



# **Attachment "A"**

2016 National Urban and Community  
Forestry Grant Program

## **Grant Overview**

Florida Friendly  
Town Center Project



**Title:** 2016 National Urban and Community Forestry Grant Program

**Grantor:** Florida Department of Agriculture

**Due Date:** March 31, 2016

**Amount:** up to \$20,000

**Match:** \$1:\$1 (\$10,000 Town Cash/\$10,000 In-Kind Match)

### **Category 2: Demonstration or Site Specific Projects**

This is for the development and installation of tree/palm planting projects which demonstrate proper urban forestry principles. Projects can demonstrate “right tree - right place” principles, utility line compatibility with appropriate species, energy conservation considerations, improvement of entranceway or gateway beautification, street tree plantings, park tree plantings or tree planting for the encouragement or support of economic development. Funds may only be used for purchase and planting of trees/palms. Purchase and planting of shrubs and ground covers (not sod) in conjunction with the tree planting may only serve as a matching cost, and as such, cannot be reimbursed.

The maximum grant award for demonstration tree planting is \$20,000. A 60-day “grow-in period” is required prior to Certification of Acceptance by the Department and the processing of a final reimbursement. The proposal should state how the trees will be watered and cared for during the grow-in period.

### **Town’s Proposed Project:**

The Town proposes to submit an application to the Florida Department of Agriculture and Consumer Services in the amount of up to \$20,000 to implement the “*Florida Friendly Town Center Project*”. The Town of Cutler Bay is a leader in Miami-Dade County for implementing green practices that promote environmental sustainability. This is evidenced by the Town being the first municipality in Miami-Dade County to receive the Florida Green Building Coalition’s “Silver City” certification. The Town is now in the process of developing plans to update and upgrade the landscaping at the Town Center Building. The goal of this project is install environmentally friendly and efficient landscaping following “Florida Friendly” best management practices. Once completed the Town will contact the University of Florida IFAS Extension and apply for certification as a “Florida Friendly Yard”.

This project will also have an educational component. Approximately 5,000 individuals visit the Town Hall Building on a monthly basis. The Town will have signage acknowledging Florida Friendly certification as well as educational plaques at various points of interest to educate the general public about Florida Friendly landscaping guidelines, native plants, and best practices. The long term goal of this project is to set an example and encourage residents to seek certification as a “Florida Friendly Yard” for their homes. The Town receives one point from the Florida Green Building Coalition for each “Florida Friendly Yard” that is located within the Town’s limits.



**ADAM H. PUTNAM  
COMMISSIONER**

**Submit Bids to:**

Florida Department of Agriculture and Consumer Services  
407 South Calhoun Street - Mayo Building, Room SB-8  
Tallahassee, FL 32399-0800

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**Telephone:** (850) 617-7181

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**BIDS NO. RFP/FFS-15/16-71**

AGENCY MAILING DATE:

FEBRUARY 12, 2016

**WILL BE OPENED MARCH 31, 2016 @ 2:00 P.M.**  
and may not be withdrawn within 90 days after such date and time

NOTICE OF INTENDED AWARD POSTING WILL BE ON OR ABOUT JUNE 30, 2016

**BID TITLE: 2016 NATIONAL URBAN AND COMMUNITY FORESTRY GRANT PROGRAM**

VENDOR NAME	AUTHORIZED SIGNATURE (MANUAL)
VENDOR MAILING ADDRESS	
CITY - STATE - ZIP	AUTHORIZED SIGNATURE (TYPED) TITLE
TELEPHONE: (      )	

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer and that the Proposer is in compliance with all requirements of the Request for Proposal including but not limited to, certification requirements. In submitting a Proposal to an agency for the State of Florida, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the Proposer.

**GENERAL INSTRUCTIONS TO RESPONDENTS**

- Definitions.** The definitions found in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:
  - "Buyer" means the entity that has released the solicitation. The "Buyer" may also be the "Customer" as defined in the PUR 1000 if that entity meets the definition of both terms.
  - "Procurement Officer" means the Buyer's contracting personnel, as identified in the Introductory Materials.
  - "Respondent" means the entity that submits materials to the Buyer in accordance with these Instructions.
  - "Response" means the material submitted by the respondent in answering the solicitation.
  - "Timeline" means the list of critical dates and actions included in the Introductory Materials.
- General Instructions.** Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.
- ~~3.~~ **Electronic Submission of Responses.** Respondents are required to submit responses electronically. For this purpose, all references herein to signatures, signing requirements, or other required acknowledgments hereby include electronic signature by means of clicking the "Submit Response" button (or other similar symbol or process) attached to or logically associated with the response created by the respondent within MyFloridaMarketPlace. The respondent agrees that the action of electronically submitting its response constitutes:
  - an electronic signature on the response, generally,
  - an electronic signature on any form or section specifically calling for a signature, and
  - an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.
- Terms and Conditions.** All responses are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:
  - Technical Specifications,
  - Special Conditions and Instructions,
  - Instructions to Respondents (PUR 1001),
  - General Conditions (PUR 1000), and
  - Introductory Materials.

- The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.
- ~~5.~~ **Questions.** Respondents shall address all questions regarding this solicitation to the Procurement Officer. Questions must be submitted via the Q&A Board within MyFloridaMarketPlace and must be RECEIVED NO LATER THAN the time and date reflected on the Timeline. Questions shall be answered in accordance with the Timeline. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Buyer or the State for information with respect to this solicitation. Each respondent is responsible for monitoring the MyFloridaMarketPlace site for new or changing information. The Buyer shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Buyer's contracting personnel. Questions to the Procurement Officer or to any Buyer personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in paragraph 19 of these Instructions.
  - Conflict of Interest.** This solicitation is subject to chapter 112 of the Florida Statutes. Respondents shall disclose with their response the name of any officer, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent or its affiliates.
  - Convicted Vendors.** A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:
    - submitting a bid on a contract to provide any goods or services to a public entity;
    - submitting a bid on a contract with a public entity for the

REQUEST FOR PROPOSAL

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES CHECKLIST

- \_\_\_\_\_ 1. The entire Request for Proposal has been read.
- \_\_\_\_\_ 2. Page 1 of the Request for Proposal Form **PUR 1001/1000**, Instructions to Respondents and General Contract Conditions, has been completed, signed and included in the proposal package. Provide a complete address for the proposer in the space provided (include street address or post office box, city, zip code and telephone number.) Please note: **ALL FUTURE PAYMENTS WILL BE SENT TO THE CONTACT PERSON AND ADDRESS LISTED ON THIS PAGE.**
- \_\_\_\_\_ 3. **ATTACHMENT A, SCOPE OF WORK**, has been completed, signed and included in the proposal package. Please note: **ALL FUTURE CORRESPONDENCE WILL BE SENT TO THE CONTACT PERSON LISTED ON THIS PAGE.**
- \_\_\_\_\_ 4. A detailed itemized budget summary (**ATTACHMENT B, BUDGET**) has been completed and included in the proposal package.
- \_\_\_\_\_ 5. A resolution (by the local government) indicating support for the project **must** be included with the proposal package (**ATTACHMENT C, EXAMPLE URBAN AND COMMUNITY FORESTRY GRANT RESOLUTION**).
- \_\_\_\_\_ 6. **ATTACHMENT F, CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS**, has been completed, signed and included in the proposal package.
- \_\_\_\_\_ 7. **ATTACHMENT G, CONFLICT OF INTEREST STATEMENT**, has been completed, signed and included in the proposal package.
- \_\_\_\_\_ 8. **ATTACHMENT H, DRUG-FREE WORKPLACE PROGRAM BIDDER CERTIFICATION**, form has been signed and is included in the proposal package.
- \_\_\_\_\_ 9. Applicant has registered current Federal Employer Identification Number (FEID #) and mailing address in MyFloridaMarketPlace.com. Applicant must also complete the Division of Financial Services required Substitute Form W-9 (**ATTACHMENT J, FEDERAL EMPLOYER IDENTIFICATION NUMBER REGISTRATION INSTRUCTIONS/SUBSTITUTE W-9 INSTRUCTIONS**). **No contract can be entered into without both registrations being completed.**
- \_\_\_\_\_ 10. **ATTACHMENT K, DUNS NUMBER**, Applicant will need to provide a DUNS (Data Universal Numbering System) number and register it in SAM (System of Award Management). **A copy of confirmation of the registration is needed in the proposal package.**
- \_\_\_\_\_ 11. For demonstration or site specific projects along roadways, a map must be included showing both the U.S. Highway and S.R. (State Road) numbers separated by a slash (/), if both exist. If only one exists, please circle either "U.S." or "S.R." to indicate which numbers you are giving. At least three photos of the site should also be included in the proposal package.
- \_\_\_\_\_ 12. In conformance with Section 481.329(7), Florida Statutes, "Persons who perform landscape architectural services not for compensation, or in their capacity as employees of municipal or county governments, shall not be required to be licensed..." This means that if the required design is completed by an unpaid volunteer or an employee of municipal or county government, a Florida registered architect does not have to sign and seal the drawings.
- \_\_\_\_\_ 13. One (1) original with blue ink signature and five (5) copies of the proposal package have been submitted.

