



City of North Port  
Construction Management (CM) Services  
Continuing Services Contract  
RFP No. 2023-17

December 16, 2022



COPY



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November 16, 2022



Geoff Thomas  
City of North Port  
4970 City Hall Blvd., Suite 337  
North Port, FL 34286

**Re: RFP NO. 2023-17 - Construction Management Services - Continuing Services Contracts  
for City of North Port**

**Dear Mr. Thomas and Selection Committee Members,**

We are excited to have the opportunity to participate in this proposal for Continuing Services Contract for the City of North Port. Jon F. Swift Construction's history with the City of North Port and our experience providing continuing contract services for various municipalities make us the right choice as your construction management partner.

In addition, we ask you to consider the advantages of working with Swift:

**We are nimble.** Because we do this type of work so routinely, our staff is accustomed to the rigorous schedules and tight timeframes under which this work is typically performed (i.e., summers, holiday breaks, etc.).

**We consistently work with the local subcontractors** who are well suited to smaller projects and can deliver competitive pricing and performance for these types of jobs.

**90% of our past work has been done on occupied project settings.** We know how to control and manage project logistics and keep the safety of students and staff our highest priority.

These qualifications, coupled with our long history of successfully completing projects on time and within budget make Jon F. Swift Construction uniquely qualified. We would like to serve as one of the firms to serve as your construction manager for continuing services for the City of North Port.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. F. Swift", is written over a light blue horizontal line.

**Jason F. Swift, President  
Jon F. Swift Construction**

# LICENSES & CERTIFICATIONS

Jon F. Swift Construction possesses all licenses and certifications required to provide the requested services in the State of Florida.



This is a license document from the Florida Department of Business and Professional Regulation (DBPR). It certifies Jason Francis Swift, owner of Jon F. Swift, Inc., as a general contractor under Chapter 489 of the Florida Statutes. The license number is CGC057668 and expires on August 31, 2024. The document includes the state seal, the governor's name (Ron DeSantis), the secretary's name (Melanie S. Griffin), and a QR code for verification.

Ron DeSantis, Governor  
Melanie S. Griffin, Secretary

Florida  
dbpr

**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**SWIFT, JASON FRANCIS**  
JON F. SWIFT, INC.  
2221 8TH STREET  
SARASOTA FL 34237

**LICENSE NUMBER: CGC057668**  
**EXPIRATION DATE: AUGUST 31, 2024**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

## State of Florida Department of State

I certify from the records of this office that JON F. SWIFT, INC. is a corporation organized under the laws of the State of Florida, filed on February 26, 1979.

The document number of this corporation is 611130.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 7, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Thirteenth day of January,  
2022*



*Randy M. P. [Signature]*  
Secretary of State

Tracking Number: 3419044084CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



# ORGANIZATIONAL CHART

Depending on the needs of the City of North Port, Jon F. Swift Construction has a team of construction professional to assist depending on the scope of work and timeline for the project. All staff are based out of our main office located at 2221 8th St., Sarasota, FL 34237. Below is the organizational chart for our company.



**JON SWIFT, CEO**  
*PROJECT EXECUTIVE*

**JASON F. SWIFT, PRESIDENT - OWNER**  
*PROJECT EXECUTIVE*

**ROSS RUSSO, VICE PRESIDENT**  
*PROJECT MANAGER*

**JUSTIN WILLIAMS, VICE PRESIDENT**  
*PROJECT MANAGER*

**ZACHARY HOLLADAY**  
*ASSISTANT PROJECT MANAGER*

**CAMRYN MALANEY**  
*ASSISTANT PROJECT MANAGER*

**GRAHAM DEVITT**  
*SUPERINTENDENT*

**SHANE HAMM**  
*SUPERINTENDENT*

**MIKE HUCKLEBERRY**  
*SUPERINTENDENT*

**JEFF LORD**  
*SUPERINTENDENT*

**JONATHAN SWIFT**  
*SUPERINTENDENT*

**STEVE SELPH**  
*SUPERINTENDENT*

**DONALD ZNACZKO**  
*SUPERINTENDENT*

**KEVIN BOWEN**  
*SUPERINTENDENT*

**EMMALEE LEGLER**  
*DIRECTOR OF MARKETING & OPERATIONS*

**TINA BOWEN**  
*PROJECT COORDINATOR*

**ROBIN LYNCH**  
*PROJECT COORDINATOR*

**ANDREA VARGAS**  
*PROJECT COORDINATOR*



## JASON SWIFT

### PRESIDENT/PROJECT EXECUTIVE

Jason is the President of Jon F. Swift Construction. In addition to managing the company, he also manages projects as a Project Executive. Jason is responsible for all preconstruction and construction activities from estimating through close out. Jason prides himself on open communication and staying ahead of any possible issues that may occur in the field. His leadership serves well for the company and his individual projects.

### PROJECT NAME

**St. Armands Parking Garage** - *New Parking Garage*, Sarasota, FL

**The Bay** - *New Park*, Sarasota, FL

**Booker High School** - *Campus Rebuild*, Sarasota, FL

**Atwater Elementary School** - *New Campus*, North Port, FL

**Phillippi Shores Elementary School** - *Campus Rebuild*, Sarasota, FL

**Lemon Avenue Streetscape** - *Renovation*, Sarasota, FL

**First Street Streetscape** - *Renovation*, Sarasota, FL

**Dr. Martin Luther King Jr. Way Streetscape** - *Renovation*, Sarasota, FL

**Central Avenue Streetscape** - *Renovation*, Sarasota, FL

**Orange Avenue Streetscape** - *Renovation*, Sarasota, FL

**Main St. Streetscape** - *Renovation*, Sarasota, FL

**6th Ave. and Coconut Streetscape** - *Renovation*, Sarasota, FL

**Park East Streetscape** - *Renovation*, Sarasota, FL

**Main St. and Orange Ave. Roundabout** - *Renovation*, Sarasota, FL

**Five Points Roundabout** - *Renovation*, Sarasota, FL

### EDUCATION

Bachelor of Science in Building Construction  
Cum Laude  
University of Florida  
Gainesville, FL

### REGISTRATIONS/LICENSES

OSHA 30 Hour Certification

State of Florida  
Certified General Contractor  
CGC 057668

### AFFILIATIONS

Education Foundation of Sarasota County  
*Past Board President*

Gulf Coast Builders Exchange  
*Past Board Member and Past Chair*

Sarasota County Sheriff's Office  
Charitable Foundation, Inc.  
*Past Board Member*

### EXPERIENCE

Jon F. Swift Construction – 35 years





## ROSS RUSSO

### VICE PRESIDENT/PROJECT MANAGER

Ross serves as the company's Vice President and also manages projects as a Project Manager for Jon F. Swift Construction. Having two roles allows for him to make on-the-spot decisions for his projects. He manages the entire project from preconstruction through construction and closeout so there is one point of contact and no disconnect through hand off meetings.

#### EDUCATION

Bachelor of Building Construction  
University of Florida  
Gainesville, FL

#### REGISTRATIONS/LICENSES

OSHA 30 Hour Certification

LEED® Accredited Professional BC+D®

#### AFFILIATIONS

USGBC FL Gulf Coast Chapter  
*Member, Founding Board Member  
and Past Chair 2014, Myakka River Branch*

Rotary Club of East Manatee  
*Past President 2011-2013*

Rotary District 6960  
*Polio Coordinator &  
TRF Grant Review Committee Member, 2014-2017*

Gulf Coast Builders Exchange  
*Member*

#### EXPERIENCE

36 years in Construction  
Jon F. Swift Construction – 16 years

## PROJECT NAME

**The Legacy Trail Extension** - *New Trail*, Sarasota, FL

**Longboat Key Fire Station 91 and 92** - *New Station & Renovation*, Longboat Key, FL

**Siesta Beach Park Improvements** 30 AC/ 19,000 sf - *New Park*, Sarasota, FL

**Bayfront Park – Longboat Key** - *New Park*, Renovation

**Venice North Pier & Beach Pavilion** *Renovation*, Venice, FL

**SPC Fine Arts Auditorium\*** - *Renovation*, St. Petersburg, FL

**Robert L. Taylor Community Complex Turf Field** - *Renovation*, Sarasota, FL

**Glenallen Soccer Complex** - *Renovation*, Sarasota, FL

**Garden of the Five Senses** - *New Construction*, North Port, FL

**SRQ Federal Inspection Station** *Renovation*, Sarasota, FL

*\*Project completed with another firm*



**JUSTIN WILLIAMS**  
 VICE PRESIDENT/PROJECT MANAGER

Justin serves as a Vice President and a Project Manager. His role focuses on the entire construction process from preconstruction estimating through closeout. All information about the project stays with him from start to finish. His diverse background and experience in vertical construction and renovations give Justin the ability to be flexible and creative in providing solutions for clients.

Serving as Vice President allow for him to make on-the-spot decisions for his projects streamlining processes and timelines.

**PROJECT NAME**

- Riverview High School - *New Track and Field and Site Improvements, Sarasota, FL*
- Venice High School - *New Track and Field and Site Improvements, Sarasota, FL*
- Judicial Center Elevators - *Replacement of all elevators in building, Sarasota, FL*
- Garden of the Five Senses - *Park Renovation and Site Improvements, Sarasota, FL*
- Brentwood Elementary School - *New Cafetorium & HVAC Renovation and Site Improvements, Sarasota, FL*
- Fruitville Elementary School - *New Classroom Building and Site Improvements, Sarasota, FL*
- Church of the Palms - *New Building and Site Improvements, Sarasota, FL*
- Booker Middle School - *HVAC Renovation, Sarasota, FL*
- Sarasota Middle School - *HVAC Renovation, Sarasota, FL*
- Glenallen Elementary School - *HVAC Renovation, Sarasota, FL*
- Gocio Elementary School - *HVAC Renovation, Sarasota, FL*

**EDUCATION**

Bachelor of Science in Social Science Education  
 University of Central Florida  
 Orlando, FL

**REGISTRATIONS/LICENSES**

OSHA 30 Hour Certification

State of Florida  
 Certified General Contractor  
 CGC 1532787

SREF Certified

**AFFILIATIONS**

Take Stock in Children of Sarasota  
*Board Member*

Gulf Coast Builders Exchange  
*Member*

**EXPERIENCE**

Jon F. Swift Construction – 14 years





## **ZACHARY HOLLADAY**

### ASSISTANT PROJECT MANAGER

Zachary will serve as an Assistant Project Manager for this project. His role would contribute to both the preconstruction and construction phases. His background in estimating and the local subcontractor market will be advantageous during preconstruction while his field knowledge and experience will aid during construction.

#### **EDUCATION**

MBA - Construction Management  
Everglades University  
Sarasota, FL

B.S. - Psychology  
University of Florida  
Gainesville, FL

#### **REGISTRATIONS/LICENSES**

OSHA 30 Hour Certified

#### **EXPERIENCE**

Jon F. Swift Construction – 8 years

## **PROJECT NAME**

- The Legacy Trail Extension** - *New Trail*, Sarasota, FL
- Longboat Key Fire Station 91 and 92** - *New Station & Renovation*, Longboat Key, FL
- US 41 AC Water Main Replacement** - *Renovation*, Sarasota, FL
- Brentwood Elementary School** - *New Construction & Renovation*, Sarasota, FL
- Siesta Beach Park Improvements** - *New Park*, Sarasota, FL
- New College of Florida** - *Dorm Renovations*, Sarasota, FL



**CAMRYN MALANEY**  
ASSISTANT PROJECT MANAGER

Camryn will serve as an Assistant Project Manager for this project. Her role would contribute to both the preconstruction and construction phases. Camryn has a keen understanding of the preconstruction process and will assist the team through meeting minutes, RFIs, submittals and the like. She will also assist during the construction phase in any capacity.

