



## DEPARTMENT OF PUBLIC WORKS

AQUATIC SERVICES ♦ ENGINEERING ♦ FACILITIES ♦ ROADS/BRIDGES ♦ STORMWATER ♦ TRAFFIC ♦ WATERWAYS

1525 EAST JEFFERSON STREET ♦ BROOKSVILLE, FLORIDA 34601  
P 352.754.4060 ♦ F 352.754.4423 ♦ W [www.HernandoCounty.us](http://www.HernandoCounty.us)

### MEMORANDUM

**TO:** Erin Briggs, Procurement Coordinator

**FROM:** Sam Burdin  
Project Manager

**DATE:** January 16, 2025

**SUBJECT:** 23-ITB00307 Lykes Library Parking Lot Restoration

The Lykes Library parking lot restoration is now completed. I am forwarding the following documents for processing. PO24001020

1. Pay App #2 for Retainage.
2. Final Release of Liens from Contractor
3. Final Release of Liens from Sub-Contractors
4. Substantial Completion Letter from Contractor
5. Final Completion Letter by Owner
6. Final Completion Letter from Contractor
7. Final Inspection Results
8. Contractor Warranty
9. Final Payment Check List
10. Vendor Performance Evaluation

Please proceed with the agenda item to the Board of County Commissioners for final approval and release of retainage for Lykes Library Parking Lot Restoration

Funding is available for Pay Request No.2 in the amount \$3,959.00 in the following account:  
0011-2050237

A handwritten signature in black ink, appearing to be "S. Burdin".

SB

Pc via email: Charlene Elliott Finance Specialist  
Craig Becker Facilities Manager  
Carla Rossiter-Smith Chief Procurement Officer  
Scott Herring Public Works Director/County Engineer

**APPLICATION AND CERTIFICATE FOR PAYMENT****PROJECT OWNER:**

Sam Burdin, Project Manager - Hernando County  
15470 Flight Path Drive  
Brooksville, FL 34604

**PROJECT**

23-ITB00307/TC - PARKING LOT  
RESTORATION PROJECTS - LYKES LIBRARY  
CONTRACTOR JOB NO.

242059

**APPLICATION NO.:**

FINAL - RETAINAGE

**PERIOD FROM:**

10/21/2024

**PERIOD TO:**

12/31/2024

**CONTRACT DATE:**

9/19/2024

**DISTRIBUTION TO:**☒ OWNER☐ ENGINEER☐ CONTRACTOR**FROM CONTRACTOR:**

Superior Asphalt, Inc.

P.O. Box 2489

Oneco, Florida 34264

941-755-2850

941-727-5980

**PROJECT PO:**

24001020

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract Agreement.

Continuation sheets, as applicable, are attached.

1. ORIGINAL CONTRACT SUM		\$ 79,180.00
2. Net change by Change Orders		\$ -
3. Contract Sum To Date (line 1+2)		\$ 79,180.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on individual sheets)		\$ 79,180.00
5. RETAINAGE:		
a. 5% of completed work		\$ 3,959.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)		\$ 75,221.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)		\$ 75,221.00
8. CURRENT PAYMENT DUE		\$ 3,959.00
9. BALANCE TO FINISH, INCL. RETAINAGE (Line 3 less Line 6)		\$ 3,959.00

CHANGE ORDER SUMMARY	ADDITION	DEDUCTIONS
Total changes approved in previous months by owner		
Total approved this month		
TOTALS	-	-
NET CHANGES by Change Order		-

The undersigned Contractor certifies that to the best of the Contractors knowledge, information and belief the Work covered by this Application for payment has been completed in accordance with the contract documents and that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

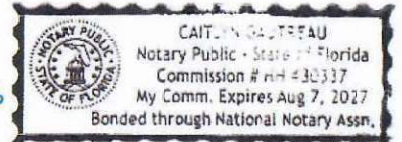
CONTRACTOR: Superior Asphalt, Inc

By: DJ22Date: 01/08/2025

State of: FLORIDA

County of: HERNANDO

Subscribed and sworn to before me

this 8 day of JANUARY 2025Notary Public: CAITLYN GAUTREAUMy Commission expires AUGUST 7, 2027**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the contract documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architects knowledge, information and belief, the work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified

Amount Certified \$ 3,959.00 Date: 1/10/25

(Attach explanation if amount certified differs from the amount applied for, initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified)

Architect:

By: Sam BurdinDate: 1/10/25



## Continuation Sheet

Page 2 of 2

Sam Burdin, Project Manager - Hernando County  
15470 Flight Path Drive  
Brooksville, FL 34604

23-ITB00307/TC - PARKING LOT RESTORATION  
PROJECTS - LYKES LIBRARY PARKING LOT

APPLICATION NO: FINAL - RETAINAGE  
PERIOD FROM: 10/21/2024  
PERIOD TO: 12/31/2024  
CONTRACT DATE: 9/19/2024  
OWNER PROJECT PO: 24001020

OWNER PROJECT PO: 24001020

A	B	C	D	C	C	D	E	D		E		F	G		H	I	
								AMOUNT PREVIOUS APPLICATION	AMOUNT THIS PERIOD	MATERIALS PRESENTLY STORED NOT IN (D OR E)	COMPLETED AND STORED TO DATE (D+E+F)		% (G ÷ C)	BALANCE TO FINISH (C-G)			RETAINAGE
ITEM NO	DESCRIPTION OF WORK	QTY	U/M	Unit Price	SCHEDULED VALUE	INSTALLED PREVIOUS PERIOD	INSTALLED THIS PERIOD									5%	
1	PERMITTING & MOBILIZATION	1	LS	\$8,300.00	\$8,300.00	1.00	-	8,300.00	\$0.00			\$8,300.00	100%	\$0.00	\$415.00		
2	MAINTENANCE OF TRAFFIC	1	LS	\$6,375.00	\$6,375.00	1.00	-	6,375.00	\$0.00			\$6,375.00	100%	\$0.00	\$318.75		
3	CLEARING/GRUBB, SAW CUTTING, CONCRETE REMOVAL, WHEEL STOPS, MILLING, ASPHALT REMOVAL/DISPOSAL, CLEARING/REMOVAL OF DIRT & VEGETATION	1	LS	\$22,550.00	\$22,550.00	1.00	-	22,550.00	\$0.00			\$22,550.00	100%	\$0.00	\$1,127.50		
4	POTHOLES - REPAIR & REGARDE BACK TO EXISTING LIME ROCK BASE LAYER ELEVATION	1	LS	\$1,500.00	\$1,500.00	1.00	-	1,500.00	\$0.00			\$1,500.00	100%	\$0.00	\$75.00		
5	1-1/2" SP 12.5 OR 9.5 ASPHALT W/BITUMS TACK COAT 0.07 GALLON / SY	1	LS	\$25,740.00	\$25,740.00	1.00	-	25,740.00	\$0.00			\$25,740.00	100%	\$0.00	\$1,287.00		
6	LAYOUT AND STRIPPING PARKING LOT	1	LS	\$4,970.00	\$4,970.00	1.00	-	4,970.00	\$0.00			\$4,970.00	100%	\$0.00	\$248.50		
7	LABOR & MATERIALS TO INSTALL NEW WHEEL STOPS	1	LS	\$2,645.00	\$2,645.00	1.00	-	2,645.00	\$0.00			\$2,645.00	100%	\$0.00	\$132.25		
8	ADA MATS	1	LS	\$1,700.00	\$1,700.00	1.00	-	1,700.00	\$0.00			\$1,700.00	100%	\$0.00	\$85.00		
9	MILL & PAVE 42 X 18 X 1-1/2" STAFF PARKING AREA INCLUDE ASPHALT RAMP AT DOOR	1	LS	\$5,400.00	\$5,400.00	1.00	-	5,400.00	\$0.00			\$5,400.00	100%	\$0.00	\$270.00		
9.00	TOTALS				\$79,180.00			79,180.00	\$0.00			\$79,180.00	100%	\$0.00	\$3,959.00		

## FINAL WAIVER & RELEASE OF LIEN

The undersigned lienor, upon receipt of \$\_\_\_\_\_ hereby waives and releases its lien and right to claim a lien for labor, services or materials furnished to:

**SUPERIOR ASPHALT, INC.  
POST OFFICE BOX 2489  
ONECO, FL 34264**

on the job of:

**LYKES LIBRARY  
OWNER: HERNANDO COUNTY  
(SUPERIOR PROJECT NO. 242059)**

Dated on DEC. 26<sup>th</sup>, 2024

LYKES LIBRARY  
Company  
[Signature]  
Signature  
Samuel Bannister  
Printed Name  
Director  
Title

STATE OF FL  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this 26 day of December  
2024 by Samuel Bannister, as the Director  
of LYKES LIBRARY, a \_\_\_\_\_ corporation, on behalf of the corporation.

