial completion of the roof.
10. **ACTS OF GOD.** Salomon Construction and Roofing shall not be responsible for damage or delay due to strikes, fires, accidents or other caused beyond its reasonable control.
11. **BOND.** A Surety Bond will be furnished where payment and performance bonds are specified at an additional cost.
12. **FUMES AND EMISSIONS.** Owner and Contractor acknowledge that asphalt will be heated by Contractor, odors and emissions from roofing products will be released and noise will be generated as part of the roofing operations to be performed by Contractor. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, window, doors and other openings to prevent fumes and odors from entering the building. Customer is aware those roofing products emit fumes, vapors and odors during the application process. Customer shall hold Contractor harmless and indemnify from claims relating to fumes and odors that are emitted during the normal roofing process.
13. **EXCLUSIONS.** The following items are not included in this work order unless otherwise specifically stated in writing; repairs to the roof deck, installation of wood, furnishing or installation of roof drains, repairs or alteration to the building other than the roof. Salomon Construction and Roofing is not liable for any damages to lawns, sprinklers, Driveways, sidewalks, Walkways, Fences, Underground structures, A/C's, antennas, solar panels Pools and pool equipment, furniture, fixtures, and electrical equipment. Owner or owner's representative is to locate any drain fields, septic tank systems, underground structures before construction activities. Any relocation, removal, or reinstallation of the above-mentioned is the owner's responsibility.
14. **PONDING WATER.** It is understood by Owner and/or Owner's Representative that a ponding water condition is not indicative of a defective roof system. Positive drainage is a design goal and is not always achievable. Salomon Construction and Roofing will not be held responsible for a ponding water condition that results from a roof structure that is not designed to achieve positive drainage as defined by the National Roofing Contractors Association (NRCA). Ponding Water is defined as roof surface that is incompletely drained. Positive drainage is a drainage condition with additional roof slope provided to ensure drainage of a roof area within 48 hours after a rainfall.
15. **ELECTRICAL CONDUIT.** Contractor's price is based upon there not being electrical conduit or other materials embedded within the roof assembly unless expressly identified on the face of this proposal. Customer will indemnify Contractor from any personal injury, damage, claim, loss, or expense resulting from the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to Contractor's personnel, and shall compensate Contractor for additional time, labor and expense resulting from the presence of such materials.
16. **ASBESTOS AND TOXIC MATERIALS.** This proposal and contract is based upon the work to be performed by Contractor not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the roofing work. Contractor is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic material. In the event that such materials are encountered, Contractor shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site.
17. **MOLD & MILDEW.** It is understood and agreed that the roofing contractor (and roofing contractor's insurer) will be held harmless for alleged or actual damages/claims as a result of mold, algae, or fungus. It is understood that the roofing contractors and roofing contractor's insurer will exclude all coverage, including defense, damages related to bodily injury, property damage, and clean up expenses caused directly or indirectly in whole or in part for any action brought by mold, including fungus and mildew regardless of the cost, event material, product or workmanship that may have contributed concurrently or in any sequence to the injury or damage that occurs.
18. **INTERIOR PROTECTION.** Customer acknowledges that re-roofing of an existing building may cause disturbance, dust or debris to fall into the interior and possibly, if hot asphalt is used dripping may occur depending upon deck conditions. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Contractor shall not be responsible for disturbance, damage, clean-up or loss to interior property that Customer did not remove or protect prior to commencement of roofing operations. No interior protection or clean up included. Salomon Construction and Roofing shall not be responsible for any damage incurred due to nails or screws penetrating the roof deck or for damage incurred to anything secured or attached to the roof deck, joists or any other roofing structure member which becomes loose, unsecured or falls as a result of the roofing operations of Salomon Construction and Roofing. Salomon Construction and Roofing will not be liable for any water damage or other damage caused during or throughout roofing operations.

19. **BACK CHARGES.** No back charges or claims for payment of services rendered or materials and equipment furnished by Customer to Contractor shall be valid unless previously authorized in writing by Contractor and unless written notice is given to Contractor within ten (10) business days of the event, act or omission which is the basis of the back charge.
20. **ADDITIONAL CHARGES.** When items are required in addition to the outlined "Scope of Work", refer to Additional Work Authorization Form to be provided by Salomon Construction and Roofing. Additional charges may result from any of the following: Addition or deviation from the specifications herein described, damage to our work by others; temporary protection of the building not originally included, in this work order; premature notice to start work causing unnecessary trips; trips back to the job to repair openings created after work is complete; material and equipment off-loads from roof due to acts of God (such as tropical storms and hurricanes), debris removal by others required by local laws, and any labor required to be done outside of normal business hours. Salomon Construction and Roofing is not required to do additional work unless a proper Additional Work Authorization Form has been executed by Owner and/or Owner's Representative.
20. **INSURANCE.** Salomon Construction and Roofing agrees to purchase and maintain, as required by law, workers' compensation, liability and property insurance to protect the Owner and/or Owner's Representative from injuries and/or damages which may arise out of or result from Salomon Construction and Roofing's operations under this work order and for which Salomon Construction and Roofing may be legally liable, whether such operation be by Salomon Construction and Roofing or by anyone directly or indirectly employed by Salomon Construction and Roofing, or by anyone for whose acts Salomon Construction and Roofing may be liable. Owner and/or Owner's Representative agree to look solely to Salomon Construction and Roofing's appropriate insurance carrier for any and all damages including those caused by Salomon Construction and Roofing's sole negligence. The Owner and/or Owner's Representative agrees to provide sufficient insurance to protect Salomon Construction and Roofing against loss of materials installed or on the premises due to fire, windstorm, hail or floods. Owner and/or Owner's Representative provided property insurance shall be on an all-risk policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including, theft, vandalism, malicious mischief, collapse, false work, temporary buildings, and debris removal including demolition occasioned by enforcement of any applicable legal requirements. If the property insurance requires minimum deductibles the Owner and/or Owner's Representative shall be responsible for payment of the additional costs not covered because of such increased or voluntary deductibles. The insurance shall waive rights of subrogation if any against Salomon Construction and Roofing. The Owner and/or Owner's Representative shall purchase and maintain such insurance as will insure the Owner and/or Owner's representative against loss of use of the Owner's and/or Owner's Representative property due to fire or other hazards, however caused. The Owner and/or Owner's Representative waive all right of action against Salomon Construction and Roofing for loss of use of the Owner and/or Owner's Representative's property, including consequential damages.
21. **ADDITIONAL INSURED.** If Customer requires and Contractor agrees to name Customer or others as an additional insured on Contractor's liability insurance policy, Customer and Contractor agree that the naming of Customer or other parties as an additional insured is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of Contractor and is not intended to make the Contractor's insurer liable for claims that are due to the fault of the additional insured. Extra Costs are the responsibility of the Owner.
22. **STRUCTURAL SUITABILITY.** Salomon Construction and Roofing assumes full responsibility for furnishing of roofing materials and for providing specifications and recommendations for their proper installation. Salomon Construction and Roofing does not, either itself or through its representatives, practice architecture or engineering and offers no opinion on, and expressly disclaims any responsibility for, the structural soundness of any roof deck, or the design, on which roofing products may be applied. Salomon Construction & Roofing are not design professionals. Opinions of competent structural engineers should be obtained by the Owner and/or owner's representative as to the structural soundness of the roof deck and its ability to properly support the contemplated roof installation. Salomon Construction and Roofing accepts no liability for any failure of the roof deck, its ability to support the contemplated roof installation, or resultant damages.
23. **MISCELLANEOUS.** These Terms and Conditions together with the cover page providing the Scope of Work, etc. and any attachments constitute the entire agreement of the parties. Modifications to this Agreement can be made only in writing signed by ALL Parties. Owner and/or Owner's Representative permitting performance of work indicates acceptance without exception of this Agreement, even if this Agreement is not executed.
24. **BANKRUPTCY CLAUSE.** The event of bankruptcy does not relieve the client from payment obligations.
25. **ADDITIONAL WORK:** Owners agree that any additional work to be done on the roof during and throughout this contract will be performed and executed through Salomon Construction and Roofing as sole prime contractor. Additional work will be processed through a Change Order agreed to in writing before execution.
26. **FINAL PAYMENT.** The making of final payment shall constitute a waiver of all claims against Salomon Construction and Roofing by Owner and/or Owner's Representative except for those arising from (a) unsettled liens stemming from work performed by Salomon Construction and Roofing, (b) terms of any guarantee or warranty issued pursuant to this work order. No guarantee or warranty provided by Salomon Construction and Roofing shall be valid until full and final payment is received.
27. **CANCELLATION / TERMINATION.** In the event this Agreement is cancelled or terminated by the Customer before completion, Salomon Construction and Roofing may charge a cancellation fee of 15% of the contract value plus any and all costs incurred.

Project Specific Notes & Exclusions:

- **Priced as January 14, 2026.**
- Temporary water and electric, not included in the scope of work.
- All work to be performed in accordance with specifications and applicable FBC HVHZ Product Approval.
- Roof Permit cost is not Included in this scope of work.
- Damaged landscaping during construction to be replaced by owner.
- Wood Decking 5/8" Plywood Replacement will be an additional \$125 per sheet (one sheet min)
- Stucco replacement and paint \$30/SF
- Wood replacement 2"x4" replacement will be an additional \$20.00 per linear foot, replaced.
- Wood Fascia replacement price per linear foot \$35/LF (removed, primed, and painted)

- The Scope of work includes Lightning Protection removal, replacement, and re-certification.
- Does not include damage caused by others or other sub-trades.
- Crane for hoisting materials to and from roof decks is provided by Salomon Roofing & Waterproofing.
- Scope of work does not Include the removal and replacement of Mechanical Equipment or HVAC stands.
- Scope of work does not Include Masonry, Mechanical, Plumbing & Electrical Scopes of Work.
- Unknown or unforeseen conditions are Not Included in the Scope of work.
- Material Prices in Effect on the Date of Shipment: Currently, roofing material manufacturers are unwilling to commit to firm prices or delivery dates of numerous roofing materials, including but not limited to, fasteners, adhesives, polyisocyanurate insulation and roofing membranes. Roofing materials manufacturers state that the price of the materials will be the price in effect on the date of shipment. Accordingly, the parties acknowledge and agree the contract sum to be paid to Salomon Roofing will not be finally determined until the time the materials are shipped.

Featured News



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March 27, 2026

Invitation to Bid- Town of Ocean Ridge – Town Hall / Police Department Roofing Project

February 24, 2026

Ocean Ridge Shore Protection Project Presentation & Q/A Session – Video

December 15, 2025

NOTICE OF SELECTION COMMITTEE MEETING FOR RFQ 2025-01

RECIPIENT AGREEMENT CHECKLIST
DIVISION OF EMERGENCY MANAGEMENT
MITIGATION BUREAU
FISCAL OPERATIONS UNIT
HLMP & SHELTER DEVELOPMENT

REQUEST FOR REVIEW AND APPROVAL	
RECIPIENT:	Town of Ocean Ridge
PROJECT #:	DEM-HL00116
PROJECT TITLE:	Town of Ocean Ridge Town Hall and Police Department Wind Retrofit
CONTRACT #:	B0249
MODIFICATION #:	

RECIPIENT REPRESENTATIVE (POINT OF CONTACT)	
	Michell Heiser Town Manager 6450 N Ocean Blvd Ocean Ridge, FL 33435

Enclosed is your copy of the proposed contract/modification between **Town of Ocean Ridge** and the Florida Division of Emergency Management (FDEM).

COMPLETE	
☐	This form is required to be included with all Reviews, Approvals, and Submittals
☐	Reviewed and Approved
☐	Signed & Dated Electronic Copy by Official Representative
☐	Copy of the organization's resolution or charter that specifically identifies the person or position that is authorized to sign, if not Chairman, Mayor, or Chief
☐	Attachment I – Contracts with Non-Profit Organizations - completed, signed, and dated
☐	Electronic Submittal to the Grant Specialist

If you have any questions regarding this contract, or who is authorized to sign it, please contact your Project Manager at (850) 815-4515 or email me at Jillian.Holzman@em.myflorida.com.

Agreement Number: B0249
Project Number: DEM-HL00116

STATE-FUNDED GRANT AGREEMENT

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division"), and Town of Ocean Ridge, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and

B. The Division has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and

C. The Division has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Division and the Recipient agree to the following:

(1) LAWS, RULES, REGULATIONS, AND POLICIES

a. As required by section 215.971(1), Florida Statutes, this Agreement includes:

i. A provision specifying a scope of work that clearly establishes the tasks that the Recipient is required to perform.

ii. A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the Division before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

iii. A provision specifying the financial consequences that apply if the Recipient fails to perform the minimum level of service required by the agreement.

iv. A provision specifying that the Recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.

v. A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the Division.

vi. A provision specifying that any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the agreement must be refunded to the Division.

b. In addition to the foregoing, the Recipient and the Division shall be governed by all applicable State and Federal laws, rules and regulations, including those identified in Attachment B. Any express reference in this Agreement to a particular statute, rule, or regulation in no way implies that no other statute, rule, or regulation applies.

(2) CONTACT

a. In accordance with section 215.971(2), Florida Statutes, the Division's Grant Manager shall be responsible for enforcing performance of this Agreement's terms and conditions and shall serve as the Division's liaison with the Recipient. As part of his/her duties, the Grant Manager for the Division shall:

- i. Monitor and document Recipient performance; and,
- ii. Review and document all deliverables for which the Recipient requests payment.

b. The Division's Grant Manager for this Agreement is:

Jillian Holzman
HLMP Program Manager
2555 Shumard Oak Blvd
Tallahassee, FL 32399
Telephone: 850-815-4515
Email: Jillian.Holzman@em.myflorida.com

c. The name and address of the representative of the Recipient responsible for the administration of this Agreement is:

Michell Heiser
Town Manager
6450 N Ocean Blvd
Ocean Ridge, FL 33435
Telephone: 561-732-2635
Email: mheiser@oceanridge.gov

d. In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided to the other party.

(3) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(4) EXECUTION

This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(5) MODIFICATION

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

(6) SCOPE OF WORK

The Recipient shall perform the work in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(7) PERIOD OF AGREEMENT

This Agreement shall begin on July 1, 2025, and shall end on June 30, 2026, unless terminated earlier in accordance with the provisions of Paragraph (16) TERMINATION. In accordance with Section 215.971(1)(d), Florida Statutes, the Recipient may expend funds authorized by this Agreement "only for allowable costs resulting from obligations incurred during" the period of agreement.

(8) FUNDING

- a. This is a cost-reimbursement Agreement, subject to the availability of funds.
- b. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with either chapter 216, Florida Statutes, or the Florida Constitution.
- c. The Division will reimburse the Recipient only for allowable costs incurred by the Recipient in the successful completion of each deliverable. The maximum reimbursement amount for each deliverable is outlined in Attachment A of this Agreement ("Budget and Scope of Work"). The maximum reimbursement amount for the entirety of this Agreement is \$250,000.00.
- d. The Division will review any request for reimbursement by comparing the documentation provided by the Recipient against a performance measure, outlined in Attachment A, which clearly delineates:
 - i. The required minimum acceptable level of service to be performed; and,
 - ii. The criteria for evaluating the successful completion of each deliverable.
- e. The Division's Grant Manager, as required by section 215.971(2)(c), Florida Statutes, shall reconcile and verify all funds received against all funds expended during the period of agreement and produce a final reconciliation report. The final report must identify any funds paid in excess of the expenditures incurred by the Recipient.
- f. For the purposes of this Agreement, the term "improper payment" means or includes:
 - i. Any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and,
 - ii. Any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable

discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

g. As required by the Reference Guide for State Expenditures, 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.

(9) RECORDS

a. As a condition of receiving state financial assistance, and as required by sections 20.055(6)(c) and 215.97(5)(b), Florida Statutes, the Division, the Chief Inspector General of the State of Florida, the Florida Auditor General, or any of their authorized representatives, shall enjoy the right of access to any documents, financial statements, papers, or other records of the Recipient which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Recipient's personnel for the purpose of interview and discussion related to such documents. For the purposes of this section, the term "Recipient" includes employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement.

b. The Recipient shall maintain all records related to this Agreement for the period of time specified in the appropriate retention schedule published by the Florida Department of State.

