



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

Telephone: (850) 617-7181

Page 1 of 77 Pages	BIDS NO. RFP/FFS-14/15-50
AGENCY MAILING DATE: MARCH 23, 2015	WILL BE OPENED MAY 1, 2015 @ 2:00 P.M. and may not be withdrawn within 90 days after such date and time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, 2015	
BID TITLE: 2015 NATIONAL URBAN AND COMMUNITY FORESTRY GRANT PROGRAM	

VENDOR NAME Town of Cutler Bay	AUTHORIZED SIGNATURE (MANUAL)
VENDOR MAILING ADDRESS 10720 Caribbean Blvd. Suite 105	
CITY - STATE - ZIP Cutler Bay, FL 33189	AUTHORIZED SIGNATURE (TYPED) TITLE Rafael G. Casals, Town Manager
TELEPHONE: (305) 234-4262	

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.
- 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.
- 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.

REQUEST FOR PROPOSAL

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES CHECKLIST

- x 1. The entire Request for Proposal has been read.
- x 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.**
- x 3. **ATTACHMENT A, URBAN AND COMMUNITY FORESTRY GRANT PROPOSAL FORM 2015**, 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.**
- x 4. A detailed itemized budget summary (**ATTACHMENT B, BUDGET**) has been completed and included in the proposal package.
- Pending 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**).
- x 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.
- N/A 7. **ATTACHMENT G, GRANT EQUIPMENT JUSTIFICATION AND CERTIFICATION STATEMENT**, has been completed, signed and included in the proposal package, if applicable.
- x 8. **ATTACHMENT H, CONFLICT OF INTEREST STATEMENT**, has been completed, signed and included in the proposal package.
- x 9. **ATTACHMENT I, DRUG-FREE WORKPLACE PROGRAM - BIDDER CERTIFICATION**, form has been signed and is included in the proposal package.
- x 10. 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 K, REGISTRATION WITH MY FLORIDA MARKETPLACE/REGISTRATION FOR SUBSTITUTE W-9**). No contract can be entered into without both registrations being completed.
- x 11. For demonstration or site Specific projects, this resolution package (**ATTACHMENT C, EXAMPLE URBAN AND COMMUNITY FORESTRY GRANT RESOLUTION**) must also state that they will execute a Maintenance Memorandum of Agreement (**ATTACHMENT O, EXAMPLE URBAN AND COMMUNITY FORESTRY GRANT MAINTENANCE MEMORANDUM OF AGREEMENT**) with the Florida Department of Agriculture and Consumer Services.
- N/A 12. 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.
- N/A 13. 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.
- x 14. One (1) original with blue ink signature and five (5) copies of the proposal package have been submitted.

ATTACHMENT A

FLORIDA URBAN AND COMMUNITY FORESTRY GRANT PROPOSAL FORM 2015

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", except any attached sketches, plans and maps which must be no larger than 2' X 3' and folded into 8 1/2" X 11". Six (6) copies, (one copy with original signatures and five copies) of the proposal packet including the proposal form, the project description and all attachments must be received no later than 2:00 p.m., May 1, 2015, at:

Florida Department of Agriculture and Consumer Services
Purchasing Office - U&CF - 2015 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: Town of Cutler Bay Public Tree Protection Program

Proposer Name: Town of Cutler Bay

Name and Title of Contact Person: Alfredo Quintero, Public Works Director

Address: 10720 Caribbean Blvd. Suite 105 Cutler Bay, FL

Zip: 33189 Phone: 305-234-4262

FEID Number 02-0768791 US Congressional District Number: 27

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

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:
Alfredo Quintero, ISA Certified Arborist #FL-6489A

Citizen Tree Advisory Board or Tree Advocacy Group. Describe: N/A

Urban Tree Inventory or Management Plan, how current? Tree Master Plan adopted January 21, 2009

Tree Ordinance covering either public or private lands, describe: Tree Ordinance #09-07 adopted 2/19/09

