



Plant Professionals, Inc
12027 SW 114 Place, Miami, FL 33176
305-259-0503 Phone
305-259-5289 Fax

plantprofessionals@yahoo.com
www.plantprofessionals.com

Maria C. Drotar – President
Leo Rutter – Vice President

Plant Professionals, Inc. is a local firm. Our office and warehouse is located in Miami Dade County. The company is owned by Maria Drotar – President and Leo Rutter - Vice President. The principals have been in the commercial holiday decorating business for 20 years. Both the owners received their training at a local company - Foliage by Flora, Inc. In 2002, they decided to open their own business, Plant Professionals, Inc.

Plant Professionals has been responsible for the ordering, designing, installation, removal, maintenance and warehouse management for holiday sales of over \$1,000,000 annually. Our scope of work includes simple light installations to large holiday displays. Throughout the years, we have designed, built, installed, maintained, refurbished, removed, and stored holiday material for our wide range of clients. Our current cliental includes communities, municipalities, condominiums, hotels, and parks from West Palm Beach to the Florida Keys. Some of our clients include the Town of Davie, Miami Children's Hospital, Baptist Health System, and the City of Miramar. With our years of background working in the holiday business, our company is qualified to work on holiday projects of all sizes and all scopes of work. We have a full time staff of 8 - 10 employees year round. From September through January each year, we hire in approximately 10 – 20 temporary labor employees who install, maintain, and take down the exterior material for our holiday clients.

The team members at Plant Professionals prides themselves in exceeding customer expectations. It is our goal to provide our very best service and to make sure we leave our clients happy and satisfied.



Plant Professionals, Inc is uniquely qualified to assist the Key West Historic Seaport for their holiday lighting for these reason.

- Principals have over 20 years of experience in holiday decorating in South Florida
- We have work with projects like Ocean Reef an Fisher Island who are directly on the water and deal with the same conditions as the Seaport
- Designers on staff to create custom projects and themes projects
- We are located in short driving distance from Key West and have multiple trucks and crew members for repairs throughout the season
- We work with many municipalities in South Florida, all with great recommendations

Our work process for holiday decorating is as follows:

- Proper measuring, designing, and mapping out of the locations to be decorated
- Quotation is generated with pricing, required documents, and descriptions
- Upon signature/award, scheduled dates of install get applied to calendar
- Product, which is not in stock, gets ordered
- All decorating and preparations for install are completed
- All decorations are boxed, labeled, and stored for installation crew
- Install begins the night before where trucks are loaded and ready for next day work
- Crew begins with adequate time to be on job site at dawn
- Crew continues installation until completed
- On call maintenance supervisor is prepared for any service calls during season
- Removal crew is sent to site on scheduled day
- All material is brought back to warehouse for refurbishment and stored

Plant Professionals, Inc always delivers by the deadlines required by their clients. We make sure not to take on any work that we feel cannot be completed. We schedule all jobs as they are signed so that there are no back logs on the calendar. We always take into consideration the possibilities of traffic, weather, and on site issues. We counter this by bringing more crew members then the job requires and by allowing additional time in each day. Our crew members also realize that we are a holiday service company, which means there may be days during the season which we work 20 hours straight. We have never failed to meet a holiday deadline since our foundation in 2002.



