



QUALIFICATIONS OF PERSONNEL

November 10th, 2025

ITB #001-26/ER Building Inspection Services

Village of Wellington
ATTN: Clerk's Office
12300 Forest Hill Blvd
Wellington, FL 33414
Via Demandstar

Dear Ms. Ramirez and Members of the Selection Committee,

JPI is pleased to present our response to this advertisement. **JPI is ideally suited as a vendor for this advertisement** for the following reasons:

1. **Firm's Experience.** **JPI has fifty similar contracts statewide in Florida.**
2. **Firm's Qualifications.** JPI has staff licensed in all trades listed within the advertisement. Our staff members average 30 to 50 years of experience. See Scope of Work Section 1A.
3. **Firm's Experience.** JPI staffs contracts within Okeechobee County and Martin County. Our local staff will service this contract.
4. **Firm's Experience/ Qualifications.** We offer a full-service approach to the work on this contract. JPI has licensed Building Code professionals, professional engineers, and Registered Architects on staff.
5. **Firm's Experience.** JPI has State Emergency Management contracts with **FDEM which can provide an alternate source of payment/ reimbursement** during storm recovery.
6. **Implementation/Transition Plan.** **JPI always holds the public interest and welfare first.** Our plan begins and ends with this goal in mind. JPI does not have any contracts servicing private contractors. JPI will never have a conflict of interest through a contractor, we only service the public entities and their citizens.

JPI appreciates the opportunity to submit our qualifications on this contract. JPI looks forward to servicing and working with the Village to meet operational needs. JPI is 100 percent committed to government services, has no private industry clients, and has zero conflicts to the work of this contract. Please let this letter serve as our formal agreement to be bound by the submittal without modifications unless mutually agreed to upon further negotiations between The Village and JPI. We have been in business for 15 years. We are qualified under the laws, rules, and regulations of the State of Florida to perform the work required by these contract documents. Our sunbiz.org document number is. JPI assures our ability to meet the insurance and performance



requirements set out in this RFP if selected for award. We certify we maintain a drug-free workplace program compliant with the standards within Florida Statutes § 440.102. JPI has a Sunbiz address at 5995 S A1a, Melbourne, FL 32951. JPI has no pending claims, judgments, or arbitration proceedings.

JPI's specialization is providing professional services to Building Departments, which is the purpose of this advertisement. As a brief summary of past experience supporting JPI's qualifications to perform these professional services, we offer the following:

1. JPI field inspectors have completed approximately 2,000,000 field inspections.
2. The Project Manager, Joe Payne, is the President of JPI and has 100% control of all resources and fully commits to use these resources on this contract.
3. The JPI President will come out of the office to fulfill service requests on this contract and has done so for the previous fifteen years.
4. JPI has local staff.

JPI will utilize Archetype Civil as the Fire Consultant Professionals. Matt Sloan, PE, CGC is the President of Archetype Civil and will commit to up three Fire Protection System consultant professionals to this contract. Archetype Civil provides fire safety inspections, fire plan reviews, and consultations for commercial properties. Our services ensure compliance with State of Florida Fire and Life Safety Codes and meet local AHJ standards. They have inspected a range of sites, including new buildings, annual checks, concert venues, hotels, condominiums, and shopping centers.



Joe Payne, PE will be the binding agent and point of contact for this contract. Mr. Payne is the President of the company and 100% Owner (contact number is 1.800.488.1956). He is a professional engineer with 35 years of experience. JPI was founded in 2010 after servicing state contracts as a sole proprietor for several years. JPI is a Florida Owned Corporation and a statewide Professional Service firm. The municipal service line is the primary source of business revenue for JPI. **JPI is a 100% Florida Owned and operated company. Our revenue and profit does not subsidize out-of-state operations, headquarters, or resources.** We look forward to working with The Village.

The remainder of this response addresses the specific requests within Section D. Qualifications of Personnel

Sincerely,

Joe Payne, PE, President

joe@jpiflorida.com

800-488-1956



D.
QUALIFICATIONS OF PERSONNEL

1. *At a minimum, personnel shall be qualified as a building inspector licensed in accordance with Florida Statute 468, Part XIII. Personnel that are multi-licensed for building, electrical residential, electrical commercial, mechanical, and/ or plumbing are preferred.*
2. *Personnel shall be fully certified, qualified, trained and experienced prior to beginning services for the Village. New and inexperienced personnel shall not be acceptable.*
3. *Personnel shall maintain their Inspector's Certification with the State of Florida, to continually provide their best efforts to efficiently and effectively perform duties and responsibilities as assigned in a proper and professional manner, to uphold the Village and Department regulations and policies, and to abide by ethical standards of conduct appropriate to their position.*
4. *Business and personnel experience shall be minimum of five years.*

For our response to D1 through D4, see the following table:



JPI	DBPR number listing		
JPI Employee#	JPI	DBPR	Years Exp
1	Joe Payne	FLPE55751	30
8	Jorge Cedeno	BN4702 - Building	35
19	Jack McCabe	BN4613	50
21	Jason Steele	FLPE69234	20
29	Cory Brockett	FLPE74677	20
32	Doug Walton	AR0007045	50
38	Greg Martin	BN3947, PX1848	40
42	Andrew Mareno	AR96338	20
44	Eddie Page	FLPE69045	30
46	Pete Swarr	FLPE44159	40
47	Ezz Elgayar	BN6415	40
48	Robert Bryce	PX2783	45
53	Scott Seigel	FLPE60980	30
57	Luke Curtis	RPX279, PX3717, BN6614, BU1975	30
57	Andrew West	FLPE60301	30
59	Dan Folwell	BN6927	40
65	Rick Hoepner	FLPE23319	50
70	Ryan Ferry	BN6617	15
71	Mark Thornbloom	FLPE50107	35
72	Jon Thomas	BN7125	15
82	Kevin Singley	PX3601, BN4798, BU1872	30
83	Micheal Tew	PX2675, BN5003	30
84	Julie Daniels	BN7825	30
89	Robert Peck	BN7567	40
95	Howard Dietz	BN5783	35
96	Mark Gillette	FLPE48085	40
97	Jon Wolfensberger	BN4874 (1&2 family)	45
98	David Gilson	PX3348, BN5224, BU2043	35
99	Phil Charnock	BN1114, BU382	45
100	Stephen Thomas	FLPE83170	35
101	Mark Vasquez	PX4575, BN8180, BU2069	35
102	Angel Rivas	PX2214, BN4482, BU1837	40

5. *Provide the proposer's experience providing the service contract specified.*

Our company's operational capacity is 1600 hours per week. Currently, we are running at approximately 1200 hours per week billable which is our current projected workload. We have up to 400 hours per week of surplus capacity available to service this contract. [This is approximately ten full time equivalents. So, we can place up to ten people per week at the Village, if necessary, for this contract.](#) We operate at 75% capacity with 25% availability. Some of our full-time employees are currently working part-time and we are in need of work.

