



Spring Hill
Community Redevelopment Agency
“A City County Partnership”

MEETING AGENDA
June 19, 2023

CALL TO ORDER

CONSENT AGENDA

1. Approval of Minutes, Regular Meeting, March 6, 2023

PETITIONS AND REQUESTS FROM THE PUBLIC

DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE

UNFINISHED BUSINESS

NEW BUSINESS

1. Consideration Re: Approval of RFP 23-04, Land Parcel Lease Document
2. Consideration Re: Exterior Improvement Grant, 801 Oakmont Ct.

BOARDMEMBER COMMENTS/CONCERNS

NEXT MEETING

1. Schedule Next Regular Meeting

ADJOURNMENT

Meeting of June 19, 2023 – 6:30 PM
DeLand Commission Chambers – DeLand City Hall
120 South Florida Avenue - DeLand



Figure 1 - Spring Hill CRA Graphic Logo

Consent Item 1



Spring Hill

Community Redevelopment Agency

“A City County Partnership”

MEETING MINUTES

March 6, 2023

CALL TO ORDER

Chairman Cloudman called the meeting to order at 6:00 P.M.

BOARD ATTENDANCE: Chris Cloudman, David Santiago, Dan Reed and Charles Paiva

CONSENT AGENDA

Mr. Paiva made a motion to approve Items 1-3 on the consent agenda. Mr. Reed seconded the motion, which carried by a unanimous vote.

1. Approval of Minutes, Regular Meeting, October 24, 2022
2. Consideration of Resolution 23-01, Approving Carryover Spring Hill CRA Budget Amending FY 22-23
3. Consideration of Resolution 23-02, Approving Spring Hill CRA Budget Amending FY 22-23 Budget

PETITIONS AND REQUESTS FROM THE PUBLIC

There were no petitions and requests from the public.

DR. JOYCE M. CUSACK RESOURCE CENTER STAFF UPDATE

Staff provided brief update.

UNFINISHED BUSINESS

NEW BUSINESS

1. Consideration Re: Security Fencing 927 S. Clara Ave. (Former Delco Oil)
Mr. Paiva made a motion to approve the security fencing at 927 S. Clara Avenue. Mr. Reed seconded the motion, which carried by a unanimous vote.
2. Consideration Re: Property of the Quarter

Meeting of March 6, 2023 – 6:30 PM
DeLand Commission Chambers – DeLand City Hall
120 South Florida Avenue - DeLand

Mr. Paiva made a motion to award the Property of the Quarter to 502 W. Beresford Avenue.
Mr. Reed seconded the motion, which carried by a unanimous vote.

BOARDMEMBER COMMENTS/CONCERNS

N/A

NEXT MEETING

1. Schedule Next Regular Meeting

The next meeting is tentatively scheduled for May 1, 2023.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned by
Chairman Cloudman.



Figure 2 - Spring Hill CRA Graphic Logo

Spring Hill Update

(Verbal)



Figure 4 - Spring Hill CRA Graphic Logo

New Business Item 1

CITY OF DELAND, FLORIDA
REQUEST FOR COMMUNITY REDEVELOPMENT AGENCY ACTION
June 19, 2023

Department: Finance	Attachments:
Consideration Re: Approval of RFP 23-04	[X] RFP Document
Prepared by: Mike Grebosz	Approved by: Mike Grebosz
	CRA Administrator

SUMMARY/HIGHLIGHT:

Joe Sullivan, Chief Professional Officer of the Boys and Girls Club reached out to staff in 2022 seeking assistance from the CRA in helping obtain an ECHO Grant from Volusia County to make major building improvements on the site. Since the CRA is the owner of the property it makes the ECHO Grant process more complex and more costly for the Boys and Girls Club. With the current arrangements in place, the Boys and Girls Club can not use the value of the land as a match for the grant. On a similar note, Mr. Sullivan also noted that when looking for additional donor and grant opportunities the current ownership status of the property also has been an impediment to the Boys and Girls Club.

In July of 2022, the CRA approved staff to move forward with the conveyance of the property. The City attorney has been working with Legal Department at Volusia County to ensure that the conveyance meets the required standards.

Staff has created an RFP (Request for Proposal) document that will allow an interested party to submit a proposal that will be reviewed by the CRA.

Staff is requesting that the CRA approve of the RFP document so that it can be advertised with a response due date of July 24th 2023. After that time, the CRA will review the submissions and consider approval of a submitted proposal at a CRA meeting that will be scheduled in August.