**EDUCATION**

Associate of Science  
State College of Florida  
Bradenton, FL

**EXPERIENCE**

Jon F. Swift Construction – 1 year

**PROJECT NAME**

Heron Creek Middle School - *Hurricane Repairs*, North Port, FL

Booker Middle School - *Campus Roof Replacement*, Sarasota, FL

Bobby Jones Golf Course - *New Clubhouse*, Sarasota, FL





## **GRAHAM DEVITT**

### SUPERINTENDENT

As the project superintendent, Graham will oversee the day-to-day management of the project and field coordination of the trade subcontractors. He will work closely with the project manager to ensure the project schedule is accomplished on time. Graham will also be constantly checking for quality of work throughout construction. In addition, he will lead the weekly coordination meetings with the subcontractors on site to assure the proper communication of near- and long-range plans.

Graham's specialty is having a background in estimating and knowing the recent local subcontractor costs that will assist during preconstruction.

### **PROJECT NAME**

*Sarasota High School - New Track and Field and Site Improvements, Sarasota, FL*

*Riverview High School - New Track and Field and Site Improvements, Sarasota, FL*

*Oak Park Building 16 - Renovation, Sarasota, FL*

*The Quay Development - Site Improvements and Infrastructure, Sarasota, FL*

*The Bay Park and Development - Site Improvements and Infrastructure, Sarasota, FL*

*SCF Continuing Contract - Various projects, Sarasota, FL*

### **EDUCATION**

Sarasota High School  
Sarasota, FL

### **REGISTRATIONS/LICENSES**

OSHA 30 Hour Certification

### **EXPERIENCE**

5 years in construction  
Jon F. Swift Construction – 2 years



## **STEVE SELPH**

### SUPERINTENDENT

Steve will serve as the project Superintendent. His knowledge and expertise working on road improvement projects for over 30 years make him an expert in his field. Steve will be responsible for the day to day management of the project and field coordination of the subcontractors. He will work closely with the Project Manager to ensure the project is on schedule and the work is performed to the highest standards possible.

#### **EDUCATION**

Sarasota High School  
Sarasota, FL

#### **REGISTRATIONS/LICENSES**

OSHA 30 Hour Certified

#### **EXPERIENCE**

47 years in construction

Jon F. Swift Construction – 30 years

## **PROJECT NAME**

**The Quay Development - *Site Improvements and Infrastructure, Sarasota, FL***

**The Legacy Trail Extension - *New Trail, Sarasota, FL***

**Lemon Avenue Streetscape (2019) - *Renovation, Sarasota, FL***

**US 41 AC Water Main Replacement - *Renovation, Sarasota, FL***

**Lemon Avenue Streetscape - *Renovation, Sarasota, FL***

**First Street Streetscape - *Renovation, Sarasota, FL***

**Five Points Roundabout - *Renovation, Sarasota, FL***

**Main St. Streetscape - *Renovation, Sarasota, FL***

**6th Ave. and Coconut Streetscape - *Renovation, Sarasota, FL***

**Park East Streetscape - *Renovation, Sarasota, FL***

**Main St. & Orange Ave. Roundabout - *Renovation, Sarasota, FL***





## KEVIN BOWEN

### SUPERINTENDENT

As a Superintendent, Kevin oversees the day-to-day management of the project and field coordination of the subcontractors. He works closely with the project manager to ensure the project schedule is accomplished.

Kevin is also responsible for making sure the work is performed to the highest quality possible. He leads the weekly coordination meetings on-site with the subcontractors to ensure all deadlines are met and the project stays on track.

Safety is a top priority for Kevin. Utilizing his experience managing the field aspect of construction and OSHA 20 Hour Certification he is well-versed in keeping everyone safe on the job site.

### PROJECT NAME

- The Legacy Trail Extension** - *New Trail*, Sarasota, FL
- Bradenton Streetscape** - *Renovation*, Bradenton, FL
- Oak Park School** - *Renovation*, Sarasota, FL
- Grand Wyndham Hotel**, Clearwater Beach, FL\*
- Steinbrenner Field Rehabilitation & Beautification**, Tampa, FL\*
- Fairfield Inn**, Clearwater Beach, FL\*
- Dale Mabry Diversion Project**, Tampa, FL\*
- Lutz Lake Water Main Project**, Tampa, FL\*
- Venice High School Demo**, Venice, FL\*
- Boys & Girls Club of Bradenton Demo**, Bradenton, FL\*

*\*Indicates projects completed with previous employer*

### EDUCATION

Manatee High School  
Bradenton, FL

### REGISTRATIONS/LICENSES

OSHA 20 Hour Certification  
CPR & First Aid Certified

### EXPERIENCE

Jon F. Swift Construction – 4 years

21 years of construction experience



## **JEFF LORD**

### SUPERINTENDENT

As a superintendent, Jeff oversees the day-to-day management of the project and field coordination of the trade subcontractors. He works closely with the project manager to ensure the project schedule is accomplished on time. Jeff will also be constantly checking for quality of work throughout construction. In addition, he will lead the weekly coordination meetings with the subcontractors on site to assure the proper communication of near- and long-range plans.

Jeff's specialty is working on an operating campus. Many of his projects have been operating schools and he takes care to ensure the everyday of the campus is not disrupted by construction activities.

### **PROJECT NAME**

**The Bay Park Improvements - Renovation, Sarasota, FL**

**Brentwood Elementary School - New Cafetorium & HVAC Renovation and Site Improvements, Sarasota, FL**

**Fruitville Elementary School - New Classroom Building and Site Improvements, Sarasota, FL**

**Atwater Elementary School - New Campus, North Port, FL**

**Phillippi Shores Elementary School - Campus Rebuild, Sarasota, FL**

**Booker High School - Campus Rebuild, Sarasota, FL**

**Payne Park - New Construction, Sarasota, FL**

**Bay Haven Elementary School - New Construction, Sarasota, FL**

### **EDUCATION**

Southeast High School  
Bradenton, FL

### **REGISTRATIONS/LICENSES**

OSHA 30 Hour Certification

### **EXPERIENCE**

45 years in construction  
Jon F. Swift Construction – 20 years



## **JONATHAN SWIFT** SUPERINTENDENT

As Superintendent, Jonathan assists with all supervision of all field activities, including the coordination of all subcontractors and field construction activities and supervisory review of all on-site construction. In this role, he will assist with the overall responsibility for field construction operations, job site safety, and quality control. Jonathan will ensure that all work is in compliance with the contract documents and will serve as the primary contact with local building officials.

### **EDUCATION**

A.A., Manatee Community College

### **REGISTRATIONS/LICENSES**

OSHA 30-Hour

### **EXPERIENCE**

Jon F. Swift Construction - 25 years

## **PROJECT NAME**

- Payne Park - *New Construction*, Sarasota, FL
- 3 Park Renovations - *New Construction & Renovation*, Charlotte County, FL
- Siesta Beach Park Improvements 30 AC/ 19,000 sf - *New Park*, Sarasota, FL
- Bayfront Park - *New Park*, Longboat Key, FL
- Atwater Elementary School - *New School*, Sarasota, FL
- Venice North Pier & Beach Pavilion - *New Construction*, Sarasota, FL
- Bayfront Multi-Use Recreational Trail - *New Construction*, Sarasota, FL





## **DONALD ZNACZKO**

### SUPERINTENDENT

As Superintendent Donald will assist with all supervision of all field activities, including the coordination of all subcontractors and field construction activities and supervisory review of all on-site construction. In this role, he will assist with the overall responsibility for field construction operations, job site safety, and quality control. Donald will ensure that all work is in compliance with the contract documents and will serve as the primary contact with local building officials.

#### **EDUCATION**

Perth Amboy High School  
Perth Amboy, NJ

#### **REGISTRATIONS/LICENSES**

OSHA 30 Hour Certification

#### **EXPERIENCE**

Jon F. Swift Construction – 23 years

### **PROJECT NAME**

- City Hall Elevator Modernization - *Renovation*, Sarasota, FL
- Sarasota County Jail Elevator Modernization - *Renovation*, Sarasota, FL
- Church of the Palms - *New Construction*, Sarasota, FL
- Siesta Beach Park Improvements - *New Park*, Sarasota, FL
- Sarasota Middle School - *HVAC Renovation*, Sarasota, FL
- Bay Haven School of Basics Plus - *HVAC Renovation*, Sarasota, FL
- Glenallen Elementary School - *Renovation*, Sarasota, FL
- Sarasota County Terrace Building - *HVAC Renovation*, Sarasota, FL



## **MIKE HUCKLEBERRY**

### SUPERINTENDENT

As the project superintendent, Mike will oversee the day-to-day management of the project and field coordination of the trade subcontractors. He will work closely with the project manager to ensure the project schedule is accomplished on time. Mike will also be constantly checking for quality of work throughout construction. In addition, he will lead the weekly coordination meetings with the subcontractors on site to assure the proper communication of near- and long-range plans.

#### **EDUCATION**

Bachelor of Science  
Florida State University  
Tallahassee, FL

#### **REGISTRATIONS/LICENSES**

OSHA 30 Hour Certification

#### **EXPERIENCE**

30 years in construction  
Jon F. Swift Construction – 10 years

### **PROJECT NAME**

- Legacy Trail Extension *New Construction*
- Riverview High School Artificial Turf Field *Renovation*
- Manatee County Medical Examiner's Office *Renovation*
- Robert L. Taylor Artificial Turf Field *Renovation*
- Island Village Montessori School *Renovation*
- Venice North Pier Parking *New Construction*
- Tatum Ridge Soccer Complex *Addition*
- SRQ Intermodal Transfer Complex *New Construction*
- Sabal Palm Bank, Venice Branch *New Construction*



## SHANE HAMM SUPERINTENDENT

Shane will oversee the day-to-day management of the project and field coordination of the subcontractors. He will work closely with the project manager to ensure the project schedule is accomplished.

Shane will also be responsible for making sure the work is performed to the highest quality possible. He will lead the weekly coordination meetings on-site with the subcontractors to ensure all deadlines are met and the project stays on track.

Safety will be a top priority for Shane. Utilizing his experience managing the field aspect of construction and OSHA 30 Hour Certification he is well-versed in keeping everyone safe on the job site.

## PROJECT NAME

- St. Armands Parking Garage *New Construction*, Sarasota, FL
- Longboat Key Fire Station 91 and 92 *New Construction and Remodel*, Longboat Key, FL
- Siesta Beach Park Improvements - *New Park*, Sarasota, FL
- Manatee County Historic Courthouse - *Historical Renovation*, Bradenton, FL
- Booker Middle School - *Renovation*, Sarasota, FL
- Ashton Elementary School - *Renovation*, Sarasota, FL
- Southside Elementary School - *Renovation*, Sarasota, FL
- Oak Park School - *Renovation*, Sarasota, FL

### EDUCATION

Bayshore High School  
Bradenton, FL

### REGISTRATIONS/LICENSES

OSHA 30 Hour Certification

### EXPERIENCE

Jon F. Swift Construction – 16 years



# PROJECT APPROACH

Jon F. Swift Construction is a full-service construction management firm. We focus the entire construction team toward the common goal of providing our clients with the highest quality product at a fair price. We are excited about the opportunity to serve your needs for this continuing contract with the City of North Port.

