

## Gold Tree Development Group LLC

Bid Contact **John Tanner**  
**GoldTreeDev@gmail.com**  
**Ph 786-566-8438**

Address **MIAMI, FL 33147**

Bid Notes **Gold Tree Development Group LLC PL-18-05 Response**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
PL-18-05--01-01	Please submit the required documents as per section 1.9	<b>Supplier Product Code:</b> <b>Supplier Notes:</b> Gold Tree Development Group LLC PL-18-05 Response	First Offer -	1 / each	Y	Y
Supplier Total					\$0.00	

**Gold Tree Development Group LLC**

Item: **Please submit the required documents as per section 1.9**

**Attachments**

Gold Tree Development Group LLC PL-18-05 Response\_Final.pdf



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

July 31, 2018  
PL-18-05 "Residential Home Inspection and Cost Estimating Services  
(Expansion)"  
CITY OF PEMBROKE PINES FLORIDA

**GOLD TREE DEVELOPMENT GROUP LLC**  
Contact Person: John K. Tanner, Home Inspector

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City of Pembroke Pines Florida  
 PL-18-05 "Residential Home Inspection and Cost Estimating Services (Expansion)"

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## **CITY OF PEMBROKE PINES FLORIDA Acknowledgement of Addenda**

Gold Tree Development Group LLC acknowledges receipt  
of the following addenda to PL-18-05:

Addenda #:

Date:

**NO ADDENDA ISSUED**



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## Tab 2

# Letter of Interest



**JOHN K. TANNER, FLORIDA HOME INSPECTOR HI-10635**

## **LETTER OF INTEREST**

**Gold Tree Development Group LLC** is a dynamic young firm in the government contracting market for Residential Inspection and Cost Estimating Services for Federal and State Funded Housing and Community Development Programs. John K. Tanner, after honorably separating from the U.S. Military and graduating with a Bachelor of Science degree in Industrial Engineering from the University of Miami with a concentration in Engineering Management coupled with a Science in Management Associates degree from Park University, has acquired a broad range of skill sets needed to professionally produce concise and effective rehabilitation specifications and/or work write-ups, construction monitoring and reporting, providing efficient solutions to problems, and improving contributions to the home inspection/residential construction industry.

John has consistently demonstrated reliability, integrity, and excellence in his certified disciplines as well as his general profession of residential construction and rehabilitation cost estimating & specification writing, and home inspection reporting. John provides accurate details in his cost estimates and work write-ups, and home inspection reports are compliant with requirements of federal and state funded rehabilitation programs, with attentive focus on improvement of quality of life for the Resident, as well as safety procedures, time management practices, and cost efficiency in performance.

Coordinating and carrying out standard home inspections, wind mitigation inspections for private/residential sector, **4-Point Home Inspector** John Tanner inspects main components (HVAC) of residential homes and provides Homeowners with accurate reports for insurability and other decision making.

As **Wind Mitigation Inspector** he inspects home key features and addons for Hurricane Loss Mitigation Program pursuant to Florida Division of Emergency Management, and has accurately completed 15+ Uniform Wind Mitigation Inspection form OIR-B1-1802, providing State decision makers accurate knowledge and transparent details required to implement the best possible services to the beneficiaries and in the best interest of the Program.

**John Tanner** is a **Florida Licensed Home Inspector, HI-10635**. As a sub-contractor to other Home Inspectors, John has assisted in the coordinated efforts of specialized teams to carry out 40+ residential construction and home inspection projects, determine resources needed, inspect building standards and analyze risk and safety issues associated with residential properties; and improve state funds transparency, expense justification, and general contractor selection.

John now owns and manages **Gold Tree Development Group LLC, Miami FL** as a Licensed Home Inspector/Chief Executive Officer, and Project Manager coordinating and delivering standard home inspection assessments and reports, work write-ups, construction progress reports, wind mitigation inspections, and 4-point inspections for private/residential sector. Currently providing services throughout Broward and Miami-Dade counties, Gold Tree Development Group LLC has established a foothold in Home Inspection, Cost Write-Up & Specification Writing, and Construction Monitoring commodities in South Florida.

Formerly as a Business Analyst with *Expo Convention Contractors Inc., Miami FL*, John lead a team of three through DAMIIC method increasing productivity, quality, and profitability through keen data analysis and process improvement design; significantly reduced service time variations.

Gathering and analyzing data for process improvement, John developed an implementation plan to reduce service time by 50% defined by project scope. Preparing management presentations and communicating effectively, has completed project deliverables accurately and on time, saving company \$2000 per event.