FISCAL IMPACT:

There is no significant fiscal impact, as the current annual rent is \$1.00.

RECOMMENDATION:

Staff is recommending that the CRA approve RFP document 23-04.

Consideration re: Consideration Re: Approval of RFP 23-04

BACKGROUND/DISCUSSION:

Since 2007 the Spring Hill CRA has leased property located at 935 S. Adelle Avenue to the Boys and Girls Club of Volusia/Flagler Counties Inc. In 2012, the City obtained a federal grant to help the organization construct an additional building on the premises. At that time, the lease was amended to be consistent with the construction of the new building and the term of the lease ends on April 17, 2072.

ITEM SUMMARY: *Consideration Re: Approval of RFP 23-04*

SUBMIT TO: CITY OF DELAND FINANCE DEPT., 2 ND FLOOR PURCHASING COORDINATOR 120 SOUTH FLORIDA AVENUE DELAND, FLORIDA 32720		<h1>REQUEST FOR PROPOSAL</h1>
CONTACT: Corey McMillen mcmillenc@deland.org purchasing@deland.org		
PHONE: 386-626-7078	RFP-23-04	<i>SUBMITTALS RECEIVED AFTER SPECIFIED DATE AND TIME WILL NOT BE CONSIDERED</i>
RFP TITLE: Land Parcel Lease		SUBMITTAL DEADLINE: July 24, 2023 @ 3:00 P.M.
PRE-PROPOSAL CONFERENCE DATE, TIME AND LOCATION: N/A		PROPOSAL BOND REQUIRED: N/A
RESPONDENT NAME:		FEDERAL ID # OR SOCIAL SECURITY #:
MAILING ADDRESS:		TELEPHONE #:
CITY – STATE – ZIP:		FAX #:
X		EMAIL:
<i>AUTHORIZED SIGNATURE</i>		Title
Printed Name		Date
<p>By my signature I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting an offer for the same materials, supplies, equipment, or service(s), and is in all respects fair and without collusion or fraud. I further agree that if the offer is accepted, the offeror will convey, sell, assign, or transfer to the City of DeLand all right, title, and interest in and to all causes of action it may now or hereafter acquire under the Antitrust laws of the United States and the State of Florida for price fixing relating to the particular commodity(s) or services(s) purchased or acquired by the City of DeLand. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the vendor.</p>		
THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR RESPONSE		
GENERAL CONDITIONS AND INSTRUCTIONS ****PLEASE READ CAREFULLY****		

- SUBMISSION OF OFFERS:** All offers shall be submitted in a sealed envelope or package. The invitation numbers, title, and opening date shall be clearly displayed on the outside of the sealed envelope or package. The delivery of responses to the receptionist located on the 2nd floor of City Hall prior to the specified date and time is solely and strictly the responsibility of the offeror. Any submittal received after the specified date and time will not be considered.

Responses shall be submitted on forms provided by the City. Additional information may be attached to the submittal. Facsimile submissions are NOT acceptable. No offer may be modified after acceptance. No offer may

be withdrawn after opening for a period of sixty (60) days unless otherwise specified.

- EXECUTION OF OFFER:** Offer shall contain a manual signature in the space(s) provided of a representative authorized to legally bind the offeror to the provisions therein. All spaces requesting information from the offeror shall be completed. Responses shall be typed or printed in ink. Use of erasable ink or pencil is not permitted. Any correction made by the offeror to any entry must be initialed.

3. **OPENING:** Pursuant to Section 119.071(1)(b) Florida Statutes no further information regarding proposals submitted will be made public until such time of intended award or thirty (30) days, whichever is earlier.
4. **PUBLIC RECORD:** The City of DeLand, Florida, is governed by the Public Record Law, Chapter 119, Florida Statutes.
5. **TABULATION:** This section intentionally left blank but the paragraph and heading has been preserved to maintain numbering.
6. **CLARIFICATION/CORRECTION OF ENTRY:** The City of DeLand reserves the right to allow for the clarification of questionable entries and the correction of OBVIOUS MISTAKES.
7. **INTERPRETATION/ADDENDA:** Any questions concerning conditions and specifications shall be directed to the designated contact person. Those interpretations which may affect the eventual outcome of the invitation/offer shall be furnished in writing to prospective offerors.