Holiday Lighting and Decorations References

Merrick Park
City of Coral Gables
Dallas Brown

305-460-5039

dcbrown@coralgables.com

1995 - Present

Malibu Bay Master Community Association
Tracey Rubin

786-486-1884

trubin@guaranteemgt.com

2012 -Present

Baptist Health System
Diane Maloney

786-596-5700

954-592-1852

dianemal@baptisthealth.net

2002-2012

2015 - Present

Ocean Reef Community Association
Gemma Matthews

305-367-6586

305-522-1358

gmatthews@oceanreef.com

2013 - Present

Town of Davie - CRA
Cheryl Ellett

954-410-8958

Cheryl_Ellett@davie-fl.gov

2014 - Present



Scope of Services

Base Bid			
Location	Decoration	Unit Price	Total Price
Railing in Seaport, Ferry Terminal, Ferry Terminal Pier	Garland pulled taut to line all railings. Garland will have red and green ribbon run through with handmade bows.	\$40.00	\$5,600.00
201 Williams Street Building	Outline with C-7 lights. 12" spacing between bulbs. White cord (excluding brewery and loading dock)	\$5.00	\$1,250.00
Decorative Street Poles	Garland to be spiraled wrap around light poles from top cross beam to bottom. Garland will have red and green ribbon run through with handmade bows	\$40.00	\$5,680.00
Western Union Sign	Custom Made "Season's Greetings From Key West" sign. Lights will be LED with red and green. Mounted on top of sign.	\$1,850.00	\$1,850.00
Channel Marker Signs	LED green lights on pole and LED red lights on top of sign	\$125.00	\$250.00
Lazy Way Lane	Spiral wrap Coconut Palms with LED warm white miniature lights around the trunk. Install LED red and green miniature lights below fronds. Install LED warm white miniature lights on fronds.	\$374.00	\$4,114.00
Lazy Way Lane	Spiral wrap Sabal Palms with LED miniature lights. Palm will alternate colors of red and green.	\$240.00	\$1,440.00
Harborwalk	Spiral wrap Coconut Palms with LED warm white miniature lights around the trunk. Install LED red and green miniature lights below fronds. (fronds will not be lit for safety of employees)	\$319.00	\$638.00
Waterfront Brewery	Spiral wrap Royal Palms with LED warm white miniature lights around the trunk. Install LED red and green miniature lights below green shaft. Install LED warm white miniature lights on fronds.	\$340.00	\$2,040.00
Waterfront Brewery	Install LED meteor lights in over hang	\$60.00	\$900.00

Total for base bid: \$28,933.00



Alternate 1			
Location	Decoration	Unit Price	Total Price
Fuel Dock Sign	Outline Chevron Sign with LED C-7 lights. 6" spacing between bulbs. White cord.	\$200.00	\$200.00
Turtle Cannery	Line east and north roof line with LED warm white lights. 12" spacing between bulbs. Green Cords.	\$5.00	\$450.00
Turtle Cannery	60" wreath on north peak. LED warm white lights on wreath. Decorations with be nautical themed with red and green ribbon.	\$250.00	\$250.00
Dock Master Building	Line east roof line (across peak and straight) with LED warm white lights. 12" spacing between bulbs. Green Cords.	\$5.00	\$350.00
Dock Master Building	60" wreath on east peak. LED warm white lights on wreath. Decorations with be nautical themed with red and green ribbon.	\$250.00	\$250.00
Fort Jefferson Sign	Spiral warp garland around legs. Garland will have red and green ribbon ran through.	\$40.00	\$160.00
Pump House Building	Wrap roof line with LED C-7 lights. 6" spacing between cords. White cord.	\$7.00	\$840.00
Pump House Building	36" wreath install on south, east, and west peaks. Nautical theme decorations with red and green ribbon.	\$90.00	\$270.00
Pump House Building	48" wreath installed on north peak. Nautical theme decorations with red and green ribbon.	\$150.00	\$150.00
Pump House Building	5' toy soldier on drum with holiday display. Display will be fenced in.	\$1,750.00	\$1,750.00

Total for alternate 1: \$4,670.00



Alternate 2			
Location	Decoration	Unit Price	Total Price
Margaret Street Parking Lot	Spiral wrap Coconut Palms with LED warm white miniature lights around the trunk. Install LED red and green miniature lights below fronds. Install LED warm white miniature lights on fronds.	\$396.00	\$1,584.00
Green Street Parking Lot	Spiral wrap Coconut Palms with LED warm white miniature lights around the trunk. Install LED red and green miniature lights below fronds. Install LED warm white miniature lights on fronds.	\$396.00	\$880.00
Ferry Terminal Parking Lot	Spiral wrap Royal Palms with LED warm white miniature lights around the trunk. Install LED red and green miniature lights below green shaft. Install LED warm white miniature lights on fronds.	\$352.00	\$352.00
Ferry Terminal Parking Lot	Spiral wrap Sabal Palms with LED miniature lights. Palm will alternate colors of red and green.	\$220.00	\$880.00
Ferry Terminal Parking Lot	Install LED warm white twinkle lights in canopy of Silver Buttonwood Trees.	\$110.00	\$330.00
Reef Relief Corner	Spiral wrap Buccaneer Palms with LED warm white miniature lights around the trunk. Install LED red and green miniature lights below fronds. Install LED warm white miniature lights on fronds.	\$140.00	\$280.00
Reef Relief Corner	Install LED warm white twinkle lights throughout the shell rocks	\$200.00	\$200.00

Total price for alternate 2: \$4,506.00

Alternate 3			
Location	Decoration	Unit Price	Total Price
Main Parking Lot	Spiral wrap Coconut Palms with LED warm white miniature lights around the trunk. Install LED red and green miniature lights below fronds. Install LED warm white miniature lights on fronds.	\$616.00	\$1,232.00
	Garland to be spiraled wrap around concrete light poles from top to bottom. Garland will have red and green ribbon ran through with handmade bows	\$150.00	\$1,950.00
	Install LED meteor lights inside canopy of four trees in middle of parking lot.	\$1,500.00	\$6,000.00

Total price for alternate 3: \$8,882.00



Fees and Rates
Price includes all fees and rates for installation, maintenance, removal, refurbishment, and storage. No additional charges will be made to City of Key West for work completed within original scope of services. Any additional décor or lighting outside of original scope of services will have a change order generated and approved prior to any work commencing.
The City of Key West is liable for any theft or vandalism to any product on property. Cost to the city will be dependent on the cost of the item or items that are damaged or stolen.

