



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

40_AP Q22

MEMORANDUM

TO: Joe Goulart, Contracting Agent II

FROM: Sam Burdin
Project Manager

DATE: June 13, 2025

SUBJECT: **23-T00040/AP Q22 County Administration Renovation (Phase 1) Closeout Documents**

The County Administration Renovation (phase 1) is now completed. I am forwarding the following documents for processing.

1. Final pay Application including Retainage
2. Certificate of occupancy
3. Final Release of Liens from contractor
4. Final Release of Liens from sub-contractors
5. Contractors Warranty
6. Hernando County Construction Final Payment Checklist
7. Vendor Performance Evaluation

Please proceed with the agenda item to the Board of County Commissioners for final approval and release of retainage for County Administration Renovation (Phase 1)

Funding is available for Pay Request No.1 in the amount \$78,529.00 in the following account:
0011-01051-5606301

SB

Pc via email: Carina Hall Finance Specialist
Juan Cueto Facilities Manager
Carla Rossiter-Smith Chief Procurement Officer
Scott Herring Public Works Director/County Engineer

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER'S AGENT:

Hernando County Facilities

1525 E Jefferson St.

Brooksville, FL 34601

FROM CONTRACTOR:

Property Services GC

12250 Buckingham Way

Spring Hill FL 34609

CONTRACT FOR: Hernando County Admin Office Remodel (Phase1)

PROJECT: 23-T00040/AP

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

APPLICATION NO:

1 Final

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	OWNER'S AGENT

PERIOD TO:

5/20/2025

PROJECT NOS:

23-T00040/AP

CONTRACT DATE

1/14/2025

P.O. 25000534

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	78,529.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	78,529.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	78,529.00
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	\$0.00
b. 10 % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	78,529.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	
8. CURRENT PAYMENT DUE	\$	78,529.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, 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:

By:

Date:

5/20/2025

State of:

Florida

County of:

Hernando

Subscribed and sworn to before me this

20

day of

May, 2025

Notary Public:

My Commission expires:

01/18/2025

NOTARY PUBLIC

MICHELLE NICOLINI

Commission # HH 157300

Expires November 18, 2025

Budget Notary Services

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's 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 \$ 78,529.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:

Date:

5/29/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1

APPLICATION DATE: 5/20/2025

PERIOD TO: 5/20/2025

ARCHITECT'S PROJECT NO: 23-T00040/AP

[illegible]

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

CERTIFICATE OF OCCUPANCY/ELECTRICAL RELEASE

HERNANDO COUNTY
DEVELOPMENT DEPARTMENT
BUILDING DIVISION

THIS CERTIFICATE IS ISSUED IN ACCORDANCE WITH THE LAWS, ORDINANCES, AND
REGULATIONS OF HERNANDO COUNTY, FLORIDA.

BUILDING PERMIT #: 1497739

OWNER'S NAME: COUNTY ADMIN OFFICE RENOVATION PH 1
HERNANDO COUNTY
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604-6823

LOCATION ADDRESS: 15470 FLIGHT PATH DR

DESCRIPTION: HERNANDO COUNTY AIRPORT
INDUSTRIAL PARK UNIT 1
LOT 37

CONTRACTOR 1: PROPERTY SERVICES

LICENSE #: CGC0604360

CONTRACTOR 2: DC ELECTRIC LLC

LICENSE #: EC13006482

USE TYPE: COMMERCIAL REMODELING

ZONING CLASS: PDP INDUSTRIAL

UNITS: 1

FINAL ELEC REL #: BY:

DATE: 000000

TEMP. ELEC REL #: BY:

DATE:

CERTIFICATE OF OCCUPANCY DATE: 05/20/25

DATE PRINTED: 05/21/25

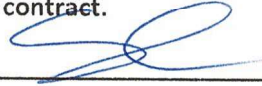
HERNANDO COUNTY BUILDING DIVISION
BUILDING OFFICIAL
DENNIS O'KEEFE
FLORIDA BUILDING CODE,
8TH EDITION 2023