No interpretation shall be considered binding unless provided in writing by the City of DeLand in the form of an addendum. Any addenda issued shall be acknowledged by signature and returned with offeror's response. Failure to acknowledge addenda may result in the offer not being considered.
8. **INCURRED EXPENSES:** This invitation does not commit the City to make an award nor shall the City be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement.
9. **PRICING:** This section intentionally left blank but the paragraph and heading has been preserved to maintain numbering.
10. **ADDITIONAL TERMS & CONDITIONS:** The City of DeLand reserves the right to reject offers containing terms or conditions contradictory to those requested in the invitation specifications.
11. **TAXES:** The City of DeLand is exempt from Federal Excise Taxes and all sales taxes. Florida State Exemption Certificate No. 85-8013842706C-2.
12. **DISCOUNTS:** All discounts, except those for prompt payment, shall be considered in determining the lowest net cost for evaluation purposes.
13. **MEETS SPECIFICATIONS:** The offeror represents that all offers to this invitation shall meet or exceed the minimum requirements specified.
14. **SAMPLES:** When required, samples of products shall be furnished with response to the City at no charge. Samples may be tested and will not be returned to the offeror. The result of any and all testing shall be made available upon written request.
15. **SILENCE OF SPECIFICATIONS:** The apparent silence of these specifications or any supplemental specifications as to details or the omission from same of any detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used. All workmanship shall be first quality. All interpretations of specifications shall be made upon the basis of this statement.
16. **GOVERNING LAWS:** Any agreement to purchase resulting from this invitation shall be governed by the laws, regulations, and ordinances of the State of Florida and the City of DeLand, Florida. Venue shall be non-jury in the Circuit Court of Volusia County, Florida.
17. **ASSIGNMENT:** Any agreement to purchase issued pursuant to this invitation and award thereof and the monies which may become due hereunder are not assignable except with the prior written approval of the City.
18. **CONTENT OF INVITATION/RESPONSE:** The contents of this invitation, all terms, conditions, specifications, and requirements included herein and the accepted and awarded response thereto may be incorporated into an agreement to purchase and become legally binding. Any terms, conditions, specifications, and/or requirements specific to the item or service requested herein shall supersede the requirements of the 'GENERAL CONDITIONS AND INSTRUCTIONS'.
19. **LIABILITY:** The supplier/provider shall hold and save the City of DeLand, its officers, agents, and employees harmless against claims by third parties resulting from breach of contract or negligence by the supplier/provider.
20. **PATENTS, COPYRIGHT, AND ROYALTIES:** The supplier/provider, without exception, shall indemnify and save harmless the City of DeLand, its officers, agents and employees, from liability of any nature or kind, including

- cost and expenses for or on account of any copyrighted, registered, patented, or unpatented invention, process, or article manufactured or used in the provision of goods and/or services, including use by the City of DeLand. If the supplier/provider uses any design, device, or materials covered by letters, patent, copyright, or registration, it is mutually agreed and understood without exception that the quoted price shall include all royalties or costs arising from the use of such design, device, or materials in any way involved.
21. **TRAINING:** Unless otherwise specified, suppliers/providers may be required at the convenience of and at no expense to the City to provide training to City personnel in the operation and maintenance of any item purchased as a result of this invitation.
22. **ACCEPTANCE:** Products purchased as a result of this invitation may be tested for compliance with specifications. Items delivered not conforming to specifications may be rejected and returned at bidder's expense. Those items and items not delivered by the delivery date specified in accepted offer and/or purchase order may be purchased on the open market. Any increase in cost may be charged against the bidder.
23. **SAFETY WARRANTY:** Any awarded supplier/provider including dealers, distributors, and/or manufacturers shall be responsible for having complied with all Federal, State, and local standards, regulations, and laws concerning the product or service specified, and the use hereof, applicable and effective on the date of manufacture or use or date in service including safety and environmental standards as apply to both private industry and governmental agencies.
24. **WARRANTY:** The offeror agrees that, unless otherwise specified, the product and/or service furnished as a result of this invitation and award thereto shall be covered by the most favorable commercial warranty the offeror gives to any customer for comparable quantities of such products and/or services and that the right and remedies provided herein are in addition to and do not limit any rights afforded to the City of DeLand by any other provision of the invitation/offer.
25. **AWARD:** As the best interest of the City may require, the City reserves the right to make award(s) by individual item, group of items, all or none, or a combination thereof, on a geographical basis and/or on a Citywide basis with one or more supplier(s) or provider(s); to reject any and all offers or waive any irregularity or technicality in offers received. Offerors are cautioned to make no assumptions unless their offer has been evaluated as being responsive. Any or all award(s), made as a result of this invitation, shall conform to applicable ordinances of the City of DeLand, Florida.
26. **VIOLATIONS:** Any violation of any of the stipulations, terms, and/or conditions listed and/or included herein may result in the offeror/bidder being disqualified from doing business with the City for a period of time to be determined on a case-by-case basis.
27. **UNIT PRICING:** For purposes of this Invitation and evaluation of responses hereto the following shall apply: unit prices shall prevail over extended prices; written matter shall prevail over typed matters; numbers spelled in word form shall prevail over Arabic numerals ("one" over "1"). When not inconsistent with context words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.
28. **INSURANCE:** Vendor/Contractor shall defend, indemnify and hold harmless the City of DeLand from and against any and all liability, losses, damages, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions, and costs of actions (including attorneys' fees), of whatsoever kind or nature arising out of or in any way arising out of the agreement or any act or omission of Vendor/Contractor or its agents, servants, employees, independent contractors, customers, patrons or invitees, unless such claims are as a result of the City's sole negligence.

