

**BOARD OF COUNTY COMMISSIONERS**

**DATE:** November 20, 2012  
**AGENDA ITEM NO.** 17.

**Consent Agenda** ☐

**Regular Agenda** ☒

**Public Hearing** ☐

**County Administrator's Signature**

**Subject:**

First Amendment – Adopt-A-Program(s) Management Services  
Contract No. 101-0036-B(LN)

**Department:**

Parks and Conservation Resources / Purchasing

**Staff Member Responsible:**

Paul Cozzie / Joe Lauro

**Recommended Action:**

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) APPROVE THE FIRST AMENDMENT TO THE AGREEMENT FOR ADOPT-A-PROGRAM(S) MANAGEMENT SERVICES WITH KEEP PINELLAS BEAUTIFUL, INC. (KEEP PINELLAS BEAUTIFUL), CLEARWATER, FLORIDA AT THE SAME TERMS, AND CONDITIONS.

IT IS FURTHER RECOMMENDED THAT AFTER PROPER EXECUTION OF THE FIRST AMENDMENT BY THE CONTRACTOR, THE CHAIRMAN SIGN AND THE CLERK ATTEST.

**Summary Explanation/Background:**

The purpose of this contract is to provide management services for the Adopt-A-Program(s). This program includes the Adopt-A-Highway/Pond project for the Department of Environment and Infrastructure (DEI) Transportation and Stormwater division, as well as an extensive Litter Control operation for the DEI Solid Waste division. This request, on behalf of the Parks and Conservation Resources Department, is for an amendment to the contract to add services for the Pinellas Trail Adopt-a-Mile Program. The creation of the Pinellas Trail Adopt-A-Mile Program and its inclusion in the Adopt-A-Mile Programs agreement will provide increased litter and debris removal from the Pinellas Trail and its associated ditches and drainage areas. It is anticipated that groups adopting each one mile approximate section of the trail will also provide a heightened perception of safety and security to trail users through their group's visibility on the Pinellas Trail and increased pride in their community. The addition of the Pinellas Trail Adopt-a-Mile Program requires an increase of \$2,000.00 for the remainder of the contract term.

Previous actions regarding this contract are:

- May 24, 2011 Award of Bid approved by Board

**Fiscal Impact/Cost/Revenue Summary:**

Current Estimated Annual Expenditure Not To Exceed:	\$255,413.31
Increase Not To Exceed:	\$ 2,000.00
Revised Estimated Expenditure Through 5/23/13 Not To Exceed:	\$257,413.31

Funding is provided through Department of Environment & Infrastructure (DEI) Solid Waste Division operating budget.

**Exhibits/Attachments:**

First Amendment to the Agreement



FIRST AMENDMENT TO THE AGREEMENT FOR ADOPT-A-PROGRAM(S) MANAGEMENT  
SERVICES

This Amendment made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between PINELLAS COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "County" and Keep Pinellas Beautiful, Inc. hereinafter referred to as "Contractor."

WITNESSETH:

WHEREAS, the County and the Contractor entered into an agreement on May 25, 2011, pursuant to Pinellas County Contract No. 101-0036-B (hereinafter "Agreement") pursuant to which the Contractor agreed to provide Adopt-A-Program(s) Management Services for County; and

WHEREAS, Section FOUR (4) of the Agreement permits modification by mutual written agreement by the parties; and

WHEREAS, the County and the Contractor now wish to modify the Agreement in order to provide for New Services;

NOW THEREFORE, the parties agree that the Agreement is amended as follows:

1. Section 3 – Parks and Conservation Resources Department (Pinellas Trail) per Quote Letter dated September 12, 2012 shall now be added to the Agreement.
2. Except as changed or modified herein, all provisions and conditions of the original Agreement shall remain in full force and effect.



IN WITNESS WHEREOF the parties herein have executed this First Amendment to the Agreement for Adopt-A-Program(s) Management Services pursuant to Contract No. 101-0036-B as of the day and year first written above.

