



## Community Development District

### Board of Supervisors

### First Audit Committee Meeting and Regular Meeting

November 20, 2023 at 8:30 AM

505 Whiskey Creek Drive, Marco Island, FL 34145

Anyone wishing to listen and participate in the meeting can do so by calling  
1-888-468-1195, Participant Pin 636522.

Additionally, participants are encouraged to submit questions and comments to the District Manager in advance to facilitate the Board's consideration of such questions and comments during the meeting.

The agenda is as follows:

1. Call to Order/Roll Call
2. Approval of Agenda
3. Public Comments
4. Approval of Minutes
  - a. October 18, 2023 Regular Meeting Minutes
5. Old Business
  - a. Updated Gate Painting Proposals
6. Continuance for First Audit Committee Meeting
  - a. First Audit Committee Meeting
    - i. Review and Approval of Audit RFP
    - ii. Review and Approval of Ranking Criteria
    - iii. Adjourn First Audit Committee Meeting
7. Call to Order to Resume Regular Meeting
8. New Business
  - a. Approval of Audit RFQ and Ranking Criteria
9. Attorney Report
10. Engineer Report
  - a. Bridge/Streetlight Painting Quote Update
11. Supervisors' Requests
12. District Manager Report
  - a. Acceptance of Unaudited Financials Ending October 31, 2023
  - b. Streetlight Replacement Update
  - c. FEMA Update
13. Public Comments
14. Adjournment

1  
2 **Key Marco Community Development District**  
3 **Regular Meeting**  
4 **October 18, 2023**

5 **Appearances**

6 Mary Beth Schewitz, Chairman  
7 Luanne Kerins, Co-Chair  
8 Terri Stanton

9 **Also Present**

10 Joshua Carter, District Manager  
11 Dave Schmitt, Hole Montes  
12 Greg Urbancic, District Counsel (via speakerphone)

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14 **CALL TO ORDER/ROLL CALL**

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16 The meeting was called to order by the Chairman at 8:40 AM, and it was noted that three  
17 supervisors were in attendance constituting a quorum with two supervisors absent.

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19 **APPROVAL OF AGENDA**

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22 On a voice vote by Mrs. Kerins and a second by Mrs. Stanton, the agenda was unanimously  
23 approved.

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26 **Public Comments**

27 No Public Comments were received at this time.  
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29  
30 **Approval of Minutes**

- 31 a. July 10, 2023 Board of Supervisors Special Meeting and Public Hearing Minutes  
32 Mrs. Schewitz noted a typo in line 42 of the draft meeting minutes.  
33 Mrs. Kerins noted a type in line 182 of the draft meeting minutes.  
34

35 On a voice vote by Mrs. Kerins and a second by Mrs. Stanton, the July 10, 2023 Board of  
36 Supervisors Special Meeting and Public Hearing Minutes were approved as amended  
37 unanimously.

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39  
40 **Old Business**

- 41 a. Gate Operator Replacement Proposal  
42 Mrs. Schewitz noted that following the July 10, 2023 meeting, budget approval was given  
43 for a capital improvement item to include the replacement of the operators at the District

44 Entrance. Mr. Carter noted that the existing gate operators were end-of-life and  
45 replacement parts were no longer being produced by the manufacturer, leading to longer  
46 lead times for repairs and increased expenses in replacing components.

47 Mr. Carter noted that the District's access control provider, Hands Free Security, LLC had  
48 provided a quote to replace all six gate operators with new LiftMaster operators to a total  
49 cost of \$27,180, below the budgeted amount of \$28,000. Mr. Carter noted that new gate  
50 control arms would be included in the price and installed at a lead time of 2-3 weeks. Mr.  
51 Carter noted that Hands Free Security, LLC had sent over an invoice for a 50% deposit for  
52 the service to get the installation on schedule and would send it out once approved.  
53

54 On a voice vote by Mrs. Schewitz and a second by Mrs. Stanton, the proposal for new gate  
55 operators at the cost of \$27,180 was approved unanimously.