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REQUEST FOR PROPOSAL  
FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FLORIDA FOREST SERVICE

2016 NATIONAL URBAN AND COMMUNITY FORESTRY GRANT PROGRAM

**INSTRUCTIONS TO PROPOSERS**

Each proposer must complete and provide all the required information by the time and date listed herein to be considered.

**HOW TO SUBMIT A PROPOSAL**

Proposals must be submitted in a sealed envelope and mailed/delivered to the address listed on form PUR 1001, General Instructions to Respondents. The face of the envelope shall be marked with the date and time of the proposal opening and the proposal number. Each proposal shall be submitted in separate sealed envelopes and must contain six (6) copies (one original and five copies) of the proposal including all attachments.

1. Proposal packages should be printed/copied on one-side only and must not exceed thirty (30) pages, including attachments. Do not submit pages 2-8 of Request for Proposal document (form PUR 1001, General Instructions for Respondents, or form PUR 1000, General Contract Conditions.)
  - a. All attachments must be folded to a size not to exceed 8 1/2" X 11".
  - b. All proposals must be complete and bound by binder clip or staple – no rubber bands, plastic binders or folders.
  - c. All signatures on the "original" must be in blue ink.
  - d. Alternate proposals must be submitted in separate envelopes and clearly identified as proposal #2, proposal #3, etc. Failure to comply with this requirement may result in non-award of any proposal.
2. Form PUR 1001, General Instructions to Respondents and Form PUR 1000, General Contract Conditions - Complete, date and obtain a signature from the individual who is legally authorized to approve submittal of the proposal. Failure to return a signed form will cause the proposal to be ruled ineligible. **Submit only page 1 of form PUR 1001, General Instructions for Respondents, and form PUR 1000, General Contract Conditions.**
3. **ATTACHMENT A, SCOPE OF WORK, must** be used. It shall not be altered in format or content. This form must be completed in its entirety - the first page and the project narrative (two page maximum).
  - a. Contact information for the project manager must be included in its entirety.
  - b. The legally authorized representative for the proposer must sign and date the form. Unsigned proposals will cause the proposal to be ruled ineligible.
  - c. The correct Federal Employer Identification Number (FEID #) must be listed on the form.
  - d. A narrative of up to two pages (size 12 font) describing the project and its benefits.
4. **ATTACHMENT B, BUDGET**, must be completed in detail and included in the proposal package.
5. **ATTACHMENT F, CERTIFICATIONS REGARDING LOBBYING; DEBARMENT; SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS**, must be completed, signed and included in the proposal package.
6. **ATTACHMENT G, CONFLICT OF INTEREST STATEMENT**, must be completed, signed and included in the proposal package.
7. **ATTACHMENT H, DRUG FREE WORKPLACE PROGRAM BIDDER CERTIFICATION**, must be signed and included in the proposal package.
8. Up to five (5) letters of local support may be included as part of the proposal; at least three (3) letters are recommended.
9. Maps, photos, cost estimates and other supporting materials may be included at the end of the proposal package.
10. **Applicants must register their current Federal Employer Identification number (FEID #) and mailing address at MyFloridaMarketplace.com and the Department of Financial Services required Substitute Form W-9 (ATTACHMENT J, FEDERAL EMPLOYER IDENTIFICATION NUMBER REGISTRATION**

**INSTRUCTIONS/SUBSTITUTE W-9 INSTRUCTIONS) before a contract can be executed. This should be done before the grant submission deadline.**

11. Applicant will need to provide a **DUNS (Data Universal Numbering System)** number and register it in **SAM (System of Award Management)**, **ATTACHMENT K, DUNS NUMBER REGISTRATION**. The website for DUNS is <http://fedgov.dnb.com/webform>, and the website for SAM is <https://www.sam.gov> . Once registered on SAM, print a confirmation of being registered that has the DUNS information on it. **A COPY OF THAT CONFIRMATION IS NEEDED IN THE PROPOSAL PACKAGE.**

**REQUEST FOR PROPOSAL  
FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FLORIDA FOREST SERVICE**

**2016 URBAN AND COMMUNITY FORESTRY GRANT PROGRAM**

**SPECIAL TERMS, CONDITIONS AND SPECIFICATIONS**

**INTRODUCTION**

The Urban and Community Forestry (U&CF) grant funds provided through the United States Department of Agriculture (USDA) Forest Service are administered in each of the fifty states through the office of the state forester.

The state foresters provide national leadership for the implementation of U&CF programs at the state level. The National Association of State Foresters works closely with the USDA Forest Service, members of Congress and national conservation organizations to provide for adequate U&CF funding, a responsible national U&CF policy and progressive strategies to manage and replant our nation's community forests.

The growth of our national population and the accompanying development of urban centers and the surrounding rural areas have resulted in the continual loss of natural areas and tree cover. Trees provide many benefits to people living in cities and towns including energy conservation through shade, wildlife habitat, decreased storm water runoff, cleaner air, production of oxygen, removal of carbon dioxide and increased property values. It is through these and other benefits that trees contribute to the health, safety and welfare of people living in cities and towns. Studies have shown that in our cities more trees are removed than are planted and that the average lifespan of a tree in inner city areas is only seven years.

**PURPOSE**

The purpose of Florida's U&CF Grant Program is to provide financial assistance to local governments, Native American tribal governments, volunteer groups, nonprofit organizations and educational institutions to initiate or enhance local urban and community forestry programs and improve the urban environment within the state of Florida. The state of Florida anticipates an allocation of **\$400,000** for fiscal year 2016. **However, the Florida Forest Service (FFS) has not received the federal funding to support this grant program at the time of issuance of this Request for proposal (RFP) and may have to delay contract execution until these funds are received.** The primary purpose of this U&CF grant program is not beautification through tree planting, but to develop and enhance urban and community forestry programs. Total funding available for demonstration or site specific tree planting projects is limited to 20% of available funds (**\$80,000**) and tree planting projects are limited to a maximum award of **\$20,000** per applicant.

The U&CF grant program is intended to help local governments, Native-American tribal governments, volunteer groups, nonprofit organizations and educational institutions get programs started and is not meant to be a continual funding source for staffing. The U&CF grant will fund staffing for no more than three grant years.

The US Forest Service has directed the FFS to focus on assisting communities to strengthen their urban forestry programs in the following four core areas:

1. Active involvement by community tree boards or citizen tree advisory groups.
2. Development of urban tree management plans based on current inventory data.
3. Program oversight by qualified professional staff or professional consultant.
4. Development of a tree ordinance that will enforce community tree care standards.

