

OCEAN HIGHWAY & PORT AUTHORITY NASSAU COUNTY, Florida



Peck Center
Willie Mae Ashley Auditorium
516 S 10th Street
Fernandina Beach, FL 32034

AGENDA January 08, 2025 6:00 PM Monthly Meeting

1. **Public meeting call to order** (Chair)
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call:** Miriam Hill, District 1; Scott Moore, District 2, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5
5. **Recognition of elected Officials, Honored guests, Industry and Professional representatives, and others in attendance** (Chair)
6. **Public Comments** on agenda items (Comments submitted prior to the meeting)
7. **Regular Business:**
 - a. **Approval of Minutes**
 - December 4 2024 Monthly meeting
 - b. **Port Attorney Report**
 - c. **Port Accountant Report**
 - Financial report – December 2024
 - d. **Port of Fernandina Report (Operator)**
 - Tonnage report – December 2024
 - Port issues/repairs (update)
 - Capital Improvements (list update)
8. **Old Business**
 - a. Operating Agreement (OHPA-Nassau Marine Terminal Revenue details)
 - b. Tariff adjustment (funds for 2025 PILOT payment, Resolution 2024-R12)
 - c. Engineer retainer (future projects, RFQ- continuing services retainer)
 - d. RFB- Fender Replacement Project (Final with revisions, review)
 - e. Rescission of Board action (OHPA Property sale, Resolutions 2024-R07 and R08, Noticed from December 4 2024 meeting)

9. New Business

- a. Resolution 2025-R01 (Amend current format of meeting agenda)

10. Commissioners Reports and Comments

- a. **New development reports**
- b. **Committee reports**
 - **New appointments by the Chairman**
 - Port Security
 - Port Facilities
 - FDOT
 - Customs House
 - Army Corp of Engineers
 - Economic Development
 - Emergency Management
 - Transportation Planning Organization (TPO)
 - Technical Advisory Committee (TAC)
 - Nassau Chamber of Commerce
 - City of Fernandina Beach
 - Keep Nassau Beautiful
 - Community Outreach

11. Administrative Office Manager Report

12. Other items to be brought by Commissioners

- a. **FTD order receipt (Board consent)**

13. Adjournment

If a 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. Fla. Stat. § 286.0105.



Minutes

OCEAN HIGHWAY & PORT AUTHORITY



Miriam R. Hill – Commissioner, District 1
Scott Moore – Commissioner, District 2
Justin Taylor – Chairman, District 3
Ray Nelson – Vice Chair, District 4
Mike Cole – Secretary/Treasurer, District 5

Monthly Meeting Minutes

December 4, 2024

The Ocean Highway and Port Authority, Nassau County, held its monthly meeting on Wednesday, December 4, 2024 at the Peck Center, Willie Mae Ashley Auditorium, 516 S 10th Street, Fernandina Beach, FL 32034.

1. Public meeting (Call to Order) - Chair

Chair Hill called the public meeting to order at 6:00 PM.

2. Invocation

Commissioner Nelson gave the invocation.

3. Pledge of Allegiance

Chair Hill led the pledge.

4. Roll Call: Miriam Hill, District 1; Scott Moore, District 2, Justin Taylor, District 3; Ray Nelson, District 4; Mike Cole, District 5.

Rossana Hebron, Administrative Office Manager, conducted the roll call. All Commissioners were present. Also in attendance were Patrick Krechowski, Port Attorney; Pierre LaPorte, Port Accountant; and Kyle Clark for the Port Operator.

5. Welcome Commissioner Scott Moore- District 2

Chair Hill welcomed newly elected Commissioner Moore to the OHPA Board.

6. Election of OHPA Officers (Chair, Vice Chair, and Sec/treasurer)

Commissioner Hill motioned to appoint Commissioner Taylor for the Chair position. Commissioner Nelson second the motion.

The Board voted unanimously to appoint Commissioner Taylor as Chair.

Commissioner Hill motioned to appoint Commissioner Nelson for the Vice Chair position. Commissioner Moore second the motion.

The Board voted unanimously to appoint Commissioner Nelson as Vice Chair.

Commissioner Nelson motioned to appoint Commissioner Cole for the Secretary/Treasurer position. Commissioner Moore second the motion.

The Board voted unanimously to appoint Commissioner Cole as Secretary/Treasurer.

7. Recognition of elected Officials, Honored guests, Industry and Professional representatives, and others in attendance (Chair)

The new Chair acknowledged the audience. Chair Taylor was hopeful to move forward in a positive matter with the help of OHPA partners such as Savage, news media, and the public.

8. Public Comments on agenda items (Comments submitted prior to the meeting)
Both public speakers are Fernandina Beach residents.

- **Danny Fullwood**; First, Mr. Fullwood reminded that the topic of the OHPA property sale had been discussed many times and gained a majority vote from the Board to proceed. He urged the Board to reconsider Resolution 2024-R13 that would take the sale off from consideration. Second, he cited a portion of Resolution 2024-R14 that would prohibit a *person elected to county, municipal, school district, or special district office... from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office*. He continued by announcing that he was asked to be a consultant/advisor for Savage (Port Operator) starting the first of the year. He affirmed that he would oversee the grants for the Operator and work with Customs and Border Protection (CBP) to complete the facility project properly. He urged the Board to vote this particular resolution down and allow him to work for the Operator the first of the year.
- **Orlando Avila**; First, Mr. Avila announced the post-hurricane season wrap up meeting was on December 17th. He asked that OHPA send a representative at the meeting. Second, he addressed the issue of not having a tugboat ready at some point at the Port. Hiring a tug from Jacksonville is expensive versus the standard rate for the Fort Clinch tugboat. He requested to be notified ahead of time when the Fort Clinch will not be available. This also includes notifications if the cranes are down, and any operational impact must be communicated. Lastly, he requested the rate sheet be published when there are revisions. He also suggested a flat fee for security instead of on a daily basis.

Discussion: Mr. Avila explained most of the ports do not own a tugboat. The Operator now owns the Fort Clinch; therefore, it must publish the rate sheet to inform the Port customers. Kyle Clark, Port Terminal Manager, explained they are waiting for the executed Bill of Sales for the Fort Clinch. OHPA needs to omit the tugboat rates from its published tariff because OHPA no longer owns the Fort Clinch.

There were no questions from the Board.

9. Regular Business:

a. Approval of Minutes

- November 13 , 2024 Monthly meeting

There were no revisions. Commissioner Hill motioned to approve the November 13th minutes. Commissioner Cole second the motion.

The Board voted unanimously in favor of the motion.

b. Port Attorney Report

Mr. Krechowski did not submit a written report to include in the meeting packet. Instead, he provided a verbal report with a focus on the Property Appraiser case. Outside counsel for the Port filed an amendment covering the 2024 tax year and a motion to consolidate with the existing case. No decision has been rendered. The Property Appraiser, in turn, filed a motion to dismiss the amended complaint. A hearing date has yet to be determined, most likely in January or February 2025. The motion to stay pending the resolution of the Gulf Breeze case has not been filed but in progress.

Commissioner Hill inquired if the amendment added the current tax year. Mr. Krechowski explained the amendment was a stand-alone with the intent to submit a motion to consolidate with the existing case.

c. Port Accountant Report

- **Financial report – November 2024**

Copies of the November 2024 report and the Q4 financial statement were emailed to the Board just prior to the meeting because of the change to an earlier meeting date. Mr. LaPorte reported receipt of the Operator's quarterly fee contribution and the last ARPA reimbursement. There were no unusual financial activities to report.

Mr. LaPorte explained he noticed an error in the Q4 financial statements; therefore, he deferred the item to the next meeting with corrections.

Mr. Krechowski added he responded to the auditor's request for the Attorney's letter that consisted information of pending or threatened litigation.

In hindsight, Chair Taylor acknowledged the public attendees including: Julia Roberts (Newsleader), former Commissioner Danny Fullwood, Orlando Avila, Davis Bean (Savage), Amy Deckert, Brandy Carvalho (Dir. of Strategic Advancement and Economic Resources-Nassau County), and John Lang.

d. Port of Fernandina Report (Operator)

- **Tonnage report – November 2024**

The November 2024 tonnage report was distributed via email and was not included in the meeting packet. Kyle Clark, Port Terminal Manager, reported a good month. Total tonnage was 27,284 and the year-to-date total was 287,968. He noted the latter was a better indication compared to last year's total.