RELEASE OF LIEN AND AFFIDAVIT OF CONTRACTOR STATE OF FLORIDA

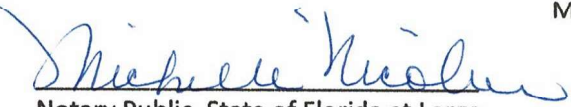
COUNTY OF HERNANDO

1. Property Services GC (Name of Company) hereinafter referred to as Contractor, entered, into a direct contract with the owners of the following described property, for home rehabilitation and repairs approved via the Hernando County SHIP Program.
2. Legal Description of Property: Hernando County Airport Industrial Park Unit 1 Lot 37
3. Owner(s) name and address: Hernando County 15470 Flight Path Dr. Brooksville, FL and that said description encompasses the property described in (if applicable) a recorded and filed Notice of Commencement that can be located in the Public Records of Hernando County, Florida.
4. That the improvements which the Contractor had agreed to construct on the above-described property pursuant to said contract are 100% complete as of this date.
5. That in compliance with Section 713.06(3)(d)(i) of the Mechanics Lien Law of the State of Florida, the undersigned states that all laborers, material men, subcontractors or other lienors contracting directly with or employed by the Contractor for services or materials supplied for the improvements to the above-described property, have been paid in full for services and materials, supplied up to the date hereof.
6. Upon receipt of full payment in the amount of \$ 78,529.00 for all work performed and materials furnished to the above-described property up to date hereof, and does hereby release and discharge, the said property from any and all recorded claims of lien, and waives, and relinquishes any and all rights to any liens of the Contractor arising out of, connected with, or resulting from said services, or performance of the obligations of the Contractor pursuant to said contract.


Contractor's Signature

Sworn, to and subscribed before me this 20 day May of 2025, by
Steve Culp who is personally known to me or who has produced photo
identification _____.

My Commission Expires: 11/18/2025


Notary Public, State of Florida at Large



UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

The undersigned Lienor, in consideration of the **Final Payment** in the amount of \$10.00 hereby waves and releases its lien and right to claim a lien for labor, services, or materials furnished to Property Services to the following described property:

Hernando County Admin Office
15470 Flight Path Dr.
Brooksville, FL 34604

Dated on May 23, 2025.

Company Name: Customer Service Air Conditioning

By: Richard Bryan

Printed Name: RICHARD BRYAN

Title: OWNER

STATE OF FLORIDA
COUNTY OF Hernando

Sworn to (or affirmed) and subscribed before me this 23 day of May, 2025, by

Richard Bryan, who is personally known to me or produced identification

Type of Identification Produced _____

(seal)



MICHELLE NICOLINI
Commission # HH 157300
Expires November 18, 2025
Bonded Thru Budget Notary Services

Prepared by: Michelle Nicolini

Printed Name: Michelle Nicolini

My Commission Expires: 11/18/2025



UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

The undersigned Lienor, in consideration of the **Final Payment** in the amount of \$12,417.00 hereby waves and releases its lien and right to claim a lien for labor, services, or materials furnished to Property Services to the following described property:

Hernando County Admin Office
15470 Flight Path Dr.
Brooksville, FL 34604

Dated on May 22, 2025.

Company Name: Division 9 Services, LLC

By: 

Printed Name: Richard Wexler

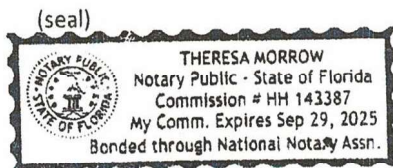
Title: man

STATE OF FLORIDA
COUNTY OF HIND

Sworn to (or affirmed) and subscribed before me this 22 day of May, 2025, by

Richard Wexler, who is personally known to me ☒ or produced identification ☐

Type of Identification Produced _____



Prepared by: 

Printed Name: Theresa Morrow

My Commission Expires: 09/29/2025



UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

The undersigned Lienor, in consideration of the **Final Payment** in the amount of \$10.00 hereby waves and releases its lien and right to claim a lien for labor, services, or materials furnished to Property Services to the following described property:

Hernando County Admin Office
15470 Flight Path Dr.
Brooksville, FL 34604

Dated on 5/28/, 2025.

Company Name: DC Electric

By: Brooke Hady

Printed Name: Brooke Hady

Title: Secretary

STATE OF FLORIDA
COUNTY OF Hernando

Sworn to (or affirmed) and subscribed before me this 28 day of May, 2025, by

Brooke Hady, who is personally known to me or produced identification

Type of Identification Produced _____

(seal)



MICHELLE NICOLINI
Commission # HH 157300
Expires November 18, 2025
Bonded Thru Budget Netary Services

Prepared by: Michelle Nicolini

Printed Name: Michelle Nicolini

My Commission Expires: 11/18/2025



HERNANDO COUNTY SHIP: HOMEOWNER-CONTRACTOR WARRANTY AGREEMENT

Owner: Hernando County Admin Office Reno (Phase 1)

Property Address: 15470 Flight Path Dr. Brooksville, FL 34604

I/We, the Contractor **Property Services GC:** do hereby warrant that all labor and materials furnished, and work performed in conjunction with the above referenced project are in accord with the contract documents and the authorized modifications thereto and will be free from defects due to defective materials and workmanship for a period of ONE YEAR from date of Contract. This warranty commences on 5/20/2025 and expires on 5/20/2026 (5-year roof warranty [] applicable [X] not applicable).

