

*Towne Park  
Community Development District*

*Agenda*

*December 14, 2021*

# AGENDA

# ***Towne Park***

## ***Community Development District***

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219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

December 7, 2021

**Board of Supervisors  
Towne Park  
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Towne Park Community Development District** will be held **Tuesday, December 14, 2021 at 1:30 PM** at the **Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

Those members of the public wishing to attend the meeting can do so using the information below:

**Zoom Video Link:** <https://us06web.zoom.us/j/88595966026>

**Zoom Call-In Information:** 1-646-876-9923

**Meeting ID:** 885 9596 6026

Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (Public comments can be submitted via email to the District Manager at [jburns@gmscfl.com](mailto:jburns@gmscfl.com) prior to the beginning of the meeting)
3. Organizational Matters
  - A. Acceptance of Resignation from Lauren Schwenk
  - B. Appointment to Fill the Vacant Board Seat
  - C. Administration of Oath to Newly Appointed Supervisor
  - D. Consideration of Resolution 2022-01 Electing Officers
4. Approval of Minutes of the October 12, 2021 Board of Supervisors Meeting
5. Review and Ranking of Proposals Received for Landscaping Services
  - A. Floralawn

- B. Prince & Sons
  - C. Yellowstone
- 6. Consideration of Resident Request to Vacate Easement
- 7. Consideration of 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser
- 8. Consideration of Contract Agreement with Polk County Property Appraiser
- 9. Consideration of Addendum for Adding Dog Stations to Janitorial Contract
- 10. Consideration of Addendum for Adding “As Needed” Windowsill Cleaning to Janitorial Contract
- 11. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Field Manager’s Report
    - i. Consideration of Quote for Amenity Tile Repair
    - ii. Consideration of Quote for Sod Repair at Amenity 1
    - iii. Consideration of Proposals for Janitorial Supplies and Dispensers (*to be provided under separate cover*)
  - D. District Manager’s Report
    - i. Approval of Check Register
    - ii. Balance Sheet & Income Statement
- 12. Other Business
- 13. Supervisors Requests and Audience Comments
- 14. Adjournment



## SECTION III

# SECTION D

**RESOLUTION 2022-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNE  
PARK COMMUNITY DEVELOPMENT DISTRICT ELECTING THE  
OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE  
DATE**

**WHEREAS**, the Towne Park Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Lakeland, Polk County, Florida; and

**WHEREAS**, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors ("**Board**"), shall organize by electing one of its members as Chair and by electing a Secretary, and such other officers as the Board may deem necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF  
THE TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. DISTRICT OFFICERS.** The following persons are elected to the offices shown:

Chairperson	_____
Vice Chairperson	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____

**SECTION 2. CONFLICTS.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of December 2021.

ATTEST:

**TOWNE PARK COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

# MINUTES

**MINUTES OF MEETING  
TOWNE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Towne Park Community Development District was held Tuesday, **October 12, 2021** at 1:30 p.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Lauren Schwenk  
Justin Frye  
Jennifer Tidwell

Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Jill Burns  
Sarah Warren *via Zoom*  
Clayton Smith

District Manager, GMS  
KE Law Group  
GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. There were three Board members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns noted that no members of the public were present. Hearing none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 21,  
2021 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the September 21, 2021 Board of Supervisors meeting and asked for a motion to approve minutes.

On MOTION by Mr. Frye, seconded by Ms. Tidwell, with all in favor, the Minutes of the September 21, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Notice of RFP for Landscaping Services**

Ms. Burns stated that they needed to go through a formal RFP process. The general form was included in the agenda package. Ms. Burns suggested the date for bid pickup as October 19, 2021. The suggested due date was November 19, 2021. The non-mandatory preproposal conference will be held on October 27 at 9:00 a.m. and at the clubhouse in Amenity 1. Mr. Smith suggested adding annual rotations. He stated that currently it is done as a separate rate, but if four annual rotations were part of the contract then they would just do them.

On MOTION by Mr. Frye, seconded by Ms. Schwenk, with all in favor, the Notice of RFP for Landscaping Services and Adding Annual Rotations to the Scope of Service, was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Audit Engagement Letter for Fiscal Year 2021 Audit Services**

Ms. Burns stated that the annual amount for this is \$4,000 and they are looking for a motion to authorize.

On MOTION by Mr. Frye, seconded by Ms. Schwenk, with all in favor, the Audit Engagement Letter for Fiscal Year 2021 Audit Services, was approved.

**SIXTH ORDER OF BUSINESS****Review and Ranking of Proposals Received for District Engineering Services and Selection of District Engineer**

Ms. Burns stated they received one response from Rayl Engineering and the Board agreed to authorize counsel to draft an agreement.

On MOTION by Ms. Schwenk, seconded by Mr. Frye, with all in favor, Ranking Rayl Engineering as the #1 Proposal for District Engineering Services and Authorizing Counsel to Draft an Agreement, was approved.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Ms. Warren stated that she did not have anything to report today, but offered to answer any questions from the Board. There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager's Report** *(to be provided under separate cover)*

Mr. Smith went over the Field Manager's report for the Board. He suggested that bike racks were needed for amenity. The Board agreed, and Mr. Smith will order additional bike racks. He also stated that they are going to address pressure washing the amenities as well.

Mr. Smith stated they were receiving a lot of complaints about the janitorial service. He reached out to a local cleaning company and received a quote that is half of the price of the current service being used. The Board agreed that they should switch to the new option, EA Cleaning, and terminate the current contract with Fuqua Janitorial.

On MOTION by Ms. Schwenk, seconded by Ms. Tidwell, with all in favor, Terminating the Fuqua Janitorial Contract and Approving the Quote with EA Cleaning, was approved.

**D. District Manager's Report****i. Approval of the Check Register**

Ms. Burns reviewed the check register and stated this was in the agenda package as well. She asked if anyone had any questions and hearing none, asked for a motion to approve.

On MOTION by Ms. Schwenk, seconded by Ms. Tidwell, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated that the financial statements were included in the agenda packets for review, adding that there was no action required.

**EIGHTH ORDER OF BUSINESS**

There being none, the next item followed.

**Other Business****NINTH ORDER OF BUSINESS**

**Supervisors      Requests      and  
Audience comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Burns adjourned the meeting.

On MOTION by Mr. Frye, seconded by Ms. Schwenk, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman



## SECTION V

# SECTION A



# Landscape Maintenance Proposal

**Towne Park CDD**

November 2021





# Expert Care and Service

The name Floralawn is synonymous with expert care and service when it comes to properties across Central Florida. Whether it's your family's personal backyard oasis or a private University with thousands of students, landscapes enhance the way we live, work, and play. Unparalleled industry knowledge coupled with the friendly service of a small operation delivers a package that leaves our clients with a beautiful, well-maintained landscape that attracts people, adds to their property value, and contributes to their success.

## History

Floralawn was founded in 1993 by Rob Averitt and Rich McDonald. This partnership was created out of the desire to build a company that customers would find easy to work with, cost effective, and above all—deliver the utmost quality. Through sales, acquisitions, and a customer retention rate of over 95%, Floralawn has always put the needs of the customer first. In April 2010, Floralawn acquired Polk Pump & Irrigation, which added the final dimension to the phrase "Total Property Maintenance."

## Vision

Floralawn's vision is to be the most preferred landscape maintenance provider in Florida to the association, commercial, and residential markets, thus providing a profitable return. Additionally, Floralawn strives to create a stable yet scalable enriching atmosphere and culture for our employees and customers through a sense of servant-like service.

## Who We are Today

Expansion during a time of sluggish economic activity has always been possible due to Floralawn's financial strength and its commitment to never turning away from the company's core vision. Floralawn has since become one of Central Florida's most trusted landscape maintenance companies and enjoys a diversity of services available to our clients that no other company can match. Floralawn is a proud member of both the Lakeland and Winter Haven Chambers of Commerce and is highly involved with the Community Association Institute.



## Our Approach

Being proactive is paramount when maintaining any property or community. We understand that no two properties are alike; each has different needs and demands that must be treated uniquely. Our employees are diligently trained to treat each property as their own and realize that one size does not fit all.

## Services

Many of Central Florida's most breathtaking homes rely on Floralawn to maintain their landscape. With unique services that meet the needs of individual homeowners, they receive special attention that giant landscape maintenance providers cannot offer. Additionally, Floralawn can easily cater to larger HOA clients; we routinely maintain stunning entryways, challenging common areas, complex irrigation systems, pond beautification features, and problematic pump systems to increase curb appeal and appease even the most finicky homeowner. Filling such an all-encompassing niche gives clients peace of mind knowing a partnership with Floralawn will benefit them for years to come.

## Knowledge

With constant training and continuing education of each staff member, we pride ourselves on the ability to be an expert source of knowledge in all aspects of property maintenance. Our team of professionals are recognized as experts in their respective fields, covering everything from sustainable landscape to the latest irrigation technology. This expert knowledge not only helps us excel in the landscape arena, but is also valuable in educating our clientele.



## Our Location

**734 S. Combee Rd • Lakeland, FL 33801**

We are located just south of I-4, Central Florida's major artery. This provides quick and easy access for Floralawn to service customers with a level of response that has allowed us to retain over 95% of our customer base since 1993.



Since 2010, Floralawn has kept a working warehouse stocked with pump and irrigation supplies that we use to service our clients. This warehouse also provides a source of "walk-in" business for the do-it-yourselfers.



# Meet the Team



## **Rob Averitt**

President

Rob attended the University of South Florida, where he received his degree in Business Administration. Through hard work, dedication, and steadfast faith, Rob and his best friend Rich turned Floralawn from a dream into the industry leader that it is today. Rob holds Certified Pest Control Operator's licenses in both Turf & Ornamentals and General Household Pest Control. He leads his company by example and always puts the customer first.



## **Rich Medlong**

Fert & Pest Manager

Rich started in the horticulture industry in 1995 as a humble service technician for a large pest control company. During his 18 year stretch in the industry, Rich has been able to gain extensive knowledge in both commercial and residential applications. Rich not only started out as a service technician, but has managed large horticulture companies.



## **Brad Thompson**

Solivita Branch Manager

Brad has over 20 years of experience in the landscape industry, ranging from major landscape installations to managing large-scale commercial accounts. Brad's knowledge of landscape and maintenance shines due to his extensive experience in Central Florida. Being an industry expert, Brad is utilized as a source of knowledge for every aspect of landscape maintenance. He is also certified in Rainbird's Maxicom 2-wire systems.



## **Chris Semko**

Orlando Branch Manager

Chris attended Southeastern University where he received his degree in Business Management and Leadership. He has years of Green Industry experience under his belt and has been a valued member of the Floralawn Team since 2006. Chris' "customer comes first" philosophy makes him an asset to each and every property Floralawn expertly maintains.





## **Harold Simmons**

Landscape Manager

Harold has over 20 years experience in the Green Industry. During his 20 years, Harold's portfolio includes design, installation, and maintenance of golf courses, master planned landscape, and large-scale irrigation. In addition to his design and installation skills, Harold has also managed large-scale commercial and residential accounts.



## **Russ Prophit**

Irrigation Manager

Russel is a second-generation green industry professional with over 4 decades of experience in the irrigation and landscape industry. His experience in all phases of the industry from design, installation, service, consulting and training, Russel provides a level of expertise which is hard to match by most firms in this industry.



## **Kevin Smith**

Account Manager

Kevin Smith is a Florida native who came to Floralawn with extensive experience in the pest control industry. Beginning as a spray tech in a Lakeland pest control company, he worked his way up to manager, a position he held for 14 years. He now enjoys delivering attentive, comprehensive service to the diverse Floralawn properties under his care.



## **Damon Smith**

Account Manager

Florida born and raised, Damon Smith owned and operated a successful 17-year lawn-care service with long-term residential and commercial clients. Expert in all aspects of lawn maintenance including irrigation and tree care, Damon now oversees the care of multiple Floralawn properties. He loves working with customers and producing high-quality results.

## OUR SERVICES

# Capabilities

Floralawn's unique place in the industry, with a bevy of expert services available under one roof, defines the term "Total Property Maintenance." Although we frequently supply these solutions a la carte, we specialize in being able to package these solutions together to make Floralawn your one and only phone call. On any given property, we can combine landscape maintenance, fertilization, indoor & outdoor pest control, landscape design, and irrigation – providing a complete suite of services for one affordable price. Our clients are able to reduce their overall expenses by procuring these services from one provider.

## Landscape Management

Whether it's brand-new turf and plantings or the look your property has had for years, it's important to protect your investment. Central Florida is a hotbed of potential threats to your landscape and Floralawn is expertly trained and equipped to keep it looking beautiful. Quality inspections and cutting-edge preventative products provide a proactive approach to stop problems before they start, which saves you time and money.



## Fertilization

Proper fertilization is second only to adequate irrigation, when it comes to the health of your landscape. A thick, lush, green lawn is not only beautiful, but also the best defense against the full spectrum of diseases, insects, and weeds. Our expert knowledge and experience can keep it looking its best year-round.

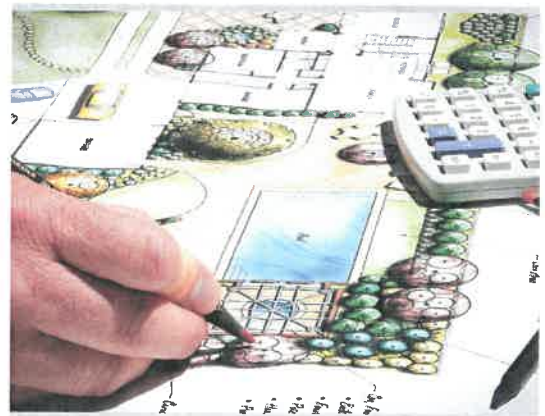


## Pest Control

When combined with proper fertilization, a proactive pest control program is the best solution possible. Aggressively preventing major infestations will keep your landscape looking its best. Our Integrated Pest Management Professionals can help maximize the beauty, health, and lifespan of your trees, shrubs, and turf.

## Enhancements & Beautification

From replenishing beds with fresh mulch and annuals to a complete landscape design overhaul, Floralawn's Horticultural team of Landscape Designers and Installers can make any building pop with instant added curb appeal. Your property is our canvas, and we take the time and effort to help each client combine their vision with a self-sustaining landscape and Florida-friendly plants wherever possible. With over 15 years of exceeding our clients expectations, you can rest assured that large or small, the job will be done neatly, efficiently, and correctly—the first time, every time.





## Water Management

Droughts, high water bills, new regulations, violation penalties... Water Management is a hot topic in Florida nowadays. Water is a limited resource and using it wisely is even more imperative now. Proper Water Management goes far beyond merely "fixing sprinklers."



## Irrigation

Water plays the most vital role in the overall appearance and health of plantings on your property. Making sure enough water is being applied is just as crucial as making sure you aren't running money down the drain. The experts at Floralawn understand that your irrigation system is the main artery that feeds the living, breathing organism known as your landscape.



## Pumps & Wells

Since 1958, we have been the "go-to" pump and irrigation company in Polk County and surrounding areas because of our specialty in servicing and maintaining today's complicated pump systems. Having over 53 years of experience, we enjoy the lasting relationship built not only by providing expert service, but also by being a source of knowledge for our customers.

## Indoor Pest Control

Floralawn's Indoor Pest Control Division couples cutting-edge products and equipment with the industry's leading Integrated Pest Management techniques to provide our customers with what's known as Preventative Pest Control. Our knowledgeable team of Pest Technicians are able to keep homes and businesses pest-free without the use of harsh chemicals inside the buildings. Our non-detectable insecticide products create an invisible barrier around the perimeter, keeping the outside of your structure pest-free year round.



### Extra Services

Deep Root Shrub Feeding

Bush-hogging

pH Correction

Antibiotic Palm Tree Injections

Low-Volume Irrigation

Property Clean-Up

Pond Fountains

Turf Painting

Landscape Lighting

French Drains

Pressure Washing

Flea Control

# Customer Service & Support

Floralawn specializes in large communities with unique challenges. We've developed custom support systems and integrated ways to directly connect with residents. We're big enough to serve you, yet small enough to know you.



## Dedicated Phone Number

Feel confident that when you call Floralawn, we'll pick up the phone. In addition to online support, we will always accommodate our clients by having dedicated phone number just for helping our clients.

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## Resident-Focused Support

Whether tending to residents' landscaping or to their communications, Floralawn team members strive to provide attentive care and exceptional service. We know that in this business, quality performance and responsive customer support result in happy people. Our work-order interface provides residents with an easy-to-use system in which they are heard, acknowledged, and responded to.

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## 24/7 Emergency Services

We care about the properties we manage and the people who inhabit them. When the unforeseen happens, we'll be there when you need us. Call our dedicated number for 24/7 support.

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## Work Order System

Utilize our online work order system to create and track work orders for your property. Managers and residents can easily create an account and get started right away.

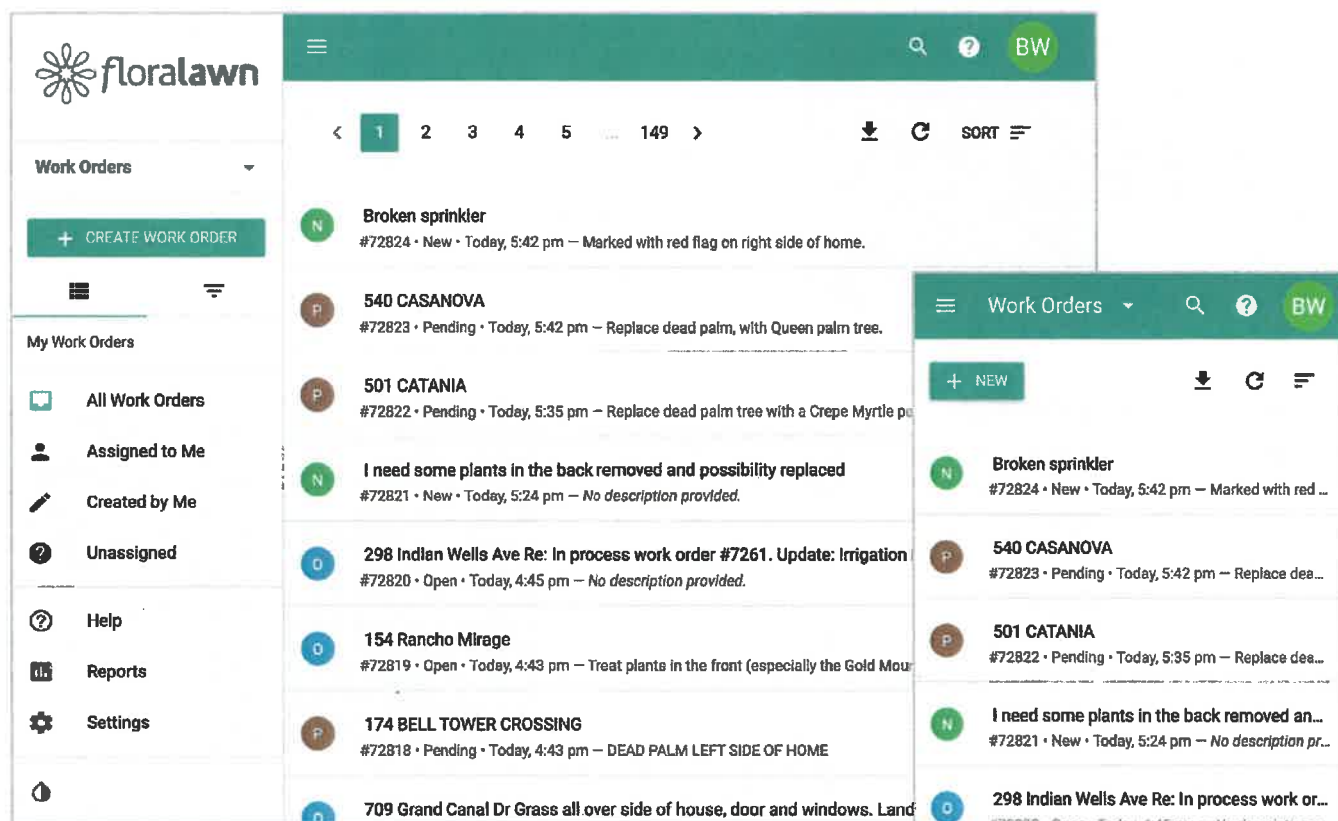
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## On-Site Management

We understand that for many residents, speaking in person with a manager is preferable to discussing an issue via email or phone. For this reason, a manager always accompanies Floralawn crews and is available on-site for communication and problem-solving.

# Work Orders

When we first opened the doors, our work order system merely consisted of pen and paper. Over the years we've evolved into an online work order system capable of handling support tickets directly from the residents themselves.



## Resident Accounts

Depending on factors, residents can create an account and manage their work orders from start to finish.

## Trackable Results

Our portal-based work-order system provides an easy way for residents to inform Floralawn about issues that need to be addressed. This system provides trackable progress and detailed reporting.

## Communication

Our team members stay in constant communication through work order status updates and direct messages.

## Resident Training

We provide regular training sessions with residents on how to use the work order system.



# Your Community



## Your Community

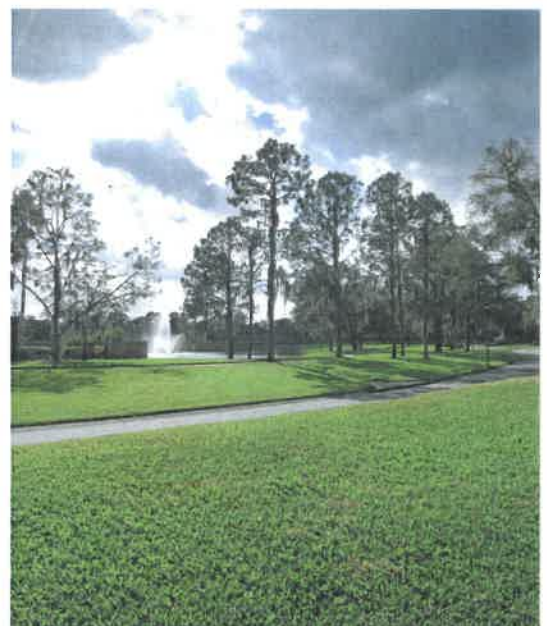
Floralawn has the capabilities to address every present need and demand in your development. Irrigation management is paramount in any successful landscape, and when coupled with proper maintenance, fertilization, and pest control practices, plants and turf can reach their full potential. Increasing curb appeal is always our top priority and end goal. Returning your landscape to its intended condition will be achieved through restorative and proactive key processes in your development.

## Community Curb Appeal

Curb appeal is important for maintaining property value and resident retention. Floralawn can help increase the success of your curb appeal by adding cost-efficient annual flowers in highly visible areas. These plantings can be rotated throughout the year to accompany the changing seasons and to facilitate a dynamic color palette all year long. Floralawn staffs an expert Landscape Designer that can assist with proper plant selections that would best suit location and soil conditions when the time arises to replace or enhance your landscape. We would also focus a tremendous amount of effort into restoring the vigor of the grass and turf already present on the property, creating an instant result at no extra cost to the Association.

## Communication

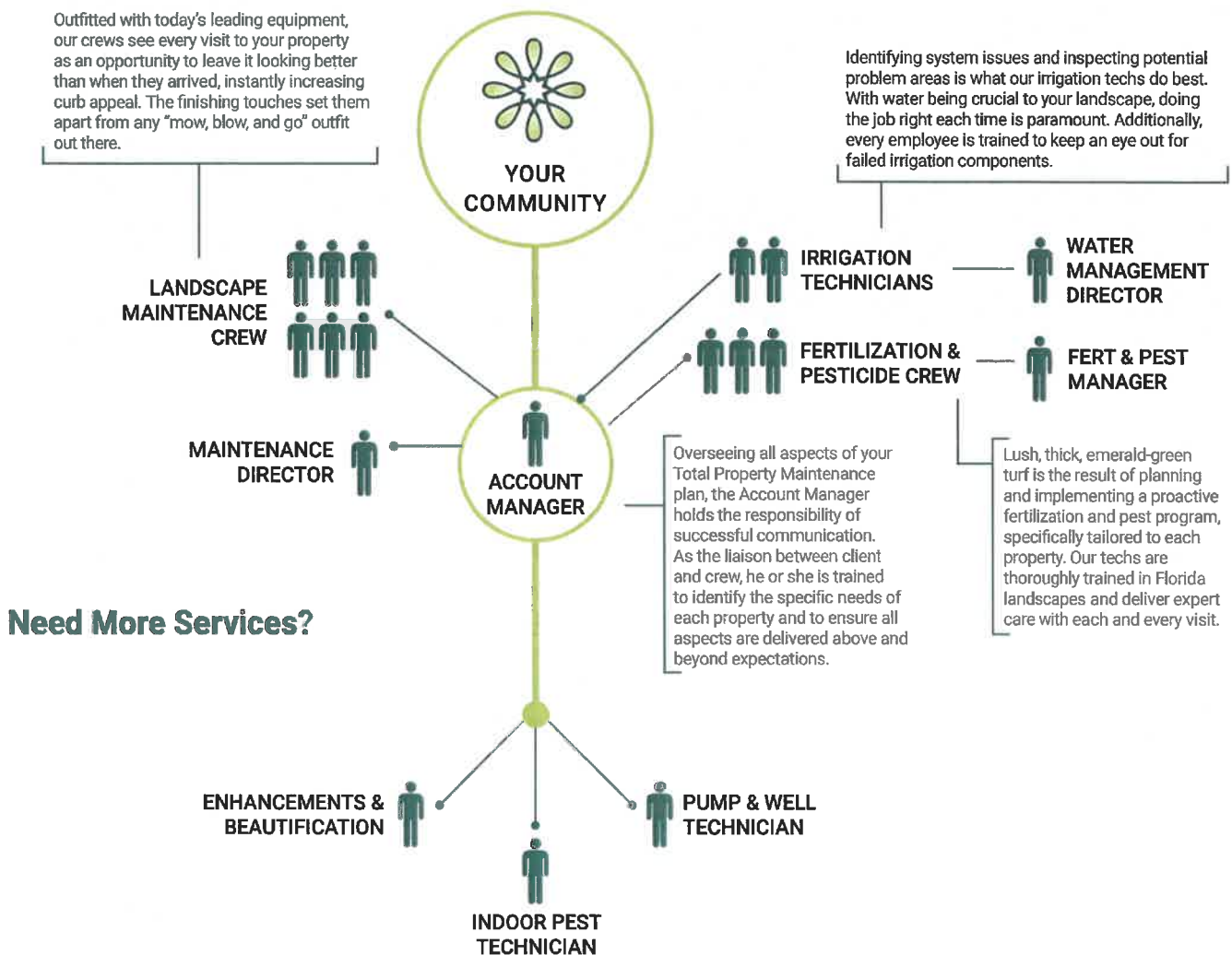
Floralawn understands that communication does not end at the contract's scope and terms; rather, this is where it begins. When dialog is established between Floralawn and your community, being proactive becomes second nature. Open, unfettered communication is a crucial element for any successful relationship in the landscape industry, especially in a day and age of so many regulations, rules, and complex systems.



# Personnel Structure

Every Employee at Floralawn understands that each property is unique and demands their full attention each time they step foot on it. This understanding is essential to the success of your property, and every day we strive to make your property look its absolute best. Instilling this "ownership" of our clients' properties in each individual employee is how we start our Customer Service Experience.

## What To Expect From Floralawn



## Need More Services?



Total Property Maintenance involves many moving parts, and your Account Manager serves as the central cog in the machine, ensuring your total satisfaction. Detailed quality assurance checks from the Account Manager means that your property is always under a watchful eye. Should you ever have a question or concern, one phone call is all it takes.

# Solivita



## Details

Type	Master-Planned
Location	Kissimmee, FL
Homes	4,300
Community Pools	13
Turf	30 Million Sq Ft

## Contact

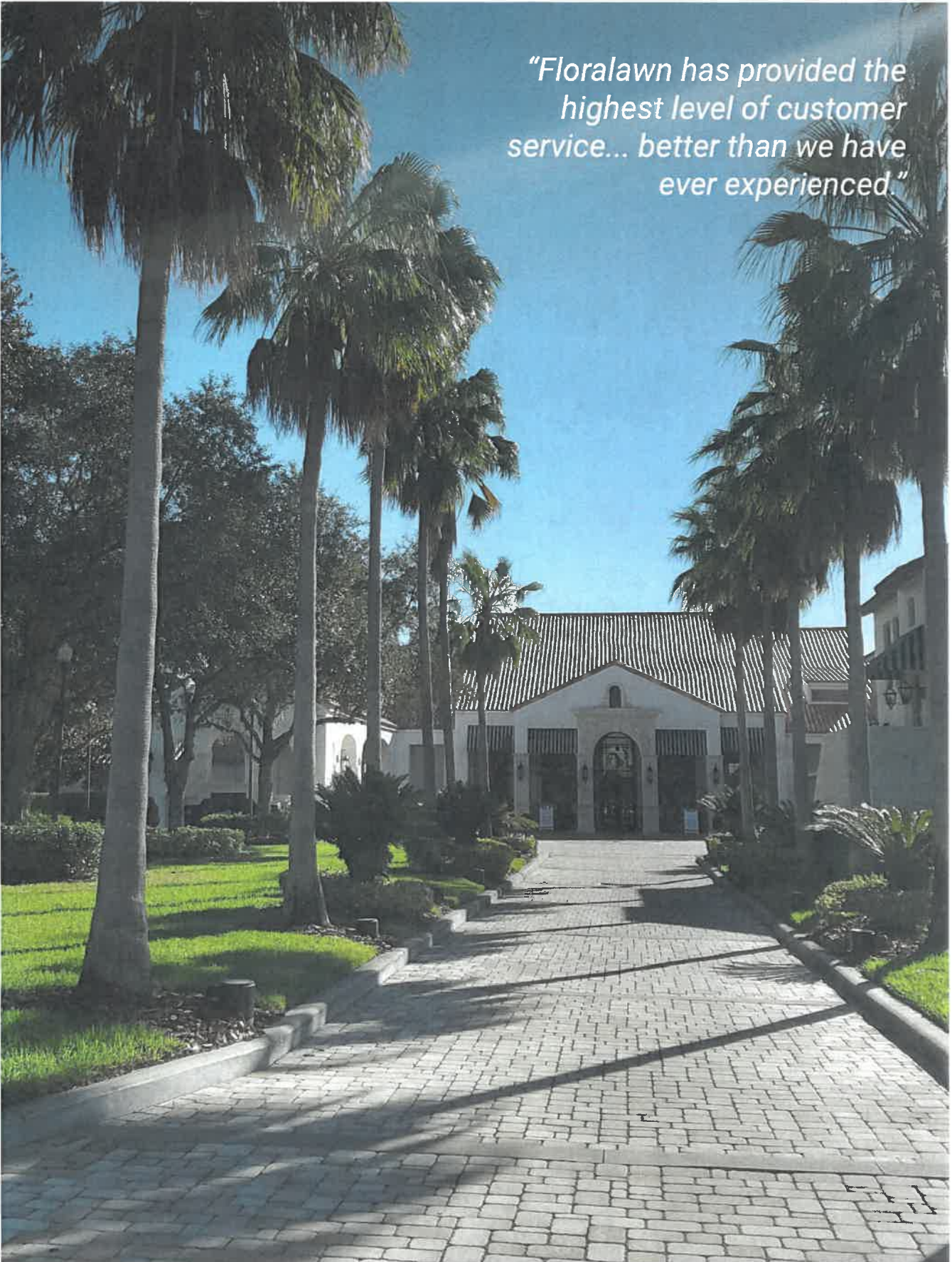
H. Donovan Brown, PhD  
President of Landscape Committee  
863-513-3861

## Overview

Solivita is one of Florida's largest active adult communities. With over 4300 homes, this community boasts a large towncenter, 13 pools, and miles of roadway cart path. Every single house receives a full complement of landscape services on a regularly scheduled basis including mowing, edging, plant bed detailing, irrigation, fertilization, and pest control. To manage the large amount of homes and the overwhelming amount of possible support requests when taking the community over, Floralawn implemented a custom, online work order system that allows each homeowner to submit support tickets under their own account.





A photograph of a paved walkway lined with palm trees leading to a building. The walkway is made of light-colored rectangular pavers and is flanked by lush green grass and several tall palm trees. In the background, a white building with a dark tiled roof and arched windows is visible under a clear blue sky. The scene is brightly lit, suggesting a sunny day.

*"Floralawn has provided the  
highest level of customer  
service... better than we have  
ever experienced."*

# Bellalago



## Details

Type	Master-Planned
Location	Kissimmee, FL
Turf	6 Million Sq Ft
Landscape Beds	500K Sq Ft
Roadway Edging	400K Ln Ft

## Contact

Kraig Carmickle 877-221-6919  
Vice President  
Evergreen Lifestyles Management

## Overview

Bellalago is a massive master-planned community located on coveted Lake Toho that has more than 1200 homes, over 4 miles of roadways, 2 amenity centers, 4 entrances, and over 30 lakes. This community boasts long stretches of road enveloped with mature landscaping and plush turf. Bellalago's amenities is something to be expected from a 5-star resort and is fully equipped with active staff. The amenity center is nestled in front of a serene view of Lake Toho that sport it's own boat access. Residents have the priveledge of walking the curvy dock to enjoy the quietness that a large lake brings. Bellalago is one of Kissimmee's largest community developments and is a much sought-after place to live.





*"We couldn't be more  
happy with Floralawn. We  
look forward to a long-  
lasting relationship."*





# SummerGlen



## Details

Start Date	2019
Type	Master-Planned
Location	Ocala, FL
Townhomes	40
Turf (Common)	500,000 Sq Ft
Homes	950 Built

## Contact

Leland Management	352-245-0432
Ed Stein	352-553-2433

## Overview

Pleasing a Property Manager, multiple builders, and over 1,500 residents consistently is a daily task at SummerGlen. Named one of Where To Retire Magazine's 50 Best Master-Planned Communities four consecutive times, SummerGlen expects and receives the highest quality care and professional service from their landscape service provider. Floralawn works closely with the Property Management staff to create detailed scheduling for all landscape events, from daily mowing to routine fertilization and pest control treatments. Consistency is paramount when maintaining a property of this size and caliber, and SummerGlen has been proud to partner with Floralawn for their needs for over three years. Floralawn was a contractor from 2009 - 2016. In 2019, SummerGlen re-hired Floralawn for all its landscape needs.



*"After having Floralawn for almost 10 years, we forgot what it was like not to have them."*





# Traditions



## Details

Start Date	2010
Type	Master-Planned
Location	Winter Haven, FL
Full Service Homes	550

## Contact

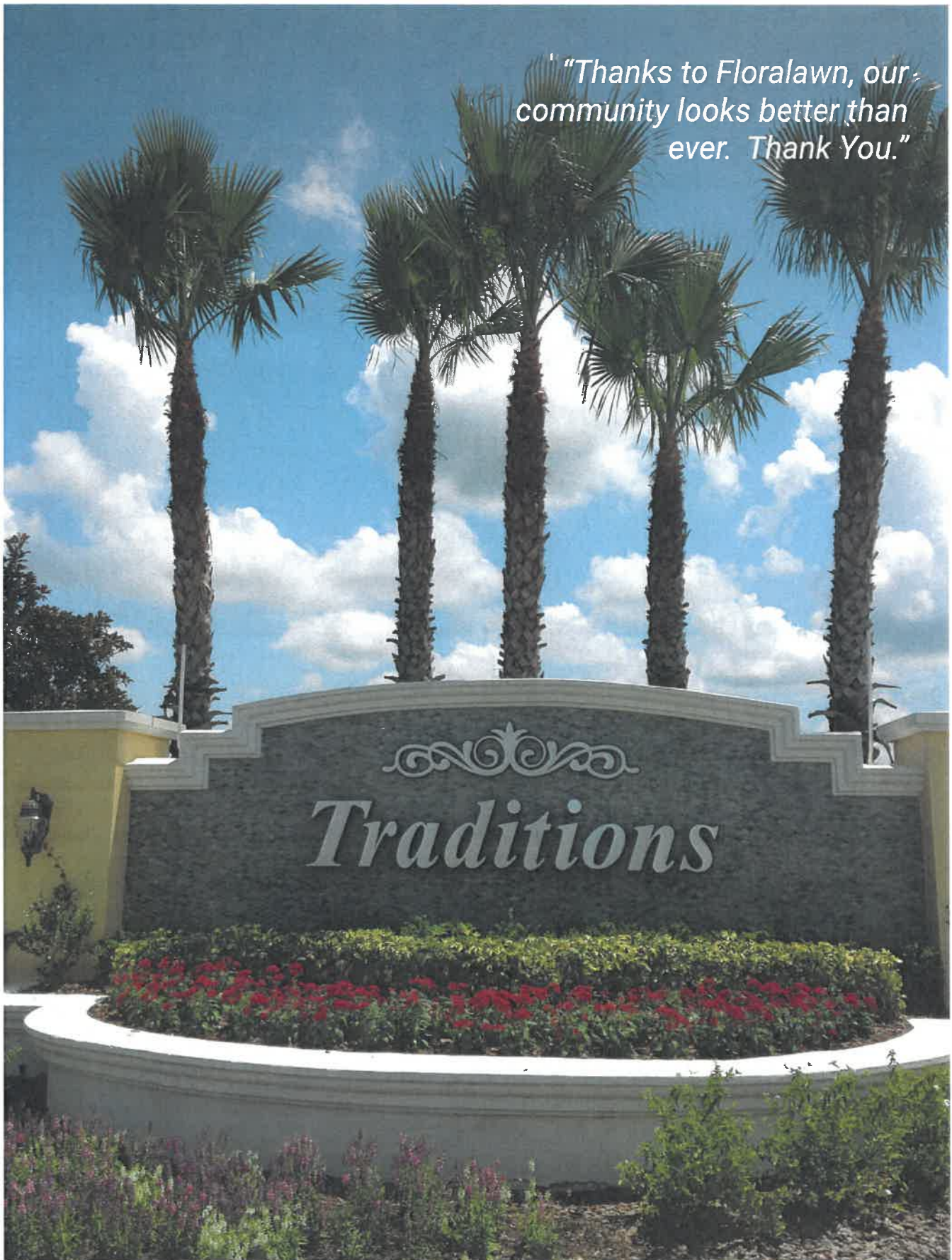
Jim Collett	(757) 472-0389
VP of HOA	

## Overview

Traditions stands out as a beacon of luxury home ownership. The plush landscape and grand entrances greet residents and visitors alike. Floralawn took over landscape maintenance in 2010, when the landscape was on the brink of devastation. Poor water applications and under fertilization had a stranglehold over Traditions' miles of landscape. Floralawn was able to create a recovery plan and implement procedures to ensure this would never happen to the community's biggest investment. Floralawn fully services over 250 homes that includes mowing, detailing, irrigation, and fertilization / pest control.



*"Thanks to Floralawn, our community looks better than ever. Thank You."*





# Oakbridge



## Details

Start Date	2009
Type	Master-Planned
Location	Lakeland, FL
Sidewalk	9.6 Miles
Roadway	4 Miles
Turf	755,000 Sq Ft

## Contact

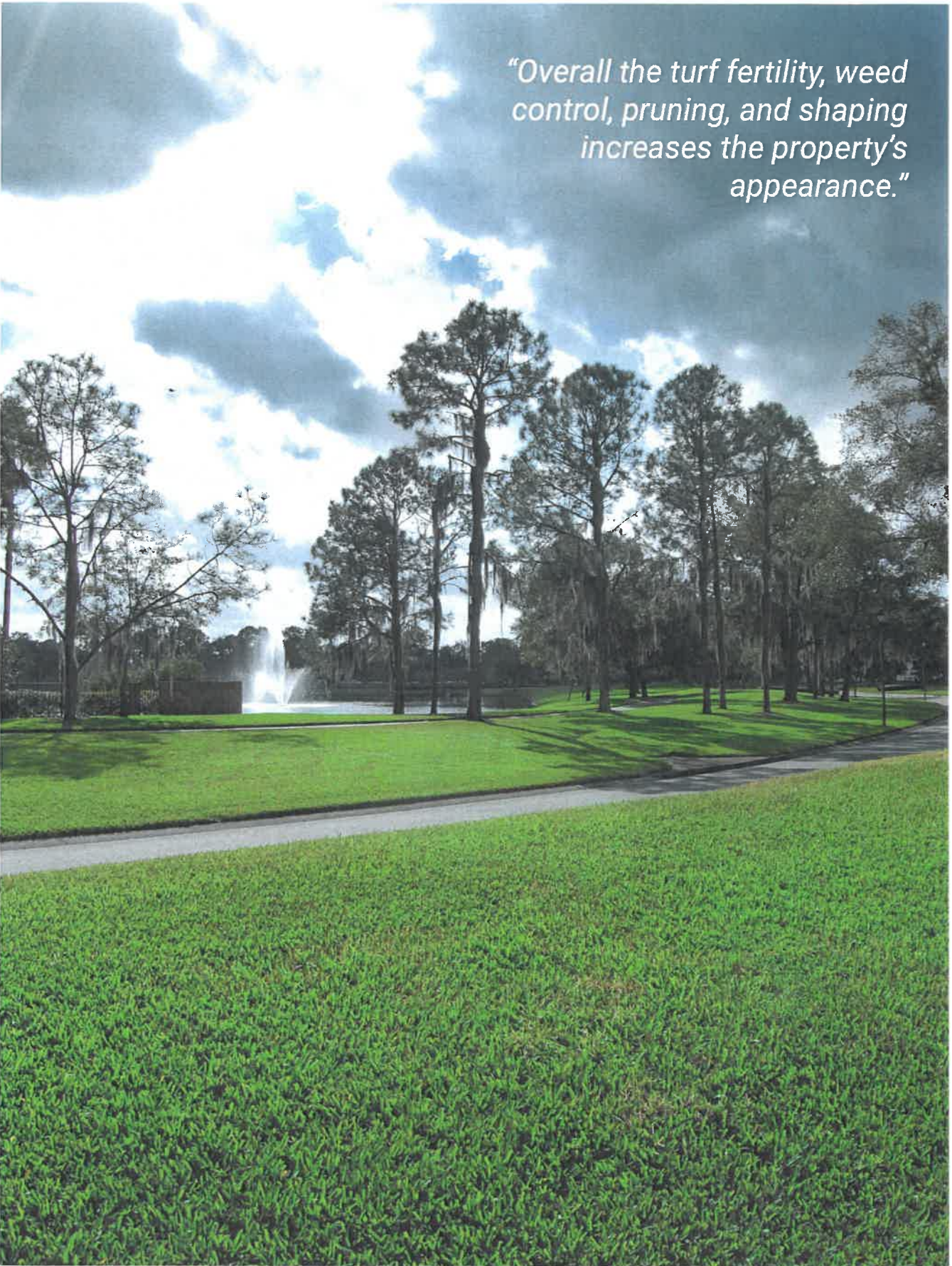
Steve Allen	(863) 686-3700
Property Manager	

## Overview

As the gateway to five distinct high-end communities in one of the fastest growing areas of Lakeland, Oakbridge at The Grasslands stands as a picturesque winding road enveloped by the landscape of plush green grass and sprawling majestic oaks. Pops of bright color explode throughout the median in the forms of beautifully blooming tabebuia and crepe myrtle trees. Floralawn has risen to the challenge of maintaining such a diverse landscape, not to mention keeping nearly 10 full miles of hardscaping edged cleanly. Nearby shopping, multiple lakes, a walking trail, and exercise stations bring a lot of foot traffic through Oakbridge, and Floralawn understands that it's putting effort into the smallest details of the landscape that make this property shine.





A photograph of a golf course. In the foreground, there is a lush green lawn. A paved path curves through the middle ground. In the background, a fountain sprays water into the air, surrounded by tall, slender trees. The sky is filled with large, white and grey clouds.

*"Overall the turf fertility, weed control, pruning, and shaping increases the property's appearance."*



# Arden Park



## Details

Start Date	2018
Type	Master-Planned
Location	Ocoee, FL
Turf Grass	250,000 Sq Ft

## Contact

Michelle Barr	407-586-4066
Lennar	

## Overview

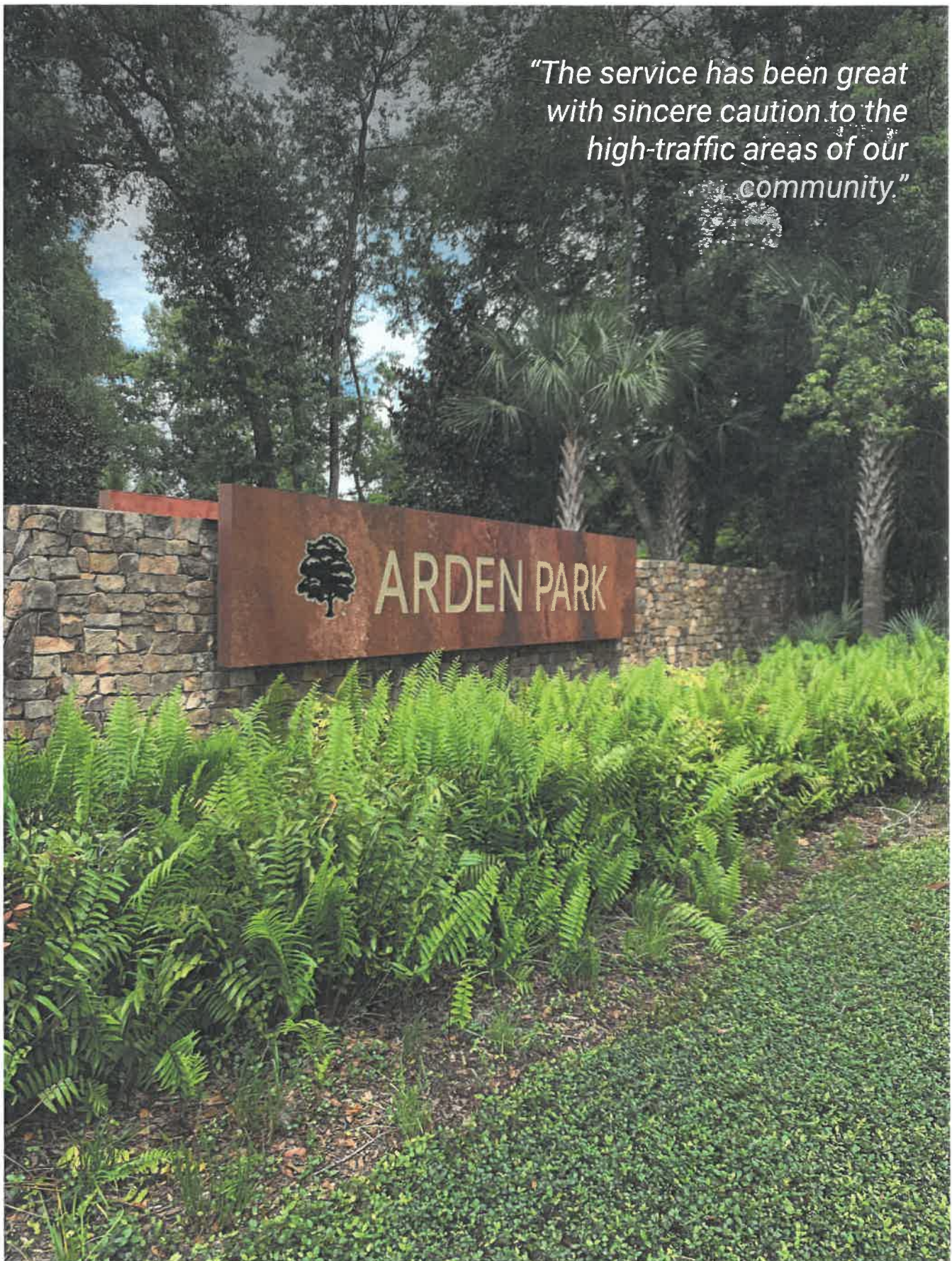
Arden Park North offers innovative homes in Ocoee's newest community, located directly off the famous West Orange Trail. The gated community includes amenities such as a swimming pool, cabana, a playground, a tot lot, a park and a trail. Floralawn successfully maintains the landscape in and around these high traffic zones as well as all of the common area.

Arden Park has a multitude of amenities that attract residents at all times of the day. Maintaining these areas during off-times and weather permitting can be a challenge.





*"The service has been great  
with sincere caution to the  
high-traffic areas of our  
community."*





# Christina Hammock



## Details

Start Date 2001  
Type Master-Planned  
Location Lakeland, FL

## Contact

Jon Gross 201-835-2162  
Self-Managed Property  
Grounds & Maintenance  
Committee Chairman

## Overview

For over 10 years, Floralawn has maintained the common areas and houses within Christina Hammock, helping it grow from the initial three houses into the sprawling 85 homesite community it is today. Many residents know our crew leaders and management staff by name, and all have peace of mind knowing our professional team will consistently maintain well-manicured lawns and shrubs, lush turf that is free of pests and weeds, and properly working irrigation. Residents also enjoy the extra touches, such as the seasonal flash of flair that Floralawn adds by installing fresh annuals in the clubhouse's flower beds for the holidays.

# Arlington Ridge



## Details

Start Date	2015
Type	CDD
Location	Leesburg, FL

## Contact

Terry Schnell	(404) 431-0028
CDD President	

## Overview

Arlington Ridge homes are being built by FLC, one of Central Florida's most respected homebuilders and winner of national awards for building the best Florida over 55 communities. All of us at FLC have one goal: to create a truly excellent way of life for our customers to enjoy at our independent senior communities. Located in an uncrowded setting in the heart of Central Florida's beautiful Lakes region, Arlington Ridge retirement living is less than an hour from Orlando's resort attractions, dining & entertainment, and international airport.

# Qualified to Serve You

## Insurance

We carry full coverage. Should an accident or damaging event occur, our liability and workers comp insurance affords complete protection to clients, residents, and our own staff. We keep our insurance updated and current for everyone's security and peace of mind.

Type	Policy #	Expiration	Insurer	Limits
Commercial General Liability	60387038	09/19/2021	United Fire & Casualty	\$2,000,000
Automobile Liability	60387038	09/19/2021	United Fire & Casualty	\$1,000,000
Umbrella Liability	60387038	09/19/2021	United Fire & Casualty	\$3,000,000
Automobile Liability	AWC 1097603	01/01/2021	AmTrust North America	\$1,000,000

## Licensure

All Floralawn team members are licensed by the state they are working in for their tasks and responsibilities. These may include consulting, design work, planning, landscaping, fertilizing, pest control, aquatic controls, and irrigation. Licensing ensures knowledge of and compliance with state regulations in all aspects of landscape management.

Type	License #	Expiration	Issued By
Business Tax Receipt	118675	09/30/2021	Polk County
Agriculture Products Dealer	69915-6	06/11/2021	State of Florida Dept of Agriculture
Pest Control Operator	JF138494	06/01/2021	State of Florida Dept of Agriculture

## Certifications

In addition to being licensed and insured, team members also hold individual certifications in their particular areas of specialty. Certifications demonstrate mastery in a field that enables team members to provide exceptional service.

Type	Reference #	Issued	Qualifier
Stormwater Management Inspector	16795	08/08/2007	FL Dept of Environmental Protection
Maxicom Software	`	09/14/2012	Rain Bird
Best Management Practices	13188, 9797, 8588	2010 - 2011	FL Dept of Environmental Protection



# What Our Clients Say



I have had the pleasure of working with Floralawn in general for the past 3 years and more specifically at an on-site property for the past year. I have found Floralawn to be professional, courteous, and responsive. They have provided excellent service in their work and more importantly have been very responsive to the needs of the residents.

**Matt Davidson**  
Senior Licensed Association  
Manager  
Leland Management



Floralawn has provided outstanding landscaping services to our community for over 10 years. They have been an excellent partner. The staff on site are courteous and professional. They demonstrate high levels of concern for our property and have taken ownership in delivering great products and services.

**Gary Gulino**  
President  
2020 SummerGlen Board of  
Directors



A couple years ago, a group of residents took up a collection to throw a luncheon for the workers. There was such a large outpouring that it not only afforded a nice lunch but a significant gift to each of the ahrdworking workers. I believe that was a testament of the community support for Floralawn.

**H. Donovan Brown PhD**  
Landscape Committee  
Solivita



Floralawn has applied their landscape practices & knowledge to solving landscaping issues within my two current associations with fantastic results. Floralawn has a high respect for "customer service" such as; when issues arise they are dealt with quality and in a timely manner, taking on extra projects that are not contracted and submitting weekly reports to all property managers in a timely manner explaining the work performed in a clear and concise form.

**Kraig Carmickle**  
CEO  
Evergreen Lifestyles Management



I have had the pleasure to have Rob Averitt and Floralawn, Inc. work for our companies for over 15 years now. Through that time, they have done our irrigation work, our landscaping work, and most important, our property landscape management work.

I am often hesitant to recommend sub-contractors and vendors, but I would not only recommend Rob's company, but I would also recommend him personally. They are a top-tier company who do things the right way. That comes from the top and it is a pleasure to be associated with companies that do business that way.

**Robert J. Salzman**  
Principle  
FLC Companies

# Pricing

## Towne Park CDD

% Clayton Smith  
Governmental Management Services  
6200 Lee Vista Blvd, Suite 300  
Orlando, FL 32822

**November 19, 2021**

*Proposal valid for 60 days*

We sincerely appreciate the opportunity to propose how Floralawn can help enhance the quality of your landscape. Our proposal includes integrating a custom maintenance plan to meet the needs and demands of your property while considering service expectations and community budget.

We hereby propose the following for your review:

## Landscape Management Year 1

Service	Monthly	Yearly
Landscape Maintenance	\$17,500	\$210,000
St Augustine Fertilization Program	\$2,306	\$27,672
Shrub Fertilization Program	\$273	\$3,276
Monthly Irrigation Inspection	\$1,600	\$19,200
<b>Total</b>	<b>\$21,679</b>	<b>\$260,148</b>

## Landscape Management Year 2

Service	Monthly	Yearly
Landscape Maintenance	\$18,025	\$216,300
St Augustine Fertilization Program	\$2,375.18	\$28,502.16
Shrub Fertilization Program	\$281.19	\$3,374.28
Monthly Irrigation Inspection	\$1,648	\$19,776
<b>Total</b>	<b>\$22,329.37</b>	<b>\$267,952.44</b>

## Additional Services

Enhancements and additional services are available on an a la carte basis. These include mulching options, seasonal plant selections, turf upgrades, and special treatments.

Service	Qty	Price	Total
Mulch	360 Yards	\$55	\$19,800
Annual Flowers (750 plants per rotation)	3,000 4" plants	\$2.50	\$7,500
Palm Tree Injections & Fertilization (4x a year)	21	\$840	\$3,360
Interior Pest Control & Ant Control	6x a year	\$305	\$1,830

# Towne Park CDD Landscape Fee Summary

Contractor: Florawln

Property: Towne Park CDD

Address: 734 S Combee Rd  
Lakeand, FL 33801

Address: 219 E Livingston St  
Orlando, FL 32801

Phone: 863-668-0494

Phone: 407-201-1514

Fax: 863-668-0495

Contact: Bryan Boyett

Email: [bryanboyett@floralawn.com](mailto:bryanboyett@floralawn.com)

Contact: Clayton Smith - Field Operations  
Email: [Csmith@cmsscl.com](mailto:Csmith@cmsscl.com)

GENERAL SERVICES	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Turf Maintenance/Detailing General	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	\$210,000
TURF CARE (Schedule A and Schedule B)	2,306	2,306	2,306	2,306	2,306	2,306	2,306	2,306	2,306	2,306	2,306	2,306	\$27,672
ST/Augustine Fert													
TREES/SHRUB CARE (Schedule C)	273	273	273	273	273	273	273	273	273	273	273	273	\$3,276
Tree/Shrub Fert BED DRESSING - 360 Yards (Schedule E - I)					19,800 360 Yards						19,800 360 Yards		\$39,600
PALM TRIMMING (Schedule E - II) <i>Enter Counts to be trimmed: 27 Palms</i>	Included	Included	Included	Included	Included	Included	Included	Included	Included	Included	Included	Included	\$0
ANNUAL CHANGES (Schedule E - II) - Extra Services <i>Per Annual Pricing: \$2.50</i>	1,875 750 Flowers			1,875 750 Flowers			1,875 750 Flowers			1,875 750 Flowers			\$7,500
IRRIGATION MAINT. (Schedule D)	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	\$19,200
<b>TOTAL FEE PER MONTH:</b>	<b>\$23,554</b>	<b>\$21,679</b>	<b>\$21,679</b>	<b>\$23,554</b>	<b>\$41,479</b>	<b>\$21,679</b>	<b>\$23,554</b>	<b>\$21,679</b>	<b>\$21,679</b>	<b>\$23,554</b>	<b>\$41,479</b>	<b>\$21,679</b>	<b>\$307,248</b>

Flat Fee Schedule	\$25,604	\$25,604	\$25,604	\$25,604	\$25,604	\$25,604	\$25,604	\$25,604	\$25,604	\$25,604	\$25,604	\$25,604	\$307,248
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Essential Services Gen Services + Schedules A, B, C, D	\$260,148
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\*Year 2 of contract will have a 3% increase on essential services

Extra Services Annual Changes, Palm Pruning, Mulch	\$47,100
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<b>TOTAL</b>	<b>\$307,248.00</b>
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Initials \_\_\_\_\_



# Scope of Services

## Turf Care

### Mowing

Rotary lawn mowers will be used with sufficient power to leave a neat, clean, and uncluttered appearance 40 times per calendar year (Floritam) and 40 times per calendar year (Bahia) depending on growing season and conditions. It is anticipated that mowing services shall be provided weekly during the growing season April through September and every other week during the non-growing season or as needed October through March.

Bahia lake and pond banks will be mowed 28 times per year.

### Trimming

Turf areas inaccessible to mowers, areas adjacent to buildings, trees, fences, etc. will be controlled by a string trimmer. When string trimming, a continuous cutting height will be maintained to prevent scalping.

### Edging

All turf edges of walks, curbs, and driveways shall be performed every mowing (40 times per year). A soft edge of all bed areas will be performed every other mowing (20 times per year). A power edger will be used for this purpose. A string trimmer may be used only in areas not accessible to a power edger.

### Fertilization

St. Augustine/Floritam areas shall be fertilized with a commercial grade fertilizer 6 times per year. Timing of applications will be adjusted to meet horticultural conditions.

Bahia turf areas may be fertilized and treated with insect/disease control at an additional cost that is outside of the scope of work for this contract.

### Weed, Insect, & Disease Control

Post-Emergent weed applications will be performed up to 4 times per year between April 1st and October 30th. Pre-Emergent herbicides will be used 2 times per year between November 1st to April 1st. Weed control applications are conducive to soil and air temperatures. Floritalawn will not be held responsible for the post emergent control of common grassy weeds like Crabgrass & common Bermuda due to the absence of legal and selective post emergent herbicides for this use.

Insect & disease control (not preventative) measures are incorporated into each fertilization application. Infestations will be treated on an as needed basis throughout the year and the customer will be made aware of the actions taken as well as the chemicals used. Ant mounds will be treated as they appear, but contract pricing does not include products that guarantee year-long ant control. Products like Bayer's Top Choice or Chipco Choice that guarantee year-long ant control can be purchased outside the scope of this contract.

# Tree, Shrub, and Groundcover Care

## Pruning

All shrubs and trees (up to 10 feet) shall be pruned and shaped a maximum of **10 times** per year to ensure the following:

1. Maintain all sidewalks to eliminate any overhanging branches or foliage which obstructs and/or hinders pedestrian or motor traffic.
2. Retain the individual plant's natural form and prune to eliminate branches which are rubbing against walls and roofs.
3. The removal of dead, diseased, or injured branches and palms will be performed as needed
4. Ground covers and vines can maintain a neat and uniform appearance.

## Weeding

Weeds will be removed from all plant, tree, and flower beds **18 times** per year. This incorporates **2 times** per month during the growing season and **1 time** per month during the non-growing season on an as-needed basis. Manual hand pulling and chemical herbicides will be used as control methods.

## Fertilization

Palms and hardwood trees will be fertilized **2 times** per year. Shrubs and groundcovers will be fertilized **4 times** per year. All fertilizations of tree, shrub, and groundcovers will be designed to address site specific nutritional needs. Timing of applications will be adjusted to meet horticultural conditions.

## Insect, & Disease Control

All landscape beds shall be monitored and treated with appropriate pesticides as needed throughout the contract period. Plants will be monitored and issues addressed as necessary to effectively control insect infestation and disease as environmental, horticultural, and weather conditions permit. FloraLawn does not guarantee the complete absence of any insect or disease. We will, however, notify the customer and provide professional options at an additional cost outside the scope of this contract.

# Irrigation

## Overview

At the commencement of the contract, we will perform a complete irrigation evaluation and furnish the customer with a summary of each clock and zone operation. FloraLawn will submit recommendations for all necessary repairs and improvements to the system with an itemized cost for completing the proposed work. FloraLawn is not responsible for turf or plant loss due to water restrictions set by city, county, and/or water management district ordinances.

## Inspections

All irrigation zones shall be inspected **1 time** per month to insure proper operation. All zones will be turned on to check for proper coverage and any broken irrigation components. Management shall receive a monitoring report after each monthly irrigation inspection.

## Repairs

Any repairs that have been caused by FloraLawn will be repaired at no cost. All repairs to the irrigation system other than those caused by FloraLawn will be performed on a time and materials basis with the hourly labor rate being **\$60.00 per hour**. Faults and failures of the irrigation system communicated to FloraLawn will be addressed in a fair and responsible time period, but FloraLawn cannot guarantee a specific time response.

# Miscellaneous

## Clean-Up

All non-turf areas will be cleaned with a backpack or street blower to remove debris created by the landscaping process. All trash shall be picked up throughout the common areas before each mowing 42 times per year. Construction debris or similar trash is not included. Trash shall be disposed of offsite.

## Optional Items & Additional Services

1. Landscape design & installation
2. Sodding and/or Seeding
3. Annual flower bed design & installation
4. Mulching
5. Thin & prune trees over 10' in height
6. Prune Palms over 15' of clear trunk
7. New plant installation
8. Leaf clean-up
9. Pump Maintenance
10. Pump repair & installation





FLORINC-01

WAGJU1

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/3/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Mulling Insurance Agency, Inc.  
P.O. Box 308  
Auburndale, FL 33823

CONTACT NAME: Judy Wagner, AAI, AU, AIS, PWCAM, CPIW

PHONE

(A/C, No, Ext):

FAX

(A/C, No):

E-MAIL ADDRESS: judyw@mullinginsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Twin City Fire Insurance Company

29459

INSURER B: The Hartford #916

01389

INSURER C: Hartford Casualty Ins Co

INSURER D: United Fire &amp; Casualty

13021

INSURER E:

INSURER F:

INSURED

Floralawn, Inc. & Floralawn 2  
& Woo Hoo Properties, LLC  
PO Box 91597  
Lakeland, FL 33804-1597

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: Capped at \$10,000,000		21UENOL4446	9/19/2021	9/19/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea-occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		21UENOL4791	9/19/2021	9/19/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		21HHUOL4447	9/19/2021	9/19/2022	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Leased/Rented Equip		85325456	9/19/2021	9/19/2022	Limit 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Town Park CDD  
3020 S Florida Ave  
Lakeland, FL 33803

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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**TOWNE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSAL  
LANDSCAPE MAINTENANCE SERVICES**

**EVALUATION CRITERIA**

**1. Personnel (25 Points Possible) ( \_\_\_\_\_ Points Awarded)**

(e.g., skill set and experience of key management and assigned personnel, including the project manager and other specifically trained individuals who will manage the property; present ability to manage this project; proposed staffing levels, etc. Skill set includes certification, technical training, and experience with similar projects. Please include resumes, certifications, etc. with bid.)

**Management and Supervisory Personnel**

Name	Years Exp.	Position/Certifications	Duties and Responsibilities
1. <u>Damon Smith</u>	<u>25</u>	<u>Account Manager</u>	<u>Liaison between property and crew</u>
2. <u>Carlos Hernandez</u>	<u>5</u>	<u>Assistant Account Manager</u>	<u>Liaison between property and crew</u>
3. <u>Russ Prophit</u>	<u>47</u>	<u>Irrigation Manager</u>	<u>Heads water usage to maximize efficiency of system</u>
4. <u>Rich Medlong</u>	<u>25</u>	<u>Horticulture Manager</u>	<u>leads horticulture team to ensure proper practices are in place</u>
5. _____	_____	_____	_____

**Proposed Staffing Levels**

Landscape Maintenance staff will include; 4 laborers, 2 supervisors, and 4 technical personnel. In addition, list any personnel with technical expertise that will be utilized on this project. (Such as pesticide, herbicide application, arborists or horticulturist, etc)

Name	Years Exp.	Position/Certifications	Duties and Responsibilities
1. <u>Eric Cruz</u>	<u>10</u>	<u>Foreman</u>	<u>Responsible for Maintenance crew</u>
2. <u>Augustine Cruz</u>	<u>8</u>	<u>Foreman</u>	<u>Responsible for Maintenance crew</u>
3. <u>Abel Marcial</u>	<u>10</u>	<u>Irrigation Technician</u>	<u>Irrigation Checks and repairs</u>
4. <u>Cory Sumerlot</u>	<u>9</u>	<u>Horticulture Service Manager</u>	<u>Responsible for Horticulture division</u>

2. **Experience** (20 Points Possible) ( \_\_\_\_\_ Points Awarded)

(e.g., past and current record and experience of the respondent in similar projects, volume of work previously awarded to the firm; past performance in any other contracts; subcontractor listing, inventory of all equipment, etc)

1. Project Name/Location: Union Park CDD  
Contact: Steve Stafford Contact Phone: 813-564-6103  
Project Type/Description: Landscape Maintenance  
Dollar Amount of Contract: \$155,100  
Your Company's Detailed Scope of Services for Project: \_\_\_\_\_  
Mowing/ Edging: 40x St Augustine, 36x Bahia, 30x lakes and pond banks  
Detail: 10x pruning of shrubs, 18x weeding of beds  
Monthly Irrigation Checks  
Horticulture Programs: St Augustine 6x, Shrubs 4x  
Duration of Contract: START DATE: 9/9/2021 END DATE 8/31/2022
2. Project Name/Location: Arlington Ridge CDD  
Contact: Tricia Adams Contact Phone: 863-241-8050  
Project Type/Description: Landscape Maintenance  
Dollar Amount of Contract: \$275,181.72  
Your Company's Detailed Scope of Services for Project: Mowing/Edging 42x  
St. Augustine/Bahia Detail: 10x pruning of shrubs 18x weeding of beds  
Monthly Irrigation Checks  
Horticulture Programs : St Augustine 6x Shrubs 4x  
Duration of Contract: START DATE: 7/1/2020 END DATE: 6/30/2025
3. Project Name/Location: Poinciana CDD  
Contact: Clayton Smith Contact Phone: 407-201-1514  
Project Type/Description: Landscape Maintenance  
Dollar Amount of Contract: 147,954.39



**Experience cont.**

Your Company's Detailed Scope of Services for Project: \_\_\_\_\_

Mowing/Edging 42x St Augustine/Bahia

Detail: 12 times pruning of shrubs 24x weeding of beds

Monthly Irrigation Checks

Horticulture Programs 6x St Augustine 4x Shrubs

Duration of Contract: START DATE: 10-1-2018 END DATE: 10-1-2022

4. Project Name/Location: Old Hickory CDD

Contact: Alan Scheerer Contact Phone: 407-398-2890

Project Type/Description: Landscape Maintenance

Dollar Amount of Contract: \$84,000

Your Company's Detailed Scope of Services for Project: \_\_\_\_\_

Mowing/Edging 42x St Augustine 24x Bahia Ponds

Detail: 10x pruning of shrubs 18x weeding of beds

Monthly Irrigation Checks

Horticulture Programs: 6x St Augustine 4x Shrubs

Duration of Contract: START DATE: 10/1/2020 END DATE: 9/30/2022

5. Project Name/Location: Golden Lakes CDD

Contact: JoAnna Likar Contact Phone: 813-951-0312

Project Type/Description: Landscape Maintenance

Dollar Amount of Contract: \$92,064.00

Your Company's Detailed Scope of Services for Project: \_\_\_\_\_

Mowing/Edging 44x St Augustine/Bahia

Detail: 10x pruning of shrubs 18x weeding of beds

Monthly Irrigation Check

Horticulture Programs: 6x St Augustine 4x Shrubs

Duration of Contract: START DATE: 1/1/2021 END DATE: 12/31/2021

**Experience cont.**

An additional five (5) points will be awarded to all Proposers with previous landscape maintenance experience with CDDs within the past three (3) years.

**Has your company had previous Landscape Maintenance experience with other Community Development Districts within the past three (3) years? YES x NO**

If yes, please fill in information below:

Project Name/Location: Beaumont CDD

Contact: Joey Arroyo Phone: 904-502-1298 \$ amt.: 98,112.00

Your company's Scope of Services for Project: Mowing/Edging 40x St Augustine/Bahia

Deatil: 10x pruning of shrubs 18x weeding of beds Monthly Irrigation Checks

Horticulture Programs: 6x St Augustine 4x Shrubs

Duration of Contract: START DATE: 3/1/2021 END DATE: 2/28/2022

**(5 Points Possible) (        Points Awarded – This is either “0” or “5”)**

**3. Understanding Scope of RFP (25 Points Possible) (        Points Awarded)**

Does the proposal demonstrate an understanding of the District's needs for the services requested? Does it provide all information as requested by the District including product specifications, pricing, scheduling, staffing, qualifications, etc.? Have all documents been completed as directed and information requested been provided? Does it demonstrate clearly the ability to perform these services?

**4. Financial Capacity (10 Points Possible) (        Points Awarded)**

Demonstration of financial resources and stability as a business entity necessary to implement and execute the services required as discussed in the RFP. At a minimum, Proposer must include proof of ability to provide insurance coverage as required by the District.

**5. Price (15 Points Possible) (        Points Awarded)**

Ten (10) points will be awarded to the Proposer submitting the lowest bid (the Contract Amount). AN AVERAGE OF ALL THREE YEARS PRICING IS TO BE CONSIDERED WHEN AWARDING POINTS FOR PRICING - THE INITIAL TWO-YEAR TERM AND THE FIRST AND SECOND ANNUAL RENEWALS. All other proposers will receive a percentage of this amount based upon a formula which divides the low bid by the proposer's bid and is then multiplied by the number of points possible in this part of the Price evaluation. \*

\* Contractor "A" turns in a bid of \$210,000 and is deemed to be low bid and will receive the full 25 points. Contractor "B" turns in a bid of \$265,000. Bid "A" is divided by Bid "B" then multiplied by the number of points possible (25).  $(210,000/265,000) \times 25 = 19.81$ , therefore, Contractor "B" will receive 19.81 of 25 possible points. Contractor "C" turns in a bid of \$425,000. Bid "A" is divided by Bid "C"

then multiplied by the number of points possible (25).  $(210,000/425,000) \times 25 = 12.35$ , therefore, Contractor "C" will receive 12.35 of 25 points.