Mr. Clark acknowledged Chair Taylor's inquiry by appraising an upward trend in the coming year, 2025, with an on-site barge service, strong paper cargo, and good trend with the hard board.

- **Port issues/repairs (update)**

This item was deferred to Commissioner Nelson's committee report.

- **Capital Improvements (list update)**

The 5-year Capital Expenditure (CAPEX) report was submitted and discussed at the last meeting. There were no updates.

10. Old Business

a. **Communications Plan** (social media, public information)

Chair Taylor reminded the Board this item was discussed at prior meetings. He hoped to find an individual who could assist with OHPA's public messaging. He anticipates collaboration with the Economic Development Board in seeking interns for the task. This item was deferred to the January 2025 meeting.

b. **Operating Agreement** (update, Port Operator remittance-schedule and procedure)

Commissioner Hill requested a regular schedule of reporting from the Operator for remittance of funds. She reported Mr. LaPorte proposed payments that would align with OHPA practices to begin the new revenue-sharing under the Operating agreement and also the PILOT payments.

Mr. LaPorte explained OHPA regularly receives revenues from the Operator on a monthly or quarterly basis. More importantly, the goal is to understand the cashflow to meet OHPA's obligations. A proposed payment schedule was sent to the Operator's legal counsel. Commissioner Hill requested a with the Operator's finance team to collaborate on a remittance schedule and procedure. Mr. LaPorte emphasized having the \$50K by September 15th to pay the PILOT settlement by October 1st annually. He reported the Operator, through his legal counsel, communicated to cover the \$50K per year for a period of five years with any excess going toward the Maintenance account. Moreover, if less than

\$50K, OHPA will withdraw the balance from the Maintenance account. The latter was still under negotiation. Mr. LaPorte anticipates the forthcoming first collection report from the Operator. He was unsure if the “facilities fee” has been or will be remitted to OHPA by the Operator. Per Commissioner Hill, the Operator started charging their customers a “facilities fee” since discussions of amending the tariff began.

Commissioner Hill offered to meet with Mr. LaPorte and Savage representative to finalize a reporting and payment schedule. The Chair concurred. This item was deferred to the next meeting for discussion and update.

- c. **Tariff adjustment** (funds for 2025 PILOT payment, Resolution 2024-R12)
This item was deferred to the next meeting for discussion and update along with item 10b above.
- d. **Engineer retainer** (future projects, RFQ- continuing services retainer)
Commissioner Hill reiterated that FDOT recommended that OHPA retain an engineer for continuing services for its projects. She reminded the Board that a request was given to the Operator to draft a request for qualifications (RFQ) to retain an engineer. Mr. Krechowski asked if the Board consents for him to review sample templates to assist the Operator. He also suggested he may ask his associate to handle the task to keep the legal cost feasible. Commissioner Hill inquired if the Operator was willing to cover the legal costs on this matter. Mr. Krechowski will contact Mr. Haehl for a decision on the latter. Chair Taylor suggested to have one of Mr. Krechowski’s associate start a draft. Mr. Krechowski agreed to submit a draft by the next meeting. Commissioner Hill reiterated the legal fees have been problematic in the past. There is simply no budget for the Port Attorney to spend time negotiating with the Operator’s team. This matter should be addressed in the Operating agreement; if OHPA provides administrative support and services, then the Operator should absorb the costs. The Chair restated that Mr. Krechowski’s team draft the RFQ independent of the Operator, and the cost will not be passed to the Operator. Commissioner Cole concurred.
- e. **RFB- Fender replacement Project** (Final with revisions, review)
This item was not discussed.

11. New Business

- a. **A2O Priority Project Support letter (Brandy Carvalho/Nassau County Dir. of Strategic Advancement)**
Chair Taylor explained Nassau County seeks OHPA’s support for the Atlantic to Okefenokee Conservation Corridor (A2O) project as part to the Florida Forever Program. A copy of the support letter was attached to the meeting packet for reference.

The Florida Forever Program is a State’s premiere conservation and recreation lands acquisition program. Consequently, as stated in the letter, *the A2O will protect nearly 80 miles of the St. Mary’s River, maintaining the southern shoreline free from the kinds of development that hamper and eliminate access to waterways. By protecting the viewshed and the watershed, the water quality and the recreational aesthetic will be preserved for future generations of waterway users.*

Moreover, federally funded land acquisitions will reduce development around military installations to prevent additional impacts on the facilities. There will also be an opportunity for State funding; thereby reducing the financial impacts on Nassau County residents for conservation and acquisition.

A funds ranking from the DEP’s Acquisition and Restoration Council in Tallahassee will be decided next week. The support letter will, hopefully, elevate the project to a higher ranking on the list.

Commissioner Hill motioned to support the project. Commissioner Cole second the motion.

Discussion: Commissioner Moore inquired if said initiative would impact the Port. Ms. Carvalho explained the only property on Amelia Island that would potentially be purchased or protected is the area next to Fort Clinch on Egans Creek, the point of entry to the Atlantic Ocean. Also, if the area were purchased, it would be placed under preservation. The purpose of the Conservation Land Acquisition Program is to purchase properties that are at risk or potentially be developed for residential or commercial purposes.

The Board vote unanimously in favor of the motion.

b. Resolution 2024-R13 (Amendment, Action item)

A copy of the resolution was attached to the meeting packet. Commissioner Hill reminded the Board at the end of the last meeting, an emergency action was presented to approve the listing agreement and signed by the Chair. She explained the item was not on the agenda, and the agreement referenced was questionable and incomplete. Therefore, resolution 2024-R13 gave the Board the opportunity to reconsider the sale of the OHPA property with properly prepared documents. She also cited oppositions from the public and some local real estate brokers during the Master Plan preparations about selling the OHPA properties. Thereafter, the Board promised to place deed restrictions in the agreement. She urged the Board to follow the process of selling property correctly. She reminded that even the Port Accountant opposed selling land to pay for operations.

Commissioner Hill motioned to adopt Resolution 2024-R13 with an amendment to the title that reflects "Rescinding" instead of "Amending" Resolution 2024-R07 and 2024-R08. Chair Taylor second the motion for the sake of discussion.

Discussion: Mr. Krechowski provided procedural recommendations. Resolution 2024-R13 covered two actions previously taken by the Board. A rescission cannot be presented by way of a resolution. Per Robert's Rules, a specific motion to rescind must be presented. If a motion to rescind is not noticed, then a super majority (2/3 vote) for approval is required. If the motion to rescind is noticed at a meeting and placed on the following meeting agenda, then only a simple majority is required. He cited examples of previous Board action. Therefore, if there was intent to rescind the two previously Board approved resolutions, Resolutions 2024-R07 and R08, then there must be two separate motions to rescind.

He further explained the listing agreement was attached to several Board meeting agendas and was subject to several rounds of public comment. No major changes to the agreement were made or discussed during any of these previous meetings. Relatively minor changes to the draft agreement were discussed by the Board a number of times. While the draft agreement was not attached to the November meeting agenda, no Commissioner objected to that fact at the meeting (other than those Commissioners that voted "No" on the matter).

While she appreciated Mr. Krechowski's comments, Commissioner Hill explained usually when the Board voted on an agreement, the copy of the document was provided for review. This did not happen at the last meeting and instead the Board was directed to vote on the item as an emergency. Mr. Krechowski replied that the requested emergency and its nature were explained/discussed at the November meeting. He did not recall any specific objection to Commissioner Fullwood's calling of an emergency. His motion passed with a 3-2 vote. Based on this, the actions of the Board should be considered valid and final. Commissioner Hill stated there was no effective date and no time for the Chair to execute. As it stood, the Board directed the Chair to sign the agreement with no effective date. Mr. Krechowski concurred and added if Commissioner

Hill wished to unwind that Board action, she needed to follow the procedures, by a separate motion to rescind that specific Board action.

The standing motion and second were improperly presented before the Board. Mr. Krechowski recommended it should be withdrawn.