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: Rafael G. Casals, CFM

Title: Town Manager

Signature: [Handwritten Signature] Date: April 29, 2015

**ATTACHMENT D (CONTINUED)
PROJECT DESCRIPTION**

Describe the local community and current urban forestry program and role of applicant in that program if a non-profit group. Recognizing the need to replace lost trees and develop a long term plan to maintain an environment that encourages tree growth, the Town of Cutler Bay (Miami-Dade County) worked with a consultant and Town residents to develop a Tree Master Plan; adopted on January 21, 2009. The primary goal of the Tree Master Plan is to create tree canopy throughout the public streets; emphasizing the social and environmental benefits of trees. Quercus Virginiana/Live Oak Trees, which are native to Florida, currently line the residential streets. For maximum shade, the Town promotes the use of live oak shade trees over the use of palm trees. The Town has worked diligently to implement the Tree Master Plan and expand the Town's tree canopy. The Town has also earned Tree City USA designation each year since 2009 and the Growth Award in 2012 & 2013&2014 (2014 Award Letter Enclosed).

Previous U&CF Grants received by the applicant. When were they implemented, and what did they accomplish? The Town received \$10,000 during the 2012-13 and 2013-14 Fiscal Years from the U&CF Grant. The Town used this funding to inspect and conduct corrective pruning including; but not limited to, Tree Trimming and Canopy Uplift of older trees in the more established parts of the Town (Educational Documents Enclosed). In addition to this, the Town distributed approximately 900 educational packages through door-to door outreach and provided one-on-one consultations to residents at their request. The FY2013-14 project was completed in April 2015 and the Town is now in the process of preparing the final report.

Describe the goals and objectives of this project. The Town has established two goals. (1) Maintain current trees. This will include; pruning shade trees and removing palm fronds from older and newly planted trees to correct structural deficiencies and promote proper growth habits, fertilize trees on public owned streets as necessary, and inspect current trees for presence of pests or disease. (2) Educate residents about Tree Maintenance. This goal will be accomplished by; printing educational brochures/flyers developed by the University of Florida's IFAS Horticultural Extension Center and the Town staff that will be distributed door-to-door to impacted residents by the Public Works Department. An informational package from the IFAS is also posted on the Town's website. The brochures will serve to notify residents of the project and recognize the US Forest Service as a funding partner. Residents will be educated on the proper maintenance of trees as well as Stormwater management.

Describe how this project will help to develop and improve this program in the long-term. Prior to receiving funding for this project, the Town had limited resources available to educate residents about proper tree maintenance and compliance with the Town's Tree Ordinance. The Tree Ordinance (See Ordinance No. 09-07 adopted 02/18/09, pg. 25) calls for Public Education in the form of a public Arbor Day planting activity as well as securing tree care and tree benefit information for distribution to the public. The education component (goal #2) of this project will help the Town to comply with this ordinance and create material that is easier for residents to understand.

Describe why these funds are needed to complete this project. Although the Town of Cutler Bay was incorporated in 2005, a large portion of the Town consists of older homes and trees.

The Town's Public Works department consists of a small team of four individuals and is responsible for overseeing the Public Tree Protection Plan. This funding gives the Town the resources needed to implement the recommendations laid out in the Tree Master Plan and contract with landscaping contractors that employ Certified Arborists. Historically, the Town has invested funds to plant new trees, but limited funding has been set-aside for pruning of older trees. The Town's funding has primarily gone towards the removal of invasive species. The jump start provided with funding from this grant helped to redirect the Town's focus on the value of our older trees that provide valuable canopy.

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)? N/A

What environmental or educational value will the community derive from this project? The community will receive educational literature that will explain why this project is necessary and how they can make similar improvements to trees on their property. Furthermore, the Town will expand educational efforts by reaching out to homeowner associations and private communities.

What steps have been taken to carry out this project in a cost effectiveness manner? The Town has been able to negotiate lower rates with Landscaping Contractors, who employ a Certified Arborist, due to a larger number of trees being maintained at one time. Educational materials are reproduced in-house and packaged by Town Staff and volunteers when available.