The Vendor/Contractor shall secure and maintain, at its own expense at all times during the term of this contract, a comprehensive public liability insurance policy issued by a responsible insurance company, and in a form acceptable to the City, protecting and insuring against all of the following: claims, demands, damages, fees, fines, penalties, suits, proceedings, actions, and costs of actions, etc. coverage limits of not less than \$1,000,000 for bodily injury to or death to one or more person(s), and \$1,000,000 for damage to any property, or a combined single limit of \$2,000,000 for any occurrence of bodily injury to persons or damage to property, which insurance shall be issued on the occurrence basis. This policy shall name the City of DeLand as additionally insured.

The Vendor/Contractor shall secure and maintain, at its own expense at all times during the term of this contract an automobile liability coverage policy with a minimum of a \$1,000,000 combined single limit per occurrence.

The Vendor/Contractor shall secure and maintain, at its own expense at all times during the term of this contract, Worker's Compensation and Employer's Liability Insurance covering all the persons employed by the Vendor/Contractor in connection with this contract. Worker's Compensation shall be the Statutory Limits.

The Vendor/Contractor shall not commence work under this contract until he has obtained all insurance required and submitted proof thereof to the City's Risk Manager for approval. Certificates shall provide for thirty (30) day cancellation notice to the City. Referenced Certificate to be mailed to Risk Manager, City of DeLand, 120 South Florida Avenue, DeLand, Florida, 32720-5481.

The Vendor/Contractor shall either cover any sub-contractors on its policy or require the sub-contractors to conform to all requirement for insurance contained herein.

Vendor/Contractor agrees that the City of DeLand will make no payments pursuant to the terms of the contract until all required proof or evidence of insurance has been provided to the City's Risk Manager.

If the contract negotiated as a result of this RFP has different insurance requirements, the insurance requirements in such contract shall control.

29. **DEFINITIONS:**

CITY – The term "City" herein refers to the City of DeLand, Florida, and its duly authorized representatives.

OFFEROR - The term "offeror" used herein refers to any dealer, manufacturer, representative, distributor, or business organization submitting an offer to the City in response to this invitation.

BIDDER – The term "bidder" used herein refers to any dealer, manufacturer, representative, distributor, or business organization that will be or has been awarded a contract and/or purchase order pursuant to the terms and conditions of the invitation and accepted offer.

30. **PUBLIC ENTITY CRIMES INFORMATION STATEMENT:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
31. **PERMITS:** Contractor shall be responsible for payment of all applicable permit fees.
32. **PAYMENT:** Payment will be made in accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, Florida Statutes).
33. **BONDING:** See Section 13 of Draft Contract (Exhibit A)
34. **AVAILABILITY OF FUNDS:** A contract shall be deemed executory only to the extent of appropriations available to each department for the purchase of such articles. The City's extended obligation on these contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriations for the following fiscal year.
35. **E-VERIFY:** In accordance with Florida State Law, Executive Order 11-116, any vendor or company that the City enters into contract with, or issues a purchase order, must utilize the E-Verify system.
36. **INCONSISTENT TERMS IN RESULTING CONTRACT:** In the event that the terms of any contract ultimately negotiated as a result of this RFP vary from any provision of this RFP, the terms of such contract shall control over the terms set forth in this RFP.

THE CITY OF DELAND RESERVES THE RIGHT TO REJECT ANY OR ALL OFFERS, TO WAIVE INFORMALITIES, AND TO ACCEPT ALL OR ANY PART OF ANY OFFER AS MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE CITY.