Both Commissioner Hill and Chair Taylor withdrew their motion and second, respectively, to provide notice of the intent to rescind the two previously approved resolutions (2024-R07 and R08) for the next meeting in January.

Commissioner Moore explained the Board has a good faith responsibility to carry all decisions of the Board even if there are oppositions. He supported the decision that the Board previously made to move forward with the sale of the property.

Commissioner Cole urged to stop deferring the property sale. A decision was made and therefore must be followed. Chair Taylor countered that the motion to rescind should be included in the next meeting agenda.

c. Resolution 2024-R14 (Ethic-OHPA Policy, Action item)

A copy of the resolution was attached to the meeting packet. The resolution covered, in part, *the minimum standard required by law; a person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution, [Sec. 112.313(13) and (14), Florida Statute].*

Commissioner Hill presented said resolution in response to former Commissioner Fullwood's statements at the last meeting about working in some capacity for the Board. She acknowledged Mr. Fullwood's years of service. She also cited portions of the Florida Statutes as it related to the conduct of elected and government officials and specific requirements.

She motioned to adopt said resolution as written. There was no second on the motion. Therefore, Commissioner Hill withdrew her motion.

Discussion: Chair Taylor questioned if Mr. Fullwood would lobby to benefit the Operator. Commissioner Moore questioned if the resolution was even necessary because the requirements are stated in the Florida Statutes. Chair Taylor was not opposed to confirm at a local level. Commissioner Hill explained that per the Florida Statutes, it pertains to all the Board members without the resolution.

Commissioner Hill motioned to adopt the resolution. Chair Taylor second the motion.

Discussion: Commissioner Moore recommended to amend Section 2 of the resolution, to strike "shall be effective upon its adoption" and to reflect "shall apply to all OHPA elected officials that leave office after January 1, 2025."

Commissioner Hill amended her previous motion to adopt the resolution with the abovementioned amendment. Chair Taylor second the motion.

The motion passed by a vote of 3 to 2 with Vice Chair Nelson and Commissioner Cole dissenting.

d. Resolution 2024-R15 (Adoption of CAPEX)

Mr. Krechowski stated there was no Board action necessary. The Board needed to simply adhere to the new requirement that OHPA's annual report reflects its accomplishments or shortcomings for the year.

e. **2025 OHPA meetings schedule**

A copy of the proposed 2025 OHPA meeting schedule was included in the meeting packet. Chair Taylor recommended to move the meeting on December 10th to the 3rd. Commissioner Cole suggested to move to one meeting a month if possible. The Board concurred.

12. Commissioners Reports and Comments

a. **New development reports**

No reports.

b. **Committee reports**

• **Port Security – Nelson**

Commissioner Nelson reported an incident at the Port gate involving damage to an FBPD patrol vehicle. He notified Deputy Chief Bishop, FBPD, for an estimate of repair. Allied was notified of its responsibility. The security officer was disciplined but not terminated.

• **Port Facilities – Nelson**

Commissioner Nelson received a written report from Kyle Clark, Terminal Manager. It read as follows:

Mobile Harbor Crane – The crane is still operational and running well. The spreader bar is still non-operational, with the replacement rental PLC expected at the end of this week. If that PLC works, one will be purchased. Cables last greased about 3 months ago.

Container Crane #9 – This crane is out of service while we refurbish the hoist motor. Given the unreliability, we have decided to send the motor out for a total rebuild. Cables were last greased about 6 months ago and will be greased again when the hoist motor comes back, and the crane goes into service.

Container Crane #10 – This crane is operational and worked a vessel last week. Cables were last greased about 3 months ago.

The interval for cable greasing is as needed and determined during the monthly inspection by a maintenance technician.

Commissioner Nelson emphasized a much-needed maintenance (grease) of the rusted cables. He will follow up with Mr. Clark and report to the Board.

• **FDOT – Nelson**

Commissioner Nelson reported only one grant, G1W55- fabric warehouse, to be closed. He questioned the reason for the delay of payments to the contractor. Deadline to submit all invoices for reimbursements is January 28, 2025.

Grant G2437- Pier improvements for the fender replacement. Still waiting for the RFB from the Operator. It expires March 21, 2026.

He thanked Mrs. Hebron for working with FDOT to update all the necessary documents to close out the expired grants.

On a different matter, Commissioner Moore questioned if there is preventative maintenance schedule for the cranes. Commissioner Nelson confirmed along with monthly inspections required. Lubricating (greasing) the cables are part of the maintenance and inspections, but he attested those are not done. Commissioner Hill suggested sending a formal notice to the Operator that they are not in compliance. Mr. Krechowski asked for a copy of the compliance or requirements to draft a notice.

- **Customs House – Fullwood**
No report.
- **Army Corp of Engineers – Fullwood**
No report.
- **Economic Development – Cole**
Commissioner Cole was unable to attend the meeting due to a medical emergency.
- **Emergency Management – Cole**
No report.
- **Transportation Planning Organization (TPO) – Hill**
Commissioner Hill served on the by-laws rewrite committee for the TPO. The group adopted FDOT's long-term plan.
- **Technical Advisory Committee (TAC) – Taylor**
No report.
- **Nassau Chamber of Commerce – Taylor**
Annual Membership luncheon is next Thursday.
- **City of Fernandina Beach – Taylor**
No report.
- **Keep Nassau Beautiful – Taylor**
No report.
- **Community Outreach – Fullwood**
Chair Taylor attended the Barnabas Empty Bowls fundraiser event. Mrs. Hebron volunteered for the event as well.

He also provided updates on the upcoming holiday events.

13. Administrative Office Manager Report

A written report was included in the meeting packet. Mrs. Hebron added that she will send an invoice to the Operator for reimbursement on the legal fees for indemnification on the Property Appraiser matter.

14. Other items to be brought by Commissioners

15. Adjournment

With no other items brought before the Board, the meeting was adjourned by Chair Taylor at approximately 7:45 PM.

Date

12/04/2024 8



Port Accountant Report

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Monthly Financial Report - December 2024

	December	YTD ACTUAL	BUDGET 2024-2025
Revenues			
Quarterly Fee	0.00	78,551.99	318,165
FEDERAL/STATE/DOT GRANTS	0.00	60,906.84	60,907
Port Revenue - Harbor Admin	0.00	3,131.25	14,500
Port Revenue - Bunkering	0.00	1,181.25	7,500
Facility Use Fee (Tonnage)	0.00	0.00	2,882
Misc Income	0.00	0.00	3,300
TOTAL REVENUES	0.00	143,771.33	407,254
EXPENSES			
COMMISSION DIRECT			
Salaries - Commissioners	10,000.00	40,000.00	120,000
Payroll Taxes	1,289.78	4,708.57	11,361
Unemployment	0.00	44.75	75
Travel-Commissioners	0.00	0.00	1,000
Insurance	0.00	0.00	1,135
W/C Insurance	0.00	0.00	3,000
Salaries- Board Attorney Specific Cases	1,417.50	3,115.00	10,000
Salaries - Board Attorney General	3,133.00	13,130.50	54,000
TOTAL COMMISSION DIRECT	15,840.28	60,998.82	200,571
COMMISSION OPERATION			
Salaries- Accountant	1,900.00	5,700.00	22,800
Salaries - Office Administrator	6,342.75	23,944.92	64,113
Expenses - Office	126.25	1,786.86	4,000
Travel - Office Admin	0.00	0.00	300
Rent-Peck Center	0.00	579.82	3,479
TOTAL COMMISSION OPERATION	8,369.00	32,011.60	94,692
COMMISSION DISCRETIONARY			
Dept of Revenue Special District Fee	0.00	175.00	225
TPO Membership	0.00	1,574.00	1,497
Greater Nassau Chamber of Commerce	0.00	0.00	335
Website/IT Support	217.05	671.14	500
Awards & Presentations	0.00	114.00	120
Advertisement	0.00	0.00	600
Discretionary	0.00	0.00	720
TOTAL COMMISSION DISCRETIONARY	217.05	2,534.14	3,997
PORT OPERATIONS			
FB Annual Fee - PILOT	0.00	87,000.00	87,000
CSX Right of Way Fee	0.00	700.00	700
Insurance	0.00	0.00	18,752
Audit	15,000.00	15,000.00	31,300
FL Ports Council Dues	0.00	15,500.00	15,500
Nassau Cty Economic Dev Board	0.00	0.00	1,000
TOTAL PORT OPERATIONS	15,000.00	118,200.00	154,252
TOTAL EXPENSES	39,426.33	213,744.56	453,512
Excess Revenues over Expenditures	-39,426.33	-69,973.23	-46,258