Our current workload includes about 160 hours per week at City of Anna Maria, 800 hours per week at City of St. Pete Beach, 320 hours per week at City of Clearwater, 240 hours per week at



Pinellas County, 40 hours per week at Brevard County, 80 hours per week at Fernandina Beach, 40 hours per week for Largo, 40 hours per week for Cape Canaveral, and 200+ hours per week of miscellaneous production.

We mitigate delays by utilization of our one week and three week look ahead schedules. This informs our staff of upcoming work and tentatively reserves our staff for you. In addition, we also meet your on-demand requests through the use of our part-time employees. Our part-time employees understand that they are on call for additional work. We have part-time employees working on other contracts who can service fluctuations for Village needs. For example, a part-time employee who is scheduled for two days can easily work up to three additional days on short notice. Whereas a full time employee working five days, iteratively, can not work additional days in a five-day work week.

In addition, our client can reserve our services as far in advance as they see fit. For example, the Village could say, “JPI, we need an inspector daily for the next three months” and we will reserve for you. Expanding, the Village could say, “JPI, we need five inspectors on November 23rd to cover our in-house CPR training” and we will reserve five inspectors for you on that day. The approach that we provide is multi-discipline in nature. We attempt to staff contracts with versatile multi-discipline employees. This allows us to provide continuity of staffing by providing you with the same staff member (s) over a long-term basis. We do this to customize our service to suite your needs by allowing you to develop daily ongoing relationships with our staff. [Also, our experience is key.](#) We have inspectors who range with over 50 years of experience in the industry and will minimize risk and enhance public safety.

One unique value added service is that JPI has no retainer penalty for any of our staff. For example, the Village may attempt to individually recruit any of our staff members for no retainage fee. Quite typically, contracts contain a \$30,000 to \$50,000 fee to a municipality when they recruit a vendor’s employee from a professional service contract.

[Also, we have found that JPI employees, when recruited by a client, tend to rank the highest of the interviewed candidates. So quite transparently, when you utilize a JPI employee for your need, you are likely utilizing someone who will interview competitively for the role of an internal hire.](#) This along with many reasons, makes JPI feel, that we are always an ideal vendor and candidate for this form of work as an extension of the Village staff. As we have seen clients wish to directly hire our employees.

Again, the approach is multi-discipline. Specifically to plans review, our staffing includes architects and engineers who are the peers of the individuals submitting plans to you. Our plan reviewers are colleagues to the applicant’s consultants typically and can communicate and work out application items while the plans are reviewed in the office. This provides, in our opinion, more complete plans and less doubt and risk for the field inspectors.

Our multi-discipline staffing provides the following project opportunities:



- 1) One inspector per job site – The end user will only need to wait for one inspector to complete multiple inspections at their job site.
- 2) Second set of eyes- Multi-discipline inspectors assigned to one trade can provide a cursory review of the status of other trades while on site.

We recommend that challenges be addressed through the use of the notice/ no fee process. If we can provide a notice with no-fee to a contractor, it allows us to advise them of a probable concern with the shock of the red tag. We typically reserve the red tag for a safety, code violation, or stop work type issue. The notice/ no fee allows the contractor to work out details. This avoids conflicts on the site. Also, our highly experienced inspectors are also excellent plan reviewers. We can review plans on site and typically identify plan omissions. These are areas where our code knowledge comes into play as the plans do not necessarily detail all items specific to the project.

Approach to Daily Activities

JPI would like to discuss our approach to routine activities in order to introduce our mannerisms for the transition. **Inspectors arrive or start 7am and answer all phone calls regarding inspection time windows. Then we route our inspections using map routing applications. We complete the inspections and approximately 3x during the day, we bring results back and enter results into the system. If the Village has remote software access, JPI will enter results immediately on the permit platform. Plan Reviewers and the Building Official will begin their day the same way, with customer focus.**

Our plans examiner arrives 7am and prints the plan review queue out. We complete “turnkey” type reviews such as windows, doors, roofs, etc. We check for the FEMA 50/50 (substantial damage/improvements) rule utilizing the appropriate calculation method. We review applications for completion. We generate comments using the permitting application so that they are stored and can be emailed to the end user. Approved plans are then stamped properly and provided to the technicians for filing. Again, if we have access to your permitting platform, then we will enter results using JPI laptops, pcs, and phones. Operationally, we try to keep the waiting time for plan reviews to less than 3 days.

JPI will follow FS 468 and the Florida Building Code and will learn and understand local enforcement objectives. We will review all plans for compliance with the Florida Building Code and applicable supplements. We will utilize our “shadowing” program to monitor review status to ensure performance. This consists of having a “buddy” for the reviewer and inspector in the field to ask questions. The buddy may be at the peer or mentor level.

We feel that our team of inspectors provide the best value to you in the area. We currently inspect and monitor construction for compliance with applicable building codes. We have FEMA trained individuals to meet FEMA requirements within flood zones. We also double check and backcheck inspections, such as plumbing inspections, for positive drainage in FEMA zones. We will conduct all inspections by Village Ordinance, applicable State Codes, and FEMA. We will review and maintain all records required by FEMA for building permits in the required



FEMA format. We have trained individuals who will comply with all requirements for state and federal funding including FEMA, title 44, and all grants. Florida provides grants for FEMA compliance as well.

Our staffing includes former governmental officials and as consultants we are available upon request of the Village to attend meetings. **Our staffing is regional and state wide, so we will always have staff available for disaster response.** As noted in the asterisk in the organizational chart, JPI has additional staffing available. **In the unfortunate event of a disaster, we will utilize staff outside of the disaster area and mobilize them to temporary housing at the perimeter of the area to service the Village.** The points of contact for this contract will be Joe Payne. We will provide updated contact information within five days of award.