No matter the project, our processes are the consistent. Throughout a construction management project, our goal is to represent our client's best interests from preconstruction through close out. From the beginning, we will work with the design team and owner to accomplish the project's vision all while maximizing the project budget and accomplishing it on time. We put in the work during preconstruction to minimize any issues that may arise in the field during construction. Our process is a four phased approach:



Throughout each phase, our clients will always be aware of what's going on from cost and scheduling to budget savings. It is important to keep an "open book" process with all of our clients. Not only does this help mitigate any unforeseen circumstances, but it allows for opportunities to save on cost and additional items to be added to the project.

While we understand that not every project within a continuing contract needs to go through the abovementioned process, our team will activate this process any time it is necessary and will abbreviate it if needed.

# PRECONSTRUCTION

During the construction management process, it is important to involve your construction manager (CM) as early during the preconstruction phase as possible. This allows the CM to work with the design team and ensure the Owner's vision becomes a reality for the budget and timeframe set. As a CM on a project we are able to provide pricing at every stage of design giving both the design team and Owner a comprehensive idea of the costs. In addition, our team reviews all documents for constructability and will work with the design team to develop the best solutions to build the building or structure in the field.

Our team will be using several integrated preconstruction techniques. Many of these techniques will happen throughout the entire preconstruction phase to obtain the best documents possible to meet schedule and budget requirements.

The project scope will ultimately determine if an extensive preconstruction process is necessary. Our team would work with the Owner to determine the best course of action.

## **DESIGN EVALUATION**

- Review design constructability
- Research existing building conditions to determine need for hazardous materials testing
- Evaluate other requirements as needed including Sustainable Construction

## **COST ANALYSIS**

- Develop projected cash flow analysis/budget
- Provide estimate during particular design phase
- Evaluate cost alternatives and savings
- Conduct value engineering analysis and recommend cost saving opportunities
- Provide life cycle cost analysis recommendations

## **SCHEDULE DEVELOPMENT**

- Identify long-lead material timeline
- Produce critical milestone dates
- Develop construction project schedule

## **GUARANTEED MAXIMUM PRICE (GMP)**

- Engage prequalified subcontractors
- Develop subcontractor bid packages
- Coordinate formal bid process
- Compile and present GMP documents

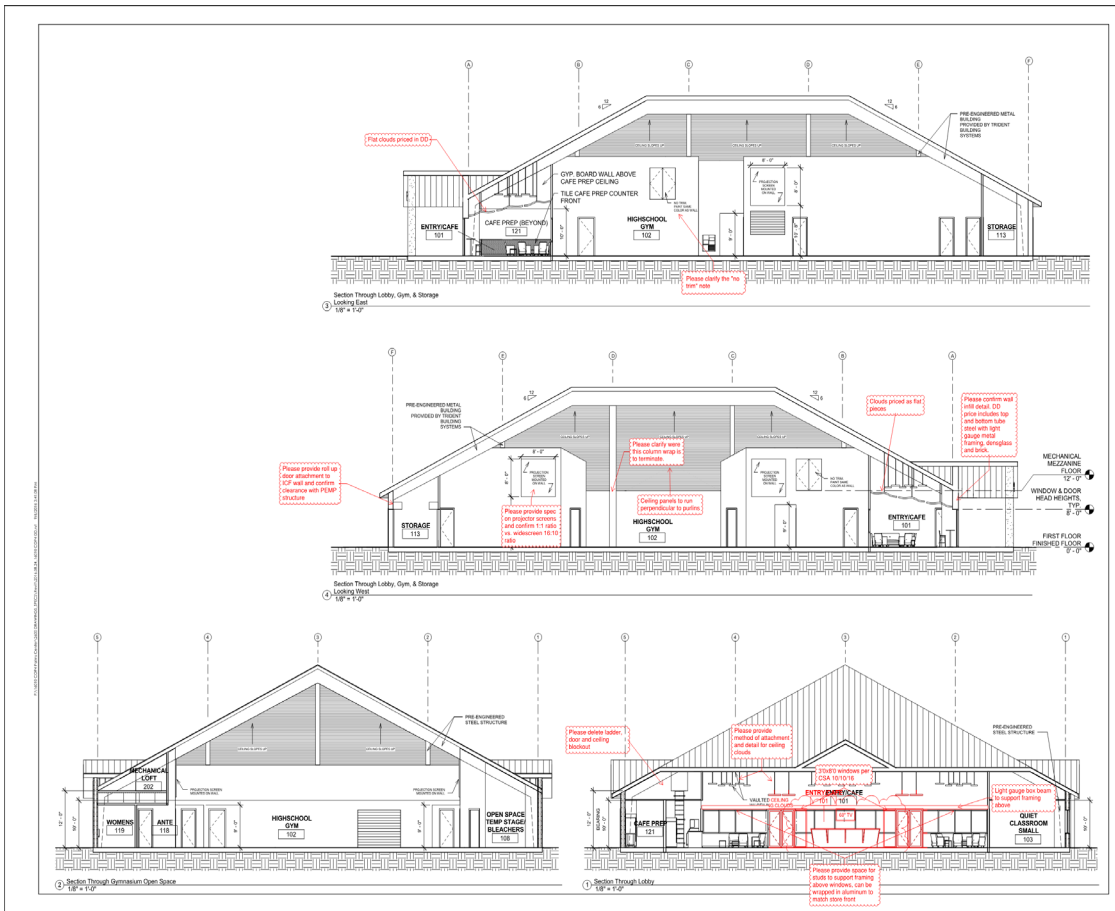
## **PERMIT PROCESS**

- Process required permit documents
- Monitor permit process throughout project
- Manage final inspection and testing process

## **PRELIMINARY PROJECT COORDINATION**

- Manage scope review meeting
- Identify job site staging areas
- Conduct preliminary project meetings

Every issue identified with the plans and specifications during design equates to one subcontractor change order eliminated during construction.



## Design Evaluation

At each design phase submission, we will perform a complete Redi-check multidisciplinary coordination review of all the current design documents. Through the use of REDI-CHECK, a simple interdisciplinary coordination checklist and overlay checking process, errors and omissions can be greatly reduced.

Our services include specific checklists for each of the major disciplines including: civil, structural, architectural, mechanical, plumbing, electrical, fire protection and all associated specifications. The Redi-check reviews are performed to ensure coordinated drawings are submitted for permitting, and that clear, complete and constructible documents are submitted to the subcontractor market for pricing. Ensuring that fully coordinated, high quality construction documents are sent out for pricing is one of the best strategies we can employ to promote competitive and accurate pricing in the subcontractor market and ensure our client gets the most value for their construction dollars.



## Cost Analysis

During each design phase, our team will be performing a cost analysis of the most recent drawings. Doing this at each phase will help to refine the costs and give our team the ability to research and recommend cost-saving opportunities on this project.

Over the past 43 years, we have developed an extraordinary amount of construction cost records from past projects in the immediate local region. We maintain a historical cost database organized by CSI division that allows us to very quickly apply estimated pricing to the plans that your design consultants will develop.

We will perform full-quantity take offs directly on the design consultant's electronic drawings using Bluebeam PDF Revu software. For specialty trades or unique scopes of work, we will involve trusted subcontractors from our list of over 1,600 prequalified firms to provide budget information for the proposed scopes of work.

The result is quick and reliable information to help you make a "course correction" if the design has strayed from the limits of your available funding.

## Cost Control

Every project is unique and requires a specific approach in order to maximize the program for the budget dollars that are available. It will be our team's job to work with the Owner and the Design team, not only during the design phase, but also during the bidding and construction phases in order to maximize the best value for the City.

Our cost control begins with understanding the City's program requirements, analyzing the overall project budget, and aligning it with our construction estimates. Because our team is also very active in the hard bid market, we have the advantage of knowing the true market value and understanding what items must be included in a project, even if not specifically shown on the documents. This enables our estimates to avoid gaps, overlaps, and omissions.

**Our team employs an open-book policy with regard to project funds and accounting. This is your money, and we want you to have access to and be informed of all project-related accounting at any time.** To deliver all of this data, we provide our Owners with a comprehensive information system at the cost control/project accounting level, which includes:

- **Monthly Cost Narrative**—Describes the current construction cost estimate status of the project
- **Cost Control and Estimating Report**—Describes current cost and payment status for the project
- **Project Accounting Report**—Provides detailed accounting of all expenditures for the project, which enables us to plan effectively and allows the Owner the ability to monitor and control project funds

Jon F. Swift Construction uses FOUNDATION® software to handle our cost accounting and will provide real-time cost analysis and reporting. We also provide monthly Project Status Reports to all appropriate stakeholders. Our Project Managers have the ability to track costs using our FOUNDATION® accounting system.

# PRECONSTRUCTION

The preconstruction phase determines the design of the project and therefore the cost of the project. During this phase, we will be very active with the entire project team supplying accurate cost information. During the preconstruction of these projects, we will provide a number of formal reviews. Our reviews are based on the following:

- Thorough understanding of the project (program) requirements
- Previous cost data from similar projects
- Current cost data from hard bid projects
- Experience in the Southwest Florida market
- Personal experience and knowledge
- Input from select major trades

Utilizing input from our construction staff and our in-house cost library of similar projects, unit costs are developed for each work activity. Items that were not in the previous version of the documents are identified and flagged. **At the appropriate point in the design, costs are verified with the local subcontract market. Items of potential confusion are flagged so that sufficient detail can be included in the design documents, thereby avoiding subcontractor contingency.**

The following is a brief synopsis of the different levels of estimates:

## **Conceptual Estimate:**

- Preconstruction team organization and communication is defined.
- Information required for this stage are block diagrams of functional areas along with written narratives outlining finish and systems.
- We combine the careful study of these documents, understanding of items that are not yet defined, and close communication with the project team to develop initial quantity and cost estimates.
- Project will be analyzed for phasing, overall duration, and large-scale constructability issues.
- Sustainable construction, LEED and other Green Building goals will be identified.
- All assumptions will be defined in writing for future reference.

## **Schematic Estimate:**

- Developed from schematic drawings that evolved from the conceptual information.
- Added detail will be compared with the assumptions made in the Conceptual Estimate.
- Constructability issues will be revisited. Optimum phasing will be confirmed.
- Pricing is usually based on generic items performing to a level typical for this type of project. Items requiring more specifics are defined.
- Life Cycle Analysis may be performed at this stage to define optimum mix of energy usage, first cost, maintenance, durability, aesthetics, and other factors.
- Overall budget will be scrutinized, reviewed, and compared in detail with the previous Conceptual Estimate.
- Suggestions will be made to keep the cost in line with the budget.

## **Design/Development Estimate:**

- This project stage results in a detailed understanding of the project's scope.

# PRECONSTRUCTION

- More detailed takeoffs of all building components can be developed.
- Outline specifications will be developed around specific proposed systems, as well as alternatives.
- At this stage, constructability will focus on plan details, with page by page review comments.
- Estimating team will lock in on major project components, i.e., mechanical, structural frame, exterior wall, etc.
- Estimate will be compared to the original to track any variations and scope changes.
- Suggested Bid Alternates will be identified.