NASSAU COUNTY OCEAN HIGHWAY & PORT AUTHORITY

Account Balances - December 31, 2024

Account Name	Acct Num	31-Dec	29-Nov
Operating	x3328	96,890.90	155,749.37
Other - Admin Acct	x6714	213.00	38.31
Maintenance	x4519	37,891.64	32,767.10



Old Business



Proposed Tariff Adjustments 2024

Note that the tariff rates below are extracted from the complete tariff No.2022-01 and are subject to change.
 This selection presents the most frequently used tariff, but does not include all our port tariff rates.
 Visit following website to view complete tariff: <https://www.portoffernandina.org/tariff-fee-schedule>

Short Ton Rate in Metric Ton 2000 lbs = st 2204.62 lbs = mt

Admin Fee

Per Call per Commercial Vessel	
Port Admin Fee (Vessel < 330 ft)	\$ 175.00 ea
Port Admin Fee (Vessel > 330 ft)	\$ 350.00 ea

Line Handling

Line Handling is mandatory. Contact Brandon Pike to schedule your arrival: 904.507.1866 / brandonpike@savageco.com.
 During Weekend with 24h notice - An additional hourly rate of \$90 per man per hour will be applied and billed on a 2-hour minimum basis per movement.
 During Weekend without 24h notice - An additional hourly rate of \$90 per man per hour will be applied and billed on a 4-hour minimum basis per movement.

Line Handling (Vessel < 325 ft) Straight Time

Line Handling mooring	\$ 315.00 ea
Line Handling unmooring	\$ 235.00 ea
Line Handling shifting	\$ 315.00 ea

Line Handling (Vessel < 325 ft) Overtime

Line Handling unmooring	\$ 365.00 ea
Line Handling unmooring	\$ 270.00 ea
Line Handling shifting	\$ 365.00 ea

Line Handling (Vessel > 325 ft) Straight Time

Line Handling mooring	\$ 495.00 ea
Line Handling unmooring	\$ 290.00 ea
Line Handling shifting	\$ 495.00 ea

Detention/Stand-By per half hour (Applicable after first 2 hours) = \$263.82/ea

Line Handling (Vessel > 325 ft) Overtime

Line Handling mooring	\$ 645.00 ea
Line Handling unmooring	\$ 365.00 ea
Line Handling shifting	\$ 645.00 ea

Dockage

Dockage is billed to the vessel (per LOA).

Dockage (Vessel < 525 ft)	\$ 6.50 ft/day
Dockage (Vessel = 526 to 625 ft)	\$ 9.50 ft/day
Dockage (Vessel = 626 ft)	\$ 11.85 ft/day
Dockage (Refrigerated Vessel)	\$ 5.65 ft/day
Dockage (Cruise Vessel)	\$ 13.94 ft/day

Wharfage

Wharfage is billed on the cargo.

Wharfage - ALL Breakbulk vessel*	\$ 4.86 mt
Wharfage - ALL Breakbulk vessel*	\$ 2.44 cbm
Wharfage - Motor Vehicles < 4,000 lbs	\$ 31.52 unit
Wharfage - Motor Vehicles > 4,000 lbs	\$ 76.56 unit
Wharfage - Mobile Equipment (non-self propelled)	\$ 115.00 unit
Wharfage - Dry Bulk	\$ 2.63 mt
Wharfage - Liquid Bulk	\$ 2.64 mt
Wharfage - Boats < 30 ft	\$ 2.00 linear foot
Wharfage - Boats 30 - 45 ft	\$ 2.00 linear foot
Wharfage - Boats > 45 ft	\$ 2.26 linear foot
Wharfage - Boats (received from water)	\$ 2.20 linear foot
Wharfage - ALL Container (loaded) Vessel	\$ 4.86 mt
Container entering NMT, but not loaded on vessel	\$ 4.86 mt
Wharfage - Container (empty)	\$ 22.82 ea

*Based on metric tonnes or cubic meters, whichever is greater

Security

Security is billed both to the vessel and on the cargo.

Security for the vessel (LOA)

Security Breakbulk (LOA)	\$ 3.65 ft/day
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Security for the cargo

Security Breakbulk for cargo (mt)	\$ 0.44 mt
Security Container	\$ 7.25 container
Security Cruise Passenger	\$ 3.00 passenger
Escort Fee for non-Twinc Holders	\$ 125.00 visitor

The Boat Fees (Docking/Undocking)

Towing services (Barges)	\$ 5,500.00 ea/job
Towing services (Vessel < 400 ft)	\$ 6,000.00 ea/job
Towing services (Vessel = 400 to 499 ft)	\$ 6,500.00 ea/job
Towing services (Vessel = 500 to 599 ft)	\$ 7,000.00 ea/job
Towing services (Vessel = 600 to 699 ft)	\$ 7,500.00 ea/job
Towing Service (Vessel > 700 ft)	\$ 8,000.00 ea/job

Storage

Storage rate apply once free time period has expired. Unless otherwise specified in the quote, tariff storage rate will apply.

Inside storage (15 days FREE TIME)

First 15 day period	\$ 0.33 mt/day
Second 15 day period	\$ 0.50 mt/day
Thereafter	\$ 0.83 mt/day

Outside storage (30 days FREE TIME)

First 15 day period	\$ 0.25 mt/day
Second 15 day period	\$ 0.42 mt/day
Thereafter	\$ 0.75 mt/day

Miscellaneous Tariff Rates

Materials	Cost + 20%
Fresh Water hook-up	\$ 150.00 ea
Water (minimum usage charge of \$100)	\$ 4.96 mt
Bunkering Access Fee	\$ 100.00 truck

Outside storage (7 days FREE TIME)

Loaded Container	\$ 18.00 TEU/day
Empty Container	\$ 9.00 TEU/day

Handling Rates

General Cargo*	\$ 10.39 mt or cb ft
Automobiles, Trucks, etc. < 4,000 lbs	\$ 31.52 unit
Automobiles, Trucks, etc. > 4,000 lbs	\$ 76.56 unit
Iron & Steel	\$ 8.87 mt
Steel Rebar < 40 ft (bundled)	\$ 7.61 mt
Steel Rebar > 40 ft (bundled)	\$ 9.65 mt
Logs, poles, wooden pilings, cross ties (bundled)	\$ 6.78 mt
Logs, poles, wooden pilings, cross ties (loose)	\$ 10.14 mt
Logs, poles, wooden pilings, cross ties (treated - bundled)	\$ 11.50 mt
Logs, poles, wooden pilings, cross ties (treated - loose)	\$ 17.37 mt
Lumber (bundled)	\$ 235.00 truckload
Plywood / Veneer	\$ 7.48 mt
Machinery < 50,000 lbs*	\$ 9.45 mt or cb ft
Machinery > 50,000 lbs	O.A.
Machinery - Heavy weight surcharge 75,000-99,999 lbs	\$ 350.00 ea
Machinery - Heavy weight surcharge 100,000-150,000 lbs	\$ 500.00 ea
Mobile equipment (self-propelled)	\$ 115.00 unit
Mobile equipment - Heavy weight surcharge 75,000-99,999 lbs	\$ 350.00 ea
Mobile equipment - Heavy weight surcharge 100,000-150,000 lbs	\$ 500.00 ea
Mobile homes, Recreational vehicles, etc	\$ 125.00 unit
PVC pipe	\$ 9.06 mt
Yachts or Boats < 30ft	\$ 6.73 ft
Yachts or Boats = 30-45 ft	\$ 11.16 ft
Yachts or Boats = 30-45 ft surcharge	\$ 390.00 ea
Yachts or Boats > 45 ft	O.A.
Boats received from water	\$ 18.40 ft
Boats received from water surcharge	\$ 430.00 ea

Extra Terminal Services (Standard) - Not currently in the Tariff, but frequently used

