

TAB 2



City of Palmetto Agenda Item

Meeting Date

5/16/11

Presenter: **JEFF BURTON**

Department: **CRA**

Title:

BACKGROUND:

WOMANS CLUB OF PALMETTO, 910 6TH STREET WEST, PALMETTO FL., PARCEL I.D.# 2744800000 LOCATED WITHIN THE CRA BOUNDARY IS REQUESTING A STORE FRONT GRANT, SFG#11-09 IN AN AMOUNT NOT-TO-EXCEED \$5,617.50. NO CITY LIENS, PROPERTY TAXES CURRENT, NO CODE VIOLATIONS AND ALL UTILITIES ARE CURRENT.

WOMANS CLUB OF PALMETTO RECEIVED THREE ESTIMATES FOR REPLACEMENT WINDOWS.

MISTER WINDOW INC.	\$11,235.00
KEY GLASS, LLC	\$12,358.00
DELESLINE CONSTRUCTION	\$12,454.00

LOWEST BID, MISTER WINDOW INC., PALMETTO BASED BUSINESS.

50% REIMBURSEMENT = \$5,617.50

Budgeted Amount:	\$250,000.00	Budget Page No(s):	92	Available Amount:	\$0.00	Expenditure Amount:	\$5,617.50
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Additional Budgetary Information: FUNDS COME FROM COMMERCIAL RENOVATION 1905598211

Funding Source(s):	1905598211	Sufficient Funds Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budget Amendment Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Source:	FY 11
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City Attorney Reviewed: Yes No N/A

 Advisory Board Recommendation: For Against N/A

 Consistent With: Yes No N/A

Potential Motion/ Direction Requested:

MOTION TO RECOMMEND APPROVAL FOR SFG#11-09, WOMANS CLUB OF PALMETTO IN AN AMOUNT NOT-TO-EXCEED \$5,617.50

Staff Contact:

JEFF BURTON	CRA DIRECTOR	(941)723-4988
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Attachments:

PALMETTO STORE FRONT GRANT PROGRAM APPLICATION TO INCLUDE THREE ESTIMATES, PHOTO OF BUILDING AND DEED.
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Store Front Grant Program Application

SFG#11- 09

PALMETTO CRA
COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM

INTENT

It is the goal of the Palmetto Community Redevelopment Agency (CRA), under Part 111, Chapter 163, Florida Statutes to eliminate slum and blight in the Community Redevelopment District. This Commercial Façade Enhancement Grant Program includes the objectives of: (1) strengthening downtown as a multi-use center; (2) strengthening the City's contribution to the well-being of the community; (3) improving the physical image within the district; and (4) enabling successful on-going revitalization.

PROGRAM DESCRIPTION

In order to carry out these goals and objective, the CRA will provide assistance to owners of commercial property located in the CRA district. Map of the CRA district can be found at www.palmettofl.org. It is the intent of this grant program to fund a portion of the applicant's cost for exterior, non-structural improvements, which will increase the aesthetic appeal of the structure. This program is not intended to fund new construction or routine maintenance and/or repairs of the structure. It is not intended for the improvements of property which is used primarily for residential use. (Mixed use qualifies so long as the use is not primarily residential.) Also, under the Constitution of the State of Florida Article 1 Section 3, religious organizations cannot be funded with public monies and therefore do not qualify for participation under this program. Examples of eligible exterior improvements are listed in the adopted CRA Plan, but not limited to, are attached.

Applicants are to complete the attached application form and submit it with all required attachments to the CRA in order to be considered for assistance.

ELIGIBILITY

Applications will only be considered if they meet all of the following eligibility criteria;

- Initiation and/or approval by property owner. If not initiated by property owner, the owner must submit letter of approval with application.
- Business must have the appropriate local business tax receipt(s) and be in compliance with city codes at completion of the project. All required governmental approvals (i.e.: Planning and Zoning, SWFWMD, ect) and permits must be properly issued, and final inspections must be performed as appropriate.
- Building that are partially in and partially out of the CRA district are eligible for funding, as to those improvements that are in the CRA district. See funding on page 4.
- Projects must be visible from the street, sidewalk, and/or parking lot.

<http://palmettocra.org/>

<http://www.facebook.com/palmettocra>

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- Non-profit organizations, with the exception of religious organizations, or other organizations that do not pay ad-valorem taxes are eligible for funding.
- Property must be current in water/sewer/garbage and tax bills, and without City liens, and verified by CRA staff. Previous delinquent status of public utilities, taxes, ect. Will be considered in prioritizing applications for funding.
- All building materials and colors, as well as plant materials, shall be subject to CRA approval.
- Labor expenses are eligible only when performed by a licensed contractor in good standing in Manatee County. All quotes/bills/invoices must reflect the contractor's license number.
- Funding is limited to \$50,000.00 for any applicant/business/individual, per building during any 60 month period, and subject to available CRA funds.
- Improvements can be initiated, provided required procurement procedures are followed, not more than 90 days before the submission of an application for funding. All competitive bids/quotes must be dated prior to the commencement of the associated improvements. The submission of an application doesn't, in any way, imply an award of grant funding.
- Such improvements must be consistent with the community character of the City of Palmetto.

PROCUREMENT PROCEDURES

Applicants are expected to make sound financial decisions, seeking competitive prices for projects. Evidence of compliance with the below procedures must be submitted with the grant application.

- All Improvement costs must include at least 3 estimates or a statement of non-availability of contractors or services.
- If structure is partially in and partially out of the CRA district, estimates must be split between the portions of the structure that lies within and without of the CRA district.
- Any and all cost may be compared with current industry standards to ensure reasonable pricing. Labor expenses are eligible only when performed by a licensed contractor in good standing in Manatee County if a professional license is required. All quotes/invoices must reflect the contractor's license number when applicable.
- Property owners may complete improvements themselves, as allowed by State and local building codes, provided that the cost of improvements is not greater than the least of the competitive bids gathered in compliance with these Procurement procedures. When property owner completes improvements themselves, labor cost will not be considered for payment.
- As it is the intent of the CRA to support strong, viable business in Palmetto, grant applications must include estimates from Palmetto-based businesses for all

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<http://www.facebook.com/palmettocra>

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proposed improvements when available. Alternatively, applicants should provide statements of non-availability of local contractors or services.

FUNDING

Grant amounts shall not exceed Fifty Thousand Dollars (\$50,000.00) or one-half (1/2) of the improvement cost, whichever is less and shall require an affirmative vote of a majority of a quorum of the CRA Board.

Buildings that are partially in and partially out of the CRA District are eligible for funding of 50% of the total improvement cost, as to those improvements within the CRA District, provided that the award does not exceed the actual dollar amount expended within the CRA District.

PLEASE BE ADVISED THAT ALL GRANTS ARE AWARDED AT THE DISCRETION OF THE CRA BOARD AND ARE SUBJECT TO FUND AVAILABILITY. PROJECTS ARE SUBJECT TO APPROVAL BY THE BUILDING DEPARTMENT AND THE PLANNING AND ZONING BOARD AS APPLICABLE.

TIMELINES

It is the intent of the CRA to provide access to this incentive program and to encourage the timely completion of projects in order to maximize availability of monies for commercial façade enhancement. In order to execute this intent, CRA Staff will accept and review completed applications to be submitted to the CRA Advisory Board for recommendation to the CRA Board. CRA Staff requests that all applications be submitted 7 days prior to CRA Advisory Board meeting. The CRA Advisory Board will then forward the recommended action to the CRA Board for the next scheduled meeting.

It is anticipated that applicants will request grant funding when they intend to make improvements to their property. Therefore, projects should be planned for completion within 90 days of award. In the event that any project, through no fault of the owner, is anticipated to take more than 90 days for issuance of a certificate of occupancy or other evidence of completion from the City of Palmetto Building Department, the applicant must change the written application appropriately on their timeline, and a completion deadline must be included. Applicants are advised that in the event they do not complete the project within the timeframe stated in the approved application they may lose funding unless the grant period is extended by affirmative recommendation by the CRA Advisory Board to the CRA board for approval. There is a maximum of two grant extensions as recommended for approval by the CRA Advisory Board to the CRA Board.

DISBURSEMENT OF FUNDS

Prior to any disbursement of grant dollars, applicant must provide the CRA with proof of matching contribution by providing copies of bills and cancelled checks or receipts. Grant money will be distributed only after the applicant has submitted such documentation.

Owner/applicant is to provide recorded lien releases as applicable.

<http://palmettocra.org/>

<http://www.facebook.com/palmettocra>

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If the CRA Board has awarded an amount based on estimates supplied at the time of the application, and the actual costs are less than estimated, the CRA Board will reduce the award amount accordingly.

MAINTENANCE OF COMPLETED IMPROVEMENTS

Improvements funded by the Commercial Revitalization Façade Grant Program will be maintained in good order. Failure to maintain these improvements will require a reimbursement to the CRA of the matching grant amount.

Please complete the following application and submit to:

**Attention: Jenny Silverio
City of Palmetto, CRA
715 4th St. West
Palmetto, FL 34221
Phone (941)723-4988
Fax (941)723-4704**

**Or by e-mail at:
Jsilverio@palmettofl.org**

TEMPORARY MAINTENANCE PROVISION

Given the current state of the economy and the need to maintain the outward appearance of commercial properties in the CRA District, the CRA Board is enacting a Temporary Maintenance Provision (TMP) to support normal maintenance which is not covered under the current Commercial Façade Enhancement Grant Program.

If applicable eligibility requirements are met, per pages 2 and 3 of the Commercial Façade Enhancement Grant Program, the CRA will grant 75% of the cost of maintenance up to a maximum of \$10,000.00. Grants applied for and funds awarded through the Temporary Maintenance Provision will be included in the maximum limit of \$50,000.00 outlined in the Commercial Façade Enhancement Grant Program. Only one TMP grant will be considered per owner within a 60 month period required before said owner may reapply under the TMP, provided the program is still in effect at that time. Examples of maintenance items under the TMP are painting, fencing, driveway and sidewalk repair. Items funded under the TMP will require three quotes. Under no circumstance, will the CRA reimburse any permitting fees. Disbursement of funds will be governed by the same guidelines as outlined on page 5 of the Façade Enhancement Grant Program.

The TMP will expire on December 31, 2011 unless a majority of the CRA Board votes to maintain the provision. For consideration of funding, applications must be received prior to October 31, 2011. All grants are awarded at the discretion of the CRA Board and are subject to fund availability.

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Examples of eligible items under the Commercial Façade Enhancement Grant Program

The following are some examples of items eligible for funding. Improvements must be in keeping with the intent of this program. The fact that an item is on this example list does not, in and of itself, entitle payment under the Commercial Façade Enhancement Grant Program. Potential items not on the list but meeting the intent of the program will also be considered for inclusion.

- Landscaping-Florida native/drought resistant landscaping per SWFWMD list with irrigation only.
- Awnings
- Compatible painting and exterior renovation
- Architectural design assistance
- Pavement treatment (Excludes maintenance and normal repair)
- Decorative fences, border treatments
- Ornamental grill work – Must be consistent with community character of the City of Palmetto
- Creation or repair of impervious surfaces (Excludes maintenance and normal repair)
- Color analysis for historic reviews
- Incentives for historic preservation designation
- Lighting (accent, safety, interior display)
- Window replacements/upgrades
- Door replacements/upgrades
- Right-of-way treatment
- Maintenance Agreements
- Pedestrian amenities (water, fountain, benches, bike racks)
- Historic residential improvements-listed on register & in compliance with all codes
- Exterior surveillance equipment when installed as part of a larger façade enhancement project

COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM APPLICATION**APPLICANT:**BUSINESS NAME: Woman's Club of PalmettoPROPERTY'S PHYSICAL ADDRESS: 910 6TH ST, WPROPERTY OWNER'S NAME: Woman's Club of PalmettoCONTACT PERSON: Ann MarshallMAILING ADDRESS: PO Box 832
Palmetto FL 34220PHONE: 941-722-8940

FAX: _____

REQUIRED SUBMISSIONS:

1. **General Project Description** – Please provide detailed plans and elevations of improvements. Include descriptions or samples of proposed colors and/or materials where applicable. Please be specific.
2. **Timeline** – Outline total renovation timeline to include project start and end dates.
3. **Occupants** – Provide information on business(s) that currently occupy/will be occupying structure. Include any other information that may be helpful in review of the application.
4. **Existing site information** – Please break out an itemized list of estimates for all improvements. Attach written estimates and plans for improvements as described in *Procurement Procedures* with the application.
5. **Site Control** – Applicants must submit verification of site control (deed).

NOTE: Any plans that are submitted should be 8.5" x 14" or smaller. Should you need to submit plans that are larger, please provide 20 copies.

SATISFACTION OF GRANT CRITERIA

By filing this application, the applicant agrees and understands that this grant is given at the sole discretion of the Community Redevelopment Board. Application for funds under this program does not create an entitlement to funding. Renovations are subject to the approval of the Planning and Zoning Board, Building Department, and other Boards where applicable.

Submission of this application serves as the applicant's verification that he/she has the financial means to complete the project and is committed to maintaining the property in the renovated state.


This application and all attachments will become a part of public records.

CERTIFICATION

Applicant hereby certifies that all the information provided to complete this application is current, accurate, and truthful and that he/she has read and understands the associated **COMMERCIAL FAÇADE ENHANCEMENT GRANT PROGRAM**. The applicant understand that, to be eligible for funding assistance, all projects must be complete within 90 days of award, unless a written extension is granted by the CRA Board. The applicant certifies that he/she shall not derive any monetary benefit from specified contractors.



APPLICANT SIGNATURE



CRA SIGNATURE

PLEASE ENSURE THAT APPLICATION IS NOTARZIED ON THE FOLLOWING PAGE

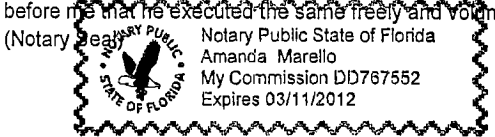
{Acknowledgment for Individual}

STATE OF FLORIDA

COUNTY OF Manatee

The foregoing instrument was acknowledged before me this 21st day of April, 2011, by Ann M Marshall

- Who is personally known to me,
- Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.



Print Name - NOTARY PUBLIC-STATE OF FLORIDA

Signature
Amanda Marelo

My Commission Expires: 03/11/2012

Commission No. DD767552

{Acknowledgement for Corporation or LLC}

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____, by _____, as (insert title) _____ of (insert name of corporation or LLC) _____, a (insert State of Incorporation) _____ corporation/limited liability company, on behalf of the corporation/limited liability company.

- Who is personally known to me,
- Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature _____

Print Name - NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: _____

Commission No. _____

{Acknowledgment for Partnership}

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____, by _____, as a general partner of (insert name of partnership) _____ a (insert State of organization) _____ general/limited partnership, on behalf of the partnership.

- Who is personally known to me,
- Who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature _____

Print Name - NOTARY PUBLIC-STATE OF FLORIDA

My Commission Expires: _____

Commission No. _____

STORE FRONT GRANT
#11-09
WOMANS CLUB OF PALMETTO
910 6TH STREET WEST
PALMETTO, FL 34221

ANN MARSHALL PRESENTED TO CRA THE COMPLETED STORE FRONT GRANT APPLICATION REQUESTING WINDOW REPLACEMENTS/UPGRADES TO PROPERTY LISTED ABOVE, PARID# 2744800000. BUSINESS IS COMPLIANT WITH CODE ENFORCEMENT, TAXES & UTILITIES. NO LIENS PENDING.

THE GRANT REIMBURSES AT 50% AND REQUIRES THREE ESTIMATES WHICH WERE RECEIVED. SEE BELOW:

MISTER WINDOW INC.	\$11,235.00
KEY GLASS, LLC	\$12,358.00
DELESLINE CONSTRUCTION	\$12,454.00

LOWEST BID IS MISTER WINDOW INC. REIMBURSEABLE AT 50% = \$5,617.50

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Improvements must be in keeping with the intentions of the program. Items on the example list will not necessarily be approved if they do not meet all other aspects of the Commercial Façade Enhancement Grant Program.

FOR STAFF USE ONLY:

Applicant: Womans Club of PALMETTO

Application# 11.09

Submission Date: 4/22/11 Amount Requested: \$5,617.50

Start Date: _____ End Date: _____ Extended End Date(s) _____

PID 2744800000

Submission Requirements satisfied:

Project Description Y Replacement windows

Occupational License Y/N N/A

Site Information Y Copy of Deed- attached

Matching Funding Y 50/50

Utilities/Taxes current Y see attached

Code Enforcement review Y see attached

Appropriate number of cost estimates Y attached

CRA ADVISORY BOARD ACTION DATE: 5/10/11

CRA BOARD ACTION DATE: _____

EXTENSION DATES: _____

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CRA FAÇADE ENHANCEMENT GRANT PROGRAM APPLICATION CHECKLIST

<u>Eligibility</u>	<u>Applicant Initials</u>	<u>CRA Staff Initials</u>
Property Owner is Applicant (if no, explain below)	—	—
Permit(s) City and/or County Obtained (if applicable)	AM	JRS
Local Business Tax Receipts Current (if applicable)	AM	JRS
Exterior Improvements Only – Page 2	AM	JRS
Within CRA Boundary – Page 2	AM	JRS
Project Timeline within 90 days of approval – Page 2	AM	JRS
No Water/Sewer/Garbage Delinquencies – Page 3 <i>n/a attached</i>	AM	JRS
No Palmetto City liens – Page 3 <i>attached</i>	AM	JRS

<u>Required Information & Supporting Documents Attached</u>	<u>Applicant Initials</u>	<u>CRA Staff Initials</u>
General Project Description – Page 7	AM	JRS
Project Timeline – Page 7 <i>n/a</i>	AM	JRS
Storefront Business Name – Page 7 <i>Womans Club</i>	AM	JRS
CRA Map Location – Page 2	AM	JRS
Site Plan Survey – Page 7 <i>> DEED COPY</i>	AM	JRS
Site Control – Page 7	AM	JRS
Site Plan Photographs – Page 7	AM	JRS

Project Cost Estimates (>\$10,000 submit three)	*PBB	<u>Applicant Initials</u>	<u>CRA Staff Initials</u>
Estimate #1 \$ <u>11,235.-</u>	<u>*</u>	AM	JRS
Estimate #2 \$ <u>12,358.-</u>	—	AM	JRS
Estimate #3 \$ <u>12,454.-</u>	<u>*</u>	AM	JRS

*PBB=Palmetto-based business

Applicant {Print Name} ANN MARSHALL Initials _____

CRA Staff {Print Name} JEN SILVERIO Initials JRS

Notes: _____

CRA Staff:

Date Completed Application Received 4/21/11

Date for CRA Advisory Board Review 5/10/11

Date approved/denied by Advisory Board _____

Date approved/denied by CRA Board _____

Additional requirement for approval /Comments _____

This Indenture, Made this 10th day of February, A. D. 1926, between
City of Palmetto, Florida, a municipal corporation, by
W. E. Mann Mayor and E. H. Mason, City Clerk

of the County of Manatee and State of Florida, part 1/4 of the first part, and
The Woman's Club of Palmetto, Florida,

part 1/4 of the second part,

WITNESSETH: That the said part 1/4 of the first part, for and in consideration of the sum of
One Dollar and other valuable considerations DOLLARS,
to it in hand paid by the said part 1/4 of the second part, the receipt whereof is hereby acknowledged, has
granted, bargained and sold to the said part 1/4 of the second part, its heirs and assigns, forever, the
following described land in Manatee County, Florida, to-wit: Lot 8 of Block B of Lamb's Plat of Pal-
metto, Florida, as per plat recorded in Plat Book 7 at Page 167 of the
public records of Manatee County, Florida; said lot being in the S 1/4
of the S W 1/4 of Section 14, Township 34, Range 17 East.

And the said part 1/4 of the first part do not hereby fully warrant the title to said land, and will defend the
same against the lawful claims of all persons whomsoever.

IN TESTIMONY WHEREOF, The said part 1/4 of the first part has hereunto set its hand and
seal, the day and year first above written.

Signed, Sealed and Delivered in Our Presence:

W. E. Murray

Geo. J. Blakely

City of Palmetto, Florida

by W. E. Mann Mayor (SEAL)

attest: E. H. Mason City Clerk (SEAL)

STATE OF FLORIDA,
County of Manatee.

I hereby certify that on this 10th day of February, A. D. 1926, before me,
a Notary Public in and for the State of Florida at large, personally came W. E. Mann Mayor
and E. H. Mason, City Clerk of Palmetto, Florida, a municipal corporation, who are each to me well known and known to me to be the
persons described in and who executed the foregoing deed and they severally acknowledged that they executed the same for
the uses and purposes therein mentioned, and the said corporate seal thereto attached purporting to be the corporate seal of
the city of Palmetto is in truth and in fact its corporate seal.
and made by me separate and apart from her said husband, acknowledged that she executed said deed freely and voluntar-
ily and without compulsion, apprehension, fear or constraint of or from her said husband.

IN TESTIMONY WHEREOF, Witness my hand and official seal at Palmetto, Fla.
in the County aforesaid, the day and year above written.

My Commission expires June 9 1930 Geo. J. Blakely Notary Public.
(Notarial Seal)

The above is a true copy of original deed which was filed for record on the 10th day of

Feb, 1926, at 8 o'clock A. M., and was recorded on 20
day of Feb, 1926, Clerk.

Proposal

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





Mister Window Inc.
 308 7th Street West
 PALMETTO, FL 34221
 (941) 722-8424
 (941) 722-3729 FAX
 SCC131149985
 MisterWindowInc@aol.com
 www.MisterWindowAndDoor.com

20972

PROPOSAL SUBMITTED TO <i>Women's Club of Palmetto</i>		PHONE <i>722-8940</i>	DATE <i>4/16/11</i>
STREET <i>910 - 6 St. W.</i>		JOB NAME <i>attn: Ann Marshall</i>	
CITY, STATE and ZIP CODE <i>Palmetto, FL 34221</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Remove existing windows & discard
Install: PGT Winguard aluminum windows, white finish,
clear impact glass w/screens.

- 3 - 32 x 49 Single Hung #700* 
 - 1 - 41 x 49* 
 - 1 - 32 x 65* 
 - 2 - 41 x 65* 
 - 1 - 32 x 38* 
 - 2 - 41 x 65* 
 - 3 - 41 x 49 Picture Window #701* 
- w/41x16 Picture Window* 

includes permit & voc

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Eleven thousand two hundred thirty five dollars (\$ *11,235⁰⁰*).

Payment to be made as follows:

- 1/3 Deposit*
- Balance on Completion*

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 be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature *Tom Morlock*

Note: This proposal may be withdrawn by us if not accepted within *30* days.

Acceptance of Proposal — The above prices, specifications

KEY GLASS, LLC

BID PROPOSAL

Professional □ Dependable □ Innovative

To:	Ann Marshall		
Co:	Womens Club of Palmetto		
	910 6 th St. West		
	Palmetto Fl. 34221		
Phone:	941-722-8940	Fax:	
Email:		Cell:	

From:	Robert Larson		
Title:	Estimator / Sales		
Email:	robertlarson@keyglass.com		
Date:	April 20, 2011		
Phone:	941-755-3414	Fax:	941-751-0074

Project: REPLACEMENT WINDOWS

We appreciate this opportunity to serve you and your client.

Remove and Replace existing windows as followed:

- 3 @ 32" x 49" which will consist of single hung windows with the configuration of 1 over 1
- 1@ 41" x 49" which will consist of a single hung window with the configuration of 1 over 1
- 1@ 32" x 65" which will consist of a single hung window with the configuration of 2 over 2
- 2@ 41" x 65" which will consist of single hung windows with the configuration of 2 over 2
- 1@ 32" x 38" which will consist of a single hung window with the configuration of 1 over 1
- 2@ 41" x 65" which will consist of single hung windows with the configuration of 2 over 2 with a 41" x 16" picture (fix) window mulled at the top of the single hung.
- 3@ 41" x 49" which will consist of picture (fix) windows with the configuration of one piece of glass.

The windows will be a PGT Win Guard White Metal and Clear Glass Hurricane Impact .

The single hung windows will be a series #700 and the picture windows will be a series #701

This quote includes discarding of old windows and also the proper permit that will be needed for this project.

JOB TOTAL: \$ 12,358.00

50% DEPOSITE AND THE BALANCE UPON COMPLETION

SIGNATURE: _____

- o Including sales tax and no bond.

GENERAL CONDITIONS

The following conditions apply to all projects and will be attached to any contract presented to our firm.