## **Guaranteed Maximum Price Estimate:**

- Refine detailed takeoffs of all quantities.
- Perform complete pricing based on all that is known of the various building components, systems, or materials.
- All aspects of the project are now fully defined, and all previous assumptions will be verified.
- Any open items are reduced to specific Allowances, Alternates, or clarified through communication with Subcontractors.
- Actual market costs will be obtained on all aspects of the project.
- Subcontractor outreach and prequalification will be conducted to encourage participation from the largest number of qualified subcontractors.
- Preconstruction conference will be held.
- Subcontractor pricing will be compared to our estimate to identify prices outside the normal range.
- The total project will be priced, and a Guaranteed Maximum Price developed.
- GMP deliverables will include a complete pricing breakdown and subcontractor analysis.
- Post-GMP review meetings will be conducted with the team.

**In the CMAR delivery method, the GMP must be managed with an open-book policy.** This policy is one of the greatest advantages of Construction Manager at Risk. Open and honest communication allows financial decisions to be made jointly. Equally important, it allows financial records to be kept with complete transparency. This policy starts from the very first design cost estimate and is maintained through close-out of the project.

The Cost Tracking system our team implements involves you every step of the way, and truly maintains the transparency for how the GMP is created, how it was administered and maintained, and how it is closed out. This result directly stems from the experienced personnel we have, the management systems we employ, and the relationships we build. The benefits our Preconstruction Plan include:

- **Open Book Policy**—No hidden cost
- **Accurate Cost Estimates**—Historically within 2% of construction cost. This means maximum project scope!
- **Comprehensive Logistics Planning**—Increased safety, increased efficiencies, reduced costs
- **Comprehensive Scheduling**—Includes design, owner equipment, construction, and commissioning
- **Comprehensive Design Reviews for Constructability**—Increased quality control, reduced costs change management

Our team approaches every project as if it is to be audited, whether or not it is intended to be. Our change order process is done in such a way that we maintain an open-book policy with the Owner to ensure that you are getting what you need for the project for the right price. Our team utilizes templates that identify what each change order is for, the amount of the change order, and



the proposal back-up documents from the subcontractors that we have vetted to ensure there are no issues. When the template is submitted for review, we include the line items for signatures from the Owner, the architect, and the construction manager prior to issuing the change order. The project team takes the cost, reviews it, and confirms the quotes to ensure that the subcontracts are being met.

## SUBCONTRACTORS & BIDDING

It is important to verify that all the subcontractors bidding the project are qualified to perform the work. Some of the factors that we look at include successful past direct experience, the design consultant's recommendation, manpower availability, location, bonding, past relevant experience, and the project staff. When the subcontractors are prequalified correctly, the award process is simply the lowest complete bid.

- **Bid Packages**—We will structure the bid packages to ensure the most competitive pricing for the Owner. We anticipate that we will be using an “Owner Purchase Order” program, and that we will have a number of materials-only bid packages, which would then be assigned to the successful subcontractor. These packages will include such items as concrete material, reinforcing steel, doors, and hardware, etc. This will result in the Owner receiving the maximum tax savings from the Owner Purchase Order Program, with the lowest possible risk.
- **Scopes of Work**—Thorough scope of work developed prior to bidding and reviewed with all the bidders will result in less confusion, less uncertainty, less contingency, and will result in better subcontractor pricing. Early in the preconstruction phase, we will start developing the scopes of work.
- **Pre-bid and Preconstruction Conferences**—We will hold sufficient conferences prior to the bidding of this project to ensure the subcontractors familiarity with this project. After the award of the subcontract and prior to mobilizing on site, we will hold a preconstruction conference with each major subcontractor. This will help the subcontractor to better understand the logistics of the project and review various critical elements of their work prior to mobilizing. The more we look ahead, the smoother the project will be.

When the documents are sufficiently complete, we will prepare a GMP for your approval. In order to meet schedules on some of our CMAR projects, we have prepared a GMP early on in the design. Our recommendation would be to prepare the GMP after the documents have been bid out to the subcontractors. At this stage, the contingency could be minimized, and the qualifications would be minimal. Once the project is bid to prequalified subcontractors, the post-bid evaluation will identify the lowest responsible bidder. The subcontract award will be given to the low bidder.

During the pre-bid conference, all prequalified subcontractors will be given our team's subcontract agreement and the terms and conditions for this project.

- We anticipate that the majority of the subcontractors that would be bidding this project are firms that have experience with our company and have executed our contract in the past.
- We understand that all subcontracts will be through Jon F. Swift Construction
- Any change orders to subcontractors will be reviewed by our project staff prior to submitting to the Owner and the design team.

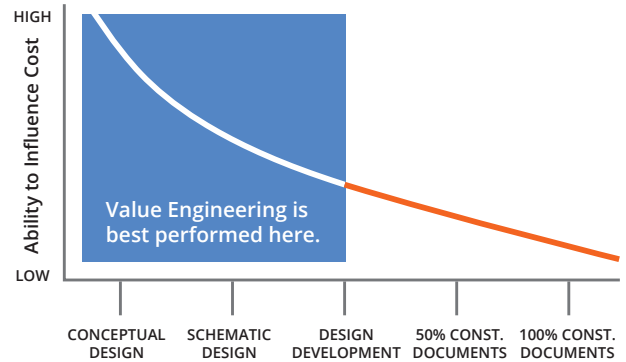
# PRECONSTRUCTION

## VALUE ENGINEERING

If it does turn out that adjustments are required after our initial estimating and plan review effort is completed, we will provide value engineering services as required to realign the project scope with the project vision. We consider value engineering to be more than just value “elimination,” where typically less expensive components are chosen to reduce the initial cost of the project with little or no consideration for meeting other project criteria.

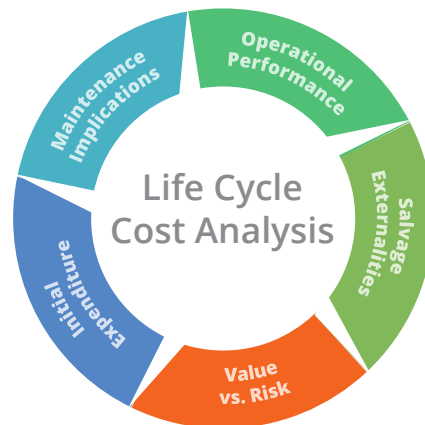
**We consider many factors during the value engineering process, including:**

- Owner's program requirements
- Operating and maintenance costs
- Replacement cost
- Project aesthetics
- Functional requirements



## LIFE CYCLE COST ANALYSIS

Our team has experience researching how components for the facility will perform after 10 to 40 years of use. We take all aspects of operational costs and maintenance of the facility into consideration to select the best materials and systems for this project. This will ultimately lower the overall cost of the project over its lifetime.



## Schedule Development

Jon F. Swift Construction utilizes the industry standard scheduling program Microsoft Project for all of its Critical Path Method Scheduling. Project is compatible with the Microsoft Office suite of programs and is utilized by most owners and design consultants, ensuring interoperability and easy sharing of information throughout the course of the project.

Proper scheduling is critical during preconstruction to ensure that the design consultants stay on track. We will develop a master schedule for the project that includes both the preconstruction and construction phases of the project. The schedule will coordinate milestones for remaining design phase submissions, permitting and site plan approvals, long-lead materials and construction timeframes. A sample schedule from one of our recently completed projects at Fruitville Elementary School is shown below.

All of these activities are linked to each other through built-in schedule logic. The schedule is reviewed at each progress meeting during design to ensure that all parties are held accountable for their individual responsibilities. As the project moves toward the construction phase, we will develop and refine a detailed schedule for all of the construction activities associated with the project.

We distribute the schedule to all subcontractors with the bid documents so that the expectations are clear up front and we get “buy-in” on the project plan before work ever begins. This also allows subcontractors to bid the project more competitively when they can plan a definite timeframe for their material procurement and mobilization dates.

Once the project moves into construction, our Project Manager and Superintendent will review and discuss the progress of the job on a daily basis. Our review will incorporate what has been completed in the past week, as well as a look ahead of what needs to be done in the next two weeks. If there are any phases of the work that are behind schedule, a plan will be made as to how to get back on schedule.

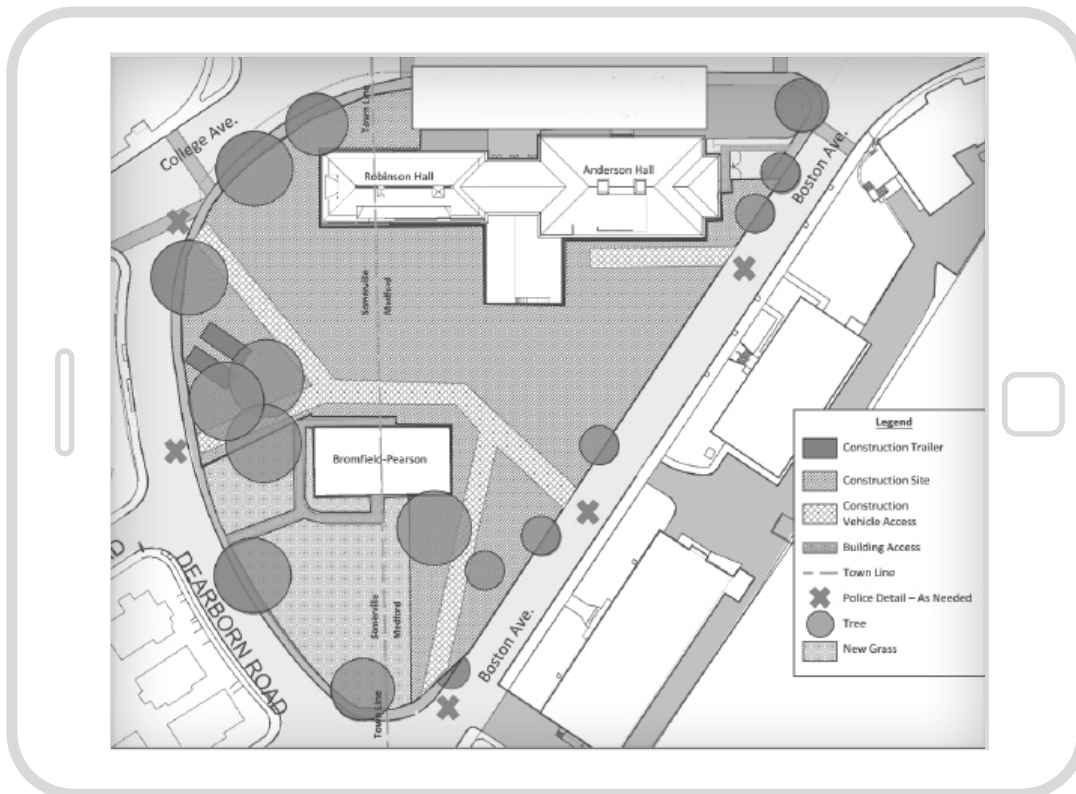
It's important to have input from all parties on our schedule. We have a mutual goal that we all will meet together.