**Price CONT: Reasonableness of ALL Numbers (5 Points Possible) ( \_\_\_\_ Points Awarded)**

Up to fifteen (5) points will be awarded as to the reasonableness of ALL numbers, quantities and costs (including, but not limited to fertilizer quantities, General Landscape Maintenance costs, etc.) provided in Parts 1,2, and 3.

**Proposer's Total Score (100 Points Possible) ( \_\_\_\_ Points Awarded)**

## TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT PROPOSER QUALIFICATION STATEMENT

1. Proposer: Floralawn, LLC / / A Partnership  
[Company Name] /x/ A Corporation  
/ / A Subsidiary Corporation
2. Parent Company Name: \_\_\_\_\_
3. Parent Company Address:  
Street Address \_\_\_\_\_  
P.O. Box (if any) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_  
1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_
4. Proposer Company Address (if different):  
Street Address 734 South Combee Rd  
P. O. Box (if any) \_\_\_\_\_  
City Lakeland State Florida Zip Code 33801  
Telephone 863-668-0494 Fax no. 863-668-0495  
1st Contact Name Robert Averitt Title President  
2nd Contact Name Bryan Boyett Title Business Development Manager
5. List the location of the office from which the proposer would provide services to Towne Park CDD.  
Street Address 734 South Combee Rd  
City Lakeland State Florida Zip Code 33801  
Telephone 863-668-0494 Fax No. 863-668-0495  
1st Contact Name Robert Averitt Title President



2nd Contact Name Bryan Boyett Title Business Development Manager

6. Is the Proposer incorporated in the State of Florida? Yes (x) No ( )

6.1 If yes, provide the following:

- Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes (x) No ( )

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Date incorporated January 24, 2000 Charter No. P00000008503

6.2 If no, provide the following:

- The State with whom the Proposer's company is incorporated? \_\_\_\_\_

- Is the company in good standing with the State? Yes ( ) No ( )

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

- Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

- Is the Proposer's company authorized to do business in the State of Florida?  
Yes ( ) No ( )

6.3 If Proposer is not incorporated, please identify the type of business entity (i.e.: Limited Liability Company, Partnership, etc.) and the number of years Proposer has been in the business of providing landscape services.

7. Has the Proposer's company provided services for a community development district or similar community previously? Yes (x) No ( ) Arlington Ridge CDD

8. List the Proposer's total annual dollar value of comparable contracts for each of the last three (3) years starting with the latest year and ending with the most current year

(2018) \$276,181.80, (2019) \$285,181.80, (2020) \$275,181.72.

9. What are the Proposer's current insurance limits?

General Liability	\$ 1,000,000.
Automobile Liability	\$ 1,000,000
Umbrella Coverage	\$ 3,000,000.
Workers Compensation	\$ 1,000,000.
Expiration Date	09/03/2022

10. Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts in any state(s)? Yes ( ) No ( x ) If so, state the name(s) of the company (ies) \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_  
 State the period(s) of debarment or suspension \_\_\_\_\_

11. List any and all litigation to which the Proposer, any personnel to work at Towne Park CDD, any officer and/or employee of the Proposer has been a party in the last five (5) years. \_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Has the Proposer or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes ( ) No (x) If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. List three (3) jobs (including company, contact person, and telephone number) lost in the previous twelve (12) months (if any):

1. Steve Allen 863-668-3700 Murfield Village \_\_\_\_\_  
 \_\_\_\_\_  
 2. Katie Bishop 352-432-0165 Hamlin Preserve \_\_\_\_\_  
 \_\_\_\_\_  
 3. Robert Parody 843-384-4632 Cypress Lakes \_\_\_\_\_  
 \_\_\_\_\_

14. Attach current financial statements, prepared within the last one hundred eighty (180) days, showing current financial resources, liabilities, capital equipment and historical financial performance for the past one year.
15. Attach any certifications or documentation regarding educational experience of key personnel that would assist the District(s) in evaluating the quality and experience of such personnel.
16. **Key Personnel:** Describe any additional experience information of the principal individuals (Foremen, Superintendents, etc.) who are responsible for the actual landscape maintenance work of your organization and who will be assigned to this contract if awarded to contractor. This will be considered for the Experience portion of the evaluation Criteria.

<u>Eric Cruz</u>	<u>Foreman</u>	
Name	Position	
<u>Managing Crew</u>	<u>10</u>	<u>6</u>
Type of Work	Yrs. Exp.	Yrs. With Firm
<u>Augustine Cruz</u>	<u>Foreman</u>	
Name	Position	
<u>Managing Crew</u>	<u>8</u>	<u>6</u>
Type of Work	Yrs. Exp.	Yrs. With Firm
<u> </u>	<u> </u>	
Name	Position	
<u> </u>	<u> </u>	
Type of Work	Yrs. Exp.	Yrs. With Firm
<u> </u>	<u> </u>	
Name	Position	
<u> </u>	<u> </u>	
Type of Work	Yrs. Exp.	Yrs. With Firm
<u> </u>	<u> </u>	
Name	Position	
<u> </u>	<u> </u>	
Type of Work	Yrs. Exp.	Yrs. With Firm

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Towne Park CDD or their authorized agents, deemed necessary to verify the statements made in this document or documents attached hereto, or necessary to determine whether the Towne Park CDD should consider the Proposer for bidding on the landscape services request for proposals, including such matters as the Proposer's ability, standing, integrity, quality of performance, efficiency and general reputation.

Florslaner Inc.  
Name of Proposer

By: [Signature]  
Robert Averitt - President  
[Type Name and Title of Person Signing]

This 18<sup>th</sup> day of November, 2021.

(Corporate Seal)

Sworn to before me this 18<sup>th</sup> day of November, 2021

(Seal)



Carmen Leonor Acevedo / 11-18-2021  
Notary Public/Expiration Date



**PRICING INFORMATION**  
**TOWNE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**LANDSCAPE MAINTENANCE SERVICES**  
**REQUEST FOR PROPOSALS**

Having carefully examined the specifications and having thoroughly inspected said property, the undersigned proposes to furnish all labor, materials and proper equipment for the entire Landscape Scope of Work as set forth in Exhibit "A" of the proposed Landscape Maintenance Services Agreement, in accordance with said specifications, for the sum of:

**GRAND TOTAL (General Services, Schedule A, Schedule B, Schedule C, Schedule D. This is what the contract will be written for. The Final total will be inputted here, but please fill out the "Fee Summary Schedule" on page 20 of this packet, also provided in an excel format, as that will be the primary reference for pricing.)**

\$ 260,148 /YR for first Two-year term

FIRST ANNUAL RENEWAL \$ 267,952.44 /Yr

SECOND ANNUAL RENEWAL \$ 275,991.02 /Yr


Contractor/Firm Name Floralawn, LLC

Firm Address 734 South Combee Road

City/State/Zip Lakeland FL. 33801

Phone Number 863-668-0494 Fax Number 863-668-0495

Name and Title of Representative Robert Averitt  
(Please Print)

Representative's  
Signature  Date 11-18-21

ADDENDA – Bidder acknowledges the receipt of Addendum No.'s

1. 11/11/2021 2. 11/12/2021 3.            4.            5.           

Dated this 15th day of November, 2021

**AFFIDAVIT FOR CORPORATION**

State of Florida ss:  
County of Polk

Robert Averitt  
(title) President of  
the Floralawn, LLC

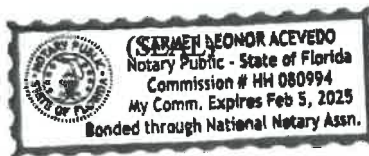
(a corporation described herein) being duly sworn, deposes and says that the statements and answers to the questions in the foregoing concerning the qualification statement and corporate officers are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements in this statement constitutes fraud; and such action on the part of the Proposer will be considered good cause for rejection of Proposer's proposal.

  
(Officer must also sign here)

CORPORATE SEAL

Sworn to before me this 1<sup>st</sup> day of November, 2021.

Laraine Leonor Acevedo / 11-18-2021  
Notary Public/Expiration Date:



Towne Park CDD Community Development District

**Addendum #1  
Towne Park CDD RFP 2021  
Landscape Maintenance Services**

November 11, 2021

To: All Prospective Proposers:

The following changes, additions, clarifications, and deletions amend the Request for Proposals of the above captioned Project, and shall become an integral part of the Submittal. Please note the contents herein and affix same to the documents you have on hand. Indicate on the Acknowledgement of Receipt of Documents and Proposal Signature Form that this Addendum has been received.

**CLARIFICATIONS/QUESTIONS:**

**Clarification 1: Deadline: Questions received after 4:00pm November 5<sup>th</sup> 2021 will not be answered.**

*C1: The deadline for questions has been extended to November 12<sup>th</sup> at 12pm.*

**Clarification 2: Deadline: Answers to all questions will be provided to all proposers by e-mail by 5:00pm November 10<sup>th</sup> 2021.**

*C2: The deadline for answering questions has been extended to November 15<sup>th</sup> by 5pm.*

**Clarification 3: Landscape Scope: Mowing Cycles. "St. Augustine, Bahia turf shall be mowed weekly during the growing season from April 1<sup>st</sup> through September 30<sup>th</sup> and bi-weekly during the winter season. It is understood that the contractor may be required to periodically add or delete mowing cycles based on weather or other factors with the consent of the CDD."**

*C3: Please add the following sentence: "Pond banks are to be mowed between 26 and 30 times as needed." And the first sentence should read "St Augustine. And Bahia Common areas shall be mowed weekly during the growing season from April 1st through September 30<sup>th</sup> and Bi-weekly during the winter season.*

ADDENDUM #1 - RFP 2021  
LANDSCAPE MAINTENANCE SERVICES

219 E. Livingston St., Orlando, FL 32801

## **Towne Park CDD Community Development District**

### **Q1: I. Point d.- states “Clean filters at each zone valve monthly if applicable.”**

- a. How many filters on property, what type and size?
- b. Do the pump stations have filters in place?
- c. Are there currently clogging issues on property?
- d. Are there flush points on the system?
- e. Are there treatment systems on the pump stations to help with clogging issues

### **II. Point e.- states “Clean, straighten or adjust any heads not functioning properly.”**

- a. Will there be an opportunity to document heads that need straighten/raised on the property and provide proposal for needed work? (if so, once proposal is fulfilled, it will be maintained per the specifications. See Service Calls- point 5- does this qualify as a preexisting condition?)

### **III. Point f.- states “Straighten, re-attach to bracing and touch up paint on riser heads as needed.”**

- a. Will there be an opportunity to document heads that need straighten/raised on the property and provide proposal for needed work? (if so, once proposal is fulfilled, it will be maintained per the specifications. See Service Calls- point 5- does this qualify as a preexisting condition?)

### **IV. States “Contractor shall take all required readings from meters or at pump stations as required and work with the CDD representative to file all quarterly and/or semi-annual reports to the Water Management District.”**

- a. Who is ultimately responsible for the reporting? Will vendor need to submit information to WMD or to CDD Representative

#### **A1.**

I.a – The district does not have access to this information. The property has been available to contractors since October 19<sup>th</sup> 2021, for Contractors to gather adequate information for their bid.

I.b – There are currently no filters on the well pump stations.

I.c – No known largescale clogging issues present

I.d – No.

A1 (Continued)

ADDENDUM #1 – RFP 2021  
LANDSCAPE MAINTENANCE SERVICES



## **Towne Park CDD Community Development District**

**II.a – Minor straightening of heads is part of the base inspection as is common in most monthly irrigation inspections. As the system is currently being maintained satisfactorily it is unlikely there will be an extensive need for straightening or raising heads. If contractor has reviewed site and believes they need to provide a proposal for this, they should mention that in their bid packet, and should likely document this extra charge on their fee summary schedule.**

**III.a – Refer to answer for II.a.**

**IV.a – At this time Towne Park does not have any reporting needs from the landscape vendor. There are no required readings at this time.**

**Q2: 1. Several mentions regarding "normal business hours" or "normal member attendance hours" with regard to completing work prior to these hours. Can you provide what time work must be completed by for these specific areas?**

**2. Weed control: In 2.b. it mentions "In conjunction with the detail cycle." Please clarify if weed control is expected to be done on a three (3) week cycle along with the pruning? Also, is there an expectation for weekly weed control on "high profile" and amenity areas as stated in pruning description?**

**3. Under communication:**

**a. Do you have an example of "monthly written report in a form approved by the CDD representative"**

**b. Understanding needs may dictate more frequent inspections, can the CDD/Management clarify the standard expectations regarding inspection frequency. The language of this section is very ambiguous.**

**4. Does the District require the use of E-Verify?**

**5. Can you provide the following with regard to irrigation:**

**a. Map of clock locations**

**b. List of clocks and # of zones**

**c. Map of irrigation zones**

**d. Map of meter and/or pump stations (contractor shall take all required readings...)**

**e. # of meters and/or pump stations**

**f. Please provide any information currently available to or by the current vendor**

**6. Can you provide annual counts?**

**7. Can you provide a map of the location of all annual beds?**

**8. Please provide, regarding this request as a public records request, the current contract, including any addenda, fee schedules, and pricing information, for the current landscape vendor.**

**9. Please provide, regarding this request as a public records request, the last six months of weekly, bi-weekly, or monthly inspection reports.**

**10. Please provide, regarding this request as a public records request, the last six months of irrigation reports**

**ADDENDUM #1 - RFP 2021**

**LANDSCAPE MAINTENANCE SERVICES**

## Towne Park CDD Community Development District

A2.

1. – This information is located in the scope and can be found in "3. Staffing, Section e.

2. weed control is part of the detail cycle as defined in the scope and follows the same 3-week cycle, be it chemical or hand pulling. There is expectation that high profile areas will be done more regularly as defined in the scope.

3.a – A single page outline of monthly duties and tasks performed is acceptable.

3.b – It is purposefully ambiguous to allow adaptability to meet the district's needs as a whole. If more joint inspections are required, the contractor is expected to meet that need, if less are required then that discussion will be had as well. Inspections that require landscaper participation can be from weekly to monthly.

4. E-verify is required for district contracts.

5.a – f – The site has 2 clocks and 3 wells. One clock is located at amenity 1, the other along Medulla near amenity 1. As contractors have had access to the site since October 19<sup>th</sup>, it is the expectation that contractors would investigate the irrigation as they see fit in order to generate their bid, including determining an idea of zone counts, timer locations, etc. The district does not currently have immediate access to irrigation maps and if they are available these will take some time to obtain. The current landscaper does not have access to the landscape as-builts at this time.

6. Annual counts can vary depending on the annual or perennial used. This is for the contractor to determine upon review of the site. We currently put in roughly 750.

7. The annual beds are located at the front of the property and contain pentas.

8. The most current contract does not reflect the bid. There are areas that have recently come online that the contract has not been finalized yet. I have attached what is most recent.

9. The district has not been receiving written reports.

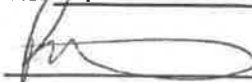
10. The district has not been receiving reports.

Please sign and return with your bid packet. Attach this form to your bids.

NAME OF FIRM:

Floralawn

SIGNATURE:



DATE:

11-18-21

ADDENDUM #1 - RFP 2021  
LANDSCAPE MAINTENANCE SERVICES

219 E. Livingston St., Orlando, FL 32801

**Towne Park CDD Community Development District**

**Addendum #2  
Towne Park CDD RFP 2021  
Landscape Maintenance Services**

November 12, 2021

To: All Prospective Proposers:

The following changes, additions, clarifications, and deletions amend the Request for Proposals of the above captioned Project, and shall become an integral part of the Submittal. Please note the contents herein and affix same to the documents you have on hand. Indicate on the Acknowledgement of Receipt of Documents and Proposal Signature Form that this Addendum has been received.

**CLARIFICATIONS/QUESTIONS:**

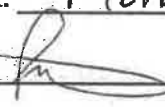
Clarification 4: **Deadline: Proposals due and public opening:**

*C4: Please refer to page 2. Proposals are due November 19<sup>th</sup>, 2021 at 12pm. Where they will be publicly Opened.*

Clarification 5: **Proposal submittal details.**

*C5: Please refer to page 2. Please submit 2 hard copies and 1 electronic copy.*

Please sign and return with your bid packet. Attach this form to your bids.

NAME OF FIRM: Floralawn  
SIGNATURE:   
DATE: 11-18-21

ADDENDUM #2 - RFP 2021  
LANDSCAPE MAINTENANCE SERVICES


219 E. Livingston St., Orlando, FL 32801

## OUR PROMISE TO YOU

When you choose Floralawn, you will find your expectations met or exceeded with the convenience of one point of contact. We will be professional and proactive in our practices while using high-quality people, efficient systems, updated technology, and competitive pricing. We look forward to serving you and assure you that when you choose us, you have gained the best company in the business.



P.O. Box 91597, Lakeland, FL 33804  
863-668-0494 [www.Floralawn.com](http://www.Floralawn.com)

 [facebook.com/Floralawn](https://facebook.com/Floralawn)



## SECTION B

**REQUEST FOR PROPOSALS**  
**FOR**  
**LANDSCAPE MAINTENANCE SERVICES**  
**TOWNE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**

## **NOTICE OF REQUEST FOR PROPOSALS**

### **LANDSCAPE MAINTENANCE SERVICES POLK COUNTY, FLORIDA**

Notice is hereby given that the Towne Park Community Development District (referred to herein as the “District” or the “Owner”) requests proposals to provide landscape maintenance services including, but not limited to, maintenance of turf, trees, shrubs, ground cover, and irrigation, as more specifically set forth in the bid documents.

The bid documents will be available for public inspection and may be obtained beginning Tuesday, October 19, 2021 at 9:00 AM from the District Manager’s office, located at 219 East Livingston Street, Orlando, FL 32801, or by contacting Jill Burns at: [jburns@gmscfl.com](mailto:jburns@gmscfl.com).

Firms desiring to provide services for this project must submit two (2) hard copies and one (1) electronic copy of the required proposal no later than Friday, November 19, 2021 at 12:00 PM to the Office of the District Manager, located at 219 East Livingston Street, Orlando, FL 32801 ATTN: Jill Burns, at which time proposals will be publicly opened. Proposals must be submitted in a sealed envelope pursuant to the bid documents. Proposals received after the time and date stipulated above will be returned unopened to the Proposer.

**A non-mandatory pre-proposal conference will be held on Wednesday, October 27, 2021 at 9:00 AM at the District Clubhouse located at: 3883 White Ibis Road, Lakeland, FL 33811.**

Evaluation of proposals will be conducted in accordance with the process described in the bid documents. The District reserves the right to reject any and all proposals with or without cause, to waive minor technical errors and informalities, or to accept the proposal which, in its judgment, is in the best interest of the District.

Jill Burns  
Governmental Management Services – Central Florida, LLC  
District Manager

## **TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT**

### **Landscape Maintenance Services Polk County, Florida**

#### **Instructions to Proposers**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **12:00 p.m., 19th day, November , 2021**, at the offices of the District Manager, Governmental Management Services, 219 E Livingston St, Attention: Jill Burns. Proposals will be publicly opened at that time or as soon thereafter as possible. Proposals received after the time and date stipulated above will not be considered.

**SECTION 2. SIGNATURE ON PROPOSAL.** The proposer must correctly execute all forms, affidavits, and acknowledgments for which signature and notary blocks are provided. Anyone signing the proposal as agent shall file with the proposal legal evidence of his or her authority to do so.

**SECTION 3. FAMILIARITY WITH THE PROJECT.** Before submitting a proposal, the Proposer shall carefully examine the RFP, read the specifications, visit the project site and fully inform itself as to all existing conditions and limitations. Submitting a proposal is a certification by the Proposer that the Proposer is familiar with the project. No additional compensation or relief from any obligations of the contract agreement will be granted because of lack of knowledge of the site or conditions.

**SECTION 4. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work as well as the District's operating rules and procedures. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 5. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein at the sole and absolute discretion of the District. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the District.

**SECTION 6. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 7. INTERPRETATIONS AND ADDENDA.** All questions about the meaning or intent of the RFP are to be directed in writing, via e-mail only, to Clayton Smith at [csmith@gmscfl.com](mailto:csmith@gmscfl.com). Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda to all parties recorded as having received the RFP. Questions received after 4:00 p.m., **November 5th , 2021**, will not be answered. Answers to all questions will be provided to all proposers by e-mail by 5:00 p.m., **November 10, 2021**. Only questions answered by formal written Addenda will

be binding. No interpretations will be given verbally. No inquiries will be accepted from subcontractors; the Proposer shall be responsible for all queries.

**SECTION 8. SUBMISSION OF PROPOSAL.** Submit one (1) original, six (6) hard copies and one digital copy in the form of a flash drive or CD of the proposal forms, along with other requested attachments, at the time and place indicated herein. Proposals shall be enclosed in an opaque sealed envelope, marked with the project title and name and address of the Proposer, and accompanied by the required documents. If the proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with a notation “RESPONSE TO REQUEST FOR PROPOSALS (Towne Park Community Development District – Landscape Maintenance Services) ENCLOSED” on the face of it. All costs to prepare and submit a response shall be borne by the Proposer.

**SECTION 9. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 10. PROPOSAL FORMS.** All blanks on the proposal forms must be completed in ink or typewritten. The proposal shall contain an acknowledgment of receipt of all Addenda. In making its proposal, each Proposer represents that it has read and understands the RFP and that the proposal is made in accordance therewith. Proposer shall provide in the proposal a complete breakdown of both unit quantities and unit costs for each separate item associated with landscaping maintenance services. The quantities and unit costs for all materials shall be provided by the Proposer in accordance with the RFP.

**SECTION 11. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, in its sole and absolute discretion, whether or not reasonable, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 12. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District or as otherwise extended by the District, the Proposer shall enter into and execute a Contract in substantially the form included in the RFP. If a Proposer to whom a contract is awarded forfeits and fails to execute a contract agreement within the aforementioned timeframe, the contract award may be annulled at the District’s option. If the award is annulled, the District may, at its sole discretion, award the contract to the next highest ranked Proposer for the contract work, re-advertise, perform the work by day/temporary labor, or through in-house operations. The District and the selected contractor (“Contractor”) will execute a contract for a specified term. Upon expiration or termination of any existing contract for landscape maintenance services, Contractor, if requested by the District, agrees to perform the services on a month-to-month basis until either party has provided the other party written notice of its election to renew or terminate the contract agreement. This RFP does not guarantee that a contract will be awarded. The District reserves the exclusive right to reject any and all proposals. The District reserves the right to award by items, groups of items, or total proposal.

**SECTION 13. INSURANCE.** All Proposers shall include as part of their proposal a current Certificate of Insurance demonstrating the company’s ability to meet the insurance coverage requirements set forth in the attached Contract form provided herein. In the event the Proposer is notified of award, it shall provide proof of the Insurance Coverage identifying the District, its officers, employees



and agents as additional insureds, as stated in the Contract form provided herein, within fourteen (14) calendar days after notification, or within such approved extended period as the District may grant. Failure to provide proof of insurance coverage shall constitute a default.

**SECTION 14. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the RFP: There are areas to provide much of this information located in the RFP documents below. Any additional information should be provided on separate documents.

- A. A narrative description of the Proposer's approach to providing the services as described in the scope of services provided herein including the size of crew(s) and how many days per week workers will be on property.
- B. Completed price proposal (form attached). Fee Summary filled out correctly.
- C. List position or title, corporate responsibilities and years' experience of key management or supervisory personnel (forms attached as part of Contractor's Qualification Statement). Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- D. Describe proposed staffing levels for this site. Include information on current operations, administrative, maintenance and management staffing of both a professional and technical nature, including resumes for staff at or above the Account Manager level. Include a staffing plan depicting quantity of laborers, crew leads, technicians as well as work hours and days spent on the property.
- E. At least three references from projects of similar size and scope. (Opportunity to provide info below) The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number or e-mail address of a contact person.
- F. Information related to other projects of similar size and scope which Proposer has provided or is currently providing landscape maintenance services (forms attached as part of Contractor's Qualification Statement).
- G. A copy of Proposer's insurance certificate indicating the types of coverage and limits for general, property, umbrella, and automobile liability insurance, and worker's compensation insurance.
- H. Completed copies of all other forms included within the RFP.

**SECTION 15. PROTESTS.** Any protest regarding proposal rejection, or a proposal award, or the RFP, including specifications or other requirements contained in the RFP, must be filed in writing, within seventy-two (72) hours after the receipt of the notice of the District's decision and must be filed at the offices of the District Manager, Governmental Management Services, 219 E Livingston St, Orlando, FL 32801, Attention: Jill Burns. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest

was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest.

**SECTION 16. EVALUATION OF PROPOSALS.** The proposals shall be ranked based on criteria presented in the Evaluation Criteria sheet, contained within the RFP. Proposals may be held by the District for a period not to exceed 90 days from the date of proposal opening for the purposes of reviewing the proposals and investigating the qualifications of the Proposers, prior to executing a contract agreement. During this time, all provisions of the submitted proposal must be in effect, including pricing. The District may visit the Proposer's facilities as part of the evaluation process. The District also reserves the right to seek clarification from Proposers on any issue in a response, invite specific Proposers for site visits or oral presentations, or take any action it feels necessary to properly evaluate the submissions and construct a solution in the District's best interest. Failure to submit the requested information or required documentation may result in the lessening of the proposal score or the disqualification of the proposal response.

Do not attempt to contact any Board member, staff member or any person other than the District Manager for questions relating to this project. Anyone attempting to lobby District representatives will be disqualified.

**SECTION 17. COLLUSION.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 18. CHANGES/MODIFICATIONS.** The District reserves the right to order changes in the scope of work and resulting contract. The successful Proposer has the right to request an equitable price adjustment in cases where modifications to the contract under the authority of this clause result in increased costs to the Contractor. Price adjustments will be based on the unit prices proposed by the Contractor in response to this solicitation. Any contract resulting from this solicitation may be modified upon written and mutual consent of both parties.

**SECTION 19. BLACK OUT PERIOD/CONE OF SILENCE.** The black-out period is defined as between the time the RFP is issued by the District and the time the Board awards the contract. During this black out period, any attempt to influence the thinking of District staff or officials related to this RFP, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication, will result in disqualification of their proposal. This does not apply to pre-solicitation conferences, contract negotiations, or communications with staff not concerning this solicitation.

**SECTION 20. PRICING.** Proposers shall submit their price information on the supplied forms with all blank spaces completed. Proposers shall also sign the required form. Each line item shall be clearly stated and cover all charges including incidental expenses, applicable taxes, insurance, overhead and profit. Proposers will not be allowed to make any substitutions in materials, quantities or frequencies during the proposal process. Proposers shall guarantee that their pricing to the District shall not increase throughout the term of the contract agreement executed. Proposers will use the included "Fee Summary Schedule" for submitting their pricing, this will be provided to proposers in an excel format.

**SECTION 21. REFERENCE TERMS.** Any headings in this document are for the purposes of reference only and shall not limit or otherwise affect the meaning thereof. Any reference to gender shall be construed to include all genders, firms, partnerships and corporations. References in the singular shall be construed to include the plural and references in the plural shall be construed to include the singular.

**SECTION 22. ADDITIONAL TERMS AND CONDITIONS.** No additional terms and conditions included with the proposal response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this proposal. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Proposer's authorized signature affixed to the proposal attests to this.

**SECTION 23. SUMMARY OF SCHEDULE.** The district anticipates the following RFP schedule though certain dates may be subject to change.

DATE	EVENT
October 19, 2021	RFP Packets Available
October 27, 2021, 9:00am	Non-Mandatory Pre-proposal Meeting
October 19, 2021	Site Available for Inspections
November 5, 2021, 4:00pm	Deadline for Questions
November 19, 2021, 2:00pm	Proposals Due/Public Opening Meeting

**SECTION 24. DOCUMENTS.** Contractor shall bid in accordance with the Scope attached hereto as Exhibit "A" and Maps of the areas to be maintained are attached hereto as Exhibit "B", and Fee Summary Schedule Exhibit "C" (also provided in excel format).

**TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSALS FOR  
LANDSCAPE MAINTENANCE SERVICES**

**EVALUATION CRITERIA**

**1. Personnel (25 points)**

(E.g., geographic locations of the firm's headquarters or office in relation to the project; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; proposed staffing levels, etc.)

**2. Experience (25 points)**

(E.g., past record and experience of the respondent in similar projects; volume of work previously awarded to the firm; past performance for the District in other contracts; character, integrity, reputation, of respondent, etc.)

**3. Understanding of Scope of Work (25 points)**

Does the proposal demonstrate an understanding of the Districts' needs for the services requested?

**4. Financial Capability (10 points)**

Demonstration of financial resources and stability as a business entity, necessary to complete the services required.

**5. Price (15 points)**

Points available for price will be allocated as follows:

10 points will be awarded to the Proposer submitting the lowest total bid for completing the work for the initial two year term of the contract. All other proposals will receive a percentage of this amount based upon the difference between that Proposer's bid and the low bid.

5 points are allocated for the reasonableness of unit prices.

**TOWNE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSAL  
LANDSCAPE MAINTENANCE SERVICES**

**EVALUATION CRITERIA**

**1. Personnel (25 Points Possible) ( \_\_\_\_ Points Awarded)**

(e.g., skill set and experience of key management and assigned personnel, including the project manager and other specifically trained individuals who will manage the property; present ability to manage this project; proposed staffing levels, etc. Skill set includes certification, technical training, and experience with similar projects. Please include resumes, certifications, etc. with bid.)

**Management and Supervisory Personnel**

Name	Years Exp.	Position/Certifications	Duties and Responsibilities
1. Lucas Martin	20	VP of Landscape Maintenance	Department Head
2. James Smith	15	Operations Manager	Account Management/ Operations
3. Anthony Sandretto	18	Agronomy/ CPCO	Fertilization & Pest Control
4. Ian Prince	22	Owner/ President	Financing/ Equipment
5. Jerry Roberson	32	Irrigation Manager/ CIC, CIT	Irrigation Department Manager

**Proposed Staffing Levels**

Landscape Maintenance staff will include; 5 laborers, 2 supervisors, and 6 technical personnel. In addition, list any personnel with technical expertise that will be utilized on this project. (Such as pesticide, herbicide application, arborists or horticulturist, etc)

Name	Years Exp.	Position/Certifications	Duties and Responsibilities
1. Angel Rodario	20	Account Manager	Daily operations with crews
2. Steve Kuehner	20	Crew Foreman	Working Manager
3. Carlos Mercardo	30	Irrigation Technician	Conducts Irrigation Checks
4. Santos Pontoja	15	Account Manager	Daily operations with crews



**2. Experience (20 Points Possible) ( \_\_\_\_ Points Awarded)**

(e.g., past and current record and experience of the respondent in similar projects, volume of work previously awarded to the firm; past performance in any other contracts; subcontractor listing, inventory of all equipment, etc)

1. Project Name/Location: Lakes at Laurel Highlands/ Lakeland  
Contact: Jessie Dann Contact Phone: (407) 955-2639  
Project Type/Description: Homeowners Association  
Dollar Amount of Contract: \$150,000  
Your Company's Detailed Scope of Services for Project: Full service on association areas. Maintenance, irrigation inspections, agronomy, tree pruning,  
enhancements  
  
  
Duration of Contract: START DATE: 2019 END DATE: Current
2. Project Name/Location: Valhalla Homeowners Association/ Winter Haven  
Contact: Kathy Arrington Contact Phone: (863) 412-1813  
Project Type/Description: Homeowners Association  
Dollar Amount of Contract: \$110,000  
Your Company's Detailed Scope of Services for Project: Full service on common areas and 50 homes. Maintenance, irrigation inspections, agronomy,  
tree pruning, enhancements  
  
  
Duration of Contract: START DATE: 2021 END DATE: Current
3. Project Name/Location: Lake Ashton CDD/ Winter Haven  
Contact: Colette McKie Contact Phone: (443) 994-2939  
Project Type/Description: CDD/ HOA  
Dollar Amount of Contract: \$110,000

## Experience cont.

Your Company's Detailed Scope of Services for Project: \_\_\_\_\_

Full service on community property, basic services (mow, edge, string trim, blow) on homes

Duration of Contract: START DATE: \_\_\_\_\_ 2021 \_\_\_\_\_ END DATE: \_\_\_\_\_ Current \_\_\_\_\_

4. Project Name/Location: \_\_\_\_\_ Winter Garden Village/ Winter Garden \_\_\_\_\_

Contact: \_\_\_\_\_ Kerri Ryan \_\_\_\_\_ Contact Phone: \_\_\_\_\_ (407) 466-0359 \_\_\_\_\_

Project Type/Description: \_\_\_\_\_ Exclusive Outdoor Mall \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_ \$970,000 \_\_\_\_\_

Your Company's Detailed Scope of Services for Project: \_\_\_\_\_

Full service on association areas. Maintenance, irrigation inspections, agronomy, tree pruning,

enhancements

Duration of Contract: START DATE: \_\_\_\_\_ 2021 \_\_\_\_\_ END DATE: \_\_\_\_\_ Current \_\_\_\_\_

5. Project Name/Location: \_\_\_\_\_ Lee Vista Promenade/ Orlando \_\_\_\_\_

Contact: \_\_\_\_\_ Kerri Ryan \_\_\_\_\_ Contact Phone: \_\_\_\_\_ (407) 466-0359 \_\_\_\_\_

Project Type/Description: \_\_\_\_\_ Exclusive Outdoor Mall \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_ \$660,000 \_\_\_\_\_

Your Company's Detailed Scope of Services for Project: \_\_\_\_\_

Full service on association areas. Maintenance, irrigation inspections, agronomy, tree pruning,

enhancements

Duration of Contract: START DATE: \_\_\_\_\_ 2021 \_\_\_\_\_ END DATE: \_\_\_\_\_ Current \_\_\_\_\_

An additional five (5) points will be awarded to all Proposers with previous landscape maintenance experience with CDDs within the past three (3) years.

If yes, please fill in information below:

## enhancements

**(5 Points Possible) ( \_\_\_\_\_ Points Awarded – This is either “0” or “5”)**

Does the proposal demonstrate an understanding of the District's needs for the services requested? Does it provide all information as requested by the District including product specifications, pricing, scheduling, staffing, qualifications, etc.? Have all documents been completed as directed and information requested been provided? Does it demonstrate clearly the ability to perform these services?

Demonstration of financial resources and stability as a business entity necessary to implement and execute the services required as discussed in the RFP. At a minimum, Proposer must include proof of ability to provide insurance coverage as required by the District.

Ten (10) points will be awarded to the Proposer submitting the lowest bid (the Contract Amount). AN AVERAGE OF ALL THREE YEARS PRICING IS TO BE CONSIDERED WHEN AWARDING POINTS FOR PRICING - THE INITIAL TWO-YEAR TERM AND THE FIRST AND SECOND ANNUAL RENEWALS. All other proposers will receive a percentage of this amount based upon a formula which divides the low bid by the proposer's bid and is then multiplied by the number of points possible in this part of the Price evaluation. \*

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then multiplied by the number of points possible (25).  $(210,000/425,000) \times 25 = 12.35$ , therefore, Contractor "C" will receive 12.35 of 25 points.

**Price CONT: Reasonableness of ALL Numbers (5 Points Possible) ( \_\_\_\_\_ Points Awarded)**

Up to fifteen (5) points will be awarded as to the reasonableness of ALL numbers, quantities and costs (including, but not limited to fertilizer quantities, General Landscape Maintenance costs, etc.) provided in Parts 1,2, and 3.