We are prepared to provide the supplemental services needed for the contract and are fully staffed. We will likely use laptops or tablets to access the permitting software from the field. We will supply equipment for the web access. Our vehicles will be well equipped for this work. The essential equipment includes ladders, ratchet sets, electrical testing equipment, Level D safety gear, and equipment as needed. Our typical work attire on site is Level D with a collared shirt and jeans recommended or work pants. We refrain from graphics or other logos. Employees carry ICC code check manuals, FBC checklists, and JPI QAQC information. We work well with other private party providers and are comfortable receiving a secondary or tertiary contract to a primary provider to the Village. **If the Village so chooses, we welcome the opportunity to work hand in hand with your incumbent.**

Our team is ideally suited for flexible staffing. We have a mix of part-time and full-time employees and can vary our staffing level on a daily basis with notice. Usually, concrete inspections are prioritized as they are usually eager to pour early.

The key reasons why you should choose the Approach of JPI is because of the following :

- 1) We have experience and have served in the two major roles (inspector, plans reviewer)**
- 2) Multi-disciplined licensing per inspector and plans reviewer**
- 3) Average years experience per employee – Our employees average approximately 35 years of experience** and range up to 50 years of experience for our senior employee.
- 4) Quality Control –Our employees work according to quality control checklists from the industry and from customized checklists that we will create for your work.**
- 5) Extension of your staff – We are highly experienced in governmental professional services.** Our staff includes employees who have worked as Senior Inspectors and Building Officials for municipalities.

JPI would like to expand discussion on the following items listed within Specification E of the RFP:



1. *Inspection and Plan Review services shall include, but not be limited to, general building, mechanical (HVAC), plumbing, structural and electrical, as well as providing all administrative documentation as required by the Village.*

JPI has a 24-hr remote plan review operation and can assist with short notice.

2. *Inspect permitted construction within the Village limits, for compliance with Village codes and ordinances and permitted plans and specifications.*

JPI also has Zoning Consulting Service contracts. We are very familiar with the impact of the Ordinance on Development Review.

3. *Receive and investigate alleged complaints of working without permits, code violations, etc., by citizens, Village employees, and others including appearances before the Code Enforcement Board where appropriate.*

JPI works for numerous small cities where the Building Department supports Code Enforcement as supports Code Enforcement officials. JPI has written Notices of Violations and Citations.

4. *Prepare written reports of inspections and investigations of complaints and other reports as may be reasonably requested by the Village. Village inspection forms must be used.*

JPI is familiar with how to support Code Enforcement actions through reporting for the Special Magistrate.

5. *Maintain records of inspection and investigations. Log daily inspections and results in the computer system by close of business each day.*

JPI is familiar with multiple permitting platforms. We understand that Wellington utilizes ProjectDox.

6. *Review plans for code compliance.*

JPI utilizes industry standard checklist for plan reviews.

7. *Contact contractors, architects, engineers, and citizens about construction projects, code questions, and other concerns.*

JPI routinely contacts these stakeholders within our routine business operations.

8. *Perform other duties that are related to or incidental to Inspector's primary duties as herein described and that the Village may from time to time assign. The Independent Inspector's duties and responsibilities may change from time to time.*

JPI completes damage assessment, attends hearings, and will serve at the will of the Village.

9. *Perform these duties during normal business hours of 7:00 AM to 3:30 PM, Monday through Friday, or as may be altered with mutual agreement.*

JPI understands the schedule.

10. *Report to the Village's Chief Building Inspector.*

JPI understands the line of communication.

11. *Inspection Services and Plan Review may be required in the event of a natural disaster (i.e. hurricane).*

JPI has contracts with FDEM which could serve as an alternate source of payment.

12. *Inspection personnel may be required to attend meetings or to provide consultation to the Village.*

JPI understands the need to attend meetings, hearings, and other public meetings.

F. *ANCILLARY RESPONSIBILITIES*



1. Review and process construction plans for obtaining building permits on as as-needed basis.

JPI has a permit technician service and has ICC certified permit technicians, if needed.

2. Code Enforcement and Zoning Landscaping Inspections related to building codes. *JPI is the Code Enforcement Official for several clients. Also, JPI possesses Zoning Consulting contracts. JPI also possesses Site Inspection contracts where we inspect landscaping at an Ordinance level.*

6.

Provide a list with a brief description of service contracts satisfactorily provided with location and dates of contracts

We offer the following additional references here not listed within the Questionnaire:

1) **City of Palm Bay** – John Pearson, CBO, City of Palm Bay, 321-726-2794
Interim Building Official and Multi-trade Inspection Services and Plans Examination Services.
Also, Public Works professional services.

*Joe Payne, Kevin Singley, Andrew Manero, Pete Swarr, Scott Seigel, Abraham Chabab, and Jorge Cedenó have worked on this contract. 2016 to current status – Approximately \$2.2M of services. **Three contract renewals.***

2) **St. Lucie County Government** - Monica Graziani | Building & Code Regulation Manager, Planning & Development Services, Ph: 772-462-1599 | 2300 Virginia Avenue, Fort Pierce, FL 34982, grazianim@stlucieco.org | www.stlucieco.org
Interim Building Official and Multi-trade Inspection Services and Plans Examination Services.
*Joe Payne, Andrew Manero, Pete Swarr, Scott Seigel, and James McGuinness have worked on this contract/ 2018 to current status- approximately \$2.0M of services. **Four contract renewals.***

3) **City of Titusville** - City of Titusville - Steve Adams, CBO, 321.567.3982, Building Official
Commercial and Residential Building Inspection & Plans Review
2017 to 2025 – Joe Payne, Mark Thornbloom, Cory Brockett, Rick Hoepner, and Scott Seigel have worked on this contract. Approximately \$0.5M of services. All work is completed within budget and schedule.

4) **Brevard County Government** – Terry Talbert, CBO
2725 Judge Fran Jamieson Way, Viera, FL 32940, 321-633-2072 Ex. 52678/Fax 321-633-2087
Multi-trade Inspection Services and Plans Examination Services
*Joe Payne, Doug Walton, Greg Martin, Pete Swarr, Rick Hoepner, Scott Seigel, Mark Thornbloom, Andrew Manero, John Wiggins, and Andrew Chabab have worked on this contract/ 2016 to current status– approximately \$4M of services. **Three contract renewals.***

5) **City of Melbourne** - Steve Innes BCA FCA CFM | Building Official, Ph: 321-608-7926 | 900 E Strawbridge Ave, Melbourne, FL 32901, Steve.Innes@mlbfl.org



Multi-trade Inspection Services and Plans Examination Services.

Joe Payne, Andrew Manero, Greg Martin, and Scott Seigel have worked on this contract/ 2016 to current status- approximately \$0.5M of services. *Three contract renewals.*

7.

Provide a list of all services contracts performed for governmental agencies (If the contractor has performed any service contracts for a governmental agency that is not listed, the proposal may be considered non-responsive.

Brevard County, Charlotte County; Hillsborough County, Indian River County, Lake County, Lee County, Martin County, Pinellas County, Sarasota County, St. Lucie County, Volusia County, Glades County School Board, Okeechobee County School Board, City of Altamonte Springs, City of Anna Maria, City of Cedar Key, City of Clearwater, City of Clermont, City of Cocoa, City of Fernandina Beach, City of Indian Harbour Beach, City of Kissimmee, City of Lake Mary, City of Largo, Town of Longboat Key, City of Melbourne, City of Mount Dora, City of New Smyrna Beach, City of Palm Bay, City of Palm Coast, City of Pinellas Park, City of Redington Shores, City of Seminole, City of South Pasadena, City of St. Petersburg, City of St. Petersburg Beach, City of Tallahassee, City of Tampa, City of Tarpon Springs, City of Titusville, State of Florida Consumer Services, State of Florida Financial Services, State of Florida Emergency Management. Eastern Florida State College, City of Cape Canaveral, City of West Melbourne, Glades County School Board, Madison County School Board, City of Tallahassee. Space Florida, Okeechobee County School Board.

8.

Provide evidence of valid state, county and local licenses proving authority to conduct business in the jurisdiction within which the firm is located.

See sunbiz.org documents

9.

State whether the contractor has been issued any fines by the State of Florida.

None

10. Provide any additional information which may be considered pertinent.

Rather than list resumes, this response provides a licensure table with experience, to address the specific requests within Qualifications of Personnel. We utilized the additional pages within the document for narrative, rather than resumes.

11. Business shall provide a minimum of four (4) references for similar work (Page 32 attached)

See references in the Questionnaire and in response to Qualifications of Personnel D6 and D7

12. Provide a summary of any litigation filed against the Contractor in the past three years which is related to the services that Contractor provides in regular course of business.

None

BID COVER PAGE

SUBMIT BIDS TO:
Wellington
Attn: Clerk's Office
12300 Forest Hill Blvd
Wellington, FL 33414

REFER ALL INQUIRIES TO PRIMARY CONTACT:
Purchasing Division
12300 Forest Hill Blvd
Wellington, FL 33414
Phone: 561-791-4021

Wellington
INVITATION TO BID

COMMODITY/SERVICE

BID TITLE:
Building Inspection Services

BID NO:
001-26/ER

NAME OF FIRM, ENTITY, or ORGANIZATION:

JPI

NAME OF CONTACT PERSON

Joseph Payne

VENDOR MAILING ADDRESS:

16057 Tampa Palms Blvd. West, #242,

CITY:

Tampa

ZIP:

33647

STATE:

FL

TITLE

President

VENDOR HEADQUARTERS ADDRESS (IF DIFFERENT):

5995 S A1a,

CITY:

Melbourne

ZIP:

32951

STATE:

FL

PHONE NUMBER:

800-488-1956

FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN):

80-064-0420

EMAIL ADDRESS:

joe@jpiflorida.com

STATE OF FLORIDA BUSINESS LICENSE NUMBER (IF APPLICABLE)

FLPE55751

FAX NUMBER:

813 315 6298

ORGANIZATIONAL STRUCTURE (Please Check One):

Corporation ☒

Partnership ☐

Proprietorship ☐

Joint Venture ☐

Other ☐

If Corporation, please provide the following:

(A) Date of Incorporation: 07/ 21/ 2010
Month / Day / Year

(B) State or Country of Incorporation: FL

Joseph Payne

BID PROPOSAL CHECKLIST

Note: Please submit your bid in this order for electronic and paper bids.

YES_x__ NO___ 1. Bid submittal – If submitting a paper bid → one (1) original and one (1) PDF (CD) copy or flash drive

YES_x__ NO___ 2. Bid Cover Page

YES_x__ NO___ 3. Acknowledgment of addendums (if any)

YES_x__ NO___ 4. Bid Submittal Form

YES_x__ NO___ 5. Schedule of Value

YES_x__ NO___ 6. Questionnaire

YESx__ NO___ 7. Drug Free Workplace

YES_x__ NO___ 8. Sworn Statement under Section 287.133(3) (a)

YES__x_ NO___ 9. Certification Pursuant To Florida Statute § 215.4725 and § 287.135

YES_x__ NO___ 10. Conflict of Interest

YES_x__ NO___ 11. Non-Collusion Affidavit

YES_x__ NO___ 12. Insurance Certificates

YES_x__ NO___ 13. Copy of Appropriate Licenses

YES__x_ NO___ 14. E-Verify Memorandum of Understanding (MOU)

YES_x__ NO___ 15. No Coercion for Labor or Services Affidavit

YES_x__ NO___ 16. Foreign Countries of Concern Affidavit

BID SUBMITTAL

To:

Village of Wellington

12300 Forest Hill Blvd.

Wellington, Florida 33414

JPI

agrees to provide material for **ITB #001-26/ER Building Inspection Services** in accordance with the requirements and specifications of the Bid Documents for the Village of Wellington as specified.

Gentlemen:

The undersigned Bidder has carefully examined the Specification requirements, Bid/Contract Documents and is familiar with the nature and extent of the Work and any local conditions that may in any manner affect the Work to be done.