He/She is personally known to me and did ~~not~~ take an oath.

SEAL



**JENNIFER L. STEPHENS**  
Notary Public  
State of Florida  
Comm# HH226608  
Expires 4/4/2026

Jennifer L. Stephens  
Notary Signature  
Jennifer L. Stephens  
Notary printed name

## FINAL WAIVER & RELEASE OF LIEN

The undersigned lienor, upon receipt of \$4,050 hereby waives and releases its lien and right to claim a lien for labor, services or materials furnished to:

**SUPERIOR ASPHALT, INC.**  
**POST OFFICE BOX 2489**  
**ONECO, FL 34264**

on the job of:

**LYKES LIBRARY**  
**OWNER: HERNANDO COUNTY**  
**(SUPERIOR PROJECT NO. 242059)**

Dated on January 15, <sup>2025</sup>~~2024~~

Turtle Infrastructure Partners, LLC  
Company

Adele Yotas  
Signature

Adele Yotas  
Printed Name

Accounting Manager  
Title

STATE OF Florida  
COUNTY OF Pinellas

The foregoing instrument was acknowledged before me this 15th day of January

<sup>2025</sup>  
2024 by Adele Yotas, as the Accounting Manager

of Turtle Infrastructure Partners, LLC a LLC corporation, on behalf of the corporation.

He/She is personally known to me and did/did not take an oath.

SEAL



Mindy McGinnis  
Notary Signature  
Mindy McGinnis  
Notary printed name



## FINAL WAIVER & RELEASE OF LIEN

The undersigned lienor, upon receipt of \$ 3959 hereby waives and releases its lien and right to claim a lien for labor, services or materials furnished to:

**HERNANDO COUNTY FACILITIES  
1525 E JEFFERSON ST  
BROOKSVILLE, FL 34601**

on the job of:

**LYKES LIBRARY, HERNANDO COUNTY  
OWNER: HERNANDO COUNTY**

Dated on January 8th, 2025

Superior Asphalt Inc  
Company

  
Signature

Dylan Teasdale  
Printed Name

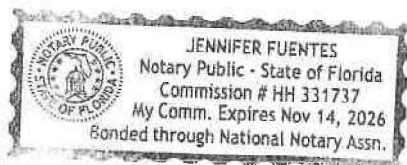
General Manager  
Title

STATE OF FLORIDA  
COUNTY OF HERNANDO

The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of January  
2025 by Dylan Teasdale, as the General Manager  
of Superior Asph H Inc. a S corporation, on behalf of the corporation.

He/She is personally known to me and did/did not take an oath.

SEAL



  
Notary Signature

Jennifer Fuentes  
Notary printed name



January 8<sup>th</sup>, 2025

Sam Burdin  
Hernando County Facilities  
1525 E Jefferson St,  
Brooksville, FL 34601

Re: 23-ITB00307/TC Hernando County Lykes Library, Substantial Completion

Contract No: 23-ITB00307/TC  
County: Hernando  
Project Description: Lykes Library Parking Lot Restoration Project

Dear Mr. Burdin,

Please be advised that Superior Asphalt, Inc. is writing to advise notice of Substantial Completion on, 23-ITB00307/TC, Lykes Library Parking Lot Restoration Project has been achieved on November 13<sup>th</sup>, 2024.

Please let us know if you have any questions or concerns.

Regards,

SUPERIOR ASPHALT, INC.