56  
57

### 58 Gate Powder Coating Proposal

59 Mr. Carter noted that following the July 10, 2023 meeting, he had gathered updated pricing for  
60 powder coating the existing gates at the Key Marco Guardhouse. Mr. Carter noted that the  
61 recently replaced damaged exit had been installed and was powder coated prior to installation,  
62 reducing the cost for gate powder coating to \$9,175.98. Mr. Carter noted that this figure was  
63 still above the budgeted amount for this improvement and Hands Free Security had further  
64 included pricing to replace and paint gate posts and replace gate hinges with 'maintenance  
65 free' nylon hinges to a total cost of \$7,191.04. Mrs. Schewitz noted that the existing gate hinges  
66 appeared to show signs of rust and wear and ought to be replaced. Mr. Carter agreed, noting  
67 that the existing gate posts appeared to be level and without visible damage, stating that the  
68 metal hinges may should be replaced with the nylon hinges quoted at \$1,863.96. Mrs. Schewitz  
69 asked if it would be possible to get pricing to replace the gate hinges as well as have the gates  
70 painted on site rather than powder coated for a better price. Mr. Carter noted that he would be  
71 happy to follow up with the vendor and competitors to gather updated pricing.  
72

73

### 73 **New Business**

- 74 a. Authorization of Request of Qualifications (RFQ) for Engineering Services  
75 Mrs. Schewitz noted that for the 2023-2024 Fiscal Year, it would be wise to gather  
76 qualifications and pricing for engineering services as the current engineering services  
77 had not been out to bid in over 5 years. Mr. Carter noted that for the 2023 Fiscal Year,  
78 engineering spending totaled \$17,000, well over the budgeted amount of \$9,000. Mr.  
79 Carter provided a draft RFQ for Engineering Services for review of the board. Mr. Carter  
80 noted that the ranking criteria proposed followed a previous RFQ utilized by the District,  
81 which included criteria of Ability of Personnel, Familiarity,  
82 Workload/Location/Time/Budget, Experience with Permitting and Certified Minority  
83 Business Enterprise. Mr. Urbancic noted that the Engineering RFQ process was formal  
84 and subject to public notice requirements as well as requirements of CCNA.  
85 Mr. Carter asked if the board had any revisions to the criteria listed or RFQ language and  
86 no changes were proposed. Mr. Schmitt of Holes Montes noted that it may be wise to

87 include a section focused around requirements for FEMA and would provide Mr. Carter  
88 with common verbiage around this.

89 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, a motion to authorize the RFQ  
90 for Engineering as drafted, pending revisions to FEMA language as approved by District Counsel  
91 was unanimously approved.

92  
93 b. Audit Committee Selection Process

94 Mrs. Schewitz noted that the current audit renewal with Grau and Associates hadn't  
95 been out to bid in over 5 years. Mr. Urbancic noted that it would be prudent to re-  
96 engage the audit RFQ process as continuing renewals would not be the best practice.  
97 Mr. Urbancic noted that the current may be the most well aligned firm and re-engage  
98 following an RFQ, but it would be best to engage the process for the audit of the 2023  
99 Fiscal Year. Mr. Urbancic noted that the Audit Selection Process is rigid, requiring first  
100 that an audit selection committee is appointed. The committee must then hold a  
101 meeting to establish ranking criteria and approve the RFP. Mr. Urbancic noted that the  
102 committee must have a second meeting once the RFP responses are completed to rank  
103 proposals and have the Board of Supervisors select a vendor. Mr. Urbancic noted that it  
104 is prudent to have the members of the committee be members of the Board of  
105 Supervisors and the committee meetings can occur alongside the regular meetings of  
106 the board as public hearings. Mr. Urbancic noted that to complete the process in a  
107 timely manner, it would be best to have both committee meetings occur in the  
108 November and December meetings to meet the audit submission deadline.  
109 Mrs. Schewitz, Mrs. Kerins and Mrs. Stanton volunteered to sit on the audit selection  
110 committee.

111 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, a motion to establish the audit  
112 committee comprised of Mrs. Schewitz, Mrs. Kerins, and Mrs. Stanton was approved  
113 unanimously.