**LAND PARCEL LEASE
RFP-23-04
SPECIAL CONDITIONS**

1. INTRODUCTION/PURPOSE:

The real property located in the Community Redevelopment Area which was acquired by the Spring Hill Community Redevelopment Agency (CRA) and which the CRA proposes to sell, in a method which complies with the provisions of Section 163.380, *Florida Statutes*, is addressed as 935 South Adelle Avenue and is assigned Tax Parcel Identification Number: 702017030330 by the Volusia County Property Appraiser. The real property totals approximately .77 acre in size and is more specifically legally described as follows:

Lots 33, 34, 39, 40 and 41, Block C, YEMASSEE ADDITION, according to the plat thereof, as recorded in Map Book 9, Page 175, of the Public Records of Volusia County, Florida, constituting approximately .77 acre of real property.

The real property is subject to, and the sale of the real property will be subject to, a Lease, entered by the CRA in 2012 with the Boys & Girls Clubs of Volusia/Flagler Counties, Inc. The duration of the Lease is for a term of 60 years ending on April 17, 2072. During the term of the Lease the real property may be used solely for the purpose of operating a Boys Girls Club facility which is chartered by the Boys & Girls Club of America and for no other purpose whatsoever. The rent paid to the CRA under the Lease is the sum of \$1.00 per year.

The successful proposer would be obligated to assume the CRA's responsibilities under the provisions of the Lease and, if the successful proposer is a private person or entity, the real property would no longer be tax exempt for the purposes of the assessment of ad valorem taxes.

The CRA will make all pertinent information available to private redevelopers or any persons interested in undertaking to redevelop or rehabilitate the real property. Such information may be obtained by contacting the office of the Assistant City Manager for the City of DeLand, at 386-626-7000.

The CRA will consider all redevelopment or rehabilitation proposals and the financial and legal ability of the persons or entities making such proposals to carry them out and will negotiate for the purchase of the real property and determine whether it desires to accept a proposal as it deems to be in the public interest and in furtherance of the purposes of controlling State law.

This Request for Proposals is required to be given by the Spring Hill CRA Redevelopment Plan and by Florida Statute Section 163.380(3)(a).

2. PROPOSAL SUBMITTAL:

Proposals must be submitted no later than **3:00 P.M.** local time on **July 24, 2023**. One (1) paper copy marked "Original" must be provided, and must be accompanied by an equivalent electronic PDF file on a universal serial bus drive (USB). Sealed proposals must be clearly marked as follows:

"RFP-23-04, Land Parcel Lease" and returned to:

Purchasing Coordinator
DeLand City Hall, 2nd Floor
120 S. Florida Ave.
DeLand, FL 32720

All proposals received on or before the due date and time will be opened after **3:00 P.M.** local time on **July 24, 2023**, at which time, the names of the firms submitting proposals will be read. No details of the proposals or the contents shall be disclosed until notice of intent to award or thirty (30) days after opening of the proposals, whichever occurs first, in accordance with Chapter 119.071 (1)(b)2, Florida Statutes.

Electronic submission is now available on VendorLink at www.myvendorlink.com (no charge to vendors, just need to register)

***Note:** Please ensure that if you use a third-party carrier (DHL Express, FedEx, UPS, USPS, etc.) that they are properly instructed to deliver your proposal only to the Purchasing Coordinator on the second (2nd) floor at the above address. **Firms submitting proposals are advised that U.S. Postal Service 1st Class and Express mail is delivered to a P.O. Box and is not delivered to the Purchasing Coordinator. Delivery via the USPS is at the Contractor's risk. To be considered, a proposal must be accepted by the Purchasing Coordinator no later than the RFP closing date and time.** If the proposal is delivered anywhere else, it may not reach the Purchasing Coordinator in time.

3. **INFORMATION OR CLARIFICATION:**

For information concerning procedures for responding to this proposal, contact Corey McMillen, Purchasing Coordinator at (386)-626-7078, or by email at mcmillenc@deland.org or purchasing@deland.org. Such contact shall be for clarification purposes only. Material changes, if any, to the specifications will be transmitted by written addendum through the Purchasing Coordinator. No interpretation of the meaning of a proposal, any correction of any apparent ambiguity, inconsistency or error therein, will be made by any firm submitting a proposal orally. Every request for an interpretation of this RFP must be in writing addressed to the Purchasing Coordinator at 120 S. Florida Ave., 2nd Floor, DeLand, FL 32720, or emailed to the attention of Corey McMillen at mcmillenc@deland.org or purchasing@deland.org. To be given consideration, such requests must be received in writing no later than **July 17, 2023 @ 5:00 P.M.** All such interpretations and supplemental instructions will be in the form of written Addenda to the Proposal. Only the interpretation or correction so given by the Purchasing Coordinator in writing shall be binding.