A Florida Licensed Home Inspector, John Tanner is also a Certified Wind Mitigation Inspector, Mold Inspector & Remediator, Certified Florida Stormwater Inspector, and is Six Sigma Green Belt Certified. Six Sigma Green Belts spend some of their time on process improvement teams analyzing and solving quality problems, and are involved with Six Sigma, lean or other quality improvement projects. Lean Six Sigma is a methodology that relies on a collaborative team effort to improve performance by systematically removing waste and reducing variation by combining hybrid methods to eliminate waste.

Home Inspector John Tanner has participated in 40+ initial home inspections, collaborated in determining extent of restoration/rehabilitation required to bring homes into code compliance, and environmental options for accessibility, and fulfill the goals of the home improvement program. Mr Tanner has conducted 30+ progress inspections calculating and updating inspection status with percentage of completion, and has conducted final inspections and punch list administration.

As a Pre-bid Conference Facilitator Mr Tanner has lead 50+ contractor pre-bid meeting during bid/proposal preparation period clarifying any concerns bidders had with scope of work, and has written and/or reviewed over 40+ residential construction specification documents describing material and workmanship required to bring community development home in line with program goals, generating detailed cost estimates in accordance with the specifications or work write-ups.

John Tanner's support personnel includes a broad spectrum of human resource assets demonstrating business skills, knowledge, and experience. Ms Maria Fernandez holds a Bachelor of Science degree in Supervision and Management, Business Administration and Management, and an Associate of Arts Degree in Marketing Management.

Ms Fernandez's qualifications include accounting and business development, project management, administration of contract compliance, administration of contract procedures, effective communication with diverse groups of people, event planning and networking facilitation, design and implementation of demographic marketing strategies, organizational skills and efficiency, purchasing and financing experience.

As Office Manager for Gold Tree Development Group LLC, Ms Fernandez manages multiple projects simultaneously, schedules and maintains calendar coordination for pre-bid conferences and announcements, maintains digital databases including distribution/contact lists by category, distributes directives to clients and subcontractors, assists with technical research and document production, receives and monitors purchase orders, prepares job set-up media, monitors job schedules and contract compliance, and manages accounting procedures including accounts receivable/payable processes.

Recently we had the opportunity to add part-time clerical assistant Rhina Etienne to our team and has quickly become an invaluable asset and extremely reliable in her support of the Home Inspector and the Office Manager. Rhina is quickly expanding her abilities within Gold Tree Development Group LLC, and aspires to expanding her role and becoming a full-time staff member in the very near future.

Some of the instruments utilized to provide services include inspection & construction tools, electrical testers & voltage indicators, infrared thermometers, calibrating hand tools & tape measures, telescoping ladders, moisture meters, protective clothing, cameras, smartphones, laptops, mobile internet access, office furniture, auto.

Gold Tree Development Group LLC is financially solvent with no bankruptcies or collections. Gold Tree Development Group LLC funds its own operating expenses and does not borrow to fund cash flow.

Gold Tree Development Group LLC is excited to provide services to the City of Pembroke Pines, and to contributing to the quality of life for the residents.

John K. Tanner

**GOLD TREE DEVELOPMENT GROUP LLC**



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## Tab 3

# Experience and Ability



## ABILITY

Florida Home Inspector John Tanner specializes in professional home inspections and specification writing. Approach to project management is project driven. Each project is assigned to support staff personnel to create and manage the job folder which includes contracts and agreements, contract scheduling, specification documents and product pricing support, inspection reports and photos, and close-out documents.

Staff are trained in the processing of the home inspection process to ensure seamless continuation of services and production of results. Email is centralized and designed for distribution, ensuring that all affected personnel have access to critical communications.

Weekly staff meetings review project status are scheduled to plan and prepare for the ensuing week as well as long range goals and projects, and discussions regarding mitigation of potential obstacles.

John K. Tanner supports his staff to strive to exceed standards of expectation, produce detailed and concise specification reports, communicate with and meet the complete approval of homeowner and contract administrators on all projects.

John Tanner has successfully completed over 65 residential and commercial inspections for federal and state funded residential rehabilitation programs. Each project requires an initial inspection, interim inspections, final inspection, punch list, follow-up final inspection, and photographic records of conditions for each report.

Specification writing services include work write-up, cost estimating, presiding over pre-bid conference, permit searches, answering questions for contractors, review of bids for completeness, project monitoring, interim inspection reports, final inspection reports, punch list, and closeout including overseeing that the contractor provides essential documents to the homeowner, with focus on improvement of quality of life for the Resident, as well as safety procedures, time management practices, and cost efficiency in performance.