114 Mr. Carter noted that the next meeting of the Board of Supervisors was scheduled for  
115 November 15, 2023 at 8:30 AM and asked the committee members to confirm that they  
116 would be available to hold their first meeting on this date. Mrs. Stanton noted that  
117 there was a conflict with her schedule and would be unavailable. Mrs. Schewitz and  
118 Mrs. Kerins noted that they would be available but would be willing to move the regular  
119 meeting from November 15, 2023 to November 20, 2023 at 8:30 AM to accommodate  
120 Mrs. Stanton's availability. Mrs. Stanton confirmed that the November 20 date for the  
121 meeting was acceptable. The date for the First Audit Committee Meeting to approve  
122 ranking criteria and the RFP was set for November 20, 2023 as a public hearing in  
123 tangent with the regular meeting of the Board of Supervisors at 8:30 AM.

124 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, a motion to set the date of the  
125 first audit committee meeting as November 20, 2023 at a public hearing at 8:30 AM was  
126 approved unanimously.

127 Mr. Carter noted that for the second meeting of the audit selection committee, the  
128 following Board of Supervisors Meeting was set for December 20, 2023 at 8:30 AM and  
129 asked the committee members their availability on this date. Mrs. Kerins and Mrs.



130 Schewitz noted that with Holiday travels, this date would be difficult to accommodate  
131 and requested that the Regular Meeting and Public Hearings be moved to December 6,  
132 2023 at 8:30 AM. Mrs. Stanton noted that the December 6, 2023 date would be  
133 acceptable. The date for the second audit committee meeting was set for December 6,  
134 2023 as a public hearing in tangent with the regular meeting of the Board of Supervisors  
135 at 8:30 AM.

136 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, a motion to set the date of the  
137 second audit committee meeting as December 6, 2023 at a public hearing at 8:30 AM was  
138 approved unanimously.

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141 c. Authorization of Selection of Landscape Services Provider

142 Mr. Carter noted that Key Marco Community Association had expressed interest in  
143 gathering pricing for a new landscape service provider to start the 2024 calendar year as  
144 the service quality and pricing of the current provider had not met expectations in their  
145 maintenance of District and HOA property. Mr. Carter provided a draft RFP to the Board  
146 of Supervisors and requested that the board authorize the bidding process to confirm  
147 the HOA's hiring of a new provider to maintain the District and HOA landscape  
148 properties. Mrs. Schewitz noted that the RFP had HOA properties listed and items  
149 maintained and operated by the HOA through the facilities maintenance agreement and  
150 suggested that items be reviewed by Mr. Urbancic to make any revisions. Mr. Urbancic  
151 noted that he would be happy to speak with Mr. Carter on the RFP.

152 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, a motion to approve the  
153 solicitation of bids and proposals for landscaping services pending revisions proposed by  
154 District Counsel was approved unanimously.

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156 **ATTORNEY'S REPORT**

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158 Mr. Urbancic did not have a report to share during the October 18, 2023 regular meeting.  
159

160 **ENGINEER'S REPORT**

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162 Bridge/Streetlight Painting Quote Update

163 Mr. Schmitt noted that he had completed the updated bid solicitation for the Key Marco Bridge  
164 & Streetlighting Painting project and received three bid from Al's Painting Plus at a total cost of  
165 \$54,350, G.W Fishell at \$54,450, and RPS at a cost of \$243,790 for the bridge painting. Mr.  
166 Schmitt noted that the pricing for streetlight painting of the 62 streetlights throughout the  
167 community was proposed at \$45,150 from G.W. Fishell, \$10,000 from Al's Painting Plus and  
168 \$79,050 from RPS.

169 Mr. Carter noted that the budget amount set forth for bridge painting specifically was set at  
170 \$27,000 in Fiscal Year 2023 from the previous bids received on Bridge Painting in the past year  
171 and asked if the vendors had provided broken out pricing to separate the bridge railings and  
172 light poles from the curbs, sidewalks, and columns. Mr. Schmitt noted that their pricing was not

173 broken out in this way but could be gathered. Mrs. Schewitz noted that with the budgetary  
174 figures in place, painting of all items including curbs, sidewalks and columns was not in scope  
175 for the District, especially with the increased construction traffic that would put wear on newly  
176 painted road features. Mrs. Schewitz noted that once updated pricing to cover the immediate  
177 need of bridge railing and light poles on the bridge be provided by the bidders to have the  
178 pricing sent to Mr. Carter in advance of the next meeting for review.

