

Response to
RFP NO: RFP-EM2023-001
**EMERGENCY PLANNING, DISASTER RECOVERY,
AND MITIGATION GRANT PROGRAM SERVICES**



Due by
September 18, 2023, at 4:00 p.m. EST

Delivery to
Franklin County Clerk of Courts
ATTN: Michelle Maxwell
Franklin County Emergency Management
33 Market Street, Suite 203
Apalachicola, FL 32320

Prepared By:



2954 Highway 71
Marianna, Florida 32446
Contact:
Glen Williams | Phone: (850) 272-2441

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Section 1: Introductory Letter

September 18, 2023

Franklin County Clerk of Courts
ATTN: Michelle Maxwell
Franklin County Emergency Management
33 Market Street, Suite 203
Apalachicola, FL 32320

RE: RFP FOR EMERGENCY PLANNING, DISASTER RECOVERY, AND MITIGATION GRANT PROGRAM SERVICES

Ms. Maxwell,

Wheeler Emergency Management Consulting, LLC (**Wheeler EMC**) is pleased to submit our proposal to RFP NO: RFP-EM2023-001. Over time we have developed many relationships with companies and individuals who are experts in their field. From these relationships, Wheeler EMC has established a Team of trusted associates. For this project, Wheeler EMC will serve as the Prime Contractor with National Disaster Recovery Solutions, LLC (NDRS), HMB Professional Engineers, Inc. (HMB-FL), and E.P. Consulting, Inc. (EPCI) serving as subcontractors. Our proposal was developed to demonstrate our combined capabilities for EMERGENCY PLANNING, DISASTER RECOVERY, AND MITIGATION GRANT PROGRAM SERVICES, and below I've summarized why our team is the ideal choice to assist the County:

Dedicated Florida Panhandle Office and Personnel - With a strategically located office in Marianna, Florida, Wheeler EMC maintains a strong presence in the region. Our local personnel are seasoned experts in FEMA Public Assistance, Hazard Mitigation Grant Programs, training and exercises, disaster debris monitoring, and Federal procurement guidelines. The Florida Panhandle is not only our area of operation but also our home, instilling in us an unwavering commitment to ensuring the full recovery of the region from any disaster it may face.

Unparalleled Experience and Expertise in Federal Disaster Recovery Programs - Wheeler EMC boasts an exceptional track record in administering recovery programs for communities across the United States. Our extensive experience enables us to navigate the intricate web of federal recovery programs, understanding how they synergistically contribute to comprehensive community recovery. We possess in-depth knowledge of leveraging resources such as Section 404 and 406 to enhance resilience and incorporating them into Public Assistance grants effectively. Moreover, our team has firsthand experience managing grants associated with 428 Alternative Procedures (PAAP) for Hurricane's Florence & Michael, placing us among the select few with such expertise.

Comprehensive Service Capabilities - Our team's expertise in emergency management, flood mitigation, and cost-effectiveness analyses positions us at the forefront of shaping resiliency planning practices and policies nationwide. Beyond strengthening our clients' resilience, we provide long-term strategies to reduce disaster losses, enhance disaster prevention planning, and empower communities to fortify themselves against future threats and hazards. By engaging our services, Franklin County can benefit from our holistic approach to building sustainable resilience.



Proven Track Record - Wheeler EMC Teammates have worked on over 50 presidentially declared disasters to assist State and local governments properly account for disaster relief funds, comply with applicable requirements, and obtain reimbursements for response and recovery projects. These professionals have assisted clients with over \$1 billion of funding from FEMA, HUD, CARES Act, American Rescue Plan Act (ARP), and other Federal and State funding agencies.

We feel that our cost structure will be competitive compared to other firms with our capabilities. We fully understand and will comply with all requirements outlined in the RFP and are prepared to operate in accordance within the structure and assignments tasked by the County.

We stand ready to provide any additional information and greatly appreciate the opportunity to provide our services to the County. Please contact us if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ben H. Maddox", written in a cursive style.

Benjamin Maddox
Wheeler EMC
President

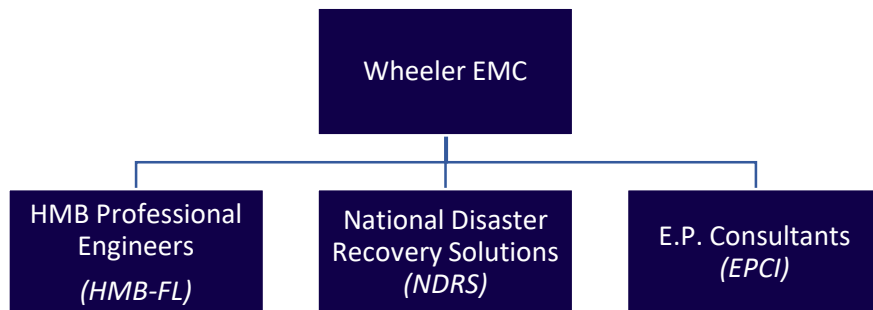
Section 2: Qualifications and Experience

Wheeler EMC History

Wheeler Emergency Management Consulting, LLC (Wheeler EMC) is a government, non-profit, and private sector consulting firm headquartered in the Florida Panhandle. Wheeler EMC is organized as a limited liability company with one equity shareholder. Our services include preparedness, planning and training, recovery services, mitigation, and comprehensive grant management. Founded in 2011, Wheeler EMC has provided similar services to over 15 clients assisting them to document in excess of \$300 Million on more than 300 PWs across 10 Disasters.

Over time we have developed many relationships with companies and individuals who are experts in their field. From these relationships, Wheeler EMC has established a Team of trusted associates. For this project, Wheeler EMC will serve as the Prime Contractor with National Disaster Recovery Solutions, LLC (NDRS), HMB Professional Engineers, Inc. (HMB), and E.P. Consultants, Inc. (EPCI). The background and experiences of this combined team are provided within the body of the proposal with details on the proposed subcontractors identified below

Wheeler EMC & Subcontractors



About HMB Professional Engineers, Inc

HMB Professional Engineers, Inc. (HMB) is a civil engineering and environmental planning firm serving the southeast region of the United States. Since 1979, HMB has been working for public and private clients in planning, designing, constructing, and maintaining infrastructure projects throughout the region. With over 80 employees and offices throughout Kentucky, Tennessee, Indiana, Alabama, and Florida. HMB acquired Capital Engineering and Consulting, LLC in 2022 to anchor their Florida operations (HMB-FL) HMB-FL is headquartered in Marianna, Florida operated by local engineers Mr. Jason Crenshaw, P.E. and Mr. Donald Stanley, P.E. HMB-FL currently serves Jackson County and Washington County Board of County Commissioners on engineering continuing services contracts.

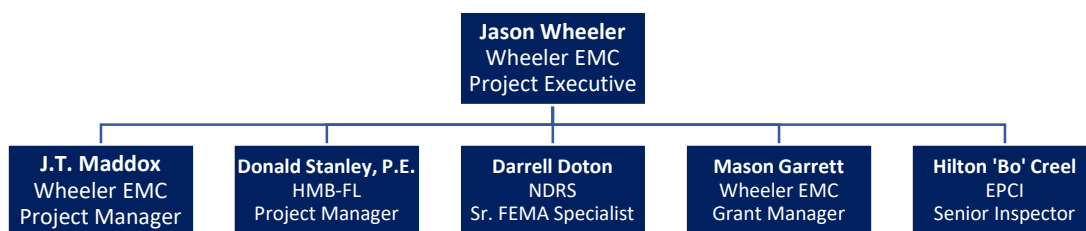
About National Disaster Recovery Solutions, LLC

National Disaster Recovery Solutions, LLC (NDRS) is a specialized consulting firm organized by a professional with over 15 years' experience in disaster recovery operations, project management and recovery staff management. Mr. Darrell Dotson has served the public and private emergency management industry in senior level leadership positions for prime contractors, the Federal Emergency Management Agency (FEMA) and the Florida Division of Emergency Management (FDEM). Darrell Dotson is the President of NDRS and Former State of Florida Public Assistance Operations Officer during the 2004--05 Florida Hurricanes, as well as FEMA's Infrastructure Branch Director at the Florida Recovery Office for the 2011 Alabama tornadoes, and FEMA's Deputy Infrastructure Branch Director for its Hurricane Sandy Response Operation in New York. In the private sector, Darrell has served in senior Recovery Policy Advisor positions for the Municipality of Anchorage Office of Emergency Management, the South Carolina Emergency Management Division for five major disasters from 2014-2018, as well as serving in a similar role for the Florida Division of Emergency Management after Hurricane Irma (2017), and engagements with the Alabama Emergency Management Agency, the Colorado Homeland Security and Emergency Management Department, and the New Jersey Office of Emergency Management.