John Tanner provides services a Home Inspector and Specification Writer to provide repairs necessary for safe standards in housing, eliminate sub-standard housing, eliminate building code violations, storm and hurricane mitigation and prevention of weather penetration, repair and upgrade major building systems, abate health and safety issues.

## EXECUTIVE PROFILE

**John Tanner**, after honorably separating from the U.S. Military and graduating with a Bachelor of Science degree in Industrial Engineering from the University of Miami, has acquired a dynamic range of skill sets needed to professionally and effectively communicate with diverse groups of people, provide efficient solutions to problems, and improve contributions to the home inspection/residential construction industry.

John has consistently demonstrated reliability, integrity, and excellence in his certified disciplines as well as his general profession of residential construction and rehabilitation cost estimating &

specification writing, and home inspection reporting. John provides accurate details in his cost estimates and work write-ups, and home inspection reports are compliant with requirements of federal and state funded rehabilitation programs, with attentive focus on improvement of quality of life for the Resident, as well as safety procedures, time management practices, and cost efficiency in performance.

John Tanner is Florida Licensed Home Inspector, Wind Mitigation Inspector, Florida Stormwater Inspector, Certified in Six Sigma Green Belt Strategies, Mold Assessor and Remediator, and has extensive knowledge and experience in project management, home inspections, specification writing.

As a subcontractor to TSC Associates Inc of Fort Lauderdale Florida, John Tanner has assisted with the coordinated efforts of specialized teams to carry out residential construction and home inspection projects, determine resources needed, and analyze risk and safety issues associated with residential properties; improve state funds transparency, expense justification, and assist with general contractor selection.

**Key Results:**

- Assist with 40+ initial residential home inspections, collaborate in determining extent of restoration/rehabilitation needed to bring homes into code compliance and fulfill the goals of the contract.
- Preside over 50+ contractor pre-bid meeting during bid/proposal preparation period clarifying any concerns bidders had with scope of work.
- Assist with 30+ progress inspection and/or final inspections; update inspection status with percentage of completion.
- Under direction of Home Inspector, wrote and submitted for approval over 40+ residential construction specification documents describing material and workmanship required to bring community development homes in line with program goals.
- Generate detailed cost estimates in accordance with the specifications or work write-ups.
- Assisted with and became very familiar with the preparation of government funded home inspection & cost estimating procedures, rules, and requirements, production of documents, contract compliance requirements.
- **Florida Licensed Home Inspector**

In September 2017, John Tanner established Gold Tree Development Group LLC, Miami FL to coordinate and carry out standard home inspections & cost estimating, percent of completion progress inspection reports, wind mitigation inspections and 4-point inspections for federal and state funded housing rehabilitation programs.

Office Manager Maria Fernandez efficiently manages multiple projects simultaneously, maintains work schedules and calendar coordination for pre-bid conferences and announcements, maintains a digital database including distribution/contact lists by category, distributes directives to clients and subcontractors, assists with technical research and document production, receives and monitors purchase orders, prepares job set-up media, monitors job schedules and contract compliance, manages billing and accounts receivable/payable processes and collections, and appraises Home Inspector of status of all matters in regular staff meetings.

Additionally, Maria has experience with Logistical planning and route designations for field personnel, complying with stringent guidelines and confidentiality laws, quality control methods and procedures, importance of adherence to accuracy standards and high production rates, and maintains overall detailed records and secure chain of custody of documents.

Clerical Assistant Rhina Etienne manages multiple projects simultaneously providing support to the office manager and the Home Inspector, researches various information as requested, assists with distribution of correspondence to clients and contractors, manages chain of custody of documents

supervised by Home Inspector, assists with preparation of job set-up files, assists with preparation of home inspection report documents and customer invoicing.

The team of Gold Tree Development Group LLC has focused their efforts on thorough comprehension of the requirements of the City of Pembroke Pines residential inspection and cost estimating services program; have provided the required service and documentation under the guidance of a Licensed Florida Home Inspector, and as a Florida Licensed Home Inspector certified in August 2017, John K. Tanner and Goldtree Development Group LLC assures the City of Pembroke Pines that we can deliver.

## EXPERIENCE

The succession John Tanner's experience has been a well planned process of acquiring skills and knowledge needed to serve a niche in the South Florida area in the area of Home Inspection, specification writing, construction monitoring, and the ability to interpret and produce the required HUD forms and various local municipality forms and required procedures to maintain the quality of affordable housing. John specifically selects endeavors which serve to strengthen his existing skills and knowledge. Using a well-rounded approach to the implementation of the business development plan, Gold Tree Development Group LLC includes seasoned professional personnel focused on streamlining processes and producing deliverables that exceed the expectations of our clients.

John's career background includes a Bachelor of Science in Industrial Engineering with a Concentration in Management from the University of Miami, Coral Gables, FL May 2016. Gaining marketing and social media advertising experience through research and self-study, company brand positioning was developed. Service delivery method and quality of goods create a seamless and pleasant experience for the Homeowner. This is the enforcing standard of company professionalism.

John Tanner's experience includes Lead supervision of diverse teams, initiating, planning and controlling daily mission priorities, and interfacing independently and effectively with peers and management to facilitate objectives.

### Military Inspector Systems Management:

- Annual inspections of all unit functional areas
- Initial and subsequent evaluations of unit duty positions

### Logistics:

#### Supervise initial deployment planning phase for

- Supplies including food, water, and shelter construction material
- Reliable mobile communication methods
- Coordinate transportation
- Weight distribution for personnel, heavy equipment, supplies, and materials

#### Deployed construction phase:

- Management of trade crews constructing temporary shelter with power supply, heating, ventilation, air conditioning.



# John K. Tanner Jr., Onsite Staff

## Home Inspector

6851 N.W. 19<sup>th</sup> Ave Miami FL, 33147 | C: 786-566-8438 | [GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

John Tanner, after honorably separating from the U.S. Military and graduating with a Bachelor of Science degree in Industrial Engineering from the University of Miami, has acquired a dynamic range of skill sets needed to professionally and effectively communicate with diverse groups of people, provide efficient solutions to problems, and improve contributions to the home inspection/residential construction industry.

John has consistently demonstrated reliability, integrity, and excellence in his certified disciplines as well as his general profession of residential construction and rehabilitation cost estimating & specification writing, and home inspection reporting. John provides accurate details in his cost estimates and work write-ups, and home inspection reports are compliant with requirements of federal and state funded rehabilitation programs, with attentive focus on improvement of quality of life for the Residents, as well as safety procedures, time management practices, and cost efficiency in performance.

### EDUCATION

Jan 2012- May 2016

#### Bachelor of Science in Industrial Engineering

Concentration in Engineering Management  
University of Miami, Coral Gables, FL

Jan 2006- July 2007

#### Associates of Science in Management

Park University, Parkville, MO

### CORE COMPETENCIES

Six Sigma Green Belt Cert.  
Wind Mitigation Cert.  
Florida Stormwater Cert.  
Inactive Top-Secret Clearance

### LICENSES

Home Inspector – HI-10635

### ASSOCIATIONS

International Association of Certified Home Inspectors (InterNachi) active member;  
ID# NACHI17041935

### EXPERIENCE

Sub-Contracted Designated Representative Home Inspector's Assistant

#### TSC Associates INC., Fort Lauderdale, FL

July 2015 –Present

Assist with the coordinated efforts of specialized teams to carry out residential construction and home inspection projects. Determine resources needed, inspect building standards and analyze risk and safety issues associated with residential properties; through specification writing improve state funds transparency, expense justification, and general contractor selection.

#### Key Results:

- Assistant Housing Inspector – assisted and inspected home inspections, determined extent of restoration/rehabilitation needed to bring homes into code compliance.
- Prepared specification of work documents describing material and workmanship required to meet program objective.
- Pre-bid Conference Facilitator – lead contractor meeting to clarifying concerns with scope of work.  
Conducted progress and final inspections; reported project status to City officials.
- Generate detailed cost estimates in accordance with the specifications or work write-ups.

Home Inspector/Chief Executive Officer

September 2016 –Present

#### Gold Tree Development Group LLC, Miami FL

Coordinated and carry out standard home inspection, wind mitigation and 4-point inspections for residential home sector.

#### Key Results:

- 4-Point Home Inspector – Inspected main components (HVAC) of residential home – provided clients with accurate report for insurability decision making.
- Wind Mitigation Inspector - Inspected home key features and add-ons for Hurricane Loss Mitigation Program by Florida Division of Emergency Management - accurately completed 15+ Uniform Wind Mitigation Inspection form OIR-B1-1802 – Provided State decision makers accurate and transparent details.

Employee Standardization Evaluator | Supervisor

#### United States Air Force, Clovis, NM

December 2003 - November 2011

6+ years management experience and leadership supervision for diverse teams

- Lead 12-person team in combat zone securing multibillion dollar assets – initiated, planned and controlled mission priorities; enabled 100% mission readiness
- Directed career training and testing for employees; increased performance to 87%.

# Maria Fernandez

Administrative Service Manager

**Maria Fernandez** more than 12 years of experience in administrative services; with in-depth knowledge of running office admin services, with a proven ability to develop administrative and clerical procedures; an expert in implementing business management principles. Maria is organized and diligent with excellent written oral and interpersonal communication skills.

## EDUCATION

Jan 2013- May 2016

**Bachelor of Science in  
Supervision and Management,  
Business Administration and  
Management**

Associates of Arts in  
Marketing Management  
Broward College, Fort  
Lauderdale, FL

## CORE SKILLS

- Accounting
- Performance and Management Strategies
- Administration of Contract Procedures
- Organization
- Project Management
- Purchasing and Finance

## EXPERIENCE

Administration Service Manager

**Gold Tree Development Group LLC., Miami, FL**

- Manage multiple projects simultaneously
- Monitored multiple databases to keep track of all company workflow
- Developed efficient filing systems and customer database protocols
- Maintain digital database including distribution/contact lists by category
- Distribute directives to clients and subcontractors
- Manage billing and accounts receivable/payable processes and collections

Office Administrator

**New York Life Insurance Company**

Manhattan, New York

Coordinated and carry out standard home inspection, wind mitigation and 4-point inspections for residential home sector.

- Convert policy files to digital format
- Organization and maintenance of corporate network and cloud files
- General manager and staff team lead
- Help desk and remote access problem resolution
- Coordination of trade shows in North America.
- Purchasing for general and administrative expenses.

Enumerator

**United States Census**

Hollywood, FL

- Logistical planning and route designations for field personnel conducting household interviews complying with stringent guidelines and confidentiality laws
- Obtain necessary data for recording census forms
- Maintain accuracy standards and high production rates
- Maintain overall detailed records and secure chain of custody of documents

Executive Assistant

**Community Redevelopment Associates of Broward County Inc.**

Pembroke Pines, FL

- Manage bidding process for new contracts
- Compose documents and permits for the local building department.
- Distributed work specifications to contractors
- Financial management of accounts receivable, accounts payable, payroll, and bank deposits
- Expense analysis to streamline office processes

# Rhina Etienne

## EDUCATION

**Bachelor of Science in Early Childhood Development,**  
Miami Dade College, Miami, FL  
Anticipated Graduation: May 2020

## CORE SKILLS

- Permit Researcher
- Document Auditor
- Microsoft Word
- Data Entry
- Project Management

## EXPERIENCE

Clerical Assistance

### Gold Tree Development Group LLC.

Miami, FL

2017 - Present

- Manage multiple projects simultaneously providing support to the home inspector
- Research various information as requested
- Assist with distribution of correspondence to clients and contractors
- Labeling, filing and archiving of documents
- Prepare job set-up files
- Assist with preparation of home inspection report documents and customer invoicing.

Teacher

### Casa Dei Bambini Montessori School

Miami Beach, FL

2012 - 2018

- Strongly demonstrated continuous professional development
- Tailored individually appropriate instructional techniques to meet student needs
- Participated in PDP (Professional Development Process) to assess personal instructional effectiveness
- Developed appropriate lesson plans and assessment methods
- Assessed learning outcomes in multiple aspects on a regular basis

Daycare Owner – Child Care Provider

### Malmstrom Air Force Base

Great Falls, MT

2009 -2011

- Established safe and secure provision of child care for military families on government facility
- Directed and carried out childcare daily operations and activities
- Reviewed and approved weekly menu plans
- Maintained all business records and compliance requirements

