

JANUARY 29, 2013

PORT ST. JOE, FLORIDA

SPECIAL MEETING

The Gulf County Board of County Commissioners met this date in a special meeting with the following members present: Chairman Tynalin Smiley, Vice Chairman Ward McDaniel, and Commissioners Joanna Bryan and Warren Yeager, Jr. <Commissioner Carmen L. McLemore was absent.>

Others present were: County Attorney Jeremy Novak, Clerk Rebecca L. Norris, Clerk Finance Officer Sherry Herring, Deputy Clerk Kari Summers, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Planner David Richardson, Sheriff's Office Lieutenant Chris Buchanan, and T.D.C. Executive Director Jennifer Jenkins.

Chairman Smiley called the meeting to order at 3:00 p.m., E.T.

BID #1213-05 – PRINTING OF THE 2013 VISITOR GUIDES

County Attorney Novak discussed that at the Board Meeting on January 22, 2013, T.D.C. Executive Director Jenkins recommended to award Bid #1213-05 to Coast2Coast Printing (low bidder) for the Printing of the 2013 Visitor Guide, stating the Board did approve this recommendation. He reported that award letters were sent out to the vendors, and reported since that time T.D.C. and the Clerk's Office has received calls from some of the vendors regarding their sealed bids being "clocked-in" after the deadline. County Attorney Novak discussed reviewing this matter further, stating it appears that the sealed bids that came in were marked as late on the Bid Tab Sheet and they may have not been late. County Attorney Novak reported there is no definitive answer whether we can establish what time these sealed bids arrived to the Clerk's Office, other than on the common carrier date stamp and on the time that it was clocked into the Clerk's Office. He stated after extensive discussions and reviewing what has been submitted, as well as talking to the vendors, the Board has a policy to vote, approve, and except the recommendation of the T.D.C. Executive Director Jenkins. County Attorney Novak reported there is a possible bid protest under the Florida Administrative Code, stating there has been discussion about Central versus Eastern Time Zone in the delivery to the Clerk's Office. County Attorney Novak recommended suspending the normal policy, grant the staff permission to accept the other sealed bids as timely (Rose Printing Company, Inc. and Trend Offset Printing Services), and allow T.D.C. Executive Director Jenkins to review these sealed bids and bring a recommendation to the Board. Upon inquiry by Commissioner Yeager, County Attorney Novak reported the common carrier's time of signature for delivery and the "clock-in" time from the Clerk's Office are not consistent. Upon inquiry by Commissioner McDaniel, County Attorney Novak reported the sealed bids were delivered to the Clerk's Office. Upon inquiry by Commissioner McDaniel, Deputy Clerk Summers reported the

sealed bids are turned in at the front counter in the Recording Department. Upon inquiry by Commissioner McDaniel, Deputy Clerk Summers reported normally sealed bids are opened on Monday, but due to the time restraint, these sealed bids were scheduled to be received on Thursday, January 17th at 12:00 p.m., E.T. and to be opened at 2:00 p.m., E.T. Upon inquiry by Commissioner McDaniel, Deputy Clerk Summers reported one of the sealed bids was delivered by U.P.S. and the other sealed bid was delivered by FedEx. Upon inquiry by Commissioner McDaniel, Deputy Clerk Summers reported one sealed bid was delivered by U.P.S. and was "clocked-in" on January 17, 2013 at 12:18 p.m., E.T. and the other sealed bid was delivered by FedEx on January 17, 2013 which was "clocked-in" at 1:01p.m., E.T. Upon further discussion, County Attorney Novak recommended amending the bid specifications to state that the Gulf County Clerk's Office works off of an Eastern Time Zone. Commissioner McDaniel discussed his concerns regarding the recommendation and voting on good faith based on the information provided to the Board. Upon inquiry by Commissioner Bryan, County Attorney Novak reported the carrier that Rose Printing Company, Inc. used indicates the sealed bid was delivered at 11:36 a.m., and he has an email from the U.P.S. Account District Manager stating it is based on the designated time zone of the actual delivery. Upon discussion by members of the Board, Commissioner Yeager motioned to allow the Clerk's Office to open the two sealed bids in question (Rose Printing Company, Inc. and Trend Offset Printing Services) and allow T.D.C. Executive Director Jenkins to bring a recommendation to the Board. Commissioner Bryan seconded the motion, and it passed unanimously (4-0). Upon inquiry by Commissioner Yeager, County Attorney Novak discussed the County Bid Policy.

The meeting did then recess at 3:12 p.m., E.T.

The meeting did then reconvene at 3:24 p.m., E.T.

T.D.C. Executive Director Jenkins appeared before the Board and reported the sealed bid from Trend Offset Printing Services was non-compliant based on the bid specifications. She also reported the sealed bid from Rose Printing, Inc. under Option 2 was non-compliant based on the bid specifications and that Option 1 is considerably higher (\$115,513.00) than the other sealed bids submitted. T.D.C. Executive Director Jenkins recommended awarding Bid #1213-05 to Coast2Coast Printing (lowest bidder). Commissioner Yeager motioned to approve this recommendation. Commissioner McDaniel seconded the motion, and it passed unanimously (4-0). County Attorney Novak reported the Clerk's Office has issued a Notice of Award to Coast2Coast and requested approval from the Board to allow Coast2Coast to accept this Notice of Award. The Board had no objection.

LEASE – T.D.C. WELCOME CENTER

County Attorney Novak discussed an issue regarding the square footage in the T.D.C. Welcome Center and the 10 year lease agreement with the City of Port St. Joe. He reported the T.D.C. Board motioned to explore the possibility of finding additional space. He discussed the sub-lease agreement between the County and the Port St. Joe Downtown Redevelopment Association which was executed in 2011, reporting this sub-

lease agreement expired in 2012. County Attorney Novak discussed a request from the T.D.C. regarding additional space within the Welcome Center. Upon discussion, Commissioner Yeager motioned to allow County Attorney Novak to work with City Attorney Gibson regarding the lease/sub-lease agreement. Commissioner Bryan seconded the motion, and it passed unanimously (4-0).

There being no further business, and upon motion by Commissioner Yeager, the meeting did then adjourn at 3:30 p.m., E.T.

**TYNALIN SMILEY
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK**