



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Agenda

January 31, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

2. Approval of Minutes

Item # 2022-146

Approval of Minutes from January 3, 2022 Sundial meeting

3. Financial Report

Item # 2023-166

Financial Report for January 2022

4. Other Business

Item # 2022-138

Bid Opening for 2021.10 RFP- Engineering Services Expansion to Sundial WWTP

5. Persons to Appear

6. Adjournment

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105

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Agenda Item # 2022-146

Approval of Minutes from January 3, 2022 Sundial meeting

MEETING DATE

January 31, 2022

PREPARED BY

BACKGROUND

Sundial January 3, 2022

SUMMARY

RECOMMENDATION

Approve Minutes

ATTACHMENTS

1. 2022-01-03 Sundial Mintues



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Minutes

January 3, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

2. Approval of Minutes

Item # 2021-95
Approval of Minutes from December meeting

ACTION:	Motion to Approve by Jeff Snow; second by Vernon Compton; Motion Passed - 6:0
YEAS:	Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

3. Financial Report

Item # 2021-111
Financial Report for December 2021

ACTION:	Motion to Approve by Jeff Snow; second by Shari Sebastiao; Motion Passed - 6:0
YEAS:	Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

4. Other Business

5. Persons to Appear

6. Adjournment



Agenda Item # 2023-166
Financial Report for January 2022

MEETING DATE

January 31, 2022

PREPARED BY

Administration Department
Heidi Sroka, Budget Coordinator

Sundial Utilities of Milton, Inc.

P. O. Box 909, Milton, FL 32572

Profit & Loss Statement

For the months as listed
and Fiscal Year to Date (FYTD)

CUSTOMER COUNT	848	852	854		
Income	November 2021	December 2021	January 2022		FYTD
*Sewer Revenue	\$ 43,060	\$ 37,864	\$ 35,174	\$	142,598
Service Connect	\$ -	\$ -	\$ -	\$	-
Other Revenues	\$ -	\$ -	\$ -	\$	-
Other Sources (Transfers)	\$ -	\$ -	\$ -	\$	-
Total Income	\$ 43,060	\$ 37,864	\$ 35,174	\$	142,598
Expenses					
Professional Svcs.	\$ -	\$ -	\$ -	\$	-
Legal Counsel	\$ -	\$ -	\$ -	\$	-
Accounting & Auditing	\$ (270)	\$ 270	\$ 270	\$	540
Bad Debt	\$ -	\$ 79	\$ 120	\$	3,420
Communication Services	\$ -	\$ -	\$ -	\$	-
Postage and Shipping	\$ 149	\$ 150	\$ 116	\$	449
Utilities-Wastewater	\$ 103	\$ 3,046	\$ 2,920	\$	8,832
Insurance & Bonds	\$ -	\$ 2,421	\$ -	\$	4,841
Repair & Maintenance-Wastewater	\$ 66	\$ 1,563	\$ 136	\$	1,900
Repair & Maint. Lift Station	\$ -	\$ -	\$ -	\$	-
Repair & Maint. Damage Claim Repairs	\$ -	\$ -	\$ -	\$	-
Advertising/Promotional	\$ -	\$ -	\$ -	\$	-
Misc. Expenditures	\$ -	\$ -	\$ -	\$	-
Landfill Tipping Fee	\$ 554	\$ 2,767	\$ 1,988	\$	6,726
Pipes, Valves & Fitting	\$ -	\$ -	\$ -	\$	-
Laboratory Service	\$ -	\$ 238	\$ 357	\$	1,638
Bank Charges	\$ 50	\$ -	\$ -	\$	50
IT Expense	\$ 6,934	\$ -	\$ -	\$	6,934
Billing & Admin Fees	\$ -	\$ -	\$ -	\$	-
Fire Assessment Fees	\$ 1,742	\$ -	\$ -	\$	1,742
*W&S Fund Labor Fees	\$ 20,000	\$ -	\$ -	\$	20,000
Office Supplies	\$ -	\$ -	\$ -	\$	-
Operating Supplies-Wastewater	\$ -	\$ -	\$ 1,073	\$	1,073
Lift Station Improvements	\$ -	\$ -	\$ -	\$	-
Machinery & Equipment / Misc.	\$ -	\$ -	\$ -	\$	-
*Debt Costs	\$ 17,910	\$ 17,910	\$ 17,910	\$	71,640
Interest Expense	\$ -	\$ -	\$ -	\$	-
Total Expenses	\$ 47,238	\$ 28,444	\$ 24,890	\$	129,785
Profit/(Loss)	(\$4,178)	\$9,420	\$10,284	\$	12,813

*Note: \$176,811 is not included in the numbers above. The W&S transfer is restricted per loan requirements.

*Note: Sewer Revenue above is actual for that month.

*Debt Costs are \$17,910 (1/12 of Annual Debt Payment of \$214,919.)