## Overview

Immediately following the Preconstruction phase, our team will move directly into Logistics Planning. This phase is critical to the project's success of being on time and within budget. A few key examples of our Logistics Planning include: access to the site, material laydown locations, fencing location, construction site security, delivery schedule and times. Although these items may seem elementary, it's important to call out this phase to mitigate any risks and keep the project on schedule.

Our team will start with a logistics planning meeting with all key stakeholders. In this meeting, we will come with a detailed comprehensive plan with mutually agreed upon schedules, construction site plan and a communications hierarchy. Once all parties agree, this document will be used as reference throughout the remainder of the project.



## Overview

Jon F. Swift Construction's project team is highly experienced in managing projects during construction to meet the requirements of our clients. In fact, our Project Managers will remain your Project Manager throughout Preconstruction, Logistics Planning and the Construction phase. We will meet with you to understand your expectations and will provide management services and information reporting as indicated below.

After developing the logistics plan, it will then be necessary for our team to implement that plan during the Construction process. First, we will mobilize to the site which includes setting up our construction trailer, installing the temporary fence along with our silt fence and the other best management practices to control siltation from the construction activities.

Throughout the construction process our team will constantly be checking the quality and accuracy of what is being built. We have found one of the best ways to ensure a quality built project is to engage the actual individuals doing the work. For the larger and more complex trades we will host a pre-installation meeting with the subcontractors and design team to review the plans and specifications that pertain to their scope of work. This meeting will give everyone the opportunity to discuss any issues that they are concerned about. At the end of the meeting, the expectations are agreed upon and meeting minutes are distributed to document the decisions made.

Shortly before the structure is complete, we will also host an above ceiling coordination meeting that includes all of the trades that have work above the ceiling. At this meeting, the sequence of the trades will be determined along with the best routing for each, including, duct work, fire sprinklers, lights, etc. This will eliminate subcontractors having to redo their work if there is a conflict which could potentially delay the schedule and an unnecessary added cost.



# We take particular pride in turning over a completed building that is flawless.

As the work progresses, the finishes will begin to be installed. This is the challenging part of the project where work needs to be completed, but if something is scratched, dented or marred, it will show. We take particular pride in turning over a completed building that is flawless. It will take a concerted effort to make this happen. Below are a few examples of how we would protect the finished work.

**SMOKING** > Our job site will be a no smoking site.

**CEILING GRID** > We ensure that all of the work above the ceiling is truly complete prior to installing. Many times the grid is installed prematurely and subcontractors end up working through the grid to finish their work and the grid ends up damaged.

**FOOD AND DRINKS** > Once the finishes begin to be installed we will not allow food or drinks within the building. This eliminates the accidental spill that damages a finished product.

**COUNTERTOPS** > When the countertops are installed we will protect them with cardboard (usually from the light fixtures) as once there is a flat surface subcontractors tend to think they now have a work bench.

**FLOOR FINISHES** > Prior to the floor finishes being installed we strive to have the sidewalks and parking lots complete so as to avoid unnecessary dirt from being tracked into the building. We also use walk off mats at the building entrances.

**DOOR FRAMES** > Once the door frames are painted, we have, in the past, wrapped the door frames to the individual rooms to help protect them from being damaged.

**STORM WATER INLETS** > After the inlets are installed, we barricade them so that they are not damaged or chipped during the remainder of construction.

With all of the items above, it is our goal to prevent the damage prior to it happening so there is no need to have to make repairs on brand new work.

Once the project is complete, we will perform a preliminary inspection of the work, develop a preliminary punch list and correct as much of that work as possible prior to having the design team and Owner inspect the building. After the official punch list is completed, we will distribute the list to our subcontractors and strive to have all of the work corrected within two weeks.



## Project Controls/Technology



Our team utilizes FOUNDATION® to manage all of the cost information for our projects. All job activities are tracked using cost codes consistent with CSI's current Master Format division listing. Our entire accounting software fully integrates with our project management software Procore making reporting and job costing activities up-to-date in real time.

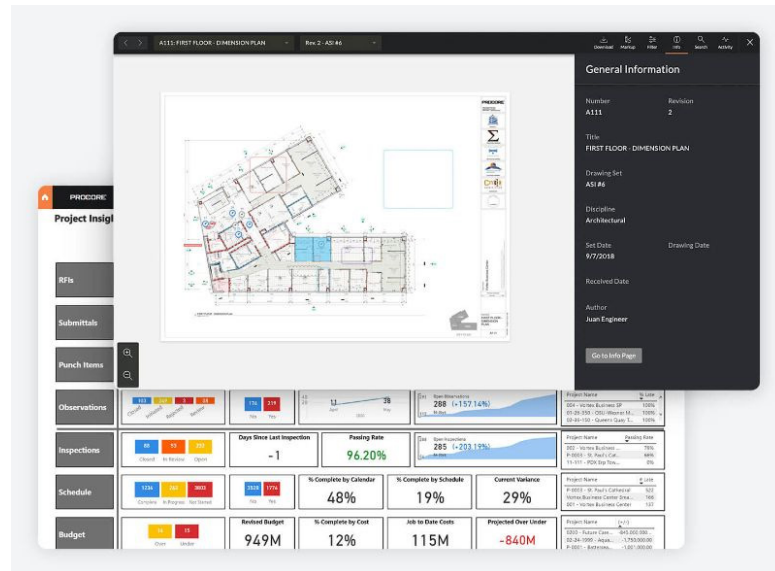
### CLOUD-BASED FIELD SOFTWARE

#### Procore: Cloud-Based Access Allows for Real-Time Information From Anywhere

Jon F. Swift Construction uses Procore Project Management and Document Control software. The entire project team - Owner, Design Team, Contractor and Subcontractors - can access various elements of the project from the field or office improving communication and reducing delays and risks. Some useful project management elements of the software include:

- Drawings easily synced and updated so field personnel have the latest on their tablets at all times
- Submittal and RFI Tracking
- Estimating and Bidding
- Daily Logs & Meeting Minutes
- Punch Lists
- Quality Control & Safety Tracking
- Scheduling
- Subcontractor Management
- Daily progress photos

We have found this software to keep everything in one secure place for all team members to easily find through a mobile device or computer. One of the biggest benefits is our field team operates the project with Procore keeping everything coordinated between the office and field.



Documents are stored in a secure, shareable and locally backed-up cloud-based file system so designers, constructors, subcontractors, vendors and the City and your agents can access the latest documents from anywhere with Internet. The system also has synchronization capabilities allowing users to work offline.

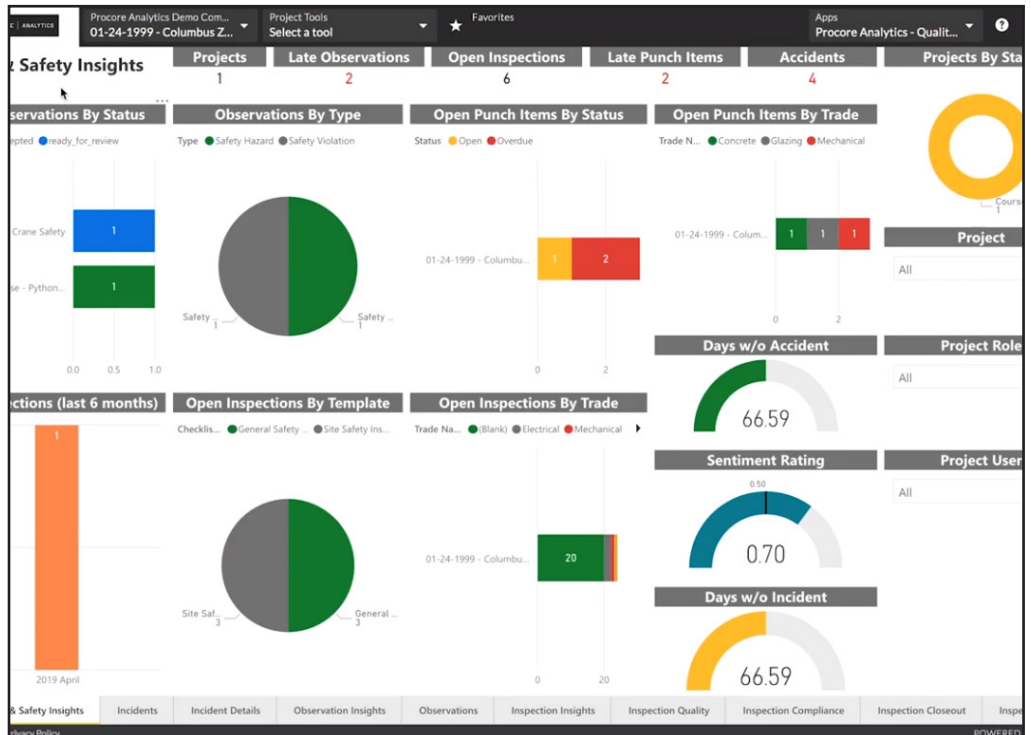
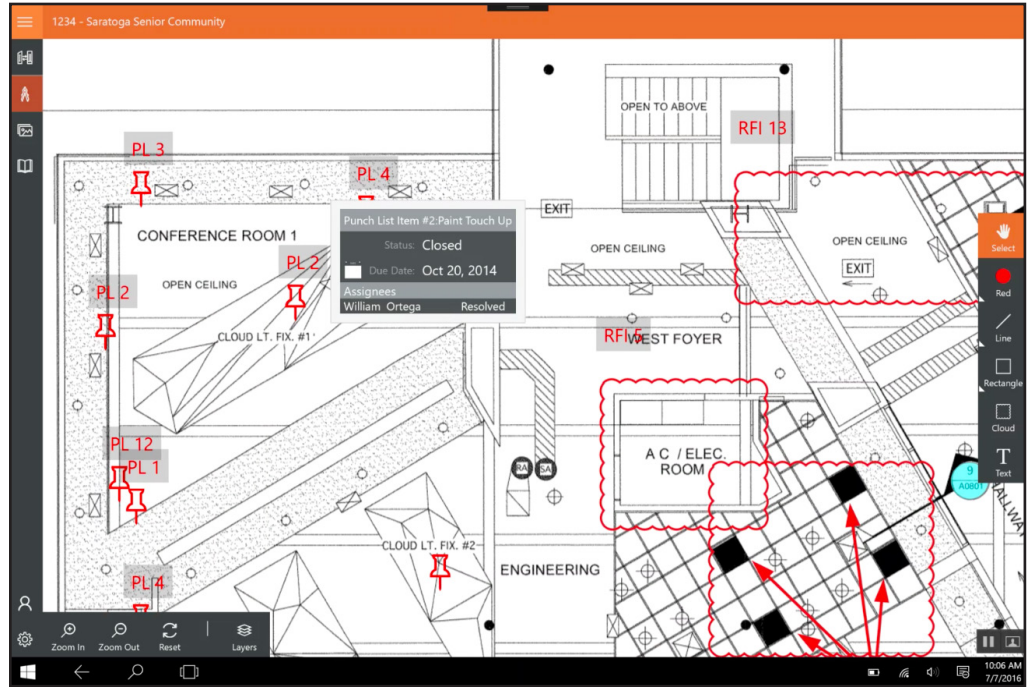
As the project evolves from design into construction, the software expands to provide document control of project photos, submittals, requests for information (RFIs), inspections, punch lists, as-builts, project financials and change-related documents.