About E.P. Consulting Services, Inc.

E.P. Consulting Services, Inc. (EPCI) assists local municipalities, contractors, and homeowners, primarily in Northwest Florida, with building code consulting, permitting administration, and fire safety & building inspections. EPCI offers over two decades of experience in Florida code services on a state and local level, to ensure that the development of Northwest Florida flourishes into a structurally safe environment. EPCI takes pride in assisting local municipalities with obtaining development goals, knowing these efforts will lead to a bright future for Florida's cities. EPCI can provide eligible jurisdictions with Post Incident Safety Inspections of applicant-owned facilities, commercial, and residential buildings to support applicant's Category B Project Worksheet requests for FEMA Public Assistance. The specific purpose of the Post Incident Safety Inspections is to determine whether the facility is safe for entry, occupancy, and lawful use (e.g., "red-tagging" a building that is unsafe). Additionally, can support applicants' ability to apply for certain Building Code Administration and Enforcement Reimbursement through FEMA's Public Assistance Program. Section 1206 of the Disaster Recovery Reform Act allows applicants to request eligible building code activities that occur up to 180 days after a major disaster declaration to be considered for reimbursement through Public Assistance.

Project Team Organizational Chart



Key Personnel

Wheeler EMC currently employs over 50 full-time and contracted staff in Florida, which can be made available to the County during normal business times and during times of emergency or disaster. Additionally, we can draw from available employees at each of the three (3) subcontractors for any demand surge. Below is a list of individuals who can be assigned to the County, along with their specific roles, anticipated amount of time dedicated to the project, and their type of relationship.

Personnel	Firm	Tasks/Position	Type	Dedication
Jason Wheeler	Wheeler	Project Executive/ Contract Manager	Full-Time	100%
J.T. Maddox	Wheeler	Project Manager – Process Center	Full-Time	100%
Donald Stanley, P.E.	HMB-FL	Project Manager – Field Staff	Contract	100%
Darrell Dotson	NDRS	Sr. FEMA Specialist - Recovery	Contract	100%
Mason Garrett	Wheeler	Grant Manager – FEMA PA	Full-Time	100%
Lucas Mayo	Wheeler	Grant Manager – Mitigation	Full-Time	100%
Hilton “Bo” Creel	EPCI	Senior Inspector	Contract	100%

Potential Additional Staffing, by position includes:

Project Manager(s): Kevan Parker (Wheeler); Jason Crenshaw (HMB-FL); Jason Gilmore (Wheeler)
Assistant Project Manager(s): Anthony Gratz (Wheeler); Kenny Williams (Wheeler)
Senior FEMA Specialist(s): Glen Willaims (Wheeler) Jeremy McClelland (Wheeler)
Grant Manager(s): Drew Mayo (Wheeler); Rhonda Thomas (Wheeler);
Data Manager(s): Titus Overholt (Wheeler); Tucker Nebel (HMB-FL)
EPCI : Provide Inspectors including Sr. Inspector, Construction Inspector, and
HMB-FL

Wheeler EMC can also provide staff augmentation for EOC-related activities including Incident Command System (ICS) Support, Emergency Support Functions (ESF), and medical (ARNP, RN, CNA).

Summary Resumes

Jason Wheeler (Wheeler EMC): A native of the Florida Panhandle, Mr. Wheeler has been involved with disaster recovery services since Hurricane Andrew while attending Florida State University. Beginning in 1995 with Hurricane Opel, he has served in a variety of technical and leadership positions for the State of Florida and the private sector. Mr. Wheeler has founded and worked for engineering firms and emergency management consulting firms delivering tangible results in complex environments through proactive leadership and crisis management expertise. He combines process implementation, strategic development, and project management with strong knowledge of program management, federal budget procurement, and legislative affairs. He is a proven motivational leader and communicator, capable of building cross-functional cohesion and project engagement across all levels of management, staff, and outside partnerships. He has a recognized ability to align organizational systems, unleash individual talents, and build long-standing, internal, and external relationships. He has a Bachelor’s degree in Political Science.

J.T. Maddox (Wheeler EMC): Throughout his professional career, Mr. Maddox has successfully designed and implemented team-focused processes used by staff under his management to increase efficiency and cost-effectiveness of the organizations and clients he represents. He graduated from TCC and is a Registered Nurse with extensive FEMA Independent Studies. He has represented a multitude of government clients at the state and local levels while providing policy-based emergency management guidance to ensure processes and projects are compliant with the Stafford Act, the Code of Federal Regulations, federal, state, and local laws.

Donald Stanley, P.E. (HMB-FL): Mr. Stanley has worked on various types of civil design projects, which include erosion control, stormwater, roadway, sidewalk, and landfill design. Mr. Stanley's duties also include permitting, construction estimates, construction layout, inspection, grant writing, and contract administration. Mr. Stanley has been involved with a variety of roadway design projects which required compliance with AASHTO Green Book, FDOT Plans Preparation Manual, FDOT Green Book, FDOT Design Standards and Federal Highway Administrations Manual of Uniform Traffic Control Devices. Mr. Stanley has been responsible for managing inspection staff for the past 10 years including scheduling, overseeing reporting and testing, providing guidance in the field, and maintaining current CTQP certifications for all field staff; managing day-to-day operations; ensuring quality and timely completion of projects; providing technical and subject matter expertise; participating as a senior team member providing high-level consulting services; executing project task in successful delivery of services; developing and defining strategic visions; ensuring quality standards and work performance on projects and organizing, direction and managing support services. He has a Bachelor's in Civil Engineering.

Darrell Dotson (NDRS): Mr. Dotson has more than ten years of experience in disaster recovery operations, project management, and JFO Staff management. Darrell began his second tenure with MB3 in April of 2013 and is focused on maintaining relationships with existing clients and increasing company presence with existing and prospective clients. Darrell is also responsible for reinforcing MB3's position as the leading provider of grants management software in the emergency management marketplace while leveraging his Emergency Management experience to assist with the design and implementation of new software products to increase the efficiency of State and Local Emergency Management agencies. Prior to and between his MB3 engagements, Darrell established a track record of success working as a member of Public Assistance Program Leadership with the State of Florida and the Federal Emergency Management Agency, overseeing the disbursement of over \$10 billion in Public Assistance and Direct Federal Assistance funding, including the removal of nearly 100 million cubic yards of debris. During this period, Darrell was instrumental in leading several successful recovery efforts, serving as the Deputy State Public Assistance Officer for the 2004 and 2005 Florida Hurricanes, FEMA Public Assistance Officer for the 2008 Tornado and Flooding events in Michigan and Ohio, FEMA Deputy Infrastructure Branch Director for the Florida Recovery Office, FEMA Infrastructure Branch Director for the 2011 Alabama Tornadoes, and FEMA Deputy Infrastructure Branch Director for Hurricane Sandy in New York. Darrell was also responsible for management, oversight, and formulation of FEMA Region IV's program appeal responses along with FEMA's responses to DHS OIG audit findings and corresponding resolution recommendations within the Region. Darrell leverages his extensive knowledge of the Stafford Act, 44 CFR, Public Assistance Policies and Guidance, and Incident Command to maximize efficiency and unity of effort in his consulting activities.