**Proposer's Total Score (100 Points Possible) ( \_\_\_\_\_ Points Awarded)**

## TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT PROPOSER QUALIFICATION STATEMENT

- |    |   |
|----|---|
| 1. | Proposer: <u>Prince and Sons, Inc</u><br><u>[Company Name]</u> /_/_ A Partnership<br>_/_/_ A Corporation<br>_/_/_ A Subsidiary Corporation  |
| 2. | Parent Company Name: <u>NA</u>  |
| 3. | Parent Company Address:<br><br>Street Address <u>Headquarters- 200 South F St.</u><br><br>P.O. Box (if any) _____<br><br>City <u>Haines City</u> State <u>FL</u> Zip Code <u>33844</u><br><br>Telephone <u>(863) 422-5207</u> Fax no. _____<br><br>1st Contact Name <u>Lucas Martin</u> Title <u>VP of Landscape Maintenance</u><br><br>2nd Contact Name <u>James Smith</u> Title <u>Operations Manager</u> |
| 4. | Proposer Company Address (if different):<br><br>Street Address _____<br><br>P. O. Box (if any) _____<br><br>City _____ State _____ Zip Code _____<br><br>Telephone _____ Fax no. _____<br><br>1st Contact Name _____ Title _____<br><br>2nd Contact Name _____ Title _____  |
| 5. | List the location of the office from which the proposer would provide services to Towne Park CDD.<br><br>Street Address <u>Tampa Branch- 9513 US 92 East</u><br><br>City <u>Tampa</u> State <u>FL</u> Zip Code <u>33610</u><br><br>Telephone <u>ALL SAME AS ABOVE</u> Fax No. _____<br><br>1st Contact Name _____ Title _____   |



2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

6. Is the Proposer incorporated in the State of Florida? Yes (x) No ( )

6.1 If yes, provide the following:

- Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes (x) No ( )

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

6.2 If no, provide the following:

- The State with whom the Proposer's company is incorporated? \_\_\_\_\_

- Is the company in good standing with the State? Yes ( ) No ( )

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

- Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

- Is the Proposer's company authorized to do business in the State of Florida?  
Yes ( ) No ( )

6.3 If Proposer is not incorporated, please identify the type of business entity (i.e.: Limited Liability Company, Partnership, etc.) and the number of years Proposer has been in the business of providing landscape services.

7. Has the Proposer's company provided services for a community development district or similar community previously? Yes (x) No ( )

8. List the Proposer's total annual dollar value of comparable contracts for each of the last three (3) years starting with the latest year and ending with the most current year

(2018) \_\_\_\_\_ \$6,500,000 \_\_\_\_\_, (2019) \_\_\_\_\_ \$7,310,000 \_\_\_\_\_, (2020) \_\_\_\_\_ \$10,575,000 \_\_\_\_\_.

9. What are the Proposer's current insurance limits?

General Liability	\$ 1,000,000
Automobile Liability	\$ 1,000,000
Umbrella Coverage	\$ 5,000,000
Workers Compensation	\$ 1,000,000
Expiration Date	GL-8/1/2022, WC- 11/5/2022

10. Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts in any state(s)? Yes ( ) No ( x ) If so, state the name(s) of the company (ies)\_\_\_\_\_

\_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

State the period(s) of debarment or suspension \_\_\_\_\_

11. List any and all litigation to which the Proposer, any personnel to work at Towne Park CDD, any officer and/or employee of the Proposer has been a party in the last five (5) years. \_\_\_\_

NONE

12. Has the Proposer or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes ( ) No ( x ) If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof. \_\_\_\_\_

13. List three (3) jobs (including company, contact person, and telephone number) lost in the previous twelve (12) months (if any):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

14. Attach current financial statements, prepared within the last one hundred eighty (180) days, showing current financial resources, liabilities, capital equipment and historical financial performance for the past one year.
15. Attach any certifications or documentation regarding educational experience of key personnel that would assist the District(s) in evaluating the quality and experience of such personnel.
16. Key Personnel: Describe any additional experience information of the principal individuals (Foremen, Superintendents, etc.) who are responsible for the actual landscape maintenance work of your organization and who will be assigned to this contract if awarded to contractor. This will be considered for the Experience portion of the evaluation Criteria.

James Smith	Operations Manager	
Name	Position	
Managing all departments on job	15	2
Type of Work	Yrs. Exp.	Yrs. With Firm

Angel Rosario	Account Manager	
Name	Position	
Weekly managing property	20	10
Type of Work	Yrs. Exp.	Yrs. With Firm

Steve Kuehner	Crew Leader	
Name	Position	
Working Maintenance Foreman	20	8
Type of Work	Yrs. Exp.	Yrs. With Firm

Carlos Mercado	Lead Irrigation Technician	
Name	Position	
Irrigation Inspections	30	15
Type of Work	Yrs. Exp.	Yrs. With Firm

Name	Position	
Type of Work	Yrs. Exp.	Yrs. With Firm

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Towne Park CDD or their authorized agents, deemed necessary to verify the statements made in this document or documents attached hereto, or necessary to determine whether the Towne Park CDD should consider the Proposer for bidding on the landscape services request for proposals, including such matters as the Proposer's ability, standing, integrity, quality of performance, efficiency and general reputation.

\_\_\_\_\_  
Name of Proposer

By: \_\_\_\_\_  
Lucas Martin- Vice President of Landscape Maintenance  
[Type Name and Title of Person Signing]

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Corporate Seal)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
Notary Public/Expiration Date

**PRICING INFORMATION**  
**TOWNE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**LANDSCAPE MAINTENANCE SERVICES**  
**REQUEST FOR PROPOSALS**

Having carefully examined the specifications and having thoroughly inspected said property, the undersigned proposes to furnish all labor, materials and proper equipment for the entire Landscape Scope of Work as set forth in Exhibit "A" of the proposed Landscape Maintenance Services Agreement, in accordance with said specifications, for the sum of:

**GRAND TOTAL (General Services, Schedule A, Schedule B, Schedule C, Schedule D. This is what the contract will be written for. The Final total will be inputted here, but please fill out the "Fee Summary Schedule" on page 20 of this packet, also provided in an excel format, as that will be the primary reference for pricing.)**

\$ 228,640 /YR for first Two-year term

FIRST ANNUAL RENEWAL \$ 228,640 /Yr

SECOND ANNUAL RENEWAL \$ 228,640 /Yr

Contractor/Firm Name Prince and Sons, Inc.

Firm Address 200 South F St.

City/State/Zip Haines City, FL 33844

Phone Number (863) 422-5207 Fax Number \_\_\_\_\_

Name and Title of Representative Lucas Martin- Vice President of Landscape Maintenance  
(Please Print)

Representative's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

ADDENDA – Bidder acknowledges the receipt of Addendum No.'s

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020



**AFFIDAVIT FOR INDIVIDUAL**

State of \_\_\_\_\_ ss:

County of \_\_\_\_\_

\_\_\_\_\_  
Lucas Martin, being duly sworn, deposes and says that the statements and answers to the questions concerning the qualification statement and corporate officers contained herein are correct and true as of this date; and that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and will be considered such action on the part of the Proposer to constitute good cause for rejecting Proposer's proposal.

\_\_\_\_\_  
(Proposer must also sign here)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public/Expiration Date:

(SEAL)

**AFFIDAVIT FOR PARTNERSHIP**

State of \_\_\_\_\_ ss:

County of \_\_\_\_\_

\_\_\_\_\_, is a member of the firm of \_\_\_\_\_, being duly sworn, deposes and says that the statements and answers to the questions concerning the qualification statement and corporate officers are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this statement constitutes fraud; and such action on the part of the Proposer will be considered to constitute good cause for rejecting Proposer's proposal.

\_\_\_\_\_  
(Signature of a General Partner is Required)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public/Expiration Date:

(SEAL)

## AFFIDAVIT FOR CORPORATION

State of \_\_\_\_\_ ss:

County of \_\_\_\_\_

\_\_\_\_\_  
(title) \_\_\_\_\_ of  
the \_\_\_\_\_

(a corporation described herein) being duly sworn, deposes and says that the statements and answers to the questions in the foregoing concerning the qualification statement and corporate officers are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements in this statement constitutes fraud; and such action on the part of the Proposer will be considered good cause for rejection of Proposer's proposal.

\_\_\_\_\_  
(Officer must also sign here)

CORPORATE SEAL

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public/Expiration Date:

(SEAL)

**EXHBIT “A”**

**TOWNE PARK COMMUNITY DEVELOPMENT**

**SCOPE OF SERVICES**

## **TOWNE PARK CDD LANDSCAPE SCOPE OF WORK**

### ***THE RIGHT PLANT, THE RIGHT PLACE. THE RIGHT FERTILIZER, THE RIGHT WATER.***

*The work for the landscape maintenance is to include the furnishing of all labor, materials, equipment, accessories and services necessary or incidental to sustain all turf and plant materials in a healthy, vigorous growing condition, free from weeds, diseases, insects, and nutritional deficiencies as well as a completely operational irrigation system. All associated planted areas are to be kept in a continuous healthy, neat, clean and debris free condition for the entire life of the contract.*

### **GENERAL SERVICES**

#### **A. Turf Maintenance**

*Turf maintenance is defined as all mowing, edging, trimming and cleanup of lawn areas. High traffic and high profile areas such as the entrances and Amenity/clubhouse areas will be completely mowed, edged, trimmed and cleaned up prior to normal business hours of operation. In the event it becomes necessary to make a change in the mowing schedule for any reason, the CDD Management must be notified prior to adjustment of schedule. Mowing during inclement weather will not alleviate the contractor of responsibility for damage caused by the mowing of wet areas.*

##### **1. Mowing**

- a. Prior to mowing, remove and dispose of normal litter and debris from all landscape areas. Contractor will not run over litter with mowers.
- b. St. Augustine, Bahia turf shall be mowed weekly during the growing season from April 1<sup>st</sup> through September 30<sup>th</sup> and bi-weekly during the winter season. It is understood that the contractor may be required to periodically add or delete mowing cycles based on weather or other factors with the consent of the CDD.
- c. St. Augustine and Bahia turf shall be cut with rotary mowers to maintain a uniform height. Bahia will be cut between 3.5" and 4.5". St Augustine will be cut between 4.5" and 5.5". At no time will mowing height be reduced so that more than 1/3 of the grass blade is removed at any cutting. Mowing blades shall be kept sufficiently sharp and properly adjusted to provide a cleanly cut grass blade. Mowing pattern shall be varied where feasible to prevent rutting and minimize compaction.
- d. Contractor shall complete a minimum of two passes along all waterways/wetlands with a 50" mower or larger discharging clippings away from the water. Any waterway edges that cannot be reached with the full size mower will be string trimmed every other mow cycle at minimum.
- e. Visible clippings that may be left following mowing operations shall be removed from the site each visit. Discharging grass clippings into beds, tree rings or maintenance strips is unacceptable and if it occurs they shall be removed prior to the end of each service day.
- f. Contractor will take special care to prevent damage to plant material as a result of the mowing operations. Any damage caused by contractor's mowing equipment may result in the replacement of damaged material at the contractor's cost. Determination as to replacement will be at the sole discretion of the CDD representative. Replacement material will be of similar size to the material being replaced.

##### **2. Edging**

Sidewalks, curbs, and concrete slabs, and other paved surfaces will be edged in conjunction with mowing operations each time. Beds, tree rings, and other landscape edges will be edged once during each detail rotation, every three weeks. Edging is defined as removal of unwanted turf and vegetation along the above borders by use of a mechanical edger. Edges are to be perpendicular to the ground. String trimmers will not be used for this function. Care will be taken to maintain bed edges as designed in either straight or curvilinear lines.

### 3. String Trimming

- a. String Trimming shall be performed around road signs, guard posts, trees, shrubs, utility poles, and other obstacles where mowers cannot reach. Grass shall be trimmed to the same desired height as determined by the mowing operation. Trimming shall be completed with each mowing operation.
- b. Under no circumstance will it be an acceptable practice to string trim bed edges or small areas that may be cut utilizing a walk behind mower.
- c. Maintaining grass-free areas by use of chemicals may be the preferred method in certain applications. Such use will only be done with prior approval of the CDD.
- d. Turf around the edge of all waterways shall be mowed or string trimmed to the natural water's edge during every other mowing cycle at minimum.

### 4. Blowing

When using forced air machinery to clean curbs, sidewalks and other paved surfaces, care must be taken to prevent blowing grass clippings into beds, onto vehicles or onto other hardscape surfaces. In addition, care also must be taken to disrupt mulch from beds and any mulch blown out of beds must be placed back and raked smooth.

### 5. Damage Prevention/Repair

Special care shall be taken to protect building foundations, light poles, sign posts and other hardscape elements from mowing, edging or string trimming equipment damage. Contractor will agree to have repairs made by specialized contractors or reimburse the CDD or homeowners within 30 days for any damage to property caused by their crew members or equipment.

## B. Detailing

Detailing of planted areas will be performed weekly in a sectional method, each section representing one-third of the entire property. Based on three sections, the contractor will completely detail the entire property once every three weeks. The exception will be the entrances and clubhouse areas. These are high traffic, focal areas and as such will be included to provide weekly attention minimally. The detailing process will include trimming, pruning and shaping of all shrubbery, ornamental trees and groundcover, removal of tree suckers, structural pruning or cutbacks of select varieties of plant material and ornamental grasses as directed, as well as the defining of bed lines, tree saucers and the removal of all unwanted vegetation.

### 1. Pruning

- a. Prune trees, shrubs and groundcovers to encourage healthy growth and create a natural appearance. Prune to control the new plant growth, maintain the desired plant shape and remove dead, damaged, or diseased portions of the plant. Provide remedial attention and repair to plant material as appropriate to season or in response to incidental damage.
- b. Only Contractor's staff that have been trained and demonstrate competency in proper pruning techniques shall perform pruning. Use only hand pruners or loppers on trees and shrubs, particularly groundcover Juniper varieties. Hand shears or Topiary shears will be the preferred method of trimming most formal shrubs. Only use power shears on formal hedges where previous practice was to shear, or as directed by the CDD representative.



- c. Pruning of trees up to a height of 8 feet is included in the scope of the work. If pruning is required above the height of 8 feet, contractor shall propose an extra service to the CDD representative and acquire approval prior to performing the work. The branching height of trees shall be raised only for the following reasons:
  - Provide clearance for pedestrians, vehicles, mowers and buildings.
  - Maintain clearance from shrubs in bed areas.
  - Improve visibility in parking lots and around entries.
- d. Prune trees to remove weak branching patterns and provide corrective pruning for proper development. Cut back to branch collar without leaving stubs. Provide clean and flush cut with no tearing of the tree bark.
- e. Prune all shrubbery in accordance with the architectural intent as it relates to adjacent plantings and intended function.
- f. Prune to contain perimeter growth within intended bed areas. Established groundcover shall be maintained 4" to 6" away from adjacent hardscape and turf. Bevel or roll leading edges to avoid creating a harsh boxed look. Mature groundcover shall be maintained at a consistent, level height to provide a smooth and even appearance and separation from adjacent plant material.
- g. Structural pruning will be required for several varieties of plants bi-annually, annually or semi-annually to maintain their scale and performance within the landscape. The methodology employed is to structurally prune one plant group throughout the entire property during the sectional detail rotation. Following this schedule, all structural pruning should be completed within a six week cycle each time it is performed. Ornamental Grasses are to be haystack cut one time per year.
- h. Crape Myrtles are to be trimmed once per year in the winter months. Trimming should include removal of old blooms, sucker growth and any cross branching. Trimming should be done in such a way that cuts are no less than 12" away from previous year's cuts. "Hat Racking" will not be permitted unless directed otherwise by the CDD representative.
- i. Pruning of all palms less than 15' in height will be included in the sectional rotation. Pruning consists of removal of all dead fronds, seedpods and any loose boots.

## 2. Weed Control

- a. Bed areas are to be left in a weed free condition after each detail service. While pre and post-emergent chemicals are acceptable means of control, weeds in bed areas larger than 3" shall be pulled by hand.
- b. Hardscape cracks and expansion joints are to be sprayed in conjunction with the detail cycle to control weeds. Chemical practices shall not be a substitute for hand weeding where the latter is required for complete removal.

## 3. Trash Removal

- a. Removing trash from all landscape areas will be the responsibility of the contractor. The contractor will remove trash from all focal areas, including medians, around amenity areas, and monuments every visit. Other trash will be removed during normal detail rotations.

## C. General

### 1. Policing

- a. Contractor will police the grounds during each service visit to remove trash, debris and fallen tree litter as needed prior to mowing and edging. Contractor is not responsible for removal of excessive storm debris which would be performed with prior approval with supplemental proposal.
- b. As needed contractor will dedicate supplemental personnel and specialized equipment to the removal of seasonal leaf drop from all landscape and hardscape areas during the months of November through April.
- c. All litter shall be removed from the property and disposed of off-site.

## 2. Communication

- a. Daily, the contractor will communicate with the CDD representative for any landscape issues requiring immediate attention.
- b. Communication is of the utmost importance. Contractor will provide a monthly written report in a form approved by the CDD representative which details all aspects of the previous month's maintenance activities.
- c. When requested by CDD management contractor will provide a Monthly Service Calendar for the upcoming period. A copy of the preceding month's Irrigation Maintenance report and Lawn and Ornamental report will be provided monthly. A copy of these documents should be submitted to the CDD representative by the 5<sup>th</sup> of each month electronically, or in person.
- d. Contractor agrees to take part in regular weekly, bi-weekly or monthly inspections, as decided by CDD management, of the property to ensure their performance of this agreement meets the standards required herein and protects the overall well being of the property's landscape. Contractor also agrees to complete any work that appears on punch lists resulting from inspections or reviews within three weeks of receiving them. Contractor will have their Account Manager participate on its behalf and have their Lawn and Ornamental and Irrigation Managers or Technicians available for inspection meeting as needed or requested by CDD management.

## 3. Staffing

- a. The Contractor shall have a well-experienced Foreman/Supervisor on site at all times with the crew. This person should have extensive knowledge of horticultural practices and be capable of properly supervising others. He/she and other supervisors should be in a certain type of uniform that distinguishes them from the crew. The Foreman/Supervisor should communicate regularly, daily when needed, with the property's manager. Further, In order to maintain continuity, the same Foreman/Supervisor shall direct the scheduled maintenance operations throughout the year. Any anticipated changes in supervisory personnel shall be brought to the attention of the CDD representative prior to any such change. This will assure the BOD and Management that maintenance personnel remain familiar with the maintenance specifications, the site and any changing conditions.
- b. The crew members should be properly trained to carry out their assigned task, and should work in a safe professional manner. Each crew member should be in full uniform at all times.
- c. Contractor is expected to staff the property with trained personnel experienced in commercial landscape maintenance. All personnel applying fertilizers, insecticides, herbicides and fungicides must be certified by the FL Department of Agriculture and Consumer Services. These individuals should be Best Management Practices Certified and hold a Limited Certification for Urban Landscape Commercial Fertilizer or a Certified Pest Control Operator or an employee with an ID card working under the supervision of a CPCO.
- d. Contractor agrees to screen all crew members for criminal background, advise Management and not employ persons for this Contract that have been convicted of or pled guilty to a felony crime or misdemeanor to which Management objects. Also, contractor agrees to follow all INS guidelines for hiring and to maintain an I-9 and other required documents on each employee.

- e. Contractor is expected to staff the property with adequately trained personnel a minimum 3 days per week between Monday & Friday. Holidays observed that do not require staffing include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, and any other day agreed to by CDD Management. Normal working hours are from 7:00 AM until 7:00 PM. No power equipment will be operated near homes before 9:00 AM. Efforts will be made such that ALL work performed around the Amenity Areas and pool area is to be completed prior to normal member attendance hours. Saturdays will be made available for makeup work due to inclement weather from 8:00 AM until 5 PM.

### **SCHEDULE "A" – TURF CARE PROGRAM - ST. AUGUSTINE**

**A. Application Schedule – Currently 8 total applications. 6 Regular and 2 supplemental. Recommended specification, but not required. Provide Contractors recommendation.**

<u>Month</u>	<u>Application</u>
January:	Winter fertilization, broadleaf weed control and disease control
March:	Spring fertilization, broadleaf weed control, insect and disease Control
May:	Late spring heavy, 100% slow release Nitrogen fertilization with Arena and weed Control
July:	Summer fertilization, broadleaf weed control, insect and disease Control
September:	Fall Fertilization, broadleaf weed control, insect and disease Control.
October:	Heavy fall granular fertilization and broadleaf weed/disease control

**B. Application Requirements**

**1. Fertilization**

- a. Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a maximum of 4 lbs. of N/1000 square feet with a minimum of 50% slow release and a high Potassium blend in the fall fertilization to promote root development unless soil samples indicate the presence of sufficient Potassium. The winter liquid fertilization should contain a maximum of .5lbs of N/1000 square feet.
- b. All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to insure that all the requirements of grasses are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.
- c. All hardscape surfaces are to be blown off immediately following a fertilizer application to prevent staining.
- d. The irrigation system will be fully operational prior to any fertilizer application.

- e. Soils shall be tested at a reliable testing facility once per year to monitor for pH, Nematodes, Take All Root Rot and chemical make-up. The results will be provided to management along with the contractor's recommendation as to any changes in the turf care program based on these results.
- f. Any changes to the fertilization schedule, products used, or techniques will be discussed with CDD management and agreed to by CDD management.

## 2. Insect/Disease Control

- a. The reduction of irrigation water during the winter season will dramatically reduce the potential for fungus/disease problems. Contractor will be responsible to manage settings of irrigation timers.
- b. Supplemental insecticide applications will be provided in addition to the normal preventive program as needed to provide control.

## 3. Weed Control

- a. Weed control will be limited to the broadleaf variety and sedge type grasses under this program.
- b. Contractor shall alert management of outbreaks of Crabgrass, Bermuda, Alexander and Dove grasses. Failure to do so will make the contractor liable for resulting turf loss.

## 4. Warranty

If the grass covered under this turf care program dies due to insect infestation, disease or improper fertilizer application, the affected grass will be replaced at no charge. Contractor will not be held responsible for turf loss due to conditions beyond their control. This includes nematodes, diseases such as Take-All Root Rot and weeds such as Crabgrass which are untreatable with currently available chemicals, high traffic areas, drainage problems, or acts of God. In the event these conditions exist, the contractor is responsible to employ whatever cultural practices can be reasonably performed to extend the life of the affected material.

### **SCHEDULE "B" – TURF CARE PROGRAM – BAHIA – Where Applicable**

#### **A. Application Schedule - Recommended specification, but not required. Provide Contractors' recommendation.**

<u>Month</u>	<u>Application</u>
March:	Complete liquid 18-0-8 N-P-K fertilizer and broadleaf weed control to include blanket pre-emergent herbicide application.
June:	Chelated Iron application and Mole Cricket control.
October:	Complete liquid 18-0-8 N-P-K fertilizer and broadleaf weed control to include blanket pre-emergent herbicide application.

#### **B. Application Requirements**

##### 1. Fertilization

- a. Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a minimum of 2 lbs. of N/1000 square feet with a minimum of 30% slow release and a high Potassium blend in the late summer fertilization to promote root development unless soil samples indicate the presence of sufficient potassium.
- b. All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to insure that all

the requirements of grasses are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.

- c. All hardscape surfaces are to be blown off immediately following a fertilizer application to prevent staining.
  - d. The irrigation system will be fully operational prior to any fertilizer application.
  - e. Soils shall be tested at a reliable testing facility twice per year to monitor for PH and chemical makeup. The results will be provided to management along with the contractor's recommendation as to any changes in the turf care program based on these results.
2. Insect/Disease Control
- a. The reduction of irrigation water during the winter season will dramatically reduce the potential for fungus/disease problems. Contractor will be responsible to manage settings of irrigation timers.
  - b. Supplemental insecticide applications will be provided in addition to the normal preventive program as needed to provide control.
3. Weed Control
- a. Weed control will be limited to the broadleaf variety under this program.
  - b. Contractor shall alert management of outbreaks of Sedge, invasive Bermuda, or Crabgrass. Failure to do so will make the contractor liable for resulting turf loss.
4. Warranty

Only turf loss due to dramatic negligence or mismanagement by the contractor will be considered for replacement by contractor.

### **SCHEDULE "C" – TREE/SHRUB CARE PROGRAM**

#### **A. Application Schedule – Recommended specification, but not required. Provide Contractors' recommendation.**

<u>Month</u>	<u>Application</u>
March/April:	Insect/disease control/fertilization.
May/June:	Insect/disease control as needed.
July/August:	Minor nutrient blend with insect/disease control.
October:	disease control as needed
December:	Insect/disease control/fertilization as needed

#### **B. Application Requirements**

1. Fertilization
- a. Contractor will submit a schedule of materials to be used under this program along with application rates. Fertilizers selected must be appropriate for the plant material to be fertilized such as an acid forming fertilizer for Azaleas which require a lower soil pH.
  - b. Contractor will submit a schedule of materials to be used under this program along with application rates. Annual program will include a minimum of 50% slow release Nitrogen and a

high Potassium blend in the fall fertilization to promote root development unless soil sample results indicate the presence of sufficient Potassium.

- c. All fertilizers utilized under this program are to be custom blended with a balanced nutrient package. A complete minor and trace element package will be included with each application to insure that all the requirements of plant material are met. If soil samples indicate a high pH, all fertilizers utilized will be Sulphur coated products.
- d. This program covers all fertility requirements on all existing shrubs and palms, as well as all newly installed shrubs, trees, and palms up to 35'. All native trees or transplanted trees over 35' in overall height will require special consideration and are therefore excluded from this program.
- e. There will be a deep root feeding on an as needed basis to establish newly planted trees.
- f. Fertilizer will be distributed evenly under the drip zone of each plant. Special care will be taken not to "clump" fertilizer neither at the base nor in the crown of plants.
- g. The irrigation system will be fully operational prior to any fertilizer application.
- h. Soils shall be tested at a reliable testing facility once per year to monitor for pH, Nematodes, Take All Root Rot and chemical make-up. The results will be provided to management along with the contractor's recommendation as to any changes in the Tree/Shrub care program based on these results.

## 2. Insect/Disease Control

- a. Insect and disease control is intended to mean a thorough inspection of all plantings for the presence of insect or disease activity and the appropriate treatment applied. All insect and disease infestations require follow-up applications for control and are included in this program.
- b. Contractor is responsible for the continuous monitoring for the presence of damaging insects or disease. Any problems noted between regularly scheduled visits will be treated as a service call and responded to within 48 hours. Service calls due to active infestations are included in this program.
- c. This program covers all disease and Insect activity on all existing shrubs and palms, as well as all newly installed shrubs, trees, and palms up to 35'. All native trees or transplanted trees over 35' in overall height will require special consideration and are therefore excluded from this program.
- d. Contractor will be required to apply all pesticides in accordance with labeled directions including the use of any Personal Protective Equipment.
- e. Contractor will provide a copy of the license for the Certified Operator in charge of chemical applications for this property.

## 3. Specialty Palms

- a. Considering the investment in Specialty Palms such as Phoenix varieties (i.e. Dactylifera, Sylvester, Senegal Date etc.), contractor will include in their proposed Tree/Shrub program, a comprehensive quarterly fertilization and root/bud drench for potential disease and infestation.
- b. When applicable, the contractor will monitor site tubes that have been installed to monitor ground water build up around the root ball of specimen palms to de-water them as necessary.

## 4. Warranty

If a plant or tree dies from insect or disease damage while under this Tree/Shrub Care Program, it will be replaced with one that is reasonably available by contractor if it is reasonably decided to be from negligence by CDD management. Exclusions to this warranty would be Acts of God, along with pre-existing conditions, i.e. soil contamination or poor



drainage, nematodes, borers, locusts and insects such as Asian Cycad Scale. Also excluded are diseases such as Verticillium and Fusarium Wilt, TPDD, Lethal Bronzing, Entomosporium Leaf Spot Fungus and Downey Mildew that are untreatable with currently available chemicals. In the event these conditions exist, the contractor is responsible to promptly report any detection to the CDD representative.

## **SCHEDULE "D" – IRRIGATION MAINTENANCE**

### **A. Frequency of Service**

- a. Contractor will perform the following itemized services under "Specifications" on a monthly basis completing 25% of the inspection each week.
- b. The irrigation inspection will be performed during the same week(s) each month.

### **B. Specifications**

- a. Activate each zone of the system.
- b. Visually check for any damaged heads or heads needing repair.
- c. Visually check all landscape areas irrigated with Netafim drip lines to ensure proper water flow and pressure.
- d. Clean filters located at each zone valve monthly if applicable.
- e. Clean, straighten or adjust any heads not functioning properly.
- f. Straighten, re-attach to bracing and touch up paint on riser heads as needed.
- g. Report any valve or valve box that may be damaged in any way.
- h. Leave areas in which repairs or adjustments are made free of debris.
- i. Adjust controller to the watering needs as dictated by weather conditions, seasonal requirements, and water management district restrictions including adjusting of rain sensors.
- j. Contractor will provide a written report of the findings by zone.

### **C. Qualifying Statements**

#### **1. Repairs**

- a. Repairs that become necessary and that are over and above the routine monthly inspections will be done on a time and material basis. Hourly irrigation repair rates will be defined in overall landscape maintenance contract.
- b. Request for authorization must be submitted to the CDD representative for approval. A description of the problem, its location and estimated cost should be included. All repairs must be approved by the CDD representative prior to initiating any work. It is up to CDD management's discretion to allow contractor to proceed with repairs at an agreed threshold without prior approval.

#### **2. Service Calls**

- a. Service Calls required between scheduled visits will be billed on a time and material basis at the rates extra pricing rates.
- b. When not an emergency, request for authorization must be submitted in written form to the CDD representative for approval. A description of the problem, its location and estimated cost should be included. All repairs must be approved by the CDD representative prior to initiating any work.

3. Contractor will pay special attention during irrigation (IMC) maintenance inspections to ensure that sprinkler heads are positioned so that water does not spray directly onto buildings, windows or parking areas.

- a. Contractor will be held responsible for any accident that arises from the over spray of water on hard surfaces if it is determined that the contractor was negligent in performing monthly irrigation maintenance.
4. Damage resulting from contractor's crews working on the property (i.e., mower and edger cuts) will be repaired at no charge to the CDD within 24 hours of being detected.
5. Contractor shall not be held responsible for any system failure caused by lightning, construction work, pre-existing conditions, freeze or other acts of God.
6. Contractor shall not be held responsible for damage to the landscape caused by mandatory water restrictions placed on the property by the governing water management district.
7. Contractor will visually inspect irrigation system weekly while performing routine maintenance.
8. Contractor will provide a 24 hour "Emergency" number for irrigation repairs.
9. Contractor shall take all required readings from meters or at pump stations as required and work with the CDD representative to file all quarterly and/or semi-annual reports to the Water Management District.

#### **SCHEDULE "E" – ADDITIONAL SERVICES – Not Part of Landscape Maintenance contract**

**Note: Additional services work is not to be considered as part of the overall Landscape Maintenance contract. All Special Services work is to be performed by supplemental crews. CDD management will request proposals, and work is to be completed according to this scope, or as CDD Management agrees. In addition, contractor should and is expected to recommend when they believe these services should be carried out.**

##### **A. Bedding Plants - Annuals**

*The nature and purpose of "Flower Beds" is to draw attention to the display. The highest level of attention should be placed on their on-going care.*

1. Schedule
  - a. Annual changes, if any, will be completed as an additional service at the request of management. A standard yearly rotation includes but is not limited to: All flower beds on the property will be changed out four (4) times per year during the months of January, April, July and October.
  - b. Contractor recognizes that flower beds are intended to highlight and beautify high profile areas and should be selected for color, profusion and display.
  - c. All newly planted beds will have a minimum of 50% of the plants in bloom at the time of installation and they shall be 4 ½" individual pots.
  - d. Contractor will obtain prior approval of plant selection from the CDD representative before installation.
2. Installation
  - a. Plants are to be installed utilizing a triangular spacing of 9" O.C. between plants.
  - b. Annually, prior to the Spring change out, existing soil will be removed to a depth of 6" in all annual beds and replaced with clean growing medium composed of 60% peat and 40% fine aged Pine Bark.

- c. All beds will be cleaned and hand or machine cultivated to a depth of 6" prior to the installation of new plants.
- d. Create a 2" trench where the edge of the bed is adjacent to turf or hardscape.
- e. A granular time-release fertilizer and a granular systemic fungicide will be incorporated into the bedding soil at the time of installation.
- f. All beds should be covered with 1" layer of Pine bark Fines after planting.
- g. Follow-up applications of fertilizer, fungicide and insecticide are provided as needed.
- h. Annuals that require replacement due to over-irrigation or under-irrigation will be replaced immediately by contractor without charge to the CDD.

### 3. Maintenance

- a. Flower beds unique to Towne Park CDD will be reviewed daily or at each service visit for the following:
  - Removal of all litter and debris.
  - Beds are to remain weed – free at all times.
  - All declining blooms are to be removed immediately.
  - Inspect for the presence of insect or disease activity and treat immediately.
- b. Seed heads are to be removed from plants as soon as they appear. "Pinching" of certain varieties weekly is to be a part of the on-going maintenance as well. Frequent "pinching" will result in healthier, more compact plants.
- c. Prolific bloomers such as Salvia require that 10% to 20% of healthy blooms are to be removed weekly.
- d. Pre-emergent herbicides are not to be used in annual beds.
- e. Contractor guarantees the survivability and performance of all annual plantings for a period of 90 days. Any plant that fails to perform during this period will be immediately replaced at the contractor's expense.

### 4. Warranty

Any bedding plant that dies due to insect damage or disease will be replaced under warranty. Exclusions to this warranty would be freeze, theft, or vandalism.

## B. Bed Dressing

### 1. Schedule

- a. Bed dressing will be carried out when CDD management dictates. Proposals will be requested based on need and/or budget. Mulch will be priced "per yard".
- b. Application will be completed within a three week time period.

### 2. Installation

- a. Prior to application, areas will be prepared by removing all foreign debris and accumulated mulch material and establishing a defined, uniform edge to all bed and tree rings as well as a 1" to 2" deep trench along all hardscape surfaces to include equipment pads, in order to hold the mulch in place.

- b. Bed dressing should be installed in weed free beds that have been properly edged and prepared.
- c. Bed Dressing should be installed to maintain a 2" thickness in all bed areas, including tree rings in lawn areas and maintenance strips unless otherwise directed by the CDD representative.
- d. A summary of shipping tickets or invoices for products or subcontract services will be submitted prior to requesting payment for this work.