The undersigned agrees to provide the service called for by the Specifications and Bid Documents, in the manner prescribed therein and to the standards of quality and performance established by the Wellington for the Bid price stated in the spaces herein provided.

The undersigned agrees to the right of the Wellington to hold all Bids and Bid guarantees for a period not to exceed one hundred and twenty (120) days after the date of Bid opening stated in the Invitation to Bid.

The undersigned accepts the invoicing and payment policies specified in the Bid.



Contractor's Signature

Dated this __10th__ day of __November_____, __2025__

(Month)

(Year)

SCHEDULE OF VALUES – ITB #001-26/ER

Bid Pricing Key

BLDG = Building Inspector

MEP = Mechanical, Electrical, and/or Plumbing Inspector

All hourly rates provided above shall be inclusive of all reimbursable fees including, but not limited to travel, mileage, copies, etc.

Item	Description of Services	Bid Price
1	Perform all inspection services excluding natural disaster events and construction plan review.	BLDG \$__124__ Per Hour MEP \$__124__ Per Hour
2	Per Person: Review and process construction plans for obtaining building permits on an as-needed basis.	BLDG \$__124__ Per Hour MEP \$__124__ Per Hour
3	Per Person: Perform all inspection and construction plan review services during natural disaster events.	BLDG \$__124__ Per Hour MEP \$__124__ Per Hour
4	Per Person: Performing all inspection services, excluding natural disaster events and construction plan review, in excess of 40 hours per week.	BLDG \$__124__ Per Hour MEP \$__124__ Per Hour
5	Per Person 8 hours per day, 40 hours per week. Review and process construction plans for permitting.	BLDG \$__124__ Per Hour MEP \$__124__ Per Hour

QUESTIONNAIRE

The following Questionnaire shall be completed and submitted in with the Bid. By submission of this Bid, Bidder guarantees the truth and accuracy of all statements and answers herein contained.

1. How many years has your organization been in business? 15
2. What is the last project of this nature that you have completed? We hold approximately 50 contracts of similar nature in Florida. The most comparable is our City of Clearwater contract.
3. Have you ever failed to complete work awarded to you? If so, where and why? No
4. Name three individuals or corporations for which you have performed work and to which you refer:

Dana Root	2741 SR 580, Clearwater FL	727-444-8731	dana.root@myclearwater.com
Luke Curtis	155 Corey Avenue, St Pete Beach, FL	(727)367-2735	lcurtis@stpetebeach.org
Keith Touchberry	100 Polk Avenue, City of Cape Canaveral	(321) 868-1220	k.touchberry@capecanaveral.gov

5. List the following information concerning all contracts in progress as of the date of submission of this bid. (In case of co-venture, list the information for all co-venturers.) *We hold approximately 50 contracts of similar nature. The following are a sample of three of them*

Name of Project	Owner	Total Contract Value	Contracted Date of Completion	% of Completion to Date
Inspections/ Plan Review	City of Clearwater	\$1M/yr	current 2015-2025	current
Inspections/ Plan Review	City of St. Pete Beach	\$0.75M/yr	current 2018-2025	current
Inspections / Plan Review	City of Cape Canaveral	(0.25 M/yr	current 2021-2025	current

6. Has the bidder or his or her representative inspected the proposed project and does the Bidder have a complete plan for its performance? Yes
7. Will you subcontract any part of this work? If so, give details including a list of each subcontractor(s) that will perform work in excess of the percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

Subcontractor	Work to be Performed
N/a	

8. What equipment do you own that is available for the work? _____

Equipment Type	Equipment Type
1.An inspection vehicle in good operating condition, subject to approval by the Village, capable of transporting one ladder. Vehicle may be required to display a Village of Wellington magnetic sign (provided by the Village) on the doors.	
2.Cellular telephone. 3.One ladder capable of reaching the roof of a typical one story home.	
4.Uniform provided by the firm contracting with the Village.	
5.Safety shoes, hardhats, and other safety related equipment.	

9. What equipment will you purchase for the proposed work? We will have an inventory for items in Section 8

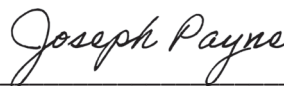
10. What equipment will you rent for the proposed work? ___None at this time. Possibly a rental truck in the event of a breakdown
11. State the name of your proposed project manager and give details of his or her qualifications and experience in managing similar jobs.
_Joseph Payne, PE President is th PM. He manages the majority of the JPI contracts_____
12. The address of principal place of business is 5995 S A1a, Melbourne, FL 32951_____
13. The names of the Corporate Officers, or Partners, or Individuals doing business under a trade name, are as follows: _____
___None. Joe Payne is the 100% Owner_____
14. List all organizations which were predecessors to Bidder or in which the principals or officers of the Bidder were principals or officers. _____
___None_____
15. List and describe all bankruptcy petitions (Voluntary or Involuntary) which have been filed by or against the Bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition. _____
___None_____
16. List and describe all successful Performance or Payment Bond claims made to your surety(ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Bidder and its predecessor organization(s). _____
___None_____
17. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Bidder or its predecessor organization(s) during the last five (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute. _____
___None_____
18. List and describe all criminal proceedings or hearings concerning business related offenses in which the Bidder, its principals or officers or predecessor organization (s) were defendants. _____
___None_____
19. Has the Bidder, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last five (5) years? If yes, provide details. _____
___No_____
20. List and disclose any and all business relations with any members of Wellington Council. _____
___None_____

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. In order to have a drug-free workplace program, a business must attest to the following:

1. We 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. We 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. We 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. We, in the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. We 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. We 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 firm complies fully with the above requirements.



Contractor's Signature

**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.

1. This sworn statement is submitted to Village of Wellington
[print name of the public entity]
by JPI for Joseph Payne President
[print name of entity submitting sworn statement] [print individual's name and title]
whose business address is 5995 SAILA, 32951 and (if applicable) its Federal Employer Identification
Number (FEIN) is 800640420 (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 misrepresentation.
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 jury verdict, nonjury trial, or entry of a plea of guilty or nolo 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.
4. I understand that a "person" as defined in Paragraph 287.133(1)(c), 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.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]
- ☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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 (ONE) 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.