Addressing these four areas will involve education of citizens, local officials and tree care professionals. Encouraging volunteer and citizen group participation in these activities is also a key to program success. Some demonstration areas to show good urban forestry practices are also helpful and will be funded to a limited extent under this grant program.

Copies of the U&CF grant program RFP may be obtained by contacting: Florida Department of Agriculture and Consumer Services, Purchasing Office, 407 S. Calhoun Street, Room SB-8 Mayo Building, Tallahassee, Florida, 32399-0800, (850) 617-7181. It can also be downloaded from the FFS website, [www.floridaforestservice.com](http://www.floridaforestservice.com).

### **SCOPE**

Florida's U&CF grant program was originally authorized in the Forestry Title of the 1995 Farm Bill passed by the 107th Congress. Section 589.28, Florida Statutes, authorizes the Florida Department of Agriculture and Consumer Services (FDACS or Department) to cooperate with local governments to promote the planting and protection of trees to improve the beauty and livability of urban environments within the state of Florida.

### **DEFINITIONS**

For the purpose of this RFP:

1. "Applicant" means a local government, a Native American tribal government, a legally organized nonprofit organization or an educational institution submitting a proposal for federal funds under this grant program.
2. "Proposal" means **ATTACHMENT A, SCOPE OF WORK**, and its required attachments and supporting documentation, which shall not exceed a total of 30 one sided pages, including maps and plans.
3. "Center Manager" or "District Manager" means the FFS administrative official, or his/her designee, responsible for all forestry activities within a multi-county administrative unit pursuant to Section 589.30, Florida Statutes.
4. "Chief Executive Officer" means the chief administrative employee of a local government, nonprofit organization or educational institution.
5. "Commissioner" means the Commissioner of Agriculture for the state of Florida.
6. "Department" or "FDACS" means the Florida Department of Agriculture and Consumer Services, an agency of the state of Florida.
7. "U&CF Grant Coordinator" means the FFS employee designated by the state forester to coordinate implementation of the grant program.
8. "U&CF Subcommittee" means the subcommittee assigned by the state forester to score and rank the qualifying proposals.
9. "Local Government" means a county government, a municipality (an incorporated city, town or village), a school board district or an independent special district.
10. "Nonprofit Organization" means an organization that has filed an application with Florida's Secretary of State for nonprofit corporate status pursuant to Section 617, Florida Statutes, and has been issued a Federal Employer Identification Number by the Internal Revenue Service.
11. "RFP" means Request for Proposal.
12. "State Forester" means the director of the Florida Forest Service (FFS).
13. "Statewide Project" means a project that impacts the whole state or one that implements specific activities in all three regions of the state as determined by the Department.
14. "Non-federal public property" means public property owned by state or local governments or tribal governments.

**ELIGIBILITY REQUIREMENTS**

1. Qualified applicants are limited to legal nonprofit organizations, educational institutions, local governments and Native American tribal governments.
2. Grant requests may not exceed **\$30,000**. Maximum grant award to a single applicant is **\$30,000**. The minimum grant amount that may be requested is **\$2,000**.
3. The maximum grant award for a Category 2 grant (demonstration or site specific project) is **\$20,000**.
4. The maximum grant award for a Category 4 grant (information and education) is **\$10,000**.
5. Grants are for projects **not** currently budgeted and may **not** be used to replace existing commitments.
6. Expenses associated with travel and per diem are **not** eligible.

**GRANT CATEGORIES**

There are four grant categories:

1. Local Government Program Development or Improvement
2. Demonstration or Site Specific Projects
3. Non-Profit Administration
4. Information and Education

**Category 1: Local Government Program Development or Improvement**

Qualified Applicants: Local governments, educational institutions and Native American tribal governments (non-profits apply under Category 3)

Activities in this category focus on improving U&CF technical assistance at the local level. Priority will be given to projects which initiate community forestry programs or enhance a local government's ability to develop and maintain a comprehensive tree management program. Projects must yield tangible results which provide a basis for improving U&CF programs.

- A resolution (**ATTACHMENT C, EXAMPLE URBAN AND COMMUNITY FORESTRY GRANT RESOLUTION**) which states that the governing body concurs with the proposal and will sign a Grant Memorandum of Agreement if awarded a grant (this resolution should be submitted as part of the proposal package) by the applicant is required.
- The maximum grant allocation is **\$30,000** in this category.
- Up to 10% of the awarded grant funds can be used for reimbursement of in-house staff time devoted to execution or oversight of these projects. Additional staff time can be used as match.

**Subcategories of Category 1:**

1. **Ordinance Development or Revision** – This includes costs associated with reproduction, mailing or consultant fees to develop or revise a tree protection ordinance.
2. **Tree Inventories** – This is for the development of a local tree inventory/hazardous tree inventory on non-federal public properties (includes parks, rights-of way and preserves). This can include the purchase of hardware, software and related equipment, as well as fees paid to vendors to conduct the inventory.
3. **Management or Master Plans** – This is for the development of a management plan to guide the management of urban trees on non-federal public properties.
4. **In-House Training** - This is for the development of (or improvement of) an in-house U&CF training package. This can include instructor fees, but not travel.

5. **Staffing** - This is for the employment of an urban forestry professional, technician or consultant. The U&CF grant is to help local governments get programs started and is not meant to be a continual funding source for staffing. Staffing is limited to three grant years of funding from this program, and funding is not guaranteed from one year to the next. Funding is limited to **\$20,000**. The narrative should include specific activities (deliverables) that this position will accomplish during the grant period.
6. **Student Internships** – This is for the employment of a student intern in urban forestry or a student from a related field of study for the development of or improvement of a U&CF program. The narrative should include specific activities (deliverables) that this position will accomplish during the grant period.
7. **Equipment** - for the purchase of field data recording equipment and computer software. Funding is limited to **\$4,000**.

**Category 2: Demonstration or Site Specific Projects**

Qualified Applicants: Local governments, Native American tribal governments, nonprofit organizations and educational institutions.

The purpose of these projects is to establish examples of proper urban tree planting, protection and pruning in a prominent visible location. Projects must be conducted on non-federal public land or tribal community property. Species diversity, native species and site limitations should be considered when planning a project.

Highest priority will be given to projects that demonstrate correct urban forestry principles and are conducted in highly visible areas. Additional consideration for funding shall be given to smaller, rural communities or underserved neighborhoods in larger cities.

Total grants in category 2 (site specific tree planting projects) will not exceed **20%** of available state funds. All plant materials must meet the Division of Plant Industry's standards for a Florida Grade #1 specimen or be of equivalent or better quality. Proposals must include a three (3)-year maintenance plan at the grant recipient's expense. Maintenance costs incurred after certification by the FFS are ineligible for reimbursement. A resolution signed by the owner of the property must be included in the proposal package, which states that they concur with the proposal. A Grant Maintenance Memorandum of Agreement must be signed by the grant recipient if awarded a grant. No more than **ten percent (10%)** of the grant funds may be budgeted for personnel costs in this category.

**Subcategories of Category 2:**

1. **Demonstration Tree/Palm Planting Projects on Public Property** - This is for the development and installation of tree/palm planting projects which demonstrate proper urban forestry principles. Projects can demonstrate “right tree - right place” principles, utility line compatibility with appropriate species, energy conservation considerations, improvement of entranceway or gateway beautification, street tree plantings, park tree plantings or tree planting for the encouragement or support of economic development. **Funds may only be used for purchase and planting of trees/palms. Purchase and planting of shrubs and ground covers (not sod) in conjunction with the tree planting may only serve as a matching cost, and as such, cannot be reimbursed.**

The maximum grant award for demonstration tree planting is **\$20,000**. A 60-day “grow-in period” is required prior to Certification of Acceptance by the Department and the processing of a final reimbursement. The proposal should state how the trees will be watered and cared for during the grow-in period.

2. **Tree Planting Requirements:**

- a. Trees/palms (including those planted as part of the local match) must be Florida Grade #1 or equivalent (Florida Division of Plant Industry, Grades and Standards).
- b. Trees may not exceed a 4-inch caliper. Palms may not be taller than 16 feet, clear trunk.
- c. Minimum tree size is 1 and 1/2 inch caliper, in at least a 15 gallon container.

- d. At least three tree species native to the area and suitable for the site and objective must be planted.
  - e. Up to **ten percent (10%)** of the grant award may be used for the purchase and/or installation of irrigation equipment or an irrigation system, or for supplemental watering during the 60 day grow-in period.
  - f. Trees listed on the Exotic Pest Plant Council's MOST RECENT list of Florida's Invasive Species may not be planted as any part of this grant program. The list may be found on the internet at [www.fleppc.org](http://www.fleppc.org).
  - g. Maximum allowable cost per individual tree or palm is **\$450**, which can be split between grant and match for purchase and planting.
  - h. Written approval is required (as part of the proposal) from the Florida Department of Transportation for planting and maintenance on any state right-of-way.
  - i. Eligible multi-stemmed tree species include only those listed on the Right Tree/Right Place posters produced by the Florida Urban Forestry Council, unless FFS permission is granted for other species.
  - j. A maximum of **\$12** per tree may be spent on planting materials during the 60 day grow-in period only.
  - k. Up to **ten percent (10%)** of the grant award may be spent on site-preparation costs directly related to the tree planting.
  - l. Successful applicants may rent equipment with which to plant the trees or palms. The maximum allowance is **ten percent (10%)** of the grant award.
  - m. Proposals must include the following:
    - 1. A detailed planting plan (site plan) which shows the location of the trees/palms, existing structures and site limitations such as underground utilities and overhead wires.
    - 2. A location map.
    - 3. A minimum of three color photographs of the planting site.
3. **Demonstration tree protection projects** – This is for the development and installation of a demonstration tree protection project. Funds are for the purchase of materials, rental equipment and labor costs for installation and associated interpretive (educational) materials. The maximum grant award for a tree protection demonstration is **\$10,000**.
4. **Demonstration maintenance projects** – This is for the demonstration of correct tree maintenance techniques (pruning, fertilization, lightning protection, etc.) that improve U&CFs. Practices must be performed according to ISA standards. The maximum grant award for demonstration maintenance projects is **\$10,000**.

**Category 3: Nonprofit Administration**

Qualified Applicants: Nonprofit Organizations

This category provides funding for personnel costs only and is intended to help volunteer groups, nonprofit organizations and volunteer tree advocacy groups become more effective in their ability to support and promote local tree management programs. Primary emphasis will be on assistance with administrative staffing and funding that will allow the organization or group to improve and/or develop U&CF programs through citizen involvement. A resolution or letter from the president (or a representative authorized to enter into contract agreements) must be included in the proposal packet stating their concurrence with the proposal. A three month progress report will be required for the duration of the grant. Maximum grant allocation in this category is **\$20,000**.

**Subcategories of Category 3:**

- 1. **Staffing** - This is for the employment of additional staff member(s) or to increase the number of hours of an existing local program manager or administrator on the staff of a local non-profit volunteer group.

2. **Student internships** – This is for the employment of an intern student in U&CF (or another related field of study) to assist with the development or improvement of a U&CF program.

Funding is limited to three grant years and is not guaranteed from one year to the next. The narrative should include specific activities that this position will accomplish during the grant period. **The proposed goals and activities of these staff members must be consistent with the goals of this grant program.**

**Category 4: Information and Education**

Qualified Applicants: Local governments, Native American tribal governments, nonprofit organizations and educational institutions

This category is provided to encourage local governments, nonprofit organizations and educational institutions to purchase or produce information and education materials (leaflets, newsletters, handbooks, videos) for distribution to the general public, or to cost-share seminars, training sessions and workshops on U&CF topics. The emphasis is on informing and training the general public, volunteer groups, technicians, tree workers, etc. (i.e., U&CF technology transfer). The maximum grant award for this category is **\$10,000, and the minimum is \$2,000**. Up to 10% of the awarded grant funds can be used for reimbursement of in-house staff time devoted to execution or oversight of these projects. Additional staff time can be used as match.

**Subcategories of Category 4:**

1. **Educational programs** – This is for the exhibition, purchase or development of materials for the benefit of public education in U&CF.
2. **Arbor Day Programs** – This is for the development, planning, advertising and organizing of local Arbor Day Programs.
3. **Workshops/Training Sessions/Conferences/Seminars** – This is for the support and organization of public programs which benefit U&CF. Costs may cover mailing, speaker's expenses, audio/visual equipment rental and related expenses.
4. **Youth Programs** – This is for the development and production of U&CF programs which will involve/benefit young people - K through college level.
5. **Public Service Materials (PSA Development)** – This is for the development of or purchase of public service programs, videos, slide shows or web-based products, which educate the public in principles of U&CF. These may include expenditures for paper, production costs, equipment rental or other accessories (excluding the purchase of camera or other video equipment).
6. **Volunteer Training** – This is for the development, production and presentation of an U&CF training program to interested volunteers, individuals or organizations.
7. **Brochures and Web Page Development** – This is for the purchase of existing technical brochures or the design, development, production or mailing of an educational or informational brochure or web page stressing the importance of any aspect of U&CF and the principles involved. Those desiring brochures are encouraged to utilize existing brochures, if brochures exist, and apply for funding for the purchase and distribution of brochures.
8. **Exhibits** – This is for the purchase of or design, development and construction of an educational/informational exhibit which promotes the principles of U&CF.
9. **Wildfire Safety/"Fire Wise" Promotion** – This is for design and development of materials, brochures, Public Service Announcements (PSAs), workshops or meetings that promote Fire Safety or the "Fire Wise" message in high wildfire risk communities in the Wild land/Urban Interface.

**SELECTION CRITERIA**

The U&CF Grant Coordinator shall review and determine the completeness of the proposal. The following criteria must be met before the grant proposal may be determined to be complete:

1. The proposal must contain all the requested information, be legible and understandable.
2. A resolution or letter approving the proposal and authorizing the chief executive officer of the applicant to execute agreements and documents associated with the grant request must be submitted as part of the proposal.
3. A budget detailing all costs of the project must be submitted with the proposal.
4. Late proposals, email transmissions and fax transmissions will not be accepted or considered. Unsigned proposals will be ruled ineligible.

**PROPOSAL EVALUATION CRITERIA**

The U&CF Subcommittee shall develop a prioritized list of all proposals which the U&CF Grant Coordinator has determined to be complete.

1. The U&CF Subcommittee shall evaluate each proposal based upon how well the proposal meets the purpose of the grant program. Maximum possible points is **150 points**, including bonus points. A minimum score of **90 points** is required to be considered eligible for funding.
2. The scoring of proposals is based upon the following prioritized and weighted attributes:
  - a. **Previous U&CF Grants Received - 20 Points Maximum**

The highest score will be given to first-time applicants whose proposals will help to initiate or enhance their community forestry program and communities with populations of less than 20,000 inhabitants.