Payment Schedule
- 50% upon issuing of P.O.
- 40% after installation
- 10% after removal



Town of Davie – Town Hall

Matthew Mlodzinski
Senior Operations Manager
Matthew_mlodzinski@davie-fl.gov
(954) 797-1163

- 17' Tower Tree with LED lights and red bows
- 440' of LED C-7 lights
- Approximately 30,500 LED miniature lights
- 3 – metal frames snowflakes with LED C-7 lights
- 25 sets of LED Icicle lights
- 30 LED meteor lights
- 10 Pieces of garland with LED lights and red bows

Plant Professionals, Inc was in charge of installation, maintaining, and removal of all decorations at the Davie Town Hall. We were on schedule to install all lights and decorations before November 20. We had a crew on the property for two days for the full installation. The Town of Davie had a lighting ceremony on December 7. Our crew was out the day before to ensure all the lights and decorations were fully functioning for the event. Throughout the entire month with the lights on, we received no calls from the Town regarding any decorations that needed to be repaired. We made bi-weekly visits to ensure that the lights were always working property, just in case.







City of Miramar – City Hall

Lolita Dunn
Special Events Coordinator
954-602-3325
lddunn@ci.miramar.fl.us

- 18,600 LED Miniature Lights
- 24' Tower Tree with LED lights
- 130' of garland with LED lights
- Full Nativity Scene
- Lighted Menorah
- Lights Kinara
- Window Clings
- 39 Pole Mount Wreaths with LED Lights
- LED Laser Lights
- 50 Floating Balls in Fountain
- 12 Days of Christmas Wind Sails

Plant Professionals, Inc was in charge of installation, maintenance, and removal of all holiday decorations. We had a lighting crew that handled all lighting of the palm trees and installing all decorations that required a lift. The lighting crew took approximately 2 days to install all lights, and the decorating crew was on site for one day. We had a crew on site once a week to check and repair any lights that weren't functioning properly. By the time the lighting ceremony came around, all lights and decorations were fully functioning. We received many compliments for the decorations throughout the season. We even received calls from other cities based solely on our display at the City Hall.







Ocean Reef community Association – Entire Ocean Reef Island

Gemma Matthews

Property Manager

305-367-6586

gmatthews@oceanreef.com

- Over 100,000 LED miniature lights
- Over 800 feet of garland with LED miniature lights and decorations
- 8 trees ranging from 7' to 15' with LED lights and decorations
- Over 200 wreaths with LED lights and decorations on light poles throughout community
- Other décor (sprays, tear drops, and arrangements) throughout multiple locations

Plant Professionals, Inc was in charge of installation, maintenance, and removal of all holiday decorations. Lighting crew starts work in October to ensure all areas are completed by deadline in mid-November. All green decorations are installed over a two day period following Thanksgiving. Once all material is installed and turned on, a crew member with bucket truck drives through community nightly to ensure everything is 100% functioning. We have a single tree decorated and installed for a one day event that is then moved to a second location for the season. Our company has been working with Ocean Reef since the 90s. If people at Ocean Reef aren't happy, they discontinue service immediately. Our company has exceeded their expectations on a yearly basis.







Lighting Examples





Decoration Examples









Material Options for RFP # 11-015

Garland with LED warm white lights and red and green ribbon. To be installed on decorative light poles and all railing.



Nautical decoration options are to be used on wreaths and any other green material that is out of reach from pedestrians to avoid any vandalism or theft during the season. Similar ribbon to be used on wreaths to match same theme with garland. All wreath will have LED warm white miniature lights.