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

[signature]

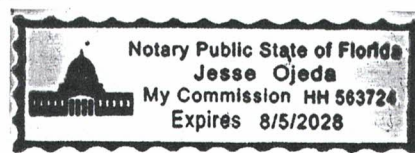
[date]

Subscribed and Sworn to (or affirmed) before me on 11/10/2025 by JOSEPH PAYNE
[date] [name]

He/she is personally known to me or has presented FLORIDA LICENSE as identification.
[type of identification]

[Notary's Signature and Seal]

Print Notary Name and Commission No.



CERTIFICATION PURSUANT TO FLORIDA STATUTE § 215.4725 and § 287.135

I, Joseph Payne, on behalf of JPI,
certifies

Print Name

Company Name

that JPI :
Company Name

1. Is not engaged in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List ; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List; and
5. Has not engaged in business operations in Cuba or Syria.

Joseph Payne

Signature

President

Title

11/10/25

Date

CONFLICT OF INTEREST STATEMENT

This Proposal/Agreement (whichever is applicable) is subject to the conflict of interest provisions of the policies and Code of Ordinances of WELLINGTON, the Palm Beach County Code of Ethics, and the Florida Statutes. During the term of this Agreement and any renewals or extensions thereof, the VENDOR shall disclose to WELLINGTON any possible conflicts of interests. The VENDOR's duty to disclose is of a continuing nature and any conflict of interest shall be immediately brought to the attention of WELLINGTON. The terms below shall be defined in accordance with the policies and Code of Ordinances of WELLINGTON, the Palm Beach County Code of Ethics, and Ch. 112, Part III, Florida Statutes.

CHECK ALL THAT APPLY.

NO CONFLICT:

☒ To the best of our knowledge, the work contemplated by this agreement would not create a conflict of interest due to the undersigned's representation of other clients on projects pending before the Village of Wellington.

☐ To the best of our knowledge, the undersigned business has no employment or other contractual relationship with any WELLINGTON employee, elected official or appointed official.

☐ To the best of our knowledge, the undersigned business has no officer, director, partner or proprietor that is a WELLINGTON purchasing agent, other employee, elected official or appointed official. The term "purchasing agent", "elected official" or "appointed official", as used in this paragraph, shall include the respective individual's spouse or child, as defined in Ch. 112, Part III, Florida Statutes.

☐ To the best of our knowledge, no WELLINGTON employee, elected official or appointed official has a material or ownership interest (5% ownership) in our business. The term "employee", "elected official" and "appointed official", as used in this paragraph, shall include such respective individual's relatives and household members as described and defined in the Palm Beach County Code of Ethics.

POTENTIAL CONFLICT:

☐ The undersigned business, by attachment to this form, submits a list of current clients and projects for which it is currently seeking Village approval and which may cause a potential conflict of interest due to any of the above listed reasons or otherwise.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT IT IS INELIGIBLE TO PERFORM WORK ON BEHALF OF THE VILLAGE OF WELLINGTON FOR ANY OF THE CLIENTS OR PROJECTS LISTED IN THE ATTACHEMENT TO THIS FORM. FAILURE TO DISCLOSE A POSSIBLE CONFLICT OF INTEREST MAY RESULT IN DISQUALIFICATION OF YOUR BID/PROPOSAL OR IN THE IMMEDIATE CANCELLATION OF YOUR AGREEMENT, WHICHEVER IS APPLICABLE.

JPI

COMPANY NAME

Joseph Payne

AUTHORIZED SIGNATURE

Joseph Payne

NAME (PRINT OR TYPE)

President

TITLE

Rev. 5.28.2025

NON-COLLUSION AFFIDAVIT

State of FLORIDA

County of HERSHPOROUGH

Being duly sworn deposes and says:

That he/she is an officer of the parties making the forgoing bid submittal, that the bid is made without prior understanding, agreement, or connection with any individual, firm, partnership, corporation or other entity submitting a bid for the same materials, services, supplies or equipment, either directly or indirectly, and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted with, prior to, or after any delivery of material or provision of services. Any violation of this provision may result in disqualification, contract cancellation, return of materials or discontinuation of services, and the possible removal of Bidder from the vendor Bid lists

JPI

Name of Bidder

Joseph Payne

Print name of designated signatory

[Signature]

Signature

President

Title

On this 10 day of NOVEMBER, 2025, before me appeared JOSEPH PAYNE personally known to me to be the person described in and who executed this FLORIDA LICENSE and acknowledged that (she/he) signed the name freely and voluntarily for the uses and purposes therein described.

In witness thereof, I have hereunto set my hand and affixed seal the day and year last written above.

[Signature]

Signature

Notary Public in and for the State of FLORIDA

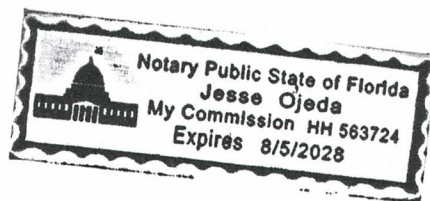
JESE OJEDA

(Name Printed)

Residing at 3225 S. MACDILL AVE
TAMPA, FL 33629

My commission expires 08-05-2028

(Affix Seal Here)



REQUEST FOR PROOF OF WORKERS COMPENSATION INSURANCE OR EXEMPTION

Dear Provider of Services or Goods:

In order to provide services or goods to Wellington, we require that you provide us either proof of workers compensation coverage or proof of exemption.

Employers conducting work in the State of Florida are required to provide workers' compensation insurance for their employees. Specific employer coverage requirements are based on the type of industry, number of employees and entity organization. To determine coverage requirements for a specific employer, the following information is provided by the Bureau of Compliance.

Construction Industry - One (1) or more employees, including the owner of the business who are corporate officers or Limited Liability Company (LLC) members. For a list of the trades considered to be in the construction industry see [69L-6.021 Florida Administrative Code](#).

Non-Construction Industry - Four (4) or more employees, including business owners who are corporate officers or Limited Liability Company (LLC) members.

Please note: Non-construction industry Sole Proprietors or partners in a Partnership are not employees unless they want to be included on the business' Workers' Compensation Insurance policy and file a form [DWC 251](#) with the Division of Workers' Compensation.

Agricultural Industry - Six (6) regular employees and/or twelve (12) seasonal workers who work more than 30 days during a season but no more than a total of 45 days in a calendar year.