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## 182 SUPERVISORS' REQUESTS

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Mrs. Schewitz made a request that all items in preparation for the meeting be sent to the Supervisors no later than one week in advance. Mr. Carter noted that this would be more than acceptable and have all items for review sent 7 days prior future meetings.

## 188 DISTRICT MANAGER'S REPORT

189

### 190 Acceptance of Unaudited Fiscal Year-End Financials Ending September 30, 2023

191 Mr. Carter presented the unaudited financial statements for Key Marco Community  
192 Development District ending September 30, 2023

193 Mrs. Schewitz noted that on the Profit and Loss, the Maintenance Assessment (4%) reflecting  
194 the discount on early assessment payments was showing positive and required adjustment. Mr.  
195 Carter noted that he would be happy to make this change and correct the unaudited statement.  
196 Mr. Carter noted that for Fiscal Year 2022-2023, The income item 'road use fee revenue'  
197 reflected an above budget number in collections of the road use fee. For the expense category,  
198 Mr. Carter noted that for Engineering Expenses, the amount spent totaled \$17,000 above the  
199 budget amount of \$9,000. Similarly, Mr. Carter noted that the Attorney expenses totaled  
200 \$10,192, above the budget amount of \$5,000. Mr. Carter noted that for engineering fees the  
201 increased engineering projects associated with Hurricane Ian and bridge painting drove this  
202 cost, while for attorney fees the increase relating to additional legal interaction as the manager  
203 was brought up to speed at the District.

204 On a voice vote by Mrs. Schewitz and a second by Mrs. Kerins, The Unaudited Financials Ending  
205 September 30, 2023 as amended were accepted unanimously.

206

### 207 Bridge Solar Streetlight Update

208 Mr. Carter noted that he and Mr. Kevin Kerins had been researching the viability of a solar array  
209 system to replace the LCEC system for bridge lighting. Mr. Carter noted that a solar array  
210 system with self-contained battery banks could be used to bring the entire Key Marco Bridge  
211 off the electrical grid, including the streetlights, marine navigation lights and camera system at  
212 a product cost of under \$4,000. Mr. Carter noted that he and Mr. Kerins would work to identify  
213 costs associated with installation and a service provider that could operationalize a solar system  
214 able to utilize the existing light fixtures at Key Marco Bridge and determine a suitable location  
215 for installation of this hardware to present to the board at a future meeting.

216

217 FEMA Update

218 Mr. Carter noted the FEMA funding agreement had been completed for the District's claim of  
219 landscaping debris removal following hurricane Ian at the federal level. Mr. Carter noted that in  
220 speaking with FEMA personnel, the process would now be handed down to the state of Florida  
221 for their review and follow a 12-step process before award. Mr. Carter noted that the process  
222 can be lengthy at the state level and would contact the State's representative once assigned to  
223 move the award process along.

224

225 **PUBLIC COMMENT**

226 A Question was posed by Mr. Howard Clement regarding the vine removal and tree trimming  
227 along the district property, noting that vines appeared to be growing in the tall trees. Mr. Carter  
228 noted that Key Marco Community Association is planning to have all arbor tree trimming above  
229 12 feet including the trimming back of mangroves, hardwood trees and vine removal  
230 performed in January and was working alongside service providers to gather quotes for this  
231 service. Mr. Carter noted that the community association's budget for calendar year 2023  
232 removed these items following the hurricane to budget for replacement of bushes and  
233 plantings killed by the storm as much of the vines were killed in the hurricane.

234

235 **NEXT MEETING**

236 The next meeting will be held on November 20 at 8:30 AM.

237

238 **ADJOURNMENT**

239 The meeting was then adjourned at 10:20 AM on a Motion by Mrs. Schewitz and a second by  
240 Mrs. Kerins. The motion was passed unanimously.



**PAINTING & CONTRACTING**

606 Bald Eagle Dr. Unit 301  
Marco Island, FL 34145  
Phone (239) 642-9777 Fax (239) 259-8339  
[gwfishell@gmail.com](mailto:gwfishell@gmail.com)  
[www.gwfishell.com](http://www.gwfishell.com)

Key Marco Community  
504 Whiskey Drive  
Marco Island, FL 34145

Bid Proposal for Painting 3 Gates:

- Powerwash and chlorine treat.
- Detail sand.
- Solvent wipe.
- Apply 2-coat system of Benjamin Moore Corotech Command specialized waterborne acrylic urethane.
- May require closing down 1 lane of traffic at a time.