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? Residents have seen the Town's work and read news articles about new tree planting and maintenance projects. During community meetings, they have verbally expressed being pleased with the Town's efforts. The Town has secured three (3) letters of support from Town residents. (Letters Enclosed)

How will this project be publicized in the local community? This project will be promoted in the Town of Cutler Bay's community newspaper and on the Town's website. A press release will be sent to the Miami Herald (county-wide newspaper) and emailed to the residents on the Town's list of over 450 email contacts.

Tree City or Tree Campus USA certification and growth award, last year current? Yes, the Town currently has both Tree City (Since 2009) and Grown Award (2012-2014) certifications.

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? This project is overseen by the Public Works Director, Mr. Alfredo Quintero Jr., ISA Certified Arborist # FL-6489A, expires December 31, 2015.

What new partnerships will the project create or encourage? The Town will continue its partnership with the University of Florida IFAS. Additionally, this year the Town will reach out to homeowner association groups and private communities to educate them on proper maintenance of trees on their property in accordance with the Town's tree ordinance. Staff will attend association meetings to provide brief presentations and written information.

BID NUMBER: RFP/FFS-15/16-50

OPENING DATE: MAY 1, 2015 @ 2:00 P.M.

ATTACHMENT B

BUDGET

Activity: Demonstration Maintenance Projects

Specific Description: \$10,000 is requested for public tree maintenance and community education.

SUMMARY OF COSTS

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

	REQUESTED GRANT \$	LOCAL MATCH \$
Contractual costs	\$10,000	\$4,582
Personnel costs		\$5,418
Travel costs		
Equipment costs		
Supplies costs		
Operating costs		
Tree costs		
Overhead costs		
Total Requested Grant (I)		
Total Matching Costs (II)		
Total Program Costs (III)	\$20,000	

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

50 % Grant request

50 % Local match

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

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

County: Miami-Dade

Describe the Specific Location of the Project: Public Streets throughout Cutler Bay, FL

Who has responsibility for overseeing Project implementation (name and title)? Alfredo Quintero, ISA Certified Arborist, Public Works Director

Who has maintenance responsibility for the Project after completion? Town of Cutler Bay

Is the Land Ownership Public or Private? Public

Name of Landowner: Town of Cutler Bay

Project Title: Town of Cutler Bay Public Tree Protection Program

Applicant Name: Town of Cutler Bay

Email Address: aquintero@cutlerbay-fl.gov

**ATTACHMENT B (CONTINUED)
BUDGET**

Please note: All proposals must include a detailed itemized budget summary that 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><u>Contractual</u> (Description) Landscaping Company that employs Certified Arborist to prune identified trees. (Rate based on previous experience with project of similar size)</p>		\$14,582	\$10,000	\$4,582
<p><u>Personnel</u> (List titles or positions) Alfredo Quintero, Public Works Director Yenier Vega, Stormwater Manager Kristina Perez, Admin. Assistant Public Works Public Works Staff (3 FTE) LaKeesha Morris, Grants Coordinator</p>	<p>30 hours 20 hours 10 hours 25 hours 10 hours</p>	<p>\$1,996 \$607 \$214 \$2,216 \$385</p>		<p>\$1,996 \$607 \$214 \$2,216 \$385</p>
<p><u>Travel</u></p>				

BID NUMBER: RFP/FFS-15/16-50

OPENING DATE: MAY 1, 2015 @ 2:00 P.M.

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

BID NUMBER: RFP/FFS-15/16-50

OPENING DATE: MAY 1, 2015 @ 2:00 P.M.

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Operating Costs</u> (List)				
<u>Trees</u> (List species <u>and</u> size)				
Total			\$10,000	\$10,000

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



Attachment C:

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO SUBMIT A GRANT APPLICATION WITH THE STATE OF FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES; AND PROVIDING AN EFFECTIVE DATE.

Please Note:

The above mentioned resolution has been drafted and will be included on the Agenda for the Town Councils May 20, 2015 meeting. Once the resolution has been executed a copy will be forwarded to the Department of Agriculture and Consumer Services.

ATTACHMENT F



Florida Department of Agriculture and Consumer Services
Division of Administration

ADAM H. PUTNAM
COMMISSIONER

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.