**C. Palm Trimming**

1. Schedule

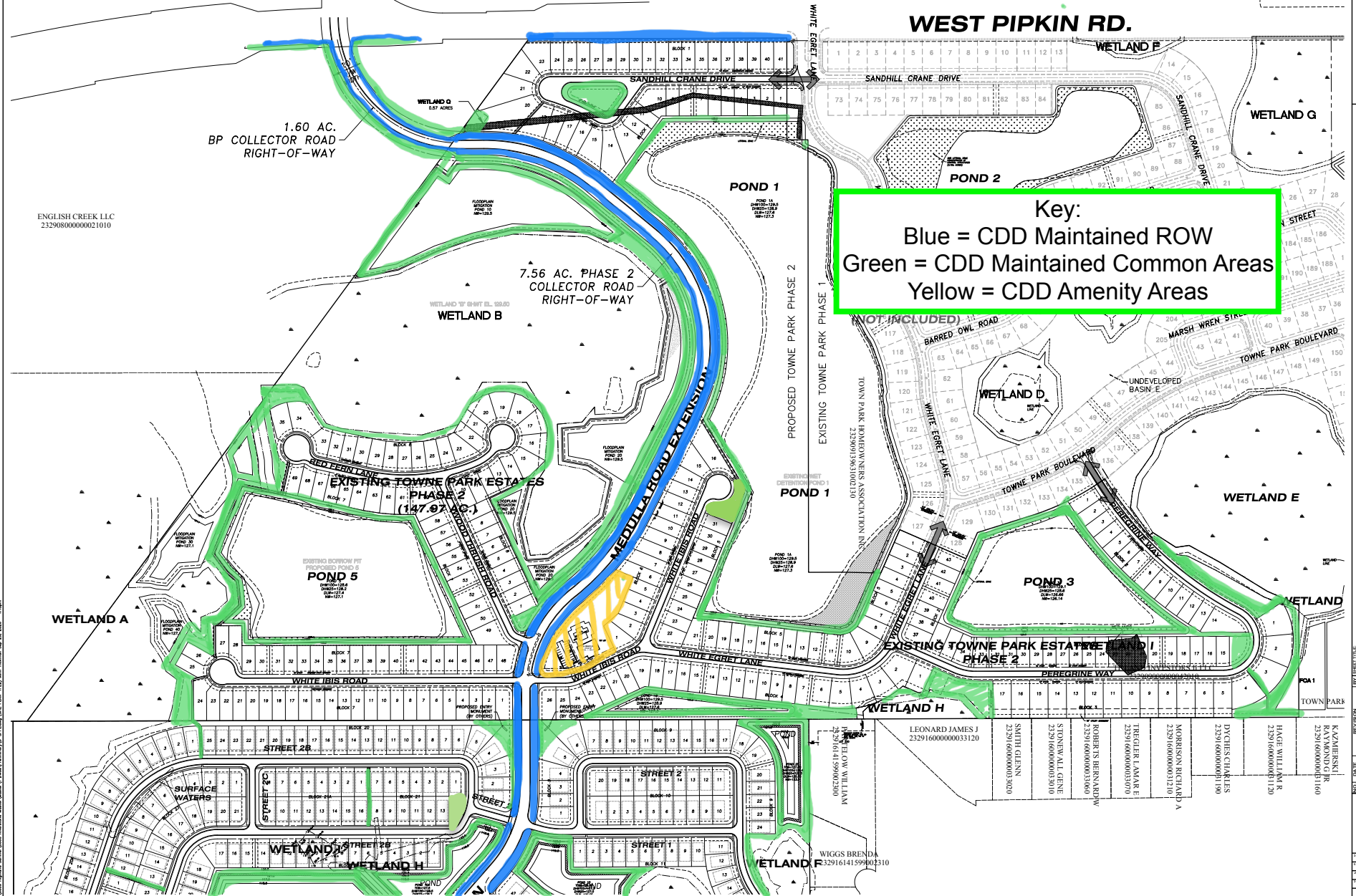
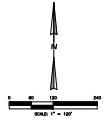
- a. Palm trimming of palms exceeding 15' will be an extra service. Contractor will provide a proposal on request by CDD management or upon recommendation of contractor for palms exceeding 15'. Palm trimming can be done according to the following guidelines or as decided by CDD Management.
  - 2. Specimen Date Palms such as Phoenix varieties (i.e. Dactylifera, Sylvester, Senegal Date, etc.) in excess of 15' CT will be trimmed up to two times per year in June and December as needed. All vegetation will be removed from their trunk and nut and loose or excessive boots will be removed and/or cross cut during this process.
  - 3. All palms less than 15' CT will be trimmed as needed by the detail crew during the regular detail rotation as outlined in General Services.
  - 4. Washingtonia palms in excess of 15' CT will be trimmed up to two times per year in the months of February and August as needed.
  - 5. All palms other than Washingtonia, in excess 15' CT will be trimmed up to once per year in the month of August.
  - 6. Trimming shall include removal of all dead fronds, loose boots and seed stalks.
  - 7. Trim palms so that the lowest remaining fronds are left at a ten and two o'clock profile. "Hurricane" cuts are only to be done at the direction of the CDD representative.
  - 8. When trimming, cut the frond close to the trunk without leaving "stubs"

**EXHIBIT “B”**

**TOWNE PARK COMMUNITY DEVELOPMENT**

**LANDSCAPE SERVICE MAPS**

# Towne Park CDD Landscape Contract Coverage Map 2021







**Towne Park CDD Landscape Contract Coverage Map 2021**

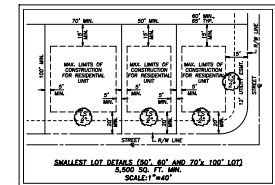
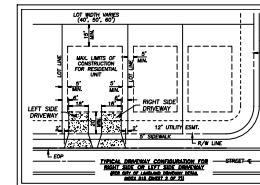
**Phase 3/4 Addendum**

**Key:**  
 Blue = CDD Maintained ROW  
 Green = CDD Maintained Common Areas  
 Yellow = CDD Amenity Areas

PHASE	LOT WIDTH	LOT WIDTH	LOT WIDTH	THOMES	MF TOTAL	SF TOTAL
PHASE 1 (POD 2)	50'	60'	70'			433
PHASE 2 (POD 1)	277	24	20			277
PHASE 3 (POD 3)	43					43
PHASE 4 (POD 4)	99	44				143
PHASE 5 (POD 5)	175					175
PHASE 6 (POD 6)	101					101
<b>TOTAL</b>	<b>1084</b>	<b>68</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>1172</b>

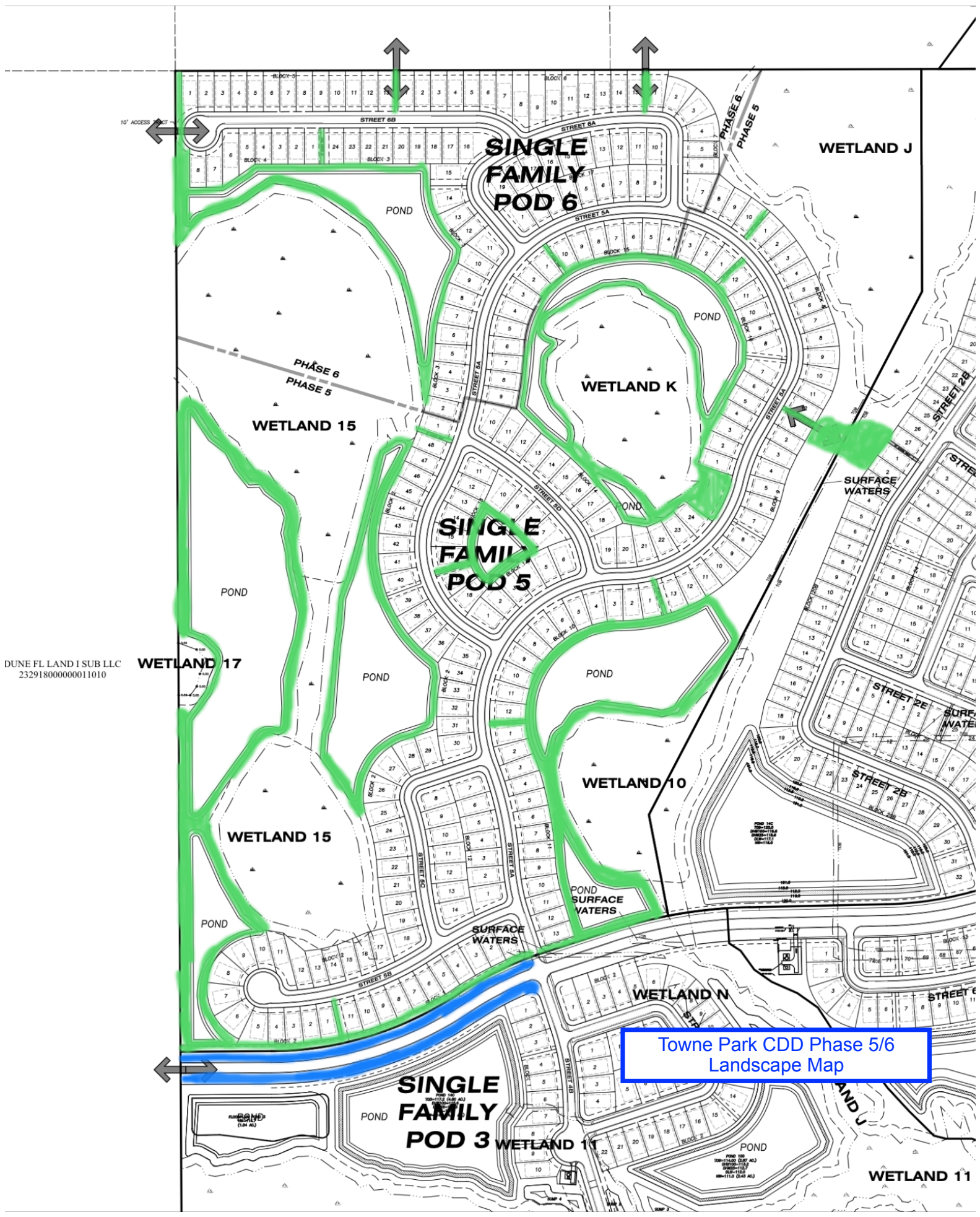
## Phase 3/4 Addendum

Key:  
Blue = CDD Maintained ROW  
Green = CDD Maintained Common Areas  
Yellow = CDD Amenity Areas



RIVERSTONE (TOWNE PARK ESTATES SOUTH) - LOT SUMMARY						
PHASE	LOT WIDTH	LOT WIDTH	LOT WIDTH	T-HOMES	MF TOTAL	SF TOTAL
	50'	60'	70'			
PHASE 1 (POD 2)	389	24				433
PHASE 2 (POD 1)	273		20			277
PHASE 3 (POD 3)	43					43
PHASE 4 (POD 4)	99	44				143
PHASE 5 (POD 5)	175					175
PHASE 6 (POD 6)	101					101
TOTAL	1064	68	20	0	0	1210





DUNE FL LAND I SUB LLC  
23291800000011010

Towne Park CDD Phase 5/6  
Landscape Map

**EXHIBIT “C”**

**TOWNE PARK COMMUNIT DEVELOPMENT DISTRICT**

**FEE SUMMARY**

# Towne Park CDD Landscape Fee Summary

Contractor:

Property: Towne Park CDD

Address:

Address: 219 E Livingston St  
Orlando, FL 32801

Phone:

Phone: 407-201-1514

Fax:

Contact:

Contact: Clayton Smith - Field Operations

Email:

Email: [Csmith@gmscfl.com](mailto:Csmith@gmscfl.com)

	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>GENERAL SERVICES</b>													\$0
Turf Maintenance/Detailing/General													
<b>TURF CARE</b> (Schedule A and Schedule B) Bahia/St Augustine Fert													\$0
<b>TREE/SHRUB CARE</b> (Schedule C) Tree/Shrub Fert													\$0
<b>BED DRESSING - (Enter total yards)</b> (Schedule E - I.) May/Nov Applications <i>Per Yard Pricing:</i>					<i>Estimate yards</i>						<i>Estimate yards</i>		\$0
<b>PALM TRIMMING</b> (Schedule E - III ) <i>Per Palm Price:</i> <i>Enter Counts to be trimmed</i>													\$0
<b>ANNUAL CHANGES</b> (Schedule E - II ) - Extra Services <i>Per Annual Pricing: Estimate count and month</i>	<i>Count Estimate</i>			<i>Count Estimate</i>			<i>Count Estimate</i>			<i>Count Estimate</i>			\$0
<b>IRRIGATION MAINT.</b> (Schedule D)													\$0
<b>TOTAL FEE PER MONTH:</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Flat Fee Schedule</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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<b>Essential Services</b> Gen Services + Schedules A, B, C, D	\$0
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<b>Extra Services</b> Annual Changes, Palm Pruning, Mulch	\$0
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<b>TOTAL</b>	\$0.00
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1. Please fill in the Contractor information at the top left portion of the page.
2. General Services - Fill in each month with the dollars to perform this portion of the Scope of Work. Do not use averaged dollar amounts.
3. Turf Care - Fill in the dollar amount to perform the services each month as outlined in the Scope of Work .
4. Tree/Shrub Care - Fill in the dollar amount to perform the services each month as outlined in the Scope of Work.
5. Bedding Plants - Fill in the quantity of plants to be installed each rotation if not already listed, then fill in the dollar amount to purchase and install that quantity in the months specified in the Scope of Work. Also insert the number of plants installed in each rotation below the dollar amounts in the months they are to be installed.
6. Bed Dressing - Fill in the quantity of Bed Dressing that will be installed if not already listed, then fill in the dollar amount to purchase and install that quantity in the month specified in the Scope of Work.
7. Palm Trimming - Fill in the quantity of each palm variety that will be pruned if not already listed, then fill in the dollar amount to trim each variety in the months indicated in the Scope of Work. Please insert your numbers in the row that corresponds to the specific variety of palm that is to be pruned that month.
8. Irrigation Maintenance - Fill in the dollar amount to perform each services as outlined in the Scope of work. Fill in zone count if known (not required)



# SECTION C



**Landscape & Irrigation Maintenance Proposal**

*Prepared for*

**Towne Park Community Development  
District**

November 2021



**YELLOWSTONE**  
LANDSCAPE



407.396.0529 tel

1773 Business Center Ln.  
Kissimmee, FL 34758

November 17, 2021

Jill Burns, District Manager  
Governmental Management Services  
219 Livingston Street  
Orlando, FL 32801

**Re: Response to Request for Landscape Maintenance Services for Towne Park Community Development District**

To Ms. Burns and Committee,

Thank you for the opportunity to bid the landscape maintenance for Towne Park Community Development District. Our proposal has been created to address your specific needs and expectations.

Our enclosed proposal includes the following sections:

- **Required Documents:** Proposal forms included in your RFP, as well as notarized documents.
- **Personnel:** Information about our company and local offices, our management staff allocated to serving your communities.
- **Experience & References:** Examples of our current projects, which are similar in scope to your needs and expectations, and references for these projects.
- **Startup Plan:** Our 30-60-90 Day Plan that outlines what our maintenance crew, irrigation team, fert/chem team, and account manager will accomplish in the first 90 days. This also includes a letter describing how we intend to accomplish all landscaping tasks outlined in your scope of work. We've also included a daily task sheet that the on-site crew will follow.
- **Pricing Summaries:** Completed pricing forms from your RFP.

We welcome the opportunity to provide you any further details about our firm's commitment to delivering a landscape that Towne Park Community Development District can be proud of.

Sincerely,

Nicole Ailes  
Business Development Manager  
Yellowstone Landscape  
[nailes@yellowstonelandscape.com](mailto:nailes@yellowstonelandscape.com)  
559.977.4719

## **REQUIRED DOCUMENTS**

## TOWNE PARK COMMUNITY DEVELOPMENT DISTRICT PROPOSER QUALIFICATION STATEMENT

1. Proposer: Yellowstone Landscape / / A Partnership  
[Company Name] /x/ A Corporation  
/ / A Subsidiary Corporation
2. Parent Company Name: Yellowstone Landscape Southeast LLC
3. Parent Company Address:  
Street Address 3235 N State St  
P.O. Box (if any) PO Box 849  
City Bunnell State FL Zip Code 32110  
Telephone (386) 437-6211 Fax no. (386) 437-5143  
1st Contact Name Tim Portland Title CEO  
2nd Contact Name Brian Wester Title Regional Vice President
4. Proposer Company Address (if different):  
Street Address 1773 Business Center Ln  
P. O. Box (if any) \_\_\_\_\_  
City Kissimmee State FL Zip Code 34758  
Telephone (407) 396-0529 Fax no. (407) 396-2023  
1st Contact Name Nicole Ailes Title Business Development Manager  
2nd Contact Name Erica Slichter Title Business Development Manager
5. List the location of the office from which the proposer would provide services to Towne Park CDD.  
Street Address 1773 Business Center Ln  
City Kissimmee State FL Zip Code 34758  
Telephone (407) 396-0529 Fax No. (407) 396-2023  
1st Contact Name Mike Smith Title Branch Manager

2nd Contact Name Dana Bryant Title Account Manager

6. Is the Proposer incorporated in the State of Florida? Yes ( ) No (x)

6.1 If yes, provide the following:

- Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes ( ) No ( )

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

6.2 If no, provide the following:

- The State with whom the Proposer's company is incorporated? Delaware

- Is the company in good standing with the State? Yes (x) No ( )

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

- Date incorporated January 28, 2008 Charter No. 20-2993503

- Is the Proposer's company authorized to do business in the State of Florida?  
Yes (x) No ( )

6.3 If Proposer is not incorporated, please identify the type of business entity (i.e.: Limited Liability Company, Partnership, etc.) and the number of years Proposer has been in the business of providing landscape services.

7. Has the Proposer's company provided services for a community development district or similar community previously? Yes (x) No ( )

8. List the Proposer's total annual dollar value of comparable contracts for each of the last three (3) years starting with the latest year and ending with the most current year

(2018) \$6,000,000, (2019) \$8,000,000, (2020) \$8,400,000.

9. What are the Proposer's current insurance limits?



General Liability	\$ 1,000,000
Automobile Liability	\$ 2,000,000
Umbrella Coverage	\$ 10,000,000
Workers Compensation	\$ 1,000,000
Expiration Date	April 30, 2022

10. Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts in any state(s)? Yes ( ) No (X) If so, state the name(s) of the company (ies) \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_  
 State the period(s) of debarment or suspension \_\_\_\_\_

11. List any and all litigation to which the Proposer, any personnel to work at Towne Park CDD, any officer and/or employee of the Proposer has been a party in the last five (5) years. \_\_\_\_  
Information listed in the following attachment titled "Litigation"

12. Has the Proposer or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes ( ) No (X) If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof. \_\_\_\_\_

13. List three (3) jobs (including company, contact person, and telephone number) lost in the previous twelve (12) months (if any):

~~1. Avian Pointe HOA, Melissa Dotson, D.R. Horton, mddotson@drhorton.com, 407-850-5325  
 community still under development and the developer wanted to have the installer maintain the property to gain warranty over plant material.~~

~~2. Lake Ashton II CDD, Mary Bosman, GMS, mbosman@lakeashton2cdd.com, lost due to board change in scope and wanting new landscaping to be warrantied by installer.~~

~~3. Legacy of Leesburg HOA, Sherri Jackson, Leland Management, sjackson@lelandmanagement.com, 352-365-9800, board decided to go with different vendor at the end of our 5 year contract in 2020. In September 2021, we were asked by the board to service the property to replace current vendor and have been servicing it ever since.~~

# Litigation

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The listing below represents all settled and current litigation to which the company has been a party in the past five (5) years:

Case	Settled Date	Nature of Litigation
Yellowstone Landscape – Central, Inc. v. MMDC, LLC	2021	Collections and Contract Dispute
R.L. Ford v. BIO Landscape & Maintenance, Inc.	January 2015	Lease Contract Dispute
Austin Outdoor, LLC v. Former Employee	March 2014	Violation of Confidentiality and Non-Solicitation Agreement Compliance
Austin Outdoor, LLC v. Radco Property Management	June 2017	Contract Dispute
Austin Outdoor, LLC v. Former Employee	September 2017	Violation of Non-Solicitation Agreement Compliance

\*Prior to 2015, Yellowstone Landscape operated under the trade names Austin Outdoor and BIO Landscape and Maintenance, and retains the rights to those names as dba entities today.

14. Attach current financial statements, prepared within the last one hundred eighty (180) days, showing current financial resources, liabilities, capital equipment and historical financial performance for the past one year.
15. Attach any certifications or documentation regarding educational experience of key personnel that would assist the District(s) in evaluating the quality and experience of such personnel.  

\*Information can be found in "Personnel" tab\*
16. **Key Personnel:** Describe any additional experience information of the principal individuals (Foremen, Superintendents, etc.) who are responsible for the actual landscape maintenance work of your organization and who will be assigned to this contract if awarded to contractor. This will be considered for the Experience portion of the evaluation Criteria.

<u>Dana Bryant</u>	<u>Account Manager</u>
Name	Position

<u>Manage crews &amp; technicians</u>	<u>33</u>	<u>3</u>
Type of Work	Yrs. Exp.	Yrs. With Firm

<u>Mike Smith</u>	<u>Branch Manager</u>
Name	Position

<u>Manage Account Managers &amp; Branch</u>	<u>15</u>	<u>6</u>
Type of Work	Yrs. Exp.	Yrs. With Firm

<u>Landon Pyle</u>	<u>Fert/Chem Manager</u>
Name	Position

<u>Manage Fert/Chem Programs</u>	<u>9</u>	<u>5</u>
Type of Work	Yrs. Exp.	Yrs. With Firm

<u>Steve Terzo</u>	<u>General Manager</u>
Name	Position

<u>Manage branch operations</u>	<u>18</u>	<u>1</u>
Type of Work	Yrs. Exp.	Yrs. With Firm

<u>Brian Wester</u>	<u>Regional Manager</u>
Name	Position

<u>Manage regional operations</u>	<u>18</u>	<u>18</u>
Type of Work	Yrs. Exp.	Yrs. With Firm

# Statement of Corporate Stability

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Yellowstone Landscape understands your need to ensure that any potential landscape partner operates in a manner that supports long-term stability, and to verify our ability to provide services to your property in the future.

Our firm was established over a decade ago, by combining already successful, regional landscape companies that had existed for more than twenty years, before they joined together to form Yellowstone Landscape. Since 2008, we've been linked by a common goal to better serve our clients, sharing decades of experience in landscape design and installation, tree care services and landscape maintenance. As one of the landscape industry's fastest growing and most respected commercial landscaping companies, we proudly serve more than 4000 clients from 30 local branch operations facilities across 8 states in the South and Southwest. In 2019 Yellowstone's growth reached a level that made us the largest, privately-owned landscape service company in North America.

We are incorporated in the state of Delaware, chartered in January of 2008. As a privately held company, it is not our practice to disclose operating budgets or financial statements, however, we can confirm that our firm's annual revenue exceeded \$230,000,000 in 2018. We also attest that we operate our company in accordance with all generally accepted best accounting practices, as have been confirmed by independently conducted audits each year since our founding. We maintain an open line of credit of \$20 million, with bonding capacity up to \$40 million.

As a part of the investment portfolio of Harvest Partners, a private equity firm based in New York, New York, Yellowstone is fully prepared to fund any capital expenses necessary to ensure our ability to perform services at full capacity in advance of the stated contract start date, should we be selected as your landscape contractor.

#### Bank Reference Information:

Kyle Blummer  
Antares Capital, L.P.  
Chicago, IL 60661  
P: 312-638-4042

11/18/2021

# Listing of Major Equipment

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Below is a summary listing of fleet vehicles and major equipment currently owned or leased within the Yellowstone Landscape, Southeast Region.

Vehicle/Equipment	Quantity
Mowers (Various Sizes)	>250
Heavy Duty Pickup Trucks	>100
Irrigation Trucks	>35
Water Tank Truck	2
Other Work Trucks	>150
Motorized Work Carts	>75
Heavy Construction Equipment (Various Caterpillar)	>30

## Yellowstone Landscape Group - Fixed Assets

Short Description	Serial Number	Acquisition Date	Notes
Kubota, 2013 RTV 1140	24040	Mar 1, 2013	
Kubota, 2013 RTV 1140	24043	Mar 1, 2013	
Kubota, 2013 RTV 1140	24036	Mar 1, 2013	
Kubota, 2013 RTV 1140	24062	Mar 1, 2013	
Kubota, 2013 RTV 1140	24025	Mar 1, 2013	
Kubota, 2013 RTV 1140	24022	Mar 1, 2013	
Kubota RTV1140CPX	34908	Mar 1, 2015	
Mower, Exmark Lazer S 60"	315603854	Mar 1, 2015	
Mower, Vantage 52"	314612663	May 1, 2015	
Mower, Lazer S 72"	315637952	May 1, 2015	
Mower, Toro Turbo Force	314000206	Sep 1, 2015	
Mower, Vantage 52"	315652687	Oct 1, 2015	
Mower, Exmark 48"	315667541	Oct 1, 2015	
Mower, Exmark 21"	315643573	Oct 1, 2015	
Mower, Exmark 21"	315643586	Oct 1, 2015	
Mower, Exmark 21"	315643588	Oct 1, 2015	
Mower, Exmark Push	315625810	Nov 1, 2015	
Sm Equipment, 2 cycle	Multiple	Apr 1, 2016	
Sm Equipment, 2 cycle	Multiple	Apr 1, 2016	
Mower, Exmark Vantage S 52"	316616230	May 1, 2016	
Mower, Exmark Vantage S 52"	316616233	May 1, 2016	
Sm Equipment, 2 cycle	507837404	Jun 1, 2016	
RTV, X1140W-H	12239	Jun 1, 2016	
Mower, Exmark Vantage 60"	316635609	Jul 1, 2016	
Sm Equipment, 2 cycle	436024675 982610840	Sep 1, 2016	
Sm Equipment, 2 cycle	Multiple	Oct 1, 2016	
Sm Equipment, 2 cycle	507434178 507434196	Oct 1, 2016	
Sm Equipment, 2 cycle		Dec 1, 2016	
Vermeer RTX250 Track Trencher	4613404921	Dec 1, 2016	
Sm Equipment, 2 cycle	508607793	Jan 1, 2017	
Sm Equipment, 2 cycle	51030114 510301157	Apr 1, 2017	
Mower, Vantage 52"	400034356	Apr 1, 2017	
Mower, Exmark Lazer S 72"	316664692	Apr 1, 2017	
Sm Equipment, 2 cycle	510133822 510741997	Apr 1, 2017	
SM Equipment, 2 Cycle	510671407	Jun 1, 2017	
100/50 Gallon Skid	Need from Branch	Jun 1, 2017	
Small Equipment, 2 Cycle	Multiple	Jun 1, 2017	
Small Equipment, 2 Cycle	Multiple	Jun 1, 2017	
Small Equipment, 2 Cycle	Multiple	Sep 1, 2017	
Mower, Vantage 84"	401060214	Oct 1, 2017	
Mower, Lazer 24"	400557987	Oct 1, 2017	
Small Equipment, 2 Cycle	511382263	Dec 1, 2017	
Mower, Exmark, Vantage 52'	401017088	Dec 1, 2017	
Mower, Exmark, Vantage 52'	401017090	Dec 1, 2017	
Roughneck 2 Ton Chain		Dec 1, 2017	
Small Equipment, 2 Cycle		Dec 1, 2017	
Toro Groundmaster	401245601	Jan 1, 2018	



Mower, Vantage 60"	402225444	Mar 1, 2018
Mower, Turf Tracer 36"	401016982	Mar 1, 2018
Mower, Turf Tracer 36"	401162694	Mar 1, 2018
Mower, Turf Tracer 36"	401162695	Mar 1, 2018
Mower, Exmark 21" Walk Behind	402390362	Apr 1, 2018
Mower, Exmark 21" Walk Behind	402390365	Apr 1, 2018
Mower, Exmark 21" Walk Behind	402390366	Apr 1, 2018
Small Equipment, 2 Cycle	Multiple	Apr 1, 2018
Small Equipment, 2 Cycle	Need From Branch	Jun 1, 2018
Billy Goat Truck Loader	070218049	Sep 1, 2018
Billy Goat Vacuum	022618418	Sep 1, 2018
Billy Goat Vacuum	052918347	Sep 1, 2018
Spreader/Sprayer	Need From Branch	Oct 1, 2018
21" Pool Vacuum w/ 60 Cord	092517	Dec 1, 2018
Mower, Exmark 60"	404507369	Mar 1, 2019
Mower, Exmark 60"	404507372	Mar 1, 2019
Mower, Exmark 60"	404507375	Mar 1, 2019
Mower, Exmark 60"	404507400	Mar 1, 2019
Mower, Exmark 60"	404562906	Mar 1, 2019
Mower, Exmark 60"	404562907	Mar 1, 2019
Mower, Exmark 60"	403234861	Mar 1, 2019
Mower, Exmark 60"	403234870	Mar 1, 2019
Blower, Trimmer, and Edger	Multiple	Mar 1, 2019
Small Equipment, 2 Cycle	Multiple	Aug 1, 2019
Small Equipment, 2 Cycle-ORLS	Multiple	Aug 20, 2019
Small Equipment, 2 Cycle		Sep 1, 2019
Blower, B&S Zero Turn	171230	Oct 1, 2019
Mower, 30" Exmark	406300546	Nov 1, 2019
Mower, 30" Exmark	406300545	Nov 1, 2019
Mower, 30" Exmark	406300525	Nov 1, 2019
Mower, 21" Exmark	405029586	Nov 1, 2019
Mower, 21" Exmark	405029587	Nov 1, 2019
Small Equipment, 2 Cycle	See add'l descrip.	Nov 1, 2019
Cat Compact Track Loader	TAW07743	Jul 1, 2017
Truck, 2013 Isuzu NPR HD #1255	54DC4J1BXDS801239	Jun 1, 2013
Trailer, 2013 Open Utility	1Z9BU1622DJ213992	Jul 1, 2013
Trailer, All Pro Utility 5 x 8	1Z9UT083.7EJ213628	Nov 1, 2013
Trailer, 2014 Utility 5 x 8	1XNU5X8G191027025	Nov 1, 2013
Truck, 2008 Ford F550	1FDAW57R18EA27853	Apr 1, 2014
Trailer, 2014All Pro Utility	1Z9UT1218EJ213604	May 1, 2014
Truck, 2015 Ford F250 #1299	1FT7W2A61FEA71280	Jun 1, 2014
Truck, 2015 Ford F250 #1300	1FT7W2A63FEA71281	Jun 1, 2014
Trailer, 2015 5x10 Open	16VA1011E3A44097	Mar 1, 2015
Trailer, 2015 Big Tex	16VEX2227F3001136	Mar 1, 2015
Truck, 2015 Ford F250 #1322	1FT7W2A66FEC60913	Apr 1, 2015
Truck, 2015 Ford F250 #1321	1FDBF2A66FEA89585	Apr 1, 2015
Truck, 2012 Ford F550 #1320	1FD0W5GT1CED19941	Apr 1, 2015
Trailer, 2015 Open Utility	16VNX1628F3002221	May 1, 2015
Trailer, 2015 Triple Crown	1XNU616T4F1054323	Sep 1, 2015
Truck, 2014 Ford F 150 #1406	1FTNF1CF0EKD17301	Sep 1, 2015

Truck, 2015 Ford F350	1FD8W3G66FEB97454	Sep 1, 2015
Truck, 2015 Ford F250	1FT7W2A66FEC46963	Sep 1, 2015
Trailer, 2015 Big Tex Utility	16VNX1623F3026409	Nov 1, 2015
Trailer, 2015 Big Tex Utility	16VNX162XF3027623	Nov 1, 2015
Trailer, 2015 Big Tex Utility	16VNX1624F2027929	Nov 1, 2015
Trailer, 2016 Big Tex Utility	16VPX1629G3067850	Apr 1, 2016
Truck, 2016 Ford F250 #1418	1FT7W2A6XGEA19776	Apr 1, 2016
Truck, 2016 Ford F250 #1417	1FT7W2A62GEA42405	Apr 1, 2016
Trailer, 2016 Big Tex Utility	16VVX0816G3078388	Jul 1, 2016
Truck, 2016 Chevy Silverado	1GC1CUEG0GF265145	Oct 1, 2016
Truck, 2016 Chevy Silverado	1GC1CUEGXGF232167	Oct 1, 2016
Trailer, 2017 Gatortail 7x20	TC1010500	Dec 1, 2016
Trailer, 2017 Gatortail 8x24	TC1010504	Dec 1, 2016
Truck, 2017 Chevy Silverado	1GC1CUEG8HF103118	Apr 1, 2017
Truck, 2017 Chevy Silverado	1GC1KUEG4HF125460	Jun 1, 2017
Trailer, 2017 Anderson	4YNBN1629HC081561	Sep 1, 2017
Truck, 2017 Ford F-5250 #1480	1FT7W2A65HED90359	Oct 1, 2017
Truck, 2017 Ford F-5250 #1481	1FT7W2A66HEB67800	Oct 1, 2017
Trailer, 2017 Utility	16VPX1626H3075521	Nov 1, 2017
Trailer, 2017, Utility	16VPX1629J3091766	Nov 1, 2017
Trailer, Big Tex, Small Reunio	16VAX1019H3025346	Dec 1, 2017
Trailer, 2018 50LA-16	16VNX1625J3011788	Apr 1, 2018
Truck, 2017 Chevy #1502	54DCDJ1B6HS807335	Apr 1, 2018
Truck, 2018 Chevy 4500 #1500	54DCDJ1B1JS800153	Apr 1, 2018
Truck, 2018 Chevy 4500 #1501	54DCDJ1B8JS800151	Apr 1, 2018
Truck #1287 New Engine		May 1, 2018
Trailer Tag Renewal		May 1, 2018
Truck, 2014 Chevy #1508	1GAZG1FA9E1193557	May 1, 2018
GPS #1502		Jul 1, 2018
Truck Graphics #1502		Jul 1, 2018
GPS #1500		Jul 1, 2018
Truck Graphics #1500		Jul 1, 2018
GPS #1501		Jul 1, 2018
Truck Graphics #1501		Jul 1, 2018
Truck, 2019 Chevy 1500 #1591	1GCPWAEF4KZ248704	Feb 1, 2019
Truck, 2019 Chevy 1500 #1592	1GCPWAEF8KZ248270	Feb 1, 2019
Trailer, 2019 Big Tex Utility	16VEX123456712345	Mar 1, 2019
Trailer, 2019 Big Tex Utility	16VEX123456712345	Mar 1, 2019
Truck, 2019 Ford Transit #1626	1FTYE1YM6KKA17670	May 1, 2019
Trailer, Tag		Jun 1, 2019
Trailer, Tag		Jun 1, 2019
Truck, 2019 Chevy #1631	1GCPWAEEXKZ318500	Jun 1, 2019
Trailer, 2019 Big Tex	16VPX1622L3022274	Jul 16, 2019

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Towne Park CDD or their authorized agents, deemed necessary to verify the statements made in this document or documents attached hereto, or necessary to determine whether the Towne Park CDD should consider the Proposer for bidding on the landscape services request for proposals, including such matters as the Proposer's ability, standing, integrity, quality of performance, efficiency and general reputation.


Yellowstone Landscape  
Name of Proposer

By: Nicole Ailes  
Nicole Ailes, Business Development Manager  
[Type Name and Title of Person Signing]

This 18 day of November, 2021

(Corporate Seal)

Sworn to before me this 18 day of November, 2021.

 Joshua Steele  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG270743  
(Seal) Expires 11/23/2022

[Signature] 11/23/2022  
Notary Public/Expiration Date

**TOWNE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSAL  
LANDSCAPE MAINTENANCE SERVICES**

**EVALUATION CRITERIA**

**1. Personnel (25 Points Possible) ( \_\_\_\_ Points Awarded)**

(e.g., skill set and experience of key management and assigned personnel, including the project manager and other specifically trained individuals who will manage the property; present ability to manage this project; proposed staffing levels, etc. Skill set includes certification, technical training, and experience with similar projects. Please include resumes, certifications, etc. with bid.)