Information regarding retention schedules can be obtained at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>.

c. Florida's Government in the Sunshine Law (Section 286.011, Florida Statutes) provides the citizens of Florida with a right of access to governmental proceedings and mandates three, basic requirements: (1) all meetings of public boards or commissions must be open to the public; (2) reasonable notice of such meetings must be given; and, (3) minutes of the meetings must be taken and promptly recorded. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the open government requirements. However, the Government in the Sunshine Law applies to private entities that provide services to governmental agencies and that act on behalf of those agencies in the agencies' performance of their public duties. If a public agency delegates the performance of its public purpose to a private entity, then, to the extent that private entity is performing that public purpose, the Government in the Sunshine Law applies. For example, if a volunteer fire department provides firefighting services to a governmental entity and uses facilities and equipment purchased with public funds, then the Government in the Sunshine Law applies to board of directors for that volunteer fire department. Thus, to the extent that the Government in the Sunshine Law applies to the Recipient based upon the funds provided under this Agreement, the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board may be subject to open government requirements. These meetings shall be publicly noticed, open to the

public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Florida Statutes.

d. Florida's Public Records Law provides a right of access to the records of the state and local governments as well as to private entities acting on their behalf. Unless specifically exempted from disclosure by the Legislature, all materials made or received by a governmental agency (or a private entity acting on behalf of such an agency) in conjunction with official business which are used to perpetuate, communicate, or formalize knowledge qualify as public records subject to public inspection. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the public record requirements. However, when a public entity delegates a public function to a private entity, the records generated by the private entity's performance of that duty become public records. Thus, the nature and scope of the services provided by a private entity determine whether that entity is acting on behalf of a public agency and is therefore subject to the requirements of Florida's Public Records Law.

e. The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work - Attachment A - and all other applicable laws and regulations.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (850) 815-7671, Records@em.myflorida.com, or 2555 Shumard Oak Boulevard, Tallahassee, FL 32399.

(10) AUDITS

a. In accounting for the receipt and expenditure of funds under this Agreement, the Recipient shall follow Generally Accepted Accounting Principles ("GAAP"). As defined by 2 C.F.R. §200.1, GAAP "has the meaning specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB)."

b. When conducting an audit of the Recipient's performance under this Agreement, the Division shall use Generally Accepted Government Auditing Standards ("GAGAS"). As defined by 2 C.F.R. §200.1, GAGAS, "also known as the Yellow Book, means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits."

c. If an audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Division of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty days after the Division has notified the Recipient of such non-compliance.

d. The Recipient shall have all audits completed by an independent auditor, which is defined in section 215.97(2)(i), Florida Statutes, as "an independent certified public accountant licensed under chapter 473." The independent auditor shall state that the audit complied with the applicable provisions noted above. The audits must be received by the Division no later than nine months from the end of the Recipient's fiscal year.

e. The Recipient shall send copies of reporting packages required under this paragraph directly to each of the following:

i. The Division of Emergency Management

DEMSingle_Audit@em.myflorida.com

DEMSingle_Audit@em.myflorida.com

OR

Office of the Inspector General
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

ii. The Auditor General

Room 401, Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

(11) REPORTS

a. The Recipient shall provide the Division with quarterly reports and a close-out report. These reports shall include the current status and progress by the Recipient and all Sub-Recipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Division.

b. Quarterly reports are due to the Division no later than 15 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30, and December 31.

c. The close-out report is due 60 days after termination of this Agreement or 60 days after completion of the activities contained in this Agreement, whichever occurs first.

d. If all required reports and copies are not sent to the Division or are not completed in a manner acceptable to the Division, the Division may withhold further payments until they are completed or may

take other action as stated in Paragraph (15) REMEDIES. "Acceptable to the Division" means that the work product was completed in accordance with the Budget and Scope of Work.

e. The Recipient shall provide additional program updates or information that may be required by the Division.

f. The Recipient shall provide additional reports and information identified in Attachment D.

(12) MONITORING

a. The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Schedule of Deliverables and Scope of Work are being accomplished within the specified time periods, and other performance goals are being achieved. A review shall be done for each function or activity in Attachment A to this Agreement, and reported in the quarterly report.

b. In addition to reviews of audits conducted in accordance with paragraph (10) AUDITS above, monitoring procedures may include, but not be limited to, on-site visits by Division staff, limited scope audits, or other procedures. The Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Division. In the event that the Division determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Division to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Division will monitor the performance and financial management by the Recipient throughout the period of agreement to ensure timely completion of all tasks.

(13) LIABILITY

a. Unless Recipient is a state agency or subdivision, as defined in section 768.28, Florida Statutes, the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Division harmless against all claims of whatever nature by third parties arising from the work performed under this Agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Division, but is an independent contractor.

b. Any Recipient which is a state agency or subdivision, as defined in section 768.28, Florida Statutes, agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of this agreement.

(14) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Division to make further payment of funds shall, if the Division elects, terminate and the Division has the option to exercise any of its remedies set forth in Paragraph (15) REMEDIES. However, the Division may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

a. If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Division is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Division and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

b. If material adverse changes occur in the financial condition of the Recipient at any time during the period of agreement, and the Recipient fails to cure this adverse change within thirty (30) days from the date written notice is sent by the Division.

c. If any reports required by this Agreement have not been submitted to the Division or have been submitted with incorrect, incomplete or insufficient information;

d. If the Recipient has failed to perform and complete on time any of its obligations under this Agreement.

(15) REMEDIES

If an Event of Default occurs, then the Division shall, after thirty (30) calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty (30) days, exercise any one or more of the following remedies, either concurrently or consecutively:

a. Terminate this Agreement, provided that the Recipient is given at least thirty (30) days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in paragraph (2) CONTACT herein;

b. Begin an appropriate legal or equitable action to enforce performance of this Agreement;

c. Withhold or suspend payment of all or any part of a request for payment;

d. Require that the Recipient refund to the Division any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

e. Exercise any corrective or remedial actions, to include but not be limited to:

i. request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

ii. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

iii. advise the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or

iv. require the Recipient to reimburse the Division for the amount of costs incurred for any items determined to be ineligible;

f. Exercise any other rights or remedies which may be available under law.

Pursuing any of the above remedies will not stop the Division from pursuing any other remedies in this Agreement or provided at law or in equity. If the Division waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any other default by the Recipient.

(16) TERMINATION.

a. The Division may terminate this Agreement for cause after thirty (30) days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under chapter 119, Florida Statutes., as amended.

b. The Division may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty (30) calendar days prior written notice.

c. The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of this Agreement.

d. In the event this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of this Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Division because of any breach of this Agreement by the Recipient. The Division may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due the Division from the Recipient is determined.

(17) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Division for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

For each subcontract, the Recipient shall provide a written statement to the Division as to whether

that subcontractor is a minority business enterprise, as defined in section 288.703, Florida Statutes.

(18) ATTACHMENTS

a. All attachments to this Agreement are incorporated as if set out fully.

b. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

c. This Agreement has the following attachments:

Exhibit 1 - Funding Sources

Attachment A – Budget and Scope of Work

Attachment B – Program Statutes and Regulations

Attachment C – Statement of Assurances

Attachment D – Request for Advance or Reimbursement

Attachment E – Justification of Advance Payment

Attachment F – Quarterly Report Form

Attachment G – Warranties and Representations

Attachment H – Certification Regarding Debarment

Attachment I – Florida Accountability Contract Tracking System

Attachment J – Foreign Country of Concern Affidavit

(19) PAYMENTS

a. Any advance payment under this Agreement is subject to section 216.181(16), Florida Statutes. All advances are required to be held in an interest-bearing account. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment E. Attachment E will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. No advance shall be accepted for processing if a reimbursement has been paid prior to the submittal of a request for advanced payment. After the initial advance, if any, payment shall be made on a reimbursement basis as needed.

b. Invoices shall be submitted at least quarterly and shall include the supporting documentation for all costs of the project or services. The final invoice shall be submitted within sixty (60) days after the expiration date of the agreement. An explanation of any circumstances prohibiting the submittal of quarterly invoices shall be submitted to the Division grant manager as part of the Recipient's quarterly reporting as referenced in paragraph (11) REPORTS of this Agreement.

c. If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial Officer or under paragraph 8 of this Agreement, all obligations on the part of the Division to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty days of receiving notice from the Division.

(20) REPAYMENTS

All refunds or repayments due to the Division under this Agreement are to be made payable to the order of "Division of Emergency Management," and mailed directly to the following address:

Division of Emergency Management
Cashier
2555 Shumard Oak Boulevard
Tallahassee FL 32399-2100

In accordance with section 215.34(2), Florida Statutes., if a check or other draft is returned to the Division for collection, Recipient shall pay the Division a service fee of \$15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

(21) MANDATED CONDITIONS

a. The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Division request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials is incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Division and with thirty (30) days written notice to the Recipient, cause the termination of this Agreement and the release of the Division from all its obligations to the Recipient.

b. This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

c. Any power of approval or disapproval granted to the Division under the terms of this Agreement shall survive the term of this Agreement.

d. This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

e. The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

f. Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 any public entity in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

g. Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the state government, certifies, to the best of its knowledge and belief, that it and its principals or affiliates:

- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or disqualified from covered transactions by a federal department or agency;
- ii. Have not, within a five-year period preceding this Agreement been convicted of or had a civil judgment rendered against it for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- iii. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph (21)(g)(ii) of this certification; and
- iv. Have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

In addition, the Recipient shall send to the Division (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" (Attachment H) for each intended subcontractor that Recipient plans to fund under this Agreement. The form must be received by the Division before the Recipient enters into a contract with any subcontractor.

h. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Florida Statutes, or the Florida Constitution.

i. All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

j. Any bills for travel expenses shall be submitted in accordance with section 112.061, Florida Statutes.

k. The Division reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of chapter 119, Florida Statutes, which the Recipient created or received under this Agreement.

l. If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Division or be applied against the Division's obligation to pay the contract amount.

m. The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Division shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Division.

n. The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Florida Statutes) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with chapter 119, Florida Statutes.

o. All expenditures of state financial assistance shall be in compliance with the laws, rules and regulations applicable to expenditures of State funds, including but not limited to, the Reference Guide for State Expenditures.

p. This Agreement may be charged only with allowable costs resulting from obligations incurred during the period of agreement.

q. Any balances of unobligated cash that have been advanced or paid that are not authorized to be retained for direct program costs in a subsequent period must be refunded to the State.

r. Section 287.05805, Florida Statutes, requires that any state funds provided for the purchase of or improvements to real property are contingent upon the contractor or political subdivision granting to the state a security interest in the property at least to the amount of state funds provided for at least 5 years from the date of purchase or the completion of the improvements or as further required by law.

s. The Division may, at its option, terminate the Contract if the Contractor is found to have submitted a false certification as provided under section 287.135(5), Florida Statutes, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel

t. If applicable, pursuant to Section 255.0993, Florida Statutes, the Sub-Recipient shall ensure that any iron or steel product, as defined in section 255.0993(1)(b), Florida Statutes, that is permanently incorporated in the deliverable(s) resulting from this project, must be produced in the United States.

(22) LOBBYING PROHIBITION

a. Section 216.347, Florida Statutes, prohibits "any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant

or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency.”

b. No funds or other resources received from the Division under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(23) COPYRIGHT, PATENT AND TRADEMARK

EXCEPT AS PROVIDED BELOW, ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.

a. If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless this Agreement provides otherwise.

b. If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Division for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Division. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

c. Within thirty (30) days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement that he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property that is disclosed. Failure to disclose will indicate that no such property exists. The Division shall then, under Paragraph (b), have the right to all patents and copyrights that accrue during performance of this Agreement.

d. If the Recipient qualifies as a state university under Florida law, then, pursuant to section 1004.23, Florida Statutes, any invention conceived exclusively by the employees of the Recipient shall become the sole property of the Recipient. In the case of joint inventions, that is inventions made jointly by one or more employees of both parties hereto, each party shall have an equal, undivided interest in and to such joint inventions. The Division shall retain a perpetual, irrevocable, fully-paid, nonexclusive license, for its use and the use of its contractors of any resulting patented, copyrighted or trademarked work products, developed solely by the Recipient, under this Agreement, for Florida government purposes.

(24) LEGAL AUTHORIZATION.

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(25) ASSURANCES.

The Recipient shall comply with any Statement of Assurances incorporated as Attachment C.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

RECIPIENT:

TOWN OF OCEAN RIDGE

By: 
Name and title: Geoff Pugh, Mayor
Date: 8/4/2025
FID# _____

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

By: _____
Name and Title: Kevin Guthrie, Director
Date: _____

EXHIBIT – 1

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

State Project -

State awarding agency: Division of Emergency Management

Catalog of State Financial Assistance title: Hurricane Loss Mitigation Program

Catalog of State Financial Assistance number: 31.066

Amount of State Funding: \$250,000.00

ATTACHMENT A SCOPE OF WORK AND BUDGET

STATEMENT OF PURPOSE

The purpose of this Scope of Work is to provide protection to the Town of Ocean Ridge Town Hall and Police Department, Town of Ocean Ridge, Palm Beach County, Florida, funded through the Hurricane Loss Mitigation Program (HLMP) DEM-HL00116, as approved by the Florida Division of Emergency Management (Division).

The Recipient, Town of Ocean Ridge, agrees to administer and complete the project per scope of work as submitted by the Recipient and subsequently approved by the Division. The Recipient shall complete the work in accordance with all applicable Federal, State and Local Laws, Regulations and Codes.

PROJECT OVERVIEW

As a Hurricane Loss Mitigation Program (HLMP) project, the Recipient shall provide protection to the Town of Ocean Ridge Town Hall and Police Department located at Town of Ocean Ridge, Palm Beach County, Florida.

The HLMP project shall provide protection to the Town of Ocean Ridge Town Hall and Police Department by installing a wind retrofitted roof covering, impact rated windows, and impact rated doors.

TASKS AND DELIVERABLES

(A) Tasks

Task 1: Procurement

Based on the approved scope of work, the Recipient shall procure the services of a Qualified and Licensed Florida Contractor and execute a contract with the selected bidder to complete the scope of work as approved by the Division and in accordance with the Recipient's procurement policy as well as all State Laws and Regulations. All procurement activities shall contain sufficient source documentation.

Per Section 17 Subcontracts of this Agreement, if the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Division for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.

Final procurement documentation is due within sixty (60) dates of the contract execution date.

Task 2: Construction

Upon approval of Task 1 by the Division, the construction phase shall commence.

The Recipient shall be responsible for furnishing or contracting all labor, materials, equipment, tools, transportation, and supervision and for performing all work per sealed engineering designs and construction plans presented to the Division by the Recipient and subsequently approved by the Division.

The Recipient and contractor shall be responsible for maintaining a safe and secure worksite for the duration of the work. The contractor shall maintain all work staging areas in a neat and presentable condition.

The Recipient shall ensure that no contractors or subcontractors are debarred or suspended from participating in state and federally funded projects.

The selected contractor shall have a current and valid occupational license/business tax receipt issued for the type of services being performed.

The Recipient shall provide an executed "Debarment, Suspension, Ineligibility, Voluntary Exclusion Form" for each contractor and/or subcontractor performing services under this agreement.

Executed contracts with contractors and/or subcontractors shall be provided to the Division by the Recipient within 10 days of execution.

The Recipient shall provide copies of professional licenses for contractors selected to perform services.

The Recipient shall provide a copy of a current and valid occupational license or business tax receipt issued for the type of services to be performed by the selected contractor.

Task 3: Reimbursement and Expenses

During the course of this agreement, the Recipient shall submit requests for reimbursement. The HLMP grant is a cost-reimbursement grant. The Division will reimburse the Recipient only for allowable costs incurred by the Recipient upon successful completion of each deliverable. Any costs incurred prior to an award and after the period of agreement end date, will not be eligible for reimbursement.

Adequate and complete source documentation shall be submitted to support all costs (state share and local share) related to the project. In some cases, all project activities may not be fully complete prior to requesting reimbursement of costs incurred in completion of this scope of work; however, a partial reimbursement may be requested.

The Recipient shall submit an Affidavit signed by the Recipient's project personnel with each reimbursement request attesting to the completion of the work, that disbursements or payments were made in accordance with all agreement and regulatory conditions, and that reimbursement is due and has not been previously requested.

The Recipient shall maintain accurate time records. The Recipient shall ensure invoices are accurate and any contracted services are rendered within the terms and timelines of this agreement. All supporting documentation shall agree with the requested billing period. All costs submitted for reimbursement shall contain adequate source documentation which may include but not be limited to cancelled checks, bank statements, Electronic Funds Transfer, paid bills and invoices, payrolls, time and attendance records, contract, and subcontract award documents.

Construction Expense: The Recipient shall pre-audit bills, invoices, and/or charges submitted by the contractors and subcontractors and pay the contractors and subcontractors for approved bills, invoices, and/or charges. Recipients shall ensure that all contractor/subcontractor bills, invoices, and/or charges are legitimate and clearly identify the activities being performed and associated costs.

The Division shall review all submitted requests for reimbursement for basic accuracy of information. Further, the Division shall ensure that no unauthorized work was completed prior to the approved project start date by verifying vendor and contractor invoices. The Division shall verify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measures are in compliance with the approved scope of work prior to processing any requests for reimbursement.