Lighting Style for RFP #11-015

Lighting style to be similar to the following as described in scope of service (unless otherwise specified)





Meteor Light Option for RFP #11-015

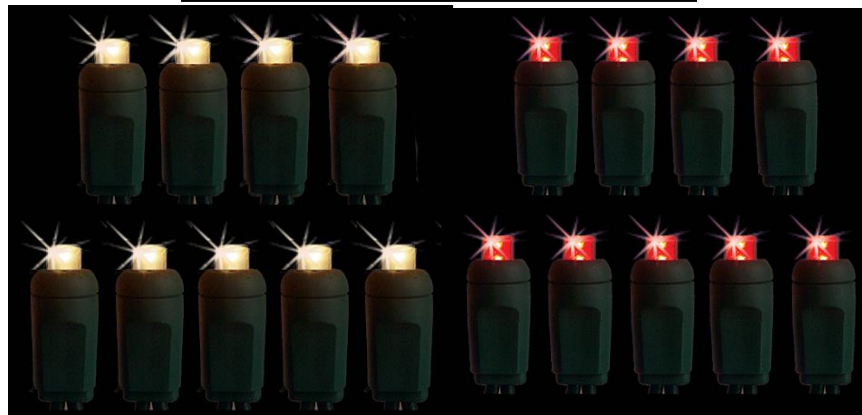
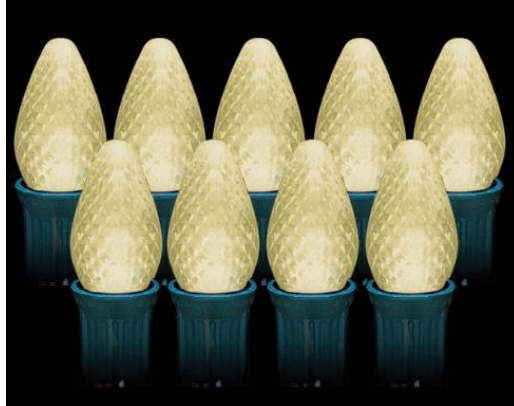
LED Meteor Lights to be used in locations outline is scope of services. Please see attached USB Drive that contains video to see full effect of meteor lights.





LED Lights to be Installed for RFP #11-015

All lights to be LED with long life commercial grade bulbs
Colors to following specifications listed on scope of services





Pump House Display

Display to include a 5' Toy Soldier on Drum. Decorations around soldier TBD. Fence around display included.





KEY WEST HISTORIC SEAPORT

201 William Street
Key West, FL 33040

ADDENDUM NO. 1 Holiday Lighting - KWHS RFP #11-015

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature. The referenced bid package is hereby addended in accordance with the following items:

General Notes and Clarifications:

INSTRUCTIONS TO PROPOSER – EXECUTION OF CONTRACT

1. Delete reference to "bonds".

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposal limited to 25 sheets, front and back, equals 50 pages.

SCOPE OF SERVICES – BASE PROPOSAL

1. "Palm" means coconut palm or any palm with 14.0' or more of bark.
2. Palm fronds to receive lights.
3. Do not provide lights at loading dock porch overhang for 201 William Street. All other overhangs at 201 William Street to receive lights.
4. Palms located directly in front of the Lazy Way Shops currently have lights. Do not provide lights for palms located directly in front of Lazy Way Shops.
5. Palms located in the three raised planters, directly adjacent to Conch Republic, will not receive lights. All other palms in the Elizabeth Plaza to receive lights as noted.

SCOPE OF SERVICES – ADD/ALT #2

1. "Palm" means coconut palm or any palm with 14.0' or more of bark.

SCOPE OF SERVICES – BUDGET

1. If Vendor cannot provide BASE PROPOSAL requirements within the budgeted amount, Vendor to clearly state in proposal area/areas or item/items not included in PROPOSAL.

RFP Questions Submitted:

1. Coconut Palms. Considering that the majority of them are significantly tall, do we have access to take a bucket truck to them to be able to get the lights all the way to the top of the trunk and on the fronds?

It is the Vendors responsibility to obtain all equipment and material required for the installation of the Holiday lighting and decorations. A majority of the palms are located in areas where a bucket truck or lift can be accommodated.

All Bidders shall acknowledge receipt and acceptance of this **Addendum No. 1** by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Maia C. Oester
Signature

PLANT PROFESSIONALS INC
Name of Business

THE FOLLOWING WILL BE SUBMITTED WITH THE PROPOSAL

List items to be performed by CONTRACTOR's own forces and the estimated total cost of these items. (Use additional sheets if necessary.)

ON OTHER SHEET _____

SUBCONTRACTORS

The Proposer further proposes that the following subcontracting firms or businesses will be awarded subcontracts for the following portions of the work in the event that the Proposer is awarded the Contract:

N/A
Name _____

_____, _____, _____, _____
Street City State Zip

N/A
Name _____

_____, _____, _____, _____
Street City State Zip

N/A
Name _____

_____, _____, _____, _____
Street City State Zip

PROPOSER

The name of the Proposer submitting this Proposal is

PLANT PROFESSIONALS, INC doing business at
12027 SW 114 PLACE, MIAMI, FL, 33176
Street City State Zip

which is the address to which all communications concerned with this Proposal and with the Contract shall be sent.