Price: \$5,450.00

Payments: 50% deposit prior to start, 50% upon completion.

\*\* If proposal is accepted, a signature and the 50% deposit are needed before any work can be scheduled.

Thank you,

Greg Fishell  
G. W. Fishell Painting and Contracting, Inc.  
State Certified General Contractor  
CGC 1522437

Signature \_\_\_\_\_ Date \_\_\_\_\_

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Key Marco Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2023, with an option for additional annual renewals, subject to mutual agreement by both parties. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Collier County, Florida. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2023, be completed no later than June 30, 2024.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) electronic copy and one (1) unbound copy of their proposal to the offices of the District Manager, located at 505 Whiskey Creek Drive, Marco Island, Florida 34145, ph: (239) 394-4346 ("District Manager"), in an envelope marked on the outside "Auditing Services, Key Marco Community Development District." Proposals must be received by 12:00 p.m. on November 29, 2023, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Joshua Carter

District Manager, Key Marco Community Development District

*Run date: must be published in at least one newspaper of general circulation in the District and the county in which the District is located. The public announcement must allow for at least 7 days for the submission of proposals.*

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2023**

Collier County, Florida

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than November 29 at 12:00 p.m., at the offices of District Manager, located at 505 Whiskey Creek Drive, Marco Island, Florida 34145. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit (1) of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Key Marco Community Development District" on the face of it. **Please include pricing for each additional bond issuance.**

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (“**Proposal Documents**”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of the District’s limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

**SECTION 13. PROTESTS.** In accordance with the District’s Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be



filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**KEY MARCO COMMUNITY DEVELOPMENT  
DISTRICT AUDITOR SELECTION  
EVALUATION CRITERIA**

**1. Ability of Personnel. (20 Points)**

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

**2. Proposer's Experience. (20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

**3. Understanding of Scope of Work. (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. Ability to Furnish the Required Services. (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services by the required deadline.

**5. Price. (20 Points)\*\*\***

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

**Total (100 Points)**

\*\*\*Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

MEMORANDUM



**To:** Josh Carter, District Manager  
**From:** David Schmitt, P.E.  
**Date:** November 2, 2023  
**Subject:** Key Marco CDD Whiskey Creek Bridge & Streetlight Painting  
 Bid Breakout – Low Two Bidders

As requested, we have obtained detailed price breakouts from the two lowest bidders on the above referenced project. Following is a summary of their breakouts with the breakouts attached.

ITEM	GW FISHELL	AL'S PAINTING PLUS
Base Bid 1		
1A Guardrail, Support Plates, Approach Guardrail	\$40,000.00	\$20,100.00
1B Concrete/Stucco Pilasters	\$6,850.00	\$14,600.00
1C Sidewalk Deck/Bridge Curbing	\$7,600.00	\$17,550.00
	\$54,450.00	\$52,250.00
Base Bid 2		
Streetlights/Globe Cleaning	\$45,150.00	\$10,000.00
Base Bid 3		
Bridge Streetlight Painting	\$5,500.00	\$2,100.00
TOTAL BREAKOUT	\$105,100.00	\$64,350.00

The lowest price for completion of the railing is Al's Painting Plus at \$20,100.00. The total cost to include the streetlights on the bridge is \$22,200.00.

KEY MARCO COMMUNITY DEVELOPMENT DISTRICT  
WHISKEY CREEK BRIDGE & STREETLIGHTING  
BID BREAKOUT

Base Bid No. 1 – Whiskey Creek Bridge Painting

1A. Surface preparation and coating of three rail guard systems, steel support plates, and bridge guardrail systems at the approaches.

Cost Breakout \$ 40,000.00

1B. Surface preparation and coating of the concrete/stucco pilasters.

Cost Breakout \$ 6,850.00

1C. Surface preparation and coating of the sidewalk deck and bridge curbing.

Cost Breakout \$ 7,600.00

Total Base Bid No. 1 \$ 54,450.00

Base Bid No. 2 – Streetlight Painting

No breakout required. To include surface preparation, coating of streetlights, and cleaning of the streetlight globe.

