



FACILITIES MAINTENANCE DEPARTMENT

1525 E JEFFERSON STREET * BROOKSVILLE, FLORIDA 34601
P 352.754.4029 * F 352.540.4348 * W www.HernandoCounty.us

J-7
LS11832

Memorandum

Date: Feb. 6, 2023

To: Diane Kafrissen, Purchasing Agent II

From: Lance Cannon, Facilities Project Coordinator

Re: Jail Emergency Generator Upgrades Project

The Jail Emergency Generator Project is completed. I am forwarding the following documents for processing:

1. Final Pay Request / Retainage
2. Final Completion Letter
3. Release of Liens
4. Vendor Performance Evaluation
5. Contractor Warranty

Funding is available for
Final Payment in the amount of \$18,095.58
Account # 02114-5606301 = \$ 5,582.17
Retainage Account Fund # 1203-2050222 = \$12,513.41

The original Purchase Order amount was \$524,000.00 with change order \$631,252.69

If you have any further questions or if I can be of any help, please contact me.

Thank you,

Lance Cannon
Facilities Project Coordinator

A handwritten signature in black ink, appearing to read "Lance Cannon", written over the typed name and title.

Attachment
pc via email: Diane Kafrissen, Purchasing Agent II
Charlene Elliott, Finance Specialist
Craig Becker, Facilities Manager
Sam Burdin, Facilities Project Manager

**HERNANDO COUNTY CONSTRUCTION CONTRACT
FINAL PAYMENT CHECKLIST**

Bid No: _____ Project No: 21-C00078/DK Date: 2/07/23

Contractor Name: Shine and Company Inc.

The following items have been secured by the Facilities department for the project known as Jail Emergency Generator Upgrades

Contract No: 21-C00078/DK, and have been reviewed and found to comply with the requirements of the Contract Documents.

Original Contract Price: \$524,000.00 Final Contract Price (including all change orders): \$631,252.69

Performance Bond Increase Required: Yes No

Date of Notice to Proceed: 8/23/21 Amount of Liquidated Damages: none

Substantial Completion Time:* 6/30/22 Calendar Days

Substantial Completion Time (including Change Orders):* 12/20/22 465 Days Calendar Days

Final Completion Time:* 7/30/22 341 Days Calendar Days

Final Completion Time (including Change Orders):* 1/20/23 / 495 Days Calendar Days

Actual Substantial Completion Time:* 12/20/22 / 465 Days Calendar Days

Actual Final Completion Time (including Change Orders):* 1/20/23 / 495 Days Calendar Days

Completed		
Yes	No	
<u>Yes</u>	_____	1. All Punch List items completed <u>1/11/23</u> (Date).
<u>Yes</u>	_____	2. Warranties and Guarantees assigned to County.
<u>Yes</u>	_____	3. General one year warranty from Contractor <u>1/20/24</u> (Effective Date).
<u>Yes</u>	_____	4. Operation and Maintenance manuals for equipment and system.
<u>Yes</u>	_____	5. Record drawings obtained.
<u>Yes</u>	_____	6. County personnel trained on system and equipment operation.
<u>Yes</u>	_____	7. Certificate of Occupancy _____ or Compliance <u>1/04/23</u>
<u>Yes</u>	_____	8. Certificate of Substantial Completion* <u>12/21/22</u> (Date)
<u>Yes</u>	_____	9. Department's Final Inspection Report* when Applicable. <u>1/11/23</u> (Date)
<u>Yes</u>	_____	10. Final Payment Certification and Affidavit from Contractor.
<u>Yes</u>	_____	11. Owner's Representative's Certificate of Final Inspection. <u>1/11/23</u> (Date)
_____	<u>n/a</u>	12. DBE Participation Certification and justification letter from Contractor (If Applicable).

Completed		
Yes	No	
<u>Yes</u>	<u> </u>	14. Release of Liens
<u>Yes</u>	<u> </u>	15. Consent of Surety
<u>Yes</u>	<u> </u>	16. As-Built Documents (Signed and Sealed)
<u>Yes</u>	<u> </u>	17. Vendor Performance Form _____
<u>Yes</u>	<u> </u>	18. Final Funding Agency Approval, if applicable
<u> </u>	<u> </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: 2/8/23

* 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: Shine and Company Inc.	County Dept.: Facilities 0170	Contract # and Description: 21-C00078/DK Jail Emergency Generator Project
--	----------------------------------	--

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.

Diane Kafrisen

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	④	⑤
Ability to comply with specifications		①	②	③	④	⑤
Speed and efficiency of work		①	②	③	④	⑤
Adequacy of manpower and crew mix		①	②	③	④	⑤
Quality of workmanship		①	②	③	④	⑤
Response to changes in scope, schedule, manpower		①	②	③	④	⑤
Ability to suggest innovative methods		①	②	③	④	⑤
Early identification of problems and timely resolution		①	②	③	④	⑤
Submission of updated and revised progress schedules		①	②	③	④	⑤
Quality of supervision		①	②	③	④	⑤
Coordination and control of subcontractor(s)		①	②	③	④	⑤
Enforcement of safety procedures		①	②	③	④	⑤
Adherence to schedule		①	②	③	④	⑤
Adequacy of materials		①	②	③	④	⑤
Storage of materials		①	②	③	④	⑤
Adequacy of housekeeping and site clean-up		①	②	③	④	⑤

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

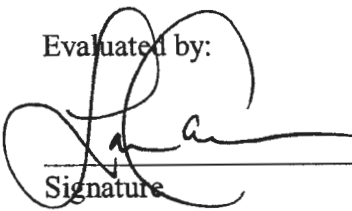
Construction Phase Cont.	Rating Scale:	Poor	Average	Excellent		
Cooperativeness		●	2	3	4	5
Professional conduct		●	2	3	4	5

Specific suggestions for improvement:

Communication and understanding of how the County's documentation needs to be completed for Pay request, Change Orders, with Quantifying paperwork for the request.

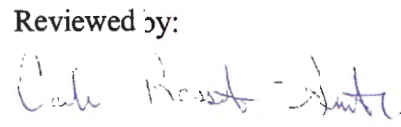
Would you recommend this contractor for another County project? Yes No, please explain

The quality of work was very good but, the owner made the job more difficult at times than needed with Facilities staff and the Hernando County Sheriff staff.

Evaluated by:  _____
 Signature

2-7-23

 Date

Reviewed by:  _____
 Chief Procurement Officer

2/8/2023

 Date