The names of the principal officers of the corporation submitting this Proposal, or of the partnership, or of all persons interested in this Proposal as principals are as follows:

MARIA C DROTAR - PRESIDENT _____
LEO RUTTER - VICE PRESIDENT _____

If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his (its) hand this _____ day of _____ 2015.

Signature of Proposer

Title

If Corporation

IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this 11 day of AUGUST 2015.

(SEAL)

PLANT PROFESSIONALS, INC
Name of Corporation

By

Leo R. Rullo

Title

VP

Attest

Secretary

ANTI - KICKBACK AFFIDAVIT

STATE OF Florida)
 : SS
COUNTY OF Monroe)

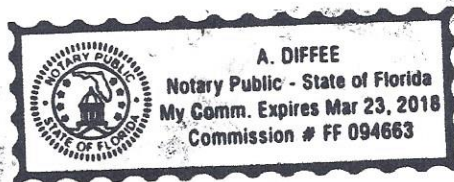
I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: Mario C. Quintero

Sworn and subscribed before me this 8 day of August, 2015,
2015.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires:



SWORN STATEMENT UNDER SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid or Proposal for HOLIDAY LIGHTING
KEY WEST HISTORIC SEAPORT RFP411-015

2. This sworn statement is submitted by PLANT PROFESSIONALS, INC
(Name of entity submitting sworn statement)

whose business address is 12027 SW 114 PLACE, MIAMI, FL 33176

and (if applicable) its Federal Employer Identification Number (FEIN) is 47-0858491

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement N/A

3. My name is MARIA C. DROTAR
(Please print name of individual signing)

and my relationship to the entity named above is PRESIDENT

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).
- ☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)
- _____ There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted VENDOR list. (Please attach a copy of the final order.)
- _____ The person or affiliate was placed on the convicted VENDOR list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted VENDOR list. (Please attach a copy of the final order.)

_____The person or affiliate has not been put on the convicted VENDOR list. (Please describe any action taken by or pending with the Department of General Services.)

Maria C. Drotar
(Signature)
August 10, 2015
(Date)

STATE OF Florida

COUNTY OF Monroe

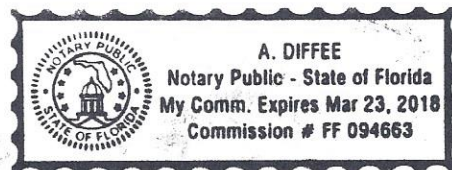
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Maria C. Drotar who, after first being sworn by me, affixed his/her
(Name of individual signing)

Signature in the space provided above on this 10 day of August, 2015.

My commission expires:

A. Diffie
NOTARY PUBLIC



CITY OF KEY WEST INDEMNIFICATION FORM

To the fullest extent permitted by law, the VENDOR expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees (herein called the "indemnitees") from any and all liability for damages, including, if allowed by law, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, caused in whole or in part by any act, omission, or default by VENDOR or its subcontractors, material men, or agents of any tier or their employees, arising out of this agreement or its performance, including any such damages caused in whole or in part by any act, omission or default of any indemnitee, but specifically excluding any claims of, or damages against an indemnitee resulting from such indemnitee's gross negligence, or the willful, wanton or intentional misconduct of such indemnitee or for statutory violation or punitive damages except and to the extent the statutory violation or punitive damages are caused by or result from the acts or omissions of the VENDOR or its subcontractors, material men or agents of any tier or their respective employees.

VENDOR:

PLANT PROFESSIONALS, INC

SEAL:

12027 SW 114 PLACE, MIAMI, FL 33176

Address

Maria C. Protar

Signature

MARIA C. PROTAR

Print Name

PRESIDENT

Title

DATE:

8/11/2015



LOCAL VENDOR CERTIFICATION PURSUANT TO
CITY OF KEY WEST ORDINANCE 09-22 SECTION 2-798

The undersigned, as a duly authorized representative of the VENDOR listed herein, certifies to the best of his/her knowledge and belief, that the VENDOR meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one year immediately prior to the issuance of the solicitation.
- b. Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries.
- c. Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.