Any addenda will be transmitted by written addendum through the Purchasing Coordinator. The City will not notify Contractors of addenda. It is the sole responsibility of the Contractor prior to submitting a proposal to verify receipt of all documents to include written addenda.

Proposals will be reviewed by the DeLand City Commission, which has the sole authority to make the final determination to award, revise, or reject a contract with the selected firm.

Rights to Submitting Material: All responses, inquiries or correspondence relating to or in reference to this RFP, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the proposers will become the property of the City of DeLand.

Contract Negotiation: The City at its sole discretion, reserves the right to enter into contract negotiations with the highest ranked, responsive, responsible firm. If the City and said firm cannot negotiate a contract, the City may terminate said negotiations. No firm submitting a proposal shall have any rights against the City arising from such negotiations or termination thereof.

Required Proposal Forms:

- Signed Request for Proposals
- Acknowledgment of Terms, Conditions, and Addenda

**LAND PARCEL LEASE
RFP-23-04
ACKNOWLEDGMENT OF TERMS, CONDITIONS, AND ADDENDA**

ADDENDUM ACKNOWLEDGMENT:

Add. No. _____ Dated _____ / Add. No. _____ Dated _____

Add. No. _____ Dated _____ / Add. No. _____ Dated _____

I hereby acknowledge that I have read, understand, and agree to all terms, conditions, insurance, scope of work, specifications and pricing for RFP-23-04/Land Parcel Lease.

VENDOR NAME _____

ADDRESS _____

AUTHORIZED

SIGNATURE _____

PRINTED

SIGNATURE _____ DATE _____

TELEPHONE# _____ FAX # _____

EMAIL: _____



Figure 5 - Spring Hill CRA Graphic Logo

New Business Item 2

CITY OF DeLAND, FLORIDA
REQUEST FOR SPRING HILL COMMUNITY REDEVELOPMENT AGENCY ACTION
June 19, 2023

	Attachments:
Consideration re: Applicant for Exterior Improvement Grant, 801 Oakmont Ct.	[X] Application
Prepared by: Michael Grebosz	
CRA Administrator	

SUMMARY/HIGHLIGHT:

For FY 2022-2023, \$20,000 in funding has been allocated to the exterior improvement grants. The Spring Hill Neighborhood Association is presenting the following applicant for consideration. Helen Woulard at 801 Oakmont Ct. is seeking a grant for window replacement. The total cost is \$7,698, which qualifies for 75% grant funding up to \$4,000 and 50% funding for anything over \$4,000, with a maximum CRA payout of no more than \$5,000 per applicant.

In this instance, the grant will pay out \$4,849. The owner will contribute \$2,849.

Action Required:

1. Helen Woulard – 801 Oakmont Ct. Window replacement.
 - Total Cost: \$7,698. Cost to CRA: \$4,849.

FISCAL IMPACT:

22-23 Funding:	\$20,000.00
Previously Utilized:	\$ -
Remaining Balance Before Request	\$20,000.00
<u>Requested:</u>	<u>\$4,849.00</u>
Balance After Request	\$ 15,151.00

RECOMMENDATION: It is recommended that the CRA approve the grant as approved by the Spring Hill Neighborhood Association.

Consideration re: Applicant for Exterior Improvement Grant, 801 Oakmont Ct..

BACKGROUND/DISCUSSION: Exterior Improvement Grant

2022-2023 Program History

Applicant	Address	Project	Cost of Project	CRA Portion	Budget \$20,000

ITEM SUMMARY: Consideration of exterior improvement grant application for Helen Woulard, 801 Oakmont Ct.