**Management and Supervisory Personnel**

Name	Years Exp.	Position/Certifications	Duties and Responsibilities
1. <u>Mike Smith</u>	<u>15</u>	<u>Branch Manager</u>	<u>Oversee all managers and branch operations</u>
2. <u>Dana Bryant</u>	<u>33</u>	<u>Account Manager</u>	<u>Oversee crews and technicians for property</u>
3. <u>Steve Terzo</u>	<u>18</u>	<u>General Manager</u>	<u>Oversee branch operations</u>
4. <u>Landon Pyle</u>	<u>9</u>	<u>Fert/Chem Manager</u>	<u>Oversee fert/chem program for branch</u>
5. <u>Brian Wester</u>	<u>18</u>	<u>Regional Manager</u>	<u>Oversee regional operations</u>

**Proposed Staffing Levels**

Landscape Maintenance staff will include; 3-5 laborers, 1 supervisors, and 3 technical personnel. In addition, list any personnel with technical expertise that will be utilized on this project. (Such as pesticide, herbicide application, arborists or horticulturist, etc)

Name	Years Exp.	Position/Certifications	Duties and Responsibilities
1. <u>Dana Bryant</u>	<u>33</u>	<u>Account Manager</u>	<u>Oversee crews and technicians</u>
2. <u>Mike Smith</u>	<u>15</u>	<u>Branch Manager</u>	<u>Oversee branch operations</u>
3. <u>Landon Pyle</u>	<u>9</u>	<u>Fert/Chem Manager</u>	<u>Oversee fert/chem program</u>
4. <u>Logan Comparato</u>	<u>3</u>	<u>Irrigation technician</u>	<u>Irrigation Checks &amp; Reports</u>

**2. Experience (20 Points Possible) ( \_\_\_\_\_ Points Awarded)**

(e.g., past and current record and experience of the respondent in similar projects, volume of work previously awarded to the firm; past performance in any other contracts; subcontractor listing, inventory of all equipment, etc)

1. Project Name/Location: Reunion East & West CDD  
Contact: Alan Scheerer Contact Phone: 407-398-2890  
Project Type/Description: Community Development District  
Dollar Amount of Contract: \$600,000+  
Your Company's Detailed Scope of Services for Project: Mowing of all turf areas, trimming and detailing of all shrubs and trees, spraying and hand pulling of weeds in beds, trash/debris removal, fertilization and chemical treatments of all turf and plant material, irrigation inspections, quarterly flower rotations, palm pruning, and mulching of property  
Duration of Contract: START DATE: 2004 END DATE Current
2. Project Name/Location: Randal Park CDD  
Contact: William Viasalyers Contact Phone: 407-451-4047  
Project Type/Description: Community Development District  
Dollar Amount of Contract: \$250,000+  
Your Company's Detailed Scope of Services for Project: Mowing of all turf areas, trimming and detailing of all shrubs and trees, spraying and hand pulling of weeds in beds, trash/debris removal, fertilization and chemical treatments of all turf and plant material, irrigation inspections, quarterly flower rotations, palm pruning, and mulching of property  
Duration of Contract: START DATE: 2015 END DATE: Current
3. Project Name/Location: Solterra CDD  
Contact: Patricia Thibault Contact Phone: 321-263-0132 ext. 738  
Project Type/Description: Community Development District  
Dollar Amount of Contract: \$150,000+

**Experience cont.**

Your Company's Detailed Scope of Services for Project: Mowing of all turf areas, trimming and detailing of all shrubs and trees, spraying and hand pulling of weeds in beds, trash/debris removal, fertilization and chemical treatments of all turf and plant material, irrigation inspections, quarterly flower rotations, palm pruning, and mulching of property

Duration of Contract: START DATE: 2017 END DATE: Current

4. Project Name/Location: Waterleigh HOA  
Contact: Michelle Collier Contact Phone: 407-605-5588  
Project Type/Description: Common Areas, Townhomes, and Single Family Home Landscape Maintenance  
Dollar Amount of Contract: \$600,000.00+  
Your Company's Detailed Scope of Services for Project: Mowing of all turf areas, trimming and detailing of all shrubs and trees, spraying and hand pulling of weeds in beds, trash/debris removal, fertilization and chemical treatments of all turf and plant material, irrigation inspections, quarterly flower rotations, palm pruning, and mulching of property

Duration of Contract: START DATE: 2017 END DATE: Current

5. Project Name/Location: Celebration Residential Owners Association  
Contact: Tim Prescott Contact Phone: 407-922-0945  
Project Type/Description: Parks, Facilities, Sports Fields, Single Family Homes, and Townhomes  
Dollar Amount of Contract: \$350,000+  
Your Company's Detailed Scope of Services for Project: Mowing of all turf areas, trimming and detailing of all shrubs and trees, spraying and hand pulling of weeds in beds, trash/debris removal, fertilization and chemical treatments of all turf and plant material, irrigation inspections, quarterly flower rotations, palm pruning, and mulching of property

Duration of Contract: START DATE: 2018 END DATE: Current



**Experience cont.**

An additional five (5) points will be awarded to all Proposers with previous landscape maintenance experience with CDDs within the past three (3) years.

**Has your company had previous Landscape Maintenance experience with other Community Development Districts within the past three (3) years?** YES x NO       

If yes, please fill in information below:

Project Name/Location: Reunion East and Reunion West CDDs

Contact: Alan Scheerer Phone: 407.398.2890 \$ amt.: \$600,000+

Your company's Scope of Services for Project: Mowing of all turf areas, trimming and detailing of all shrubs and trees, spraying and hand pulling of weeds in beds, trash/debris removal, fertilization and chemical treatments of all turf and plant material, irrigation inspections, quarterly flower rotations, palm pruning, and mulching of property

Duration of Contract: START DATE: 2004 END DATE: Current

(5 Points Possible) (        Points Awarded – This is either “0” or “5”)

**3. Understanding Scope of RFP (25 Points Possible) (        Points Awarded)**

Does the proposal demonstrate an understanding of the District's needs for the services requested? Does it provide all information as requested by the District including product specifications, pricing, scheduling, staffing, qualifications, etc.? Have all documents been completed as directed and information requested been provided? Does it demonstrate clearly the ability to perform these services?

**4. Financial Capacity (10 Points Possible) (        Points Awarded)**

Demonstration of financial resources and stability as a business entity necessary to implement and execute the services required as discussed in the RFP. At a minimum, Proposer must include proof of ability to provide insurance coverage as required by the District.

**5. Price (15 Points Possible) (        Points Awarded)**

Ten (10) points will be awarded to the Proposer submitting the lowest bid (the Contract Amount). AN AVERAGE OF ALL THREE YEARS PRICING IS TO BE CONSIDERED WHEN AWARDING POINTS FOR PRICING - THE INITIAL TWO-YEAR TERM AND THE FIRST AND SECOND ANNUAL RENEWALS. All other proposers will receive a percentage of this amount based upon a formula which divides the low bid by the proposer's bid and is then multiplied by the number of points possible in this part of the Price evaluation. \*

\* Contractor "A" turns in a bid of \$210,000 and is deemed to be low bid and will receive the full 25 points. Contractor "B" turns in a bid of \$265,000. Bid "A" is divided by Bid "B" then multiplied by the number of points possible (25).  $(210,000/265,000) \times 25 = 19.81$ , therefore, Contractor "B" will receive 19.81 of 25 possible points. Contractor "C" turns in a bid of \$425,000. Bid "A" is divided by Bid "C"

then multiplied by the number of points possible (25).  $(210,000/425,000) \times 25 = 12.35$ , therefore, Contractor "C" will receive 12.35 of 25 points.

**Price CONT: Reasonableness of ALL Numbers (5 Points Possible) ( \_\_\_\_\_ Points Awarded)**

Up to fifteen (5) points will be awarded as to the reasonableness of ALL numbers, quantities and costs (including, but not limited to fertilizer quantities, General Landscape Maintenance costs, etc.) provided in Parts 1,2, and 3.

**Proposer's Total Score (100 Points Possible) ( \_\_\_\_\_ Points Awarded)**

## **PERSONNEL**



## YELLOWSTONE LANDSCAPE



*Yellowstone Landscape* began in 2008 with the unification of established, independently successful regional landscape companies.

We've been linked by a common goal to better serve our clients, sharing decades of experience in landscape maintenance, landscape design and installation, and tree care services.

As one of the landscape industry's fastest growing and most awarded commercial landscaping

companies, we are proud to serve more than three thousand client properties from our local branch facilities, across the South, Southwest, and Midwest.

We offer a uniquely comprehensive suite of services and expertise, allowing us to partner with our clients at any stage in their landscape's life cycle. From a landscape design idea on a computer screen, to a mature and thriving landscape in the ground, Yellowstone Landscape is the only commercial landscaping partner you'll ever need.



# Proud to Serve Orlando



## *Excellence in Commercial Landscaping for Your Orlando Area Properties*

Yellowstone Landscape is proud to serve Central Florida's commercial landscaping needs from two branch locations in Orlando. With **more than 250 local employees**, we're one of the largest and most awarded commercial landscape service firms in the greater Orlando area.

We offer landscape design, landscape installation, and landscape maintenance services

to some of the area's most beautiful homeowner associations, resorts and hotels, city and county governments, master planned developments, corporate campuses, commercial office parks, schools, universities, hospitals, apartment communities and retail shopping centers.

Our service teams are ready to provide you with **Orlando's most professional and responsive commercial landscaping services**, always tailored to your needs and expectations.

---

**Orlando-North Offices**  
1930 Silver Star Road  
Orlando, FL 32804  
407.814.2400

**Orlando-South Offices**  
1773 Business Center Lane  
Kissimmee, FL 34758  
407.396.0529

# Landscape Maintenance



Landscape Maintenance is all about the details. We're committed to getting the details right, so you can enjoy your landscape and take pride in its appearance.

From week to week, month to month, and year to year, there are **hundreds of details** that need to be coordinated for your landscape to look its best. Assuring that none of those details are overlooked requires a professionally administered, integrated **Landscape Maintenance program**.

Synchronizing routine maintenance activities like mowing, edging, weeding, trimming and clean-up, with fertilization and pest management applications, and your irrigation system's schedule and maintenance is no easy task.

That's why we incorporate all the details of our landscape services into **your Plan for Success™**.

Our Landscape Maintenance teams are trained in our industry's Best Practices. They behave as if they were a part of your staff and work **hard to solve problems while they're still called opportunities**. If the unexpected happens, our teams respond to correct the problem, quickly and professionally.

Your dedicated Account Manager will provide regular updates about what we're doing to maintain your landscape. Our goal is to provide you with **all the information you need** about your landscape, when you need it.



# Irrigation Installation & Management



There is **nothing** more essential to the success of your landscape than regular access to the right amount of water.

Commercial irrigation systems are sophisticated technology that require special certification to install and operate.

Our Irrigation Installation and Management Professionals are **experts in all major commercial irrigation systems**. From older systems in need of frequent repairs and updates, to the most modern and innovative water-wise systems available, our Irrigation Teams are **dedicated to protecting your valuable water resources**. Once installed, we always adhere

to local ordinances governing water use and have implemented the principles of the leading industry groups. These **guidelines govern how we design, install, and maintain your irrigation system**.

Professional irrigation management is an essential service to eliminate waste in your water consumption and reduce your water usage.

**Yellowstone Landscape provides you with the most experienced team of Irrigation Professionals in the industry.**



# Landscape Design



You need your landscape to look its best, but you're not quite sure where to get started.

Whether you need a landscape design plan for a new development or just want to enhance a few feature areas in your existing landscape, our Landscape Designers are ready to help you see your landscape's full potential.

**Our Designers are specially trained, creative professionals.** They're knowledgeable about all the latest concepts in landscape design and they're also familiar with your area's local plant materials. This ensures that what they select to plant will thrive once it's in the ground.

The last thing you want is to invest in a landscape installation project, only to see the plants fail within the first year.

Working with a Landscape Designer starts with a meeting to find out what your goals are for your project. They'll create **photo renderings** so you can actually see what your new landscape will look like, before it's planted. You'll be a part of the process from beginning to end.

And best of all, we offer **Landscape Design as a complimentary service** to current Landscape Maintenance clients when we install your landscape enhancement.

# Committed to Safety



Yellowstone Landscape has made safety our number one priority. We know that we are equally responsible for the safety of our employees, and our clients' residents, employees, guests and their property.

Our commitment to safety includes providing a **safe, healthy work environment**, kept free from hazards. Whether starting or ending the day at one of our branch locations, traveling over the area's roadways, or at a client's work site, all Yellowstone Landscape employees are trained to **behave professionally and remain alert** to all potential safety hazards they may encounter.

## Our Commitment to Safety includes:

- New Employee Training on Safe Operating Procedures
- Strict Compliance to All OSHA Regulations
- Weekly Tailgate Talks Conducted with All Field Service Teams
- Annual Safety Rodeos with Industry Safety Experts
- Dedicated Safety Officers in Each Branch Location
- Mandatory Use of Appropriate Personal Protective Equipment (PPE) at All Times



# Environmental Stewardship



As a leader in the landscaping industry we have an added responsibility to be good stewards of our natural resources. We also understand that many clients have become keenly aware of the need to reduce their environmental impact.

**Our initiatives toward responsible environmental stewardship include:**

**Integrated Pest Management:** IPM Programs use a combination of targeted management tools rather than broad blanket applications to create an environment free from pests and disease.

**Innovation Irrigation:** This includes smart controllers, rain sensors, micro irrigation

and drip irrigation to eliminate water waste, integrating recycled water intakes where natural sources are available.

**Reducing Carbon Emissions:** EFI equipment used by our service personnel reduces our fuel consumption by 25% compared with traditional outdoor power equipment. Our firm's EFI equipment purchases over the past 6 years have dramatically reduced greenhouse gas emissions over previously used carbuerated models.

**Drought-Tolerant Plants & Trees:** Installing the right plant material for your property's environment reduces the water consumption necessary for your plants and trees to thrive.

# Our People. Your Partner.



**YELLOWSTONE**  
LANDSCAPE



At Yellowstone Landscape, we know that our people are what have made us the company we are today.

Our 2500 Full Time Landscape Professionals include industry veterans, many with more than 20 years of experience providing professional landscape services. We also recruit and hire some of the brightest young talent in the industry, recruited from the nation's finest colleges and university Horticulture and Agronomic programs.

We're proud that over 75% of our management staff hold advanced degrees and certifications related to their current position's responsibilities.

Our training programs reach far beyond our industry's Best Practices. We conduct ongoing Safety Training for our crews, to guarantee that they're working safely for you. Members of our management staff receive formal Customer Service Training, teaching them how to understand your expectations and communicate with you effectively and professionally.

We're proud of our people. We want you to be proud of your landscape service partner.



# Principal Officers

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Our Leadership Team is committed to making Yellowstone Landscape the premier commercial landscape service company in the South and Southwest United States. We bring that excellence to bear on behalf of our clients through industry-leading investments in safety, training, and information systems.

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**Tim Portland** has served as *Chief Executive Officer* of Yellowstone Landscape since 2012. Prior to joining Yellowstone, Mr. Portland was the CEO of United Subcontractors, one of largest installers of insulation and other building products in the country. Over his ten year career at Scotts Miracle-Gro, he led several lines of Scotts' businesses. For five years before joining Scotts, Mr. Portland was a management consultant with McKinsey and Company. He has an MBA from the University of Virginia's Darden Business School, and an undergraduate degree from Dartmouth College.



**Elise Johnson** has been Yellowstone Landscape's *Vice President of Human Resources* since joining the company in 2010. She earned her bachelor's degree from Dickinson College, before completing a Master's Program at Rutgers, The State University of New Jersey. Before joining Yellowstone, Ms. Johnson held similar positions at investment firms in New York and New Jersey. As Vice President of Human Resources, Ms. Johnson and her staff's responsibilities include recruiting, employee retention, training, and compliance.



**James Herth** is Yellowstone Landscape's *Vice President of Business Development*, a position he accepted in 2014, after joining the company in 2011 as Branch Manager in the Jacksonville branch location. Mr. Herth is responsible for the growth and development of the company, overseeing the Business Development team. A twenty-year industry veteran, Mr. Herth is a licensed Arborist and holds a bachelor's degree from Siena Heights University.

# Brian Wester, *Regional Vice President*

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	<p>As the Regional Vice President of Yellowstone Landscape, Brian is responsible for overseeing the region's daily operations. Having played a key role in establishing the Central Florida district of the company, he previously managed the district from 2004 until 2010, when he assumed his present role leading the Southern region.</p>
Education	<p><b>University of Florida</b>, Gainesville, FL Master of Business Administration</p> <p><b>University of Phoenix</b>, Phoenix, AZ Bachelor of Science, Business and Finance Major</p> <p><b>Lake City Community College</b>, Lake City, FL Associate of Science, Golf Course Operations</p>
Relevant Experience	<p><b>Regional Vice President</b>, Yellowstone Landscape – Jacksonville FL 2011 - present Responsible for all landscape operations within the Yellowstone Landscape Southern region, including Florida, Georgia, and South Carolina. Oversees all branch operations and employees, builds operational strategies that improve company-wide quality, and manages operations training and leads continuous improvement efforts.</p> <p><b>District Manager</b>, Austin Outdoor, LLC – Orlando, FL 2003-2010 Responsible for landscape construction and maintenance operations, worked with all plans, blueprints, and specifications for each project, hired and coordinated construction crews, balanced the workload and materials for each project, maintained up-to-date roster of all personnel and job activities, identified equipment and resources needed for each project, assured preventative maintenance on all equipment, conducted regular inspections of in-progress projects, and identified training needed for personnel.</p>



# Steven Terzo, General Manager

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	<p>As the General Manager of our Central Florida markets, Steve is responsible for overseeing each of the local branch's operations. Steve's role as General Manager continues the growth of our personnel and to solidifies Yellowstone as one of the premier landscape companies in the region.</p> <p>He coordinates operations, which includes personnel, equipment, safety regulations, plant material and other resources. He works with each local branch to maintain the highest quality projects and ensures the team provides world class service to our customers.</p> <p>Steve brings his extensive horticultural education and years of green industry experience to multiple Yellowstone Landscape branches in Central Florida.</p>
<b>Certifications</b>	<p><i>Dale Carnegie- Executive Leadership Program</i>, West Palm, FL</p> <p><i>JC Elrich Pest Control</i>, Middletown, NY Level 4 Technician Study Classes</p> <p><i>Purdue University</i>, West Lafayette, IN Certified Pest Control Operator</p> <p><i>University of Florida</i>, Gainesville, FL Best Management Practices</p>
<b>Relevant Experience</b>	<p><i>General Manager</i>, Yellowstone Landscape – Central Florida 2021 - present Responsible for all landscape operations within Yellowstone Landscape's Central Florida market, including Orlando, Kissimmee, and Leesburg. Oversees all branches operations and employees, builds operational strategies that improve company-wide quality, and manages operations training and leads continuous improvement efforts.</p> <p><i>Operations Manager</i>, Yellowstone Landscape – West Palm &amp; Port St. Lucie, FL 2020-2021 Responsible for landscape maintenance and installation operations, works with all plans and specifications for each project and has extensive knowledge of the budget and service expectations, hires and coordinates landscape management crews, balances the workload and materials needed for each project, maintains up-to-date roster of all personnel and job activities, identifies equipment and</p>

# Steven Terzo, *General Manager*

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resources needed for each project, assures that preventive maintenance is performed on all equipment, and conducts regular inspections of in-progress projects.

***Branch Manager, One, Two, Tree, Inc.- Stuart FL***

***2020-2020***

Responsible for all aspects of the business including estimating, sales, production, safety, customer service, and employee development.

***Vice President of Operations, Seacrest Services- West Palm, FL***

***2006-2020***

Managed commercial landscape design and management firm. Developed and managed annual budgets, operational budgets, and handled client and supplier contracts. Recruited, trained, and oversaw work of multiple project teams.

***Owner & CEO, A & D Lawn Care, Coral Springs, FL***

***2003-2006***

Found and managed landscaping company that provided design, installation, irrigation, and maintenance services to customers throughout Broward County. Recruited, trained, and supervised staff. Handled all corporate marketing, communications, accounting, and project permitting.

# Michael Smith, *Branch Manager*



As the branch manager of our Orlando-South branch, Doug is responsible for overseeing the location's current and upcoming projects. He coordinates operations, which includes personnel, equipment, safety regulations, plant material and other resources. He works with each project to maintain the highest quality projects and services.

## Certifications

OSHA 30 Hour Certification, Maxicom Operator Certified, Maxicom Technician Certified, Rain Bird Factory Trained, Hunter Industries Factory Trained, Hydropointe Factory Trained

## Relevant Experience

***Branch Manager***, Yellowstone Landscape – Kissimmee, FL

2021 - present

Responsible for landscape maintenance and installation operations, works with all plans and specifications for each project and has extensive knowledge of the budget and service expectations, hires and coordinates landscape management crews, balances the workload and materials needed for each project, maintains up-to-date roster of all personnel and job activities, identifies equipment and resources needed for each project, assures that preventive maintenance is performed on all equipment, and conducts regular inspections of in-progress projects.

***Irrigation Manager***, Yellowstone Landscape – Kissimmee, FL

2016 -2021

Responsible for managing irrigation technicians for 2 branches. Schedules and organizes irrigation inspections, irrigation reports, and emergency repairs. Coordinates with branch managers and account managers to ensure all properties are serviced monthly.

***Owner***, MGC Landscaping- Davenport, FL

2011-2016

Planning and scheduling field operations, management mow and detail crews, communicating with clients, selling enhancement services, assisting in training and employee development, ensuring a safe work environment for employees.

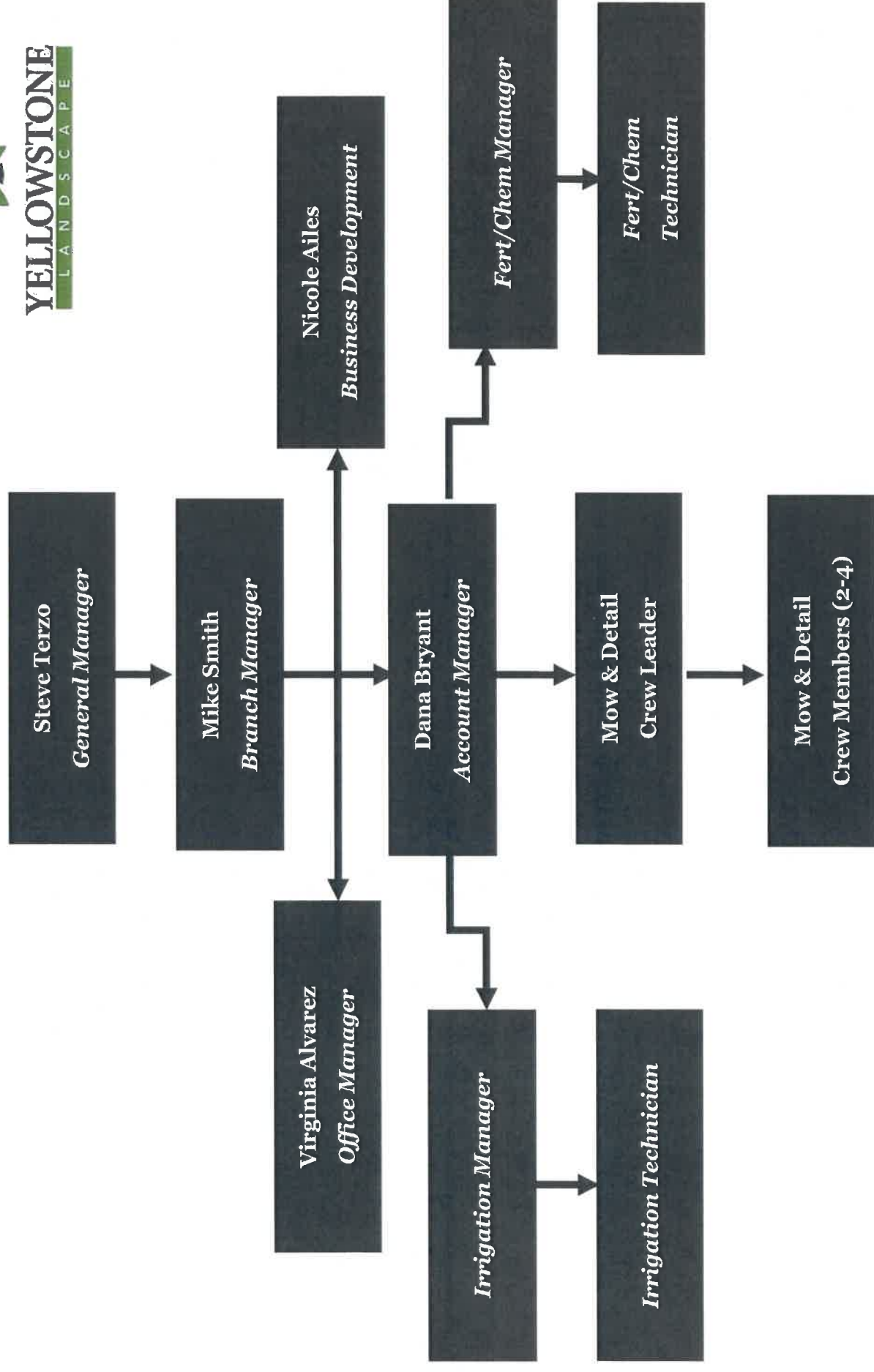
# Michael Smith, *Branch Manager*

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	<p><b><i>Irrigation Foreman</i></b>, Austin Outdoor (now known as Yellowstone Landscape) – Davenport, FL 2006-2011 Responsible for checking irrigation at various properties. Includes turning on irrigation, making minor adjustments, and writing reports on findings. Will make major repairs once given approval by property managers or irrigation manager.</p>
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# Towne Park CDD







**BRUCE VICKERS, TAX COLLECTOR**

OSCEOLA COUNTY, STATE OF FLORIDA

**LOCAL BUSINESS TAX RECEIPT****EXPIRATION****SEPTEMBER 30, 2022****ACCOUNT NO.****112799****2022****BUSINESS TYPE:**  
4190 LAWN CARE/LANDSCAPE08/03/2021  
Oper N/A  
Till Internet  
Paid 30.00  
Rcpt.#024253

4190-81855

TRANSFER 0.00

ORIGINAL TAX 30.00

AMOUNT 0.00

PENALTY 0.00

COLLECTION COST 0.00

TOTAL 30.00

**BUSINESS:**

Yellowstone Landscape-Southeast, LLC

Contact: Dolores Mew  
1773 Business Center Ln.  
Kissimmee, FL 34758Location:  
OSCEOLA COUNTY

GV35255-1

  
**BRUCE VICKERS OFC, TAX COLLECTOR**  
P.O. BOX 422105, KISSIMMEE, FL 34742-2105  
407-742-4000

THIS RECEIPT IS IN ADDITION AND NOT IN LIEU OF ANY OTHER LICENSE REQUIRED BY LAW OR MUNICIPAL ORDINANCE AND IS SUBJECT TO REGULATIONS OF ZONING, HEALTH, AND ANY OTHER LAWFUL AUTHORITY.

**THIS LOCAL BUSINESS TAX RECEIPT IS FURNISHED PURSUANT TO CHAPTER 205 LAWS OF  
FLORIDA AND OSCEOLA COUNTY ORDINANCE 95-10, AS AMENDED**

The law requires this Local Business Tax Receipt to be displayed conspicuously at the place of business in such manner that it can be open to the view of the public and subject to inspection by all duly authorized officers of the County.

Pursuant to State Law, all Local Business Tax Receipts shall expire on September 30th of the succeeding year. Those Local Business Tax Receipts renewed beginning October 1st shall be delinquent and subject to a delinquency penalty of 10% for the month of October, plus an additional 5% penalty for each month of delinquency thereafter until paid; provided that the total delinquency penalty shall not exceed 25% of the Local Business Tax Receipt for the delinquent establishment. A 25% penalty shall be imposed on any person engaged in any new business, occupation or profession without first obtaining an Osceola County Local Business Tax Receipt. PLUS: if delinquent more than 150 days, subject to civil actions and penalties, and a penalty of up to \$250.

This receipt is a Local Business Tax only. It does not permit the Local Business Taxpayer to violate any existing regulatory or zoning laws of the state, county, or cities, nor does it exempt the licensee from any other license or permits that may be required by law.

This form becomes a receipt when validated by the Tax Collector. Note: Display in accordance with the county ordinance. Local Business Tax Receipts are subject to change according to law.

Yellowstone Landscape-Southeast, LLC  
1773 Business Center Ln.  
Kissimmee, FL 34758

**BRUCE VICKERS, TAX COLLECTOR**

OSCEOLA COUNTY, STATE OF FLORIDA

LOCAL BUSINESS TAX RECEIPT

**EXPIRATION**

SEPTEMBER 30, 2022

**ACCOUNT NO.**

112799

**2022****BUSINESS TYPE:**

6340 IRRIGATION CONTR (BLDG DEPT)

08/03/2021

Oper N/A

Till Internet

Paid 0.00

Rcpt.#024253

119295

TRANSFER

0.00

ORIGINAL TAX

0.00

AMOUNT

0.00

PENALTY

0.00

COLLECTION COST

0.00

TOTAL

0.00

**BUSINESS:**

Yellowstone Landscape-Southeast, LLC

Contact: Dolores Mew

1773 Business Center Ln.

Kissimmee, FL 34758

Location:

OSCEOLA COUNTY

SCC131151484 (Jared Allan Berryman)

*Bruce E. Vickers*  
BRUCE VICKERS CPC, TAX COLLECTOR  
P.O. BOX 422105, KISSIMMEE FL 34742-2105  
407-742-4000

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Yellowstone Landscape-Southeast, LLC  
1773 Business Center Ln.  
Kissimmee, FL 34758



**BRUCE VICKERS, TAX COLLECTOR**

OSCEOLA COUNTY, STATE OF FLORIDA

**LOCAL BUSINESS TAX RECEIPT****EXPIRATION**

SEPTEMBER 30, 2022

**ACCOUNT NO.**

112799

**2022****BUSINESS TYPE:**  
6190 HANDYMAN/CARPENTER "SUB CONTRACTOR  
ONLY" (BLDG DEPT)**BUSINESS:**Yellowstone Landscape-Southeast, LLC  
Contact: Dolores Mew  
1773 Business Center Ln.  
Kissimmee, FL 3475808/03/2021  
Oper N/A  
Till Internet  
Paid 0.00  
Rcpt.#024253Location:  
OSCEOLA COUNTY

117589	
TRANSFER	0.00
ORIGINAL TAX	0.00
AMOUNT	0.00
PENALTY	0.00
COLLECTION COST	0.00
TOTAL	0.00

  
**BRUCE VICKERS CFC, TAX COLLECTOR**  
P.O. BOX 422105, KISSIMMEE, FL 34742-2105  
407-742-4000

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Yellowstone Landscape-Southeast, LLC  
1773 Business Center Ln.  
Kissimmee, FL 34758

State of



Florida

Department of Agriculture and Consumer Services  
Bureau of Licensing and Enforcement

**CERTIFIED PEST CONTROL OPERATOR**

Number: JF190298

LONDON TYLER PYLE

*This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice*



*General Household Pest and Rodent Control, Lawn and Ornamental*

*in conformity with an Act of the Legislature of the State of Florida regulating the  
practice of Pest Control and imposing penalties for violations.*

*In Testimony Whereof, Witness this  
signature at Tallahassee, Florida on October 16, 2018*

*Adam H. Putnam*

Adam H. Putnam  
Commissioner of Agriculture

*David R. Oakley*  
Chief, Bureau of Licensing and Enforcement





**This is to Certify that**  
**Michael Smith**

Completed the requirements of the Rain Bird Factory Trained Program and has received the designation of:

**Maxicom Operator**  
**Jackson, MS - August 21st, 2019**

A handwritten signature in black ink, appearing to read "Robert Pfeil".

Designation Expiration 8/21/2022

Robert Pfeil, Marketing Group Manager - Services, Rain Bird International, Inc. - Services Division

Student ID 1455231



# Certificate of Completion

**NICOLE AILES**

**Has Completed a Florida Department of  
Transportation Approved Temporary Traffic  
Control (TTC) Intermediate Course.**

**06/12/2024**

**110**

**Michael T. Hernandez**

**62851**

Date Expires

FDOT Provider #

Instructor

Certificate #



IOA Risk Services  
1855 W State Rd 434  
Longwood, FL 32750  
[www.safetylinks.net](http://www.safetylinks.net)  
[ghansen@safetylinks.net](mailto:ghansen@safetylinks.net)



For more information about Temporary Traffic  
Control (TTC) or to verify this certificate

[www.motadmin.com](http://www.motadmin.com)



## **EXPERIENCE & REFERENCES**

# Services for Public Sector Clients



We are proud to serve Public Sector clients across the South, and to be a part of some tremendously successful projects beautifying our local communities. **We understand the challenges that local governments and agencies face in managing their public green spaces.**

Public parks, trails, and streetscapes create unique opportunities to enrich the lives of your community's residents. Investing in professional landscape services delivers a consistently high-quality appearance, and does so at a lower cost than in-house grounds maintenance services.

Our professional landscaping services offered to Public Sector clients include award-winning

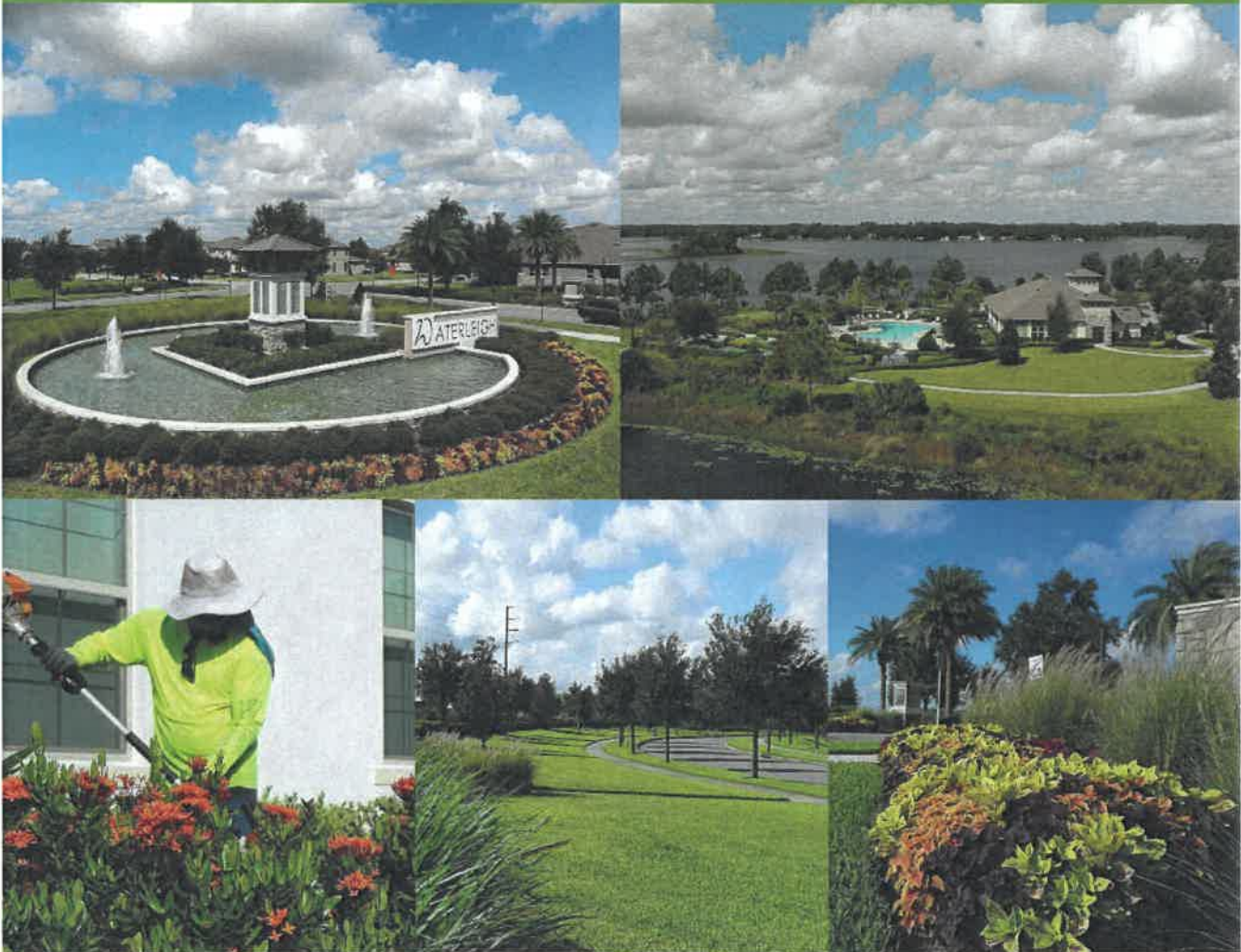
Landscape Design and Installation teams, ready to deliver beautiful landscape enhancements and installations. When we continue to maintain the project for you, we can even extend our normal warranty on installed plant materials.