- Not a local VENDOR pursuant to Ordinance 09-22 Section 2-798
- Qualifies as a local VENDOR pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self-certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name PLANT PROFESSIONALS, INC Phone: 305-259-0503

Current Local Address: 12027 SW 114 PLACE, MIAMI, FL 33176 Fax: 305-259-5289
(P.O Box numbers may not be used to establish status)

Length of time at this address: 2 1/2 YEARS

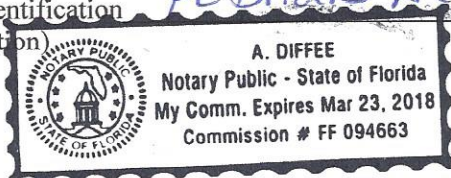
Maria C. Proctor Date: 10/10/2015
Signature of Authorized Representative

STATE OF Florida COUNTY OF monroe

The foregoing instrument was acknowledged before me this 10 day of August, 2015.

By Maria C. Proctor, of Plant Professionals Inc
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

or has produced identification FL Drivers License as identification
(Type of identification)



A. Diffie
Signature of Notary

Amanda Diffie
Print, Type or Stamp Name of Notary

Return Completed form with
Supporting documents to:
City of Key West Purchasing

Title or Rank

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF Florida)
: SS
COUNTY OF Monroe)

I, the undersigned hereby duly sworn, depose and say that the firm of Plant Professionals, Inc provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses per City of Key West Ordinance Sec. 2-799.

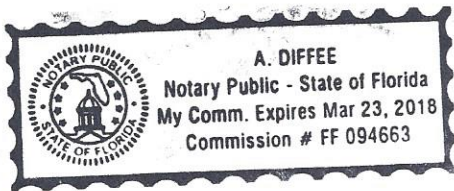
By: Maria C. Quota

Sworn and subscribed before me this

10 Day of August, 2015.

Amanda D. Diffie
NOTARY PUBLIC, State of Florida at Large

My Commission Expires: _____



CONE OF SILENCE AFFIDAVIT

STATE OF Florida)
 : SS
COUNTY OF Monroe)

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Plant Professionals, Inc have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).

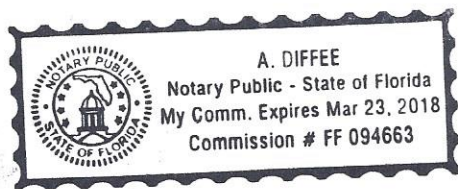
Sworn and subscribed before me this

10 Day of August, 2015.

Maria C. Quitor

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: _____



Business Tax Receipt Application

City of Key West
City Hall Annex
PO Box 1409
Key West, FL 33041

Date Applied 8/10/2015

BTR # _____

Phone 305-809-3955
Fax 305-809-3978

Business Type: Landscaping & Holiday Decor

Business Name: PLANT PROFESSIONALS, INC

Business Location: 12027 SW 114 PLACE, MIAMI, FL 33176

Business Owner: MARIA DROTAR - PRESIDENT LEO RUTTER - VICE PRESIDENT

State Licensed Qualifier (if applicable): _____

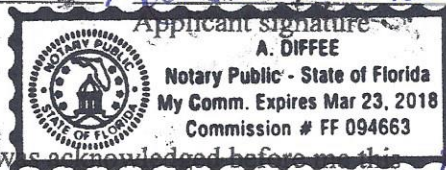
Mailing Address: 12027 SW 114 PLACE MIAMI, FL 33176

EIN / SS # 47-0858491 Phone # 305-259-0503

Maria C. Drotar Maria C. Drotar
Applicant name (printed) Applicant signature

8/10/15
Date

State of Florida
County of Monroe



The foregoing instrument was acknowledged before me this 10 day of Aug, 2015, by

A. Diffie (stamp or seal). Personally known
Signature of Notary Public Produced id _____

____ Sales Tax number 305-470-5001 (myflorida.com)

____ Lease or deed

____ State License DBPR 850-487-1395 (myflorida.com)

Dept Ag 800-435-7352 (freshfromflorida.com)

____ Home occupation application

____ Fictitious Name registration (sunbiz.org)

Previous use _____

☒ Corporate or LLC registration (sunbiz.org)

____ Liability / Worker's Comp

Zoning _____

____ Fire Inspector 292-8179

____ CO / final inspection on any permits

Category _____ Fee \$ _____

☒ Monroe County or (local licensing)

Required prior to opening for businessCommercial garbage Waste Mgmt 305-296-2794

Issued in accordance with Chapter 66, Key West Code of Ordinances

____ Approved _____ Denied / Reason _____

Licensing Official

Date

**Request for Taxpayer
Identification Number and Certification**

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

Name (as shown on your income tax return)
Plant Professionals, Inc

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
12027 SW 114 Place
City, state, and ZIP code
Miami, FL 33176