Rafael G. Casals, Town Manager

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT / PURCHASE ORDER NUMBER

Handwritten signature of Rafael G. Casals

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.

Rafael G. Casals, Town Manager

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT / PURCHASE ORDER NUMBER

Handwritten signature of Rafael G. Casals

SIGNATURE OF REPRESENTATIVE / DATE

ATTACHMENT H

STATE OF FLORIDA
FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
CONFLICT OF INTEREST STATEMENT

I, Rafael G. Casals, Town Manager as authorized
representative of Town of Cutler Bay

certify that neither member of this firm nor any person having interest in this firm has
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.



Authorized Representative

April 29, 2015

Date



ADAM H. PUTNAM
COMMISSIONER

ATTACHMENT I

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.

VENDOR'S SIGNATURE



Attachment 1

- 2014 Tree City USA Recognition
- 2014 Growth Award Plaque
- Article “Second ‘Growth Award added to Tree City USA designation”
- Photographs of 2015 Arbor Day and Earth Day Activity



Town Manager Rafael Casals
10720 Caribbean Boulevard Suit 105
Cutler Bay, FL 33189

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Cutler Bay on earning recognition as a 2014 Tree City USA. Residents of Cutler Bay ought to be proud to live in a community that makes the planting and care of trees a priority.

Your community joins more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Cutler Bay and thank you for helping to create a healthier planet for all of us.

Best Regards,



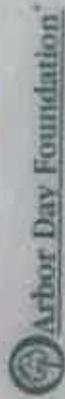
Matt Harris
Chief Executive

cc: Alfredo Quintero Jr.

enclosure



TREE CITY USA



Arbor Day Foundation®

Tree City USA is a community improvement project sponsored by the Arbor Day Foundation in cooperation with the National Association of State Foresters, USDA Forest Service, U.S. Conference of Mayors, and National League of Cities.

John Rosemary
John Rosemary, Chief Executive



Cutler Bay NEWS

APRIL 28 - MAY 11, 2015

communitynewspapers.com

305-669-7355

Second 'Growth Award' added to Tree City USA designation

BY GARY ALAN RUSE

When the Town of Cutler Bay celebrated Arbor Day on Apr. 24 there was an additional reason to commemorate its "green" accomplishments. Its ongoing tree planting efforts were recognized with a prestigious award.

The Arbor Day Foundation has for the past six years given Cutler Bay its "Tree City USA" designation, but this year for the second time in a row awarded the town a "Growth Award" for efforts over and above the usual work.

Not long after incorporation the town implemented its town-wide canopy pruning and tree trimming program and street tree planting. Town staff also increased the distribution of informational material to residents. As of April of this year the town had planted its 2,364th tree to improve the environment and beautify the community.

Rafael G. Casals, town manager,



Pictured is a row of recently planted trees.

was pleased by the recognition and what it represented.

"Receiving the Growth Award for the second consecutive year is truly a milestone and demonstrates the Town Council's commitment to new tree planting, which is budgeted on an annual basis," Casals said. "Our Public Works Department does a great job in selecting Florida native trees, which are planted throughout residential neighborhoods and that, in turn, truly improves the community aesthetics."

Cutler Bay achieved the Tree City USA recognition and Growth Award by meeting and exceeding the program's requirements. The Tree City USA Program is sponsored by the Arbor Day Foundation in partnership with the United States Forest Service and the National Association of State Foresters. The town's budget commitment to new tree planting is at least \$2 per capita.

Mayor Peggy Bell explained why she believes the program is important to the town.

"As a resident during disasters such as Hurricane Andrew in 1992, I know how long it takes for our canopy to recover," Mayor Bell said. "Trees are vital to our quality of life and environment. Cutler Bay has been a leader in environmental issues, right from the beginning. We remain committed to providing clean air, shade and animal habitats through planting trees."

The program also is intended to improve storm water management, energy savings and increased property values, as well as being a boost for commercial activity.

For information on tree plantings contact the Public Works Department at 305-234-4262 or send email to Alfredo Quintero Jr., Public Works Department director, at <aquintero@cutlerbay-fl.gov>.