Mason Garrett (Wheeler EMC): Prior to joining Wheeler EMC in January 2021, Mr. Garrett served as a senior-level grant manager for Florida Division of Emergency Management (FDEM) on selected disasters ranging from DR 1785 Tropical Storm Fay to DR 4283 Hurricane Matthew. During this time, he successfully processed over \$100 million in obligated funds to the local municipalities and state agencies and written or assisted in writing over 100 large project closeouts. He was the point of contact for FDEM for multiple municipalities and State Agencies for Storms ranging from Tropical Storm Fay to Hurricane Matthew. These subrecipients include St Johns County, FL, Flagler County, FL, Putnam County, FL, City of Tallahassee, City of Palm Coast, City of St Augustine, City of Fernandina Beach, City of Flagler Beach, Baptist Health Systems, JEA, Florida Department of Environmental Protection, Florida Fish & Wildlife Conservation, Florida Department of Corrections, and Florida Department of Transportation. Currently Mr. Garrett serves Washington County, FL as a Senior Consultant managing the following grants DR 4138, DR 4399, DR 4486, DR 4564, CARES ACT, & APR ACT.

Lucas Mayo (Wheeler EMC): Since joining Wheeler Emergency Management Consulting, Mr. Mayo has been very involved with day-to-day operations providing technical and subject matter expertise in fulfillment of Statements of Work. He's been participating as a senior team member while providing high-level consulting services. Mr. Mayo played a part in developing and defining strategic visions. During the response to Hurricane Michael, Mr. Mayo was involved with Project Development and Formulation to assist multiple applicants. He was involved with the COVID-19 emergency protective measures response in Washington County and continues with the ongoing public assistance effort for PW obligation to closeout. He has also helped several applicants with CARES and ARPA funding of eligible projects and expenditures. Additionally, Mr. Mayo leads our firm's services for HMGP and CDBG-DR/MIT grant administration services for mitigation.

Hilton "Bo" Creel (EPCI): Bo Graduated from Poplar Springs High School near Graceville in 1966 and was on the Florida Championship Basketball team that year. With 50 years in the construction industry and prior experience as a licensed building contractor, Bo is an excellent building code consultant for residential and commercial properties and provides exceptional fire and building inspections. He was also a continuing education for contractors' instructor for 20 years where he taught: DBPR Licensed Building, Electrical, Plumbing and Mechanical Inspector and DBPR Licensed Building and Plumbing plans examiner. Mr. Creel is a certified fire safety inspector from Florida State Fire College, holds a Certificate of Competency Arson Investigator, Southern Building Congress, Building Inspector Building Plans Examiner Plumbing Inspector, and Electrical Inspector Mechanical Inspector Plumbing Plans Examiner.

Additional Specialized Expertise of Team Members

Federal Highway Administration: Wheeler EMC Team offers a unique perspective regarding emergency management and transportation operations. Members of our team have served in leadership and technical support roles while employed at the Department of Transportation and Florida Division of Emergency Management. We offer the County access to licensed engineers (PEs) through HMB Engineering who have previously served on FDOT's Damage Assessment Team. For nearly a decade, our experience serving in the capacity involves coordinating response efforts, damage assessments, completing FHWA's Detailed Damage Inspection Reports (DDIRs) and contract administration.



Prime Contracts
(emergency agreements & permanent awards)
for Similar Projects by Event

Declared Disaster	Client (Firm)
Kentucky Severe Winter Storm and Flooding (DR-1818)	Jessamine County, Kentucky (Wheeler)
Florida Severe Storms and Flooding (DR-4138)	Washington County, Florida (Wheeler)
Florida Severe Storms and Flooding (DR-4177)	Washington County, Florida (Wheeler)
Hurricane Hermine (DR-4280)	City of Tallahassee, Florida (Wheeler) Leon County, Florida (Wheeler)
Hurricane Irma (DR-4337)	City of Tallahassee, Florida (Wheeler) Leon County, Florida (Wheeler) Washington County, Florida (Wheeler)
Hurricane Michael (DR-4399)	City of Tallahassee, Florida (Wheeler) Leon County, Florida (Wheeler) Washington County, Florida (Wheeler) City of Marianna, Florida (Wheeler) City of Blountstown, Florida (Wheeler) Town of Altha, Florida (Wheeler) Calhoun County School Board (Wheeler) Jackson Hospital (Wheeler) Town of Alford, Florida (Wheeler) Town of Wausau, Florida (Wheeler) City of Chipley, Florida (Wheeler)
Earthquake (DR-4413)	Municipality of Anchorage, Alaska (NDRS)
COVID-19 (DR-4497)	Lewis County, Kentucky (Wheeler)
COVID-19 (DR-4533)	Municipality of Anchorage, Alaska (NDRS)
COVID-19 (DR-4486)	City of Jacksonville, Florida (Wheeler) Washington County, Florida (Wheeler) City of Marianna, Florida (Wheeler) Jackson Hospital (Wheeler)
Hurricane Sally (DR-4546)	Washington County, Florida (Wheeler) City of Blountstown, Florida (Wheeler)
Hurricane Ian (DR-4673)	Housing Authority of the City of Fort Myers (Wheeler) Lee County Sheriff's Office (Wheeler)

Additional Minimum Requirements

In August of 2011, Wheeler Emergency Management Consulting, LLC (Wheeler EMC) filed Articles of Organization as a Limited Liability Company to provide emergency management services. Since then, Wheeler EMC has re-filed annually to maintain an active status to continue doing business in the State of Florida. Any, and all, subcontractors performing work on behalf of Wheeler EMC will be properly registered, insured, and licensed. Wheeler EMC is authorized and licensed under Florida Statutes to perform professional services. Wheeler EMC is registered with the State of Florida, Division of Corporations, Certificate of Authority No. L1100009565 as an active LLC in good standing. In the last five years, Wheeler EMC has not been a party to a lawsuit of any kind related to, in any manner, the type of services requested in this RFP.



References

Washington County, Florida

Nature of Project: Disaster Recovery
Lynne Abel, Public Safety Director
label@washingtonfl.com,
850.638.6203
2800 Pioneer Road, Chipley, FL 32428

Jacksonville (FL) Fire and Rescue

Nature of Project: Disaster Recovery
Keith Powers, Director/Fire Chief
kpowers@coj.net,
904-255-3300
515 N. Julia Street, Jacksonville, FL 32202

City of Tallahassee, Florida

Nature of Project: Disaster Recovery
Robert Wigen, Director of Resource Management
Robert.wigen@talgov.com,
850.891.8035
300 S Adams Street, Tallahassee, FL 32301

City of Blountstown, Florida

Nature of Project: Disaster Recovery
Traci Hall, City Manager/Finance Director
thall@blountstown.org,
850.674.5488
20591 Central Ave. West, Blountstown, FL 32424

City of Marianna, Florida

Nature of Project: Disaster Recovery
Jim Dean, City Manager (Retired)
jdean@mariannafl.city,
850.482.4353
2895 Jefferson Street, Marianna, FL 32446

Section 3: Proposed Technical Approach

We will help identify reimbursable project scopes that will minimize risk, maximize reimbursements, and ensure compliance with the funding sources. All projects are unique in labor needs, and we will “Right Size” our team based on the pre-disaster engagement, the incident’s size, type of damages, and County’s capacity and capabilities. Key functions will be fulfilled either in a truncated team, main team or an extended team structure displayed below:

Type	Truncated Staff	Main Staff	Extended Staff
Size	0-9	10-20	Over 20
Focus	Evaluation and assessment team providing strategic guidance and policy review; damage assessment and eligibility determinations; overall programmatic support; project closeout, audit and appeal support; coordinate, assist and facilitate with local staff, State and Federal agencies	Includes an Audit Team to review contracts, policies, procedures, and documentation deficiencies; PW development, financial systems for tracking and managing progress; facilitate reporting requirements and reimbursements; public facilitation and homeowner assistance	Extended support includes a Project Control Team to control work associated with each PW; QA/QC by tracking force account activities and contracted work; capturing supporting documentation and displaying the connectivity with visual and geographical representation; debris management and monitoring

We have the capacity to meet your needs, and we can immediately deploy staff to the County and typically respond the same day for client meetings. Wheeler EMC is able to assign staff to that County that can devote 100% of their time to research your current processes and create strategies that secure FEMA funding.