Shore Crane Rental with Operator	\$ 550.00 hr (2 hr min.)
Forklift with Operator	\$ 125.00 hr/man
Extra Labor - Straight Time	\$ 70.00 hr/man
Extra Labor - Over Time	\$ 90.00 hr/man
Equipment Rental	Cost + 20%
Dumpster	\$ 600.00 ea
Fuel Surcharge	\$ 0.25 Freight Ton
Port Infrastructure	\$ 0.17 Freight Ton
Scale Fee	\$ 10.00 ea

Rehandling, Recouping = Forklift with Operator + Extra Labor Rates
 Lashing, Dunnage removal, Cleaning fee = Extra Labor Rates

Facility Use Fee	\$ 1.41 Freight Ton
------------------	---------------------

External company wanting to use our facility for their own operation

*Subject to weight or measurement, whichever results in higher charges with a measure ton of 40 cubic feet

Tariff No. 2022-01

2022

Note that the tariff rates below are extracted from the complete tariff No.2022-01 and are subject to change. This selection presents the most frequently used tariff, but does not include all our port tariff rates. Visit following website to view complete tariff: <https://www.portoffernandina.org/tariff-fee-schedule>

Admin Fee

Per Call per Commercial Vessel		
Port Admin Fee (Vessel < 330 ft)	\$ 175.00	ea
Port Admin Fee (Vessel > 330 ft)	\$ 350.00	ea

Line Handling

Line Handling is mandatory. Contact Brandon Pike to schedule your arrival: 904.507.1866 / brandonpike@savageco.com. During Weekend with 24h notice - An additional hourly rate of \$90 per man per hour will be applied and billed on a 2-hour minimum basis per movement. During Weekend without 24h notice - An additional hourly rate of \$90 per man per hour will be applied and billed on a 4-hour minimum basis per movement.

Line Handling (Vessel < 325 ft) Straight Time		
Line Handling mooring	\$ 315.00	ea
Line Handling unmooring	\$ 235.00	ea
Line Handling shifting	\$ 315.00	ea

Line Handling (Vessel < 325 ft) Overtime		
Line Handling unmooring	\$ 365.00	ea
Line Handling unmooring	\$ 270.00	ea
Line Handling shifting	\$ 365.00	ea

Line Handling (Vessel > 325 ft) Straight Time		
Line Handling mooring	\$ 495.00	ea
Line Handling unmooring	\$ 290.00	ea
Line Handling shifting	\$ 495.00	ea

Line Handling (Vessel > 325 ft) Overtime		
Line Handling mooring	\$ 645.00	ea
Line Handling unmooring	\$ 365.00	ea
Line Handling shifting	\$ 645.00	ea

Detention/Stand-By per half hour (Applicable after first 2 hours) = \$263.82/ea

Dockage

Dockage is billed to the vessel (per LOA).		
Dockage (Vessel < 525 ft)	\$ 6.50	ft/day
Dockage (Vessel = 526 to 625 ft)	\$ 9.50	ft/day
Dockage (Vessel > 626 ft)	\$ 11.85	ft/day
Dockage (Refrigerated Vessel)	\$ 5.65	ft/day
Dockage (Cruise Vessel)	\$ 13.94	ft/day

Wharfage

Wharfage is billed on the cargo.		
Wharfage - Breakbulk Vessel < 500 ft	\$ 3.62	st
Wharfage - Breakbulk Vessel > 500 ft	\$ 5.19	st
Wharfage - Motor Vehicles < 4,000 lbs	\$ 31.52	unit
Wharfage - Motor Vehicles > 4,000 lbs	\$ 76.56	unit
Wharfage - Mobile Equipment (non-self propelled)	\$ 115.00	unit
Wharfage - Dry Bulk	\$ 2.39	st
Wharfage - Liquid Bulk	\$ 2.21	st
Wharfage - Boats < 30 ft	\$ 2.00	linear foot
Wharfage - Boats 30 - 45 ft	\$ 2.00	linear foot
Wharfage - Boats > 45 ft	\$ 2.26	linear foot
Wharfage - Boats (received from water)	\$ 2.20	linear foot
Wharfage - Container (loaded) Vessel < 500 ft	\$ 3.62	st
Wharfage - Container (loaded) Vessel > 500 ft	\$ 5.19	st
Wharfage - Container (empty)	\$ 22.82	ea
Container entering NMT, but not loaded on vessel	\$ 3.62	st

MT vs CBM

Security

Security is billed both to the vessel and on the cargo.

Security for the vessel (LOA)		
Security Breakbulk (LOA)	\$ 3.65	ft/day

Security for the cargo		
Security Breakbulk for cargo (st)	\$ 0.40	st
Security Container	\$ 7.25	container
Security Cruise Passenger	\$ 3.00	passenger
Escort Fee for non-Twix Holders	\$ 125.00	visitor

Tug Boat Fees (Docking/Undocking)

Towing services (Barges)	\$ 5,500.00	ea/job
Towing services (Vessel < 400 ft)	\$ 6,000.00	ea/job
Towing services (Vessel = 400 to 499 ft)	\$ 6,500.00	ea/job
Towing services (Vessel = 500 to 599 ft)	\$ 7,000.00	ea/job
Towing services (Vessel = 600 to 699 ft)	\$ 7,500.00	ea/job
Towing Service (Vessel > 700 ft)	\$ 8,000.00	ea/job

Storage

Storage rate apply once free time period has expired. Unless otherwise specified in the quote, tariff storage rate will apply.

Inside storage		
First 15 day period	\$ 0.30	st/day
Second 15 day period	\$ 0.45	st/day
Thereafter	\$ 0.75	st/day

Outside storage		
First 15 day period	\$ 0.23	st/day
Second 15 day period	\$ 0.38	st/day
Thereafter	\$ 0.68	st/day

Miscellaneous Tariff Rates

Materials	Cost + 20%	
Fresh Water hook-up	\$ 150.00	ea
Water (minimum usage charge of \$100)	\$ 4.50	st
Bunkering Access Fee	\$ 100.00	truck

Extra Terminal Services (Standard) - Not currently in the Tariff, but frequently used

Shore Crane Rental with Operator	\$ 550.00	hr (2 hr min.)
Forklift with Operator	\$ 125.00	hr/man
Extra Labor - Straight Time	\$ 70.00	hr/man
Extra Labor - Over Time	\$ 90.00	hr/man
Equipment Rental	Cost + 20%	
Dumpster	\$ 600.00	ea
Fuel Surcharge	\$ 0.25	Freight Ton
Port Infrastructure	\$ 0.17	Freight Ton
Scale Fee	\$ 10.00	ea

Rehandling, Recouping = Forklift with Operator + Extra Labor Rates
Lashing, Dunnage removal, Cleaning fee = Extra Labor Rates

Facility Use Fee \$ 1.28 ST
External company wanting to use our facility for their own operation

Handling Rates

General Cargo	\$ 9.43	st or cu ft
Automobiles, Trucks, etc. < 4,000 lbs	\$ 31.52	unit
Automobiles, Trucks, etc. > 4,000 lbs	\$ 76.56	unit
Iron & Steel	\$ 8.05	st
Steel Rebar < 40 ft (bundled)	\$ 6.90	st
Steel Rebar > 40 ft (bundled)	\$ 8.57	st
Logs, poles, wooden pilings, cross ties (bundled)	\$ 6.15	st
Logs, poles, wooden pilings, cross ties (loose)	\$ 9.20	st
Logs, poles, wooden pilings, cross ties (treated - bundled)	\$ 11.50	st
Logs, poles, wooden pilings, cross ties (treated - loose)	\$ 15.76	st
Lumber (bundled)	\$ 7.07	kbft
Plywood / Veneer	\$ 6.79	st
Machinery < 50,000 lbs	\$ 8.57	st or cu ft
Machinery > 50,000 lbs	O.A.	
Machinery - Heavy weight surcharge 75,000- 99,999 lbs	\$ 350.00	ea
Machinery - Heavy weight surcharge 100,000- 150,000 lbs	\$ 500.00	ea
Mobile equipment (self-propelled)	\$ 115.00	unit
Mobile equipment - Heavy weight surcharge 75,000-99,999 lb	\$ 350.00	ea
Mobile equipment - Heavy weight surcharge 100,000- 150,000	\$ 500.00	ea
Mobile homes, Recreational vehicles, etc	\$ 125.00	unit
PVC pipe	\$ 8.22	st
Yachts or Boats < 30ft	\$ 6.73	ft
Yachts or Boats = 30-45 ft	\$ 11.16	ft
Yachts or Boats = 30-45 ft surcharge	\$ 390.00	ea
Yachts or Boats > 45 ft	O.A.	
Boats received from water	\$ 18.40	ft
Boats received from water surcharge	\$ 430.00	ea