Applicants that are applying to continue the second year of a grant-funded staff position will receive 15 points. Other applicants will have five points deducted from their maximum score for each grant approved in the past three years.
  - b. **Urban Forestry Program Development - 20 Points Maximum.**

The highest score will be given to proposals that provide documentation indicating that the proposal (applicant) is enhancing its capacity to build a sustained program and/or address urban and community forestry needs. The current state of the applicants' urban forestry program will be considered, as well as the project's potential to improve that program, as well as citizen awareness and citizen participation.
  - c. **Demonstrated Need - 20 Points Maximum**

The highest score will be given to proposals that demonstrate an economic need for cost-share dollars, in particular, smaller, rural communities or underserved neighborhoods in larger cities.
  - d. **Well-Defined Goals and Objectives - 15 Points Maximum**

The highest score will be given to proposals that clearly state goals and objectives that will expand/complement existing U&CF efforts, as defined above under Urban Forestry Program Development.

e. **Technical Correctness – 15 Points Maximum.**

The highest score will be given to proposals which include competent project supervision, adherence to tree planting and other practice specifications and knowledge of how to implement the practice they are proposing.

f. **Environmental and Educational Value - 10 Points Maximum**

The highest score will be given to proposals that will contribute multiple environmental benefits to the community and educate a significant sector of the public or local professional community.

g. **Cost Effectiveness - 10 Points Maximum**

The highest score will be given to proposals that will clearly maximize results with the efficient use of grant dollars, clearly describe how funds will be expended and adhere to the cost parameters listed in this RFP. Including written estimates will enhance this score.

h. **Level of Community Involvement or Support - 10 Points Maximum**

The highest score will be given to proposals that provide documented community support, involve **partnerships** with private industry, volunteer groups or local governments and encourage continued citizen involvement in the local urban forestry program. At least three letters of endorsement from the local community are recommended.

i. **Promotional Value - 5 Points Maximum**

The highest score will be given to proposals which have a high potential for positive public relations, where the applicant indicates a strategy for publicizing the project.

j. **Completeness of Proposal - 5 Points Maximum**

The highest score will be given to proposals which are complete, include all of the required attachments and provide a detailed explanation of the proposal.

In addition to the above, the following will be considered for bonus scoring during the evaluation: (15 points maximum)

k. **Tree City or Tree Campus USA certification – 5 Points Maximum**

This indicates a community's commitment to sustaining their urban forestry program.

l. **Tree City Growth Award Recipient – 5 Points Maximum**

The community demonstrates an increasing commitment to its urban forestry program.

m. **Proposal Specifies a Certified Arborist(s) or a Graduate Forester from an Accredited Four Year Bachelor of Science in Forestry Program will be Involved in Project Implementation – 5 Points Maximum**

This indicates a community's commitment to the proper implementation of urban forestry practices.

n. **New Partnership Established for Project – 5 points Maximum**

This demonstrates a community's commitment to pursue alternative resources.

**REJECTION OF PROPOSALS**

The Department reserves the right to recommend partial funding of proposals; the right to reject any or all proposals or waive minor irregularities, when to do so would be in the best interest of the state of Florida, and to reject the proposal of a proposer whom the Department determines is not in a position to perform the contract.

Minor irregularities are those which will not have a significant or adverse effect on overall competition, cost or performance.

**POSTING AND RECOMMENDED AWARDS**

Tabulations with recommended award(s) will be posted for review by interested parties on the Florida Vendor Bid System located at <http://myflorida.com>, click on Business, Doing Business with the State of Florida, Everything for Vendors and Customers, Vendor Bid System, Search Advertisements. Tabulations will remain posted for a period of seventy two (72) hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Failure to file the proper bond at the time of filing the formal protest will result in denial of the protest.

Proposals that do not receive an award during the current grant cycle will be notified in writing with an explanation of why they received a lower score. At the same time, suggestions will be provided for ways they can improve their chances of being awarded a U&CF grant in the future.

**LATE PROPOSALS**

Proposals received by the Department after the proposal opening time and date will be rejected as untimely and will not be opened. A late proposal notice will be sent to the proposer after the posting of award notice with instructions for its return. Unclaimed late proposals will be destroyed after 45 days. Offers from vendors listed on the Department's posted award notice are the only offers received timely in accordance with the Department's proposal opening time and date.

**COST OF PREPARATION**

The Department is not liable for any costs incurred by a proposer in response to this RFP including an optional oral presentation.

**URBAN AND COMMUNITY FORESTRY GRANT MEMORANDUM OF AGREEMENT (AND MAINTENANCE MEMORANDUM OF AGREEMENT, IF APPLICABLE)**

A grant under this program will not be awarded until a Grant Memorandum of Agreement has been fully executed between the Department and the applicant.

The Grant Memorandum of Agreement shall detail the responsibilities of the applicant, a schedule and the terms of payment for the project (**ATTACHMENT N, EXAMPLE FEDERAL FINANCIAL ASSISTANCE SUBRECIPIENT AGREEMENT**).

**EXECUTION OF AGREEMENTS AND DOCUMENTS**

Upon notification of a grant award, the following shall take place:

1. It will be the responsibility of the applicant to ensure that the Federal Financial Assistance Subrecipient Agreement is fully executed within sixty (60) days upon receipt. Failure to comply with this schedule may result in the grant offer being withdrawn.
2. Although it is the intent of the Department to expedite the grant award process as much as possible, applicants should be aware that execution of the Federal Financial Assistance Subrecipient Agreement could be delayed for some time until federal funding is received. Projects should be scheduled accordingly. **No costs to be charged against the grant or counted as match can be incurred before the Federal Financial Assistance Subrecipient Agreement is executed.**
3. The Federal Financial Assistance Subrecipient Agreement prepared between the Department and the applicant shall stipulate:
  - a. What is to be accomplished under the grant?
  - b. The schedule and payment terms.
  - c. The schedule and content of progress reports.
  - d. Any penalties or actions that the Department will take in the event of noncompliance.

- e. The methods to be used by the Department to determine compliance with the terms of the grant agreement.
- f. Maintenance responsibilities for trees planted as part of the grant program.

**REVIEW OF PROJECTS IN PROGRESS AND UPON COMPLETION**

The Department shall ensure that the terms of the agreements executed under these guidelines are enforced.

A progress report (**ATTACHMENT D, SUBRECIPIENT QUARTERLY PERFORMANCE PROGRESS REPORT**) showing the status of the project is due **December 31, 2016**, and shall be due quarterly until project completion.

The U&CF grant coordinator or his designee shall review the projects prior to final acceptance by the Department.

All projects must be completed by **January 31, 2018**. All reimbursement claims must be submitted by **March 31, 2018**.

**FUNDING SOURCE**

Grant awards are 100% funded by the federal government through the U.S. Forest Service. These funds are nationally authorized by the 1995 Farm Bill. For fiscal year 2016, the FFS has allocated an estimated **\$400,000** of the funds that we anticipate receiving from the U.S. Forest Service to this grant program. Should additional funding become available, it will be added to this amount.

Funds will be allocated to regions based on population (**ATTACHMENT L, ALLOCATION OF GRANT FUNDS**). FDACS reserves the right to transfer surplus funds from one region of the state to another so as to fully utilize federal funding.

The state of Florida's performance and obligation to pay under this grant program is contingent upon funding by the U.S. Forest Service.

**A 50/50 match is required (50% grant/50% applicant).** The local match must be in non-federal dollars or contributions of materials and/or services. In-kind services provided by FFS employees may not be used to contribute to the match by the grant recipient.

**ALLOWABLE COSTS**

The following Office of Management and Budget Circulars should be used as a reference for allowable costs for federally funded programs:

- A-21 Educational Institutions
- A-87 State and Local Governments
- A-122 Non-Profit Organizations

These circulars are available on line at <http://whitehouse.gov/omb/circulars/index.html> , or you can request a copy from the U&CF grant coordinator.

Purchases by the grant recipient of \$2,500 to \$35,000 shall be carried out documenting two or more written quotations or written records of telephone quotations or informal bids to be opened upon receipt, whenever practical. Competitive sealed bidding is required for all purchases exceeding \$35,000. Justification must be provided for a sole source award or for an award to a vendor other than the vendor submitting the lowest bid or quote.

No overhead costs will be paid by grant funds. Overhead costs, up to 5% of the total project cost (match plus award), can be used as part of the local match.