Technology

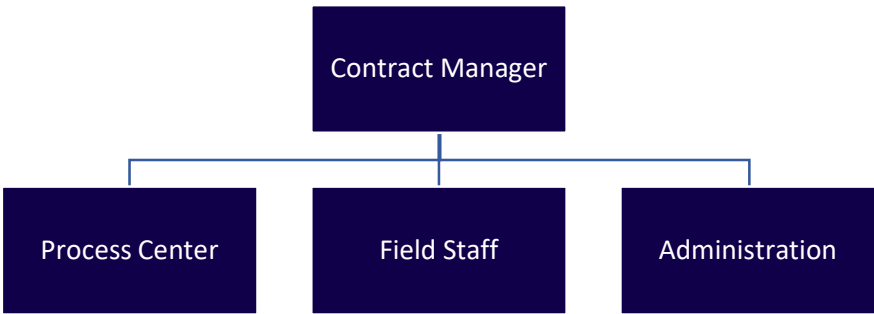
Florida PA, EMMIE and Grants Manager are critical on-line tools used for tracking and monitoring each applicant’s declared disaster. Wheeler EMC will advise on or manage each of these development tools in their entirety. Capital Information Analysis (CIA) is our proprietary and scalable database. CIA is the primary tool that Wheeler EMC uses to document billings for all team members assigned to a project. Depending on the scope of the task, CIA allows Wheeler EMC to assign codes that allows our project team to capture and classify our Management Costs or Direct Administrative Costs (DAC). CIA works between the PA Program and other grants that may be available to you. Work descriptions and the level of detail aligns with FEMA PA, allowing our professionals to provide accurate and timely summaries that substantiate the services provided. This includes continued support to track DAC eligible project costs (Management Costs) separately consistent with the requirements of local, regional, state stakeholders and FEMA. For this project, and for the County staff to use going forward, we can create 'leave-behinds' such as standard operating procedures (SOPs), guidance documents, templates, and checklists applicable to federal disaster aid programs.

Methodology

The Wheeler EMC team structure is designed to bring the County a comprehensive solution for disaster recovery services comprised of professional firms providing the depth of resources necessary to meet your needs.

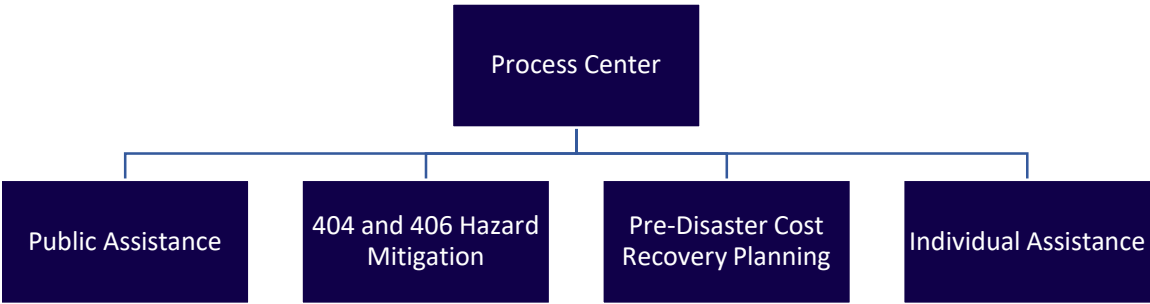
From public assistance recovery professionals to engineers and attorneys, we have deep knowledge and experience relevant to these type projects. We will be an integral partner with the County from the pre-disaster declaration and planning throughout the close-out process with FEMA and other funding sources. Following, we have provided diagrams to illustrate the organizational responsibilities of our team.

Shared Responsibilities



The Contract Manager, Jason Wheeler, will serve as the point of contact and share responsibility and oversight for the project as a whole. He is responsible for assigning resources, client communications, service delivery, and quality control monitoring. To accomplish those tasks, he will oversee and delegate work to the three primary work centers, the Process Center, the Field Staff, and the Administration.

Process Center Responsibilities

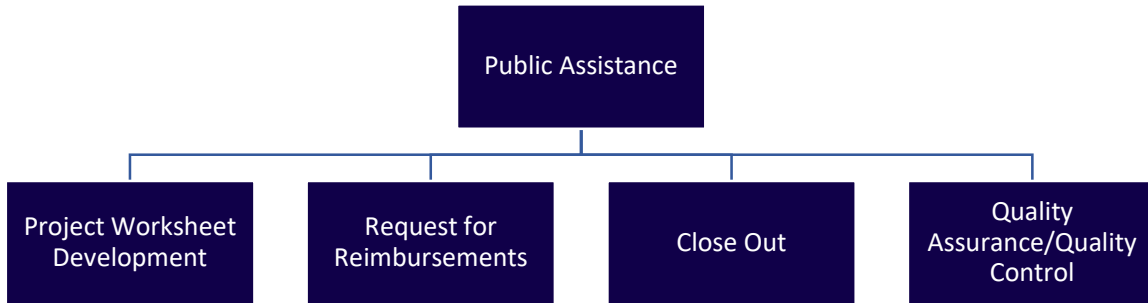


In addition to working on site with Jackson County, our process centers can serve as the disaster recovery hub and will focus on various aspects of disaster recovery including Public Assistance (PA), Hazard Mitigation Grants Program (HMGP), Pre-Disaster Cost Recovery Planning and Training. Each of these areas, including CDBG-DR and FHWA, will be staffed with specifically trained personnel that will be called on and utilized as needed.

The benefit to having an offsite process center is the minimal footprint at the County’s office space, also the process center will not be impacted by the same event or natural disaster as County. We have the availability to move the process center between the office in Marianna and Jacksonville avoiding any chance at being incapacitated by a natural disaster at the process center. This footprint is designed to minimize disruption of services and allows us to mobilize our team if and when a disaster affects our area.



Public Assistance Detail



We understand the dynamics of disaster recovery financial planning, resource allocation, as well as the need for financial stability. From the first day on the job, our efforts will focus on quickly engaging with your personnel and gathering pertinent data to support a seamless project launch. We will ensure full awareness of funding opportunities and funding obligation to orient you with the project management process, as well as address any questions that may arise throughout the project lifecycle. The following steps outline the framework for our proposed technical approach, including anticipated start-up procedures, performance milestones, estimated resource commitments and County requirements.

Step 1: Project Launch & Evaluation

Our goal for the project launch and evaluation will be to seamlessly integrate our team members and work efforts with the client. We will work efficiently to request, access and gather required information and create one source location to manage the documentation, data, and Management Costs/Direct Administrative Costs (DAC) in a single system. We understand the importance of establishing and maintaining a presence with project personnel who are knowledgeable, accessible, and reliable. We will continue to work with the preferred point of contact and report progress based on internal expectations.

Step 1 Overview

Using evaluation, applied technology and program performance measurement, we will assess the client's damages, determine benchmarks for each project, and offer testing and training to validate current procedures and processes and recommend change solutions based on outcomes. We will then present a plan which reflects an agreement on approach, staffing level, timeline, communication protocol, stakeholder engagement techniques, required documentation and files, project logistics, deliverable outlines, and objectives.