Town Mayor, Council Members, Staff and members of the Cutler Bay Youth Council planted a “Shady Lady” tree dedicated by the Youth Council in honor of 2015 Earth Day and 2015 Arbor Day. The Mayor also read a Proclamation honoring the event and the Town’s dedication to Urban Forestry.





Attachment 2

- Educational Packages Regarding Forestry Project.

This package is also posted on the Town's website.

Objectives of pruning

Edward F. Gilman¹

There are three main consequences of not conducting a regular pruning program. The consequences are 1) development of low aggressive limbs, 2) formation of co-dominant stems, and 3) development of defects such as included bark and dead branches. Low limbs that are allowed to grow for some time often become large. They often over-extend or may droop under their own weight and have to be removed latter leaving a large pruning wound. Removal of large branches and those more than about half the trunk diameter is more likely to initiate decay than removal of smaller branches. Formation of co-dominant stems and defects such as included bark can lead to increased risk of failure. Pruning can help treat and avoid some of these problems.

It is important to establish the objectives for pruning before starting. Seven main objectives are described below along with pruning types that help meet those objectives. These are presented as examples and can be expanded or shortened to meet site conditions and customer expectations.

- 1) **Reduce risk of failure:** Reduce risk by establishing a structural pruning program that begins at planting and carries through the first 25 years. This program should be designed to create structurally sound tree architecture that will sustain the tree for a long period. Medium-aged and mature trees can be cleaned, thinned, reduced, raised, or restored to manage risk. Some structural pruning can be conducted on these older trees as well. The choice among these pruning types depends on the tree and the situation.
- 2) **Provide clearance:** Growth can be directed away from an object such as a building, security light, or power line by reducing or removing limbs on that side of the tree. Regular pruning is required to maintain the artificial clearance. Canopy reduction or pollarding helps maintain a tree smaller than it would be without pruning. Utility pruning keeps limbs clear of overhead wires and other utility structures. The crown can be raised to provide clearance by shortening low branches so those toward the middle and top of the tree are encouraged to grow.
- 3) **Reduce shade and wind resistance:** A lawn, ground covers or shrubs can receive more sunlight when live foliage is removed from the canopy. Thinning, reducing and pollarding can be used to accomplish this.
- 4) **Maintain health:** Maintain health by cleaning the canopy, especially in medium-aged and mature trees. Removing dead, diseased, and rubbing branches in the canopy of young trees may be a lesser priority. Root pruning can also be used to reduce the rate of spread of certain vascular diseases, such as oak wilt and Dutch elm disease.
- 5) **Influence flower or fruit production:** The number and/or size of flowers or fruit can be influenced by pruning. Fruit size can be increased on certain plants such as peaches by removing some of the developing fruit or flowers. Flower cluster size can be increased on crapemyrtle and some other trees by making heading cuts on many branches. Fruit production can be eliminated by removing flowers.
- 6) **Improve a view:** A view can be enhanced or opened by removing live branches. This pruning can include thinning, reducing, pollarding, and raising.
- 7) **Improve aesthetics:** A tree can be pruned to make its looks more appealing. Cleaning, reducing (shaping), thinning, pollarding, and restoring can be used to meet this objective.