1. **All openings must be guaranteed to match the dimensions shown on our approved shop drawings. Field measurements will only be taken to confirm dimensions and the suitability of the products to be installed. Our products will be installed per the applicable NOA, deviations are not allowed. It is expected the structure will be erected in a plumb and square manner.**
2. Openings are guaranteed by the contractor to be properly constructed and ready for installation of our products. We will not be responsible for verifying construction of the supporting structure of the building.
3. Our products are finished material and subject to damage by other trades. **Protection of installed products is excluded.** We expect the general contractor to make a pro – active effort to police other trades working who might damage our installed material.
4. Our products will be installed and cleaned after installation. **Final cleaning is excluded.**
5. On site testing of installed systems is not included in our proposal. We will cooperate with the selected testing agency in conducting any test desired. The cost of re – testing for any reason is expressly excluded. Extensive testing and major modifications to the systems installed is not covered by our proposal. Such requirements will be executed only with an agreed change order.
6. Since scheduling is a vital component of the project we require notification of award at the earliest possible date. Our submittal process can be lengthy and **our lead times often fluctuate. We will not guarantee delivery of products by any specified date.**
7. Costs for delays caused in construction necessary to the installation of our products are not part of our contract. Accelerated work schedules and overtime premiums do to the delays of others will require a change order for the costs and a change order for the time delay.
8. Key Glass L.L.C. will not be liable for damage to interior finishes installed prior to the completion of our work. We will not be liable for costs associated with temperature and humidity control on this project.
9. Temporary glazing infills are excluded from our proposal. Any temporary infill is not guaranteed to meet code requirements. Damage to interior finishes is not included when temporary infills are used. These infills are not guaranteed weather tite.
10. Our proposal is valid for thirty - [30] days from the date shown.
11. We include all fasteners, anchoring devices and attachments necessary to the installation of our products. Sealants required between our material and the surrounding exterior components are included. The sealants are to provide a weather seal. Interior caulking between our material and other interior finished goods is excluded.
12. We will not police any building surface where mold may occur.
13. Steel reinforcement contained in our system as required and shown on our shop drawings is included. Imbedded items are excluded.
14. We exclude interior insulation, firesafing, windowsill construction, blinds and attachments to the glazing systems.
15. Products carry the **manufacturers' specific warranties** for the application used. Key Glass L.L.C. will warrant its' installation for one [1] year from the date of substantial completion. Special warranties required in specifications may be available from manufacturers. The owner may apply for them directly. Key Glass L.L.C. does not include any warranty other than the standard published warranty by the individual manufacturer and will not participate in the execution of any special warranty.
16. If the contractor includes a "pay when paid" clause, the contract must include a commitment of funds document to complete the project and a set of terms agreed to by the owner.
17. We will not execute a contract containing high deductibles for builder's risk insurance.
18. **ANY BOND FORM MUST BE ACCEPTABLE TO OUR BONDING AGENCY.**
19. Invoices not paid when due are subject to a 1 1/2% service charge per 30-day period until fully paid.
20. Utilization of this proposal assumes this proposal has been read and understood in its entirety by any and all who use it.

Proposal

WEB SITE <http://www.deleslinecon.com>
Mail: deleslinecon@email.msn.com

TELEPHONE (941) 723-6112
FAX (941) 723-1570

DeLesline Construction, Inc.

320 7th Street West
Palmetto, Florida 34221-5207

PROPOSAL SUBMITTED TO: Women's Club of Palmetto		PHONE	FAX	DATE 4-19-11
STREET 910 - 6 th Street West		JOB NAME Window Replacement		
CITY, STATE, ZIP Palmetto, FL 34221		JOB LOCATION 910 - 6 th Street West, Palmetto, FL		
ARCHITECT: N/A	DATE OF PLANS: N/A	ATTENTION: Ann Marshall		

We hereby submit our proposal according to the above referenced prints and specifications: Remove and replace a total of 13-existing window with impact rated aluminum windows, permit included

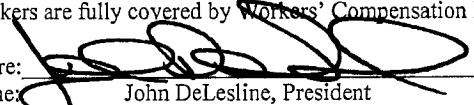
Exclusions: all work not mentioned above

Upon acceptance, please sign and remit via fax, mail or email. "Thank You"
This proposal shall be an integral part of any contract whether signed or mentioned therein or not.

We propose to furnish material and labor – complete in accordance with above, for the sum of: **\$12,454.00**

Payments to be made as follows: Progress payments on completed work

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 be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature: 
Printed Name: John DeLesline, President

Note: This proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature _____

CG-C060667	LICENSES:	CG-C061901
CU-C057222	QB-0000354	CC-C058072

AD VALOREM TAXES

TAXING AUTHORITY	ASSESSED VALUE	EXEMPTIONS	TAXABLE VALUE	MILLAGE RATE (Per \$1000 of taxable value)	TAXES LEVIED
Sheriff	258,339	258,339	0	3.8278	0.00
Board Of County Commissioners	258,339	258,339	0	1.6513	0.00
Transportation Trust Fund	258,339	258,339	0	0.2625	0.00
Library Operations	258,339	258,339	0	0.2244	0.00
Childrens' Services	258,339	258,339	0	0.3333	0.00
School Board Required Effort	258,339	258,339	0	5.3430	0.00
School Board Basic Discretionary	258,339	258,339	0	0.9980	0.00
School Board Capital Improvement	258,339	258,339	0	1.2500	0.00
Palmetto Operating	258,339	258,339	0	4.6662	0.00
Southwest Fla Water Mg - Manasota Basin	258,339	258,339	0	0.1484	0.00
Southwest Fla Water Mg - Districtwide	258,339	258,339	0	0.3770	0.00
Mosquito Control District	258,339	258,339	0	0.1240	0.00
West Coast Inland Navigation Dist	258,339	258,339	0	0.0394	0.00
2003 G O Refunding I & S	258,339	258,339	0	0.1254	0.00