PINELLAS COUNTY, FLORIDA  
by and through its  
Board of County Commissioners

Keep Pinellas Beautiful, Inc.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

[Corporate Seal]

ATTEST:  
KEN BURKE

ATTEST:

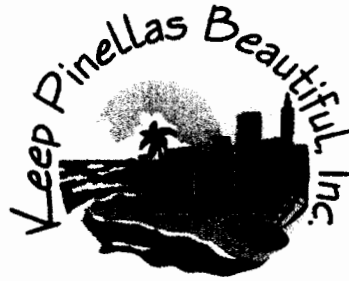
By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
(Attesting Witness' name/title)

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Office of the County Attorney





4707 140<sup>th</sup> Ave N Suite # 214  
Clearwater, FL 33762

**September 12, 2012**

**TO: Lucy Nowacki  
Pinellas County Purchasing  
400 S. Ft Harrison Ave  
Clearwater, FL 33756**

**RE: Request for Quote – Adopt A-Pinellas Trail Mile**

Per a request from Nancy Brown, the following effects associated with management of an Adoption program for the Pinellas Trail, similar to the current Adopt-A-Mile Program, are hereby submitted.

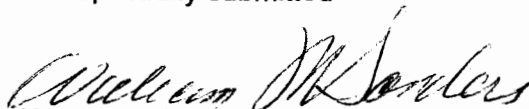
Monthly Program Management - \$ 50.00 per month (see note)

Recruiting Adoptee - \$ 35.00 per Program Presentation or Recruiting

Adoption Process - \$ 25.00 per signed Adoption

Note – Monthly Program Management quote includes our costs associated with posting and maintaining the program on our web site, quarterly reports and required surveillance of the trail and program progress.

Respectfully submitted

  
William M Sanders  
Executive Director  
727-533-0402



**PINELLAS COUNTY**  
**PARKS AND CONSERVATION RESOURCES DEPARTMENT**  
**PINELLAS TRAIL ADOPT-A-MILE PROGRAM**  
**STANDARD OPERATING PROCEDURES**

**1. RECRUITMENT**

**A. First Contact**

- 1) Perform presentation and/or leave brochures with interested parties.
- 2) Send list of ADOPTABLE MILE SEGMENTS (attached) if requested by interested party.

In the event the interested party only wants information over the phone, provide brochure content.

**B. Second Contact**

- 1) This party will be an organized group and should be interested in volunteering. During conversation, it is appropriate to provide a list of ADOPTABLE MILE SEGMENTS (attached) if not already provided.
- 2) Forward GROUP ADOPTION AGREEMENT to interested party for execution and send electronic notice to copy County Representative of new pending adopting group. Only organized groups are eligible as an adopting group.

**2. ADOPTION PROCESS**

**A. Upon receipt of a signed and witnessed GROUP ADOPTION AGREEMENT:**

- 1) Verify information to ensure the mile segment is clearly identified.
- 2) Send notice to the County Representative.

**3. SAFETY PRESENTATION**

**A. Contact the Adopting Group Representative to schedule a viewing of the Safety Presentation.**

- 1) A minimum of two (2) participants must be present.
- 2) Secure signed acknowledgements from all attending participants.
- 3) Send tentative litter pick-up dates and signage request to the County Representative within fourteen (14) days after the Adopting Group completes viewing of the Safety Presentation.

**4. MONITORING / TRAINING**

**A. Send a reminder to Adopters who have not scheduled future pick-up dates.**

**B. Two- Month Maintenance**

- 1) Send RENEWAL GROUP ADOPTION AGREEMENT to adopters approaching the 2-year completion date on or before their last cleanup event.
- 2) If adopter fails to return the Renewal Agreement, then contact shall be via the phone or a second letter sent.
- 3) If adopter fails to respond after 30-days, then send them a notice that they have been removed from the program. Concurrently, send notice to the County Representative with a request to remove signs.

