



Memorandum

To: Town Council

Copy: CAO (Daniels) CFO (Gibson)

From: Valerie W. Mundy, P.E., Public Works Director

Re: Request for Council Authorization to Proceed with Prefabricated Buildings to Meet DOJ Grant Deadline

Date: December 22, 2025

Following receipt of the Department of Justice (DOJ) denial dated December 11, 2025, regarding our request for a 90-day grant extension, staff immediately discontinued negotiations with the original low bidder, FSV Construction Company. In order to protect the Town's eligibility for reimbursement and ensure compliance with the DOJ grant deadline, staff pursued an alternative delivery method capable of meeting the required timeline.

After evaluating available options, staff identified Prefab1, a vendor with extensive experience providing prefabricated buildings for major retail and commercial clients. Reference checks were conducted with existing customers and confirmed satisfactory performance. Prefab1 provided product information and photographs, included with this memorandum, demonstrating the availability of a modern prefabricated structure that can be shipped and assembled within the remaining grant timeframe if authorized to proceed without delay.

The proposed scope includes an approximately 1100-square-foot prefabricated building as well as a prefabricated public restroom designed in a complementary architectural style. The combined cost for both structures is \$485,000. We are requesting an amount for up to \$500,000. In addition, staff identified two comparable prefabricated products to confirm pricing reasonableness and ensure compliance with procurement requirements.

Approval of this request will allow the Town to meet the DOJ grant deadline, preserve reimbursement eligibility for funds already expended, and avoid the risk of forfeiting the grant award. While staff initially pursued a more permanent, traditionally constructed facility aligned with future park improvements, the inflexible nature of the federal grant timeline necessitated this alternative approach.

Failure to obtain Council authorization at this time may result in the loss of reimbursement for project costs incurred to date and could negatively impact the Town's standing with the DOJ and other federal funding agencies, potentially affecting future grant opportunities.

For these reasons, staff respectfully recommends Council authorize proceeding with the purchase of the prefabricated buildings as presented. This action represents the most prudent and time-sensitive option to safeguard grant funding and advance the project.

Thank you for your consideration.

DOJ Denial Email



Valerie Mundy <vmundy@townofeatonville.org>

Fwd: Decision on Second No-Cost Extension Request

9 messages

Cheryl Johnson <cjohnson@townofeatonville.org>

Thu, Dec 11, 2025 at 4:07 PM

To: Marlin Daniels <mdaniels@townofeatonville.org>, Angie Gardner <agardner@townofeatonville.org>, Katrina Gibson <kgibson@townofeatonville.org>, Valerie Mundy <vmundy@townofeatonville.org>, Stanley Murray <smurray@eatonvillepolice.com>, Elaine Chua <echua@eatonvillepolice.com>

Good Afternoon,

Please find attached the response from the DOJ

Thanks

Dr. Cheryl D. Johnson

Grant Manager



Town of Eatonville | 307 E. Kennedy Blvd. | 407.623.8900

<https://www.townofeatonville.org/>

----- Forwarded message -----

From: **Napolitano, Tarasa (OJP)** <Tarasa.Napolitano@usdoj.gov>

Date: Thu, Dec 11, 2025 at 2:51 PM

Subject: Decision on Second No-Cost Extension Request

To: cjohnson@townofeatonville.org <cjohnson@townofeatonville.org>

Good afternoon, Cheryl,

Thank you for your recent request for an additional no-cost extension for your award. We have reviewed the request carefully in relation to the award's terms and conditions.

Currently, we are unable to approve a second no-cost extension. The circumstances described in your request do not meet the requirements for granting and additional extension beyond the one already provided. As a result, the project must be completed within the existing project period, which ends **January 2026**.

Please ensure that all project activities, deliverables, and reporting are finalized by the current deadline. If you anticipate any challenges meeting this timeline, we encourage you to contact us promptly so we can discuss any allowable adjustments within the remaining project period.

You will have 120 calendar days after the project period end date to liquidate any financial obligations incurred during the grant's period of performance. No new obligations can be made during this time.