The plan will address programmatic support by informing the clients of program requirements, performing financial and project tracking, and developing and reviewing deliverables and maintaining documentation to satisfy funding requirements. We will be reviewing and/or developing policies and procedures, checklists, draw schedules, budget development, appropriate conditions for reimbursement to be memorialized in contract agreements, and project identifiers necessary to comply with all federal, state, and internal cost control and financial management rules and regulations.

Step 1 Milestones & Key Activities

- Establish communication between our team and key stakeholders with a Project Launch meeting
- Applicant briefings, exploratory calls & recovery scoping meetings with FEMA and State

- Inventory damages, identify funding sources, advise program requirements, formalize assistance requests to obtain approvals
- Assess applicant's existing documentation, plans, policies, and procedures and assist with development of new or improved
- Establish shared database and a process for collecting data; identify training opportunities and develop support systems

County's Commitment during Step 1

During project launch and evaluation, we will require a low-to-moderate level of your resources. In addition to emergency management and executive administrators, key staff members from other departments such as facilities, public works, finance, HR, and those with direct storm damage should be represented at the meetings and may be contacted directly for relevant documentation. Typical items collected from the client will be all current storm-related expenses and documentation, procurement and payroll policies, mutual aid agreements, and correspondences with FEMA and State.

Step 2: Project Formulation and Worksheet Development

Based on our experience, we believe the best way to ensure compliance of project worksheet development is to perform in coordination with Federal and State representatives. Representing our client here is very important, because the State's funding agreement ultimately places the responsibility for the grant on the recipient. Reliance upon FEMA and State staff alone to provide all necessary support to ensure maximum federal contribution is not an adequate control. Our team takes a multi-phased approach to project formulation and worksheet development. This step includes a high degree of planning, review of documentation, fieldwork as necessary, and reporting.

Step 2 Overview

Project Worksheets are the tool used by FEMA to develop projects. The PW (FEMA Form 90-91) is the primary form used to document the location, damage description and dimensions, scope of work, and cost estimate for each project. The complexity and magnitude of the project, as well as other influences, can cause issues that need to be resolved before a project can be successfully completed, reimbursements are received, and the project can be closed. Our approach to assisting the client in the identification and resolution of project issues begins with ensuring that high priority items are included. A prioritized list of issues will be developed and discussed with the client. The approved list will be used as the team works with the State and FEMA to refine and resolve Project Worksheet issues.

As new issues are identified by the team, or otherwise brought to the attention of the team, each will inform officials and work with them to get the issues resolved. We have proven experience integrating mitigation (406), alternate (428), and improved actions into the recovery process, including Public Assistance Alternative Procedures (PAAP) and Fixed-Cost Offers. We understand the requirements of potential funding sources and will evaluate their eligibility. Expertise in cost estimation methods, including developing consistent and accurate estimates, is essential for participation with alternate and improved projects. If appropriate, we will uncover the opportunity for alternatives or improvements while restoring your facilities to their pre-disaster function and capacity. We will facilitate meetings to rank and select eligible projects, maintain documentation and research to support eligibility, and document the planning process. To integrate these initiatives into the recovery process, we will coordinate with the client and disaster recovery personnel to understand recovery needs and identify opportunities, determine eligible initiatives based on program requirements, develop eligible project scopes and budgets, seek 406 mitigation funds, maintain documentation to justify eligibility, track expenditures, and review documentation to ensure costs are reimbursable. These services are performed in close coordination with all local, State, and Federal regulations to ensure activities are allowable, achievable, and cost-effective. We have worked with many clients to complete Project Worksheets (PW's) and maintain



supporting documentation in accordance with applicable federal regulations. We will coordinate with local, state, and federal agencies, as needed, to ensure PWs are appropriately completed in a timely manner. Subject matter experts will review PWs prior to submission to ensure compliance with program requirements. Our policy is to maintain paper and electronic work records, which contain documentation of all interviews, data collection, documents received, iterations of work products and deliverables, and justification for any recommendations. We will maintain case management files for each Project Worksheet (PW) we support and log our time to PWs, to capture direct administrative cost reimbursement for our services.

Step 2 Milestones & Key Activities

- Understand preliminary damages, identify risks and potential issues, establish QA/QC, and determine benchmarks
- Assemble subject matter experts, review costs eligibility, and identify overall contract requirements
- Develop scopes of work, project grouping, identify opportunities for mitigation, alternative or improved projects, special considerations & pilot program guidance and cost estimations
- Coordinate development of Project Worksheet and versions for all FEMA PA Categories including scope changes
- Advise on construction methods, force account capabilities, contract labor, requesting proposals and procurement requirements
- Communicate program requirements and ensure PW compliance prior to submission

County's Commitment during Step 2

During project formulation and worksheet development, we will require a moderate level of your resources. We will have some formal training with key stakeholders, specifically force account documentation, about field-level requirements when performing work eligible for reimbursement.

Step 3: Project Control and Program Administration

We understand FEMA PA grants processes and compliance risks. We know the most common payment risks and issues. It is critical that every dollar of federal aid is spent appropriately. We will develop and maintain an audit tracking mechanism to appropriately track and monitor all financial, scope of work and schedule activity as well as any other pertinent information.

All associated costs are tested to the program's requirements and compared to an established budget that ensures there are no unforeseen surprises. Before we submit expenses, we will review disbursement requests and payment requisitions received from both force account labor and project contractors to ensure that all appropriate documentation has been received and validated.

Step 3 Overview

During the project control and program administration, our team will analyze the available data about the current and planned projects, and conduct an assessment based on this analysis. To expedite review and organize site visits, we will batch reviews by department, category, and by logically grouped project identification. We then obtain an initial understanding of the project and inventory the documentation submitted to date and upload it to the shared system.

After the planning and pre-work is complete, we will review the project worksheet elements and contact the appropriate department for any additional or supplemental information and documentation that may be required.

We will schedule site visits, if needed, to confirm project completion. In addition to confirming project completion, our review will examine different cost areas to determine whether the funds awarded were expended and accounted for in accordance with applicable Federal and State laws, and with the provisions of the grant.

Step 3 Milestones & Key Activities

- Provide oversight to internal departments, develop operating procedures, checklists and relevant guidance documents
- Interface accounting systems and develop audit matrix to track progress and compliance on a project-by-project basis
- Monitor PWs and payment documentation to identify any issues that need to be resolved
- Accurately account for, reconcile and report claimed costs in accordance with approved PW
- Field-level support with site visits and force account monitoring to capture work completed
- Compile and validate data and submit requests for reimbursements for eligible costs

County's Commitment during Step 3

During project control and program administration, your level of commitment is low-to-moderate for work contracted and moderate-to-high for work performed using your resources. Items required during this step include purchase orders, payroll sheets, daily work orders, monitoring/inspection logs, etc. These items are the beginnings of a grant lifecycle case management file used to ensure both compliance, and completeness of project worksheets.

Step 4: Ongoing Guidance and Problem Resolution

We have a long and successful history of providing ongoing guidance and problem resolution to support client reconciliations. These efforts are necessary to report on existing Project Worksheet accounts, balances, system interfaces, and other issues related to payment processing and reporting. FEMA reimbursements require that costs claimed be appropriately accounted for, supported, and accurately reported. The claimed costs must be reasonable and allowable. The cost must also be in accordance with the approved Project Worksheet. Costs claimed must be supported by appropriate documentation. Over the years, audits have reported significant problems with supporting documentation. These problems have ranged from a total lack of documentation to unsigned invoices or other documentation used by sub-grantees to support reimbursement claims. Reconciliations of costs to sub-recipients accounting systems are also a requirement that is not always completed. The grant provided for each project must be recorded against that project and not co-mingled with other projects. The accounting system must be appropriately interfaced with the grant award process and the sub-grantees payment processing system on a project-by-project basis. Our approach to assisting sub-grantees in their payment processing and reporting will start from the first identification of eligible data and documentation. Beyond the grants associated with Public Assistance, our systems track the cost of recovery across funding opportunities to ensure compliance, and identification of supplemental funding streams. When auditing a client's disaster-related expenses, it is our standard operating procedure to remove unsupported and ineligible expenses from the reimbursement requests. We will assist with beyond project closeout by providing the necessary finance support throughout audits, management reviews, and other types of monitoring visits from federal or state entities associated with the project during the contract period.

