

ATTACHMENT 1

Attachment B

**Florida Department of Environmental Protection
Task Assignment Notification Form for PALM BEACH COUNTY**

Contract No. GC680 Task No. 10 Amendment No. 1 Date March 17, 2016

Performance Period: Effective the date of execution of this Task Assignment or July 1, 2015, whichever is later, and shall remain in effect until June 30, 2016.

Description: (Additional Pages May be Utilized)

Reduce 150 Compliance Assistance Visits (CAV) from Original Task Assignment of 250 CAV.

(Continued on Page 2)

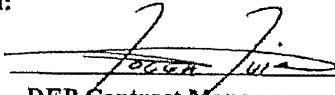
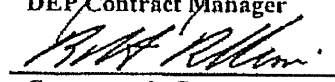
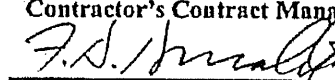
Payment schedule: Compensation will occur on a monthly basis, per the fee schedule listed in Exhibit #1. Invoices are due no later than the 15th day of the month proceeding work activity. The contractor must submit a signed 'Contractual Services Invoice' noting the quantity and location of inspections.

Task Managers:

DEP Task Manager: William Burns Phone: 850-245-8842

Contractor Task Manager: Robert Robbins Phone: 561-233-2454

Authorization:

	<u>3/24/16</u>
DEP Contract Manager	Date
	<u>3/23/16</u>
Contractor's Contract Manager	Date
	<u>3-24-16</u>
DEP Budget Representative	Date

Funding

ORGANIZATION CODE	EO	OBJECT CODE	MODULE	SPECIAL CATEGORY	YR	AMOUNT
37450305000	JD	132500	4562	IPTF 100029	15	(\$28,516.00)
					16	

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY


COUNTY ATTORNEY

Notes:

CC: DEP Contracts (MS 93)
Finance & Accounting, Contracts Disbursement Section (MS 78) - 1 copy
DEP Task Manager

Description continued:

The Contractor must perform all Enforcement Actions in accordance with Guidance Document F (Level of Effort).

The contractor is reminded of the Performance Levels stated in paragraph 7B of the contract.

The FDEP will adjust the funding level of this task assignment as needed to complete the scope of services described within this Task Assignment. The Contractor will not conduct the Discharge Prevention Response Certificate (DPRC) inspections detailed in Paragraph 9 of the contract.

Order of Inspection and Substitutions of facilities on Exhibit #1:

Contractor is to conduct routine inspection in order provided in Exhibit #1. Substitutions of facilities are authorized with sites listed on the substitution list on Exhibit #1. The contractor wishing to substitute a facility shall email department at STRInvoices@dep.state.fl.us stating the facility and reason for the substitution. The department will notify via email authorizing the substitution. Copies of authorizations shall be retained by the contractor for the remainder of the contract.

Invoice Procedure

Review of Inspections: The Payment Calculation Sheet shall be submitted by the county to the appropriate District Office. The District will review in FIRST each variable inspection listed on the Payment Calculation Sheet to ensure that it is correctly invoiced. The District will ensure that each routine compliance inspection on the Payment Calculation Sheet is also listed on the task assignment facilities list. Upon completion of the review, the District shall report via email to the Permitting and Compliance Assistance Program's Contract Manager and the Local Government that the review of the inspections has been completed and if of any known contractual obligations that have not been met.

Invoice Submission: All invoices with verified and approved Payment Calculation Sheet by the appropriate District Office will be directly submitted by the local governments to the Permitting and Compliance Assistance Program's Contract Manager by the 15th of each month. Submission of invoice shall be via email to: STRInvoices@dep.state.fl.us. The email shall consist of a single PDF package.