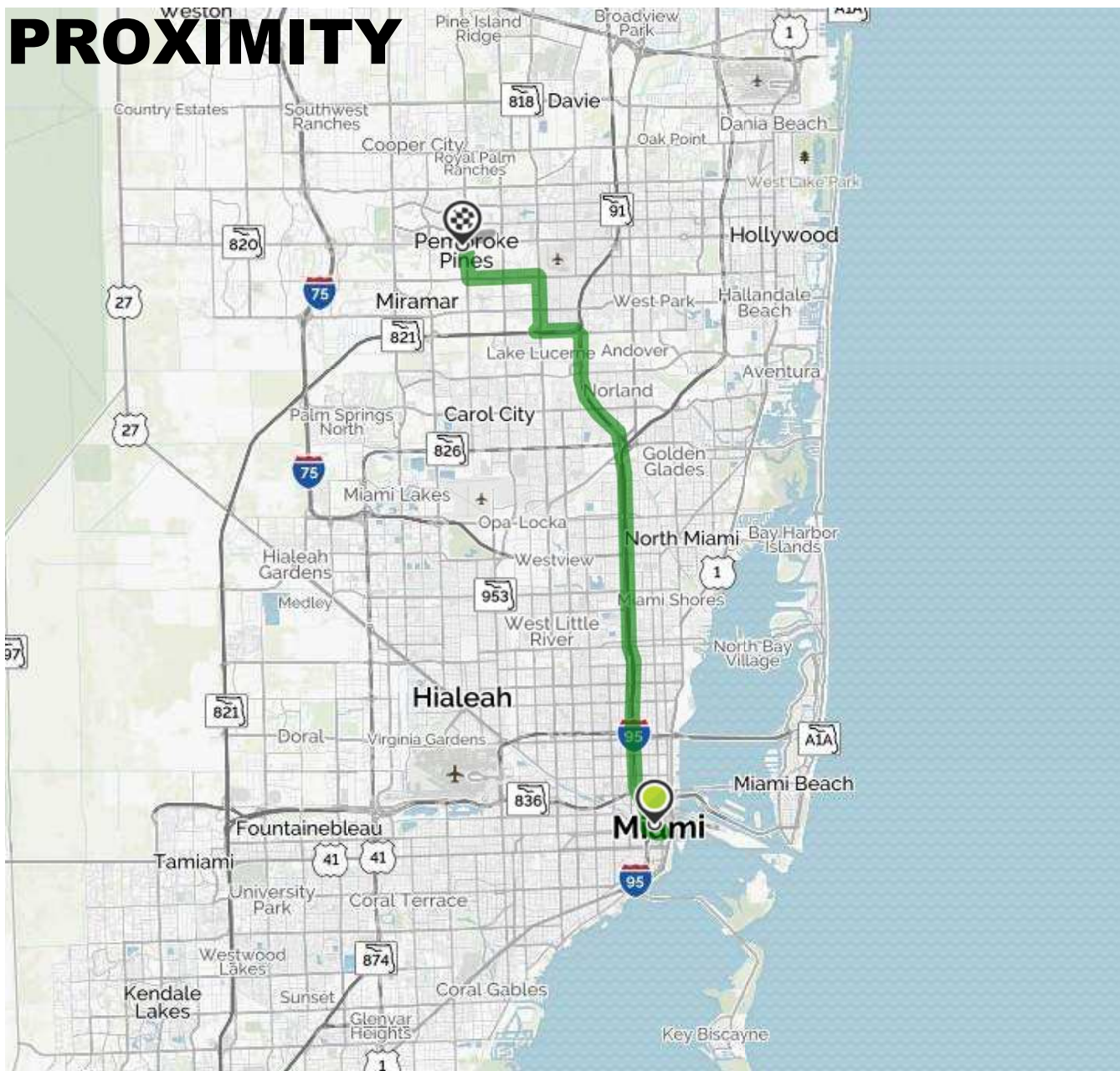
Staff Supervisor

### X.O.T. Shoes

Pembroke Pines, FL

2003 -2005

- Security clearance for store access, opened & closed cash registers daily, recorded receipts, custody of cash
- Supervise quality control of customer service practices
- Supervise sales staff & inventory stocking staff
- Supervise staff overall performance and prepare evaluation reports
- Scheduled employees working shifts
- Maintain inventory and inventory reporting



Gold Tree Development Group LLC is located in close proximity (less than 20 miles) to the possible work locations in Pembroke Pines, and we are currently working in Pembroke Pines.



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## Tab 4

# Previous Experience



**JOHN K. TANNER, HI-10635**  
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## PREVIOUS EXPERIENCE

Task	Work Performed/Client	Approximate \$
Home Inspector, Specification Writer	Direct contracting with Program Administrators for Residential Home Inspection & Cost Estimating Services in Deerfield Beach FL	\$3k
Home Inspector, Specification Writer	Direct contracting with Program Administrators for Residential Home Inspection & Cost Estimating Services as an assistant Home Inspector to TSC Associates Inc. Broward County FL	\$20k
Commercial Inspector, Specification Writer, Construction Monitoring	New Mount Olive Church, 400 NW 9 <sup>th</sup> Ave, Fort Lauderdale FL	\$18k
Home Inspections	Wharton Realty Group, 5650 Stirling Rd, Hollywood FL	\$9k
Home Inspection	Richard Wildgoose, 3033 E Missionwood Lane, Miramar FL	\$500
Home Inspection	Christopher Culbert, 560 NE 55 <sup>th</sup> Terrace, Miami FL	\$750
Home Inspection	Douglas Lightbourne, 10919 NW 21 <sup>st</sup> Court, Miami FL	\$750

## Example Specification of Work

Gold Tree employs a design/detail statement of work method. This method of specification writing attempts to clearly define typical processes and/or procedures and acceptable materials and methods of workmanship. Emphasis is placed on limiting cost associated with various work items while rectifying health, and safety issues effectively and efficiently.