Out of State Employers must notify their insurance carrier that they are working in Florida. If there is no insurance, the out of state employer is required to obtain a Florida Workers' Compensation Insurance policy with a Florida [approved insurance carrier](#) which meets the requirements of Florida law and the Florida Insurance Code. This means that "Florida" must be specifically listed in Section 3A of the policy (on the Information Page).

An Extraterritorial Reciprocity clause in [the home state's](#) statute allows some out of state Employers to work in Florida temporarily using their home state's Workers' Compensation insurance policy.

Contractors are required to make certain that all sub-contractors have the required Workers' Compensation Insurance **before** they begin work on a project. To see the documentation that is required from a sub-contractor, see [69L-6.032 Florida Administrative Code](#).

If the sub-contractor does not have Workers' Compensation Insurance for its employees, those workers become the employees of the contractor. If an injury occurs, the contractor is responsible for paying the benefits for the work related injury, illness or fatality.

If you meet the above criteria to be exempt, you MUST provide us with one of the following:

- If your business is a sole proprietorship or unincorporated business: provide us a Verification of Automatic Exempt Certificate. This verification is a letter that is issued by the State of Florida Department of Financial Services. To receive a letter from the State, complete the following directions: 1) Call the National Council of Compensation Insurance 1-800-622-4123, Option 5, and ask them for the class code for your type of business. 2) Once you have received this code, call the Department of Financial Services at 1-850-413-1601 and provide them your business name, class code, mailing address, and contact phone number. They will send you the Verification of Automatic Exempt Certificate. 3) Provide us a copy of the Verification of Automatic Exempt Certificate.
- If your business is a corporation (including a professional association or limited liability company), and you are not required to have workers compensation insurance as per the requirements as outlined above, you must provide the Village with a copy of your Florida Division of Workers' Compensation Certificate of Election to be Exempt.

If you are an employer that meets the requirements of workers compensation and needs to obtain coverage, contact your current business insurance agent, or you may use the following resources to locate an agent: www.faia.com, www.piafl.org/wc-info.pdf , or call (850) 893-8245.

Please be reminded that the furnishing of this information to Wellington is a non-negotiable requirement to perform services for us. Failure to provide this timely may result in either termination of your services or delay of payment for services. Your workers compensation Certificate of Coverage, of Workers' Compensation Certificate of Election to be Exempt, or Verification of Automatic Exempt Certificate must be delivered or mailed to the Purchasing Department located at 12300 Forest Hill Boulevard, Wellington, Florida, 33414.

NO COERCION FOR LABOR OR SERVICES AFFIDAVIT

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

BEFORE ME, the undersigned, personally appeared Joseph Payne (Name of Affiant), who, first being duly sworn, deposes and says:

1. I have personal knowledge of the facts in this affidavit and am of legal age and of no disability and have the authority to make the statements contained herein.
2. I am the officer or agent of the business entity named below and make this affidavit to comply with section 787.06, Florida Statutes.
3. The business entity does not use coercion for labor or services as defined in section 787.06, Florida Statutes.
4. I understand that I have a continuing obligation to notify the Village of Wellington if the status of the business entity changes.
5. Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

FURTHER AFFIANT SAYETH NOT.

Affiant Name: Joseph Payne

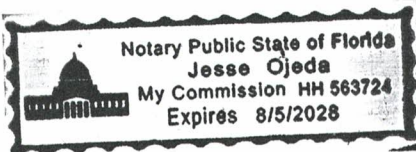
Signature: _____

Title: President

Business Entity Name: SPI

Date: 11/10, 2025

SWORN TO AND SUBSCRIBED before me by means of ☒ physical presence or ☐ online notarization, this 10 day of NOVEMBER, 2025, by JOSEPH PAYNE (Name of Affiant), as PRESIDENT (Title) of SPI (Name of Business Entity), who is personally known to me or who has produced FLORIDA LICENSE, as identification.



NOTARY PUBLIC, State of: FLORIDA
Printed Notary Name: JESSE OJEDA
My Commission Expires: 08-05-2028

FOREIGN COUNTRIES OF CONCERN AFFIDAVIT

(Pursuant to Section 287.138, Florida Statutes)

I Joseph Payne (name of affiant) of JPI (name of business entity),

attest that the following is true:

1. I have personal knowledge of the facts in this Affidavit and am of legal age and of no disability and have the authority to make the statements contained herein.
2. I am the officer or agent of the business entity named below and make this Affidavit to comply with section 287.138, Florida Statutes.
3. I certify that the business entity named below does not provide access to an individual's personal identifying information to any entity that:
 - a) is owned by the government of a foreign country of concern;
 - b) has provided a foreign country of concern a controlling interest; or
 - c) is organized under the laws of or has its principal place of business in a foreign country of concern.
4. I understand that I have a continuing obligation to notify the Village of Wellington if the status of the business entity changes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

Affiant Name: Joseph Payne

Signature: 

Title: President

Business Entity Name: JPI

Date: 11/10, 2025

Council

Michael J. Napoleone, Mayor
Tanya Siskind, Vice Mayor
John T. McGovern, Councilman
Maria Antuña, Councilwoman
Amanda Silvestri, Councilwoman

Manager

Jim Barnes

ITB No. 001-26/ER

Title: Building Inspection Services

Bid Opening: November 13, 2025 at 11:00 am. Local Time

Addendum Date: October 23, 2025

ADDENDUM NO. ONE

PURPOSE: The purpose of this Addendum/NOTICE is to make changes, additions, deletions, revisions, and clarifications to the Invitation to bid (ITB) documents for **Building Inspection Services**. Bidders shall review the Addendum requirements in detail.

QUESTIONS

Question 1: Please confirm that the Qualifications of Personnel section cannot exceed 10 pages as stated on page 16.

Response 1: The *Qualifications of Personnel* Section shall not exceed the maximum of 10 double sided pages. Bidders may submit less than 10 double sided pages, but no more than this amount.

Question 2: On pages 16-17, Items #5-12 under Section D, Qualifications of Personnel do not pertain to personnel qualifications. Can the Village please clarify the requirements/instructions for the submittal and include any relevant page restrictions?