Agenda Item # 2022-138

Bid Opening for 2021.10 RFP- Engineering Services Expansion to Sundial WWTP

MEETING DATE

January 31, 2022

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited request for proposals (RFP) for Engineering Services for Expansion to the Sundial Wastewater Treatment Plant (WWTP).

SUMMARY

Bid opening was held on 12/14/2021. Proposals were received from 2 different Engineering Firms. Staff evaluated the proposals and made recommendation.

RECOMMENDATION

Upon evaluation, city staff recommends the award to Baskerville-Donovan, Inc.

ATTACHMENTS

1. 2021.10 Bid Tab and 2 proposal links
2. 2021.10 3 Evaluations and Dept Recommendation



BID TABULATION

12/14/2021 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer
Michele Williams
Curtis Krebs
Joe Cook

Purchasing Officer
Purchasing Assistant
Chief Accountant
Public Works Director

Others in attendance:

None

Bid opening was held at 2:00 p.m. The purpose of the meeting was to receive bids for the following solicitation:

RFP 2021.10 Engineering Services Expansion to Sundial WWTP

- | | | |
|---|---|----------|
| 1 | Baskerville-Donovan, Inc. | Proposal |
| 2 | Rebol-Battle & Associates | Proposal |
-

2021.10 RFP Engineering Services
Expansion to Sundial WWTP

Name of Firms

Baskerville-Donovan, Inc.	Rebol-Battle & Associates
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Pts
Avail

Evaluation Factors

1	Ability to design an approach and work plan to meet the project requirements.	10	10	10
2	Ability to devote the needed time to the project based on current workload.	10	10	5
3	Ability to commence services and complete services within a timely manner.	10	10	5
4	Experience of the firm in the AeroMod Treatment Process.	38	38	38
5	Prior experience specifically with this Sundial WWTP plant.	20	20	20
6	Availability of adequate personnel and technology.	5	5	5
7	Firm's reputation and competence including technical education, training, timeliness, cost control, and quality of work.	5	5	5
8	Certified Minority Firm.	2	0	0
TOTAL		100	98	88

First Selection:

B D I

Second Selection:

Rebol Battle

Evaluator's Name - Printed:

Joseph E. Cook

Signature:

Joseph E. Cook

Date:

17 Dec 21

2021.10 RFP Engineering Services
Expansion to Sundial WWTP

Name of Firms

Baskerville-Donovan, Inc.	Rebol-Battle & Associates
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Pts
Avail

Evaluation Factors

1	Ability to design an approach and work plan to meet the project requirements.	10	8	9
2	Ability to devote the needed time to the project based on current workload.	10	9	8
3	Ability to commence services and complete services within a timely manner.	10	10	6
4	Experience of the firm in the AeroMod Treatment Process.	38	10	10
5	Prior experience specifically with this Sundial WWTP plant.	20	10	10
6	Availability of adequate personnel and technology.	5	8	5
7	Firm's reputation and competence including technical education, training, timeliness, cost control, and quality of work.	5	8	8
8	Certified Minority Firm.	2	N/A	N/A
TOTAL		100	63	56

SCALED ALL
1-10

First Selection:

BDI

Second Selection:

Evaluator's Name - Printed:

RANDY JORGENSEN

Signature:

Randy Jorgensen

Date:

DEC. 17, 2021

2021.10 RFP Engineering Services
Expansion to Sundial WWTP

Name of Firms

Baskerville-Donovan, Inc.	Rebol-Battle & Associates
---------------------------	---------------------------

<u>Evaluation Factors</u>		<u>Pts Avail</u>		
1	Ability to design an approach and work plan to meet the project requirements.	10	10	5
2	Ability to devote the needed time to the project based on current workload.	10	10	5
3	Ability to commence services and complete services within a timely manner.	10	10	5
4	Experience of the firm in the AeroMod Treatment Process.	38	38	38
5	Prior experience specifically with this Sundial WWTP plant.	20	20	20
6	Availability of adequate personnel and technology.	5	5	3
7	Firm's reputation and competence including technical education, training, timeliness, cost control, and quality of work.	5	5	3
8	Certified Minority Firm.	2	0	0
TOTAL 100			98	79

First Selection:

BDF

Second Selection:

REBOL BATTLE

Evaluator's Name - Printed:

CURTIS KREBS

Signature:

Curtis Krebs

Date:

12-17-21

Diane Ebentheuer

Department Recommendation

From: Joe Cook
Sent: Tuesday, December 21, 2021 11:28 AM
To: Diane Ebentheuer
Subject: Sundial Plant Expansion Engineering Service's

Diane,

The two bids for engineering services were evaluated on 20 December by Joe Cook, Curtis Krebs, and Randy Jorgensen, grading the services with BDI awarded the highest score by all three scorers.

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