The maximum allowable assessment for in-kind match for general volunteer labor (non-professional) is **\$21.24** per hour. Salaried or hourly employees working in the same job class may use their current salary and benefit rate for match purposes.

**METHOD OF REIMBURSEMENT**

Reimbursements can be made on a quarterly basis, if requested. **No advance payments will be provided.** Applicants must submit a completed Subrecipient Payment Request Summary Form (**ATTACHMENT E, SUBRECIPIENT PAYMENT REQUEST FORM**) to the Department with sufficient attachments to verify the claims made. These may include invoices, receipts, canceled checks, payroll log sheets, etc. FDACS will submit the claim for payment. No more than 75 percent of the grant amount will be paid to the grantee prior to the submission of a completed Certification of Acceptance endorsed by the Department.

The final payment shall be made once the following documents are received:

- Certification of Acceptance endorsed by an FFS official.
- Final Reimbursement Summary Sheet with attached backup documents.
- Final Report - brief narrative summarizing project accomplishments.
- News release to be submitted to a local publication crediting the U.S. Forest Service for providing funding.
- Letter to local and federal congressional representative describing the benefits received from the grant.

Upon receipt of these items in the Forest Management Bureau in Tallahassee, the Department will submit the claim for payment. Payment shall be made in accordance with Section 215.422, Florida Statutes, which states the contractor's rights and the state agency's responsibility concerning interest penalties and time limits for payment of invoices (**ATTACHMENT J, NOTIFICATION OF VENDOR OMBUDSMAN'S NAME AND TELEPHONE NUMBER**).

**ANY WORK PERFORMED ON THE PROJECT AND/OR ANY EXPENDITURES MADE PRIOR TO EXECUTION OF A GRANT AGREEMENT AND WRITTEN AUTHORIZATION FROM FDACS OR FFS, IS INELIGIBLE FOR REIMBURSEMENT.**

The Federal Employer Identification Number (FEID #) will be the primary factor used to identify applicants. FDACS cannot process a contract or a request for reimbursement without the FEID number. See **ATTACHMENT J, REGISTRATION WITH MYFLORIDAMARKETPLACE / REGISTRATION FOR SUBSTITUTE W-9.**

**SPECIAL PROVISIONS**

**GRANT AGREEMENT AND CONDITIONS**

Terms and conditions within the grant agreement (**ATTACHMENT N, EXAMPLE FEDERAL FINANCIAL ASSISTANCE SUBRECIPIENT AGREEMENT**) and associated attachments shall apply.

FDACS will have the right to access any books, documents, papers and records of the grant recipients, which are directly pertinent to the grant agreement, for the purpose of making audit examinations, excerpts and transcriptions.

A quarterly interim progress report and a final project report will be required of all selected grant recipients. Additional progress reports may be required if grants are extended past the initial deadline. Failure to submit a required report or submission of an unsatisfactory report is sufficient grounds for termination of the grant agreement.

All products (brochures, signs, videos, reports, etc.) funded by the U&CF grant must display the following statement:

*"Funding for this publication is provided in part by the USDA Forest Service. In accordance with federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten building, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call 202/720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer. "*

**PUBLIC ENTITY CRIMES**

A person or affiliate, who has been placed on the convicted vendor list following a conviction for a public entity crime; may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a

proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two, for a period of 36 months from the date of being placed on the convicted vendor list.

**DISCRIMINATION**

An entity or affiliate, who has been placed on the discriminatory vendor list, may not submit a proposal on a contract to provide goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity and may not transact any business with any public entity.

**EMPLOYMENT OF UNAUTHORIZED ALIENS**

Pursuant to Executive Order 96-236, effective October 1, 1996, the following standard provision shall apply to any contract awarded as a result of this RFP:

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

**AUDITS**

The contractor shall maintain books, records and documents directly pertinent to the performance under this contract in accordance with generally accepted accounting principles consistently applied. FDACS, the state or their authorized representatives shall have access to such records for audit purposes during the term of the contract and for three years following the contract termination date or date of final payment, whichever is later. If an audit, litigation or other action involving the records is started before the end of the three year period, the records must be retained until all issues arising out of the action are resolved, or until the end of the three year period, whichever is later.

In accordance with federal laws and regulations, the contractor agrees to comply with audit requirements, as applicable, of the Office of Management and Budget (OMB) Circular A-133. Any contract, resulting from a proposal developed for any division where federal funds are distributed, shall be in compliance with this circular.

**CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS**

Any person submitting a response to this proposal **MUST** execute the enclosed form FDACS-01522, CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS, and enclose it with his/her bid or proposal **(ATTACHMENT F, CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS)**. The Certification for Lobbying is required by 7 CFR Part 3018 for expenditures \$100,000 and above. The Certification for Debarment and Suspension and Other Responsibility Matters is required by 7 CFR Part 3017 for expenditures \$25,000 and above.

**DRUG-FREE WORKPLACE**

Preference shall be given to bids certifying a drug-free workplace has been implemented in accordance with Section 287.087, Florida Statutes. Whenever two or more equal bids are received by the state or by any political subdivision for the procurement of commodities or contractual services, the bid received from a business that certifies it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program **(ATTACHMENT H, DRUG-FREE WORKPLACE PROGRAM - BIDDER CERTIFICATION)**. If applicable, please sign and return with your bid response.

**CERTIFICATION OF NO CONFLICT OF INTEREST**

Any person submitting a proposal in response to this RFP must complete and enclose the Conflict of Interest Statement form (**ATTACHMENT G, CONFLICT OF INTEREST STATEMENT**) with their proposal.

**NON-DISCRIMINATION STATEMENT**

In accordance with federal law and USDA policy, the contractor is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**INTERPRETATIONS/DISPUTES**

Any questions concerning conditions and specifications shall be directed in writing to the purchasing office for receipt no later than 10 days prior to the proposal opening. No interpretation shall be considered binding unless provided in writing by the Department's purchasing director in response to requests in full compliance with this provision. Any person, who is adversely affected by the agency's decision or intended decision, shall file with the agency a Notice of Protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions and specifications contained in a solicitation, including any provision governing the methods for ranking bids, proposals or replies, awarding contracts, reserving rights or further negotiation or modifying or amending any contract, the Notice of Protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall state with particularity the facts and law upon which the protest is filed.

**AWARD OF IDENTICAL (TIE) PROPOSALS**

In the event that identical proposals are received, preference shall be given to the proposal certifying a drug-free workplace has been implemented in accordance with Section 287.087, Florida Statutes. Award shall be determined by using the number of valid vendor complaints on file or by lot; except that the bid/proposal, which relates to commodities manufactured within this state, shall be given preference. The proposal of any foreign manufacturer, with a factory in the state employing over 200 employees working in the state, shall have preference over the proposal of any other foreign manufacturer.

**QUESTIONS**

Questions concerning the technical aspects of the proposal or the applicants' workshops should be directed to the nearest FDACS, FFS office (**ATTACHMENT M, DISTRICT/CENTER CONTACTS**) or to:

Lou Shepherd  
Urban Forestry Program Coordinator, Florida Forest Service  
Florida Department of Agriculture and Consumer Services  
3125 Conner Boulevard, C-25  
Tallahassee, FL 32399-1650  
Telephone (850) 681-5881

Questions regarding procedures for submittal of proposals should be submitted to:

Vianka Colin  
Florida Department of Agriculture and Consumer Services  
407 S. Calhoun Street  
Mayo Building, Room SB-8  
Tallahassee, FL 32399-0800  
Telephone (850) 671-7181  
Email: [Vianka.Colin@freshfromflorida.com](mailto:Vianka.Colin@freshfromflorida.com)

No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any purchaser or departmental employee. Only those communications, which are in writing from the Department's purchasing office, may be considered as a duly authorized expression on behalf of the purchaser. Also, only communications from the bidders, which are in writing and signed, will be recognized by the purchaser as duly authorized expressions on behalf of the proposer.