Review and approval of any third-party in-kind services, if applicable, shall be conducted by the Division in coordination with the Recipient. Quarterly Reports shall be submitted by the Recipient and received by the Division at the times provided in this agreement (fifteen (15) calendar days after the close of the quarter) prior to the processing of any reimbursement.

The Recipient shall submit to the Division requests for reimbursement of actual construction and managerial costs related to the project as identified in the project application and plans. The requests for reimbursement shall include:

- 1) Contractor, subcontractor, and/or vendor invoices which clearly display dates of services performed, description of services performed, location of services performed, cost of services performed, name and service provider and any other pertinent information,
- 2) Proof of payment from the Recipient to the contractor, subcontractor, and/or vendor for invoiced services, and
- 3) Clear identification of the amount of costs being requested for reimbursement as well as costs being applied against the local match amount.

The Recipient's final request for reimbursement shall include the final construction project cost. Supporting documentation shall show that all contractors and subcontractors have been paid.

Task 4: Close-Out Package and Final Inspection

The Recipient shall monitor and manage the procurement and installation of all products in accordance with the PIS and associated documentation as presented to and approved by the Division. The Recipient shall ensure that all applicable State and Local Laws and Regulations are followed and documented, as appropriate.

The Recipient shall fully perform the approved project, as described in the PIS, in accordance with the approved scope of work indicated herein, the estimate of costs indicated herein, the allocation of funds indicated herein, and all applicable terms and conditions. The Recipient shall not deviate from the approved project's terms and conditions.

Upon completion of the work, the Recipient shall schedule and participate in a final inspection of the completed project by the local municipal or county building department (official), or other approving official, as applicable. The official shall inspect and certify that all installation was in accordance with the manufacturer's specifications. Any deficiencies found during this final inspection shall be corrected by the Recipient prior to Recipient's submittal of the final inspection request to the Division.

Upon completion of Task 2, the Recipient shall submit the following documents with sufficient supporting documentation and provide a summary of all contract scope of work and scope of work changes, if any. Additional documentation shall include (as applicable):

- 1) Copy of Permit(s), notice of commencement.
- 2) Local Building Official Inspection Report and Final Approval.
- 3) A copy of electrical designs, specifications, and/or drawings elaborated to complete the scope.
- 4) Signed and Sealed copy of the as-built plans, as applicable.
- 5) Certified Letter of Completion, as applicable:
 - a. Affirming that the project has been completed in conformance with the approved project drawings, specifications, and scope.
 - b. Certifying Compliance with all applicable codes.
- 6) All Product Specifications / Data Sheet(s) (technical standards) satisfying protection requirements on all products utilized.
- 7) Proof of compliance with Project Conditions and Requirements contained herein.

A post inspection must be carried out by the Recipient and a member of the Division's Technical Unit to ensure that all activities on the scope of work have been properly completed in compliance with issued building permits, as well as all applicable Florida Building Codes, local building codes, industry standards, and Manufacturer's Specifications.

A request for closeout must be received by the Division on or before June 15, 2026.

(B) Deliverables

Mitigation activities consist of providing protection to Town of Ocean Ridge Town Hall and Police Department located at Town of Ocean Ridge, Palm Beach County, Florida.

The HLMP project shall provide protection to the Town of Ocean Ridge Town Hall and Police Department by installing a wind retrofitted roof covering, impact rated windows, and impact rated doors.

Provided the Recipient performs in accordance with the Scope of Work outlined in this Agreement, the Division shall reimburse the Recipient based on the percentage of overall project completion.

PROJECT CONDITIONS AND REQUIREMENTS

(A) Engineering

- 1) The Recipient shall submit to the Division an official letter stating that the project is 100% complete and ready for the Division's Final Inspection of the project.

- 2) The Recipient shall provide a copy of the Notice of Commencement, and any local official Inspection Report and/or Final Approval, as applicable.
- 3) The Recipient shall submit a signed and sealed final copy of the completed project's as-built drawings and all necessary supporting documentation and provide a summary of all contract scope of work changes, as applicable.
- 4) The Recipient shall submit a final copy of any electrical designs, specifications, and/or drawings elaborated to complete the job, as applicable.
- 5) The Recipient shall submit a certified letter of completion from the Engineer of Record, as applicable. The Recipient's Engineer of Record shall provide a formal certificate or letter affirming that the project has been completed in conformance with the approved project drawings, specifications, scope, and applicable codes.
- 6) The Recipient shall submit all Product Specifications/Data Sheet(s) (technical standards) satisfying the protection requirements on all products utilized.
- 7) All installations shall be done in strict compliance with the Florida Building Code or Miami Dade Specifications. All materials shall be certified to exceed the wind and impact standards of the current local codes.
- 8) The Recipient shall follow all applicable State and Local Laws, Regulations, and requirements, and obtain (before starting project work) and comply with all required permits and approvals. Failure to obtain all appropriate State and Local permits and clearances may jeopardize funding.

(B) Environmental

- 1) The Recipient shall follow all applicable state and local laws, regulations, and requirements, and obtain (before starting project work) and comply with all required permits and approvals. Failure to obtain all appropriate state and local environmental permits and clearances may jeopardize federal funding.
- 2) Any change, addition, or supplement to the approved mitigation measure or scope of work that alters the project (including other work not funded by the Division but done substantially at the same time) shall require resubmission to the Division for revaluation of compliance prior to initiation of any work. Non-compliance with the requirements may jeopardize the Division's ability to fund this project. A change in the scope of work shall be approved by the Division in advance regardless of the budget implications.
- 3) If any ground disturbance activities occur during construction, the Recipient shall monitor ground disturbance during construction, and if any potential archeological resources are discovered, shall immediately cease construction in that area and notify the Division.
- 4) Construction vehicles and equipment used for this project shall be maintained in good working order to minimize pollutant emissions.

(C) Programmatic

- 1) The Recipient must notify the Division as soon as significant developments become known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower costs or earlier completion.
- 2) The Division shall approve of any change in the scope of work in advance, regardless of the budget implementations.
- 3) The Recipient must obtain "prior written approval" for any budget revision from the Division.
- 4) Any requests for a Period of Performance Extension shall be in writing and submitted, along with substantiation of the new expiration date and a new schedule of work, to the Division a minimum of sixty (60) days prior to the expiration date, for Division consideration and processing.
- 5) A copy of the executed subcontract agreement must be forwarded to the Division within 10 days of execution.
- 6) Project Management Costs: If requested in the application, HLMP program provides funding to Recipients to efficiently manage the grant and complete activities in a timely manner.
 - a. Project management costs must be reasonable, allowable, allocable and necessary to the overall project.
 - b. Funding is for approved indirect costs, direct administrative costs, and administrative expenses associated with this specific project and shall have adequate documentation.

- c. Project management costs cannot exceed 5% of the total project costs awarded.
 - d. Project management costs are state funded and will be reimbursed based on actual costs incurred for each individual Request for Reimbursement (RFR) submitted with the required documentation.
 - e. If the final project reconciliation results in a reduction of total project costs, any resulting project management cost overpayment shall be reimbursed back to the Division prior to closeout.
- 7) A request for final inspection and closeout must be received by the Division on or before June 15, 2026.
- 8) Final inspection request documentation must be received, including:
- a. Request for Final Inspection on Recipient letterhead identifying the HLMP project number, contract number, and must include the following statements:
 - i. The project is 100% complete,
 - ii. The approved Scope of Work per this project and agreement has been completed and
 - iii. All relevant building Codes and Standards have been satisfied.
 - b. Electronic folders for each individual structure. The folders must have PDF formatted documents for each of the following:
 - i. Color photographs documenting mitigation work (pre and post)
 - ii. Building Permit
 - iii. Post-Inspection Reports/Certificates of Completion for each structure,
 - iv. Florida Approved Product Codes or Miami-Dade Approval Codes, Notice of Acceptance/Product Approvals
 - v. All applicable Lien Waivers
 - c. An Electronic Spreadsheet to include:
 - i. Property Owner's Name
 - ii. Property Address
 - iii. Pre and Post Inspection Dates
 - iv. Mitigation Measures Completed
 - v. Total Mitigation Cost
- 9) Ten percent of the project's total approved budget must be held by the Division until the final inspection is complete. The "Final Reimbursement Request" must be submitted by August 15, 2026.

FINANCIAL CONSEQUENCES

If the Recipient fails to comply with any term of the award, the Division shall take one or more of the following actions, as appropriate in the circumstances:

- 1) Temporarily withhold cash payments pending correction of the deficiency by the Recipient,
- 2) Disallow all or part of the cost of the activity or action not in compliance,
- 3) Wholly or partly suspend or terminate the current award for the Recipient's program,
- 4) Withhold further awards for the program, or
- 5) Take other remedies that may be legally available.

KEY DATES

The Division retains the right to review all Recipients for performance. The key dates are designed to aid the Recipient in fully expending the grant funding awarded. The Division will monitor the Recipient's performance by using the following dates as project milestones. Should the Recipient not be able to adhere to this schedule, please contact the Division immediately for consideration and instructions to request a period of performance extension.

Table 1:

KEY ACTIVITY	DUE DATE	COMMENT
Deliverable 1: Procurement and PIS Submission	No later than 90 days post contract execution.	Refer to Task 1: Procurement
Deliverable 2: Construction	To be completed by June 1, 2026.	Refer to Task 2: Construction
Deliverable 3: Reimbursements	To be submitted at least quarterly.	Refer to Task 3: Reimbursement and Expenses
Deliverable 4: Final Inspection & Close-Out Package	No later than June 15, 2026.	Refer to Task 4: Close-Out Package and Final Inspection
Submission of Quarterly Reports	No later than 15 days after the end of the quarter.	Quarterly Reports are due on September 30, December 31, March 31, and June 30.

FUNDING SUMMARY TOTALS

Budget

State Share:	\$250,000.00	(42.3259641%)
Local Share:	\$340,654.00	(57.6740359%)
Total Project Cost:	\$590,654.00	(100%)

*Line-Item Budget

	Project Cost	State Share	Local Share
Impact Glass	\$50,814.00	\$21,507.52	\$29,304.48
Impact Doors	\$53,840.00	\$22,788.30	\$31,051.70
Roof Covering	\$486,000.00	\$205,704.19	\$280,295.81
Project Total:	\$590,654.00	\$250,000.00	\$340,654.00

**Any line-item amount in this Budget may be increased or decreased 10% or less, with the Division's approval, without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.*

This is HLMP Project Number DEM-HL00116, Town of Ocean Ridge. The Period of Performance shall begin upon the award date of July 1, 2025 and ends on **June 30, 2026**.

Attachment B
Program Statutes and Regulations

Section 215.559, Florida Statutes	Hurricane Loss Mitigation Program
Section 215.422, Florida Statutes	Payments, warrants, and invoices; processing time limits; dispute limitation; agency or judicial branch compliance
Section 215.97, Florida Statutes	Florida Single Audit Act
Section 215.971, Florida Statutes	Agreements funded with federal and state assistance
Section 216.347, Florida Statutes	Disbursement of grant and aids appropriations for lobbying prohibited
Section 216.3475 Florida Statutes	Maximum rate of payment for services funded under General Appropriations Act or awarded on a noncompetitive basis
Section 287.056, Florida Statutes	Purchases from purchasing agreement and state term contract
Section 287.057, Florida Statutes	Procurement of commodities or contractual services
CFO MEMORANDUM NO. 04 (2005-06)	Compliance Requirements for Agreements
Section 553.844, Florida Statutes	Windstorm loss mitigation; Requirements for Roofs and Opening Protection

Attachment C
Statement of Assurances

To the extent the following provisions apply to this Agreement, the Recipient certifies that:

- (a) It possesses legal authority to enter into this Agreement and to carry out the proposed program;
- (b) Its governing body has duly adopted or passed as an official act of resolution, motion or similar action authorizing the execution of the hazard mitigation agreement with the Division of Emergency Management (DEM), including all understandings and assurances contained in it, and directing and authorizing the Recipient's chief administrative officer or designee to act in connection with the application and to provide such additional information as may be required;
- (c) No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall receive any share or part of this Agreement or any benefit. No member, officer, or employee of the Recipient or its designees or agents, no member of the governing body of the locality in which this program is situated, and no other public official of the locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year after, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds, for work be performed in connection with the program assisted under this Agreement. The Recipient shall incorporate, in all contracts or subcontracts a provision prohibiting any interest pursuant to the purpose stated above;
- (d) All Recipient contracts for which the State Legislature is in any part a funding source, shall contain language to provide for termination with reasonable costs to be paid by the Recipient for eligible contract work completed prior to the date the notice of suspension of funding was received by the Recipient. Any cost incurred after a notice of suspension or termination is received by the Recipient may not be funded with funds provided under this Agreement unless previously approved in writing by the Division. All Recipient contracts shall contain provisions for termination for cause or convenience and shall provide for the method of payment in such event;
- (e) It will comply with:
 - (1) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 3701 et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a work week; and
 - (2) Federal Fair Labor Standards Act, 29 U.S.C. Section 201 et seq., requiring that covered employees be paid at least minimum prescribed wage, and also that they be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed work-week.
- (f) It will comply with
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto, which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient, this assurance shall obligate the Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is

used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

- (2) Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age or with respect to otherwise qualifies handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973;
- (3) Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff/termination, rates of pay or other forms of compensation; and election for training and apprenticeship;
- (g) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties pursuant to Section 112.313 and Section 112.3135, Florida Statutes;
- (h) It will comply with the Anti-Kickback Act of 1986, 41 U.S.C. Section 51 which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities;
- (i) It will comply with the provisions of 5 U.S.C. Sections 7321-7326 (further known as the Hatch Act) which limits the political activities of employees;
- (j) It will comply with the flood insurance purchase and other requirements of the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001-4131, including requirements regarding the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance;

For sites located within Special Flood Hazard Areas (SFHA), the Recipient must include a FEMA Model Acknowledgement of Conditions of Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds executed by the title holder with the closeout request verifying that certain SFHA requirements were satisfied on each of the properties. The Model Acknowledgement can be found at www.fema.gov/government/grant/sfha_conditions.shtm

- (k) It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Agreement to comply with the "Uniform Federal Accessibility Standards," (AS) which is Appendix A to 41 CFR Section 101-19.6 for general type buildings and Appendix A to 24 CFR, Part 40 for residential structures. The Recipient will be responsible for conducting inspections to ensure compliance with these specifications by the contractor;
- (l) It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (54 U.S.C.), Executive Order 11593, 36 CFR, Part 800, and the Preservation of Archaeological and Historical Data Act of 1966 (54 U.S.C. 3125) by:

- (1) Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR, Section 800.8) by the proposed activity; and
- (2) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
- (3) Abiding by the terms and conditions of the **"Programmatic Agreement Among the Federal Emergency Management Agency, the Florida State Historic Preservation Office, the Florida Division of Emergency Management and the Advisory Council on Historic Preservation, (PA)"** which addresses roles and responsibilities of Federal and State entities in implementing Section 106 of the National Historic Preservation Act (NHPA), 54 U.S.C., and implementing regulations in 36 CFR, Part 800.
- (4) When any of the Recipient's projects funded under this Agreement may affect a historic property, as defined in 36 CFR, Part 800.16 (l)(1), the Federal Emergency Management Agency (FEMA) may require the Recipient to review the eligible scope of work in consultation with the State Historic Preservation Office (SHPO) and suggest methods of repair or construction that will conform with the recommended approaches set out in the **Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings 1992 (Standards)**, the **Secretary of the Interior's Guidelines for Archeological Documentation (Guidelines)** (48 Federal Register 44734-37), or any other applicable Secretary of Interior standards. If FEMA determines that the eligible scope of work will not conform with the **Standards**, the Recipient agrees to participate in consultations to develop, and after execution by all parties, to abide by, a written agreement that establishes mitigation and recondition measures, including but not limited to, impacts to archeological sites, and the salvage, storage, and reuse of any significant architectural features that may otherwise be demolished.
- (5) The Recipient agrees to notify FEMA and the Division if any project funded under this Agreement will involve ground disturbing activities, including, but not limited to: subsurface disturbance; removal of trees; excavation of footings and foundations, and installation of utilities (such as water, sewer, storm drains, electrical, gas, leach lines and septic tanks) except where these activities are restricted solely to areas previously disturbed by the installation, replacement or maintenance of such utilities. FEMA will request the SHPO's opinion on the potential that archeological properties may be present and be affected by such activities. The SHPO will advise the Recipient on any feasible steps to be accomplished to avoid any National Register eligible archeological property or will make recommendations for the development of a treatment plan for the recovery or archeological data from the property.