Step 4 Milestones & Key Activities

- Identify out-of-scope expenses, improper contracts, and unsupported or ineligible expenses to avoid de-obligations
- Maintain support documentation for progress reports and project closeouts in a manner that satisfies all federal requirements
- Represent throughout audits, management reviews, and other types of monitoring visits from federal or state entities
- Secure final inspection reports. Verify and document satisfactory completion of all project work
- Analyze, prepare, and submit responses to clear findings; report and recommend remedial actions
- Support and advise on a comprehensive long-term disaster recovery approach

Throughout our approach, we will gather the information needed to assist with developing a long-term recovery plan and provide recommendations to enhance the overall preparedness of the community. Our team is extremely familiar with the various Presidential Directives and the Policy Doctrine of operations and preparedness from the DHS's National Incident Management System (NIMS), National Response Plan, National Infrastructure Protection Plan, and National Preparedness Guidelines.

Long-Term Recovery Detail

When we approach a project, our goal is to ensure each benefit to the client is considered. In the aftermath of catastrophic events in which disaster-related losses significantly exceed the federal funding available through standard recovery sources, there is often a need for additional recovery funding to aid in meeting unmet housing, public infrastructure, and economic recovery needs. Other funds exist to support a broad range of long-term recovery activities; moreover, these funds are one of the few federal funding sources that can also serve as a source for meeting the local match requirements associated with FEMA Public Assistance and Hazard Mitigation Grant Program. Recipients of PA or HMGP funding that implement match-funding best practice are often able to complete FEMA-funded projects without contributing any state or local tax dollars. Wheeler EMC is experienced in designing and administering FHWA Grants, FEMA Public Assistance and Hazard Mitigation Grant Program match funds using other funds under large-scale, statewide, and local programs.

Hazard Mitigation Grant Program (HMGP) Application Development: Wheeler EMC will assist the County with FEMA HMGP grant application development, when HMGP is identified as the specific funding source for certain projects originating through the LMS planning process. Wheeler EMC will work closely with the County, other stakeholders, and the Florida Division of Emergency Management (FDEM) during the grant application development process. Our team will provide complete, competitive, and submission ready applications to the Consortium that will conform to all state, local, and federal programmatic requirements. This will include but not be limited to the Code of Federal Regulations, the Hazard Mitigation Assistance Guidance, and all applicable building codes and design standards. Project identification is based on several factors, which will include eligibility, technical feasibility, a benefit-cost analysis; conformance with the LMS, and the availability of funding. Elements of the application to be developed include the following: General Applicant Information; Project Description, Scope of Work, Level of Protection; Budget and Schedule; Environmental and Historic Preservation; and Benefit-Cost Analysis. In addition, we will work with the County to identify opportunities to reduce the local match requirement through in-kind services or global match. Wheeler EMC will provide consultation to the County for communications with the FDEM on the identified grant program.



The Team will aid in meeting with or corresponding with the FDEM as the recipient of hazard mitigation funding. This includes responding to any Requests for Information (RFI) following application submittal. *Benefit Cost Analysis:* Wheeler EMC will use the latest FEMA's Benefit Cost Analysis (BCA) Software to complete analyses for this project unless a newer system is approved and issued by FEMA, in which case the newer system will be utilized. Given the correct data inputs, the BCA software produces a monetized result that represents the risk to the subject being analyzed over the lifetime of a mitigation action. This risk uses a combination of annual and one-time values.

Community Development Block Grant – Disaster Recover: Wheeler EMC has a diverse background in assisting disaster-affected communities eligible to receive CDBG-DR funds for long-term recovery needs following a major disaster. We understand the CDBG and CDBG-DR Programs and can offer the County the right professionals across all program phases, from development of an unmet needs assessment to project closeout. The Wheeler EMC team can assist the County to coordinate with the state (or other local and regional stakeholders) and federal requirements, designing and implementing programs in housing, infrastructure, economic revitalization, as well as include additional resilient features currently required for use of CDBG-DR.

Unmet Needs Assessment (UNA): To support the allocation of CDBG-DR, the UNA outlines the type and location of community needs, enabling the jurisdictions to target limited resources to those areas with the greatest need. The UNA must evaluate three core aspects of recovery: housing, businesses and the economy, and infrastructure. The result of this analysis will determine if the overall need in each category remains unmet, given all resources already available as well as those already being pursued. An outstanding gap will be identified, which will then be incorporated in the overall UNA. Assuming a CDBG-DR allocation is made, the UNA will be leveraged by the Wheeler EMC team to develop and implement an overall Action Plan to address unmet needs. If the County requires support from Wheeler to implement the Action Plan and administer the overall CDBG-DR Program, we will engage Program Implementation, Program Monitoring, and Program Closeout Tasks.

Program Implementation: Overall technical assistance provided during Program Implementation may include development of the CDBG-DR Action Plan and support to execute the Action Plan. In alignment with our overall recovery philosophy and consistent with our processes for implementing the PA Program, staffing during Program Implementation will be contingent on the needs of the County. We may provide staff with a deep background in community economic development. This team will be tailored to the unique needs of the County.

Program Monitoring: An important part of Program Monitoring will be preparing the County for HUD and state monitoring. Monitoring is ongoing and establishing appropriate methods early Program Implementation is important to assure the overall success of recovery. The Wheeler EMC team will follow the procedures outlined by HUD for monitoring all CDBG and CDBG-DR activities. In addition, we will conduct an initial risk assessment to determine program risk factors and financial management capacity. After determining risk, we will establish a schedule to regularly monitor risk and provide additional technical assistance to build capacity. Monitoring visits will be recorded and documented so that these can be provided to the state or HUD at any time. Critical considerations for monitoring will ensure CDBG-DR funding is being drawn down in a timely fashion, which will create projections for future expenditures and ensure the program meets LMI requirements. As we monitor the program, our team will determine if impediments exist to meeting spending requirements, and whether waivers are necessary and appropriate.

Program Closeout Task: To support Program Closeout, Wheeler EMC will first file closeout forms on completed projects, including final quality control reviews to assure all appropriate documentation and information is captured. We will also provide technical assistance to assure the staff understands required reporting systems, such as the HUD DRGR. We will make sure they have access to any resources they need as they continue execution of the Program independent of Wheeler EMC.