Procore serves as a centralized access point that allows all users to independently track, view and download the most recent project

documents and records. It also serves as a drawing-centric platform that maintains a current “working set” of drawings loaded with markups and integrated document links readily available anytime and anywhere. As the project approaches completion, all data is provided in a PDF format that can easily be stored on a private server.

The City can be assured that the information stored and viewed on the site is the most current since each document is time and date stamped. When users have updates to a drawing or specification, the system stores the old information and creates a new file with the appropriate revision number and corresponding date.

This powerful project management control system tool will allow us to consistently achieve a high level of operational excellence. We have invested heavily in the resources necessary to elevate our operational effectiveness to industry-leading standards and to provide leading edge support to our team and clients.



# CONSTRUCTION

## WEEKLY PROJECT MEETINGS

To ensure all parties are on the same page, we highly recommend meeting weekly with the architect, engineer, owner and our team at the project site to ensure the project stays on schedule. Our Project Manager will lead the meeting and distribute meeting minutes after each meeting.

## HURRICANE PREPARATION PLAN

Our approach to any project we undertake here in Southwest Florida includes the preparation of site specific Hurricane/Severe Weather Preparation Plan. Our plan includes checklists at 72, 48, 36, and 24 hours prior to the anticipated storm event to ensure that the construction site is properly secured and protected for the coming storm.

## SAFETY/RISK MANAGEMENT

Many contractors like to “talk” about safety, but few actually implement truly comprehensive safety and risk management plans. At Jon F. Swift Construction, jobsite safety is first and foremost our top priority on every project we undertake.

### **Our written company-wide safety program includes the following components:**

- Drug-free workplace policy
- Hazard communication program (MSDS)
- Weekly jobsite safety meetings
- Site specific plan for public protection (barricades, fencing, etc.)



### **In our 43 years of experience, we have never received an OSHA citation.**

Additionally, we employ the services of an independent, third-party safety inspector to perform mock OSHA inspections during the progress of the project to monitor the performance of both our own employees and those of our subcontractors. Written reports for any violations are sent to subcontractors and sign-off required for corrective actions.

Most recently, Swift has instituted an addition to the “Tool Box Talks” our Superintendents have with their subcontractors on the project daily related to **COVID-19**. Not only do we address the CDC’s recommendations for a safe workplace related to the virus, our Superintendents have specific questions they must complete in their daily reports that include:

- Was anyone sent home due to illness or high temperature?
- Was the new COVID-19 protocol discussed?
- Did all workers follow social distancing requirements?
- Were temporary toilets and wash stations serviced?
- Were commonly used areas cleaned?
- Any COVID-19 related delays?





### **E-VERIFY COMPLIANCE**

U.S. law and the State of Florida require companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment. At Jon F. Swift Construction, we take compliance with employment eligibility requirements very seriously.

Our company is registered with E-Verify, the government’s Internet-based system that compares information from an employee’s Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

Not only do we fully verify the eligibility of our own employees, we require each and every one of our subcontractors to do the same as a condition of our written subcontract agreement. We can provide supporting documentation when requested and are familiar with doing so from our previous work with governmental clients.

# POSTCONSTRUCTION

Our team views service to our clients as extending far beyond the date of substantial completion. While the bulk of our work is complete when building and site development are finished, the Owner's work is just beginning. Working with facilities departments and Owners directly has given us keen understanding of the critical issues that Owners face during the initial stages of occupancy.

## We provide the following key services:

- Photographic record documentations of rough-in for future reference of where all items in walls or underground are located.
- Surveyed irrigation mains and electrical conduits for ease and accurate future locating
- Full electronic operation/maintenance documentation (printed information as well if desired)
- Coordination and training for facilities maintenance personnel
- Video recording of training sessions if required
- Post-occupancy on site warranty reviews

We also make a personal commitment to all of our clients: We guarantee a 24 hour response to any warranty call following your initial contact with us. We may not always be able to remedy the issue within that time frame, but we guarantee that our team's personnel will make an on site visit to assess the issue and immediately begin taking steps to resolve the problem.

We're local, and even after the warranty period has passed, we are here to serve you and assist in any way we can—because that's how you treat valued clients and friends.

## Photo-linked drawings

**Procore allows the construction field team to add photos to various points on the drawing allowing for City maintenance staff to be able to see what is behind the finished project.** This helps immensely from an operations and maintenance standpoint knowing exactly where everything is related to the project's drawings.







## SARASOTA MIDDLE SCHOOL SARASOTA, FL CHILLED WATER LINE REPLACEMENT

Jon F. Swift Construction was given this design-build project as the School Board needed it completed quickly to ensure there a few impacts as possible to campus operations. To ensure construction activities would go smoothly, our team worked with our engineer to develop a new piping layout that was the least impactful to the school by putting the pipes in the areas that were not as important to the flow of traffic. The bulk of the project construction was completed during the summer when there were fewer occupants on campus as the school was occupied during construction.

Ultimately, our team replaced over 2,000 linear feet of the original 30 year-old steel chilled water piping with High density polyethylene (HDPE) located in the center courtyards throughout campus. The original steel pipe had pin hole leaks and was continually failing. While we installed the new line, we kept the existing line operational for air conditioning campus-wide and finally capped the existing line after the changeover.

A few of the major obstacles our team mitigated included navigating existing trees, existing electrical, fire alarm conduits and chilled water pipes located in the ground.

Through constant communication and scheduling with the school's Principal and Facilities Zone Manager we were able to keep the campus occupants and our crews safe and construction progressing to complete this project on time.

During the middle of construction the Owner added change orders to replace the heat exchanger and add additional landscaping and sidewalks.

### SIMILARITY IN SIZE AND COMPLEXITY

- Continuing contracts project
- Similar Swift team members

### ORIGINAL BUDGET

\$1,421,541

### FINAL BUDGET

\$1,436,974

### OWNERS CONTACT INFORMATION

Eve Johnson, Facilities Zone Manager  
7895 Fruitville Rd.  
Sarasota, FL 34240  
(941) 361-6680  
eve.johnson@sarasotacountyschools.net

### COMPLETION DATE

March 2022

### KEY TEAM MEMBERS AND ROLE

*Project Manager:* Justin Williams  
*Superintendents:* Jonathan Swift  
*Engineer:* KC Clem, ME3 Consulting Engineers





## SARASOTA HIGH SCHOOL TRACK & FIELD SARASOTA, FL

In an effort to update Sarasota County Schools’ high school track and fields to the most modern materials, our team built the second artificial turf and rubberized track in the district at Sarasota High School (SHS). The existing track and field were worn, dated and had maintenance issues.

During the summer, our team was able to start and finish construction in time for the fall football season.

One challenge our team faced during construction was coordinating with Riverview High School to complete the new video screen they would be installing. Project Manager, Justin Williams, took the Assistant Principal at SHS on a site visit at Venice High School to see how their screen was positioned to aid in the school’s decision for placement.

While this element was not a part of Swift’s scope of work, our team thought ahead as to the locations it would possibly be located and included any power conduits to those areas as to not cause delay to the field project, yet also servicing our client to the best of our ability.

**SIMILARITY IN SIZE AND COMPLEXITY**

- Continuing contracts project
- Similar Swift team members

<b>ORIGINAL BUDGET</b>	\$1,917,837
<b>FINAL BUDGET</b>	\$1,917,837

**OWNERS CONTACT INFORMATION**

BJ Grant, Project Manager  
 7895 Fruitville Rd.  
 Sarasota, FL 34240  
 941.361.6680  
 bj.grant@sarasotacountyschools.net

**COMPLETION DATE**

August 2021

**KEY TEAM MEMBERS AND ROLE**

*Project Manager:* Justin Williams  
*Superintendents:* Graham Devitt  
*Architect:* Gregg, Fisher, Fisher Engineering





## **BAY HAVEN SCHOOL OF BASICS PLUS** SARASOTA, FL

As a part of the Sarasota County School Board’s design build continuing contract, our team worked at Bay Haven School of Basics Plus, Building 1 (historical building) recaulking all exterior windows, repairing the stucco and repainting all exterior walls. In addition, the scope also included cleaning and replacing all bad hinges/strikes/closers to 30 doors.

Due to the age of the building, it requires a lot of upkeep and maintenance; this project was a part of the School Board ongoing maintenance. Not only was this project completed on budget, but it was also completed on schedule.

### **SIMILARITY IN SIZE AND COMPLEXITY**

- Continuing contracts project
- Similar Swift team members

### **ORIGINAL BUDGET**

\$499,787

### **FINAL BUDGET**

\$499,787

### **OWNERS CONTACT INFORMATION**

Jim Woodson, Project Manager  
Sarasota County School Board  
7895 Fruitville Rd.  
Sarasota, FL 34240  
(941) 316-8143

### **COMPLETION DATE**

August 2019

### **KEY TEAM MEMBERS AND ROLE**

*Project Manager:* Justin Williams  
*Superintendent:* Mike Huckleberry





## **KINNAN ELEMENTARY SCHOOL** BRADENTON, FL

As a part of the Manatee County School District’s continuing contract agreement, our team was asked to expand the access road leading to the parent drop off at Kinnan Elementary School. Parents had been complaining about the wait times at the School and expanding the adjacent access road provided more freeflowing traffic to and from the School.



### **SIMILARITY IN SIZE AND COMPLEXITY**

- Continuing contracts project
- Similar Swift team members

<b>ORIGINAL BUDGET</b>	\$95,787
<b>FINAL BUDGET</b>	\$115,100

### **OWNERS CONTACT INFORMATION**

Brian Mabee, Project Manager  
Manatee County School District  
1 Matzke Way  
Bradenton, FL 34208  
(941) 708-8800, ext. 1052

### **COMPLETION DATE**

July 2016

### **KEY TEAM MEMBERS AND ROLE**

*Project Manager:* Jason Swift  
*Superintendent:* Shane Hamm



## OAK PARK SCHOOL SARASOTA, FL

As a part of the Sarasota County School Board's design build continuing contract, our team replaced all the existing stucco on every building on the entire campus of Oak Park School. This school is unique in that it is a school for children with special needs and operates 12 months of the year. While this could cause confusion for other contractors, our team developed longstanding relationships with the School's administration and was able to be flexible if needed due to a student or teacher's specific needs.

The existing stucco was dilapidated and quite literally, falling off the sides of the building causes a safety hazard for anyone, especially students with special needs. Our team developed a phasing plan to execute the stucco replacement while keeping the entire campus operational during construction.

The Project Manager and Principal were both extremely pleased with the high level of quality and professionalism our team brought to this project at Oak Park.

### SIMILARITY IN SIZE AND COMPLEXITY

- Continuing contracts project
- Similar Swift team members

<b>ORIGINAL BUDGET</b>	\$253,374
<b>FINAL BUDGET</b>	\$232,548

### OWNERS CONTACT INFORMATION

Ernest DuBose, Project Manager  
 Sarasota County School Board  
 7895 Fruitville Rd.  
 Sarasota, FL 34240  
 (941) 316-8143

### COMPLETION DATE

December 2015

### KEY TEAM MEMBERS AND ROLE

*Project Manager:* Jason Swift  
*Superintendent:* Shane Hamm



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**REFERENCES/CLIENT LISTING**

The firm shall provide a minimum of five (5) business related references for which they are currently providing or have provided within the last ten (10) years, services similar to the scope of services required by this RFP). A minimum of three (3) references must be for work performed in Florida. Attach additional sheets if necessary.