Short Ton Rate in Metric Ton	2000 lbs = st	2204.62 lbs = mt
Wharfage	3.62 st	3.99 mt
Wharfage	5.19 st	5.72 mt
Wharfage (Bulk)	2.39 st	2.635 mt
Security Cargo	0.40 st	0.44 mt
Port Infrastructure	0.15 st	0.17 mt
Fuel Surcharge	0.20 st	0.22 mt
Steel Rebar up to 40	6.9 st	7.61 mt
Steel Rebar 40 to 60	8.57 st	9.45 mt
Plywood	6.79 st	7.48 mt

OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU COUNTY, FLORIDA
RESOLUTION NO. 2024-R12

A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA,
AUTHORIZING THE AMENDMENT #2 OF THE PORT OF FERNANDINA TARIFF No.2022-1;
PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Ocean, Highway, and Port Authority is an independent, special district created and chartered under the laws of the State of Florida at Chapter 2005-293, as authorized by F.S. Ch. 189.

WHEREAS, OHPA has the authority and obligation to amend #2, update, and implement the Port Tariff as available and applicable.

WHEREAS, the Ocean Highway and Port Authority desires to implement the amended Port Tariff No. 2022-1;

NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE OCEAN HIGHWAY AND PORT AUTHORITY, NASSAU COUNTY, FLORIDA THAT:

Section 1. The Chair of the Board of Commissioners of OHPA is hereby authorized to execute, on behalf of OHPA, the Port of Fernandina Tariff, and is further authorized to execute any and all documents necessary to effectuate the same, including future amendments thereto.

Section 2. OHPA agrees to comply with the amended #2 Port Tariff for administration and implementation described above.

RESOLVED FURTHER THAT the Ocean Highway and Port Authority, Nassau County, Florida hereby adopts the foregoing Resolution, dated this _____ day of _____, 2025.

OCEAN HIGHWAY AND PORT AUTHORITY,
NASSAU COUNTY, FLORIDA

Justin Taylor, as its Chair

ATTEST:

Ray Nelson, as its Vice Chair



RFB – Fender Replacement

OCEAN HIGHWAY & PORT AUTHORITY OF NASSAU COUNTY
REQUEST FOR BIDS – Install of Trelleborg Fender System.

Section I INTRODUCTION

The Ocean Highway & Port Authority of Nassau County, Florida (OHPA/The Port) is seeking proposals from qualified Contractors to provide Civil and Mechanical Work, to Install a Trelleborg Fender System for the Port of Fernandina facilities located at 143-101 Dade Street, Fernandina Beach, Florida. This document is a Request for Bids (RFB) for the services described below and neither obligates OHPA to accept responses from eligible Contractors, nor obligates OHPA to proceed with the project. The RFB establishes minimum requirements a Contractor must meet in order to qualify for consideration as well as information to be included in the Contractor's bid response.

All responding Contractors are solely responsible for carefully examining and appropriately responding to the specifications, conditions and limitations.

The selection of a qualifying Contractor will be made based on OHPA's evaluation and determination of the relative ability of each Contractor to deliver quality service in a cost-effective manner.

This Project is being funded in part by a Florida Department of Transportation grant. Therefore, the selected Contractor must comply with all procedures outlined in the grant agreement which is attached hereto and incorporated herein, as well as any and all applicable procurement requirements, guidelines and laws of the State of Florida.

OHPA is not obligated to accept the lowest bid and reserves the right to reject any and all bids, amend the scope of the project or to cancel/terminate this RFB process, at any time and for any reason. All Contractors must be duly licensed and have the ability to perform work in accordance with all governing federal, state and local authorities and to the satisfaction of those authorities.

Section II SUBMISSION OF PROPOSALS

Responses to this RFP are due no later than 30 days after receipt of this RFB. Late submittals will not be accepted or considered by OHPA. All proposals shall be delivered to OHPA via email: ohpanc@gmail.com. All questions regarding this RFB should also be delivered to the above email address. All questions must be sub-mitted by email no later than 3:00 PM EST. Any responsive submittals received after the above date and time will neither be opened, nor considered, and will be returned or destroyed.

All timely and responsive bidders and their respective response submittals will be listed on OHPA's website. OHPA will hold a public meeting to review and consider all timely and responsive bids. At this meeting OHPA may choose to interview responsive bidders and/or otherwise consider timely submittals to this RFB and may choose to vote to award a Contractor the right to negotiate a contract with OHPA. Such a contract shall encompass the terms and conditions of this RFB as well as additional terms and conditions, as required. OHPA will provide adequate notice and instructions for any public meetings related to this RFB and OHPA's consideration of Contractor submittals.

Cone of Silence: Except as otherwise directed by this RFB, upon issuance of this RFB, Contractors may not contact individual OHPA Board members, the Port Operator, or Port staff (other than with questions as outlined above) regarding any and all aspects of this RFB until the entire submittal, evaluation and selection process are concluded.

Section III CONTRACT TERM

Time is of the essence for this Project. Bidders must submit a proposed schedule and timeline for the civil, mechanical and fender install. Bidders will be evaluated in part, by the schedule which they provide.

Section IV SCOPE OF SERVICES

The scope of work consists of awarding a qualified contractor to furnish and install three (3) new Trelleborg Fender Systems to replace the existing systems. The existing fenders have reached the end of their useful life cycle and require complete removal and replacement.

Section V INSTRUCTIONS TO BIDDERS

Each Contractor is to address the following subjects in its response to this RFP. Reference any attachments made in response and include them in the complete response to this RFB:

1 Company History and Organization

Provide a brief company history, and experience in civil, mechanical and fender system experience. Please provide proof of corporate registration and licenses with the State of Florida, Department of State.

2 Management Approach

Describe the means and schedule for all work activities. Include all safety protocols and procedures used on the job site.

3 Cost Proposal and Invoicing

Provide cost breakdowns for each of the following:

- a. Civil
- b. Mechanical
- c. Install of Fenders

4 Insurance

The Contractor shall carry and maintain, with respect to any work or service to be performed at the Port facilities, insurance written by a licensed and responsible insurance company, to provide for the following:

- a. Workers' Compensation as required by applicable statute and Employer's Liability Insurance;
- b. Commercial General Liability Insurance;
- c. Excess-umbrella Insurance, including terrorism coverage;
- d. Include a sample Certificate of Insurance including limits with the response. All policies and certificates shall provide for thirty (30) days notification to OHPA in the event of cancellation, reduction in limits or changes in coverage.

Section VI PUBLIC RECORDS

OHPA is subject to Chapter 119, Florida Statutes. Any and all responsive submittals, communications, or related information, whether hard copy or electronic, are subject to Florida's public records law and will be maintained as such by OHPA. Should OHPA ultimately choose to enter into an agreement or contract with a qualifying responder, the resulting agreement and/or contract will contain statutorily required language identifying the contractor as being subject to and bound by Florida's public records and government in the sunshine laws.

Attachments:

The following attachment contain more in-depth information to assist the proposals to be submitted

REQUEST FOR PROPOSAL

IN REFERENCE TO

**FENDER REPLACEMENT
PORT OF FERNANDINA**

DECEMBER 10, 2024

REV 0

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1 Overview

1.1 Opportunity

OPHA is seeking a qualified contractor to furnish and install three (3) new Trelleborg Fender Systems to replace the existing systems. The existing fenders have reached the end of their useful life cycle and require complete removal and replacement.

This document outlines the RFP Scope and technical details to provide labor, materials, and equipment to design, fabricate, and provide technical support to execute fender replacement.