Section 4: Proposed Fee Schedule

ATTACHMENT A

Classification	Hourly Rate
Project Manager	\$ 192.00
Assistant Project Manager	\$ 180.00
Senior FEMA Specialist	\$ 156.00
Grant Manager	\$ 156.00
Senior Planner	\$ 156.00
Planner	\$ 132.00
Senior Inspector	\$ 180.00
Inspector/Debris Monitor	\$ 60.00
Senior Environmental Specialist	\$ 144.00
Environmental Specialist	\$ 132.00
Senior Engineer	\$ 192.00
Mid-Level Engineer	\$ 144.00
Engineer Intern	\$ 144.00
Senior Architect	\$ 156.00
Mid-Level Architect	\$ 144.00
Entry Level Architect	\$ 108.00
CADD Technician	\$ 90.00
Construction Manager	\$ 150.00
Construction Inspector	\$ 120.00
Scheduler	\$ 132.00
Cost Estimator	\$ 132.00
Project Control Specialist	\$ 132.00
Data Storage Website Manager	\$ 132.00
GIS Specialist	\$ 96.00
Financial Lead	\$ 90.00
Financial Assistant	\$ 72.00
Clerical/ Administrative Assistant	\$ 60.00
Payroll Review Clerk	\$ 60.00
Other Positions- Please Specify	\$
Mid-Level EOC Support	\$ 75.00
Mid-Level Incident Command Support	\$ 75.00
ARNP (Staff Augmentation PRN)	\$ 192.00
RN (Staff Augmentation PRN)	\$ 132.00
CNA (Staff Augmentation PRN)	\$ 75.00

Section 5: Additional Data to Support Proposal (& County Forms)

Information Sheet For Transactions and Conveyances Corporate Identification

The following information will be provided to the Franklin County Legal Services for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government,

(Please circle one)
Is this a Florida Corporation: ☒ Yes or ☐ No (Single Member LLC)

If not a Florida Corporation,
In what state was it created? _____ 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 of Certificate of Authority Document No: N/A

Does it use a registered fictitious name: Yes or ☒ No

Name of Officers:
President: Ben Maddox Vice President: _____
Treasurer: _____
Director: _____ Director: _____
Other: Manager: Nicole Maddox Other: _____

Name of Corporation (As used in Florida):
Wheeler Emergency Management Consulting, LLC
(spelled exactly as it is registered with the state or federal government)

Corporate Address:
Post Office Box: PO Box 1587 Marianna, FL 32447 City, State, Zip: _____
Street Address: 2954 Hwy 71 Marianna, FL 32446 City, State, Zip: _____
(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

Federal Identification Number: 45-3039973
(For all instruments to be recorded, taxpayer's identification is
needed)

Name of individual who will sign the instrument on behalf of the company:
Ben Maddox
(Upon Certification of Award, the President or Vice-President shall sign Contract. Any other officer shall have
permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded
contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)
(Spelled exactly as it would appear on the instrument)

Title of the individual named above whom will sign on behalf of the company:
President

CONTACT FOR CONTRACT ADMINISTRATION

Designate one person authorized to conduct contract administration.

NAME: Glen Williams

TITLE: Operations Manager

COMPANY NAME: Wheeler Emergency Management Consulting

ADDRESS: 2954 Hwy 71

Marianna, FL 32446

TELEPHONE NO: 850-272-2441

FAX NO: _____

SIGNATURE: 

E-MAIL: glen.williams@whecleremc.com

PUBLIC ENTITY CRIMES

Sworn Statement Under Section 287.133(3)(a),
Florida Statutes, on Public Entity Crimes

This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths:

This sworn statement is submitted to The Board of County Commissioners,
Franklin County, Florida by Ben Maddox
(print individual's name and title)

for Wheeler Emergency Management Consulting
(print name of entity submitting sworn statement)

Whose business address is 2954 Hwy 71 Marianna, FL 32446

and (if applicable) its Federal Employer Identification Number (FEIN) is
45-3039973; (if the entity has no FEIN, include the Social Security Number
of individual signing this sworn statement: _____).

I understand that a "public entity crime" as defined in Paragraph 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to an directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for good or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(l) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133(l) (a) Florida Statutes means:



A predecessor or successor of a person convicted of a public crime; or; an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that "person" as defined in Paragraph 287.133(l) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administration Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity Submitting this sworn statement on the convicted vendor list. [Attach a

copy of the final order.]

I understand that the submission of this form to the contracting officer for the Public Entity identified in Paragraph ONE (#1) above is for that Public Entity only, and that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the Public Entity prior to entering into a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two of any change in the information contained in this form.

Wheeler Emergency Management Consulting
Name of Bidder

By: Ben Maddox

Title: President

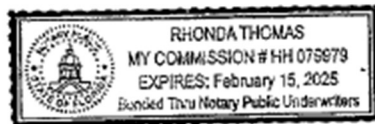
STATE OF Florida
COUNTY OF Jackson

Sworn to and subscribed before me this 14th day of August, 2023 RT
Personally known to me ✓ or produced the following identification as proof of identity. _____

My Commission Expires:

Rhonda Thomas
Notary Public

Rhonda Thomas
Printed Notary Name
Commission Expires: Feb 15, 2025



DRUG FREE WORKPLACE CERTIFICATION
(This form must be completed and attached to proposal)

Identical tie bids: preference shall be given to businesses with drug-free work place programs. Whenever two or more bids which are equal with respect price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certified that it has implemented a drug-free work place program shall be given preference in the award process. Established procedures for processing tie bids will be followed in none of the tied vendors have a drug-free work place program. In order to have a drug-free work place program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place 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 work place, the business's policy of maintaining a drug-free work place, available drug counseling, rehabilitation providing 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 of contractual services that are under bid a copy of the statement specified in paragraph #1.
4. In the statement specified in paragraph #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 pleas of guilty or no contest to, and violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place 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 work place through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Wheeler Emergency Management Consulting
Company Name

45-3039973
Federal I.D. Number or SSN


Authorized Signature

Ben Maddox
Printed Name



Attachment 'F'

RESPONDENT'S CERTIFICATION

I have carefully examined the Invitation to Bid.

I hereby propose to furnish the services specified in the Invitation to Bid. I agree that my submittal will remain firm for a period of at least 90 days in order to allow the County adequate time to award bid.

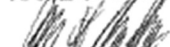
I certify that all information contained in this submittal is truthful. I further certify that I am duly authorized to provide this submittal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation tendering a submittal for the same service, that no officer, employee or agent of the County or any other respondent is interested in said submittal; and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Addendum Received: # _____ # _____ # _____ # _____ # _____ # _____ # _____

Wheeler Emergency Management Consulting, LLC

NAME OF BUSINESS



SIGNATURE

Benjamin H Maddox, President

NAME & TITLE, TYPED OR PRINTED

MAILING ADDRESS

2954 Hwy 71

Marianna, FL 32446

CITY, STATE, ZIP CODE

glen.williams@wheeleremc.com

E-MAIL ADDRESS

(850)272-2441

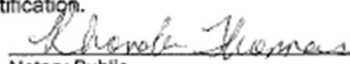
TELEPHONE NUMBER


STATE OF Florida

COUNTY OF Jackson

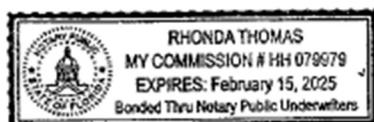
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8/14/2023 (date) by Benjamin H Maddox, President (name of officer or agent, title of officer or agent) of Wheeler Emergency Management Consulting (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced (type of identification) as identification.

[Notary Seal]


Notary Public


Name typed, printed or stamped

My Commission Expires: Feb 15, 2025



Attachment 'F'

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE
PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

Benjamin H Maddox, President

(print individual's name and title)

for: Wheeler Emergency Management Consulting, LLC

(print name of entity submitting sworn statement)

whose business address is: 2954 Hwy 71 Marianna, FL 32446

and (if applicable) its Federal Employer Identification Number (FEIN) is: 45-3039973

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____).

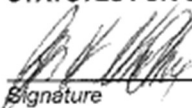
2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or non contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a.) A predecessor or successor of a person convicted of a public entity crime; or
 - b.) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners. Shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).
- ☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any



affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).


I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

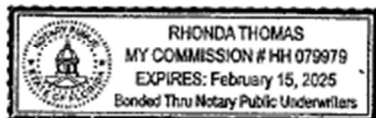

Signature

STATE OF Florida
COUNTY OF Jackson

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 8/14/2023 (date) by Benjamin H. Maddox, President (name of officer or agent, title of officer or agent) of Wheeler Emergency Management Consulting (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

[Notary Seal]


Notary Public
Rhonda Thomas
Name typed, printed or stamped
My Commission Expires: Feb 15, 2025



Attachment 'F'

**AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE
PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS**

This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

Benjamin H Maddox, President

(print individual's name and title)

for: Wheeler Emergency Management Consulting, LLC

(print name of entity submitting sworn statement)

whose business address is: 2954 Hwy 71 Marianna, FL 32446

and (if applicable) its Federal Employer Identification Number (FEIN) is: 45-3039973

(If the entity has no FEIN, include Social Security Number of the individual signing this sworn statement:

_____-_____-_____-)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provision pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 12101-12213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:

The Rehabilitation Act of 1973, 29 USC Section 794;

The Federal Transit Act, as amended 49 USC Section 1612;

The Fair Housing Act as amended 42 USC Section 3601-3631.