1. Business/Customer Name: Sarasota County Schools

Name of Contact Person/Title: Jane Dreger, Director of Construction Services  
941-927-9000

Telephone# ext. 69024 Fax \_\_\_\_\_ E-mail Jane.Dreger@sarasotacountyschools.net

Address 7895 Fruitville Rd., Sarasota, FL 34240

Duration of Contract or business relationship (include project completion date) Continuously since 1999

Type of Services Provided Design/Build Continuing Contracts Total Cost Multiple projects with a value of < \$4M

2. Business/Customer Name: Manatee County School District

Name of Contact Person/Title: William Horton, Director of Construction Services  
941-708-8800

Telephone# ext. 44052 Fax 941-708-8832 E-mail hortonw@manateeschools.net

Address 1 Matzke Way, Building 7 Bradenton, FL 34208

Duration of Contract or business relationship (include project completion date) Continuously since 2014

Type of Services Provided CM at Risk Continuing Contracts Total Cost Multiple projects with a value of < \$4M

3. Business/Customer Name: State College of Florida

Name of Contact Person/Title: Chris Wellman, Director of Facilities Management

Telephone# 941-752-5443 Fax \_\_\_\_\_ E-mail wellmac@scf.edu

Address 5840 26th St. W., Bradenton, FL 34207

Duration of Contract or business relationship (include project completion date) Continuously since 2001

Type of Services Provided CM at Risk Continuing Contracts Total Cost Multiple projects with a value of < \$4M

COMPANY NAME: Jon F. Swift, Inc.

SIGNATURE:  \_\_\_\_\_

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**CITY OF NORTH PORT**  
**REQUEST FOR PROPOSAL NO. 2023-17**  
**Construction Management SERVICES – CONTINUING SERVICES CONTRACTS FOR CITY OF NORTH PORT**

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4. Business/Customer Name: Sarasota County Schools

Name of Contact Person/Title: Don Hampton, Director of Facilities

Telephone# (941) 316-8143 Fax \_\_\_\_\_ E-mail Don.Hampton@sarasotacountyschools.net

Address 7895 Fruitville Rd., Sarasota, FL 34240

Duration of Contract or business relationship (include project completion date) Continuously since 2012

Type of Services Provided T&M Continuing Contracts Total Cost Multiple projects with a value of < \$4M

5. Business/Customer Name: City of Sarasota

Name of Contact Person/Title: John Kretzer, Landscape Operations Manager

Telephone# 941-263-6250 Fax \_\_\_\_\_ E-mail John.Kretzer@sarasotafl.gov

Address Various parks and recreation sites within the City of Sarasota limits

Duration of Contract or business relationship (include project completion date) August 2021 to present

Type of Services Provided T&M services for the parks and recreation department Total Cost Various

COMPANY NAME: Jon F. Swift, Inc.



SIGNATURE: 

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

# LITIGATION & INSURANCE

Have you been involved in litigation in the last five (5) years? If so, describe circumstances and outcome. The proposer shall advise the amount of liability insurance you have.

Jon F. Swift Construction has never entered litigation on any project in our 43 year history and therefore was not involved in litigation in the past five (5) years.

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 05/23/2022			
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.							
<b>IMPORTANT:</b> 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).							
<b>PRODUCER</b> Purmort and Martin Insurance Agency LLC 2301 Ringling Boulevard  Sarasota FL 34237			<b>CONTACT NAME:</b> Certificates <b>PHONE (A/C, No, Ext):</b> (941) 366-7070 <b>FAX (A/C, No):</b> (941) 953-4901 <b>E-MAIL ADDRESS:</b> certificates@purmort.com				
<b>INSURED</b>			<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>		
Jon F Swift Inc, DBA: Jon F Swift Construction 2221 8th Street  Sarasota FL 34237			<b>INSURER A :</b> Cincinnati Indemnity Company <b>INSURER B :</b> FCCI Insurance Company <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>		23280 10178		
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b> 2022-2023 Liab		<b>REVISION NUMBER:</b>			
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	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		ENP0532962	06/01/2022	06/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y		EBA0532962	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			ENP0532962	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC0100065153-02	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
<b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</b> City of North Port Listed As Additional Insured With Respect To General Liability and the Auto Liability							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
*City of North Port Building Department 4970 City Hall Blvd.  North Port FL 34286				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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ACORD 25 (2016/03)

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- Engineer’s Opinion of Probable Construction Cost
- Final construction cost of the project.

**TAB 5 - LITIGATION AND INSURANCE:** Have you been involved in litigation in the last five (5) years? If so, describe circumstances and outcome. The proposer shall advise the amount of liability insurance you have.

**TAB 6 – SUBMISSION REQUIREMENTS AND REQUIRED SUBMITTAL FORMS:** This checklist is provided to assist each Proposer in the preparation of their response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. This checklist is a guideline which is to be executed and submitted with the required forms. It is the responsibility of each Proposer to read and comply with the solicitation in its entirety.

**A. REQUIRED SUBMITTAL FORMS:** Provide fully executed forms.

X **ATTACHMENT 1:** Proposal Submittal Signature Form

X **ATTACHMENT 2:** Statement of Organization

X **ATTACHMENT 3:** References – Consultant is to contact the references and advise his/her references that the City will be sending an e-mail and reference form which needs to be completed and e-mailed back to the City in a timely fashion.

X **ATTACHMENT 4:** Drug-Free Workplace

X **ATTACHMENT 5:** Public Entity Crime Information

X **ATTACHMENT 6:** Non-Collusive Affidavit

X **ATTACHMENT 7:** Lobbying Certification

X **ATTACHMENT 8:** Conflict of Interest Form

X **ATTACHMENT 9:** Disclosure Form (Consultant/Engineer/Architect)

X **ATTACHMENT 10:** Scrutinized Company Certificate

X **ATTACHMENT 11:** Vendor’s Certification For E-Verify System

X **ATTACHMENT 12:** Certification by Bidder

X **ATTACHMENT 13:** Certification Regarding debarments, suspension, and other responsibility matters primarily covered transactions Form

X **ATTACHMENT 14:** Certifications and Representations Form



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ATTACHEMENT 15: Acknowledgment of Terms, Conditions, and Grant Clauses Form

ATTACHEMENT 16: Federal Non-Collusion/Lobbying Certification

**SAMPLE INSURANCE CERTIFICATE:** Demonstrate your firm’s ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

**MBE/WBE/VBE:** If claiming either Minority Business Enterprise/Women Business Enterprises/Veteran Business Enterprise, the Prime Firm (not sub-consultant) **shall be** certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes.

**YES, CLAIMING STATUS AS PRIME ONLY**

**YES, I’VE ATTACHED THE CERTIFICATE OF MBE/WBE STATUS FROM THE STATE OF FLORIDA AS OUTLINED SECTION 1.**

**NOT CLAIMING MBE/WBE /VBE**

PLEASE INITIAL AND RETURN WITH YOUR PROPOSAL. JS  
INITIALS

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**

- YES, I'VE ATTACHED THE CERTIFICATE OF MBE/WBE/VBE STATUS FROM THE STATE OF FLORIDA AS OUTLINED SECTION 12.
- NOT CLAIMING MBE/WBE/VBE

**~~THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL~~**

**PROPOSAL SUBMITTAL SIGNATURE FORM**

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per Agreement if the firm is awarded the Agreement by the City.

The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As addenda are considered binding as if contained in the original specifications, it is critical that the firm acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. 1 Dated 11/30/22 Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Company Name Jon F. Swift, Inc.

<u>941-951-6100</u>	<u>jason@jonswiftinc.com</u>	<u>941-954-4369</u>
Telephone #	E-Mail	Fax #

2221 8th Street

Main Office Address


<u>Sarasota</u>	<u>FL</u>	<u>34237</u>
City	State	Zip Code

Address of Office Servicing City of North Port, if different than above:  SAME AS ABOVE

Office Address

CITY OF NORTH PORT  
REQUEST FOR PROPOSAL NO. 2023-17  
Construction Management SERVICES – CONTINUING SERVICES CONTRACTS FOR CITY OF NORTH PORT

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City	State	Zip Code
Telephone #	E-mail	Fax #
Jason F. Swift, President		
Name & Title of Firm Representative		
Signature		Date
		12/14/22

Do you accept Visa?  YES  NO

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**STATEMENT OF ORGANIZATION**  
(Information Sheet for Transactions and Conveyances Corporation Identification)

The following information will be provided to the City of North Port for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, and capitalization is exactly as registered with the state or federal government.

Name of Respondent: Jon F. Swift, Inc.

DBA (if any): Jon F. Swift Construction

Type of Entity (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): Corporation

Business Address: 2221 8th St., Sarasota, FL 34237

Phone: 941-951-6100 Fax: 941-954-4369

E-Mail jason@jonfswiftinc.com

Print Name and Title of person authorized to bind: Jason F. Swift, President

Federal Identification Number: 59-1897037

Signature: 

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

Is this a Florida Corporation: (Please Check One)  
 Yes      or       No

If not a Florida Corporation,  
In what state was it created: \_\_\_\_\_

CITY OF NORTH PORT  
REQUEST FOR PROPOSAL NO. 2023-17  
Construction Management SERVICES – CONTINUING SERVICES CONTRACTS FOR CITY OF NORTH PORT

Name as spelled in that State: \_\_\_\_\_

What kind of corporation is it:  "For Profit" or  "Not for Profit"

Is it in good standing:  Yes or  No

Authorized to transact business in Florida:  Yes or  No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

Does it use a registered fictitious name:  Yes or  No

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**Names of Officers:**

President: Jason F. Swift Secretary: Emmalee Legler

Vice President: Ross Russo & Justin Williams Treasurer: Emmalee Legler

Director: \_\_\_\_\_ Director: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

**Name of Corporation (As used in Florida):**

Jon F. Swift, Inc.

(Spelled exactly as it is registered with the state or federal government)

**Corporate Address:**

Post Office Box: \_\_\_\_\_

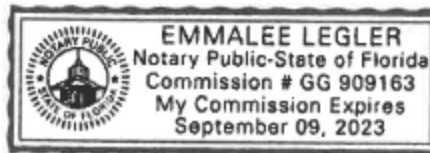
City, State Zip: \_\_\_\_\_

2221 8th St., Sarasota, FL 34237

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

STATE OF Florida  
COUNTY OF Sarasota



Sworn to and subscribed before me this 16<sup>th</sup> day of December, 2022, by Jason F. Swift who  is personally known to me or  has produced his/her driver's license as identification.

Emmalee Legler  
Notary Public - State of Florida



**CITY OF NORTH PORT**  
**REQUEST FOR PROPOSAL NO. 2023-17**  
**Construction Management SERVICES – CONTINUING SERVICES CONTRACTS FOR CITY OF NORTH PORT**

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Print Name: Emmalee Legler  
Commission No: GG 909163

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# REFERENCES

See reference form under Tab 4 - References.

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**DRUG FREE WORKPLACE FORM**

The undersigned Consultant in accordance with Florida Statute 287.087 hereby certifies that  
Jon F. Swift, Inc. does:  
(Company Name)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

**Check one:**

- As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.
- As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

  
\_\_\_\_\_  
Offeror's Signature

12/16/22  
\_\_\_\_\_  
Date

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**PUBLIC ENTITY CRIME INFORMATION**

As provided by F.S. §287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime 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 any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, Jason F. Swift, being an authorized representative of the Respondent, Jon F. Swift, Inc., located at 2221 8th St.