Total Base Bid No. 2 \$ 45,150.00

Base Bid No. 3 – Bridge Streetlight Painting

No breakout required. To include surface preparation, coating of streetlights, and cleaning of the streetlight globe.

Total Base Bid No. 3 \$ 5,500.00

Submitted by: GW Fishell Painting & Contracting INC  
Company - Printed

Authorized Person: \_\_\_\_\_

Signature

Gregory Fishell  
Printed Name

Date: 10/31/23



**Painting & Decorating Contractor**  
**Residential • Commercial • Industrial**

Exterior • Interior • Water/Damp Proofing  
Concrete Restoration • Sandblasting  
Staining/Sealing • Pressure Cleaning • Glazing  
Epoxy Coating • Decks/Docks

Licensed & Insured

**KEY MARCO COMMUNITY DEVELOPMENT DISTRICT WHISKEY CREEK BRIDGE  
& STREETLIGHTING  
BID BREAKOUT**

**Base Bid No. 1 — Whiskey Creek Bridge Painting**

IA. Surface preparation and coating of three rail guard systems, steel support plates, and bridge guardrail systems at the approaches.

Cost Breakout \$ 20,100.00

1 B. Surface preparation and coating of the concrete/stucco pilasters,

Cost Breakout \$ 14,600.00

IC. Surface preparation and coating of the sidewalk deck and bridge curbing.

Cost Breakout \$ 17,550.00

Total Base Bid No. 1 \$ 52,250.00

**Base Bid No. 2 — Streetlight Painting**

No breakout required. To include surface preparation, coating of streetlights, and cleaning of the streetlight globe.

Total Base Bid No. 2 \$ 10,000.00

**Base Bid No. 3 — Bridge Streetlight Painting**

No breakout required. To include surface preparation, coating of streetlights, and cleaning of the streetlight globe.

Total Base Bid No. 3 \$ 2,100.00

Submitted by: AL Mazzula

**AL'S Painting Plus Service, Corp. \* 1035 Mainsail Dr. #314 \* Naples, FL 34114 \* (239) 210-1419**



**Painting & Decorating Contractor**  
**Residential • Commercial • Industrial**

Exterior • Interior • Water/Damp Proofing  
Concrete Restoration • Sandblasting  
Staining/Sealing • Pressure Cleaning • Glazing  
Epoxy Coating • Decks/Docks

Licensed & Insured

Company — Printed

Authorized Person: *Mazzula*

\_\_\_\_\_  
Signature

BryanMazzula

\_\_\_\_\_  
Printed Name

Date: 11/01/2023  
\_\_\_\_\_

AL'S Painting Plus Service, Corp. \* 1035 Mainsail Dr. #314 \* Naples, FL 34114 \* (239) 210-1419

## Key Marco Community Development District

## Balance Sheet

As of October 31, 2023

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Money Market	226,013.79
Fifth Third Public Fund	347,937.88
First Horizon Money Market	242,114.70
Total Checking/Savings	<u>816,066.37</u>
Total Current Assets	<u>816,066.37</u>
<b>TOTAL ASSETS</b>	<b><u>816,066.37</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,123.68
Total Accounts Payable	<u>8,123.68</u>
Total Current Liabilities	<u>8,123.68</u>
Total Liabilities	8,123.68
Equity	
Retained Earnings	866,530.21
Net Income	<u>-58,587.52</u>
Total Equity	<u>807,942.69</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>816,066.37</u></b>