The Window Shoppe, LLC
FAMILY OWNED AND OPERATED SINCE 1979
 1280 South Volusia Avenue
 Orange City, Florida 32763
 386-775-4496 • 407-406-3466
 Daytona 386-253-9271 • 1-800-528-6405 • FAX 386-775-6770
 www.thewindowshoppe.net

License No. SID15121501

NAME: <u>Woulard</u>	PHONE (H): <u>7747-4149</u>	DATE: <u>6-13-23</u>
STREET: <u>801 Oakmont ct</u>	PHONE (W):	REFERENCE:
CITY: <u>DeLand</u>	CELL:	STRUCTURE:
EMAIL:		

12- windows

SKETCH

		<u>P.G.T</u> - windows
		Energy & View
<u>White vinyl</u>		
<u>Lowe max</u>		
<u>Argon gas</u>	<u>\$76.98</u>	<u>removed</u>
<u>No grids</u>		<u>disposed</u>
<u>Insulated Glass</u>		<u>Installed</u>
<u>1/2 Screens</u>		<u>Permitted</u>
<u>SH</u>		<u>w/ tax</u>
<u>2- obs / fupord</u>		<u>-1400 deduct</u>
		<u>front 2</u>

*Includes all of our current coupons

We hereby propose to furnish labor and materials - complete in accordance with the above specifications.

All 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 costs, will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. You the buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Notice of cancellation must be in writing postmarked no later than midnight of the following third business day.

THIS IS A CUSTOM ORDER

Authorized Signature _____

Matt Furr

ACCEPTED

- 1) Order is not subject to change when merchandise is ordered to purchaser's specifications.
- 2) Merchandise remains the property of seller until purchase price is paid in full.
- 3) Upon default, purchaser agrees to pay all costs of enforcing seller's rights.
- 4) Buyer responsible for removal and installation of security system, burglar bars, and window coverings.
- 5) A deposit of one half the purchase price is required on all installed orders and is non-refundable after the third business day. Payment is due in full on all DIY orders. Please bring help to load. DIY sizes are customer's responsibility.
- 6) Balance paid to installer upon completion. All past due accounts subject to finance charge of 1 1/2% per month (18% per annum). The purchaser agrees to pay reasonable attorney fees and court cost of collection. Venue in any suit arising out of or in any way concerning this contract shall be in Volusia County, Florida and purchaser waives whatever rights they have in selection of venue.

The above prices, specifications and conditions are hereby accepted. Pricing does NOT include unforeseen materials, trim or labor for work on windows or doors. You are authorized to do the work as specified.

Payment due in full before final inspection.

Date _____

Signature _____

Miller Windows

Division of the Cutting Edge Corp.
 1377 S. Leavitt Ave. Suite 102
 Orange City, Fl. 32763

Estimate

Date	Estimate #
6/13/2023	14771

Name / Address
Woullard, Helen 386-747-4149

			Project
Description	Qty	Cost	Total
801 Oakmont Ct Deland, Fl.		0.00	0.00
CWS Aria series vinyl windows 1/1 no colonial grills 366 lowE insulated glass energy code compliant white frame color with screens			
Retrofit Window Package	1	8,789.00	8,789.00
Deland building permit package	1	385.00	385.00
Job notes right side bathroom window to small for operable must be fixed glass stucco brick may need to be repair this is not included in the above estimate(to be discussed at job walk)			
Above price includes product, tax, installation material, installation labor and the disposal of old products			
Thanks for opportunity to estimate your window replacements		Subtotal	\$9,174.00
		Sales Tax (6.5%)	\$0.00
		Total	\$9,174.00
Phone #	Fax #	E-mail	
386-775-2893	386-774-2893	Brian@Millerwindow.com	

"A" GRANT INSTRUCTIONS

Name of owner or lessee: Helen R Woulard
Address: 801 Oakmont Ct. Deland FL
Phone: 386 747 4179
FAX: _____
E-Mail: _____
Building Owner if different from lessee: _____

1. Applicant (owner/lessee) contacts SHNA for a Grant Application. If the applicant is the lessee, written consent of the owner should be attached to the application.
2. SHNA representative discusses the process, including permitting needs, with the owner/lessee and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
 - a. **Photographs, clearly showing existing conditions.** ←
 - b. Written specifications outlining scope of work.
 - c. Sample of paint colors to be used.
 - d. Project budget, showing written estimates of all work to be performed.
(2 estimates)
4. SHNA Grant Committee meets with applicant to review the project and make necessary changes.
5. Upon completion of the review by the SHNA Grant Committee the application will be submitted for approval to the CRA.
6. SHNA informs applicant of funding decisions.
7. Upon approval by CRA a SHNA representative will review the contract with the applicant.
8. If permits are required, the applicant/Contractor presents plans to either the City of DeLand or the County of Volusia building department for review of building regulations and historic preservation compliance if necessary. The County of Volusia is responsible for issuing permits in the unincorporated area; the City of DeLand is responsible for issuing permits within the City limits.
9. Building department issues building permits if necessary. The County of Volusia is responsible for issuing permits in the unincorporated area; the City of DeLand is responsible for issuing permits within the city limits.
10. Project work commences within 30 days of obtaining a building permit.
11. For work requiring a building permit, either the City of DeLand or the County of Volusia's Building Department reviews work completed and if completed correctly issues a Certificate of Completion to applicant.
12. Applicant provides SHNA with documentation of project, permits, certificate of completion, canceled checks or paid receipts for all grants improvements.
13. SHNA representative requests that the City of DeLand issue payment to either the contractor or owner or lessee.