If the Recipient is unable to avoid the archeological property, develop, in consultation with SHPO, a treatment plan consistent with the **Guidelines** and take into account the Advisory Council on Historic Preservation (Council) publication "Treatment of Archeological Properties". The Recipient shall forward information regarding the treatment plan to FEMA, the SHPO and the Council for review. If the SHPO and the Council do not object within 15 calendar days of receipt of the treatment plan, FEMA may direct the Recipient to implement the treatment plan. If either the Council or the SHPO object, Recipient shall not proceed with the project until the objection is resolved.
- (6) The Recipient shall notify the Division and FEMA as soon as practicable: (a) of any changes in the approved scope of work for a National Register eligible or listed property; (b) of all changes to a project that may result in a supplemental DSR or modify a HMGP project for a National Register eligible or listed property; (c) if it appears that a project funded under this Agreement will affect a previously unidentified property that may be eligible for inclusion in the National Register or affect a known historic property in an unanticipated manner. The Recipient acknowledges that FEMA may require the Recipient to stop construction in the vicinity of the discovery of a previously unidentified property that may

eligible for inclusion in the National Register or upon learning that construction may affect a known historic property in an unanticipated manner. The Recipient further acknowledges that FEMA may require the Recipient to take all reasonable measures to avoid or minimize harm to such property until FEMA concludes consultation with the SHPO. The Recipient also acknowledges that FEMA will require, and the Recipient shall comply with, modifications to the project scope of work necessary to implement recommendations to address the project and the property.

- (7) The Recipient acknowledges that, unless FEMA specifically stipulates otherwise, it shall not receive funding for projects when, with intent to avoid the requirements of the PA or the NHPA, the Recipient intentionally and significantly adversely affects a historic property, or having the legal power to prevent it, allowed such significant adverse affect to occur.
- (m) It will comply with Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
- (n) It will comply with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (42 U.S.C. 4541-45-94) relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (o) It will comply with 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (p) It will comply with Lead-Based Paint Poison Prevention Act (42 U.S.C. 4821 et seq.) which prohibits the use of lead based paint in construction of rehabilitation or residential structures;
- (q) It will comply with the Energy Policy and Conservation Act (P.L. 94-163; 42 U.S.C. 6201-6422), and the provisions of the State Energy Conservation Plan adopted pursuant thereto;
- (r) It will comply with the Laboratory Animal Welfare Act of 1966, (7 U.S.C. 2131-2159), pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by an award of assistance under this Agreement;
- (s) It will comply with Title VIII of the Civil Rights Act of 1968, (42 U.S.C. 2000c and 42 U.S.C. 3601-3619), as amended, relating to non-discrimination in the sale, rental, or financing of housing, and Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin;
- (t) It will comply with the Clean Air Act of 1955, as amended, 42 U.S.C. 7401-7675;
- (u) It will comply with the Clean Water Act of 1977, as amended, 33 U.S.C. 1251-1388
- (v) It will comply with the endangered Species Act of 1973, 16 U.S.C. 1531-1544;
- (w) It will comply with the Intergovernmental Personnel Act of 1970, 42 U.S.C. 4701-4772;
- (x) It will assist the awarding agency in assuring compliance with the National Historic Preservation Act of 1966, as amended, 54 U.S.C.;
- (y) It will comply with environmental standards which may be prescribed pursuant to the National Environmental Policy Act of 1969, 42 U.S.C. 4321-4347;
- (z) It will assist the awarding agency in assuring compliance with the Preservation of Archeological and Historical Preservation Act of 1966, 54 U.S.C. 3125

- (aa) It will comply with the Rehabilitation Act of 1973, Section 504, 29 U.S.C. 794, regarding non-discrimination;
- (bb) It will comply with the environmental standards which may be prescribed pursuant to the Safe Drinking Water Act of 1974, 42 U.S.C. 300f-300j-27, regarding the protection of underground water sources;
- (cc) It will comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Property Acquisition Policies Act of 1970, 42 U.S.C. 4621-4638, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs;
- (dd) It will comply with the Wild and Scenic Rivers Act of 1968, 16 U.S.C. 1271-1287, related to protecting components or potential components of the national wild and scenic rivers system;
- (ee) It will comply with the following Executive Orders: EO 11514 (NEPA); EO 11738 (violating facilities); EO 11988 (Floodplain Management); EO 11990 (Wetlands); and EO 12898 (Environmental Justice);
- (ff) It will comply with the Coastal Barrier Resources Act of 1977, 16 U.S.C. 3501-3510;
- (gg) It will assure project consistency with the approved State program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. 1451-1464; and
- (hh) It will comply with the Fish and Wildlife Coordination Act of 1958, 16 U.S.C. 661-668.
- (ii) With respect to demolition activities, it will:
 - (1) Create and make available documentation sufficient to demonstrate that the Recipient and its demolition contractor have sufficient manpower and equipment to comply with the obligations as outlined in this Agreement.
 - (2) Return the property to its natural state as though no improvements had ever been contained thereon.
 - (3) Furnish documentation of all qualified personnel, licenses and all equipment necessary to inspect buildings located in the Recipient's jurisdiction to detect the presence of asbestos and lead in accordance with requirements of the U.S. Environmental Protection Agency, the Florida Department of Environmental Protection and the County Health Department.
 - (4) Provide documentation of the inspection results for each structure to indicate:
 - a. Safety Hazard Present
 - b. Health Hazards Present
 - c. Hazardous Materials Present
 - (5) Provide supervision over contractors or employees employed by the Recipient to remove asbestos and lead from demolished or otherwise applicable structures.
 - (6) Leave the demolished site clean, level and free of debris.
 - (7) Notify the Division promptly of any unusual existing condition which hampers the contractor's work.
 - (8) Obtain all required permits.
 - (9) Provide addresses and marked maps for each site where water wells and septic tanks are to be closed along with the number of wells and septic tanks located on each site. Provide documentation of closures.

- (10) Comply with mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).
- (11) Comply with all applicable standards, orders, or requirements issued under Section 112 and 306 of the Clean Air Act (42 U.S.C. 1857h), Section 508 of the Clean Water Act (33 U.S.C. 1251-1388), Executive Order 11738, and the U.S. Environmental Protection Agency regulations (40 CFR, Part 15 and 61). This clause shall be added to any subcontracts.
- (12) Provide documentation of public notices for demolition activities.

Attachment D

DIVISION OF EMERGENCY MANAGEMENT

**REQUEST FOR ADVANCE OR REIMBURSEMENT OF
HURRICANE LOSS MITIGATION PROGRAM FUNDS**

RECIPIENT NAME: Town of Ocean Ridge

ADDRESS: 6450 N Ocean Blvd

CITY, STATE, ZIP CODE: Ocean Ridge, FL 33435 Project Number: DEM-HL00116

PAYMENT No: _____

DEM Agreement No: B0249

Eligible Amount 100%	Obligated Federal _____%	Obligated HLMP 100%	Previous Payments	Current Request	DEM Use Only	
					Approved	Comments
	N/A					

TOTAL CURRENT REQUEST: \$ _____

I certify that to the best of my knowledge and belief the above amounts are correct, and that all disbursements were made in accordance with all conditions of the Division agreement and payment is due and has not been previously requested for these amounts.

RECIPIENT SIGNATURE _____

NAME AND TITLE Geoff Pugh, Mayor DATE: 8/4/25

_____ TO BE COMPLETED BY DIVISION OF EMERGENCY MANAGEMENT	
APPROVED PROJECT TOTAL \$ _____	
ADMINISTRATIVE COST \$ _____	DIVISION DIRECTOR _____
APPROVED FOR PAYMENT \$ _____	DATE _____

Attachment E

JUSTIFICATION OF ADVANCE PAYMENT

RECIPIENT: TOWN OF OCEAN RIDGE

If you are requesting an advance, indicate same by checking the box below.

☐ **ADVANCE REQUESTED**

Advance payment of \$ _____ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.

If you are requesting an advance, complete the following chart and line item justification below.

ESTIMATED EXPENSES

BUDGET CATEGORY/LINE ITEMS (list applicable line items)	20__-20__ Anticipated Expenditures for First Three Months of Contract
<u>For example</u> ADMINISTRATIVE COSTS (Include Secondary Administration.)	
<u>For example</u> PROGRAM EXPENSES	
TOTAL EXPENSES	

LINE ITEM JUSTIFICATION (For each line item, provide a detailed justification explaining the need for the cash advance. The justification must include supporting documentation that clearly shows the advance will be expended within the first ninety (90) days of the contract term. Support documentation should include quotes for purchases, delivery timelines, salary and expense projections, etc. to provide the Division reasonable and necessary support that the advance will be expended within the first ninety (90) days of the contract term. Any advance funds not expended within the first ninety (90) days of the contract term shall be returned to the Division Cashier, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399, within thirty (30) days of receipt, along with any interest earned on the advance)

Attachment F

**DIVISION OF EMERGENCY MANAGEMENT
HURRICANE LOSS MITIGATION PROGRAM**

QUARTERLY REPORT FORM

RECIPIENT: Town of Ocean Ridge

Project Number: DEM-HL00116

PROJECT LOCATION: 6450 N Ocean Blvd, Ocean Ridge, FL 33435

DEM ID #: B0249

QUARTER ENDING: _____

Provide amount of advance funds disbursed for period (if applicable) \$ _____

Provide reimbursement projections for this project:

July-Sep, 20__ \$ _____ Oct-Dec, 20__ \$ _____ Jan-Mar, 20__ \$ _____ Apr-June, 20__ \$ _____

July-Sep, 20__ \$ _____ Oct-Dec, 20__ \$ _____ Jan-Mar, 20__ \$ _____ Apr-June, 20__ \$ _____

Percentage of Work Completed (may be confirmed by state inspectors): _____ %

Project Proceeding on Schedule: ☐ Yes ☐ No

Describe milestones achieved during this quarter:

Provide a schedule for the remainder of work to project completion:

Describe problems or circumstances affecting completion date, milestones, scope of work, and cost:

Cost Status: ☐ Cost Unchanged ☐ Under Budget ☐ Over Budget

Additional Comments/Elaboration:

NOTE: Division of Emergency Management (DEM) staff may perform interim inspections and/or audits at any time. Events may occur between quarterly reports, which have significant impact upon your project(s), such as anticipated overruns, changes in scope of work, etc. Please contact the Division as soon as these conditions become known, otherwise you may be found non-compliant with your subgrant award.

Name and Phone Number of Person Completing This Form _____

Attachment G
Warranties and Representations

Financial Management

Recipient's financial management system must include the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall safeguard all assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

Competition

All procurement transactions shall be done in a manner to provide open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure excellent contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

Codes of Conduct.

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of the standards by officers, employees, or agents of the Recipient.

Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from _____

Licensing and Permitting

All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

Attachment H

**Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion**

Subcontractor Covered Transactions

The prospective subcontractor of the Recipient, _____, certifies, by submission of this document, that neither it, its principals, nor affiliates are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or disqualified from participation in this transaction by any Federal department or agency.

SUBCONTRACTOR:

N/A

By: _____

Signature

Town of Ocean Ridge

Recipient's Name

Geoff PUGH MAYOR

Name and Title

B0249

DEM Contract Number

Street Address

DEM-HL00116

Project Number

City, State, Zip

Date

Attachment I

Florida Accountability Contract Tracking System (FACTS) Requirements for Non-profit Organizations Under Section 216.1366, Florida Statutes Instructions and Worksheet

CONTRACT DOCUMENTATION REQUIREMENTS

Section 216.1366, F.S., amended in 2023, establishes new documentation requirements for any contract for services executed, amended, or extended on or after July 1, 2023, with non-profit organizations as defined in s. 215.97 (2)(m). F.S. The contract must require the contractor to provide documentation that indicates the amount of state funds:

- Allocated to be used during the full term of the contract for remuneration to any member of the board of directors or an officer of the contractor.
- Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the contractor. The documentation must indicate the amounts and recipients of the remuneration.

Such information must be included in the contract tracking system maintained pursuant to s. 215.985 F.S. and must be posted on the contractor's website if the contractor maintains a website.

- As used in this subsection, the term:
 - o "Officer" means a Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Operating Officer (COO), or any other position performing an equivalent function.
 - o "Remuneration" means all compensation earned by or awarded to personnel, whether paid or accrued, regardless of contingency, including bonuses, accrued paid time off, severance payments, incentive payments, contributions to a retirement plan, or in-kind payments, reimbursements, or allowances for moving expenses, vehicles and other transportation, telephone services, medical services, housing, and meals.
 - o "State funds" means funds paid from the General Revenue Fund or any state trust fund, funds allocated by the Federal Government and distributed by the state, or funds appropriated by the state for distribution through any grant program. The term does not include funds used for the state Medicaid program.

Note: This "Instructions and Worksheet" is meant to explain the requirements of the Section 216.1366, F.S., amended in 2023, and give clarity to the attached form distributed to recipients and sub-recipients for completion. All pertinent information below should be filled out, signed, and returned to the project manager.

NON-PROFIT ORGANIZATION REMUNERATION INFORMATION

1. Is your business or organization a non-profit organization as defined in s. 215.97 (2)(m). F.S.?
Yes ☐ No ☒

If the answer to Question 1 is "Yes," continue to Question 2. If the answer to Question 1 is "No", move to the signature block below to complete the certification and submittal process.

2. Will state funds be used as remuneration to any member of the board of directors or an officer in your business or organization?
Yes ☐ No ☐

Total Compensation Paid to Non-Profit Personnel Using State Funds

38

Agenda: Monday, April 13, 2026
Memo: Item #10.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Kelly Avery, Town Clerk

**Subject: Resolution No. 2026-02: A Resolution of the Town of Ocean Ridge,
Florida, Electing a Mayor**

Mayor & Commissioners:

As you know, the Town Charter provides that a Mayor and Vice-Mayor be selected by the Town Commission members at the first regular meeting following the date of the March municipal election. Therefore, a Mayor and Vice Mayor will need to be chosen at the April 13th meeting. According to section 10.4 of the Rules of Order & Procedure adopted by the Town Commission, the Town Commission shall vote by ballot to fill the positions of Mayor and Vice-Mayor.

I have prepared the ballots and will distribute them to each Commissioner once voting is opened by the Presiding Officer. If a majority vote is not reached during round 1, the voting will move to round 2, and Commissioners may only select one of the Commissioners that received a vote in round 1. On the round 2 ballots, I will place a line through the Commissioners that did not receive a vote in round 1 before distributing the ballots. If a majority vote is not reached in round 2, the voting will move to a third round, and so on, until a majority vote is reached. Once a majority vote is reached, the Town Clerk will announce the Mayor's name for insertion into the Resolution selecting the Mayor, and a motion and second will be required to adopt the resolution.

The same procedures will apply to the voting for Vice Mayor.

Staff recommends...approval of elected Mayor

Suggested Motion: I move to...adopt Resolution 2026-02, selecting (insert name) as Mayor.

Respectfully,
Kelly Avery, Town Clerk

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2026-02

A RESOLUTION OF THE TOWN COMMISSION OF
THE TOWN OF OCEAN RIDGE, FLORIDA,
SELECTING A MAYOR FOR THE TOWN OF OCEAN
RIDGE, FLORIDA.

WHEREAS, the Municipal election in the Town of Ocean Ridge, Florida, was to be held March 10, 2026, and

WHEREAS, the Municipal Election was cancelled due to Carolyn Cassidy and David Hutchins filings that were unopposed; and

WHEREAS, the Town Charter requires that a Mayor be selected from among the members of the Town Commission once annually at the first regular meeting following the Municipal Election.

NOW, THEREFORE, BE IT RESOLVED THAT Commissioner _____ is hereby selected Mayor of the Town of Ocean Ridge, Florida, to hold office until the first Regular Commission meeting following the Town Election of 2026.

Passed and adopted in regular session assembled this 13th day of April, 2026.

, Mayor

ATTEST:

Kelly Avery, Town Clerk

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2026-03

A RESOLUTION OF THE TOWN COMMISSION OF
THE TOWN OF OCEAN RIDGE, FLORIDA, ELECTING
A VICE MAYOR FOR THE TOWN OF OCEAN RIDGE,
FLORIDA.

WHEREAS, the Municipal election in the Town of Ocean Ridge, Florida, was to
be held March 10, 2026; and

WHEREAS, the Municipal Election was cancelled due to Carolyn Cassidy and
David Hutchins filings that were unopposed; and

WHEREAS, the Town Charter requires that a Vice Mayor be selected from
among the members of the Town Commission once annually at the first regular meeting
following the Municipal Election.

NOW, THEREFORE, BE IT RESOLVED THAT Commissioner
_____ is hereby elected Vice Mayor of the Town of Ocean Ridge, Florida, to
hold office until the first Regular Town Commission meeting following the Town
Election of 2026.

Passed and adopted in regular session assembled this 13th day of April, 2026.

, Mayor

ATTEST:

Kelly Avery, Town Clerk

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Kelly Avery, Town Clerk

Subject: Consideration of Lien Reduction for 113 Island Dr. S.

The current owner of 113 Island Drive South, CLK Investments LLC, a Nevada limited liability company, has requested a reduction of the Town's community standards (code enforcement) lien recorded against the property. At the September 8, 2025, Town Commission meeting, the Town Commission denied the request for a waiver or reduction without prejudice of 113 Island Dr. South.