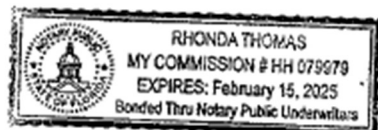
[Signature]
Signature

STATE OF Florida

COUNTY OF Jackson

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this 8/14/2023 (date) by Benjamin H Maddox, President (name of officer or agent, title of officer or agent) of Wheeler Emergency Management Consulting (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

[Notary Seal]



[Signature]
Notary Public

Name typed, printed or stamped

My Commission Expires: Feb 15, 2025



Attachment 'F'

**BUSINESS ENTITY AFFIDAVIT
(VENDOR/BIDDER DISCLOSURE)**

I, Benjamin H Maddox, President, being first duly sworn
state:

The full legal name and business address of the person(s) or entity contracting or transacting business with
Franklin County, FL ("County") are (Post Office addresses are not acceptable), as follows:

45-3039973

Federal Employer Identification Number (If none, Social Security Number)

Wheeler Emergency Management Consulting, LLC

Name of Entity, Individual, Partners or Corporation

2954 Hwy 71 Marianna, FL 32446

Street Address Suite City State Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
<u>Benjamin H Maddox, President</u>	<u>5684 Reddoch Rd, Marianna FL 32446</u>	<u>100 %</u>
		<u>%</u>
		<u>%</u>

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal equitable, beneficial or otherwise) in the contract or business transaction with the County are (Post Office addresses are not acceptable), as follows:

None to report

[Signature]
Signature of Affiant

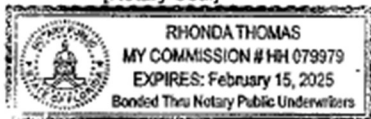
8/14/2023

Date

STATE OF Florida
COUNTY OF Jackson

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[Notary Seal]



[Signature]
Notary Public

Rhonda Thomas
Name typed, printed or stamped

My Commission Expires: Feb 15, 2025



**FRANKLIN COUNTY
DRUG-FREE WORKPLACE COMPLIANCE FORM**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

(The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that Wheeler Emergency Management Consulting, LLC does):
(Name of Business)

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 1893 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.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

Vendor's Signature: [Signature]

Date 8/14/2023

Print or Type Name/Title Benjamin H Maddox, President

STATE OF Florida
COUNTY OF Jackson

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[Notary Seal]



[Signature]
Notary Public

Rhonda Thomas
Name typed, printed or stamped

My Commission Expires: Feb 15, 2025



Attachment 'F'

NO LOBBYING AFFIDAVIT

STATE OF FLORIDA
COUNTY OF Jackson

This 14th day of August 20 23,
Benjamin H Maddox

being first duly sworn, deposes and says that he/she is the authorized representative of _____

Wheeler Emergency Management Consulting, LLC (Name of contractor, firm or individual), maker of the attached submittal made in response to a request for bid, proposals, qualifications and/or any other solicitation released by Franklin County, FL, and swears that the bidder and any of its agents agrees to abide by the County's no lobbying restrictions in regard to this solicitation.



Affiant

Benjamin H Maddox, President

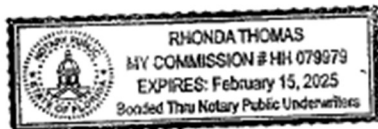
Print / Type Name & Title

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My commission expires:


Notary Signature

Rhonda Thomas



VENDOR CERTIFICATION
REGARDING SCRUTINIZED
COMPANIES LISTS

Respondent Vendor Name: Wheeler Emergency Management Consulting, LLC
Vendor FEIN: 45-3039973
Vendor's Authorized Representative Name and Title: Benjamin H Maddox, President
Address: 2854 Hwy 71
City: Merrianna State: Florida Zip: 32446
Phone Number: 850-272-2441
Email Address: glen.williams@wheeleremc.com

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or companies that are engaged in a boycott of Israel.

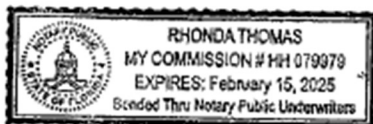
As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: Benjamin H Maddox
who is authorized to sign on behalf of the above referenced company.
Authorized Signature Print Name and Title: [Signature] - President
Date: 8/14/2023

STATE OF Florida
COUNTY OF Jackson

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[Notary Seal]



[Signature]
Notary Public
Rhonda Thomas
Name typed, printed or stamped
My Commission Expires: Feb 15, 2025



CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
(for agreements exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge, that:

1. 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 an officer or employee of an 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.
2. 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- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails 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 such failure.

The undersigned Contractor hereby certifies and attests to the accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.


AFFIANT

Benjamin H Maddox, President

Typed Name of AFFIANT / AFFIANT Title

8/14/2023

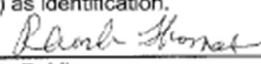
Date

STATE OF Florida

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[Notary Seal]


Notary Public

Name typed, printed or stamped

My Commission Expires: Feb 15, 2025



E-VERIFY COMPLIANCE FORM

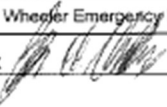
Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

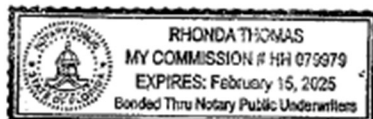
- All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Franklin County, Florida; and
- Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name:	Wheeler Emergency Management Consulting, LLC		
Authorized Signature:		Print Name:	Benjamin H. Maddox
Title:	President	Date:	8/14/2023
Phone:	850-272-2441	Email:	glen.williams@wheeleremc.com

STATE OF Florida
COUNTY OF Jackson

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[Notary Seal]



Rhonda Thomas
Notary Public

Name typed, printed or stamped

My Commission Expires: Feb 15, 2025





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/09/2023

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).

PRODUCER Rogers Insurance Agency 1356 JACKSON AVENUE P.O. BOX 430 CHIPLEY FL 32428		CONTACT NAME: Richard Miller, Jr. PHONE (A/C, No. Ext): (850) 638-1806 FAX (A/C, No): (850) 638-7255 E-MAIL ADDRESS: craig@richmiller.com	
INSURED Wheeler Emergency Management Consulting LLC PO BOX 1587 Marianna FL 32447		INSURER(S) AFFORDING COVERAGE INSURER A: AMW - UNDERWRITERS AT LLOYDS INSURER B: Progressive Insurance INSURER C: 171 - RETAIL FIRST INSURANCE COMPANY INSURER D: INSURER E: INSURER F:	

COVERAGES
CERTIFICATE NUMBER: CL238803390

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	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	PSL0639600960	01/26/2023	01/26/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Employee Benefits \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	971881401	07/28/2023	07/28/2024	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Non Owned Auto PD \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	520-55455	01/26/2023	01/26/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Errors & Omissions		PSL0639600960	01/26/2023	01/26/2024	Per Claim \$1,000,000 Aggregate \$1,000,000 Deductible \$2,500

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

Franklin County its offices, employees, and agents are included as additional insured per written contract.

30 day notice of cancellation applies to certificate holder.

CERTIFICATE HOLDER Franklin County Clerk of Courts ATTN: Michelle Maxwell Franklin County Emergency Mgmt 33 Market Street, Suite 203 Apalachicola FL 32320	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
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ACORD 25 (2016/03)

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