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number
[] [] [] - [] [] - [] [] [] [] [] []

Employer identification number
47-0858491

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person** Maria C. Proctor **Date** 9.3.13

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

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

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

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

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



CERTIFICATE OF LIABILITY INSURANCE

PLANT04

OP ID: CP

DATE (MM/DD/YYYY)

06/09/2015

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 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 FILER INSURANCE, INC. 9440 S.W. 77 Avenue Miami, FL 33156 Keith R. Miller	CONTACT NAME:	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS:	
INSURED Plant Professionals, Inc. 12027 SW 114 Place Miami, FL 33176	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Nationwide Ins Co of America		25453
	INSURER B : Allied P&C Insurance Co		42579
	INSURER C : Mapfre Ins. Co.		34932
	INSURER D :		
	INSURER E :		
INSURER F :			


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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			ACPGLZO5964001402	05/25/2015	05/25/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
C	AUTOMOBILE LIABILITY			4150120007112	11/19/2014	11/19/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	<input checked="" type="checkbox"/> ANY AUTO		BODILY INJURY (Per person) \$				
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per accident) \$				
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS	PROPERTY DAMAGE (PER ACCIDENT) \$				
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		ACPCAP5954001402	05/25/2015	05/25/2016	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE	AGGREGATE \$ 1,000,000				
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N N/A						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

PROOF OF INSURANCE	PROOF01
	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	
 CHRISTINE PIERSOL-A207301	

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/04/2015

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 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 Bouchard Insurance for CoAdvantage 101 Starcrest Drive Clearwater, FL 33758		INSURED CoAdvantage Corporation Alt. Emp: PLANT PROFESSIONALS, INC. 3350 Buschwood Park Drive #200 Tampa, FL 33618	
CONTACT NAME: PHONE: (A/C No. Ext): (727) 447-6481 FAX (A/C No.): (727) 449-1267 E-MAIL: ADDRESS:		INSURER(S) AFFORDING COVERAGE NAIC # 40142 INSURER A: American Zurich Insurance Company	
INSURER B:		INSURER C:	
INSURER D:		INSURER E:	
INSURER F:			

COVERAGES
CERTIFICATE NUMBER: 15FL077863701
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	INSR WVD	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
COMMERCIAL GENERAL LIABILITY								
CLAIMS-MADE <input type="checkbox"/> OCCUR								
GEN'L AGGREGATE LIMIT APPLIES PER:								
POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>								
OTHER:								
AUTOMOBILE LIABILITY								
ANY AUTO								
ALL OWNED								
SCHEDULED								
AUTOS								
NON-OWNED								
AUTOS								
HIRER AUTOS								
UMBRELLA LIAB								
OCCUR								
EXCESS LIAB								
CLAIMS-MADE								
DED								
RETENTION \$								
WORKERS COMPENSATION								
AND EMPLOYERS' LIABILITY								
ANY PROPRIETOR/PARTNER/EXECUTIVE								
OFFICER/MEMBER EXCLUDED?								
(Mandatory in NH)								
If yes, describe under								
DESCRIPTION OF OPERATIONS below								
A								
WC 56-11-942-01								
04/01/2015								
04/01/2016								
E.L. EACH ACCIDENT								
\$ 1,000,000								
E.L. DISEASE - EA EMPLOYEE								
\$ 1,000,000								
E.L. DISEASE - POLICY LIMIT								
\$ 1,000,000								
Client# 19830-FL								
Location Coverage Period:								
04/01/2015								
04/01/2016								

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

PLANT PROFESSIONALS, INC.

12027 SW 114 Place

Miami, FL 33176

Coverage is provided for only those co-employees of, but not subcontractors to:

Endorsements: Waiver of Subrogation, 30 days written cancel notice (10 days for non payment of premium)

CERTIFICATE HOLDER

CANCELLATION

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



**Internal Services Department
Small Business Development**

111 NW 1 Street, 19th Floor
Miami, Florida 33128

T 305-375-3111 F 305-375-3160

July 27, 2015

CERT NO: 16008

Approval Date: 7/27/2015 - LDB

Expiration Date: 7/31/2018

Ms. Maria C. Drotar
PLANT PROFESSIONALS, INC.
12027 SW 114th Pl
Miami, FL 33176-0000

Dear Ms. Drotar:

Miami-Dade County Small Business Development (SBD), a division of the Internal Services Department (ISD) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Miami-Dade County Local Developing Business Enterprise (LDB) in accordance with section of the code of Miami-Dade County.