Dylan Teasdale  
Digitally signed by  
Dylan Teasdale  
Date: 2025.01.17  
14:54:49 -05'00'

Dylan Teasdale, General Manager



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### HERNANDO COUNTY CERTIFICATE OF FINAL COMPLETION

November 27, 2024

Superior Asphalt, Inc. c/o Dylan Teasdale  
(via email: [dteasdale@superiorasphaltinc.net](mailto:dteasdale@superiorasphaltinc.net))  
(via post)  
P.O. Box 2489  
Oneco, Florida 34264

Re: Certificate of Final Completion  
Lykes Library parking lot restoration

Hernando County Department of Public Works Facilities Division is in agreement to present this certification of final completion to Superior Asphalt Inc. for Lykes Library parking lot restoration project. The one-year warranty period will be effective beginning November 27, 2024.

Please submit the following items for processing final payment within the next thirty (30) days:

1. Final Retainage pay Application
2. Final Release of Liens from contractor
3. Final Release of Liens from sub-contractors
4. Contractors Warranty
5. Sub-contractors Warranty

Once Hernando County Department of Public Works Facilities Division receives all original required items listed above, the Hernando County Procurement Department will proceed with acquiring final approval from board of County Commissioners to process the final payment.

Thank you for your participation in completing the Lykes Library Parking lot restoration project. If you have any question concerning the above, please call our office at (352) 754-4029

Sincerely

A handwritten signature in black ink, appearing to read "Sam Burdin".

Sam Burdin

Pc via email: Charlene Elliott Finance Specialist  
Craig Becker Facilities Manager  
Erin Kluis Briggs Procurement Coordinator  
Carla Rossiter-Smith Chief Procurement Officer  
Scott Herring Public Works Director/County Engineer





January 8<sup>th</sup>, 2025

Sam Burdin  
Hernando County Facilities  
1525 E Jefferson St,  
Brooksville, FL 34601

Re: 23-ITB00307/TC Hernando County Lykes Library Parking Lot Restoration. Final Completion Letter

Contract No: 23-ITB00307/TC  
County: Hernando  
Project Description: Lykes Library Parking Lot Restoration

Dear Mr. Burdin,

Please be advised that Superior Asphalt, Inc. is writing to advise notice of Final Completion on, 23-ITB00307/TC, Lykes Library Parking Lot Restoration Project has been achieved on November 27<sup>th</sup>, 2024.

Please let us know if you have any questions or concerns.

Regards,

SUPERIOR ASPHALT, INC.

Dylan Teasdale  
Digitally signed  
by Dylan Teasdale  
Date: 2025.01.17  
14:56:38 -05'00'

Dylan Teasdale, General Manager



## DEPARTMENT OF PUBLIC WORKS

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### FINAL INSPECTION RESULTS

**TO:** Erin Kluis Briggs, Procurement Coordinator – Special Projects

**FROM:** Sam Burdin  
Project Manager

**DATE:** November 27, 2024

**SUBJECT:** 23-ITB00307 Lykes Library Parking lot Restoration

The Lykes Library parking lot restoration is now completed. A final walk-through inspection of project was completed, and no discrepancy were found.

A handwritten signature in black ink, appearing to read "Sam Burdin".

SB

Pc via email: Charlene Elliott Finance Specialist  
Craig Becker Facilities Manager  
Carla Rossiter-Smith Chief Procurement Officer  
Scott Herring Public Works Director/County Engineer

HERNANDO COUNTY CONSTRUCTION CONTRACT  
FINAL PAYMENT CHECKLIST

Bid No: \_\_\_\_\_ Project No: 23-ITB00307 Date: 1/16/2025  
Contractor Name: Superior Asphalt

The following items have been secured by the Facilities department for the project known as  
Lykes Library parking lot restoration

Contract No: 23-ITB00307, and have been reviewed and found to comply with the requirements of the Contract Documents.

Original Contract Price: \$79,180.00 Final Contract Price (including all change orders): \$79,180.00