### WINDOWS & DOORS

#### 1) REPLACE EXTERIOR WINDOWS WITH IMPACT SINGLE HUNG WINDOWS

\$ \_\_\_\_\_

APPROXIMATE NUMBER OF EXISTING WINDOWS 18 and NUMBER OF WINDOW OPENINGS 11

**Reason** for replacement: existing windows are old crank-out awning windows, some are jalousie windows: poor performance — opening and closing is a difficult task; not weather-tight. The home is out of compliance with the FBC & Miami-Dade codes for wind-borne debris protected window openings.

**Remove** existing windows and install new single hung impact replacement windows and standard factory tinted glass. All operable windows must have screens.

**Install** windows and its components in strict compliance with Florida Building Code (including FBC Energy Conservation), Florida Product Approval (or Miami/Dade NOTICE OF ACCEPTANCE). Contractor is to provide required engineering. This item requires a permit.

- a) Do **not** include the three (3) windows of the rear patio enclosure in your bid calculations.
- b) The approximate number of openings above is not for bidding purpose, the Contractors will verify measurements/dimensions and total number of openings for new windows.
- c) The new replacement windows shall bronze in color. The new replacement windows can be aluminum.
- d) Contractor must verify with homeowner window style and color.
- e) Install casement windows or horizontal sliding windows, if required because size restriction for egress: either casement or horizontal design not both.
- f) All exposed anchoring screws shall be the same color as the window frame...

Work Item Heading,  
Location and  
Approx. Quantity

Justification for  
Work Item Section

Explanation of  
Item(s) to be  
Removed Section

Work Item  
Standards or  
Compliance Section

Work Item Specific  
Details and/or  
Standards Section





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## Financial Ability



**GOLD TREE DEVELOPMENT GROUP LLC**  
**Profit and Loss**

Jan 01, 2018 -  
Jun 30, 2018

Business Income	\$28,996
<b>TOTAL INCOME</b>	<b>\$28,996</b>
<b>Expenses</b>	
Advertising	\$159
Car and truck	\$620
Contract labor	\$860
Fees	\$28
Insurance	\$1,780
Interest paid	\$0
Legal and professional services	\$500
Materials & Supplies	\$308
Meals	\$15
Office expenses	\$248
Other business expenses	\$1,008
Postage & Delivery	\$8
Rent and lease	\$700
Repairs and maintenance	\$116
Salaries & Wages	\$13516
Taxes and licenses	\$139
Travel expenses	\$0
Utilities	\$75
<b>TOTAL EXPENSES</b>	<b>\$20,080</b>
<b>NET INCOME</b>	<b>\$ 8,916</b>

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[Access My Account](#)



**07/22/2018**

**John Tanner,**

The following is the DUNS number for **Gold Tree Development Group LLC**:  
DUNS number: **080890950**

If this is **YOUR COMPANY**, take advantage of [CreditBuilder™](#), our next generation credit building solution.

With **CreditBuilder** you can:

- Get unlimited access to your business credit file
- Ensure you are always aware of the most current D&B information your banks, suppliers, competitors and customers are using to evaluate your business
- Get alerts when there are changes to your business credit file
- Benchmark your company's credit scores against your industry and key competitors
- Enhance your D&B credit scores and ratings by adding good payment history to your credit profile

If you are looking for information on **ANOTHER COMPANY**, consider purchasing a [Business Information Report™](#). Reduce the risk of unpaid bills by evaluating the credit risk of another company before doing business with them.

With a **Business Information Report** you can:

- Get unlimited access to your business credit file
- Ensure you are always aware of the most current D&B information your banks, suppliers, competitors and customers are using to evaluate your business
- Get alerts when there are changes to your business credit file
- Benchmark your company's credit scores against your industry and key competitors
- Enhance your D&B credit scores and ratings by adding good payment history to your credit profile

Call **1-800-700-2733**, Monday through Friday, 8:00 AM to 6:00 PM local time or email us at [CustomerSupport@DandB.com](mailto:CustomerSupport@DandB.com).

## SAM Registration Renewal Due

Renewal Support <info@renewalsupport.com>

Tue 6/26/2018, 10:04 AM

To:johntanner@live.com <johntanner@live.com>

You are receiving this e-mail because you have registered with SAM.