The order document in the complete PDF package:

- 1) Contractual Services Invoice
- 2) Verified Payment Calculation Sheet (please make sure the month of services rendered appears below the "Invoice Period")
- 3) FIRST Report (Compliance and Activity by Date Range)
- 4) Tracking Form (Monthly percentage of Routine Inspections Completed)

ATTACHMENT 2

**Florida Department of Environmental Protection
Task Assignment Notification Form for Palm Beach County**

Contract No. GC 680 Task No. 10 Amendment No. _____ Date 08/14/2015

Performance Period: Effective the date of execution of this Task Assignment and shall remain in effect until June 30, 2016.

Description: (Additional Pages May be Utilized)

The Contractor shall complete the following services:


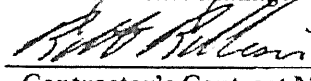
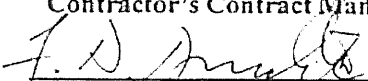
- Conduct Compliance Assistance Visits (CAVs) at approximately 250 facilities identified in Exhibit # 1 (provided electronically). Compliance Assistance Visit Inspector(s) should have experience with the Petroleum Storage Tank Program.
- The Compliance Assistance Visits must be conducted 21 to 30 days prior to a scheduled Routine Compliance Assurance Inspection tasked under a separate Task Assignment. The Facility must be contacted 5 days prior to and accept the offer for the Compliance Assistance Visit offer.
- The Compliance Assistance Visit Inspector must review the facility's compliance history (last 2 inspections) with the Facility Owner or Representative and conduct an informal site walkthrough using the Compliance Assistance Checklist and Form Exhibit # 2. A copy of the Checklist and completed form must be provided to the Facility Owner or Representative at the conclusion of the visit. An electronic copy of the completed form must be uploaded into Oculus. These CAVs are outreach events, not Compliance Assurance Inspections, the inspector shall not cite discovered violations.
- The County shall invoice monthly at the rate of \$190.11 per Compliance Assistance Visit.

Task Managers:

DEP Task Manager: William Burns Phone: 850/245-8842

Contractor Task Manager: Robert Robbins Phone: 561/233-2454

Authorization:

 _____	<u>8/21/15</u>
DEP Contract Manager	Date
 _____	<u>8/18/15</u>
Contractor's Contract Manager	Date
 _____	<u>8/21/15</u>
DEP Budget Representative	Date

Funding

ORGANIZATION CODE	EO	OBJECT CODE	MODULE	SPECIAL CATEGORY	YR	AMOUNT
37450305000	00	132500	4562	IPTF 100029	15	\$47,527.50
					16	

Notes:


CC: DEP Contracts (MS 93)
Finance & Accounting, Contracts Disbursement Section (MS 78) - 2 Copies
DEP Task Manager
Contractor Task Manager

ATTACHMENT 3



INTEROFFICE MEMORANDUM
Palm Beach County
Environmental Resources Management

SEP 20 2012

DATE: September 17, 2012
TO: Robert Weisman
County Administrator
FROM:  Robert Robbins, Director
Environmental Resources Management

ENV. RES. MGMT.
Env. Enh. & Restoration
Natural Resources Stewardship
Resources Protection
Mosquito Control
Finance & Support Services
Director
Deputy Director
Other

SUBJECT: REQUEST FOR DELEGATION OF APPROVAL AUTHORITY TO:
Sign Task Assignments provided on a yearly basis by the Florida
Department of Environmental Protection (FDEP).

On September 11, 2012 agenda item 5C-1 (R2012-1317), the County Commission approved the County Administrator or his designee to sign Task Assignments provided by the FDEP on a yearly basis to Contract No. GC680.

This memorandum is my formal request for delegation of signatory authority for the Director or Deputy Director of Environmental Resources Management (ERM) to sign for the above mentioned documents. If you agree, please sign below and return this memorandum. I am available to answer any questions you may have concerning this request. Thank you in advance for your consideration.

APPROVED:  DATE: 9/21/12
Robert Weisman, County Administrator

RR:mc
Attachment

RECEIVED
SEP 25 2012
ENVIRONMENTAL RESOURCES MANAGEMENT