1.2 Project Location

315 N 2nd St

Fernandina Beach, FL 32034

Ops Manager:

Construction Site Contact: Patrick Marler, mobile number 832-696-8528,
patrickmarler@savageco.com

1.3 Schedule

The RFP and Deliverable Schedule dates are as follows:

Item	
Request for Proposal from OHPA	12/10/2024
Proposal Due	30 Days from RFP Receipt
Purchase Order Issuance	
Final Design and Fabrication	
Equipment Installation	

2 Instructions

Proposals should be remitted electronically to the following email address:

patrickmarler@savageco.com

All Proposals shall contain (update as needed),

- Formal proposal on Company letterhead
- Narrative / clarification of work to be performed with inclusions & exclusions
- Milestone Schedule (Major events: Final Design, Material Procurement, Fabrication, Site Delivery)
- Costs broken down per the following table

Discipline	Cost	Hours	Subcontract
Administration Overhead			
Equipment Design			
Equipment Fab			
Installation Support			

Please submit any question(s) in writing to the undersigned and the OE will respond in writing.

Kyle Clark
General Manager
Office Phone: (904) 420-1078
Cell Phone: (910) 231-7940
Email Address: KyleClark@savageco.com

3 Proposal Details

3.1 General Items

Any discrepancies or clarifications regarding the construction documents shall be brought to the attention of the owner's representative in the form of a written Request for Information (RFI). Any unexpected conditions or material changes shall immediately be brought to the attention of the OE.

The contractor shall supply all Supervision and Labor with properly trained and skilled personnel necessary to complete the above listed Scope of Work.

3.2 Work or Services by Others

- Nassau Terminals, LLC will furnish Engineering design detail drawings and specifications for the product being handled

4 Primary Scope

Scope of Work – Specific

- Remove and discard three (3) old fender systems located at 20' South, 500' Mid, and 800' North.
- Ensure proper offsite disposal of old fender systems.
- Furnish and deliver three (3) Trelleborg Fender Systems to the Port of Fernandina. Please note all freight cost associated with procurement and delivery are the contractor's responsibility.
- Assemble and install new Trelleborg Fender Systems according to OEM manual.
- Provide all necessary equipment, cranes and tools for proper and safe installation.
- Maintain a clean work area during project and ensure all debris is removed and site is clean after completion.
- All personnel on-site must have a valid TWIC and must adhere to all onsite safety rules and regulations.

4.1 Supplier Requirements

- Contractor shall be responsible for meeting all requirements specified and/or referenced in the Purchase Order documents. This includes design, submittals, materials, fabrication, inspection, testing, quality assurance, and shipment.
- Contractor shall have direct control over all sub-suppliers and shall be fully responsible for the Work. All Owner requirements to supplier apply to all sub-suppliers.
- Conflicting Requirements: In the event that sections within the Technical Specification are found to be conflicting, Supplier shall notify Engineer and obtain written direction before proceeding with the Work. In general, the following order of precedence shall be applied by the Supplier:
 - a) Datasheets as listed in the Technical Specification table of contents
 - b) Project specifications as listed in the Technical Specification table of contents
 - c) Engineer design specifications and standards
 - d) Other referenced industry codes/standards/specifications

4.2 Design Criteria

- All Goods shall be designed and provided in accordance with the criteria detailed in the

4.3 Spare Parts, Special Tools, Lubricants and Consumables

- N/A

4.4 Technical Specifications

Machine Description Summary:

Refer to Trellborg Fender Specification.

4.4.1 Material Data for all equipment:

Material:

Density:

Input Size:

Output Size:

Moisture:

Feed Rate:

Design:

Operating:

Material Temperature:

Min: Max:

Operating Temperature:

Min:

Max:

Expected Uptimes:

Maintenance Intervals:

4.4.2 Structural Steel

N/A

4.4.3 Mechanical

- Trelborg Fender System Consist of the Following:

- a. (1) Closed Back Steel Frontal Panel 7'6" Wide x 8'2" Long to be painted with Trelleborg standard marine epoxy
- b. (2) MV1450x1000 Grade A Leg Fender
- c. (1) UHMW Pad System covering the steel frontal panel, 1.25"(32mm) thick
- d. (4) Fender to Panel Hardware Sets Gr. 8.8 HDG
- e. (4) Fender to Structure Hardware Sets Gr. 8.8 HDG
- f. (1) Weight Chain Assembly
- g. (1) Tension Chain Assembly
- h. (4) Shear Chain Assemblies

Notes:

- Trelleborg Standard QA/QC included
- Trelleborg standard blend of NR/SBR rubber included
- U anchors for chain assemblies included
- All chains and Hardware to be HDG

4.4.4 Electrical

N/A

4.4.5 Instrumentation

N/A

4.4.6 Controls

N/A

4.4.7 Engineering Notes

All work shall be done in accordance with applicable local and state building codes.

All drawings are to be electronically submitted in both native format and Adobe Acrobat PDF format. All final "Issued for Construction" documents that will be used for permitting are to be paper originals bearing the seal and signature of the registered professional engineer responsible for the design of the structure. Additional record copies of these final "Issued for Construction" documents are to be electronically submitted.

5 Clarifications

The contents of this RFP and future project work are covered by the mutually agreed Nassau Terminals, LLC /EC Confidentiality Agreement (NDA).

Nassau Terminals, LLC, at its sole discretion and in compliance with Nassau Terminals, LLC policy, shall use its best efforts to keep confidential, all proposals received from prospective ECs.

Once Proposals are received, they become and remain the property of Nassau Terminals, LLC.

Disclaimer of Responsibility and Liability

The Ocean Highway and Port Authority (OHPA) will not be responsible for any cost or expenses incurred by respondents in preparation, submission, or presentation of their proposal. Additionally, OHPA assumes no liability for any claims, damages, or other expenses arising from the rejection of this proposal.

By submitting a response to this RFP, respondents acknowledge and accept these conditions.

Additional Terms

- a. OHPA/Nassau Terminals reserves the right to cancel this RFP at any time and at its sole discretion. OHPA/Nassau Terminals is not liable or responsible for any costs, expenses, "man-hours" or any other similar such expenditures made by the responding Company/Contractor;
- b. Any and all responses to this RFP are subject to Florida law, specifically Florida's public records law, and the responding Company/Contractor shall be responsible for complying with such applicable laws;

- c. Any and all responses submitted after the Proposal Due Date, as set forth in Section 1.3 of this RFP, will be rejected and returned to the respective responding Company/Contractor unopened;
- d. Any and all responses that do not comply with this RFP will be rejected.

OHPA assumes all Proposals received are completely inclusive of the scope of work outlined herein. The terms of the proposal shall be effective for a minimum of **30 days** from the time of submittal.

5.1 Scope Boundaries

Nassau Terminals, LLC will provide overall project management of the work.

The scope of this work will be for equipment installation work only.

Nassau Terminals, LLC will re-route site traffic to allow for full access to the work area for construction work. The contractor will not have responsibility to create any alternative travel paths for operations dump trucks.

5.2 Deliverables

- An RFP proposal with all costs to perform the work as described in Section 2.
- Final Data Books
 - The Final Databook should include,
 - Any redline drawings
 - Warranties and guarantees

5.3 Factory Acceptance Testing (FAT)

Documentation shall be provided for all Factory Performance Tests, Factory Acceptance Tests, and Site Acceptance Tests. Test documentation shall describe the testing performed, identify test measurements required, and identify results

The Vendor shall prepare a test plan and procedures necessary to systematically verify the performance.

5.4 Inspection and Shipping Releases

Supplier shall not ship any product until the Engineer has been given the opportunity to complete all source inspection points specified on the ITP.

Shipments made without proper shipping release are subject to rejection and Supplier shall be responsible for any cost incurred as a result of non-compliance with instructions.

The contractor is responsible for meeting all requirements specified in the Purchase Order, engineering documents, and referenced information. This also includes materials, equipment, and components from subcontractors and sub-suppliers to the Supplier.

Any changes, deviations, or alterations requested by the Contractor must be approved in writing in accordance with the appropriate RFI or change request process.

5.5 Site Acceptance Test

The contractor shall conduct a test of the system as soon as it has been installed at the jobsite in its final configuration.