Thank you,

Tarasa

Tarasa Napolitano

Grants Management Specialist

Bureau of Justice Assistance

U.S. Department of Justice | Office of Justice Programs

Tarasa.Napolitano@usdoj.gov

(202) 598-7372



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

vmundy@townofeatonville.org <vmundy@townofeatonville.org>
To: cjohnson@townofeatonville.org, cjohnson@townofeatonville.org

Thu, Dec 11, 2025 at 4:50 PM

Your message

To: cjohnson@townofeatonville.org
Subject: Fwd: Decision on Second No-Cost Extension Request
Sent: 12/11/25, 4:07:33 PM EST

was read on 12/11/25, 4:50:30 PM EST

Cheryl Johnson <cjohnson@townofeatonville.org>

Mon, Dec 15, 2025 at 4:24 PM

To: "Napolitano, Tarasa (OJP)" <Tarasa.Napolitano@usdoj.gov>, Katrina Gibson <kgibson@townofeatonville.org>, Marlin Daniels <mdaniels@townofeatonville.org>, Stanley Murray <smurray@eatonvillepolice.com>, Valerie Mundy <vmundy@townofeatonville.org>, Angie Gardner <agardner@townofeatonville.org>

Good Afternoon Tarasa,

Thank you for your response. I understand the decision regarding the second extension. We will focus on completing all activities by the January 2026 deadline.

Are we able to reallocate some of the funds across categories within the already approved budget? Would that be handled through the GAM system. I know in our conversation that you mentioned that you would be leaving this job but you did not mention a timeline. I was hoping that we could complete as much as possible before your transition. If submitted before the end of the week do you think this reallocation could be in keeping with our deadline for expenditures?

Please let me know your thoughts.

Kind regards,
Dr. Cheryl D. Johnson
Grant Manager



THE TOWN OF
EATONVILLE
THE TOWN THAT FREEDOM BUILT
EST. 1887

Prefab Purchase Contract

PREFAB1

19761 Bahama St., Northridge, CA 91324

PREFAB CONTAINER OFFICE SUPPLY AGREEMENT

This Agreement is made on **December 17, 2025**

1. PARTIES

Buyer:

Name: Town of Eatonville, Florida

Address: 307 E. Kennedy Blvd., Eatonville, FL 32751

Contact: Valerie Mundy vmundy@townofeatonville.org

Project Location: 201 Campusview Dr., Eatonville, FL 32810

Supplier:

Company Name: Prefab1/JH Construction

Address: 19761 Bahama St. Northridge, CA 91324

Contact: James Hoseini – 818-818-6421

2. SCOPE OF WORK

The Supplier agrees to design and build **one (1) office building with a regular 2x4 construction with modular elements** and detached building for additional 4 handicap bathrooms in accordance with the terms and specifications set forth in this Agreement.

3. SIZE & LAYOUT

- **Total Area: 1100 square feet ($\pm 3\%$ tolerance)**
- **Layout:** Open floor office space
- **Internal Partitions:** None
- **Intended Use:** Office / administrative workspace and park restrooms

4. SPECIFICATIONS & INCLUSIONS

4.1 Structure

- 2×4 wood-framed structure on a concrete slab, constructed in accordance with all current hurricane and wind-resistant building codes.
- Structural Insulated Panels
- Weather-resistant exterior paint
- Thermal insulation to walls, roof, and floor
- Interior wall and ceiling panels

4.2 Doors & Windows

- _____ main entrance door(s), steel or aluminum, lockable and hurricane proof
- _____ aluminum or PVC framed window(s) with glazing and hurricane proof

4.3 Electrical System

- Complete internal electrical wiring
- LED ceiling lighting suitable for office use
- Electrical power outlets
- Light switches
- Distribution board with circuit breakers
- Provision for air-conditioning (wiring and opening)
- Plumbing

External electrical connection is excluded unless otherwise agreed in writing.

4.4 Interior Finishing

- Finished flooring (PVC / vinyl / laminate)
- Interior wall finish (painted or paneled)
- Ceiling panels

4.5 Ventilation

- Natural ventilation openings
- Exhaust fan(s) or ventilation grills

5. OPTIONAL ITEMS (ONLY IF SELECTED)

☒ Air-conditioning unit(s)

☒ Toilet and wash basin **Two bathrooms inside the office, one being handicapped. Additional 25 sf. detached building with 2 men and 2 women bathrooms, all being handicapped. Outside structure to be same color as the main building. See the attached picture.

☒ Plumbing and drainage system

☒ Water heater

☒ Office kitchenette with cabinets, granite countertop and sink

Only items checked above shall be included in the contract price.

6. EXCLUSIONS

Unless expressly included, the following are excluded:

- Concrete foundation or base works - included
- External water, sewage, and electrical connections - included
- Internet and network installation -not included
- Permits, inspections, and approvals – not included
- Septic tank or underground drainage – not included

7. PRICE & PAYMENT TERMS

- **Total Contract Price:** _____ \$485,000 _____
- **Payment Schedule:**
 - __25__% upon signing of this Agreement
 - __25__% upon finishing the pad and foundation
 - __25__% after the building is up
 - __25__% upon completion of the project

8. DELIVERY & INSTALLATION

- **Delivery Location:** _____ Florida _____
- **Completion Time:** __40__ days from receipt of advance payment

Buyer shall ensure site access for delivery and unloading.