The following is a timeline of the community standards matter:

1. **February 26, 2024** - After numerous complaints, the Town issued a Notice of Violation (NOV) to the then owner of the property, 113 Island Drive LLC (Bella Homes LLC), for violating section 67- 12 for construction abandonment. The NOV set the matter for the April 2, 2024 Magistrate hearing if the property was not brought into compliance.
2. **March 12, 2024** – 113 Island Drive LLC sold the property to CLK Investments LLC.
3. **April 2, 2024** – At the Magistrate hearing, Steve Petrucci appeared on behalf of CLK Investments LLC and represented that the owners had knowledge of the matter.* The Magistrate found that the property was still in violation and afforded the owner (CLK Investments) five (5) months to obtain a development approval (which had expired) and building permits or face a fine of \$250 per day until brought into compliance. The Magistrate's order was mailed to CLK Investments at the address provided on the Property Appraiser's website and mailed to CLK Investments corporate address of record.
4. **September 3, 2024** – The property came into compliance with the issuance of the development approval and building permits.

The fines under the lien have accrued to **\$75,750.00**. The property owner has paid the administrative costs of **\$172.73**. If the lien is reduced and paid, the Town will charge a fee of **\$60.00** to release the lien.

The Town Commission has the discretion to reduce or waive the amount of the lien or refuse to reduce or waive the amount of the lien. Factors generally taken into account in reducing or

waiving the amount of a lien include:

1. Any prior violations by the violator;
2. The gravity or nature of the violation; and,
3. Any actions taken by the violator to correct the violation.

It is recommended that if the lien amount is reduced, **that the owner be given a specific timeframe for payment of the reduced amount plus release cost and, if not timely paid, the full amount of the lien be reinstated.**

*Section 162.06, Florida Statutes, requires full disclosure of pending code enforcement matters to new owners.

Staff recommends...

Suggested Motion: I move to...approve or deny the request for a reduction in the lien for 113 Island Dr. S.

Respectfully,
Kelly Avery, Town Clerk

February 26, 2026

Ms. Kelly Avery
Town of Ocean Ridge
6450 North Ocean Boulevard
Ocean Ridge, Florida 33435

Property: 113 Island Drive, Ocean Ridge, Florida 33435

Re: Code Enforcement Order/Lien: Order Finding Violation, Assessing Fine, and Imposing Lien dated April 2, 2024; Case No. 2024-004

Ms. Avery:

As you know, I am the Owner of the above-referenced Property. At the previous Hearing we were declined with prejudice, allowing us (homeowners) to come back for a future hearing. I am writing to formally request that this matter be set for hearing before the Code Enforcement Board and/or Special Magistrate, and to request a reduction of the ongoing accrual of code enforcement fees and/or fines associated with the Property and the above-referenced code enforcement case.

This request is made in good faith and is supported by the circumstances that materially contributed to the duration of the permitting and plan-preparation process. The timeline for this project was significantly impacted by the preparation, coordination, and repeated revision of architectural and engineering plans by the project's design professionals. Those professional tasks, and the time required for the engineer of record and architect to complete, revise, and finalize drawings to the Town's requirements, were not within my unilateral control or Bella Homes, LLC) control, and they materially extended the schedule.

By way of background, we purchased the property on March 13, 2024, prior to the April 2, 2024 hearing at which the Town imposed a five (5) month cure period. Thereafter, I engaged the project team to begin plan preparation so the Property could be brought into compliance and permitted work could proceed. As part of that process, I entered into a contract with the architect in May 2024 to begin preparation of plans. I became aware of the of the cure period and potential penalties after our representative from Bella Homes attended the afore meeting on April 2, 2024. Bella Homes, LLC performance necessarily depended on (a) timely completion of drawings suitable for permitting, (b) timely submissions, resubmissions, and plan revisions by the design professionals, and (c) timely decisions and direction once those professionals presented options. Once the engineering and architectural work entered the detailed design and revision phase, the pace of that work was dictated by the architect and engineer of record, not by the Owner or Bella Homes, LLC.

During the plan-preparation and revision cycle, I worked diligently with Bella Homes, LLC and design professionals to keep the project moving and to respond to issues as they arose. However, a substantial portion of the delay occurred because the design professionals required extended

time to review, revise, and finalize drawings suitable for permit issuance and construction. Those delays were substantial contributors to the overall timeline.

Enclosed for the Town's convenience is the project timeline prepared by the architect, Richard Brummer. That timeline reflects that the contract was signed May 3, 2024; preliminary drawings began May 5, 2024; the application to Ocean Ridge occurred August 15, 2024; and the Town meeting/approval occurred October 15, 2024. Critically, the timeline also reflects that after the October 15, 2024, Town meeting/approval, construction drawings commenced on October 16, 2024 "with no sign off," and formal sign-off did not occur until December 2, 2024. Thereafter, the project experienced repeated rounds of revisions dated February 4, 2025; March 10, 2025; April 7, 2025; May 6, 2025; May 28, 2025; and again November 5, 2025. At each of these stages, the project required updated drawings and engineering changes from the design professionals before permitting and construction could proceed. This revision history demonstrates that the plan-preparation and revision phase extended for more than one year. The duration resulted from an iterative design and engineering process managed by the architect and engineer as they refined and updated plans in light of Town comments, code requirements, and project goals. As the owner, I participated in meetings and provided input when requested, but I did not control the turnaround time from the engineers and architect.

Given these circumstances, I respectfully request that the Town exercise its discretion to reduce the accrued fines and/or ongoing fee accrual associated with this case. A reduction is warranted because the prolonged permitting timeline was significantly impacted by plan-phase revisions and engineering timelines that could not be unilaterally accelerated by the Owner.

Thank you for your attention to this request. I look forward to appearing at the hearing and working cooperatively with the Town toward a fair resolution.

Respectfully submitted,

CLK Investments, LLC

Owner of 113 Island Drive, Ocean Ridge, Florida 33435

By: _____

Name: _____

Title: _____

February 17th, 2026

To: Town of Ocean Ridge
Ref.: 113 Island Drive
Project Timeline

The purpose of this letter is to provide an estimated timeline of the production of permit drawings by our design team, including engineers, surveyors, interior designers & architectural designers. Bella Homes LLC's involvement is not accounted for this timeline, as they start their involvement when the permit drawings are released.

Our design team signed a contract with the clients on May 3rd, 2024, with preliminary drawings starting on May 5th, 2024.

The application to the Town of Ocean Ridge was submitted August 15th, 2024 and approved with conditions on October 15th, 2024 Town meeting. After approval by the Town, we had a soft start of preliminary drawings. At this time the Design team did not have a Sign Off from the owners.

On December 2nd, 2024 the design team received their first Sign Off and Permit drawings began with an estimated time frame of 10 to 12 weeks for completion (02/28/25). On February 4th, 2025 the design team received new revisions from the owners, which created a delay on the final permit drawings. On March 10th, 2025 the design team received a new set of redlines which, again, delayed the release of permit drawings. Finally on March 25th, 2025 Permit drawings were released.

Following this, the design Team received 4 additional revisions from the clients, 04/07/25, 05/06/25, 05/28/25 & 11/02/25.

The timeline experienced on this project was dictated by the fact that it is a custom design involving several additional revisions by the clients which produced delays for the estimated time of completion from our design team. Furthermore, the complexity of the project, site conditions, elevations and drainage designs resulted in additional extension of the design and construction start date.

If you should have any additional questions or comments, please contact me at (561) 577-8786.

Richard Brummer
Design Team
Opus Homes D+E

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum

Subject: Town Manager

MEMORANDUM

To: Mayor, Vice Mayor and Town Commission

From: Michelle Heiser, Town Manager

Date: April 2026

Subject: Town Manager Update — Work in Progress (February–March 2026)

This memorandum provides a summary of key initiatives, operational improvements, and strategic actions undertaken during February and March 2026. These efforts focus on infrastructure resiliency, financial stewardship, operational efficiency, and long-range planning.

Executive Summary

During February and March, the Town advanced major resiliency projects, strengthened procurement and financial positioning, improved permitting efficiency, progressed capital planning efforts, and implemented organizational development initiatives. Several items also position the Town for grant funding and long-term infrastructure sustainability.

Infrastructure & Capital Project Progress

Town Hall / Police Department Hardening

- Advanced FEMA grant documentation and benefit cost analysis requirements

- Coordinated professional cost estimate prepared and certified by qualified building official
- Initiated roof replacement procurement process with consultant-developed scope
- Conducted contractor walkthroughs and bid solicitation process
- Secured funding strategy combining grant funding and Town match

Harbour Drive North Drainage Improvements

- Finalized transition to construction phase following SFWMD permitting approval
- Coordinated CEI and EOR roles between project consultants
- Initiated procurement alignment meeting to move project toward construction bidding

Water Infrastructure & Utility Planning

- Began policy-level review of Boynton Beach water agreement and Boynton Beach's Chapter 26 alignment
 - Identified need for infrastructure ownership mapping to support future policy decisions
 - Initiated discussion of long-term capital funding strategy for water system
-

Grant & Funding Initiatives

- Advanced FEMA wind retrofit grant documentation
 - Coordinated engineering documentation for benefit cost analysis
 - Initiated BRIC grant opportunity evaluation
 - Explored mitigation stacking with HMGP and other funding sources
 - Continued coordination with state grant reviewers
-

Operational Improvements

Permit Acceleration Initiative Expansion

- Considered needs for same-day permit program for qualifying permit types
- Reduced turnaround time for routine permits
- Established 2:00 PM cutoff timeline for same-day processing
- Continued evaluation of additional permit types for inclusion

Procurement & Project Management

- Conducted consultant-led roofing procurement process
 - Coordinated additional bid outreach to ensure competitive pricing
 - Implemented structured project coordination meetings between consultants
 - Improved procurement alignment for upcoming construction projects
-

Organizational Leadership & Staff Development

- Implemented Target Solutions training initiative for administrative staff
 - Assigned individualized professional development opportunities
 - Reinforced commitment to skill development during normal work hours
 - Continued leadership engagement with department heads on operational priorities
-

Policy & Strategic Planning

CRS Program Review

- Evaluated administrative cost vs. resident benefit
- Began review of participation strategy

- Coordinated research on neighboring community participation
-

Governance & Compliance

- Initiated auditing services RFP planning pursuant to §218.391, F.S.
- Developed committee structure guidance
- Prepared Sunshine Law and Cone of Silence requirements
- Began coordination for selection committee formation

No action needed.

Suggested Motion: I move to...

Respectfully,

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PERMIT: 2026-L-496-00003
COUNTY: PALM BEACH
STATE ROAD: A1A

**FLORIDA DEPARTMENT OF TRANSPORTATION, DISTRICT 4
AMENDMENT #2
LANDSCAPE MAINTENANCE MEMORANDUM OF AGREEMENT**

THIS AGREEMENT, represents Amendment #2 (TWO) to the Agreement dated September 7, 2005, made and entered into this ____ day of _____ 2026 by and between the **DEPARTMENT OF TRANSPORTATION**, a component agency of the State of Florida, hereinafter called the **DEPARTMENT** and the **TOWN OF OCEAN RIDGE**, a municipal corporation, existing under the Laws of Florida, hereinafter called the **AGENCY**.

W I T N E S S E T H:

WHEREAS, the DEPARTMENT has jurisdiction over **State Road A1A (North Ocean Boulevard)** as part of the State Highway System; and

WHEREAS, as part of the continual updating of the State Highway System, the DEPARTMENT, for the purpose of safety, protection of the investment and other reasons, has constructed and does maintain the highway facility as described in **Exhibit "A"**, within the corporate limits of the AGENCY; and

WHEREAS, the AGENCY seeks to install by permit and maintain certain landscape improvements within the right-of-way of **State Road A1A (North Ocean Boulevard) from M.P. 14.568 to M.P. 14.587** as described in **Exhibit "B"**; and

WHEREAS, the AGENCY is agreeable to maintaining those landscape improvements within the AGENCY'S limits, including plant materials, irrigation systems and/or hardscape (such as specialty surfacing, site furnishings, or other nonstandard items (if applicable), but excluding standard concrete sidewalk (see, **Exhibit "C"** Maintenance Plan for Landscape Improvements). The AGENCY agrees that such improvements shall be maintained by periodic mowing, fertilizing, weeding, litter pick-up, pruning, necessary replanting, irrigation repair and/or repair/replacement of the specialty surfacing, as needed; and

WHEREAS, the parties hereto mutually recognize the need for entering into an Agreement designating and setting forth the responsibilities of each party; and

WHEREAS, the AGENCY, by Resolution No. _____, dated _____, 2026, attached hereto as **Exhibit "D"** and by this reference made a part hereof, desires to enter into this Agreement and authorizes its officers to do so.

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NOW THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the parties covenant and agree as follows:

1. The recitals set forth above are true and correct and are deemed incorporated herein.

2. INSTALLATION OF FACILITIES

The AGENCY shall install and agrees to maintain the *landscape improvements* described herein as: plant materials, irrigation and/or hardscape on the highway facilities substantially as specified in plans and specifications hereinafter referred to as the Project(s) and incorporated herein as Exhibit "B". *Hardscape* shall mean, but not be limited to, any site amenities such as landscape accent lighting, bike racks, fountains, tree grates, decorative free-standing walls, and/or sidewalk, median and/or roadway specialty surfacing such as concrete pavers, stamped colored concrete and/or stamped colored asphalt (also known as patterned pavement).

- (a) All plant materials shall be installed and maintained in strict accordance with sound nursery practice prescribed by the International Society of Arboriculture (ISA). All plant materials installed shall be Florida #1 or better according to the most current edition of Florida Department of Agriculture, *Florida Grades and Standards for Nursery Stock*; and all trees shall meet Florida Power & Light, *Right Tree, Right Place, South Florida*.
- (b) Trees and palms within the right-of-way shall be installed and pruned to prevent encroachment to roadways, lateral offsets, and sidewalks. Definition of these criteria is included in the most current editions of FDOT standards for design, construction, maintenance, and utility operations on the state highway system and Exhibit "C", the Maintenance Plan.
- (c) Tree and palm pruning shall be supervised by properly trained personnel trained in tree pruning techniques and shall meet the most current standards set forth by the International Society of Arboriculture (ISA) and the American National Standard Institute (ANSI), Part A-300.
- (d) Irrigation installation and maintenance activities shall conform to the standards set forth by the Florida Irrigation Society (FIS) latest edition of FIS, *Standards and Specifications for Turf and Landscape Irrigation Systems*.
- (e) The AGENCY shall provide the FDOT Local Operation Center accurate as-built plans of the irrigation system so if in the future there is a need for the DEPARTMENT to perform work in the area, the system can be accommodated as much as possible. (See paragraph (g) for contact information.)

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- (f) If it becomes necessary to provide utilities (water/electricity) to the median or side areas, it shall be the AGENCY'S responsibility to obtain a permit for such work through the local Operations Center (see paragraph (g) below) and the AGENCY shall be responsible for all associated fees for the installation and maintenance of these utilities.

The AGENCY shall provide the local FDOT Operation Center located at Palm Beach Operation Center, 7900 Forest Hill Boulevard, West Palm Beach, FL 33413 (561) 432-4966, a twenty-four (24) hour telephone number and the name of a responsible person that the DEPARTMENT may contact. The AGENCY shall notify the local maintenance office forty-eight (48) hours prior to the start of the landscape improvements.

- (g) All specialty surfacing shall be installed and maintained in strict accordance with the most current edition of the *Florida Accessibility Code for Building Construction* and the *Interlocking Concrete Pavement institute (ICPI)*.
- (h) All activities, including landscape improvements installation and future maintenance operations performed on State highway right of way, must be in conformity with the most current edition of the *Manual on Uniform Traffic Control (MUTCD)* and *FDOT Standard Plans for Road Construction, 102-XXX series, Maintenance of Traffic*.
- (i) The most current edition of *FDOT Design Manual, Section 212.11 and Exhibits 212.4 through 212.7 regarding clear sight triangles at intersections* must be adhered to.
- (j) Clear Zone Lateral Offset and as specified in the *FDOT Design Manual*, Chapter 215 must be adhered to.
- (k) Landscape improvements shall not obstruct roadside signs or permitted outdoor advertising signs, (see Florida Administrative Code [F.A.C.] Rule Chapter 14-10.)
- (l) If there is a need to restrict the normal flow of traffic, it shall be done on non-holiday, weekday, off-peak hours (9 AM to 3 PM), and the party performing such work shall give notice to the local law enforcement agency within whose jurisdiction such road is located prior to commencing work on the landscape improvements. The DEPARTMENT'S Public Information Officer (see telephone number in paragraph (g) for Operation Center) shall also be notified.
- (m) The AGENCY shall be responsible for ensuring no impacts to utilities will occur within the landscape improvement limits before construction commences.