6 Manufacturing Schedules & Reports

Supplier shall submit a Work progress schedule by the date noted in the VDDR, which shall be considered the baseline.

Activities to be identified include, but are not limited to:

- Mobilization Date
- Work execution tasks in sequence
- Anticipated completion and demobilization date
- Preferred scheduling software is Primavera P6; vendor is expected to provide the schedule in both (.pdf) and native (.xer) formats on a weekly basis. Other submittal frequencies and formats acceptable with Owner's approval.

A progress report shall be provided on a daily basis which identifies,

- Description of key progress activities completed since the last reporting period.
- Description of key activities planned for the next reporting period
- Identification of any non-conformance reports
- Delays: Weather, operational, supply chain, etc.

- Proposed corrective actions

7 Project Controls

Tax: sales taxes, use taxes, or duties if applicable, shall be included in the price.

Progress will be reported as a percentage of the deliverables.

Invoices should be sent monthly (Net 30) and will include the following,

- Project Name: Fender Replacement
- Nassau Terminals, LLC Purchase Order Number: TBD
- Invoices to be sent to EngineeringAP@SavageCo.com
- Billing Term

8 Codes, Standards & Specifications

Design, fabricate, assemble, and test Equipment so that when operated in accordance with the manufacturer's recommended procedures, it will conform to the latest edition of the following standards:

AWS, ANSI, AISI, ASTM, NEC, OSHA, MSHA

9 Appendix & Reference Documents

1. None
2. (add or subtract from list as needed)

#	Document Name/Number	Rev.	Description
1			
2			
3			



New Business

RESOLUTION 2025--R01

**A RESOLUTION OF THE OCEAN HIGHWAY AND PORT
AUTHORITY OF NASSAU COUNTY, FLORIDA, AMENDING
THE FORMAT OF ITS CURRENT MEETING AGENDA AND
HAVING AN EFFECTIVE DATE:**

WHEREAS: The Ocean Highway and Port Authority [AUTHORITY] is an independent, Special District of the State of Florida, created and chartered under the laws of the State of Florida at Chapter 2005-293, as authorized by F.S. Ch. 189; and

WHEREAS: The obligation of the AUTHORITY is to provide an updated format of its meeting agenda ; and

WHEREAS, The AUTHORITY desires to establish such a written policy for all of its members and staff as well as those who come before the AUTHORITY in the conduct of its business; and

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE OCEAN
HIGHWAY AND PORT OF AUTHORITY OF NASSAU COUNTY, FLORIDA, THAT:**

- A. **FORM OF AGENDA ATTACHED:** The following standard form of Agenda for each meeting is hereby adopted and the attached form is incorporated herein by this reference.

RESOLVED, FURTHER THAT: The Ocean Highway and Port Authority hereby adopts the foregoing Resolution, dated this _____ day of _____, 2025.

OCEAN HIGHWAY AND PORT AUTHORITY,
NASSAU COUNTY, FLORIDA

Justin Taylor, as its Chairman

ATTEST:

Ray Nelson, as its Vice Chairman

**AGENDA
DATE
TIME
LOCATION**

CALL TO ORDER – CHAIR

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

WELCOME GUESTS

PUBLIC COMMENTS ON NON-AGENDA ITEMS – *Time limit is 3 minutes per speaker.*

APPROVAL OF MINUTES

A. Date

ATTORNEY REPORT

ACCOUNTANT REPORT

B. Financial Report

PORT OPERATOR REPORT

C. Tonnage Report

D. Facilities Report

E. New Business Report

OLD BUSINESS – *Any member of the public may address any item under new business at this time. Time limit is 3 minutes per speaker.*

F. Old Business

G. Old Business

NEW BUSINESS – *Any member of the public may address any item under new business at this time. Time limit is 3 minutes per speaker.*

H. New Business

I. New Business

OFFICE MANAGER ITEMS – Any business to come forward before the Board

PORT COMMISSIONER ITEMS – Any business to come forward before the Board

ADJOURNMENT

If a 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. Fla. Stat. § 286.



AOM Report

**ADMINISTRATIVE OFFICE MANAGER
REPORT
December 2024**

Hours worked December 2024 – 142.25

- Attended December 4th meeting. Minutes composed.
- Prepped for meetings (agenda, packets, equipment set-up)
- Met with Com Nelson (signatures, IRS forms)
- Met with Chair Taylor (signatures, agenda, committees)
- Corresponded with Joanne (QB entries/corrections, grant agreements/FDOT reimbursements, preparations for audit)
- Nameplate for Com Moore
- Attended FPC legislature meeting (virtual, Com. Hill)
- Met with City officials (Seawall project, Lorelei Jacobs, Kelly Gibson, Tammi Bach, Com. Hill, Peck Center)
- Reserved Peck auditorium for 2025 calendar year (OHPA meetings)
- Organized FY 2024-25 binders (documents folders, auditors)
- Invoiced Operator for Matter 007- Property Appraiser case (Indemnification)
- Corresponded with Shelley (Allied, account main contact person, resolved)
- Corresponded with Sherri Mitchell (NCEDB, PRR guidelines)
- Provided information for Port customers (call-in inquiries)
- Drafted resolution (Chair)
- Corresponded with Christina Nalsen (FDOT, grants)
- IT support (email transition)
- Invoices paid and entered in QuickBooks (A/R, A/P)
- Payroll entered in QuickBooks
- Check payments processed (e-filed in system)
- Bank transactions (transfers, A/R, A/P online)
- Responded to all emails, voicemails, and corresponding documents/letters, Commissioners' and Port Accountant/Attorney/Operator requests
- Website updates, meeting videos edited
- Electronic and hard-copy file organizing
- Back up (PC, external hard drive, weekly)
- Christmas holiday

Public Records Request Received in December 2024- 0



Other Items



Rossana Hebron <ohpanc@gmail.com>

Fwd: FW: Your FTD Order Is Confirmed | 10/7/2024

Rossana Hebron <ohpanc@gmail.com>
To: Rossana Hebron <ohpanc@gmail.com>

Tue, Jan 7, 2025 at 8:49 AM

From: cs@perksatwork.com <cs@perksatwork.com>
Sent: Monday, October 7, 2024 1:56 PM
Subject: Your FTD Order Is Confirmed | 10/7/2024

[FIS Perks at Work](#) | [Your Account](#)



ONECart Order Confirmation

FTD

Thank you for your order!

Order Summary

ONECart Reference Number

FTD Order #: NJIOC25225281781

Billing Information

Miriam Hill

Order Date

October 7, 2024 at 1:56pm

[View Order Details](#)

Items In Your Order

Sending a Garden of Love \$64.50



Delivery Date: Tue Oct 8, 2024
Location Type: Business
Card Message: *Your friends at the Port of Fernandina*
Business Name: Florida Ports Council

Recipient:

Address: 501 E Jefferson St
Tallahassee, FL 32301
(850) 222-8028

Regular Price \$86.00

Employee Savings (\$21.50)

Subtotal \$64.50

Tax \$6.34

Shipping \$19.99

WOWPoints Burned 👉 9,083

Total **\$0.00**

WOWPoints Earned 👉 **516**

Need Help?

Have questions about earning
or burning WOWPoints?

[Go To WOWPoints FAQ](#)

Have a question about anything
else related to your order?

[Go to Help Center](#)

Have a question about your order details or delivery? Please call FTD.com directly at 1-844-425-6093 or email custserv@ftd.com

Have a question about your WOWPoints? Please contact FIS Perks at Work customer service [here](#).

Please note, to honor the FTD.com Guarantee:

- The recipient may be called to schedule delivery.
 - We do not accept requests for delivery at specific times of day.
 - Substitutions of flower color or type, plant type, gifts, and containers may be necessary to ensure your arrangement or specialty gift is delivered in a timely manner. Please see FTD's [substitution policy](#)
 - For residential deliveries, if the recipient is not available at the time of delivery, the delivery person may leave the item in a safe place for the recipient to retrieve when they return or attempt delivery the next day. During the holidays deliveries may be made as late as 9pm.
 - For business deliveries, if the business is closed or not accepting deliveries, delivery will be attempted the next business day. During the holidays deliveries may be made as late as 5pm.
-

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