Should any defect develop during the warranty period due to improper material, workmanship, or arrangement, the same shall, upon written notice by the owner or by the County, be made good by the undersigned at no expense to the Owner. Nothing in the above shall be deemed to apply to the work which has been abused or neglected by the owner.

WARRANTY CONTACT INFORMATION:

Contractor Name: Property Services GC
Contractor email: admin@propertyservicesgc.com

Contractor Contact: Steve Culp
Contractor Phone: 813-892-3769

By signature below all parties acknowledge the acceptance of the SHIP warranty terms and conditions:

State of Florida
County of Hernando

 Steve Culp Property Services 5/20/25

Signed and acknowledged before me this 20 day of May, 2025 by Steve Culp who is personally known to me _____ or has produced _____ as identification.



Notary Public

Michelle Nicolini

Printed Name

Notary Seal



MICHELLE NICOLINI
Commission # HH 157300
Expires November 18, 2025
Bonded Thru Budget Notary Services

HERNANDO COUNTY CONSTRUCTION CONTRACT
FINAL PAYMENT CHECKLIST

Bid No: 23-T00040/AP Project No: Q22 Date: 6/16/2025

Contractor Name: Property Services GC

The following items have been secured by the Facilities department for the project known as
County Administration Renovation (phase 1)

Contract No: 23-T00040/AP Q22, and have been reviewed and found to comply with the requirements of the Contract Documents.

Original Contract Price: \$78,529.00 Final Contract Price (including all change orders): \$78,529.00

Performance Bond Increase Required: Yes ☐ No ☒

Date of Notice to Proceed: 4/14/2025 Amount of Liquidated Damages:

Substantial Completion Time: * 45 Calendar Days

Substantial Completion Time (including Change Orders): * 31 Calendar Days

Final Completion Time: * 60 Calendar Days

Final Completion Time (including Change Orders): * 37 Calendar Days

Actual Substantial Completion Time: * 31 Calendar Days

Actual Final Completion Time (including Change Orders): * 37 Calendar Days

Completed		
Yes	No	
<u>Yes</u>	<u> </u>	1. All Punch List items completed <u>5/20/25</u> (Date).
<u>N/A</u>	<u> </u>	2. Warranties and Guarantees assigned to County.
<u>Yes</u>	<u> </u>	3. General one year warranty from Contractor <u>5/20/25</u> (Effective Date).
<u>N/A</u>	<u> </u>	4. Operation and Maintenance manuals for equipment and system.
<u>N/A</u>	<u> </u>	5. Record drawings obtained.
<u>N/A</u>	<u> </u>	6. County personnel trained on system and equipment operation.
<u>Yes</u>	<u> </u>	7. Certificate of Occupancy <u>X</u> or Compliance <u> </u>
<u>Yes</u>	<u> </u>	8. Certificate of Substantial Completion* <u>5/21/2025</u> (Date)
<u>Yes</u>	<u> </u>	9. Department's Final Inspection Report* when Applicable. <u>5/20/2025</u> (Date)
<u>Yes</u>	<u> </u>	10. Final Payment Certification and Affidavit from Contractor.
<u>Yes</u>	<u> </u>	11. Owner's Representative's Certificate of Final Inspection. <u>5/20/2025</u> (Date)
<u>N/A</u>	<u> </u>	12. DBE Participation Certification and justification letter from Contractor (If Applicable).

FINAL PAYMENT CHECKLIST (Continued)

cc: Purchasing & Contracts

HERNANDO COUNTY PURCHASING AND CONTRACTS
VENDOR PERFORMANCE EVALUATION
Construction Projects

Vendor/Firm: Propety Services GC	County Dept.: 01701	Contract # and Description: 23-T00040/Q22 County Admin. Reno (phase1)
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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.

Joe Goulart

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

⑤

Professional conduct

①

②

③

④

⑤

Specific suggestions for improvement:

Would you recommend this contractor for another County project?
explain


☒ Yes

☐ No, please

Good workmanship and completed project in timely manor

Evaluated by:

Reviewed by:



6/16/25

Signature

Date



6/23/25

For Chief Procurement Officer

Date