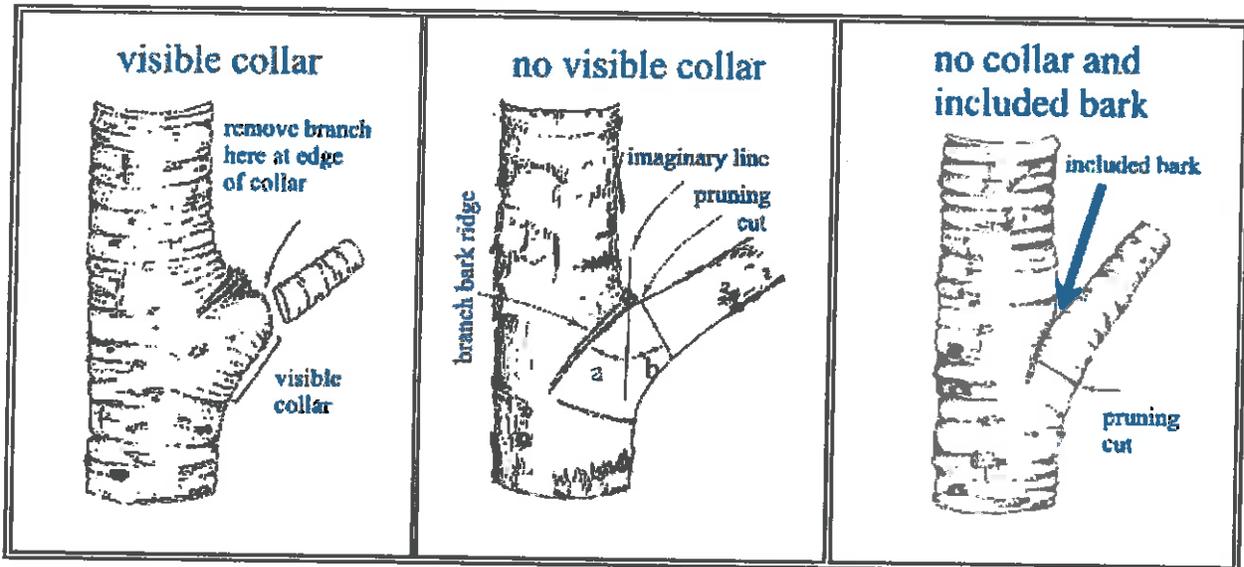
¹ Professor, Environmental Horticulture Department, 1245 Fifield Hall, Gainesville, FL 32611