Performance Bond Increase Required: Yes ☐ No ☒

Date of Notice to Proceed: 10/21/24 Amount of Liquidated Damages: \$0.00

Substantial Completion Time:\* 24 Calendar Days

Substantial Completion Time (including Change Orders):\* 11/13/24 Calendar Days

Final Completion Time:\* 38 Calendar Days

Final Completion Time (including Change Orders):\* 38 Calendar Days

Actual Substantial Completion Time:\* 23 Calendar Days

Actual Final Completion Time (including Change Orders):\* 38 Calendar Days

Completed		
Yes	No	
<u>X</u>	<u>      </u>	1. All Punch List items completed <u>11/27/24</u> (Date).
<u>X</u>	<u>      </u>	2. Warranties and Guarantees assigned to County.
<u>X</u>	<u>      </u>	3. General one year warranty from Contractor <u>11/27/24</u> (Effective Date).
<u>      </u>	<u>N/A</u>	4. Operation and Maintenance manuals for equipment and system.
<u>      </u>	<u>N/A</u>	5. Record drawings obtained.
<u>      </u>	<u>N/A</u>	6. County personnel trained on system and equipment operation.
<u>      </u>	<u>N/A</u>	7. Certificate of Occupancy _____ or Compliance _____
<u>X</u>	<u>      </u>	8. Certificate of Substantial Completion* <u>11/12/24</u> (Date)
<u>X</u>	<u>      </u>	9. Department's Final Inspection Report* when Applicable. <u>11/27/24</u> (Date)
<u>X</u>	<u>      </u>	10. Final Payment Certification and Affidavit from Contractor.
<u>X</u>	<u>      </u>	11. Owner's Representative's Certificate of Final Inspection. <u>11/27/24</u> (Date)
<u>      </u>	<u>N/A</u>	12. DBE Participation Certification and justification letter from Contractor (If Applicable).



Completed		
Yes	No	
<u>X</u>		14. Release of Liens
	<u>N/A</u>	15. Consent of Surety
	<u>N/A</u>	16. As-Built Documents (Signed and Sealed)
<u>X</u>		17. Vendor Performance Form _____
	<u>N/A</u>	18. Final Funding Agency Approval, if applicable
	<u>N/A</u>	19. Others: Specify: _____

If any of the above are not applicable, indicate by N/A.

If No is checked to any of the above, explain here: \_\_\_\_\_

Comments: \_\_\_\_\_

Signed: \_\_\_\_\_

Department Director or Designee

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

1/16/2025

\* These Completion Times and/or Dates to be used, when appropriate, in administering the liquidated damages provision of the Contract Documents.

cc: Purchasing & Contracts

**HERNANDO COUNTY PURCHASING AND CONTRACTS**  
**VENDOR PERFORMANCE EVALUATION**  
**Construction Projects**

Vendor/Firm: Superior Asphalt	County Dept.: Facilities	Contract # and Description: 23-ITB00307 Lykes Library Parking lot Resto
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The Purchasing and Contracts Department would like your opinion of this Contractor. This evaluation will be kept on file in the Purchasing Department and referred to when recommending future A/E contracts.

Erin Briggs

Return completed form to: \_\_\_\_\_

This information will also be shared with the Contractor to inform them of commendable as well as deficient areas in their service.

Design Phase	Rating Scale:	Poor	Average	Excellent
Knowledge and understanding of job scope		①	②	③
Ability to comply with specifications		①	②	③
Speed and efficiency of work		①	②	③
Adequacy of manpower and crew mix		①	②	③
Quality of workmanship		①	②	③
Response to changes in scope, schedule, manpower		①	②	③
Ability to suggest innovative methods		①	②	③
Early identification of problems and timely resolution		①	②	③
Submission of updated and revised progress schedules		①	②	③
Quality of supervision		①	②	③
Coordination and control of subcontractor(s)		①	②	③
Enforcement of safety procedures		①	②	③
Adherence to schedule		①	②	③
Adequacy of materials		①	②	③
Storage of materials		①	②	③
Adequacy of housekeeping and site clean-up		①	②	③

**HERNANDO COUNTY PURCHASING AND CONTRACTS**  
**VENDOR PERFORMANCE EVALUATION**  
**Construction Projects**

Construction Phase Cont.

Rating Scale:

Poor

Average

Excellent

Cooperativeness

①

②

③

④

●

Professional conduct

①

②

③

④

●

Specific suggestions for improvement:

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Would you recommend this contractor for another County project?  
explain

☒ Yes

☐ No, please

Quality work, willing to change schedule around as needed, Staff was very polite and easy to work with.

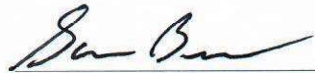
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Evaluated by:

Reviewed by:



1/17/25

Signature

Date



1/17/2025

For Chief Procurement Officer

Date