## Key Marco Community Development District Profit & Loss Budget Performance

October 2023

	Oct 23	Budget	Oct 23	YTD Budget	Annual Budget
<b>Income</b>					
FEMA Proceeds	0.00	0.00	0.00	0.00	0.00
Interest Income	1,701.32	41.70	1,701.32	41.70	500.00
Maintenance Assessments (4%)	0.00	-670.00	0.00	-670.00	-8,040.00
Maintenance Assessments - Levy	2,349.77	17,866.70	2,349.77	17,866.70	214,400.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
Road Use Fee Revenue	192.50	416.70	192.50	416.70	5,000.00
<b>Total Income</b>	<b>4,243.59</b>	<b>17,655.10</b>	<b>4,243.59</b>	<b>17,655.10</b>	<b>211,860.00</b>
<b>Gross Profit</b>	<b>4,243.59</b>	<b>17,655.10</b>	<b>4,243.59</b>	<b>17,655.10</b>	<b>211,860.00</b>
<b>Expense</b>					
<b>ACCESS CONTROL</b>					
Contractual Services	0.00	0.00	0.00	0.00	0.00
Operating Supplies	0.00	0.00	0.00	0.00	0.00
R&M Gatehouse	0.00	0.00	0.00	0.00	0.00
R&M Gates	0.00	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00	0.00
<b>Total ACCESS CONTROL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ADMINISTRATION</b>					
Accounting Services	0.00	0.00	0.00	0.00	0.00
Assessment Rolls	0.00	0.00	0.00	0.00	1,000.00
Attorney Fees	962.50	583.37	962.50	583.37	7,000.00
Audit Fees	0.00	0.00	0.00	0.00	6,000.00
Bank Fees	0.00	0.00	0.00	0.00	0.00
Computer- Website Support	0.00	50.00	0.00	50.00	600.00
Dues, Licenses, Subscriptions	175.00	175.00	175.00	175.00	175.00
Engineering Fees	1,280.00	1,250.00	1,280.00	1,250.00	15,000.00
FICA Taxes	0.00	0.00	0.00	0.00	0.00
Insurances	42,556.00	44,207.00	42,556.00	44,207.00	44,207.00
Legal Advertising	0.00	208.37	0.00	208.37	2,500.00
Management Fees	10.00	10.00	10.00	10.00	10.00
Office Supplies	0.00	25.00	0.00	25.00	300.00
Postage	0.00	0.00	0.00	0.00	0.00
Property Appraiser	830.00	66.74	830.00	66.74	800.00
Property Tax Collector (2%)	0.00	358.37	0.00	358.37	4,300.00
Rentals & Leases	74.95	75.00	74.95	75.00	900.00
Supervisor Expenses	0.00	416.70	0.00	416.70	5,000.00
Trascription Costs	0.00	41.74	0.00	41.74	500.00
<b>Total ADMINISTRATION</b>	<b>45,888.45</b>	<b>47,467.29</b>	<b>45,888.45</b>	<b>47,467.29</b>	<b>88,292.00</b>
<b>CAPITAL EXPENDITURES &amp; PROJECTS</b>					
Bridge Inspection Reserves	0.00	416.63	0.00	416.63	5,000.00
Bridge Painting	0.00	2,250.00	0.00	2,250.00	27,000.00
Bridge Reserves	0.00	1,500.00	0.00	1,500.00	18,000.00
Contingency Reserves	0.00	0.00	0.00	0.00	0.00
Gate Access Control	0.00	0.00	0.00	0.00	0.00
Gate Operator Replacement	13,590.00	28,000.00	13,590.00	28,000.00	28,000.00
Gatehouse Gates	3,352.66	416.74	3,352.66	416.74	5,000.00
Landscape Improvements	0.00	0.00	0.00	0.00	0.00
Roads	0.00	3,750.00	0.00	3,750.00	45,000.00
Roads - Root Barrier	0.00	0.00	0.00	0.00	0.00
Solar Streetlighting	0.00	1,000.00	0.00	1,000.00	12,000.00
Street Lighting	0.00	0.00	0.00	0.00	0.00
<b>Total CAPITAL EXPENDITURES &amp; PROJE...</b>	<b>16,942.66</b>	<b>37,333.37</b>	<b>16,942.66</b>	<b>37,333.37</b>	<b>140,000.00</b>
Irrigation Services	0.00	0.00	0.00	0.00	0.00
<b>ROADWAY SERVICES</b>					
Repairs & Maintenance	0.00	416.74	0.00	416.74	5,000.00
<b>Total ROADWAY SERVICES</b>	<b>0.00</b>	<b>416.74</b>	<b>0.00</b>	<b>416.74</b>	<b>5,000.00</b>
<b>STREET LIGHTING</b>					
Holiday Decor	0.00	0.00	0.00	0.00	0.00
R&M - General	0.00	0.00	0.00	0.00	0.00
Utilities - Electric	0.00	0.00	0.00	0.00	0.00
<b>Total STREET LIGHTING</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>62,831.11</b>	<b>85,217.40</b>	<b>62,831.11</b>	<b>85,217.40</b>	<b>233,292.00</b>
<b>Net Income</b>	<b>-58,587.52</b>	<b>-67,562.30</b>	<b>-58,587.52</b>	<b>-67,562.30</b>	<b>-21,432.00</b>