Pruning shade trees in the landscape

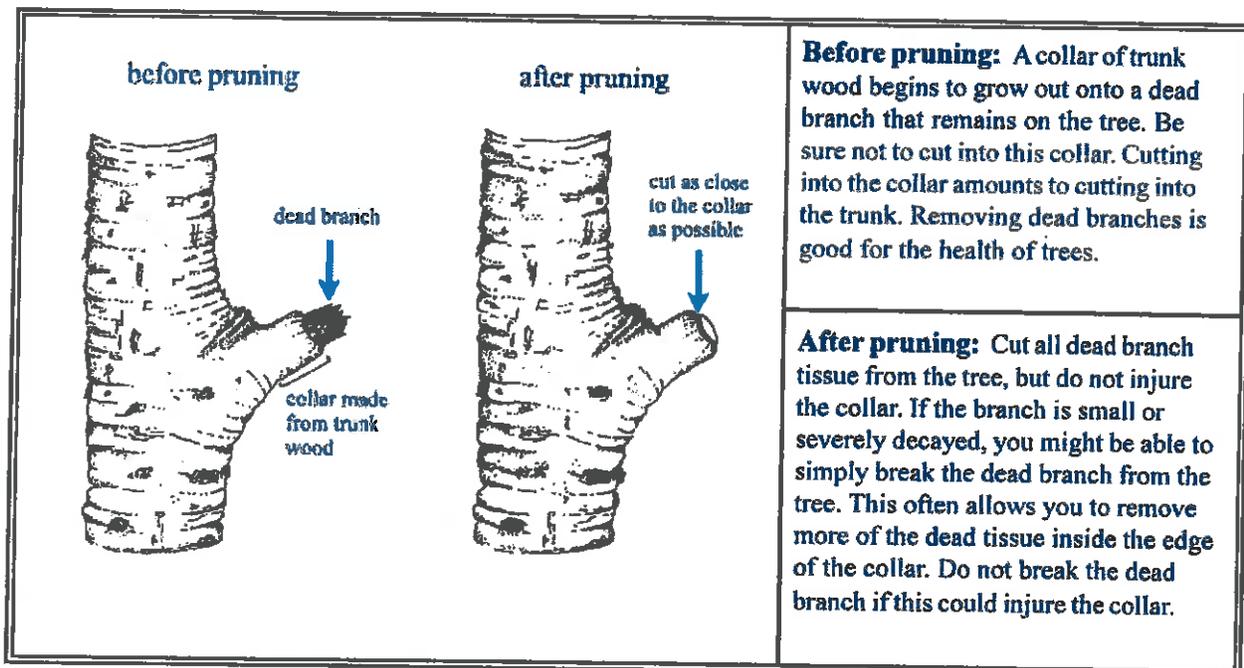
Pruning cut types

Edward F. Gilman¹

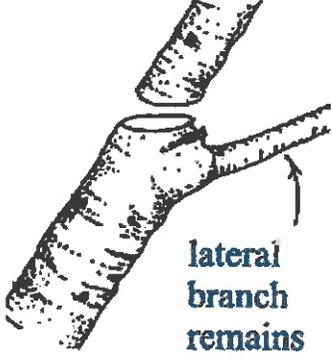
Live branch removal



Dead branch removal



Stem reduction

Appropriate reduction	Inappropriate reduction
<p data-bbox="418 415 604 457">reduction</p>  <p data-bbox="522 709 636 823">lateral branch remains</p>	<p data-bbox="1117 424 1247 466">heading</p>  <p data-bbox="1101 604 1198 634">cut here</p>
<p data-bbox="203 907 1427 1108">A reduction cut (also referred to as a drop-crotch cut) removes a stem back to a lateral branch that is at least one-third the diameter of the cut stem. Sprouts commonly follow a reduction cut, especially if a large portion (greater than about one-quarter) of the live foliage was removed with the cut. If the branch that remains is less than one-third the diameter of the cut stem, the cut is considered a heading cut. Reduction cuts are used to reduce the length of a stem or branch. Heading cuts are not considered appropriate in most instances in the landscape.</p>	

¹ Professor, Environmental Horticulture Department, 1245 Fifield Hall, Gainesville, FL 32611



What is stormwater?

Stormwater is water from rain that does not soak into the ground. It flows from rooftops, over paved areas, bare soil, and sloped lawns. As it flows, stormwater runoff collects and transports animal waste, litter, salt, pesticides, fertilizers, oil & grease, soil and other potential pollutants

What's the problem?

Rain washes pollutants from streets, construction sites, and land into storm sewers and ditches. Eventually, these empty the polluted stormwater directly into streams and rivers with no treatment. This is known as stormwater pollution.

Polluted stormwater degrades our lakes, rivers, wetlands and other waterways. Nutrients such as phosphorus and nitrogen can cause the overgrowth of algae resulting in oxygen depletion in waterways. Toxic substances from motor vehicles and careless application of pesticides and fertilizers threaten water quality and can kill fish and other aquatic life. Bacteria from animal wastes and improper connections to storm sewer systems can make lakes and waterways unsafe for wading, swimming and fish consumption. Eroded soil is a pollutant as well. It clouds the waterway and interferes with the habitat of fish and plant life.



A sanitary sewer system and a storm sewer system are not the same. Water that goes down a sink or other inside drain flows to either a wastewater treatment plant or to a septic system for treatment. Storm sewer flows are not treated. Water that flows down driveways, streets, and outside areas into a storm sewer or ditch flows directly to nearby creeks, fish and wildlife habitats, downstream recreational areas, and drinking water supplies. **For further information contact:** Yenier Vega, Stormwater Utility Manager, 305-234-4262



Attachment 3

Letters of Support from the Community

April 27, 2015

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

**RE: Support for Town of Cutler Bay's
2015 National Urban and Community Forestry Grant Application**

To Whom It May Concern:

This letter serves to express my support of the Town of Cutler Bay's grant application for funding through the 2015 National Urban and Community Forestry Grant Program. Our Town is proud to have received Tree City USA designation since 2009.

As a longtime resident of Cutler Bay, I have personally witnessed the Town take on the responsibility of planting and maintaining trees on public property within the Town limits. The Town's aggressive tree planting program has planted over 2,000 trees and has enhanced the Town's appearance immensely.

I for one am very proud of the Town for all its efforts and accomplishments in making our Town much more beautiful and "green".

This grant will support and preserve the Town's hard work. On behalf of the residents of Cutler Bay, I formally request to grant the Town's request.

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Stanley Papino', with a large, sweeping flourish extending to the right.