Response 2: Section D shall not exceed the maximum number of 10 double sided pages. The Village has deemed these questions part of the personnel qualifications and the business (proposer). Please disregard #11 for this Section, and provide references on the Questionnaire Form.

The bid submittal includes all required documents listed on the checklist, page 19, these are separate from the *Qualifications of Personnel* Section D pages 16-17. *Qualifications of Personnel* Section D pages 16-17 shall not exceed the maximum of 10 double sided pages (bidders may submit less than 10 double sided pages, but no more than this amount).

Question 3: Can the Village confirm the required forms and affidavits do NOT count towards the total page count?

Response 3: Correct, the required forms and affidavits are separate pages and do not count against Section D maximum number of pages.

Question 4: Can the Village confirm that at a minimum they want to see two resumes for two multi-licensed inspectors as stated on page 16 in Section C, Staffing?

Response 4: Section C on page 16 is advising the number of staff that is or may be required. Resumes should be included with Section D – Qualifications of Personnel.

Question 5: Can the Village confirm that it is okay to show the qualifications of plan reviewers in addition to inspectors?

Response 5: Yes, this shall be included with Section D – Qualifications of Personnel.

Question 6: Can the Village confirm that we are to submit electronic copies on Demandstar as it says on page 1 and NOT on a CD or USB as it says on page 3?

Response 6: Bidders may submit bids by two different methods: Electronic bids shall *only* be submitted thru. Demandstar (now operating as Euna OpenBids). Paper Bids shall be submitted to the address listed on page 1 which also requires an electronic copy on CD or USB.


Question 7: Can the Village please confirm the total page count for the submittal is 10 pages?

Response 7: The bid submittal includes all required documents listed on the checklist, page 19, these are separate from the *Qualifications of Personnel* Section D pages 16-17. *Qualifications of Personnel* Section D pages 16-17 shall not exceed the maximum of 10 double sided pages (bidders may submit less than 10 double sided pages, but no more than this amount).

Question 8: Are there any other construction or electrical sheets available?

Response 8: No, the bid document only consists of 32 pages with specifications beginning on page 16.

ACKNOWLEDGEMENT: Proposers must acknowledge receipt of any and all Addenda. Failure to do so may result in rejection of the ITB. All requirements of the proposal documents remain unchanged except as cited herein.



**Signature of Proposer Acknowledging Receipt of
Addendum No. (1) One to be attached in front of ITB**

Council

Michael J. Napoleone, Mayor
Tanya Siskind, Vice Mayor
John T. McGovern, Councilman
Maria Antuña, Councilwoman
Amanda Silvestri, Councilwoman

Manager

Jim Barnes

Joseph Payne

ITB No. 001-26/ER

Title: Building Inspection Services

Bid Opening: November 13, 2025 at 11:00 am. Local Time

Request for Information Date: November 4, 2025

Request for Information #1

Question 1: Please advise if the maximum ten (10) page limit includes resumes of proposed personnel.

Response 1: Please refer to Addendum #1 issued on October 23, 2025. Resumes should be included with Section D – Qualifications of Personnel and shall not exceed the maximum of 10 double sided pages.

Question 2: There is a missing document that is requested on the Bid Proposal Checklist, #14. E-Verify Memorandum of Understanding (MOU). Can you please provide this page?

Response 2: This memorandum is obtained from the Department of Homeland Security Website:
<https://www.e-verify.gov/>

If a vendor is enrolled with e-verify, the vendor can download the MOU from the website. If not, the vendor will have to go thru. the enrollment process. Attached is an example of what the MOU looks like. If you need further assistance with e-verify enrollment, please contact their support directly: <https://www.e-verify.gov/contact-us>

Company ID Number: 1718797

Approved by:

Employer JPI	
Name (Please Type or Print) Joseph Payne	Title
Signature Electronically Signed	Date 07/22/2021
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 07/22/2021

Company ID Number: 1718797

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	JPI
Company Facility Address	9629 GRETNA GREEN DRIVE jpi TAMPA, FL 33626
Company Alternate Address	
County or Parish	HILLSBOROUGH
Employer Identification Number	800640420
North American Industry Classification Systems Code	541
Parent Company	JPI
Number of Employees	20 to 99
Number of Sites Verified for	1 site(s)

Company ID Number: 1718797

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FL

1

Company ID Number: 1718797

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Joseph Payne
Phone Number 8137311501
Fax
Email ioepayneinc@gmail.com

Name Joseph Payne
Phone Number 81373115010
Fax
Email ioepayneinc@gmail.com

Company ID Number: 1718797

This list represents the first 20 Program Administrators listed for this company.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/11/2025

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 Straight-Line Insurance, LLC 1301 Grasslands Blvd., Suite 100 Lakeland, FL 33803 www.straightlinellc.com	CONTACT NAME: Straight-Line Insurance, LLC PHONE (A/C, No. Ext): 863-904-4776 E-MAIL ADDRESS: certs@straightlinellc.com	FAX (A/C, No):
INSURED Joe Payne, Inc JPI 5995 S Hwy A1A Melbourne Beach FL 32951	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Certain Underwriters at Lloyd's of London	NAIC # 32727
	INSURER B: AmGUARD Insurance Company	42390
	INSURER C: Insurance Company of the West (ICW)	27847
	INSURER D: Lexington Insurance Company	19437
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 87126094**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	<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 checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	019810430-00	6/12/2025	6/12/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Allowed Autos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JOAU605267	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$500,000 BODILY INJURY (Per accident) \$1,000,000 PROPERTY DAMAGE (Per accident) \$ EXCESS COVERAGE \$100,000
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	071732686-00	6/12/2025	6/12/2026	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/>	WFL 5054011 05	3/6/2025	3/6/2026	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PLC-01064-03	6/19/2025	6/19/2026	Per Claim/Agg: \$2,000,000 / \$2,000,000 Deductible: \$25,000

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

Auto Liability Coverage Form - Hired Auto, Non-Owned Endorsement
E919 - Blanket Waiver of Transfer Rights of Recovery Against Others
E921 - Additional Insured - Primary and Non-Contributory

CERTIFICATE HOLDER**CANCELLATION**

Village of Wellington
ATTN: Clerk's Office
12300 Forest Hill Blvd
Wellington, FL 33414

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

John Nicholas Davis

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ACORD 25 (2016/03)

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