**C. Annual Maintenance**

- 1) On an annual basis, submit the most recent editions of the safety presentation videos to the County Representative for review.
- 2) Notify adopters of the required annual viewing of the safety presentation videos. This may be considered sufficient to serve as the safety meeting.
- 3) A minimum of two (2) individuals from each adopting group need to view the safety presentation and they do not need to be the same original viewers. Obtain signed acknowledgements indicating they have viewed the safety videos.
- 4) If safety videos are borrowed for viewing at the adopter's site, then include an acknowledgement sheet for their certification that they viewed and understand the videos. Collect safety videos on return of the signed acknowledgements.
- 5) Contractor shall view adopted areas for hazards at least once a year.



# **PINELLAS TRAIL ADOPT A MILE SEGMENTS**

Mile #	Decal Range	Street Boundaries	Assigned	Assigned
1	0000-0024	Demens Landing/Bayshore Drive to Between 10th St. and 11th St.		
2	0024-0051	Between 10th St. and 11th St. to Between 24th St. and 25th St.		
3	0051-0068	Between 24th St. and 25th St. to 34th St. /US Hwy 19		
4	0068-0091	34th St. /US Hwy 19 to 46th Street		
5	0091-0108	46th Street to Braddock St. S (east of 55th Street)		
6	0108-0135	Braddock St. S (east of 55th Street) to La Plaza Avenue S (east of 66th St.)		
7	0135-0156	La Plaza Avenue S (east of 66th St.) to 5th Avenue N		
8	0156-0178	5th Ave. N to 22nd Avenue N		
9	0178-0197	22nd Avenue N to 76th Avenue N		
10	0197-0216	76th Avenue N to 85th Lane N (west of Park St.)		
11	0216-0231	85th Lane N (west of Park St.) to 250-ft. east of 95th Street N		
12	0231-0250	250-ft. east of 95th Street N to 104th Street N/62nd Terrace N		
13	0250-0270	104th Street N/62nd Terrace N to about 550-ft. west of 113th St.		
14	0270-0289	about 550-ft. west of 113th St to Between 85th Ave. and 85th Terrace N		
15	0289-0306	Between 85th Terrace N and 85th Terrace N to 99th Ave. N		
16	0306-0324	99th Ave. N to 114th (about 1100-ft south of Walsingham)		
17	0324-0340	114th (about 1100-ft south of Walsingham) to 130th Avenue N		
18	0340-0362	130th Avenue N to 11th Court SW (about 1050-ft south of 8th Ave SW)		
19	0362-0379	11th Court SW (about 1050-ft south of 8th Ave SW) to 4th Ave NW		
20	0379-0397	4th Ave NW to Ponce De Leon Blvd		
21	0398-0414	Ponce De Leon Blvd to 200-ft south of Corbett Street/A Street		
22	0414-0429	200-ft south of Corbett Street/A Street to Court Street		
23	0430-0447	Court Street to Cedar Street		
24	0447-0464	Cedar Street to Cardova Lane (300-ft south of Sunset Point Rd)		
25	0464-0480	Cardova Lane (300-ft south of Sunset Point Rd) to 420-ft south of Beltrees St.		
26	0480-0496	420-ft south of Beltrees St. to 140-ft north of Jackson Street		
27	0496-0511	140-ft north of Jackson Street to Mira Vista Drive		
28	0512-0528	Mira Vista Drive to 120-ft north of Trade Winds Drive		
29	0528-0545	120-ft north of Trade Winds Dr. to 700-ft south of Shore Drive/Orange St.		
30	0545-0562	700-ft south of Shore Drive/Orange St. to Pennsylvania Ave/Virginia Ave.		
31	0562-0580	Pennsylvania Ave/Virginia Ave. to about 150-ft south of Hidden Lake Blvd.		
32	0580-0597	about 150-ft south of Hidden Lake Blvd. to 200-ft south of Sage Road		
33	0597-0615	200-ft south of Sage Road to 350-ft south of Alt US 19 underpass		
34	0615-0631	350-ft south of Alt US 19 underpass to 600-ft south of Klosterman Road		
35	0631-0648	600-ft south of Klosterman Road to 1040-ft south of Meres Blvd		
36	0648-0662	1040-ft south of Meres Blvd to Cypress Street		
37	0662-0679	Cypress Street to Elfers Spur		
38	0679-0697	Elfers Spur to "end" 1050-ft north of Keystone Road		