Stanley Papino

Jason Stewart
9241 Marine Drive
Cutler Bay, FL 33189

April 28, 2015

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

**RE: Support for Town of Cutler Bay's
2015 National Urban and Community Forestry Grant Application**

To Whom It May Concern:

I am pleased to write this letter as an expression of my support of the Town of Cutler Bay's grant application for funding through the 2015 National Urban and Community Forestry Grant Program.

I am a lifelong resident of Cutler Bay and live in one of the older parts of the community with a number of large trees. I have supported this project since I first heard about last year. The trees are starting to look better and we received education from the Town to help maintain our own trees.

I hope that you will continue to fund the Town's project.

Thank You,



Jason Stewart

April 27, 2015

FDACS

407 South Calhoun Street – Mayo Building, Room SB-8

Tallahassee, FL 32399-0800

RE: Support for Town of Cutler Bay's

2015 National Urban and Community Forestry Grant Application

To Whom It May Concern:

Thank you for making this grant available. I have been a resident of what is now Cutler Bay for 37 years. I have been a Certified Arborist for 14 years. I gladly support the Town of Cutler Bay's grant application for funding through the 2015 National Urban and Community Forestry Grant Program. Our Town is proud to have received Tree City USA designation since 2009 as well as the Tree City USA "Growth Award".

I am pleased with the Town's commitment to continue to plant shade trees throughout the community and with the Town's diligence in maintaining the older trees in the community. I appreciate that the town recognizes that these new trees and the existing older trees receive proper care and that they seek the latest information on the best practices. This in turn sets an excellent example for homeowners for caring for their own trees.

It is my understanding that the Town has received a Forestry Grant for the past two years which made the maintenance project possible. It is my hope that the Town will receive a favorable response this year to continue their great work.

Sincerely,

Christina Dupuy

Christina Dupuy I.S.A. Certified Arborist FL0784A

19901 Coral Sea Road Cutler Bay, FL 33157-8640

callicarpaa@gmail.com 305-608-6866



Attachment 5

- My Florida Marketplace Registration
- W-9 Form

Please print this page for your records.

[Print](#)

Registration Summary

General Vendor Information

Vendor Name: Town of Cutler Bay
Short Name (Does Business As):
Ariba Network ID:
Dun and Bradstreet Number: 789019275
Web Site: <http://www.cutlerbay-fl.gov>
Federal Tax ID Number: F020768791
Name that appears on 1099 Form: Town of Cutler Bay
W9 Status: Valid W-9 on File
DFS W9 Last Update Date: Feb 15, 2012
Business Designation: Government Entity - City

Contacts

<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Rafael Casals	Interim Town Manager	305-234-4262	305-234-4251	rcasals@cutlerbay-fl.gov
Rafael Casals	Interim Town Manager	305-234-4262	N/A	rcasals@cutlerbay-fl.gov

Locations

<u>Town of Cutler Bay</u>		<u>Sequence 001</u>
P.O. Info: Orders:EMAIL Email: rcasals@cutlerbay-fl.gov Fax: 305-234-4251 Contact: Rafael Casals	Remit To: Fax: 305-234-4251 Contact: Rafael Casals	Billing Contact: Email: Fax: 305-234-4251 Contact: Rafael Casals
10720 Caribbean Blvd Suite 105 Cutler Bay, FL 33189 Miami-Dade US	10720 Caribbean Blvd Suite 105 Cutler Bay, FL 33189 Miami-Dade US	10720 Caribbean Blvd Suite 105 Cutler Bay, FL 33189 Miami-Dade US

Certified Business Enterprise Info (CBE)

Minority Business Designation: Non-Minority

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return) TOWN OF CUTLER BAY	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee <input checked="" type="checkbox"/> Other (see instructions) ▶ MUNICIPAL GOVERNMENT	
Address (number, street, and apt. or suite no.) 10720 CARIBBEAN BLVD, STE 105	Requester's name and address (optional)
City, state, and ZIP code CUTLER BAY, FL 33189	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								
0	2	-	0	7	6	8	7	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	
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Date ▶ **4-22-2013**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.