We'll also work with you to identify any possible liabilities or hazards in your community's public spaces. With services like raising tree canopies and making sure drains are kept clear of debris, our Landscape Professionals partner with you to keep your residents safe from hazards. And, in case of a natural disaster or extreme weather event, our crews will be there to assist with clean up after the storms have passed.



## FEATURED PROJECT

# Waterleigh



### LOCATION

Orlando, Florida

### CLIENT

Waterleigh Master Community Association, ACCESS Management

### PROPERTY TYPE

Community Association

### SERVICES PROVIDED

Landscape Design  
Landscape Enhancement  
Landscape Maintenance

**Waterleigh** is a rapidly expanding planned community, situated around a string of lakes and wetlands near Walt Disney World and other major attractions in Orlando, Florida.

At full build-out, the community will include over four thousand homes, shopping, dining, and its own public elementary and middle schools.

The scope of the community's landscape services agreement includes not only the expansive common and amenity areas, but each resident's private yard as well.

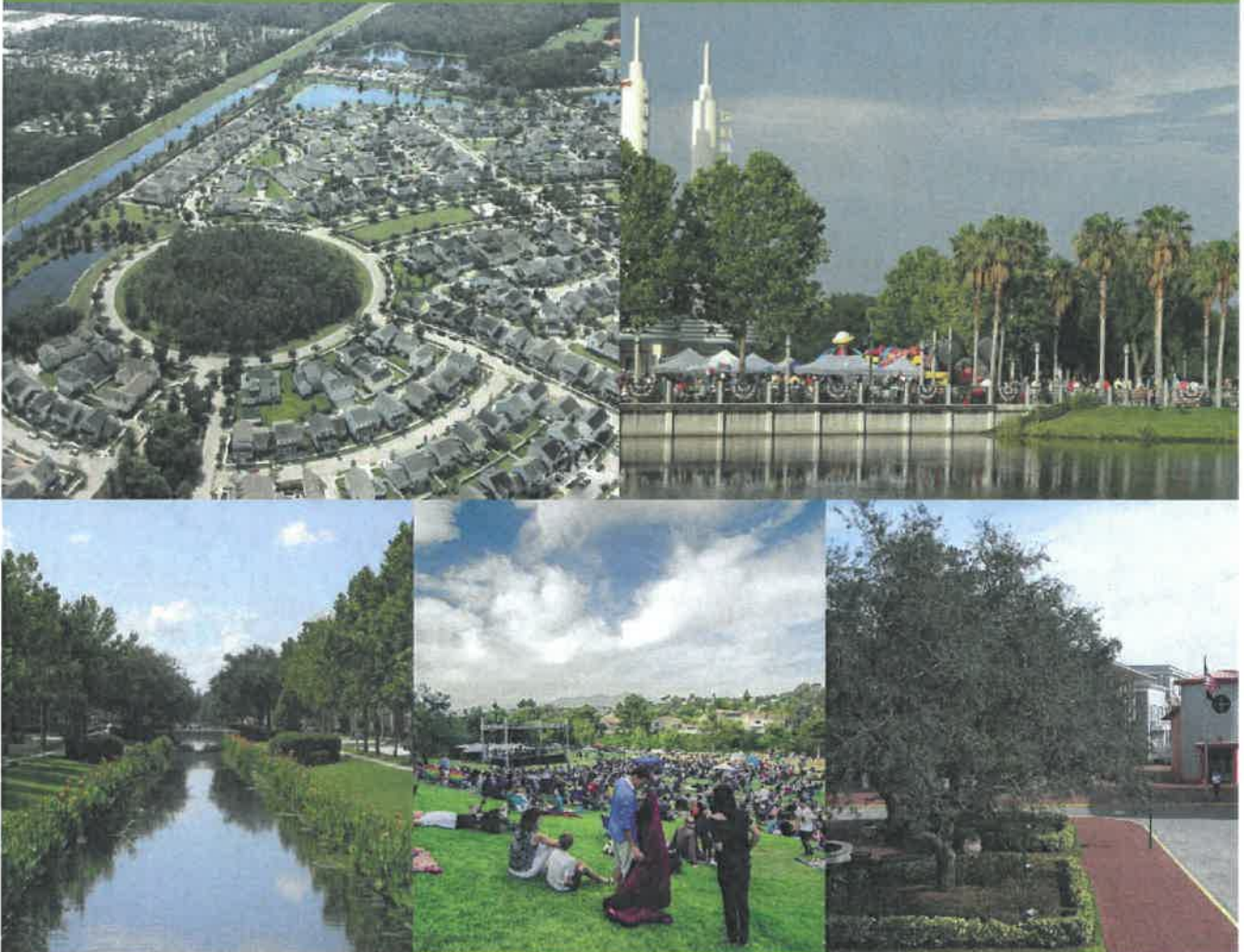
Yellowstone began a partnership with Waterleigh in 2017 and has expanded with the community as it has grown, taking on new homes and phases of the development as they are completed.

The community most values our team's responsiveness to resident requests, with the community's dedicated Account Manager sometimes fielding over 300 requests per month.

Our service team takes great pride in our partnership with Waterleigh and looks forward to further expanding with the community.

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# Celebration



## LOCATION

Orlando, Florida

## CLIENT

Celebration Residential Owners  
Association, CCMC

## PROPERTY TYPE

Community

## SERVICES PROVIDED

Landscape Design  
Landscape Enhancement  
Landscape Maintenance

**Celebration** is a community of more than four thousand residences, located just minutes from the gates of Walt Disney World in Orlando, Florida.

Originally developed by the Walt Disney company, Celebration is meant to exemplify the values and ideas about community and progress that have long been championed by the Disney organization.

Celebration includes shopping, parks, offices, and entertainment areas, in

addition to the private residences and neighborhoods within the community.

Yellowstone Landscape began a partnership with Celebration in 2018 to maintain the landscape of the community's recreation facilities and parks, including all regular maintenance, irrigation, spray applications, and enhancement design services. The partnership has since proven mutually beneficial to both Yellowstone and Celebration.



# Golden Oak



## LOCATION

Orlando, FL

## CLIENT

Golden Oak

## PROPERTY TYPE

Resort Community

## SERVICES PROVIDED

Landscape Design  
Landscape Enhancement  
Landscape Maintenance

**Golden Oak** is the pinnacle of resort community living in Central Florida. It represents the continuation of the vision that began as the most magical resort, theme park and entertainment brand in Central Florida.

The community provides residents the ability to create exceptional family experiences. Amidst a setting that celebrates both resort living and Old World Florida, the community's homes and common areas are meticulously groomed by a full-time, dedicated Yellowstone Landscape service team.

The community's grounds feature inviting parks, gardens, landscapes and sculptures of classic animated movie characters emerging along ribbons of sidewalks, paths and footbridges within and between neighborhoods.

Yellowstone began servicing select estate homes within Golden Oak in 2019, and became the exclusive service provider for all landscape services within the community and common areas in January of 2020.

# References

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At Yellowstone Landscape, we pride ourselves on building lasting relationships with our clients. These clients have entrusted us as their landscape maintenance partner and would be happy to speak with you about our firm and the services that we provide for them.

Project Name: Reunion East and Reunion West CDDs  
Client Since: 2008- Present  
Services Provided: Landscape Design & Installation, Landscape Maintenance  
Client Contact Information: Alan Scheerer, *Field Operations Manager*  
219 E Livingston Street  
Orlando FL 32801  
407.398.2890  
[ascheerer@gmscfl.com](mailto:ascheerer@gmscfl.com)

Project Name: Solterra Resort HOA  
Client Since: 2017  
Services Provided: Landscape Design & Maintenance, Landscape Enhancements  
Client Contact Information: Wanda Texas, *Community Association Manager*  
Evergreen Lifestyle Management  
863.370.2423  
[wtexas@evergreen-lm.com](mailto:wtexas@evergreen-lm.com)

Project Name: Storey Park CDD  
Client Since: 2017-Present  
Services Provided: Landscape Design & Installation, Landscape Maintenance  
Client Contact Information: Alan Scheerer, *Field Operations Manager*  
219 E Livingston Street  
Orlando FL 32801  
407.398.2890  
[ascheerer@gmscfl.com](mailto:ascheerer@gmscfl.com)



# References

---



Project Name: Celebration, FL  
Client Since: 2018-Present  
Services Provided: Landscape Maintenance  
Client Contact Information: Tim Prescott, *Operations Manager*  
851 Celebration Ave.  
Celebration, FL 34747  
407.922.0945  
[operations@celebrationtownhall.com](mailto:operations@celebrationtownhall.com)

Project Name: Randal Park CDD  
Client Since: 2015- Present  
Services Provided: Landscape Design & Installation, Landscape Maintenance  
Client Contact Information: William Viasalyers, *Field Operations Manager*  
219 E Livingston Street  
Orlando FL 32801  
407.398.2890  
407.451.4047  
[wviasalyers@gmscfl.com](mailto:wviasalyers@gmscfl.com)

Project Name: Dowden West CDD  
Client Since: 2018-Present - Before Turnover to GMS in 2021  
Services Provided: Landscape Design & Installation, Landscape Maintenance  
Client Contact Information: William Viasalyers, *Field Operations Manager*  
219 E Livingston Street  
Orlando FL 32801  
407.398.2890  
407.451.4047  
[wviasalyers@gmscfl.com](mailto:wviasalyers@gmscfl.com)



407.396.0529 tel

1773 Business Center Ln  
Kissimmee, FL 34758

[www.yellowstonelandscape.com](http://www.yellowstonelandscape.com)

November 17, 2021

Jill Burns, *District Manager*  
Governmental Management Services  
219 E. Livingston St  
Orlando, FL 32801

### **List of Current CDD Clients**

Below is a list of our current CDD clients in Central Florida:

- Avalon Groves CDD- 2018- current
- Bonnet Creek Resort CDD
- City Center CDD- 2015- current
- Dowden West CDD- 2018-current
- Enterprise CDD/Enterprise CDD 417 Section- 2018- current
- Lake Ashton CDD- 2011- current
- Randal Park CDD- 2015-current
- Reunion East & West CDD-2004- current
- Solterra CDD- 2017- current
- Stevens Plantation CDD- 2017- current
- Storey Park CDD- 2017-current
- Tapestry CDD- 2017-current
- Village Center CDD District 8- 2020-current
- Village Center CDD Various District Locations-2021-current
- Westside CDD- 2015- current

## **STARTUP PLAN**

# Startup Plan – Towne Park CDD

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This checklist is provided as an outline of the initial tasks that our Landscape Maintenance teams will perform as we begin serving. We've divided the tasks over the first 30, 60, and 90 days of service in order to provide you with a tool to monitor and measure our team's performance as we begin our partnership as your landscape maintenance service partner.

## First 30 Days

- Complete an irrigation audit of the entire system
- Present irrigation deficiencies with plan for corrections
- Begin maintenance – mowing, blowing, and edging
- Spend significant amount of time cleaning up the areas that have been neglected
- Spot treat weeds in turf areas to be reclaimed
- Continue weed control in planting beds
- Apply fertilizer to struggling shrubs on the property
- Begin insect and disease program on all plant material
- Perform first turf fertilizer application
- Walk Property with Property Manager to identify other areas of concern

## Days 31-60

- Walk property with Property Manager to evaluate improvements
- Evaluate our "Approach to Services" and make any necessary adjustments
- Continue irrigation maintenance and inspections
- Continue routine maintenance – mowing, blowing, and edging
- Retreat turf weeds
- Continue RoundUp applications throughout property
- Monitor and treat insect and disease problems in plant material throughout property
- Discuss options to improve "curb appeal" in high profile areas

## Days 61-90

- Walk property with Property Manager to evaluate improvements
- Assess results from actions taken in 30-day and 60-day plans.
- Continue irrigation maintenance/inspections
- Continue turf weed applications as needed
- Monitor and treat insect and disease problems in plant material throughout property
- Continue routine maintenance – mowing, blowing, and edging



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Kissimmee, FL 34758

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**Daily Task List Order:**

1. Crew receives task list from account manager based on his site observations days prior to service.
2. Crew leader drives/walks job to determine if any adjustments to plan are needed and if any emergency type tasks are needed such as large branches or limb removals.
3. Account manager meets crew on site.
4. Assign tasks to specific crew members.
5. Crew member begins edging all turf and bed areas.
6. Crew member begin mowing turf areas and picking up trash.
7. Crew member begins string trimming around all obstacles.
8. Crew members begin blowing off all areas.
9. Account manager will assess work completed and will communicate progress with the GMS site manager
10. If anything was missed, we will send team members back to make adjustments or if it's very minor, it will be addressed next visit.





407.396.0529 tel

1773 Business Center Ln

Kissimmee, FL 34758

[www.yellowstonelandscape.com](http://www.yellowstonelandscape.com)

November 18, 2021

Jill Burns, *District Manager*  
Governmental Management Services  
219 E. Livingston St  
Orlando, FL 32801

### **Approach to Landscape Maintenance Services for Towne Park CDD**

Dear Jill,

We thank you for the opportunity to provide a proposal for the landscape maintenance at Towne Park CDD. We are excited about the possibility of maintaining such a pristine landscape. We understand the scope of work and we are very confident in our abilities to perform the work requested at the highest level.

Our resume of work shows what our teams are capable of in the landscape. We understand high demands and expectations by performing work on some of the most highly detailed properties in Central Florida and the southeast. We work to exceed expectations and we accomplish this by coming up with a personalized plan for each property. We have numerous people within our organization that have experience working with properties like Towne Park CDD.

Our approach to all mowing functions (mowing, edging, line trimming, and blowing) will vary depending upon species of turf and this will go in accordance with the scope of services that was provided to us. Our crew members are certified with each individual mower and all equipment that will be utilized on the job. We do this to ensure the safety of our employees, to ensure safety on your property, and to maximize quality of mowing.

Our approach to pruning will be dependent upon the type of plant material. For shrub pruning, we will put in place horticultural practices that will be aesthetically correct and will follow practices that will help the plants grow fully and healthy. Not all shrubs need sheared, and some will need rejuvenation pruning. We will work with management and plan what shrubs are sheared and those that will be maintained with hand pruning. Grasses will be trimmed back one time annually to about 18". Throughout the year they would only be pruned to ensure that sidewalks and roadways are not encroached. Trees and palms will be done according to certified arborist standards. Trees will be lifted as needed to provide clearance only to the standards set forth in arborist standards. Palms and crepe myrtles will be done with the frequencies outlined in scope to remove dead fronds and seed pods and they will also be done to certified arborist standards.

Our plan is to staff the project with a 4-5 man crew 4 days per week (or 40 hours per worker per week) in the summer months, and a 3 man crew 4 days per week in the winter months (or 40 hours per worker per week).

We are quality based and our number of employees may fluctuate due to workload and weather pattern changes. If more crew members are needed in certain weeks, we will make the adjustments. We will have an experienced chemical applicator assigned to complete the monthly fertilizer and chemical programs. This applicator will also be brought in as needed for any issues that may arise from fungus or insects. Detail will be broken into sectional areas to complete a detail cycle every 3 weeks. There will also be people that will be trained in proper use of post emergent spraying. This will allow us to stay on top of weed growth. There will be a seasoned crew leader that can communicate with anyone who they may encounter and is trained in proper horticultural techniques. There will be an Account Manager that oversees the crew and is responsible for walking the site weekly and creating a task list for the crew. Arborists and Pest Managers will also be responsible for walking the site and making notes of any items to address and doing reports for the property on any chemical or fertilizer treatments. The Branch Manager will meet bi-weekly with the Account Manager to ensure the project is performing to a high standard.

The irrigation system shall be inspected in full 1-time per month by an experienced irrigation technician to ensure that all turf and plant material has proper water coverage. We will also do visual inspections with the site manager to identify any possible issues. This will help us stay on top of breaks and other minor repairs that should not wait to be repaired. We will constantly be identifying ways to improve the coverage of current irrigation system and reduce water use.

We at Yellowstone feel we can be an integral part of the team at Towne Park CDD and can live up to the expectations that come with such a pristine property. We are constantly looking for opportunities where a lasting relationship can occur and we know with our team's experience, we can build that relationship by performing quality work and communicating with management on a regular basis. Thank you again for this chance to provide a proposal for Towne Park CDD. Please don't hesitate to reach out if you would like to speak with anyone on our team.

Sincerely,

A handwritten signature in black ink that reads "Nicole Ailes". The script is fluid and cursive, with the first name "Nicole" being larger and more prominent than the last name "Ailes".

Nicole Ailes  
Business Development Manager  
[nailes@yellowstonelandscape.com](mailto:nailes@yellowstonelandscape.com)  
559.977.4719

## **PRICING SUMMARIES**

# Towne Park CDD Landscape Fee Summary

Contractor: Yellowstone Landscape  
 Address: 1773 Business Center Ln  
 Kissimmee FL, 34758  
 Phone: 407-396-0529  
 Fax: 407-396-2023  
 Contact: Nicole Ailes  
 Email: [Nailies@yellowstonelandscape.com](mailto:Nailies@yellowstonelandscape.com)

Property: Towne Park CDD  
 Address: 219 E Livingston St  
 Orlando, FL 32801  
 Phone: 407-201-1514  
 Contact: Clayton Smith - Field Operations  
 Email: [Camith@amscl.com](mailto:Camith@amscl.com)

	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
GENERAL SERVICES	30,000	30,000	30,000	30,000	35,000	35,000	35,000	35,000	35,000	35,000	30,000	30,000	\$390,000
Turf Maintenance/Detailing/General													
TURF CARE	980		1,960		980	980	980	980	980	1,960			\$9,800
(Schedule A and Schedule B)													
Bahia/St Augustine Fert													
TREE/SHRUB CARE			980	980	980	980	980	980		980		980	\$7,840
(Schedule C)													
Tree/Shrub Fert													
BED DRESSING - (Enter total yards)					17,472						17,472		\$34,944
(Schedule E - I.) May/Now Application					364						364		
Per Yard Pricing: \$48													
PALM TRIMMING													
(Schedule E - III ) Per Palm Price: \$43.2		144						936					\$1,080
Enter Counts to be trimmed		3						22					
ANNUAL CHANGES													
(Schedule E - II ) - Extra Services	1,538			1,538			1,538			1,538			\$6,150
Per Annual Pricing: \$2.05 Estimate count and h	750			750			750			750			
IRRIGATION MAINT.													
(Schedule D)	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	\$28,800
Estimated 175 Zones													
TOTAL FEE PER MONTH:	\$34,918	\$32,544	\$35,340	\$34,918	\$56,832	\$39,360	\$40,898	\$40,296	\$38,380	\$41,878	\$49,872	\$33,360	\$478,614

Flat Fee Schedule	\$39,885	\$39,885	\$39,885	\$39,885	\$39,885	\$39,885	\$39,885	\$39,885	\$39,885	\$39,885	\$39,885	\$39,885	\$478,614
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Essential Services Gen Services + Schedules A, B, C, D	\$436,440
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Extra Services Annual Changes, Palm Pruning, Mulc	\$42,174
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TOTAL	\$478,614.00
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Initials na

**PRICING INFORMATION**  
**TOWNE PARK**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**LANDSCAPE MAINTENANCE SERVICES**  
**REQUEST FOR PROPOSALS**

Having carefully examined the specifications and having thoroughly inspected said property, the undersigned proposes to furnish all labor, materials and proper equipment for the entire Landscape Scope of Work as set forth in Exhibit "A" of the proposed Landscape Maintenance Services Agreement, in accordance with said specifications, for the sum of:

**GRAND TOTAL (General Services, Schedule A, Schedule B, Schedule C, Schedule D. This is what the contract will be written for. The Final total will be inputted here, but please fill out the "Fee Summary Schedule" on page 20 of this packet, also provided in an excel format, as that will be the primary reference for pricing.)**

\$ 436,440.00 /YR for first Two-year term

FIRST ANNUAL RENEWAL \$ \$449,532.00 /Yr

SECOND ANNUAL RENEWAL \$ \$462,996.00 /Yr

Contractor/Firm Name Yellowstone Landscape

Firm Address 1773 Business Center Lane

City/State/Zip Kissimmee, FL 34758

Phone Number 407-396-0529 Fax Number 407-396-2023

Name and Title of Representative Nicole Ailes

(Please Print)

Representative's  
Signature Nicole Ailes Date 11/18/2021

ADDENDA – Bidder acknowledges the receipt of Addendum No.'s

1. 11/11/2021 2.                      3.                      4.                      5.                     

Dated this 18 day of November, 2021



# Towne Park CDD Community Development District

## Addendum #1 Towne Park CDD RFP 2021 Landscape Maintenance Services

November 11, 2021

To: All Prospective Proposers:

The following changes, additions, clarifications, and deletions amend the Request for Proposals of the above captioned Project, and shall become an integral part of the Submittal. Please note the contents herein and affix same to the documents you have on hand. Indicate on the Acknowledgement of Receipt of Documents and Proposal Signature Form that this Addendum has been received.

### CLARIFICATIONS/QUESTIONS:

Clarification 1: **Deadline: Questions received after 4:00pm November 5<sup>th</sup> 2021 will not be answered.**

*C1: The deadline for questions has been extended to November 12<sup>th</sup> at 12pm.*

Clarification 2: **Deadline: Answers to all questions will be provided to all proposers by e-mail by 5:00pm November 10<sup>th</sup> 2021.**

*C2: The deadline for answering questions has been extended to November 15<sup>th</sup> by 5pm.*

Clarification 3: **Landscape Scope: Mowing Cycles. "St. Augustine, Bahia turf shall be mowed weekly during the growing season from April 1<sup>st</sup> through September 30<sup>th</sup> and bi-weekly during the winter season. It is understood that the contractor may be required to periodically add or delete mowing cycles based on weather or other factors with the consent of the CDD."**

*C3: Please add the following sentence: "Pond banks are to be mowed between 26 and 30 times as needed." And the first sentence should read "St Augustine. And Bahia Common areas shall be mowed weekly during the growing season from April 1<sup>st</sup> through September 30<sup>th</sup> and Bi-weekly during the winter season.*

ADDENDUM #1 – RFP 2021  
LANDSCAPE MAINTENANCE SERVICES

219 E. Livingston St., Orlando, FL 32801

## Towne Park CDD Community Development District

### **Q1: I. Point d.- states “Clean filters at each zone valve monthly if applicable.”**

- a. How many filters on property, what type and size?
- b. Do the pump stations have filters in place?
- c. Are there currently clogging issues on property?
- d. Are there flush points on the system?
- e. Are there treatment systems on the pump stations to help with clogging issues

### **II. Point e.- states “Clean, straighten or adjust any heads not functioning properly.”**

- a. Will there be an opportunity to document heads that need straighten/raised on the property and provide proposal for needed work? (if so, once proposal is fulfilled, it will be maintained per the specifications. See Service Calls- point 5- does this qualify as a preexisting condition?)

### **III. Point f.- states “Straighten, re-attach to bracing and touch up paint on riser heads as needed.”**

- a. Will there be an opportunity to document heads that need straighten/raised on the property and provide proposal for needed work? (if so, once proposal is fulfilled, it will be maintained per the specifications. See Service Calls- point 5- does this qualify as a preexisting condition?)

### **IV. States “Contractor shall take all required readings from meters or at pump stations as required and work with the CDD representative to file all quarterly and/or semi-annual reports to the Water Management District.”**

- a. Who is ultimately responsible for the reporting? Will vendor need to submit information to WMD or to CDD Representative

#### **A1.**

I.a – The district does not have access to this information. The property has been available to contractors since October 19<sup>th</sup> 2021, for Contractors to gather adequate information for their bid.

I.b – There are currently no filters on the well pump stations.

I.c – No known largescale clogging issues present

I.d – No.

**A1 (Continued)**

ADDENDUM #1 – RFP 2021  
LANDSCAPE MAINTENANCE SERVICES

## Towne Park CDD Community Development District

II.a – Minor straightening of heads is part of the base inspection as is common in most monthly irrigation inspections. As the system is currently being maintained satisfactorily it is unlikely there will be an extensive need for straightening or raising heads. If contractor has reviewed site and believes they need to provide a proposal for this, they should mention that in their bid packet, and should likely document this extra charge on their fee summary schedule.

III.a – Refer to answer for II.a.

IV.a – At this time Towne Park does not have any reporting needs from the landscape vendor. There are no required readings at this time.

Q2: 1. Several mentions regarding "normal business hours" or "normal member attendance hours" with regard to completing work prior to these hours. Can you provide what time work must be completed by for these specific areas?

2. Weed control: In 2.b. it mentions "in conjunction with the detail cycle." Please clarify if weed control is expected to be done on a three (3) week cycle along with the pruning? Also, is there an expectation for weekly weed control on "high profile" and amenity areas as stated in pruning description?

3. Under communication:

a. Do you have an example of "monthly written report in a form approved by the CDD representative"

b. Understanding needs may dictate more frequent inspections, can the CDD/Management clarify the standard expectations regarding inspection frequency. The language of this section is very ambiguous.

4. Does the District require the use of E-Verify?

5. Can you provide the following with regard to irrigation:

- a. Map of clock locations
- b. List of clocks and # of zones
- c. Map of irrigation zones
- d. Map of meter and/or pump stations (contractor shall take all required readings...)
- e. # of meters and/or pump stations
- f. Please provide any information currently available to or by the current vendor

6. Can you provide annual counts?

7. Can you provide a map of the location of all annual beds?

8. Please provide, regarding this request as a public records request, the current contract, including any addenda, fee schedules, and pricing information, for the current landscape vendor.

9. Please provide, regarding this request as a public records request, the last six months of weekly, bi-weekly, or monthly inspection reports.

10. Please provide, regarding this request as a public records request, the last six months of irrigation reports

ADDENDUM #1 – RFP 2021  
LANDSCAPE MAINTENANCE SERVICES

## Towne Park CDD Community Development District

A2.

1. – This information is located in the scope and can be found in “3. Staffing, Section e.

2. weed control is part of the detail cycle as defined in the scope and follows the same 3-week cycle, be it chemical or hand pulling. There is expectation that high profile areas will be done more regularly as defined in the scope.

3.a – A single page outline of monthly duties and tasks performed is acceptable.

3.b – It is purposefully ambiguous to allow adaptability to meet the district’s needs as a whole. If more joint inspections are required, the contractor is expected to meet that need, if less are required then that discussion will be had as well. Inspections that require landscaper participation can be from weekly to monthly.

4. E-verify is required for district contracts.

5.a – f – The site has 2 clocks and 3 wells. One clock is located at amenity 1, the other along Medulla near amenity 1. As contractors have had access to the site since October 19<sup>th</sup>, it is the expectation that contractors would investigate the irrigation as they see fit in order to generate their bid, including determining an idea of zone counts, timer locations, etc. The district does not currently have immediate access to irrigation maps and if they are available these will take some time to obtain. The current landscaper does not have access to the landscape as-builts at this time.

6. Annual counts can vary depending on the annual or perennial used. This is for the contractor to determine upon review of the site. We currently put in roughly 750.

7. The annual beds are located at the front of the property and contain pentas.

8. The most current contract does not reflect the bid. There are areas that have recently come online that the contract has not been finalized yet. I have attached what is most recent.

9. The district has not been receiving written reports.

10. The district has not been receiving reports.

Please sign and return with your bid packet. Attach this form to your bids.

NAME OF FIRM: Yellowstone Landscape

SIGNATURE: Nicole Ailes

DATE: 11/18/2021

ADDENDUM #1 – RFP 2021  
LANDSCAPE MAINTENANCE SERVICES

219 E. Livingston St., Orlando, FL 32801

**AFFIDAVIT FOR CORPORATION**

State of Florida  
County of Lake

ss:

Nicole Ailes  
(title) Business Development Manager of  
the Yellowstone Landscape

(a corporation described herein) being duly sworn, deposes and says that the statements and answers to the questions in the foregoing concerning the qualification statement and corporate officers are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements in this statement constitutes fraud; and such action on the part of the Proposer will be considered good cause for rejection of Proposer's proposal.

Nicole Ailes

(Officer must also sign here)

CORPORATE SEAL

Sworn to before me this 18 day of November, 2021.

[Signature] 11/23/2022  
Notary Public/Expiration Date:

(SEAL)



Joshua Steele  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG270743  
Expires 11/23/2022



386.437.6211 tel  
386.437.5143 fax

3235 North State Street  
PO Box 849  
Bunnell, FL 32110

[www.yellowstonelandscape.com](http://www.yellowstonelandscape.com)

November 17, 2021

Governmental Management Services  
219 E. Livingston St.  
Orlando, FL 32801

RE: Towne Park CDD RFP 2021, Mowing and Landscaping of Towne Park CDD

Dear Sir/Madam:

I, Chris Adornetti, a Director in the Yellowstone Landscape corporation, authorize Nicole Ailes to negotiate on our firm's behalf on all services and agreements related to the listed as "Towne Park CDD RFP 2021, Mowing and Landscaping of Towne Park CDD".

Sincerely,

Chris Adornetti  
Controller  
Yellowstone Landscape



**Towne Park CDD Landscape Services Provider Selection**

	Ability of Personnel (25 pts)	Proposer's Experience (25 pts)	Understading of Scope of Work (25 pts)	Financial Capability (10 pts)	Price (15 pts)	Total Points Earned	Ranking (1 being highest)
Floralawn					First 2 Year Term - \$260,148 1st Annual Renewal - \$267,952.44 2nd Annual Renewal - \$275,991.02		
Prince & Sons, Inc.					First 2 Year Term - \$228,640 1st Annual Renewal - \$228,640 2nd Annual Renewal - \$228,640		
Yellowstone Landscape					First 2 Year Term - \$436,440 1st Annual Renewal - \$449,532 2nd Annual Renewal - \$462,996		

## SECTION VI

3.46 Ac.

**PHASE 2A**  
**NOT INCLUDED**

PROPOSED ENTRY MONUMENT  
& LANDSCAPE EASEMENT

WETLAND Q  
0.57 ACRES

WETLAND IMPACT Q1  
0.57 AC

PROPOSED ENTRY MONUMENT  
& LANDSCAPE EASEMENT

FLOODPLAIN  
MITIGATION  
POND 10

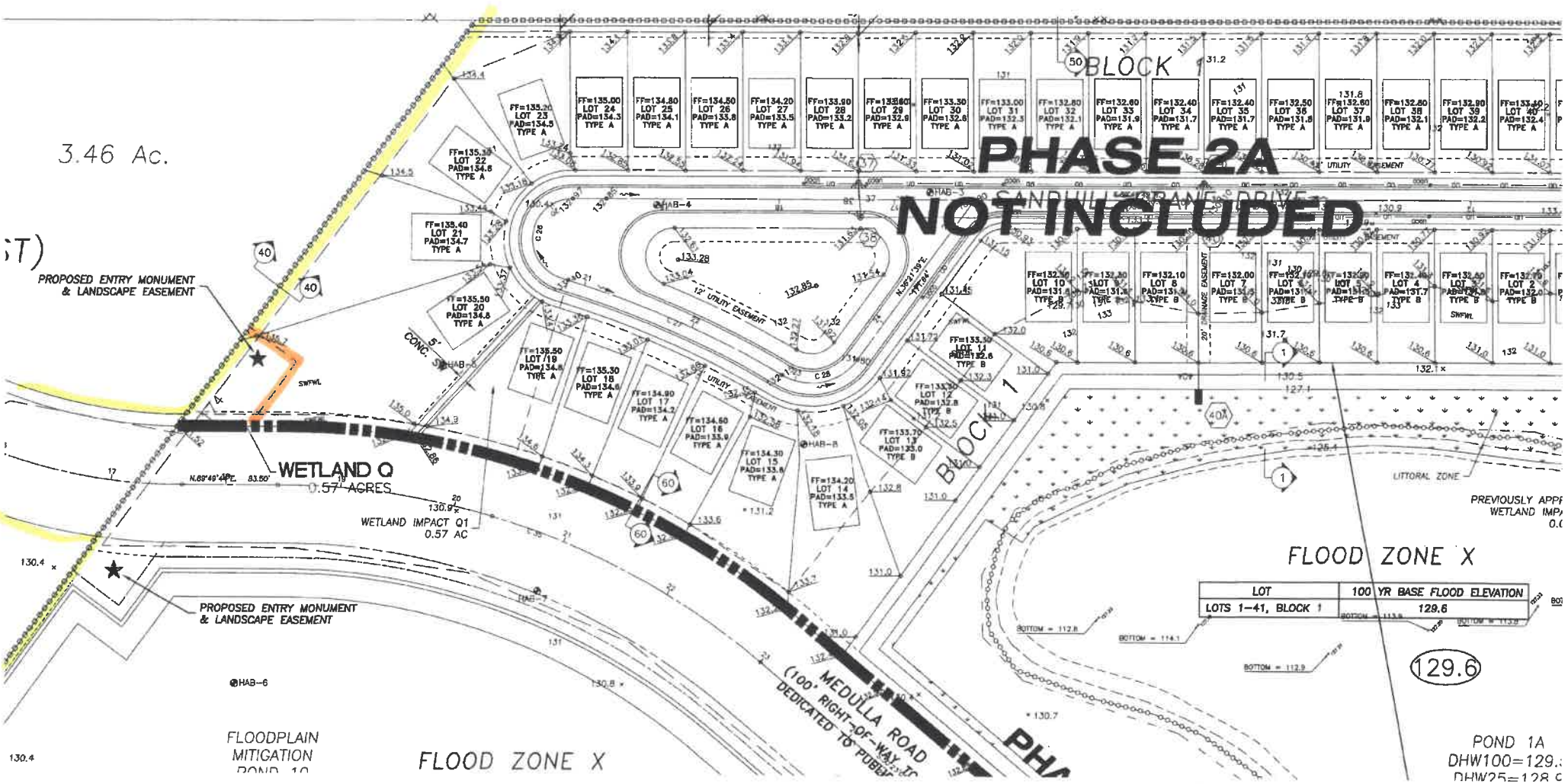
FLOOD ZONE X

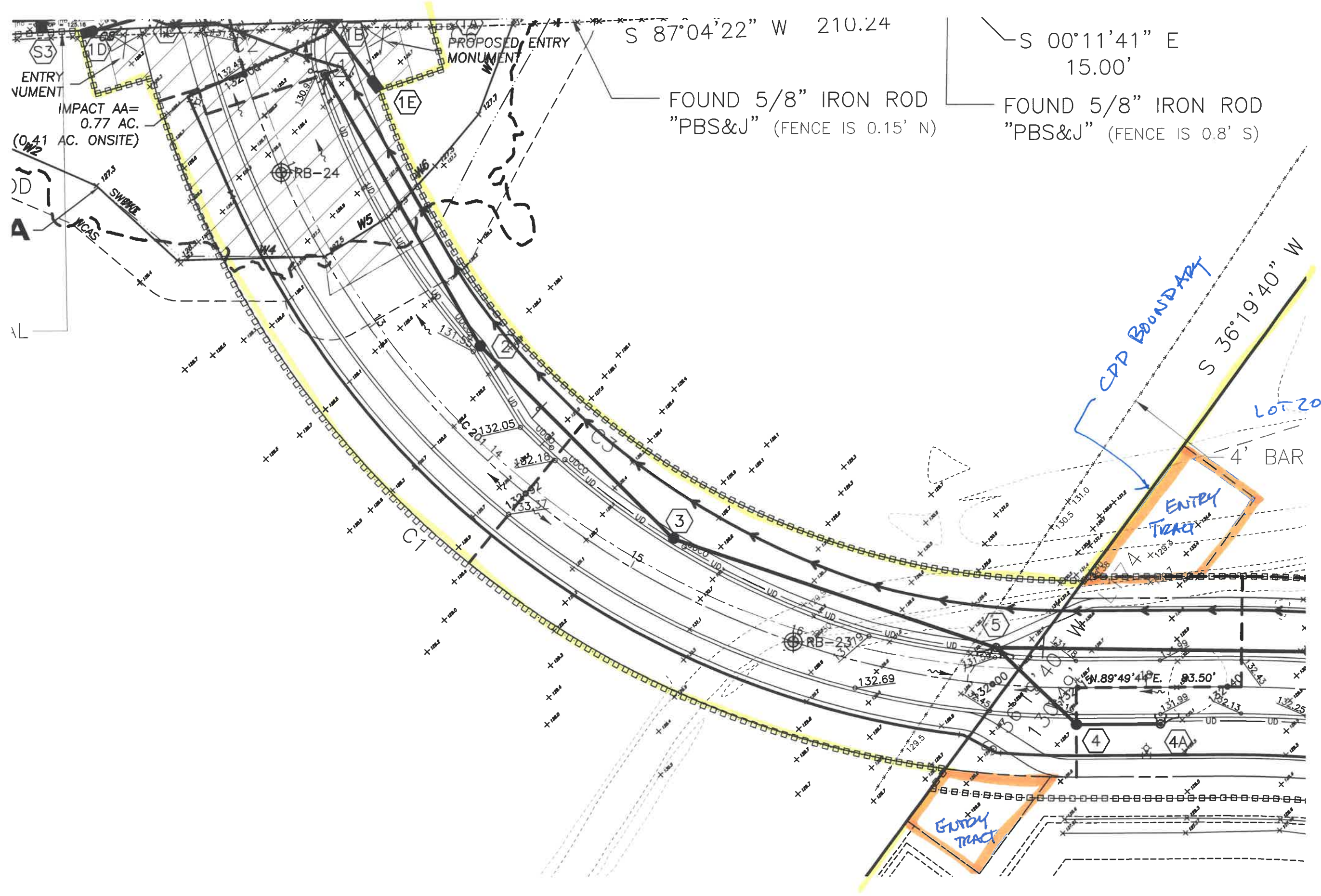
FLOOD ZONE X

LOT	100 YR BASE FLOOD ELEVATION
LOTS 1-41, BLOCK 1	129.6

129.6

POND 1A  
DHW100=129.6  
DHW25=128.6





S3  
ENTRY VUMENT  
1D  
W2  
A  
AL

IMPACT AA=  
0.77 AC.  
(0.41 AC. ONSITE)

PROPOSED ENTRY  
MONUMENT

S 87°04'22" W 210.24

S 00°11'41" E  
15.00'

FOUND 5/8" IRON ROD  
"PBS&J" (FENCE IS 0.15' N)

FOUND 5/8" IRON ROD  
"PBS&J" (FENCE IS 0.8' S)

CDD Boundary

Lot 20

S 36°19'40" W

4' BAR

ENTRY  
TRACT

ENTRY  
TRACT

N 89°49'41" E 93.50'

## SECTION VII





Marsha M. Faux, CFA, ASA  
POLK COUNTY PROPERTY APPRAISER  
**2022 Data Sharing and Usage Agreement**

**TOWNE PARK CDD**

This Data Sharing and Usage Agreement, hereinafter referred to as “**Agreement**,” establishes the terms and conditions under which the **TOWNE PARK CDD**, hereinafter referred to as “**agency**,” can acquire and use Polk County Property Appraiser data that is exempt from Public Records disclosure as defined in [FS 119.071](#).