This (LDB) certification is valid for three years provided that you submit a "Continuing Eligibility Affidavit" on or before your **anniversary date** of (July 27) for the first and second year of the three year period. The affidavit must indicate any changes or no changes in your firm pertinent to your certification eligibility. The submittal of a "Continuing Eligibility Affidavit" **annually** with specific supporting documents on or before your Anniversary Date is required to maintain the three year certification. You will be notified of this responsibility in advance of the Anniversary Date. Failure to comply with the said responsibilities may result in immediate action to decertify the firm.

If at any time there is a material change in the firm including, but not limited to, ownership, officers, director, scope of work being performed, daily operations, affiliation(s) with other businesses or the physical location of the firm, you must notify this office in writing within (30) days. Notification should include supporting documentation. You will receive timely instructions from this office as to how you should proceed, if necessary. **This letter will be the only approval notification issued for the duration of your firm's three years certification. If the firm attains graduation or becomes ineligible during the three year certification period, you will be properly notified following an administrative process that your firm's certification has been removed pursuant to the code.**

Your company is certified in the categories as listed below affording you the opportunity to bid and participate on contracts with Small Business Enterprise measures.

Please note that the categories listed are very general and are used only to assist our customers in searching the directory for certified firms to meet contract goals. You can find the firm's up-to-date certification profile as well as all other certified firms on the Miami-Dade County Internal Services Department, Small Business Development Certified Firms' Directory at the website <http://www.miamidade.gov/business/business-certification-programs.asp>.

Thank you for your interest in doing business with Miami-Dade County.

Sincerely,

Claudious Thompson, SBD Section Chief
Small Business Development Division

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)

541410 - INTERIOR DESIGN SERVICES (LDB)

561730 - LANDSCAPING SERVICES (LDB)



**Internal Services Department
Small Business Development**

111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

July 27, 2015

CERT NO: 16007

Ms. Maria C. Drotar
PLANT PROFESSIONALS, INC.
12027 SW 114th Pl
Miami, FL 33176-0000

Approval Date: 7/27/2015 - MICRO/SBE

Expiration Date: 7/31/2018

Dear Ms. Drotar:

Miami-Dade County Small Business Development (SBD), a division of the Internal Services Department (ISD) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Miami-Dade County Micro/Small Business Enterprise (MICRO/SBE) in accordance with section 2-8.1.1.1.1 of the code of Miami-Dade County.

This (MICRO/SBE) certification is valid for three years provided that you submit a "Continuing Eligibility Affidavit" on or before your **anniversary date** of (July 27) for the first and second year of the three year period. The affidavit must indicate any changes or no changes in your firm pertinent to your certification eligibility. The submittal of a "Continuing Eligibility Affidavit" **annually** with specific supporting documents on or before your Anniversary Date is required to maintain the three year certification. You will be notified of this responsibility in advance of the Anniversary Date. Failure to comply with the said responsibilities may result in immediate action to decertify the firm.

If at any time there is a material change in the firm including, but not limited to, ownership, officers, director, scope of work being performed, daily operations, affiliation(s) with other businesses or the physical location of the firm, you must notify this office in writing within (30) days. Notification should include supporting documentation. You will receive timely instructions from this office as to how you should proceed, if necessary. **This letter will be the only approval notification issued for the duration of your firm's three years certification. If the firm attains graduation or becomes ineligible during the three year certification period, you will be properly notified following an administrative process that your firm's certification has been removed pursuant to the code.**

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Thank you for your interest in doing business with Miami-Dade County.

Sincerely,

Claudious Thompson, SBD Section Chief
Small Business Development Division

Ms. Maria C. Drotar
PLANT PROFESSIONALS, INC.
Cert No: 16007
July 27, 2015
Page 2

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)

962 - MISCELLANEOUS SERVICES (MICRO/SBE)

96200 - MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED) (MICRO/SBE)

96260 - PARTY, HOLIDAY, AND EVENT DECORATING SERVICES (MICRO/SBE)

988 - ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES (MICRO/SBE)

98800 - ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES (MICRO/SBE)

98836 - GROUNDS MAINTENANCE: MOWING, EDGING, PLANT (NOT TREE) TRIMMING, ETC. (MICRO/SBE)

98852 - LANDSCAPING (INCLUDING DESIGN, FERTILIZING, PLANTING, ETC., BUT NOT GROUNDS MAINTENANCE OR TREE TRIMMING SERVICES) (MICRO/SBE)

98888 - TREE TRIMMING AND PRUNING SERVICES (MICRO/SBE)