9. INSPECTION & ACCEPTANCE

The Buyer shall inspect the container office within __5__ days of delivery. Any defects must be reported in writing. Failure to do so shall constitute acceptance.

10. WARRANTY

- Structural components: __60__ months
- Electrical and interior fittings: __60__ months

Warranty excludes damage due to misuse, modification, or external factors.

11. FORCE MAJEURE

Neither party shall be liable for delays or failure caused by events beyond reasonable control, including natural disasters, labor disputes, or government actions.

12. TERMINATION

Either party may terminate this Agreement upon material breach by the other party, subject to written notice and a cure period of 20 days.

13. GOVERNING LAW

This Agreement shall be governed by the laws of **the State of Florida**

14. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions or correspondence.

15. SIGNATURES

For the Buyer:

Name: _____

Signature: _____

Date: _____

For the Supplier:

Name: _____

Signature: _____

Date: _____

References

PAL Center

REFERENCES FOR PREFAB1

Robin Negron 852-213-7454

Purchased a prefab unit from Prefab1. They went to install the prefab and the customer (Robin) was not ready. She asked if they wait until after winter.

They will install the unit in the Spring. She cannot comment on the quality of the work.

She will have to provide their own utilities.

Almo Construction (650) 274-3911

Did not answer

Delta Ferrington (949) 413-9393

Prefab1 is not finished but are working hard. Great product. Happy with the product.

Fred (310) 592-3670

Did not answer

Maurio (818)448-3540

Did not answer

Jay Lavi (516)512-9690

Very satisfied. Built an AHU. It took 2 weeks.