**SCHEDULE OF EVENTS**

<b>February 12, 2016</b>	RFP advertised and released.
<b>March 31, 2016</b>	Sealed proposals must be received by the Department. Proposals shall be opened at the Department's Purchasing Office, SB-8, Mayo Building, 407 South Calhoun Street, Tallahassee, Florida, 32399-0800.
<b>May 30, 2016</b>	Evaluation of proposals.
<b>June 30, 2016</b>	Expected date for posting award notice of Department's contract award recommendations at <a href="http://myflorida.com">http://myflorida.com</a> , Doing Business with the State of Florida, Everything for Vendors and Customers, Vendor Bid System, Search Advertisements. Tabulations shall remain posted for a period of seventy-two (72) hours.
<b>October 2016</b>	Expected grant agreement (contract) execution and authorization to begin based upon receipt of federal funds.
<b>December 1, 2016</b>	First Subrecipient Quarterly Performance Progress Report is due.
<b>November 1, 2017</b>	Deadline for submitting request for no-cost time extension.
<b>January 31, 2018</b>	Contract ending date.
<b>March 31, 2018</b>	Deadline for final reimbursement claims.

ATTACHMENT A
2016 FLORIDA URBAN AND COMMUNITY FORESTRY GRANT

SCOPE OF WORK

GENERAL INSTRUCTIONS: Please complete all items pertaining to the Category Grant for which you are applying. The proposal packet must not exceed thirty (30) one sided pages, including attachments. All attachments must be 8 1/2" X 11". Six (6) copies, (one copy with original signatures and five copies) of the proposal must be received no later than 2:00 p.m., March 31, 2016, at:

Florida Department of Agriculture and Consumer Services
Purchasing Office - U&CF - 2016 PROPOSAL
407 South Calhoun Street
Mayo Building - Room SB-8
Tallahassee, FL 32399-0800
Telephone (850) 617-7181

If you have any questions, please see ATTACHMENT M, District/Center Contacts.

PROPOSER INFORMATION (Please Print or Type)

Project Title: \_\_\_\_\_

Proposer Name: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ US Congressional District Number: \_\_\_\_\_

FEID Number: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Is your organization a Non-profit corporation pursuant to Chapter 617, Florida Statutes? Yes \_\_\_\_\_ No \_\_\_\_\_

If the applicant is a city or county government, does your urban forestry program have the following:

Professional Staff, in-house or contracted. List qualifications such as ISA certification, forestry degree, etc:

\_\_\_\_\_

Citizen Tree Advisory Board or Tree Advocacy Group. Describe: \_\_\_\_\_

Urban Tree Inventory or Management Plan, how current? \_\_\_\_\_

Tree Ordinance covering either public or private lands, describe: \_\_\_\_\_

As the duly authorized representative of the Proposer named above, I hereby certify that all parts of the proposal and required grant information have been read and understood and that all information submitted herein is true and correct.

Authorized Executive Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(SCOPE OF WORK CONTINUED)**

Describe the local community and current urban forestry program and role of applicant in that program, if a non-profit group:

Previous U&CF Grants received by the applicant. When were they implemented, and what did they accomplish?

Describe the goals and objectives of this project:

Describe how this project will help to develop and improve this program in the long-term:

Describe why these funds are needed to complete this project:

For a tree planting, describe what species are being planted and why. How will they be installed and maintained (be brief and concise, but complete)?

What environmental or educational value will the community derive from this project?

What steps have been taken to carry out this project in a cost effectiveness manner?

How will this project increase citizen involvement and support for the Community's Urban Forestry program in the long term? What evidence of community support for this project can be produced?

How will this project be publicized in the local community?

Tree City or Tree Campus USA certification and growth award, last year current?

Will a Certified Arborist(s) or a graduate forester from an accredited four year Bachelor of Science in Forestry program oversee this project? If not, who will provide oversight and what are their credentials?

What new partnerships will the project create or encourage?

**ATTACHMENT B**

**BUDGET**

Activity: \_\_\_\_\_

Specific Description: \_\_\_\_\_

SUMMARY OF COSTS

(A 50/50 match on behalf of the Proposer is required)

	REQUESTED GRANT \$	LOCAL MATCH \$
Personnel	_____	_____
Fringe Benefits	_____	_____
Equipment (if authorized)	_____	_____
Supplies	_____	_____
Contractual (if authorized)	_____	_____
Trees	_____	_____
Overhead (5% for match)	_____	_____
Total Requested Grant (I)	_____	_____
Total Matching Costs (II)	_____	_____
Total Program Costs (III)	_____	

Add columns I and II for total III (100%)

\_\_\_\_\_ % Grant request

\_\_\_\_\_ % Local match

**A BUDGET, DETAILING ALL COSTS IDENTIFIED ABOVE MUST BE ATTACHED.**

PROJECT LOCATION INFORMATION (Please print or type - complete where applicable)

County: \_\_\_\_\_

Describe the Specific Location of the Project: \_\_\_\_\_

Who has responsibility for overseeing Project implementation (name and title)? \_\_\_\_\_

Who has maintenance responsibility for the Project after completion? \_\_\_\_\_

Is the Land Ownership Public or Private? \_\_\_\_\_

Name of Landowner: \_\_\_\_\_

Project Title: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**(BUDGET CONTINUED)**

**Please note:** All proposals must include a detailed itemized budget summary which lists all anticipated expenditures and explains all project costs. Proposals for site specific demonstration tree planting projects must list the quantity, species and approximate size (container size, or caliper and height) of trees to be planted.

**IMPORTANT: THIS FORM MUST BE USED. PROPOSERS NOT USING THIS FORM WILL BE RULED INELIGIBLE**

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<p><b><u>Personnel</u></b> (List titles or positions)</p>				
<p><b><u>Fringe Benefits</u></b></p>				
<p><b><u>Equipment</u></b> (List items)</p>				

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Supplies</u> (List items)				
<u>Contractual</u> (List)				

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<b>Trees</b> (List species and size)				
Overhead (5% of grant for match)				
Total				

\* Grant dollars may not be used to purchase food as supplies.

**ATTACHMENT D**



Florida Department of Agriculture and Consumer Services  
Division of Administration

**ADAM H. PUTNAM**  
**COMMISSIONER**

**SUBRECIPIENT QUARTERLY PERFORMANCE PROGRESS REPORT**

1. Federal Award Identification Number (FAIN)	2. Federal Award Number	3. Subrecipient Agreement Number
4. Recipient Florida Forest Service 3125 Conner Boulevard, C-25 Tallahassee, Florida 32399-1650		5. Subrecipient Name: Address: City, State, Zip+4:
6. Subrecipient FEIN:	7. Subrecipient DUNS Number:	8. Reporting Period End Date:

A. Narrative: What major activities and accomplishments have been completed during this reporting period?

B. Problems: Are there any foreseen delays in completing the project within the project period?

C. Significant findings and events:

D. Activities planned for next reporting period:

E. Are you on target to achieve the project goals?

F. Did you link your budgets to program/project activities?

Performance Measures						
Deliverable #	Task #	Task Description	Indicator	Costs per Unit	Outcome Measures	Funding Expended

I certify to the best of my knowledge and belief that this report is correct and complete for performance activities for the purposes set forth in the award documents.