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- (n) The AGENCY shall follow the minimum level of maintenance guidelines as set forth in FDOT'S Rule Chapter 14-40 *Highway Beautification and Landscape Management*, in the FDOT *Guide to Roadside Mowing and Maintenance Management System*, and Exhibit "C", the *Maintenance Plan* for maintenance activities for landscape improvements.

3. MAINTENANCE OF FACILITIES

- a) The AGENCY agrees to maintain the landscape improvements, as existing and those to be installed, within the physical limits described in Exhibit "A" and as further described in Exhibit "B". The non-standard improvements within and outside the traveled way shall be maintained by the AGENCY regardless if the said improvement was made by the DEPARTMENT, the AGENCY, or others authorized pursuant to Section 7, by periodic mowing, pruning, fertilizing, weeding, curb and sidewalk edging, litter pickup, necessary replanting, irrigation system repair and/ or repair of any median concrete replacement associated with specialty surfacing (if applicable) following the DEPARTMENT'S landscape safety and maintenance guidelines, Exhibit "C", the Maintenance Plan. The AGENCY'S responsibility for maintenance shall include all landscaped, turfed and hardscape areas on the sidewalk or within the medians and areas outside the traveled way to the right of way and/or areas within the traveled way containing specialty surfacing. The AGENCY shall be responsible for all maintenance and repairs to FDOT sidewalks directly attributable to tree roots or other AGENCY-maintained improvements. It shall be the responsibility of the AGENCY to restore an unacceptable ride condition of the roadway caused by the differential characteristics of non-standard traveled way surfacing (if applicable) on DEPARTMENT right of way within the limits of this Agreement.
- (b) Such maintenance to be provided by the AGENCY is specifically set out as follows: to maintain, which means to properly water and fertilize all plant materials; to keep them as free as practicable from disease and harmful insects; to properly mulch the planting beds; to keep the premises free of weeds; to mow the turf to the proper height; to properly prune all plants which at a minimum includes: (1) removing dead or diseased parts of plants, (2) pruning such parts thereof to provide clear visibility to signage, permitted outdoor advertising signs per Florida Statute 479.106 and for those using the roadway and/or sidewalk; (3) preventing any other potential roadway hazards. *Plant materials* shall be those items which would be scientifically classified as plants and include trees, palms, shrubs, groundcover and turf. To maintain also means to remove or replace dead or diseased plant materials in their entirety, or to remove or replace those that fall below original project standards. Palms shall be kept fruit free year-round. To maintain also means to keep the header curbs that contain the specialty surfacing treatment in optimum condition. To maintain also means to keep the nonstandard hardscape areas clean, free from weeds and to repair said hardscape as is necessary to prevent a safety hazard. To maintain also means to keep litter removed from the median and areas outside the travel way to the right of way line. All plants removed for whatever reason shall be replaced by plants of the same species type, size, and grade as

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specified in the original plans and specifications. Any changes to the original plans shall be submitted by permit application to the DEPARTMENT for review and approval.

- (c) If it becomes necessary to provide utilities (water/electricity) to the medians or areas outside the traveled way to maintain these improvements, all costs associated with such utilities are the maintaining AGENCY'S responsibility.

The AGENCY shall be directly responsible for:

- 1) Impact and connection fees.
 - 2) The on-going cost of utility usage for water and electricity.
- (d) The maintenance functions to be performed by the AGENCY may be subject to periodic inspections by the DEPARTMENT at the discretion of the DEPARTMENT. Such inspection findings will be shared with the AGENCY and shall be the basis of all decisions regarding repayment, reworking or agreement termination. The AGENCY shall not change or deviate from said plans without written approval of the DEPARTMENT.

4. DEPARTMENT ACCESS TO FACILITIES

The DEPARTMENT will periodically need access to various features within the limits of this Agreement. Upon request of the DEPARTMENT, the AGENCY will have 14 calendar days to provide access to the items noted by the DEPARTMENT. This may require temporary or permanent removal of improvements such as hardscape, landscape or other items conflicting with the items to which the Department needs access.

Should the AGENCY fail to remove or relocate items as requested, the Department may:

- (a) Remove conflicting improvements or any portion thereof.
- (b) Restore the area with any material meeting Department standards.
- (c) Restore the improvements at the request and funding of the AGENCY.

5. NOTICE OF MAINTENANCE DEFICIENCIES

- (a) If at any time after the AGENCY has undertaken the responsibility for installation and/or maintenance of the landscape improvements, it comes to the attention of the DEPARTMENT'S District Secretary that the limits, or any part thereof, are not being properly maintained pursuant to the terms of this Agreement, the District Secretary, may at his/her option, issue a certified written notice of existing deficiency or deficiencies to the AGENCY, thereby placing the AGENCY on notice. Thereafter, the AGENCY shall have a period of thirty (30) calendar days to correct the cited deficiencies. If the deficiencies are not corrected within this time period, the DEPARTMENT may, at its option, proceed as follows:

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- i. Perform maintenance of the AGENCY-installed landscape improvements or any part thereof, using DEPARTMENT or Contractor personnel and invoice the AGENCY for expenses incurred; and/or
- ii. Remove the landscape improvements, or any part thereof, under this Agreement or any preceding Agreements, using DEPARTMENT or Contractor personnel, and invoice the AGENCY for expenses incurred; and/or
- iii. Terminate this Agreement in accordance with Paragraph 9 of this Agreement.

(b) If the landscape improvements fail to be maintained in accordance with the terms and conditions of this Agreement, the AGENCY shall reimburse the DEPARTMENT for all monies expended by the DEPARTMENT in order to address the issue of non-compliance.

6. FUTURE DEPARTMENT IMPROVEMENTS

It is understood between the parties hereto that the landscape improvements covered by this Agreement may be removed, relocated, or adjusted at any time in the future, as determined to be necessary by the DEPARTMENT, in order that the adjacent state road be widened, altered, or otherwise changed to meet future criteria or planning needs of the DEPARTMENT.

The AGENCY shall be given sixty (60) calendar days' notice to remove said landscape improvements at the AGENCY'S expense after which time the DEPARTMENT may remove same. All permits (including tree permits), fees, and any mitigation associated with the removal, relocation or adjustments of these improvements are the AGENCY'S responsibility.

7. FUTURE AGENCY IMPROVEMENTS

The AGENCY may construct additional landscape improvements within the limits of this Agreement, identified in Exhibit "A", subject to the following conditions:

- (a) Plans for any new landscape improvements shall be subject to approval by the DEPARTMENT. The AGENCY shall not change or deviate from said plans without written approval by the DEPARTMENT.
- (b) All landscape improvements shall be developed and implemented in accordance with appropriate state safety and roadway design standards.
- (c) The AGENCY agrees to comply with the requirements of this Agreement with regard to any additional landscape improvements installed by a different owner, at no cost to the DEPARTMENT.

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8. ADJACENT PROPERTY OWNER IMPROVEMENTS

The DEPARTMENT may allow an adjacent property owner to construct additional landscape improvements within the limits of the right of way identified in Exhibit "A" that the AGENCY shall be responsible for maintaining under this Agreement, subject to the following conditions:

- (a) Plans for any new landscape improvements shall be subject to approval by the DEPARTMENT and shall require a valid permit attached with a letter of consent to said plans by the AGENCY. The plans shall not be changed or deviated from without written approval by the DEPARTMENT and the AGENCY.
- (b) All landscape improvements shall be developed and implemented in accordance with appropriate state safety and roadway design standards.
- (c) The AGENCY agrees to comply with the requirements of this Agreement with regard to any additional landscape improvements installed by an adjacent owner.

9. AGREEMENT TERMINATION

In addition to those conditions otherwise contained herein, this Agreement may be terminated under any one (1) of the following conditions:

- (a) By the DEPARTMENT, if the AGENCY fails to perform its duties under this Agreement, following ten (10) days written notice.
- (b) By the DEPARTMENT, for refusal by the AGENCY to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the AGENCY in conjunction with this Agreement.

10. AGREEMENT TERM

The term of this Agreement commences upon execution by all parties and shall remain in effect, if the improvements shall exist, or until this Agreement is terminated by either party in accordance with Paragraph 9.

11. LIABILITY AND INSURANCE REQUIREMENTS

- (a) With respect to any of the AGENCY'S agents, consultants, sub-consultants, contractors and/or sub-contractors, such party in any contract for the landscape improvements shall agree to indemnify, defend, save and hold harmless the DEPARTMENT from all claims, demands, liabilities, and suits of any nature arising but of, because of or due to any intentional and/or negligent act or occurrence, omission or commission of such agents, consultants, subconsultants, contractors and/or subcontractors. The AGENCY shall provide the DEPARTMENT with written evidence of the foregoing upon the request of the DEPARTMENT. It is specifically understood and agreed that this indemnification clause does not cover or indemnify the DEPARTMENT for its own negligence.

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- (b) In the event that AGENCY contracts with a third party to provide the services set forth herein, any contract with such third party shall include the following provisions:
- i. AGENCY'S contractor shall at all times during the term of this Agreement keep and maintain in full force and effect, at contractor's sole cost and expense, Comprehensive General Liability with minimum limits of \$1,000,000.00 per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability and Worker's Compensation insurance with minimum limits of \$500,000.00 per Liability. Coverage must be afforded on a form that is no more restrictive than the latest edition of the Comprehensive General Liability and Worker's Compensation policy without restrictive endorsements, as filed by the Insurance Services Office. The AGENCY and DEPARTMENT shall be named as additional insured on such policies
 - ii. AGENCY'S contractor shall furnish AGENCY with Certificates of Insurance of Endorsements evidencing the insurance coverage specified herein prior to the beginning performance of work under this Agreement.
 - iii. Coverage is not to cease and is to remain in full force and effect (subject to cancellation notice) until all performance required of AGENCY'S contractor is completed. All policies must be endorsed to provide the DEPARTMENT providing at least thirty (30) days' notice of cancellation and/or restriction. If any of the insurance coverage expires prior to the completion of work, copies of renewal policies shall be furnished at least (30) days prior to the date of expiration.

12. E-VERIFY REQUIREMENTS

The AGENCY shall:

- (a) Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the AGENCY during the term of the contract; and
- (b) Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

13. SUPERSEDED AGREEMENTS

This writing embodies the entire Agreement and understanding between the parties hereto and there are no other Agreements and understanding, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby.

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14. FISCAL TERMS

The DEPARTMENT, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money will/may be paid on such contract. The DEPARTMENT shall require a statement from the Comptroller of the DEPARTMENT that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one (1) year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and

this paragraph shall be incorporated verbatim in all contracts of the DEPARTMENT which are for an amount in excess of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) and which have a term for a period of more than one year.

15. DISPUTES

The DEPARTMENT'S District Secretary shall decide all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution or fulfillment of the service hereunder and the character, quality, amount, and value thereof; and his/her decision upon all claims, questions, and disputes shall be final and conclusive upon the parties hereto.

16. ASSIGNMENT

This Agreement may not be assigned or transferred by the AGENCY, in whole or in part, without the prior written consent of the DEPARTMENT.

17. LAWS GOVERNING

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The AGENCY agrees to waive forum and jurisdictional venue. The DEPARTMENT shall determine the forum and venue in which any dispute under this Agreement is decided.

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18. NOTICES

If to the DEPARTMENT:

Florida Dept. of Transportation
3400 West Commercial Blvd.
Ft. Lauderdale, FL 33309-3421
Attn: Kaylee Kildare
District IV Landscape Manager

If to the AGENCY:

Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435
Attn: Michelle Heiser
Title: Town Manager

19. LIST OF EXHIBITS

Exhibit A: Landscape Improvements Maintenance Boundaries
Exhibit B: Landscape Improvement Plans
Exhibit C: Maintenance Plan for Landscape Improvements
Exhibit D: Resolution

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first written above.

TOWN OF OCEAN RIDGE

By: _____
Chairperson / Mayor / Manager

Date: _____

Attest: _____
Kelly Avery
Town Clerk

(SEAL)

Legal Approval: _____

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

By: _____
John P. Krane, P.E.
Director of Transportation Development
District 4

Date: _____

Attest: _____
Alia Chanel, CPM
Office of the District Secretary, District 4

Legal Approval: _____
Pamela G. Eidelberg
Office of the General Counsel, District 4

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EXHIBIT A

LANDSCAPE IMPROVEMENTS MAINTENANCE BOUNDARIES

I. LANDSCAPE PROJECT LOCATION:

State Road A1A (N. Ocean Blvd.) From M.P. 14.568 to 14.587

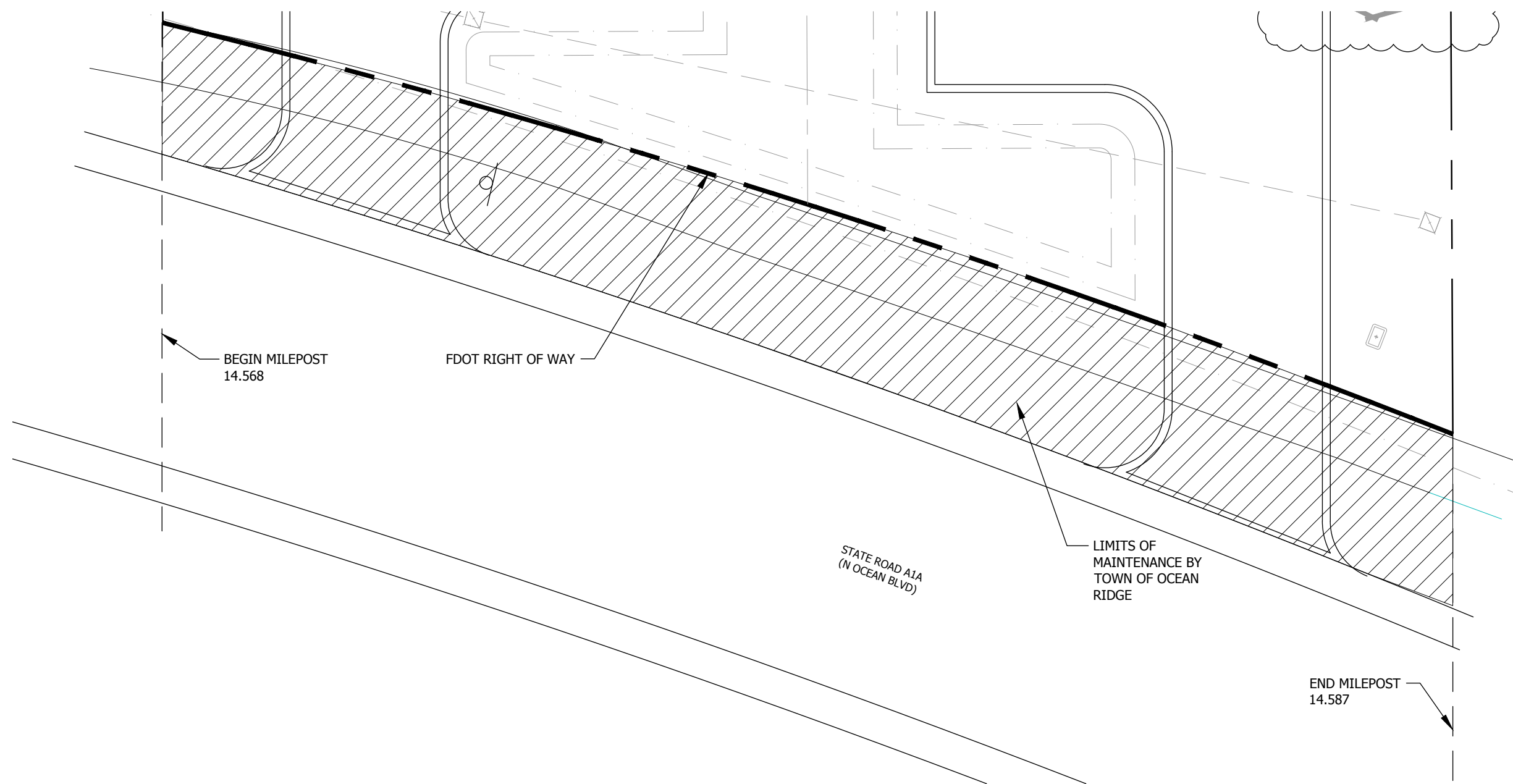
II. LIMITS OF MAINTENANCE FOR LANDSCAPE IMPROVEMENTS

State Road A1A from (M.P.12.832) to (M.P. 15.600)

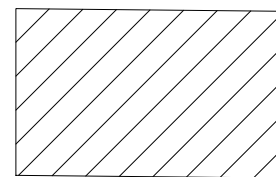
!!!. LANDSCAPE IMPROVEMENTS MAINTENANCE BOUNDARY MAP