*As of July 1, 2021, the Florida Public Records Exemptions Statute was amended as it relates to the publicly available records maintained by the county property appraiser and tax collector. As a result, exempt (aka confidential) parcels and accounts have been added back to our website and FTP data files. No owner names, mailing addresses, or official records (OR) books and pages of recorded documents related to these parcels/accounts, appear on the Property Appraiser’s website or in FTP data files. In addition, the Polk County Property Appraiser’s mapping site has been modified to accommodate the statutory change. See Senate Bill 781 for additional information.*

***For the purposes of this Agreement, all data is provided. It is the responsibility of the agency to apply all statutory guidelines relative to confidentiality.***

The confidentiality of personal identifying information including: names, mailing address and OR Book and Pages owned by individuals that have received exempt / confidential status, hereinafter referred to as “**confidential data**,” **will be protected as follows:**

1. The **agency** will not release **confidential data** that may reveal identifying information of individuals exempted from Public Records disclosure.
2. The **agency** will not present the **confidential data** in the results of data analysis (including maps) in any manner that would reveal personal identifying information of individuals exempted from Public Records disclosure.
3. The **agency** shall comply with all state laws and regulations governing the confidentiality and exempt status of personal identifying and location information that is the subject of this Agreement.
4. The **agency** shall ensure any employee granted access to **confidential data** is subject to the terms and conditions of this Agreement.
5. The **agency** shall ensure any third party granted access to **confidential data** is subject to the terms and conditions of this Agreement. Acceptance of these terms must be provided in writing to the **agency** by the third party before personal identifying information is released.

The term of this Agreement shall commence on **January 1, 2022** and shall run until **December 31, 2022**, the date of signature by the parties notwithstanding. **This Agreement shall not automatically renew.** A new agreement will be provided annually to ensure all responsible parties are aware of and maintain the terms and conditions of this Data Sharing and Usage Agreement.

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures.

**POLK COUNTY PROPERTY APPRAISER**

**TOWNE PARK CDD**

Signature: 

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

Print: Marsha M. Faux CFA, ASA

Print: \_\_\_\_\_

Title: Polk County Property Appraiser

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

Date: December 1, 2021

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

Please email the signed agreement to [pataxroll@polk-county.net](mailto:pataxroll@polk-county.net).



## SECTION VIII

# CONTRACT AGREEMENT

This Agreement made and entered into on Friday, December 03, 2021 by and between the Towne Park Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section [197.3632](#) Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2022 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Towne Park Community Development District.
3. The term of this Agreement shall commence on January 1, 2022 or the date signed below, whichever is later, and shall run until December 31, 2022, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section [197.3632](#) & [190.021](#) Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, if assessments will be included on the 2022 TRIM Notice, the Special District shall provide **proposed assessments no later than Friday, July 15, 2022**. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Thursday, September 15, 2022**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2022 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice or if the TRIM Notice is not used, the rate shall be 1% of the amount levied on the 2022 tax roll. For the TRIM Notice, the Property Appraiser will require **payment on or before Thursday, September 15, 2022** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

EXECUTED By:

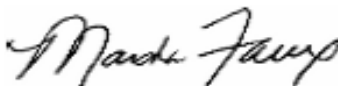
\_\_\_\_\_  
Special District Representative

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Marsha M. Faux, CFA, ASA  
Polk County Property Appraiser  
By:



\_\_\_\_\_  
Marsha M. Faux, Property Appraiser

## SECTION IX

# **E & A Cleaning, Inc.**

*"A Professional Service Company"*

**Commercial Cleaning Specialists**  
**Free Estimates**  
Janitorial Cleaning  
Carpet Cleaning

**Licensed, Bonded, & Insured**  
**Catering Service of Cleaning**  
Medical O.R. Cleaning  
Floor Stripping & Waxing

## **Commercial Proposal**

Schedule B  
Addendum to Contract

December 2, 2021

Clayton Smith  
Governmental Management Services  
135 W. Central Blvd. Unit 320  
Orlando, FL 32801

Re: Addendum to Contract

Mr. Smith:

Thank you for the opportunity to provide you with janitorial services at your facility. The cost to service all four doggy-stations will be \$375.00 per month. This includes removing all trash from doggy-stations and putting in new liners. The doggy bags will be supplied by Governmental Management Services.

Please sign this form and return via email to [eacleaning@eacleaninginc.com](mailto:eacleaning@eacleaninginc.com).  
Feel free to call us anytime with questions or concerns. We look forward to being of service to you.

Sincerely,



Eric Torres  
President

By: \_\_\_\_\_

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

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

# SECTION X

# **E & A Cleaning, Inc.**

*"A Professional Service Company"*

**Commercial Cleaning Specialists**  
**Free Estimates**  
Janitorial Cleaning  
Carpet Cleaning

**Licensed, Bonded, & Insured**  
**Catering Service of Cleaning**  
Medical O.R. Cleaning  
Floor Stripping & Waxing

## **Commercial Proposal**

Schedule B  
Addendum to Contract

December 2, 2021

Clayton Smith  
Governmental Management Services  
135 W. Central Blvd. Unit 320  
Orlando, FL 32801

Re: Addendum to Contract

Mr. Smith:

Thank you for the opportunity to provide you with janitorial services at your facility. The cost to clean all interior and exterior windows and sills will be \$100.00 each time .

Please sign this form and return via email to [eacleaning@eacleaninginc.com](mailto:eacleaning@eacleaninginc.com).  
Feel free to call us anytime with questions or concerns. We look forward to being of service to you.

Sincerely,



Eric Torres  
President

By: \_\_\_\_\_

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

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



## SECTION XI

## SECTION C

# Towne Park CDD

## Field Management Report



December 14, 2021  
Clayton Smith  
Field Services Manager  
GMS

# Complete

## Amenity Internet



- ✚ Installation of the internet is complete and active.
- ✚ Staff is working on rolling out cards for amenity access.
- ✚ Transitioning to cards soon.

## New Amenity Towing Signs



- ✚ A towing sign was added to amenity 2 so they can proceed with towing vehicles.
- ✚ Met with the contractor onsite to go over the scope area.
- ✚ They are waiting 24 hours to tow the inoperable vehicle.

# In Progress

## Tree Pole Removal



- ✚ The poles have been on the trees for quite some time along the man road.
- ✚ Landscaper is going down Medulla removing the poles and staking any that need it.

## Pressure washing of Amenity 1

- ✚ Amenity 1 pool deck and parking area needs pressure washing.
- ✚ This work is to begin shortly.
- ✚ This should be done on a regular basis.
- ✚ A pretreat and posttreatment will be done.





# In Progress

## Focal Point Mulching

- ✚ Gathering proposals for mulching focal points to common areas.
- ✚ Scope will include most viewed areas along Medulla and some amenity areas.



## Amenity 1 Sod Replacement



- ✚ Concerns Regarding Janitorial contractor
- ✚ We are receiving complaints often.
- ✚ Proposal gathered from a local company.



# In Progress

## Installation of Bike racks



- ✚ Bike racks have been ordered.
- ✚ Due to being a major bus stops many bikes are left tied to signs.
- ✚ When bike racks are delivered the install will be scheduled.

# Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-201-1514, or by email at [csmith@gmscfl.com](mailto:csmith@gmscfl.com). Thank you.

Respectfully,  
Clayton Smith

# SECTION 1

# RESORT POOL SERVICES



14525 JOHNS LAKE POINT  
CLERMONT, FL 34711  
321-689-6210

Tuesday, December 7, 2021

## **TOWN HOME CDD SMALL POOL TILE PROPOSAL**

To remove and replace 15 broken tiles around the deck of the pool

Cost \$975

*Simon McDonnell*  
Resort Pool Services  
Director of Operations

## SECTION 2



## Proposal

**Date:** 12/3/2021

**PO #**

### Customer:

Clayton Smith  
Governmental Management Services  
6200 Lee Vista Boulevard  
Suite 300  
Orlando, FL 32822

### Property:

Towne Park CDD  
White Egret Lane  
Lakeland, FL 33811

## Sod Replacement at old Club House

Furnish & Install 500 sq Ft +or - at Club House

### Default Group

#### Bed Prep and Plant Removal and Plant Installation

Items	Quantity	Unit
St Augustine Grass - Furnish and Installation	500.00	sqft

#### Irrigation Repair and Modification

Irrigation work could total +/-15% of total cost of project.

---

**PROJECT TOTAL:                      \$725.00**



## Terms & Conditions

Special Instructions/Remarks: Floralawn, Inc. is not responsible for any damage to driveways or walk that are in poor condition prior to start of work. Floralawn will also not be responsible for any damage to septic tanks or underground utilities that are not previously identified by the Owner or marking service.

We hereby propose to furnish labor and materials, complete in accordance with the above specifications for the sum of:\$725.00 (Seven Hundred Twenty Five Dollars & 00/100), with payments to be made as follows: 50% deposit to begin job with the balance due upon completion.

Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. This proposal is subject to acceptance within 30 days and is void thereafter at the option of the undersigned.

By \_\_\_\_\_  
**Damon Smith**  
Date 12/3/2021  
\_\_\_\_\_  
**Floralawn**

By \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_  
**Towne Park CDD**

## SECTION 3

*Item will be  
provided under  
separate cover.*

# SECTION D

# SECTION 1

# **Towne Park**

## **Community Development District**

### Summary of Operating Checks

October 7, 2021 to December 6, 2021

<b>Bank</b>	<b>Date</b>	<b>Check No.'s</b>	<b>Amount</b>
General Fund	10/11/21	239-246	\$ 40,817.03
	10/15/21	247-253	\$ 13,483.95
	11/5/21	254	\$ 1,020.27
	11/22/21	255-256	\$ 1,222.83
			<hr/>
			\$ 56,544.08
			<hr/>
			<b>\$ 56,544.08</b>



\*\*\* CHECK DATES 10/07/2021 - 12/06/2021 \*\*\*  
TOWNE PARK CDD GENERAL FUND  
BANK A GENERAL FUND

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/11/21	00007	9/21/21 26946671	202109 330-53800-34500	AMENITY POLICE SECURITY	*	204.00	
				CITY OF LAKE LAND			204.00 000239
10/11/21	00010	9/13/21 14363	202110 310-51300-45000	FY22 GENERAL LIABILITY	*	5,907.00	
		9/13/21 14363	202110 310-51300-45000	FY22 PROPERTY INSURANCE	*	19,771.00	
				EGIS INSURANCE ADVISORS LLC			25,678.00 000240
10/11/21	00013	9/26/21 95995	202108 320-53800-46200	IRRIGATION REPAIRS	*	1,697.93	
		10/02/21 96237	202109 320-53800-46200	IRRIGATION/LANDSCAPE REPL	*	1,513.42	
		10/02/21 96261	202110 320-53800-46200	INSTALLED 1000SQ FT SOD	*	1,000.38	
				FLORALAWN			4,211.73 000241
10/11/21	00014	9/23/21 8552	202109 330-53800-47000	CLEANING SEPT 21	*	955.00	
		9/23/21 8553	202109 330-53800-47000	TOWNHOUSE CLEANING SEPT21	*	760.00	
				FUQUA SUPPLY & SERVICE			1,715.00 000242
10/11/21	00040	8/31/21 55	202108 330-53800-47500	REPLACE TOILET PAPER DISP	*	658.54	
		8/31/21 57	202108 320-53800-49000	EROSION REPAIR	*	800.00	
		8/31/21 58	202108 330-53800-47500	GENERAL MAINT AUG 21	*	880.00	
		8/31/21 61	202108 320-53800-49000	INSTALLED SOLAR LIGHTS	*	993.77	
				GOVERNMENTAL MANAGEMENT SERVICES-CF			3,332.31 000243
10/11/21	00022	8/18/21 08182021	202108 310-51300-42000	POSTAGE 2020 TAX BILLS	*	244.99	
				JOE G TEDDER, TAX COLLECTOR			244.99 000244
10/11/21	00071	10/01/21 14695	202110 330-53800-48000	POOL MAINTENANCE OCT 21	*	2,750.00	
				RESORT POOL SERVICES DBA			2,750.00 000245
10/11/21	00024	10/01/21 610537	202110 320-53800-46400	POND MAINTENANCE OCT 21	*	2,681.00	
				THE LAKE DOCTORS			2,681.00 000246
				TWPK TOWNE PARK CDD KCOSTA			

\*\*\* CHECK DATES 10/07/2021 - 12/06/2021 \*\*\*  
TOWNE PARK CDD GENERAL FUND  
BANK A GENERAL FUND

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/15/21	00009	10/01/21 85290	202110 310-51300-54000		*	175.00	
			SPECIAL DISTRICT FEE FY22				
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 000247
10/15/21	00040	10/01/21 59	202110 310-51300-34000		*	3,004.17	
			MANAGEMENT FEES OCT 21				
		10/01/21 59	202110 310-51300-35200		*	100.00	
			WEBSITE ADMIN OCT 21				
		10/01/21 59	202110 310-51300-35100		*	150.00	
			INFORMATION TECH OCT 21				
		10/01/21 59	202110 310-51300-31300		*	833.33	
			DISSEMINATION SVC OCT 21				
		10/01/21 59	202110 330-57200-11000		*	416.67	
			AMENITY ACCESS OCT 21				
		10/01/21 59	202110 310-51300-51000		*	4.15	
			OFFICE SUPPLIES OCT 21				
		10/01/21 59	202110 310-51300-42000		*	115.75	
			POSTAGE OCT 21				
		10/01/21 59	202110 310-51300-42500		*	6.30	
			COPIES OCT 21				
		10/01/21 60	202110 320-53800-12000		*	1,250.00	
			FIELD MGMT OCT 21				
				GOVERNMENTAL MANAGEMENT SERVICES-CF			5,880.37 000248
10/15/21	00055	10/12/21 JT101220	202110 310-51300-11000		*	200.00	
			BOS MEETING 10/12/21				
				JENNIFER TIDWELL			200.00 000249
10/15/21	00052	10/12/21 JF101220	202110 310-51300-11000		*	200.00	
			BOS MEETING 10/12/21				
				JUSTIN KEITH FRYE			200.00 000250
10/15/21	00068	10/05/21 419	202109 310-51300-31500		*	3,078.58	
			GENERAL COUNSEL SEPT 21				
				KE LAW GROUP, PLLC			3,078.58 000251
10/15/21	00051	10/12/21 LS101220	202110 310-51300-11000		*	200.00	
			BOS MEETING 10/12/21				
				LAUREN SCHWENK			200.00 000252
10/15/21	00037	9/24/21 6272373	202109 310-51300-32300		*	312.50	
			TRUSTEE FEE S19 SEPT 21				
		9/24/21 6272373A	202110 310-51300-32300		*	3,437.50	
			TRUSTEE FEE SER19 FY22				
				US BANK			3,750.00 000253
				TWPK TOWNE PARK CDD KCOSTA			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
11/05/21	00067	9/30/21 4096133	202109 310-51300-48000		*	373.62	
		NOT BOS MTG 9/14/21					
		9/30/21 4096133	202109 310-51300-48000		*	646.65	
		NOT RFQ ENGINEER 9/27/21					
				CA FLORIDA HOLDINGS, LLC			1,020.27 000254
11/22/21	00067	10/31/21 4157007	202110 310-51300-48000		*	335.30	
		NOT FY22 MTG DATE 10/5/21					
		10/31/21 4157007	202110 310-51300-48000		*	330.51	
		NOT LNDSCP MAINT 10/19/21					
				CA FLORIDA HOLDINGS, LLC			665.81 000255
11/22/21	00064	11/15/21 11152021	202111 330-53800-47400		*	278.51	
		EQUIPMENT LEASE NOV 21					
		11/16/21 11162021	202111 300-15500-10000		*	278.51	
		EQUIPMENT LEASE DEC 21					
				WHFS, LLC			557.02 000256
TOTAL FOR BANK A						56,544.08	
TOTAL FOR REGISTER						56,544.08	

TWPK TOWNE PARK CDD KCOSTA

## SECTION 2

***Towne Park***  
***Community Development District***

***Unaudited Financial Reporting***  
***October 31, 2021***



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5	<u>Series 2018 - 2B Debt Service Fund</u>
6	<u>Series 2018 - 3A Debt Service Fund</u>
7	<u>Series 2019 - 3B Debt Service Fund</u>
8	<u>Series 2019 - 3C Debt Service Fund</u>
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10	<u>Combined Capital Projects Funds</u>
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**Towne Park**  
**Community Development District**  
**Combined Balance Sheet**  
**October 31, 2021**

	General Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
<b>Assets:</b>				
<u>Cash:</u>				
Operating Account	\$ 21,305	\$ -	\$ -	\$ 21,305
Capital Projects Account	\$ -	\$ -	\$ 54,227	\$ 54,227
<u>Investments:</u>				
<u>Series 2016 - 2A</u>				
Reserve	\$ -	\$ 111,788	\$ -	\$ 111,788
Revenue	\$ -	\$ 83,108	\$ -	\$ 83,108
Prepayment	\$ -	\$ 1,988	\$ -	\$ 1,988
Construction	\$ -	\$ -	\$ 0	\$ 0
<u>Series 2018 - 2B</u>				
Reserve	\$ -	\$ 60,675	\$ -	\$ 60,675
Revenue	\$ -	\$ 61,441	\$ -	\$ 61,441
Prepayment	\$ -	\$ 2,015	\$ -	\$ 2,015
Construction	\$ -	\$ -	\$ 69	\$ 69
<u>Series 2018 - 3A</u>				
Reserve	\$ -	\$ 256,953	\$ -	\$ 256,953
Revenue	\$ -	\$ 226,853	\$ -	\$ 226,853
Prepayment	\$ -	\$ 0	\$ -	\$ 0
<u>Series 2019 - 3B</u>				
Reserve	\$ -	\$ 167,922	\$ -	\$ 167,922
Revenue	\$ -	\$ 142,441	\$ -	\$ 142,441
Construction	\$ -	\$ -	\$ 153,596	\$ 153,596
<u>Series 2019 - 3C</u>				
Reserve	\$ -	\$ 114,659	\$ -	\$ 114,659
Revenue	\$ -	\$ 80,618	\$ -	\$ 80,618
Prepayment	\$ -	\$ 46,299	\$ -	\$ 46,299
Construction	\$ -	\$ -	\$ 1,500	\$ 1,500
<u>Series 2020 - 3D</u>				
Reserve	\$ -	\$ 200,003	\$ -	\$ 200,003
Revenue	\$ -	\$ 130,174	\$ -	\$ 130,174
Capital Interest	\$ -	\$ 2	\$ -	\$ 2
Construction	\$ -	\$ -	\$ 1	\$ 1
Assessments Receivable	\$ 3,034	\$ -	\$ -	\$ 3,034
Deposits	\$ 4,500	\$ -	\$ -	\$ 4,500
Due from General Fund	\$ -	\$ 1,228	\$ -	\$ 1,228
Prepaid Expenses	\$ 27,837	\$ -	\$ -	\$ 27,837
<b>Total Assets</b>	<b>\$ 56,675</b>	<b>\$ 1,688,167</b>	<b>\$ 209,393</b>	<b>\$ 1,954,236</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 34,157	\$ -	\$ -	\$ 34,157
Contracts Payable	\$ -	\$ -	\$ 53,227	\$ 53,227
Due to Debt Service	\$ 1,228	\$ -	\$ -	\$ 1,228
<b>Total Liabilities</b>	<b>\$ 35,385</b>	<b>\$ -</b>	<b>\$ 53,227</b>	<b>\$ 88,612</b>
<b>Fund Balance:</b>				
Nonspendable:				
Prepaid Items	\$ 27,837	\$ -	\$ -	\$ 27,837
Restricted for:				
Debt Service - Series 2016 - 2A	\$ -	\$ 197,007	\$ -	\$ 197,007
Debt Service - Series 2018 - 2B	\$ -	\$ 124,276	\$ -	\$ 124,276
Debt Service - Series 2018 - 3A	\$ -	\$ 484,394	\$ -	\$ 484,394
Debt Service - Series 2019 - 3B	\$ -	\$ 310,735	\$ -	\$ 310,735
Debt Service - Series 2019 - 3C	\$ -	\$ 241,577	\$ -	\$ 241,577
Debt Service - Series 2020 - 3D	\$ -	\$ 330,179	\$ -	\$ 330,179
Capital Projects	\$ -	\$ -	\$ 156,166	\$ 156,166
Unassigned	\$ (6,546)	\$ -	\$ -	\$ (6,546)
<b>Total Fund Balances</b>	<b>\$ 21,290</b>	<b>\$ 1,688,167</b>	<b>\$ 156,166</b>	<b>\$ 1,865,624</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 56,675</b>	<b>\$ 1,688,167</b>	<b>\$ 209,393</b>	<b>\$ 1,954,236</b>

**Towne Park**  
**Community Development District**

**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2021**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
<b><u>Revenues:</u></b>				
Assessments - Tax Roll	\$ 860,473	\$ -	\$ -	\$ -
Other Income	\$ 2,400	\$ 200	\$ 500	\$ 300
<b>Total Revenues</b>	<b>\$ 862,873</b>	<b>\$ 200</b>	<b>\$ 500</b>	<b>\$ 300</b>
<b><u>Expenditures:</u></b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 12,000	\$ 1,000	\$ 600	\$ 400
Engineering Fees	\$ 10,000	\$ 833	\$ 338	\$ 495
Attorney	\$ 50,000	\$ 4,167	\$ 1,983	\$ 2,184
Annual Audit	\$ 7,500	\$ -	\$ -	\$ -
Assessment Roll Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Reamortization Schedules	\$ 625	\$ 550	\$ 550	\$ -
Arbitrage	\$ 2,700	\$ -	\$ -	\$ -
Dissemination	\$ 10,000	\$ 833	\$ 833	\$ -
Trustee Fees	\$ 23,867	\$ 13,256	\$ 13,256	\$ -
Management Fees	\$ 36,050	\$ 3,004	\$ 3,004	\$ (0)
Information Technology	\$ 1,800	\$ 150	\$ 150	\$ -
Website Maintenance	\$ 2,400	\$ 200	\$ 100	\$ 100
Telephone	\$ 200	\$ 17	\$ -	\$ 17
Postage & Delivery	\$ 500	\$ 500	\$ 116	\$ 384
Insurance	\$ 6,300	\$ 6,300	\$ 5,907	\$ 393
Printing & Binding	\$ 1,000	\$ 83	\$ 6	\$ 77
Legal Advertising	\$ 7,000	\$ 583	\$ 666	\$ (82)
Other Current Charges	\$ 5,000	\$ 417	\$ 98	\$ 319
Office Supplies	\$ 200	\$ 17	\$ 4	\$ 13
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total General &amp; Administrative</b>	<b>\$ 182,317</b>	<b>\$ 37,085</b>	<b>\$ 32,787</b>	<b>\$ 4,299</b>

**Towne Park**  
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance  
For The Period Ending October 31, 2021

	Adopted Budget	Prorated Budget Thru 10/31/21	Actual Thru 10/31/21	Variance
<b><u>Operations &amp; Maintenance</u></b>				
<b>Field Expenditures</b>				
Property Insurance	\$ 30,000	\$ 30,000	\$ 19,771	\$ 10,229
Field Management	\$ 15,000	\$ 1,250	\$ 1,250	\$ -
Landscape Maintenance	\$ 265,000	\$ 22,083	\$ 21,774	\$ 310
Landscape Enhancements/Replacement	\$ 35,000	\$ 2,917	\$ -	\$ 2,917
Pond Maintenance	\$ 32,000	\$ 2,667	\$ 2,681	\$ (14)
Electric	\$ 5,400	\$ 450	\$ 499	\$ (49)
Streetlighting	\$ 20,000	\$ 1,667	\$ -	\$ 1,667
Water & Sewer	\$ 2,500	\$ 208	\$ 92	\$ 117
Irrigation Repairs	\$ 10,000	\$ 833	\$ 1,730	\$ (896)
General Repairs & Maintenance	\$ 15,000	\$ 1,250	\$ -	\$ 1,250
Contingency	\$ 10,000	\$ 833	\$ -	\$ 833
<b>Subtotal Field Expenditures</b>	<b>\$ 439,900</b>	<b>\$ 64,158</b>	<b>\$ 47,796</b>	<b>\$ 16,363</b>
<b>Amenity Expenditures</b>				
Electric	\$ 21,000	\$ 1,750	\$ 814	\$ 936
Water	\$ 7,500	\$ 625	\$ 208	\$ 417
Internet & Phone	\$ 2,600	\$ 217	\$ 115	\$ 102
Playground & Equipment Lease	\$ 23,593	\$ 1,966	\$ 1,966	\$ -
Pool Service Contract	\$ 33,600	\$ 2,800	\$ 2,750	\$ 50
Janitorial Services	\$ 19,560	\$ 1,630	\$ 1,188	\$ 442
Security Services	\$ 30,000	\$ 2,500	\$ -	\$ 2,500
Pest Control	\$ 4,500	\$ 375	\$ -	\$ 375
Amenity Access Management	\$ 5,000	\$ 417	\$ 417	\$ (0)
Amenity Repair & Maintenance	\$ 15,000	\$ 1,250	\$ -	\$ 1,250
Contingency	\$ 10,000	\$ 833	\$ -	\$ 833
<b>Subtotal Amenity Expenditures</b>	<b>\$ 172,353</b>	<b>\$ 14,363</b>	<b>\$ 7,458</b>	<b>\$ 6,905</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 612,253</b>	<b>\$ 78,521</b>	<b>\$ 55,254</b>	<b>\$ 23,267</b>
<b>Total Expenditures</b>	<b>\$ 794,570</b>	<b>\$ 115,606</b>	<b>\$ 88,041</b>	<b>\$ 27,566</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 68,303</b>	<b>\$ (115,406)</b>	<b>\$ (87,541)</b>	<b>\$ (27,266)</b>
<b><u>Other Financing Sources/(Uses):</u></b>				
Transfer In/(Out)	\$ (68,303)	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (68,303)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ (87,541)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 108,831</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 21,290</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2016 - 2A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2021**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 111,715	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 1	\$ 1
<b>Total Revenues</b>	<b>\$ 111,715</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 41,144	\$ -	\$ -	\$ -
Principal - 11/1	\$ 25,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 40,519	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 106,663</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 5,053</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Fund Balance - Beginning</b>	<b>\$ 84,530</b>		<b>\$ 197,006</b>	
<b>Fund Balance - Ending</b>	<b>\$ 89,582</b>		<b>\$ 197,007</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2018 - 2B**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2021**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 130,304	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 1	\$ 1
<b>Total Revenues</b>	<b>\$ 130,304</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 46,022	\$ -	\$ -	\$ -
Principal - 5/1	\$ 25,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 46,022	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 117,044</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 13,260</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Fund Balance - Beginning</b>	<b>\$ 61,580</b>		<b>\$ 124,276</b>	
<b>Fund Balance - Ending</b>	<b>\$ 74,839</b>		<b>\$ 124,276</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2018 - 3A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2021**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 525,011	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 2	\$ 2
<b>Total Revenues</b>	<b>\$ 525,011</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 197,000	\$ -	\$ -	\$ -
Principal - 5/1	\$ 120,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 197,000	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 514,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 11,011</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>
<b>Fund Balance - Beginning</b>	<b>\$ 220,388</b>		<b>\$ 484,391</b>	
<b>Fund Balance - Ending</b>	<b>\$ 231,400</b>		<b>\$ 484,394</b>	



**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2019 - 3B**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2021**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 335,844	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 2	\$ 2
<b>Total Revenues</b>	<b>\$ 335,844</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 118,282	\$ -	\$ -	\$ -
Principal - 5/1	\$ 95,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 118,822	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 332,104</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 3,740</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>
<b>Fund Balance - Beginning</b>	<b>\$ 140,744</b>		<b>\$ 310,733</b>	
<b>Fund Balance - Ending</b>	<b>\$ 144,484</b>		<b>\$ 310,735</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2019 - 3C**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2021**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 228,506	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 1	\$ 1
<b>Total Revenues</b>	<b>\$ 228,506</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 80,616	\$ -	\$ -	\$ -
Principal - 5/1	\$ 65,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 80,616	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 226,233</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,274</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Fund Balance - Beginning</b>	<b>\$ 115,247</b>		<b>\$ 241,576</b>	
<b>Fund Balance - Ending</b>	<b>\$ 117,521</b>		<b>\$ 241,577</b>	

**Towne Park**  
**Community Development District**  
**Debt Service Fund Series 2020 - 3D**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2021**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
<b>Revenues:</b>				
Assessments - Tax Roll	\$ 399,907	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 2	\$ 2
<b>Total Revenues</b>	<b>\$ 399,907</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 130,172	\$ -	\$ -	\$ -
Principal - 5/1	\$ 140,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 130,172	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 400,344</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (436)</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ (1)	\$ (1)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1)</b>	<b>\$ (1)</b>
<b>Net Change in Fund Balance</b>	<b>\$ (436)</b>		<b>\$ 1</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 130,174</b>		<b>\$ 330,178</b>	
<b>Fund Balance - Ending</b>	<b>\$ 129,738</b>		<b>\$ 330,179</b>	

**Towne Park**  
**Community Development District**  
**Capital Projects Funds**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2021**

	Series	Series	Series	Series	Series	
	2016 - 2A	2018 - 2B	2019 - 3B	2019 - 3C	2020 - 3D	Total
<b>Revenues</b>						
Interest	\$ -	\$ -	\$ 1	\$ -	\$ 0	\$ 1
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 1</b>
<b>Expenditures:</b>						
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 1</b>
<b>Other Financing Sources/(Uses)</b>						
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 1
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 2</b>
<b>Fund Balance - Beginning</b>	<b>\$ 0</b>	<b>\$ 69</b>	<b>\$ 153,595</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 156,164</b>
<b>Fund Balance - Ending</b>	<b>\$ 0</b>	<b>\$ 69</b>	<b>\$ 153,596</b>	<b>\$ 2,500</b>	<b>\$ 1</b>	<b>\$ 156,166</b>

**Towne Park**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Assessments - Tax Roll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other Income	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	500
<b>Total Revenues</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>500</b>
<b>Expenditures:</b>													
<b><u>General &amp; Administrative:</u></b>													
Supervisor Fees	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	600
Engineering Fees	\$ 338	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	338
Attorney	\$ 1,983	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,983
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Roll Services	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Reamortization Schedules	\$ 550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	550
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dissemination	\$ 833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	833
Trustee Fees	\$ 13,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13,256
Management Fees	\$ 3,004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,004
Information Technology	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150
Website Maintenance	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ 116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	116
Insurance	\$ 5,907	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,907
Printing & Binding	\$ 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6
Legal Advertising	\$ 666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	666
Other Current Charges	\$ 98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	98
Office Supplies	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
<b>Total General &amp; Administrative</b>	<b>\$ 32,787</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>32,787</b>

**Towne Park**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Operations &amp; Maintenance</u></b>													
<b>Field Expenditures</b>													
Property Insurance	\$ 19,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	19,771
Field Management	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,250
Landscape Maintenance	\$ 21,774	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	21,774
Landscape Enhancements/Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pond Maintenance	\$ 2,681	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,681
Electric	\$ 499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	499
Streetlighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Water & Sewer	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	92
Irrigation Repairs	\$ 1,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,730
General Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Subtotal Field Expenditures</b>	<b>\$ 47,796</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>47,796</b>
<b>Amenity Expenditures</b>													
Electric	\$ 814	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	814
Water	\$ 208	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	208
Internet & Phone	\$ 115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	115
Playground & Equipment Lease	\$ 1,966	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,966
Pool Service Contract	\$ 2,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,750
Janitorial Services	\$ 1,188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,188
Security Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity Access Management	\$ 417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	417
Amenity Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Subtotal Amenity Expenditures</b>	<b>\$ 7,458</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>7,458</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 55,254</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>55,254</b>
<b>Total Expenditures</b>	<b>\$ 88,041</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>88,041</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (87,541)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(87,541)</b>
<b>Other Financing Sources/Uses:</b>													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Other Financing Sources/Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>\$ (87,541)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(87,541)</b>