Note: Any unapproved deviation from approved proposal will void any grant funding.

I have read and understand these instructions

Helen R Woulard Date: 5-25-2023
Signature of Applicant

Signature of Witness Date: _____

“B” GRANT PERMIT REQUIREMENTS

Certain areas of Spring Hill are located within the City of DeLand’s municipal limits. The DeLand Building Department, located at City Hall, 120 S. Florida Avenue (phone: 626-7007) issues permits for properties within the City limits. For areas outside of the City limits, the Volusia County Permit Center issues building permits. Their office is located in the Thomas C. Kelly Administration Center, 123 W. Indiana Avenue (phone: 736-5928).

Owner may act as their own contractor; however, permits must be obtained when required.

PERMITS MAY BE REQUIRED FOR THE FOLOWING ITEMS:

- Electrical
- Awnings
- Signage
- Renovation – Structural Renovation or Structural Aesthetic Changes
- Tree removal
- Window replacement

No permits are needed for painting or spray cleaning.

Owners or grantees are responsible for meeting with City or County building officials prior to grant application to find out the legal needs, permits, etc. Owner/grantee must comply with all relevant requirements. Owner/grantee is responsible for making certain that their contractors have pulled the proper permits.

SIGNED: Wesley R. Woodard Date: 5-25-2023

“C” GRANT AWARD CRITERIA

1. Installation or replacement of broken or missing doors, windows and screens.
2. Exterior building repairs of sagging porches; broken steps and railings; support column repair; exterior wall repair; repair of gutters and/or downspouts; etc.
3. Repainting of buildings with peeling paint.
4. Installation or rehabilitation of signs and canopies.
5. Removal of dead trees and landscaping, and junk and debris from yard areas.
6. Installation of water-wise landscaping materials
7. Non-repeat location within five years.

"D" GRANT APPLICATION

Project: Window Replacement
Name: Helen R Woulard
Mailing Address: 881 Oakmont Ct
Property Address: 881 Oakmont Ct
E-Mail Address: hrwoulard50VAhds.com
Daytime Phone: 386-747-4149 FAX #: _____
Type of Facade Improvement Planned: Window Replacement
Estimated Cost of Project: \$ _____
Amount Requested: \$ _____
Deposit Payment: \$ _____ Check/Cash/Money Order

The City of DeLand prefers to reimburse owners/applicants after the contractor has been paid. However, in cases of financial hardship grants, The CRA's match portion of the grant may be reimbursed directly to the contractor upon authorization of the CRA.

Attach detailed outline of proposed work, including:

1. Photographs clearly showing existing conditions.
2. Detailed drawing to approximate scale, showing proposed improvements.
3. Samples of proposed colors to be used on facade and signs, if applicable.
4. Project budget with contractor estimates.

AGREEMENT

I understand that in order for my request for funding to be approved, I must agree to follow the recommendations of the SHNA Grant Committee and comply with the following:

1. Exterior Improvement grants apply only to those buildings and properties within the Tax Increment District.
2. Only projects which have not received grant funds within the past FIVE (5) years will be given consideration.
3. It is the responsibility of the owner or APPLICANT to obtain all required permits from the city or County **BEFORE** beginning any work. No reimbursements will be received without the proper permits before work begins.
4. Project work must begin 30 days after permits are obtained.
5. Monies are for exterior improvements only and will be reimbursed upon completion of work. (Any changes made to the property that have not been approved by the SHNA Grant Committee will not be funded.)
6. For projects where the applicant is not the property owner, the applicant must obtain approval in writing that the property owner concurs with the execution of the proposed work.

NOTE: NO PROJECT WORK MAY BEGIN WITHOUT:

1. CRA Approval.
2. Signed Contract Documents.
3. All required permits. (See Exhibit B)

SIGNED: Helen R Woulard Date: 5-25-2023













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