**Key Marco Community Development District**  
**Reconciliation Detail**  
**Fifth Third Public Fund, Period Ending 10/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						405,373.93
<b>Cleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Bill Pmt -Check	09/18/2023	1264	Robert Flinn Record...	X	-149.90	-149.90
Bill Pmt -Check	10/10/2023	1270	Risk Management A...	X	-41,392.00	-41,541.90
Bill Pmt -Check	10/10/2023	1268	Hole Montes	X	-1,280.00	-42,821.90
Bill Pmt -Check	10/10/2023	1269	Preferred Governme...	X	-620.00	-43,441.90
Bill Pmt -Check	10/10/2023	1267	Coleman, Yovanovic...	X	-612.50	-44,054.40
Bill Pmt -Check	10/10/2023	ACH	Florida Department ...	X	-175.00	-44,229.40
Bill Pmt -Check	10/10/2023	1271	Robert Flinn Record...	X	-74.95	-44,304.35
Bill Pmt -Check	10/18/2023	1273	Hands Free Security	X	-13,590.00	-57,894.35
Bill Pmt -Check	10/18/2023	1272	Collier County Prope...	X	-830.00	-58,724.35
Bill Pmt -Check	10/18/2023	1274	Risk Management A...	X	-544.00	-59,268.35
Total Checks and Payments					-59,268.35	-59,268.35
<b>Deposits and Credits - 3 items</b>						
Deposit	10/24/2023			X	2,349.77	2,349.77
Deposit	10/31/2023			X	32.98	2,382.75
Deposit	10/31/2023			X	192.50	2,575.25
Total Deposits and Credits					2,575.25	2,575.25
Total Cleared Transactions					-56,693.10	-56,693.10
Cleared Balance					-56,693.10	348,680.83
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	09/28/2020	2689S	Collier County Utilities		-116.88	-116.88
General Journal	09/30/2020	2020-09			-1,171.35	-1,288.23
Bill Pmt -Check	11/08/2021	1118	Naples Daily News		-199.50	-1,487.73
Bill Pmt -Check	11/18/2021	1121	Coleman, Yovanovic...		-260.00	-1,747.73
Bill Pmt -Check	04/20/2023	1228	John Esposito		-200.00	-1,947.73
Total Checks and Payments					-1,947.73	-1,947.73
<b>Deposits and Credits - 3 items</b>						
General Journal	09/30/2020	2020-01			0.00	0.00
General Journal	09/30/2021	2020-18			1,171.35	1,171.35
Deposit	09/30/2023				33.43	1,204.78
Total Deposits and Credits					1,204.78	1,204.78
Total Uncleared Transactions					-742.95	-742.95
Register Balance as of 10/31/2023					-57,436.05	347,937.88
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	11/08/2023				1,000.00	1,000.00
Total Deposits and Credits					1,000.00	1,000.00
Total New Transactions					1,000.00	1,000.00
<b>Ending Balance</b>					<b>-56,436.05</b>	<b>348,937.88</b>

**Key Marco Community Development District  
Reconciliation Detail  
Fifth Third Money Market, Period Ending 10/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						225,216.24
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	10/31/2023			X	797.55	797.55
Total Deposits and Credits					797.55	797.55
Total Cleared Transactions					797.55	797.55
Cleared Balance					797.55	226,013.79
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
General Journal	09/30/2020	2020-01			0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					0.00	0.00
Register Balance as of 10/31/2023					797.55	226,013.79
<b>Ending Balance</b>					<b>797.55</b>	<b>226,013.79</b>

**Key Marco Community Development District**  
**Reconciliation Detail**  
**First Horizon Money Market, Period Ending 10/31/2023**

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						241,243.91
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	10/31/2023			X	870.79	870.79
Total Deposits and Credits					870.79	870.79
Total Cleared Transactions					870.79	870.79
Cleared Balance					870.79	242,114.70
Register Balance as of 10/31/2023					870.79	242,114.70
<b>Ending Balance</b>					<b>870.79</b>	<b>242,114.70</b>