Subrecipient Representative Signature \_\_\_\_\_ Print Name and Title \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT E  
SUBRECIPIENT PAYMENT REQUEST FORM**



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

**SUBRECIPIENT PAYMENT REQUEST SUMMARY FORM**

<b>Date of Request:</b>		<b>Subrecipient Agreement #:</b>		<b>Billing Period:</b>		<b>Federal FAIN:</b>		<b>Payment Request #</b>	
<b>Subrecipient</b> Name: Address: City, State, Zip + 4:					<b>Subrecipient FEIN:</b>		<b>Subrecipient Agreement Manager</b> Name: Email: Phone:		
<b>Category of Expenditure</b>		<b>Approved Budget</b>		<b>Amount of this Request</b>		<b>Total Cumulative Payments</b>		<b>Matching Funds</b>	
Personnel									
Fringe Benefits									
Travel (if authorized)									
Equipment (if authorized)									
Supplies									
Contractual (if authorized)									
Other Expenses									
<b>Total Direct Charges</b>									
Indirect Charges									
<b>Total Amount</b>									
<b>Total Budget Amount</b>				<b>Agreement Period:</b>					
<b>Less Total Cumulative Payments</b>									
<b>Total Remaining in Agreement</b>									

**All supporting documents for the expenditures must be attached in accordance with the subrecipient agreement.**

I certify to the best of my knowledge that all expenditures are for the appropriate purpose, in accordance with all applicable laws, rules and regulations applicable to expenditures of federal funds, and in accordance with the agreements set forth in the application and award document.

\_\_\_\_\_  
Subrecipient Grant Manager's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**SUBRECIPIENT PERSONNEL COSTS SCHEDULE**

Date of Request:	Subrecipient Agreement #:		Billing Period:		Federal FAIN:
Employee First and Last Name	Job Classification	Project Hours this Period	Hourly Rate	Project Labor Cost	Deliverable # and Task #
<b>Total</b>				<u>          </u>	

If additional lines are needed, please insert above the total line.

I hereby certify that the above listed employees worked on the project as reflected.

\_\_\_\_\_  
Subrecipient Grant Manager's Signature

\_\_\_\_\_  
Date

FDACS-02019 05/15

**SUBRECIPIENT FRINGE BENEFITS COST SCHEDULE**

Date of Request	Subrecipient Agreement #		Billing Period	Federal FAIN
Employee First and Last Name	Job Classification	Project Hours this Period	Actual Fringe Benefits Costs	Deliverable # and Task #
<b>Total</b>				

If additional lines are needed, please insert above the total line.  
 Please remember only actual fringe benefit costs can be charged to the grant. If you have an approved fringe rate from a federal agency, please provide a copy of the approval letter.

I hereby certify that the above listed employees worked on the project as reflected.

\_\_\_\_\_  
 Subrecipient Grant Manager's Signature

\_\_\_\_\_  
 Date

**SUBRECIPIENT TRAVEL COST SCHEDULE**

Date of Request	Subrecipient Agreement #		Billing Period		Federal FAIN
Employee First and Last Name	Travel #	Destination	Travel Cost	Purpose of Travel	Deliverable # and Task #
<b>Total</b>					

If additional lines are needed, please insert above the total line.

**Any travel expenses must have been specified in the budget plan and scope of work.**

I hereby certify that the above listed travel expenses are in compliance with Section 112.061, Florida Statutes, governing payments by the State for travel expenses.

\_\_\_\_\_  
Subrecipient Grant Manager's Signature

\_\_\_\_\_  
Date

FDACS-02019 05/15

**SUBRECIPIENT EQUIPMENT COST SCHEDULE**

Date of Request	Subrecipient Agreement #		Billing Period		Federal FAIN
Equipment Description	Vendor Name	Vendor Invoice Number	Check Number and Date	Equipment Cost	Deliverable # and Task #
<b>Total</b>				_____	

If additional lines are needed, please insert above the total line.

**Any equipment purchases must have been specified in the budget plan and scope of work.**

I hereby certify that the above listed equipment was purchase for this agreement. I hereby certify that the above listed equipment was used to accomplish deliverables and tasks for this agreement.

\_\_\_\_\_  
Subrecipient Grant Manager's Signature

\_\_\_\_\_  
Date



**SUBRECIPIENT CONTRACTUAL COST SCHEDULE**

Date of Request	Subrecipient Agreement #	Billing Period		Federal FAIN
Contractor	Contractor Agreement #	Check Number and Date	Project Cost	Deliverable # and Task #
		<b>Total</b>		

Total                     

If additional lines are needed, please insert above the total line.

**Any contractual services must have been specified in the budget plan and scope of work.**

I hereby certify that the payments noted above were used in accomplishing the project.

\_\_\_\_\_  
Subrecipient Grant Manager's Signature

\_\_\_\_\_  
Date

FDACS-02019 05/15

**SUBRECIPIENT OTHER EXPENSES COST SCHEDULE**

Date of Request	Subrecipient Agreement #	Billing Period		Federal FAIN
Vendor Name	Vendor Invoice Number	Check Number and Date	Project Cost	Deliverable # and Task #
<b>Total</b>				

Total                     

If additional lines are needed, please insert above the total line.

I hereby certify that the purchases noted above were used in accomplishing the project.

\_\_\_\_\_  
Subrecipient Grant Manager's Signature

\_\_\_\_\_  
Date

FDACS-02019 05/15

**SUBRECIPIENT INDIRECT CHARGES COST SCHEDULE**

Date of Request	Subrecipient Agreement #		Billing Period	Federal FAIN
Basis for Indirect Rate	Billing Period Costs	Indirect Rate	Indirect Cost	Deliverable # and Task #
Personnel Costs				
Modified Direct Costs				

Total

=====

I hereby certify the above indirect charges are correct.

\_\_\_\_\_  
Subrecipient Grant Manager's Signature

\_\_\_\_\_  
Date

ATTACHMENT F



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

**CERTIFICATION REGARDING LOBBYING;  
DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS  
FOR EXPENDITURE OF FEDERAL FUNDS**

**LOBBYING**

As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
PRINTED NAME/TITLE OF REPRESENTATIVE

\_\_\_\_\_  
CONTRACT / PURCHASE ORDER NUMBER

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE / DATE

**DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

As required by 7 CFR Part 3017, for persons entering into a contract, grant or cooperative agreement over **\$25,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

\_\_\_\_\_  
PRINTED NAME/TITLE OF REPRESENTATIVE

\_\_\_\_\_  
CONTRACT / PURCHASE ORDER NUMBER

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE / DATE

FDACS-01522 09/12

# ATTACHMENT G



**ADAM H. PUTNAM  
COMMISSIONER**

Florida Department of Agriculture and Consumer Services  
Bureau of General Services

## CONFLICT OF INTEREST STATEMENT

I, \_\_\_\_\_ as an authorized representative of \_\_\_\_\_, \_\_\_\_\_  
certify that no member of this firm, nor any person having interest in this firm, have been awarded a contract by the Florida  
Department of Agriculture and Consumer Services on a non-competitive basis to:

- (1) Develop this Invitation to Bid (ITB) or Request for Proposal (RFP);
- (2) Perform a feasibility study concerning the scope of work contained in this ITB/RFP;
- (3) Develop a program similar to what is contained in this ITB/RFP.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Bid Number

## ATTACHMENT H



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Bureau of General Services  
**DRUG-FREE WORKPLACE PROGRAM - BIDDER CERTIFICATION**

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug- free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) 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) 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) 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) 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) 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) 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.

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VENDOR'S SIGNATURE

**ATTACHMENT I**

**STATE OF FLORIDA**

**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**NOTIFICATION OF VENDOR OMBUDSMAN'S NAME  
AND TELEPHONE NUMBER**

Vendors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five (5) working days to inspect and approve the goods and service, unless the bid specifications, purchase order or contract specifies otherwise. An agency has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

If a payment is not available within 40 days, a separate interest penalty of .02740 percent per day will be due and payable, in addition to the invoice amount, to the vendor. Payments to health care providers for hospital, medical or other health care services, shall be made not more than 35 days from the date eligibility for payment is determined, and the daily interest rate is .03333 percent. Interest penalties of less than one (1) dollar will not be enforced unless the vendor requests payment. Invoices which have to be returned to a vendor because of vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the agency.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Department of Financial Services Consumer Hotline at 1-877-693-5236 or (850) 413-3089.