IMPORTANT MESSAGES:

1. For information on partial payments, visit <http://www.taxcollector.com>
2. ALL exemptions do not apply to all taxing authorities. For exemption/assessment questions, visit <http://www.manateepao.com/> or call the Property Appraiser at (941) 748-8208
3. For payment locations and information, visit <http://www.taxcollector.com> or call the Tax Collector at (941) 741-4800

QUALIFYING EXEMPTIONS:
Benevolent

Tax Roll Certified 10/14/2010	19,37070	AD VALOREM TAXES	\$0.00
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NON AD VALOREM ASSESSMENTS

LEVYING AUTHORITY	RATE	AMOUNT
NON-AD VALOREM ASSESSMENTS		\$0.00

COMBINED TAXES AND ASSESSMENTS	\$0.00
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AMOUNT DUE IF POSTMARKED BY PLEASE PAY IN US FUNDS TO Ken Burton, Jr. Tax Collector * P.O. Box 25300 * Bradenton, FL 34208-5300

12/08/2010	12/31/2010	01/31/2011	02/28/2011	03/31/2011	April - Add'l fees due. See http://www.taxcollector.com
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Ken Burton, Jr.
Manatee County Tax Collector
<http://www.taxcollector.com>

**2010 Real Estate
NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS
TAXES BECOME DELINQUENT APRIL 1ST**

PROPERTY I.D.	ESCROW COMPANY	TAX DIST	UNPAID PRIOR YEAR(S) TAXES NOT INCLUDED IN THIS BILL
2744800000		0019	

AMOUNT DUE IF POSTMARKED BY PLEASE PAY IN US FUNDS TO Ken Burton, Jr. Tax Collector * P.O. Box 25300 * Bradenton, FL 34208-5300

12/08/2010	12/31/2010	01/31/2011	02/28/2011	03/31/2011	April - Add'l fees due. See http://www.taxcollector.com
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

VERIFICATION OF CODE/BUILDING ORDINANCE COMPLIANCE

Date of Request: 4/27/11 Store Front Grant Application # 11.09

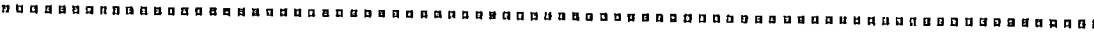
Customer Service Representative:
Please provide the requested information and return to:

PALMETTO CRA
715 4TH Street West
Palmetto, FL 34221
Attention: Jenny Silverlo
E-Mail: JSilverlo@PalmettoFl.org
Fax: (941)723-4704

Property Name & Address:
WOMANS CLUB OF PALMETTO 910 6TH ST. W,

Property Owner Name & Mailing Address:

Thank you, Jen



- Please indicate with an (X):
- Property is within compliance with all applicable codes and building ordinances
 - Property will be in compliance with all applicable codes and building ordinances upon completion of projected improvements.
 - Property is not within compliance with applicable codes and building ordinances

Additional comments: (Please note repeated or extended violations as evidenced throughout the past 24 month period).
NO CURRENT OR PENDING CODE VIOLATIONS.

Building/Code Enforcement Representative:
Bill Stroilo [Signature] May 3, 2011
Print Name Signature Date

VERIFICATION OF STATUS OF UTILITY ACCOUNTS

Date of Request: 4/27/11

Store Front Grant Application # 11-09

Customer Service Representative:

Please provide the requested information and return to:

PALMETTO CRA
715 4TH Street West
Palmetto, FL 34221
Attention: Jenny Silverio
E-Mail: JSilverio@PalmettoFl.org
Fax: (941)723-4704

Property Name &

Address: WOMENS CLUB OF PALMETTO 910 6TH ST. W.

Property Owner Name & Mailing Address:

Thank you, Jen

Please indicate with an (X):

Services provided:

- Water
- Sewer
- Garbage

Status:

- Utility Account is paid in full to date
- Utility Account is delinquent in the amount of \$ _____ as of _____.

Additional comments: (Please note repeated or extended delinquencies as evidenced throughout the past 24 month period).

Customer Service Representative:

Jessica Berriel
Print Name Signature

5/2/2011
Date