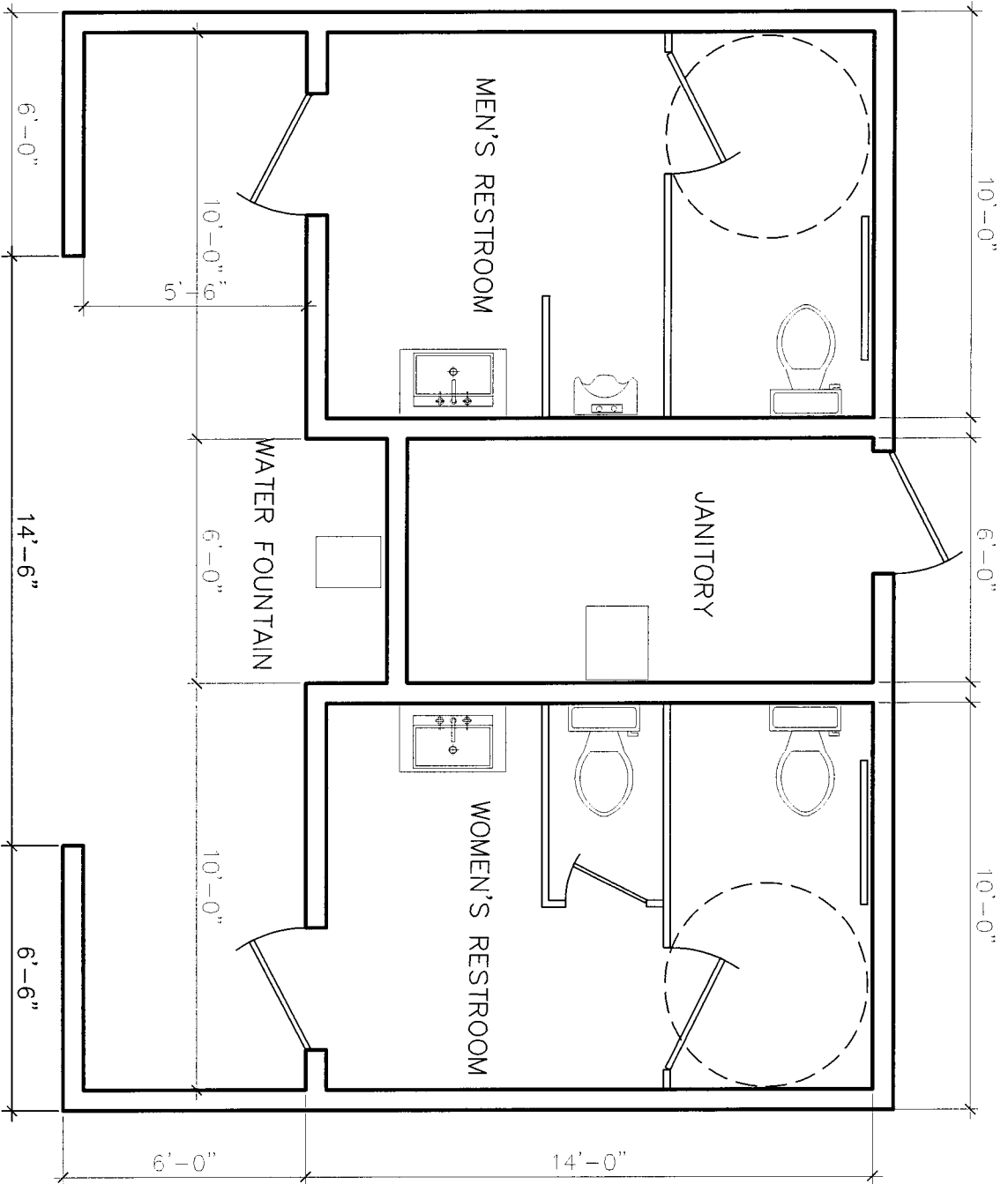
Andy Nour (818)438-6840

Did not answer. Mailbox is full

Fred (213)880-1776

Did not answer

Photos of Product

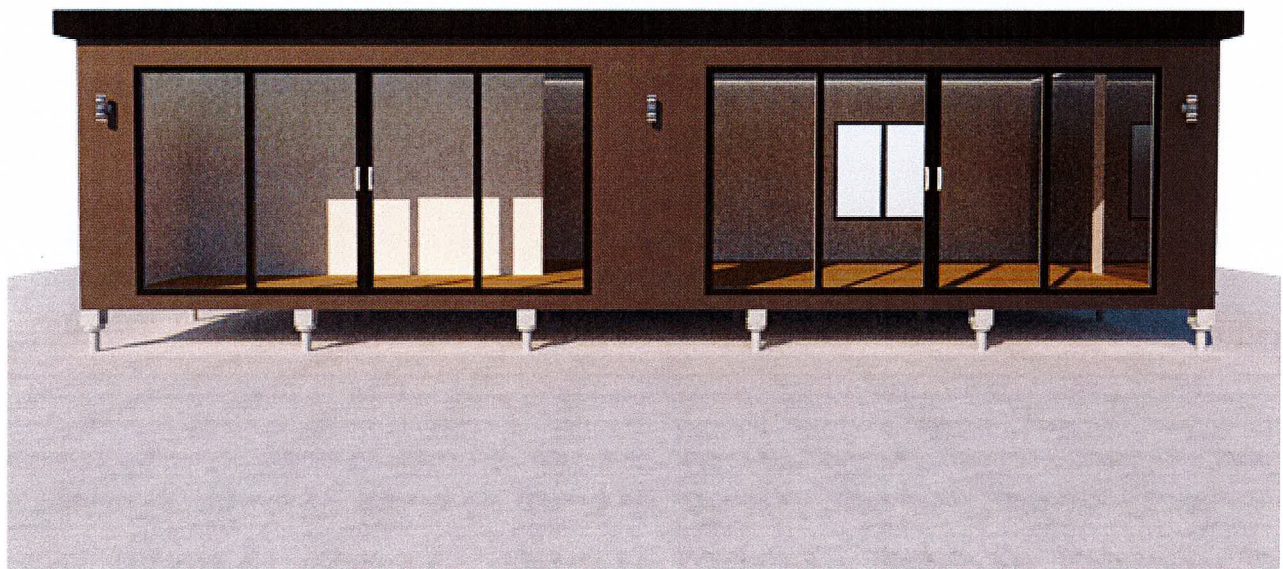


MEN'S AND WOMEN'S RESTROOM

SCALE: 1/2" = 1'-0"









Modern Prefab ADU 420 sq. ft. Luxury Tiny Home 1-Bed, 1-Bath Modular Backyard House E...

by WINNDOORS LLS



Images (9)



Shop This Look (1)



Hover Image to Zoom

Feedback

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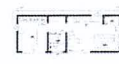
Modern Prefab ADU 420 sq. ft. Luxury Tiny Home 1-Bed, 1-Bath Modular Backyard House E...

by WINNDOORS LLS



Images (9)

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Hover Image to Zoom

Feedback