City: Sarasota State: FL Zip Code: 34237, have read and understand the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S. §287.133.

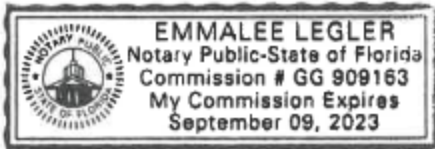
Signature: [Handwritten Signature] Date: 12/16/22

Telephone #: 941-951-6100 Fax #: 941-954-4369

Federal ID #: 59-1897037

STATE OF Florida  
COUNTY OF Sarasota

Sworn to and subscribed before me this 16th day of December, 2022, by Jason F. Swift who  is personally known to me or  has produced his/her driver's license as identification.



[Handwritten Signature]  
Notary Public - State of Florida

Print Name: Emmalee Legler

Commission No: GG 909163

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NON-COLLUSIVE AFFIDAVIT

State of Florida  
County of Sarasota } SS.

Before me, the undersigned authority, personally appeared:  
Jason F. Swift who, being first duly sworn, deposes and says that:

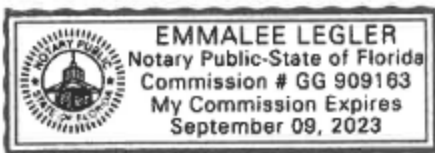
1.  She is the Owner (Owner, Partner, Officer, Representative or Agent) of Jon F. Swift, Inc., the Respondent that has submitted the attached reply;
2.  She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any respondent, firm, or person to fix the price or prices in the attached reply or of any other respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this 16th day of December, 2022.

By: [Signature]  
Jason F. Swift  
(Printed Name)  
President  
(Title)

STATE OF Florida  
COUNTY OF Sarasota

Sworn to and subscribed before me this 16th day of December, 2022, by Jason F. Swift who  is personally known to me or  has produced his/her driver's license as identification.



[Signature]  
Notary Public - State of Florida  
Print Name: Emmalee Legler  
Commission No: GG 909163

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**CONFLICT OF INTEREST FORM**

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

**PART I.**

- I am an employee, public officer or advisory board member of the City  
\_\_\_\_\_ (List Position Or Board)
- I am the spouse or child of an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_
- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.  
Name: \_\_\_\_\_
- Respondent employs or contracts with an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_
- None Of The Above

**PART II:**

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

COMPANY: Jon F. Swift, Inc.

SIGNATURE: \_\_\_\_\_

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**DISCLOSURE FORM**  
**FOR**  
**CONSULTANT/ENGINEER/ARCHITECT**

Please select (only) one of the following three options:

Our firm has no actual, potential, or reasonably perceived, **financial\*** or **other interest\*\*** in the outcome of the project.

Our firm has a potential or reasonably perceived **financial\*** or **other interest\*\*** in the outcome of the project as described here: \_\_\_\_\_.

Our firm proposes to mitigate the potential or perceived conflict according to the following plan: \_\_\_\_\_.

Our firm has an actual **financial\*** or **other interest\*\*** in the outcome of the project as described here: \_\_\_\_\_.

**\*What does “financial interest” mean?**

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm’s findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

**\*\*What does “other interest” mean?**

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm’s findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as another interest.

**BUSINESS NAME:** Jon F. Swift, Inc.

**NAME (PERSON AUTHORIZED TO BIND THE COMPANY):** Jason F. Swift

**SIGNATURE:**  **DATE:** 12/16/22

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

LOBBYING CERTIFICATION

“The undersigned hereby certifies, to the best of his or her knowledge and belief, that”:

STATE OF FLORIDA

COUNTY OF SARASOTA

This 16th day of December of 20 22

Jason F. Swift being first duly sworn, deposes and says that he or she is the authorized representative of Jon F. Swift, Inc. (Name of the contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

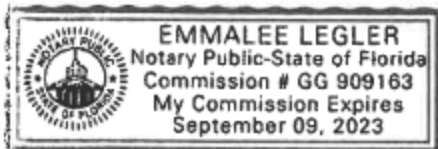
(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L “Disclosure Form to Report Lobbying”, in accordance with its instructions.

Signed, sealed and delivered this 16th day of December, 20 22.

By: [Signature]  
Jason F. Swift  
(Printed Name)  
President  
(Title)

STATE OF Florida  
COUNTY OF Sarasota

Sworn to and subscribed before me this 16th day of December, 20 22, by Jason F. Swift who  is personally known to me or  has produced his/her driver's license as identification.



[Signature]  
Notary Public - State of Florida  
Print Name: Emmalee Legler  
Commission No: GG 909163

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**Scrutinized Company Certification Form**


Company Name: <u>Jon F. Swift, Inc.</u>			
Authorized Representative Name and Title: <u>Jason F. Swift, President</u>			
Address: <u>2221 8th St.</u>	City: <u>Sarasota</u>	State: <u>FL</u>	ZIP: <u>34237</u>
Phone Number: <u>941-951-6100</u>	Email Address: <u>jason@jonfswiftinc.com</u>		

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

**CHOOSE ONE OF THE FOLLOWING**

- This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.
- This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.	
Certified By: 	_____
AUTHORIZED REPRESENTATIVE SIGNATURE	
Print Name and Title: <u>Jason F. Swift, President</u>	_____
Date Certified: <u>12/16/22</u>	_____

Solicitation/Contract/PO Number (Completed by Purchasing): \_\_\_\_\_

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

## My Company Account

# My Company Profile

## Company Information

**Company Name**

Jon F. Swift, Inc.

**Company ID**

1704720

**Employer Identification Number (EIN)**

591897037

**DUNS Number**

037822152

**NAICS Code**

236

**Subsector**

Construction of Buildings

**Doing Business As (DBA) Name**

Jon F. Swift Construction

**Enrollment Date**

Jun 14, 2021

**Unique Entity Identifier (UEI)**

---

**Total Number of Employees**

20 to 99

**Sector**

Construction

**CERTIFICATION BY BIDDER**

Executive Order 11246 (contracts/subcontracts above \$10,000)

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after the ITB opening. No contract shall be awarded unless such report is submitted.

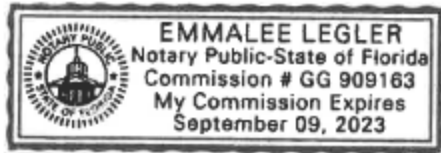
NAME AND ADDRESS OF BIDDER (include ZIP Code): Jon F. Swift, Inc. 2221 8th St., Sarasota, FL 34237

- 1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause. Yes  No
- 2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes  No
- 3. bidder has filed all compliance reports due under applicable instructions. Yes  No
- 4. Have you ever been or are you being considered for sanction due to violation of Executive Order 112246, as amended? Yes  No


Signed, sealed and delivered this 11<sup>th</sup> day of December, 2022

By: 

Jason F. Swift  
(Printed Name)  
President  
(Title)  
STATE OF Florida  
COUNTY OF Sarasota



Sworn to and subscribed before me this 11<sup>th</sup> day of December, 2022, by Jason F. Swift who  is personally known to me or  has produced his/her driver's license as identification.

  
Notary Public - State of Florida  
Print Name: Emmalee Legler  
Commission No: GG 909163

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**  
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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000.

The Bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; 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;

(c) is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.


The Bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the City of North Port.

The Bidder must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by the City of North Port. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the City of North Port, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer.

The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

<u>Jon F. Swift, Inc.</u>	<u>59-1897037</u>	<u>037822152</u>
Company (Bidder) Name	Tax ID Number	DUNS Number
<u>Jason F. Swift</u>		
Authorized Representative Name	Authorized Representative Signature	

<u>59-1897037</u>	<u>037822152</u>	
Federal Issued Tax Identification Number (If Social Security number DO NOT enter)	DUNS Number	CAGE Code issued through www.sam.gov
		DATE: <u>12/16/22</u>

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## CERTIFICATIONS AND REPRESENTATIONS (GRANTFUNDS)

### 1. BYRD ANTI-LOBBYING AMENDMENT COMPLIANCE AND CERTIFICATION

For all orders above the limit prescribed in 2 CFR 215, Appendix A, Section 7 (currently \$100,000), the Offeror must complete and sign the following:

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in OMB Circular A-110 and 31 U.S.C. 1352, the "Byrd Anti-Lobbying Amendment."

The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that:

No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

SIGNATURE: \_\_\_\_\_

COMPANY NAME: Jon F. Swift, Inc.

DATE: 12/16/22

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**ACKNOWLEDGEMENT OF TERMS, CONDITIONS, AND GRANT CLAUSES**

**Flow down of Terms and Conditions from the Federal Regulations and/or Grant Agreement**

Subcontracts: If the Bidder subcontracts any portion of the work under this Agreement, a copy of the signed subcontract must be available to the City of North Port for review and approval. The bidder agrees to include in the subcontract that:

- (1) the subcontractor is bound by the terms of this Agreement;
- (2) the subcontractor is bound by all applicable state and federal laws and regulations; and
- (3) the subcontractor shall hold the City of North Port, grant recipient and granting agency 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.

**Grant Conditions and Federal Provisions**

On behalf of the Bidder, I acknowledge, and agree to perform all of the specifications and grant requirements identified in this solicitation document(s).

SIGNATURE:   
\_\_\_\_\_  
COMPANY NAME: Jon F. Swift, Inc.  
\_\_\_\_\_  
DATE: 12/16/22  
\_\_\_\_\_

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**FEDERAL NON-COLLUSION / LOBBYING CERTIFICATION**

Jason F. Swift, being the authorized Agent, certifies that He (Owner, Partner, Officer, Representative or Agent) of Jon F. Swift, Inc., the Bidder that has submitted the attached Proposal.

**NON-COLLUSION PROVISION CERTIFICATION**

The undersigned hereby certifies, to the best of his or her knowledge and belief, that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the executed statement as part of the bidding documents will make the bid nonresponsive and not eligible for award consideration.

**LOBBYING CERTIFICATION**

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any state or federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any persons who fail to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure."

Emmalee Legler  
Emmalee Legler  
Witness

By Jason F. Swift  
Jason F. Swift

---

Witness

(Printed Name)

President

(Title)

**THIS PAGE MUST BE SUBMITTED WITH PROPOSAL**

**END OF PART IV**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/23/2022

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).

<b>PRODUCER</b> Purmort and Martin Insurance Agency LLC 2301 Ringling Boulevard  Sarasota FL 34237	<b>CONTACT NAME:</b> Certificates	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>PHONE (A/C, No, Ext):</b> (941) 366-7070		
	<b>E-MAIL ADDRESS:</b> certificates@purmort.com	<b>INSURER A:</b> Cincinnati Indemnity Company	
		<b>INSURER B:</b> FCCI Insurance Company	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 2022-2023 Liab **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	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		ENP0532962	06/01/2022	06/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	Y		EBA0532962	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$			ENP0532962	06/01/2022	06/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC0100065153-02	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

City of North Port Listed As Additional Insured With Respect To General Liability and the Auto Liability

**CERTIFICATE HOLDER**

\*City of North Port Building Department  
4970 City Hall Blvd.  
  
North Port FL 34286

**CANCELLATION**

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  
*[Signature]*

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