**See attached*

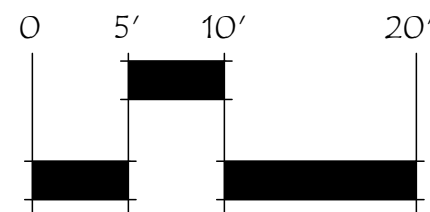
**Except as modified by this Amendment, all terms and conditions of the Original Agreement and all Amendments thereto shall remain in full force and effect.*



North



LIMITS OF MAINTENANCE BY TOWN OF OCEAN RIDGE



Scale: 1" = 10'-0"

ROADWAY ID 93060000
 FDOT LANDSCAPE PERMIT NUMBER 2026-L-496-00003
 MARCH 2, 2026

LANDSCAPE IMPROVEMENTS MAINTENANCE BOUNDARY MAP **TOWN OF OCEAN RIDGE**

SECTION: 93060000
PERMIT: 2026-L-496-00003
COUNTY: PALM BEACH
STATE ROAD: A1A

EXHIBIT B

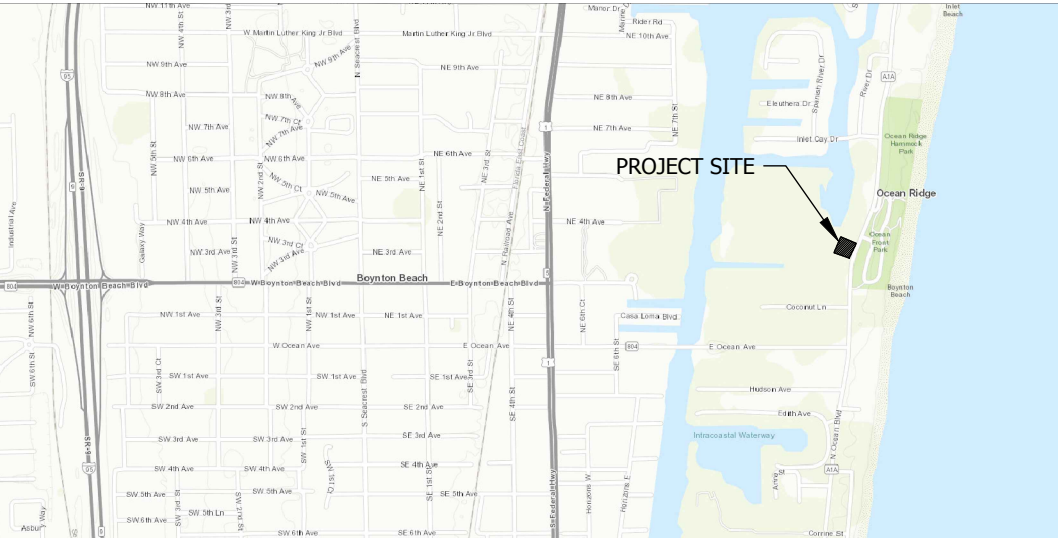
LANDSCAPE IMPROVEMENT PLANS

The Landscape Improvements shall be installed in accordance with the plans and specifications of FDOT **permit 2026-L-496-00003**, attached hereto and incorporated herein.

Please see attached plans prepared by: Jason Litterick, RLA
Litterick Landscape Architecture

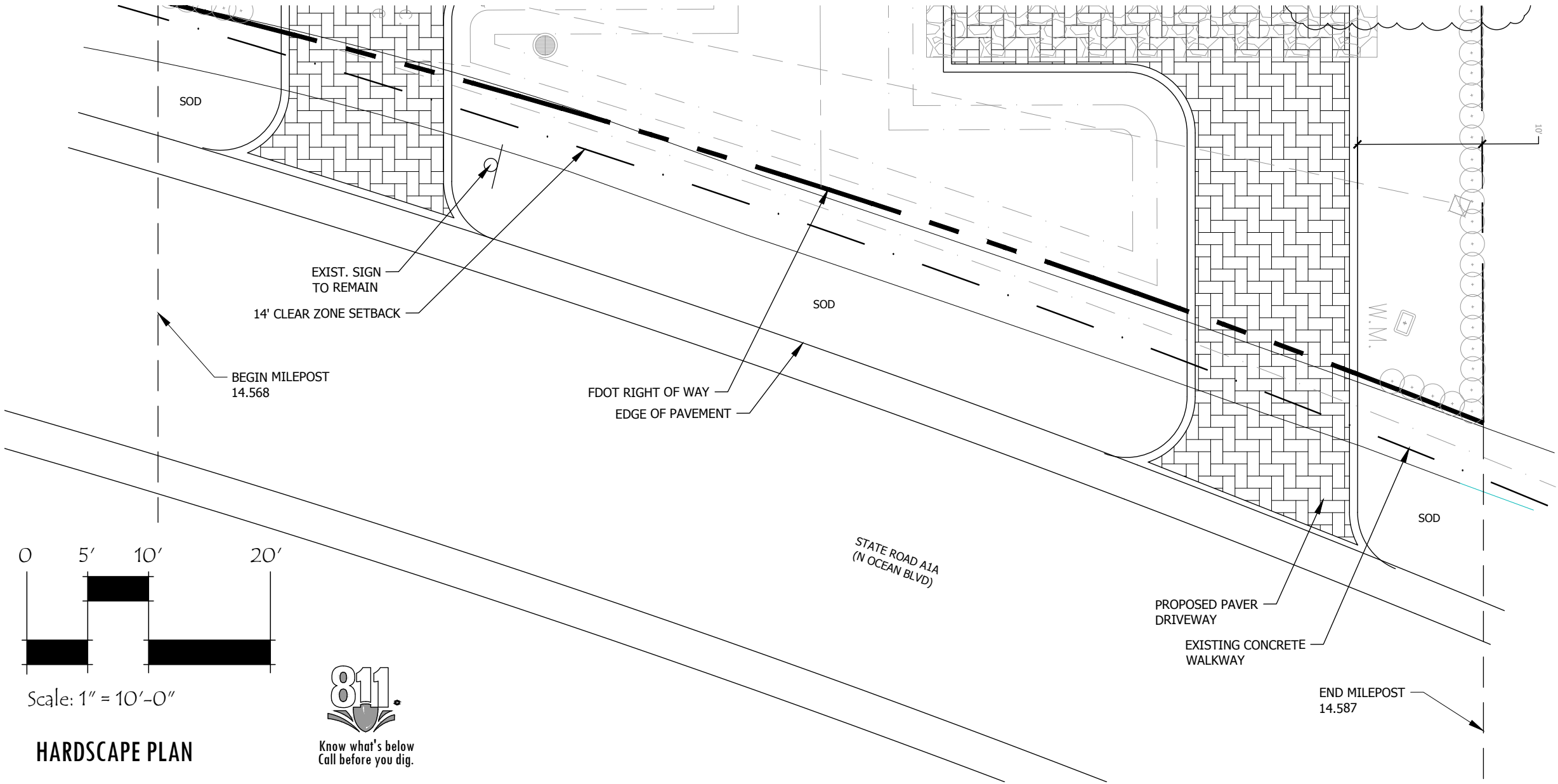
Date: 03/02/2026

LOCATION MAP



FDOT GENERAL NOTES

1. GOVERNING STANDARD PLANS:
Florida Department of Transportation, FY 2025-26 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs) are available at the following website: [Standard Plans - FY 2025-26](#)
2. GOVERNING STANDARD SPECIFICATIONS:
Florida Department of Transportation, FY 2025-26 Standard Specifications for Road and Bridge Construction at the following website: [2025-26-ebook-compressed.pdf](#)
3. Contractor shall repair all damage done to FDOT property during demolition, relocation &/or installation activities at his sole expense.
4. Any plant material substitution within or impacting the FDOT Right of Way whether requested by the Contractor, Owner, Landscape Architect or other will need to get approval from the FDOT District Landscape Architect.
5. Architectural Pavers installation for sidewalks, medians, driveways, or roadways within the FDOT right of way shall comply with current FDOT Standard Specification 526.
Online Reference: [2025-26-ebook-compressed.pdf](#)
6. Ownership of all suitable excavated materials, as determined by the Department, shall remain in the Department until a final acceptance of the permitted project is fulfilled. Excavated materials shall be hauled by the Permittee, at their cost & expense from the site to the FDOT Palm Beach Operations Center or stockpiled in those areas as directed by the Department, including asphalt millings.
7. Sodded areas will be in accordance with Standard Plans Index 570-010 and Standard Specifications Sections 162, 570, 981, 982, 983, 987 of the Department's latest edition of Governing Design Standards and Standard Specifications. All disturbed areas will be sodded within one (1) week of installation of said permitted work.



Scale: 1" = 10'-0"

HARDSCAPE PLAN



Know what's below
Call before you dig.

Tony
Grimaldi
Design

12330A SE Dixie Highway
Hobe Sound, Florida 33455
phone:
772.281.7759
email:
palmbeachtony@yahoo.com

Litterick
Landscape
Architecture

12330A SE Dixie Highway
Hobe Sound, Florida 33455
phone:
561.791.3876
email:
jasonla1677@yahoo.com

Sign& Seal

Landscape Architect of Record



Jason M. Litterick, R.L.A.
(LA0001877)

PRIVATE RESIDENCES

6470 North Ocean Blvd
Ocean Ridge, Florida



North

DESIGNED _____ TG
SCALE 1"=10'
APPROVED _____ JL
JOB NUMBER _____
DATE 3.2.2026
REVISIONS _____

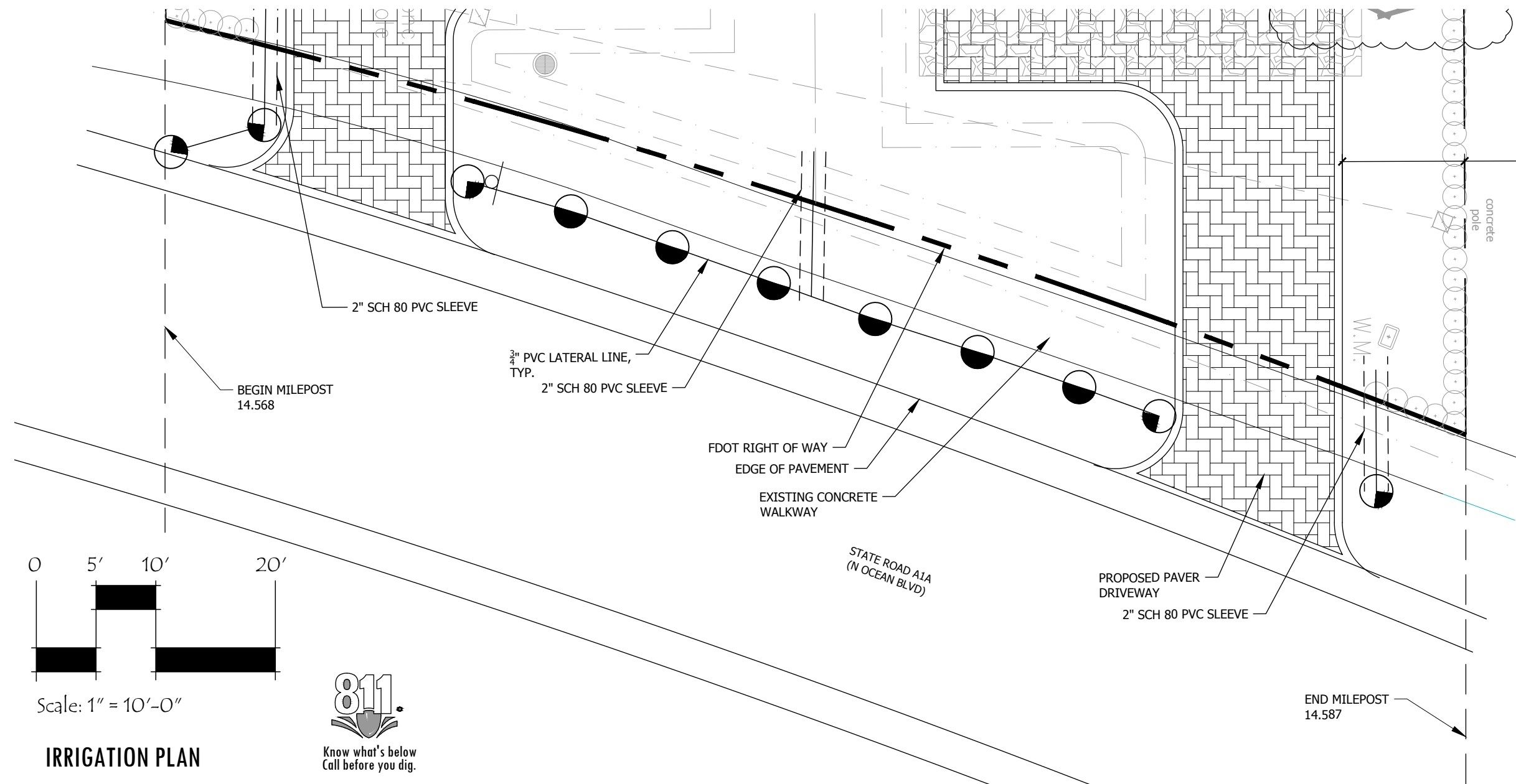
 POP-UP SPRAY HEAD, 10' QUARTER NOZZLE

 POP-UP SPRAY HEAD, 10' HALF NOZZLE

 $\frac{3}{4}$ " CLASS 200 PVC LATERAL LINE

 2" SCH 80 SLEEVES

1. The irrigation system shall use the lowest quality water available which adequately and safely meets the water needs of the system. Storm water, reclaim water, or grey water irrigation shall be used whenever possible.
2. FDOT requires 24-hour emergency access to the water source.
3. The contractor shall provide FDOT District Operations Manager with a set of "As-Built" irrigation plans.



FDOT HIGHWAY LANDSCAPING PERMIT PLANS

Design Speed = 35 MPH

FDOT Landscape Permit Number 2026-L-496-00003

12330A SE Dixie Highway
Hobe Sound, Florida 33455
phone:
772.281.7759
email:
palmbeachtony@yahoo.com

12330A SE Dixie Highway
Hobe Sound, Florida 33455
phone:
561.791.3876
email:
jasonla1677@yahoo.com

The seal is circular with a rope-like border. Inside the border, the text "REGISTERED LANDSCAPE ARCHITECT" is at the top, "JOSAM M. LITTERICK" is in the middle, "LA 0001677" is below the name, and "STATE OF FLORIDA" is at the bottom. There are stars separating the top and middle text, and the bottom text from the middle text.

Josam M. Litterick, RLA
(LA0001677)

6470 North Ocean Blvd
Ocean Ridge, Florida



DESIGNED _____ TG
SCALE _____ 1" = 10'
APPROVED _____ JL
JOB NUMBER _____
DATE _____ 3.2.2026
REVISIONS _____

SECTION: 93060000
PERMIT: 2026-L-496-00003
COUNTY: PALM BEACH
STATE ROAD: A1A

EXHIBIT C

MAINTENANCE PLAN FOR LANDSCAPE IMPROVEMENTS

This Exhibit forms an integral part of the LANDSCAPE MAINTENANCE MEMORANDUM OF AGREEMENT between the Florida Department of Transportation and the AGENCY.

SECTION: 93060000
PERMIT: 2026-L-496-00003
COUNTY: PALM BEACH
STATE ROAD: A1A

MAINTENANCE PLAN Landscape Improvements

Project State Road No(s): SR A1A (N. Ocean Blvd.) (M.P. 14.568) to (M.P. 14.587)
Permit or FM No(s): 2026-L496-00003
RLA of Record: Jason Litterick
Maintaining Agency: Town of Ocean Ridge
Date: March 2, 2026

PART I. GENERAL MAINTENANCE REQUIREMENTS AND RECOMMENDATIONS:

WATERING REQUIREMENTS

Watering is a critical concern for not only the maintenance of healthy plant material but also for observing water conservation practices. The amount of water to apply at any one time varies with the weather, drainage conditions and water holding capacity of the soil. For plant materials that have been established, it is imperative that any mandated water restrictions be fully conformed to on FDOT roadways.

Proper watering techniques should provide even and thorough water dispersal to wet the entire root zone but not saturate the soil or overspray onto travel lanes.

IRRIGATION SYSTEM

The Agency shall ensure there are no roadway overspray or irrigation activities during daytime hours (most notably "rush hour" traffic periods). It is imperative that the irrigation controller is properly set to run early enough that the watering process will be entirely completed before high traffic periods, while adhering to mandated water restrictions. To ensure water conservation, the Agency shall monitor the system for water leaks and the rain sensors to ensure they are functioning properly so that the system shuts down when there is sufficient rainfall.

MULCHING

Mulch planting beds to prevent weed growth, retain moisture to the plants, protect against soil erosion and nutrient loss, maintain a more uniform soil temperature, and improve the appearance of the planting beds. Do not mound mulch against the trunks of trees, palms, and the base of shrubs to allow air movement which aids in lowering disease susceptibility. Cypress mulch is prohibited on state right of way.

INTEGRATED PLANT MANAGEMENT

An assessment of each planting area's soil is recommended to periodically determine the nutrient levels needed to sustain healthy, vigorous plant growth. Palms, shrubs, trees, and turf areas shall be fertilized in such a manner and frequency to ensure that the plant material remains healthy and vigorously growing. Please be alert to changes in fertilization types per University of Florida, Institute of Food and Agricultural Services (I.F.A.S.) recommendations. Establishment of an integrated pest management program is encouraged to ensure healthy plants, which are free of disease and pests.

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PRUNING

All pruning, and the associated safety criteria, shall be performed according to American National Standard Institute (ANSI) A300 standards and shall be supervised by an International Society of Arboriculture (ISA) Certified Arborist. Pruning shall be carried out with the health and natural growth of plant materials in mind, to achieve the FDOT requirements for maintaining clear visibility for motorists, and provide vertical clearance for pedestrian, bicyclist, and truck traffic where applicable. Visibility windows must be maintained free of view obstructions, and all trees and palms must be maintained to prevent potential roadway and pedestrian hazards. All palms should be kept fruit free. The understory plant materials selected for use within the restricted planting areas (Limits of Clear Sight) are to be mature height in compliance with the *FDM Window Detail*. Vertical clear zones for vegetation heights over roadways and sidewalks must meet the requirements of the *FDOT Maintenance Rating Program* (MRP) standards. See Reference pages. The R.L.A. of Record will provide the specific pruning heights for mature or maintained height and spread of all plant material to achieve the design intent shall be noted in Part II, Specific Project Site Maintenance Requirements and Recommendations.

STAKING AND GUYING

All staking materials are to be removed after one year or as directed by the RLA of Record.). Any subsequent staking and guying activities by the Agency must adhere to *FDOT Standard Plans* guidelines (See Index 580-001). The Agency shall closely monitor staking and guying attachment materials so that they are securely fastened to avoid potential roadway hazards.

TURF MOWING

All grassy areas are to be mowed and trimmed with sufficient frequency to maintain a deep, healthy root system while providing a neat and clean appearance to the urban landscape. All turf efforts, mowing, curb/sidewalk edging and turf condition, must at a minimum, meet *FDOT Maintenance Rating Program* (MRP).

LITTER CONTROL

The project site shall remain as litter free as practicable. It is recommended to recycle this litter to avoid unnecessary waste by its reuse. Litter removal efforts must meet *FDOT Maintenance Rating Program* (MRP) standards.

WEEDING/HERBICIDE

All planting areas shall be maintained as weed free as practicable by enlisting integrated pest management practices in areas specified on the plans and maintaining proper mulch levels. Extreme care is recommended when using a chemical herbicide to avoid overspray onto plant materials. It is the applicator's responsibility to restore any damage resulting from overspray to the plantings, as per the approved plans.

PLANT REPLACEMENT

Plant replacement shall be the same species and specification as the approved plan. Move and replace all plant materials that may conflict with utility relocations and service. Only plants graded Florida #1 or better, per the *Florida Department of Agriculture and Consumer Services, Grades and Standards for*

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Nursery Plants are permitted on FDOT roadways. Should it become necessary to change the species, a permit is required from FDOT for approval by the FDOT District Landscape Architect.

TREE CELL STRUCTURES

Underground tree cells shall be maintained in such a manner as to prolong the life of the structure and prevent potential safety hazards. If the structures fail or become damaged, they shall be replaced with the same type and specification as the approved plan.

LANDSCAPE ACCENT LIGHTING

Landscape accent lighting shall be maintained in such a manner as to prolong the life of the lighting fixture and prevent potential safety hazards. If the lighting fixtures and their system become damaged, they shall be replaced with the same type and specification as the approved plan. Landscape lighting shall meet requirements for the sea turtle nesting and hatching.

HARDSCAPE (SPECIALTY SURFACING)

All tree grates and specialty surfacing (if applicable) shall be maintained in such a manner as to prevent any potential tripping hazards and protect damage to the surfacing and tree grates. Final surface tolerance from grade elevations shall, at a minimum, meet the most current FDOT Maintenance Rating Program Handbook for a sidewalk; ADA accessible sidewalk; and FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on The State Highway System. If the specialty surfacing or tree grates become damaged, they shall be replaced with the same type and specification as the approved plan.

HARDSCAPE (CONCRETE PAVERS)

All concrete pavers (if applicable) shall be maintained in such a manner as to prevent any potential tripping hazards and protect damage to the pavers. Final surface tolerance from grade elevations shall, at a minimum, meet the most current *Interlocking Concrete Pavement Institute (ICPI), Guide Specifications for Pavers on an Aggregate Base, Section 23 14 13 Interlocking Concrete Pavers*, Part 3.05. If the concrete pavers become damaged, they shall be replaced with the same type and specification as the approved plan.

It shall be the responsibility of the AGENCY to maintain all signs located within a non-standard surfacing area. Such maintenance to be provided by the AGENCY shall include repair and replacement of the sign panel, post, and base.

HARDSCAPE (NON-STANDARD TRAVELED WAY SURFACING)

It shall be the responsibility of the AGENCY to restore an unacceptable ride condition of the roadway, including asphalt pavement (if applicable), caused, or contributed by the installation or failure of non-standard surfacing, and/or the header curb, on the Department of Transportation right of way within the limits of this Agreement. Pavement restoration areas or "patches" will have a minimum length of 10-ft, measured from the edge of the header curb, and a width to cover full lanes for each lane affected by the restoration.

Pavement restoration will be performed in accordance with the most current edition of the *FDOT Standard Specifications for Road and Bridge Construction*, and the *FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System*.

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SITE FURNISHINGS

Site furnishing such as Trash Receptacles, Benches, Bollards and Bicycle Racks shall be maintained in such a manner as to prolong the life of the fixture and prevent potential safety hazards. If the fixtures and their overall function and mounting systems become damaged, they shall be replaced with the same type and specification as the approved plan.

ARTIFICIAL OUTDOOR TURF/SYNTHETIC GRASS (IF APPLICABLE)

Artificial turf, or synthetic grass, shall be maintained in a clean condition and brushed free from the accumulation of debris. Spills and stains must be promptly addressed to prevent permanent discoloration, staining, and/or damage to the surface. Animal waste must be promptly removed and disinfected to prevent staining, odors, and/or compaction through the material.

The area should be regularly inspected for infill replacement, signs of wear, tearing, seam separation, or other forms of damage. When such conditions are observed, appropriate remedial action must be taken in a timely manner. The minimal standard of care shall include repairs using seaming tape and adhesive. If damage is significant, professional removal and installation with like-kind synthetic material or sod (live grass) shall be required.

MAINTENANCE OF TRAFFIC CONTROL

Reference the FDOT website regarding the selection of the proper traffic control requirements to be provided during routine maintenance and / or new installations of this DOT roadway.

VEGETATION MANAGEMENT AT OUTDOOR ADVERTISING (ODA) (IF APPLICABLE)

To avoid conflicts with permitted outdoor advertising, please reference the State of Florida website regarding the vegetation management of outdoor advertising. This website provides a portal to search the FDOT Outdoor Advertising Inventory Management System Database. The database contains an inventory of outdoor advertising structures, permits and other related information maintained by the Department.

Also, reference the *Florida Highway Beautification Program* website link for *Vegetation Management at ODA signs* Florida Statutes and Florida Administrative Code related to vegetation management at outdoor advertising sign, permit applications for vegetation management and determining mitigation value of roadside vegetation.

TREE GRATES

The Agency is required to conduct regular inspections to all Tree grates installed within FDOT right-of-way. The Agency shall inspect the grates to ensure they are free of debris, damage, or uneven surfaces which could potentially create safety or accessibility issues for the public. The Agency shall also inspect the tree grate annually to ensure the tree grate opening is not in conflict with the on-going growth of the tree trunk. Modify the tree grate as needed to account for future growth.

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COUNTY: PALM BEACH
STATE ROAD: A1A

ROOT BARRIERS

Periodic visual inspections shall be conducted by the Agency in areas where root barriers have been installed to ensure adjacent facilities are not being impacted. Areas that are noted with early signs of impacts, should have the compromised root barriers removed and replaced with new barriers, root pruning the tree in the process. Additionally, the areas in which barriers have been installed should be inspected to ensure that the roots do not grow over the barrier. Chemical root barriers, while effective, have a more limited lifespan than physical barriers and should be replaced at the end of their manufacturer specified guarantee.

II. SPECIFIC PROJECT SITE MAINTENANCE REQUIREMENTS AND RECOMMENDATIONS

1. Driveways are proposed with architectural pavers and are to improve the aesthetics of the parcel along the State Road A1A corridor. The pavers shall be maintained to remove weeds, repair cracks, and maintain a clean, safe, and aesthetic environment within the project limits. Irrigation is proposed to supply water to and provide lush, healthy St. Augustine sod. The irrigation shall be maintained to be fully functional and supply 100% coverage.
2. Concrete pavers shall be inspected on a monthly basis for the aesthetic appearance and safety conditions. Address any issues identified by repairing or replacing those specific locations. To maintain the overall aesthetic appearance and safety of the concrete pavers they shall be cleaned on yearly basis to prevent mold, dirt, oil, and gum build up. Joints and cracks in concrete, patterned concrete or asphalt, concrete pavers, concrete curbs, expansion joints, catch basins, gutter areas, etc. shall be inspected on a monthly basis to keep those areas free of weeds.
3. Inspect the irrigation system performance on a monthly basis to ensure the system is providing 100% coverage, does not have sections of low pressure, heads and valves are clean and clear of debris and any damaged irrigation components (i.e., spray nozzles, spray heads, valve boxes, etc.) are repaired or replaces.

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STATE ROAD: A1A

EXHIBIT D
RESOLUTION

This Exhibit forms an integral part of the LANDSCAPE MAINTENANCE MEMORANDUM OF AGREEMENT between the DEPARTMENT and the AGENCY.

Please see attached

(To be provided by the Agency)



Ocean Ridge Police Department

6450 N. Ocean Blvd., Ocean Ridge, FL 33435

Phone (561) 732-8331 • Fax (561) 732-8676

www.oceanridgeflorida.com

Scott McClure
Chief of Police

February 2026 Monthly Activity Report

Attachments;

1. *Monthly Law Enforcement Activity Report*
(Please see detailed reports attached)
2. *Monthly Boynton Beach Fire/EMS Activity Report*
(Please see detailed reports attached)



Ocean Ridge Police Department

Other Activity Report – February 2026

Traffic Enforcement

Type	Total
Citations	261
Written Warnings	233
Parking Tickets	27
Traffic Stops	415

Arrests

Type	Total
S19 Felony	0
S18 Misdemeanor	4

Telephone Calls Handled by Dispatch

Category	February	Year to Date
9-1-1	87	160
Incoming / Non-Emergency	364	774
Outgoing / Non-Emergency	174	401
Total	625	1335

Walk-Ins Handled by Dispatch

Category	Febraury	Year to Date
All	245	538
After Business Hours	118	285

Administrative / Public Services

Service	Febraury	Year to Date
Alarm Sign Issuance	0	0
Alarm Technician	16	43
AOD / Range Use	3	9
Burn Permit	0	0
Fingerprints	5	8
Keys	3	4
Pet Tag / Vehicle Decal	5	9
Report / Record Request	4	14
Vendors	31	68
Visitor for Chief	6	11
Visitor for Lt or Investigator	2	9
Visitor / Info	154	336
Gift/Food Delivery	6	8
Pick up Property/Evidence	1	3
Pill Drop	9	16

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From **02/01/2026** 00:00 Through **02/28/2026** 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
10108	ON FOOT W/PORTABLE	29
10109	VEHICLE MAINTENANCE	144
1040	MEAL BREAK	1
1050	TRAFFIC STOP	410
1058	AT STATION	6
1060	ASSIST TO MOTORIST	2
801	VTC PERMITS (BUILDING)	1
806	VTC WORKING WHEN NOT PERMITTED	5
812	VTC TRUCKS/COMMERCIAL VEHICLES	1
813	VTC PARKING/DRIVING ON DUNES	1
815	VTC PARKING ON VACANT LOT	2
820	VTC ANIMALS ON BEACH	2
821	VTC DOGS AT LARGE	1
823	VTC CONSTRUCTION SITE	4
824	VTC ALL OTHER	3
827	VTC FIRE ON BEACH	2
833	VTC CUTTING NATURAL VEGETATION	2
BCHK	BEACH PATROL	167
DC	DISTRICT CHECK	1200
HCKH	HOUSE CHECK HAND	41
HCKV	HOUSE CHECK VISUAL	21
S03	HIT AND RUN ACCIDENT	1
S04	AUTO ACCIDENT	3
S12	RECKLESS DRIVER	1
S13	SUSPICIOUS INCIDENT	1
S13P	SUSPICIOUS PERSON	4
S13V	SUSPICIOUS VEHICLE	3
S14	INFORMATION	2
S15	SPECIAL DETAIL	39
S22	DISTURBANCE	1
S30	THEFT	1
S31	BATTERY	1
S48G	OPEN GARAGE DOOR	8

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS **From** 02/01/2026 00:00 **Through** 02/28/2026 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
S49	ALARM	23
S49F	FIRE ALARM	6
S51	TRESPASS	1
S53	EMBEZZLEMENT/FRAUD	1
S66	CIVIL MATTER	1
S68	POLICE SERVICE CALL	23
S72	LOST/FOUND PROPERTY	1
S73	MEDICAL CALL	20
S76	ASSIST OTHER DEPARTMENT	13
S79	911 PRANK/FALSE/ACCID CALL	24
S81	ASSAULT/THREATS	2
S84	WELFARE CHECK	10
S86	LOUD NOISE/MUSIC	1
S88	FLORIDA POWER LIGHT ASSIST	1
S90	ILLEGAL PARKING	17
S92	TRAFFIC LIGHT PROBLEMS	1
S93	STREET OR TRAFFIC SIGNS	2
TC	TRAFFIC CONTROL	2
TOTAL ACTIVITY:		2259

FEBRUARY 2025 BOYNTON BEACH FIRE RESCUE REPORT

IncidentNumber	Date	Full Incident Address	Incident City	Station	Main Incident Type Description	Total Response Time (Exposure 0)
2601602	2/2/2026	Ocean Harbour Cir Ocean Ridge	Ocean Ridge	Station 4	False Alarm & False Call	5.9
2601633	2/2/2026	6849 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Service Call	7.3
2601714	2/4/2026	S Ibis Dr S Briny Breezes	Briny Breezes	Station 4	Rescue & Emergency Medical Service Incident	5.3
2601773	2/5/2026	5540 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 2	Rescue & Emergency Medical Service Incident	6.8
2601774	2/5/2026	Inlet Cay Dr Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	6.1
2601802	2/5/2026	Juniper Dr K Briny Breezes	Briny Breezes	Station 4	Rescue & Emergency Medical Service Incident	5.9
2601895	2/7/2026	5500 BLK Old Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	10.2
2602003	2/9/2026	5900 BLK Old Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	4.7
2602077	2/10/2026	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	7.1
2602176	2/12/2026	Douglas Dr Ocean Ridge	Ocean Ridge	Station 4	Service Call	5.1
2602180	2/12/2026	5505 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	5.5
2602209	2/13/2026	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 5	Rescue & Emergency Medical Service Incident	7.3
2602251	2/14/2026	Douglas Dr Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	5.5
2602254	2/14/2026	6849 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	17.8
2602413	2/17/2026	Juniper Dr Briny Breezes	Briny Breezes	Station 4	Rescue & Emergency Medical Service Incident	6.2
2602471	2/19/2026	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	5.4
2602503	2/20/2026	Flamingo Dr Briny Breezes	Briny Breezes	Station 4	Service Call	6.3
2602509	2/20/2026	N Ibis Dr Briny Breezes	Briny Breezes	Station 4	Rescue & Emergency Medical Service Incident	5.1
2602558	2/20/2026	5900 Old Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Service Call	8.9
2602577	2/21/2026	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	4.9
2602692	2/23/2026	6849 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Service Call	13.6
2602779	2/25/2026	Bonito Dr Ocean Ridge	Ocean Ridge	Station 1	False Alarm & False Call	9.6
2602917	2/27/2026	6000 Blk Old Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	6.3
2602959	2/28/2026	5505 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	6.7
2602971	2/28/2026	Lark Dr Briny Breezes	Briny Breezes	Station 4		6.4
2602973	2/28/2026	5700 BLK Old Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Fire	5.4

Ocean Ridge Summary		Briny Breezes Summary	
Medical Calls	13	Medical Calls	3
Fire/Other Calls	7	Fire/Other Calls	3
Total	20	Total	6

EMS Calls exceeding 10 minutes consist of (2), service call and medical call