To never receive email from us again please unsubscribe here:

[https://app.icontact.com/icp/mmail-mprofile.php?  
r=15435507&l=7717&s=LIW1&m=17318&c=1752843](https://app.icontact.com/icp/mmail-mprofile.php?r=15435507&l=7717&s=LIW1&m=17318&c=1752843)

### System for Award Management Registration Renewal is Due

JOHN TANNER JR, the U.S. Federal Government's System for Award Management (SAM) registration for GOLD TREE DEVELOPMENT GROUP LLC is expiring on 10/11/2018.

Failure to update and complete the registration process may interfere with your government funding and awards because your SAM registration must be active, complete, and compliant for any federal awards, funding, or assistance to be paid.

Begin your renewal now to ensure that your registration remains active.

Please have your CAGE CODE 7Z6R3 ready.

### Update Registration

For further assistance please contact:  
(Domestic) 1-844-392-8983, (International) 001-813-536-0041

---

#### Advantages of Professional Renewal Support:

1. There are several steps in the registration process that the casual user will not realize require review and attention to ensure an accurate update.
2. There are over 90 NAICS & PSC code updates that require verification.
3. Errors in your SAM registration will limit your visibility to Procurement and Contracting Officers.
4. Your Keywords and Capability Statement are another important part of being identifiable in the future.
5. Significant time savings can be reinvested into income producing activities for your business or your entity's primary cause.
6. Your government contracts, grants, or federal awards will NOT be paid if your registration goes inactive within SAM.



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## Attachment E References

*City of Pembroke Pines***REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: Deerfield Beach Housing Authority

Address: 533 S. Dixie Hwy

City/State/Zip: , Deerfield Beach FL 33441

Contact Name: Ms. Sheryl A. Dickey Title: Program Administrator

E-Mail Address: sdickey@dickeyinc.com

Telephone: (954) 290-7236 Fax: \_\_\_\_\_

**Project Information:**

Name and location of the project: Kennerly's Deerfield Beach Home Rehabilitation Project

Nature of the firm's responsibility on the project: Responsibility consist of initial home inspection, specification of work, housing quality standards checklist, supporting photos and addendums. To include interim inspection and finial inspection, construction monitoring.

Project duration: 120 Days Completion (Anticipated) Date: September 1

Size of project: Single Family Residential Rehab Cost of project: \$45,000

Work for which staff was responsible: Residential Inspection and Cost Estimating

Contract Type: Two (2) Year Residential Inspection and Cost Estimating Services

The results/deliverables of the project: Home Inspection Reports, Specification Documents



### **REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

#### **Reference Contact Information:**

Name of Firm, City, County or Agency: TSC Associates Inc.

Address: 1171 NW 27th Ave.

City/State/Zip: Fort Lauderdale, Florida 33312

Contact Name: LaMarr Ruffin Title: Home Inspector

E-Mail Address: fmbfmb@hotmail.com

Telephone: (954) 709-0471 Fax: 954-533-8952

#### **Project Information:**

Name and location of the project: Broward County

Nature of the firm's responsibility on the project: Assisted TSC associates in carrying out residential home inspection and cost estimating services, construction monitoring.

Project duration: in process Completion (Anticipated) Date: TBD

Size of project: Single Family Residential Rehab Cost of project: approx \$20k annually

Work for which staff was responsible: Residential Inspection and Cost Estimating

Contract Type: Continuous agreement for Residential Inspection and Cost Estimating Services

The results/deliverables of the project: Home Inspection Reports, Specifications Documents



## City of Pembroke Pines

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**Name of Firm, City, County or Agency: John Tanner Sr. Carpenter ServicesAddress: 656 NW 56TH STCity/State/Zip: Miami FL, 33147Contact Name: Mr. John Tanner Sr. Title: Manager/Lead CarpenterE-Mail Address: Mrjt084@gmail.comTelephone: (786) 487-8117 Fax: \_\_\_\_\_**Project Information:**Name and location of the project: Miami Lakes Townhome Repair Job

Nature of the firm's responsibility on the project: Repair of water damaged material from upper bath room leak. Removed water damaged ceiling, flooring and wall materials. Installed new ceiling, flooring and wall materials. Patch and painted to match existing look.

Project duration: 30 Days Completion (Anticipated) Date: July 1, 2018Size of project: Single Family Townhome Cost of project: \$1000Work for which staff was responsible: write workscope, manage and monitor constructionContract Type: workscope agreementThe results/deliverables of the project: All repairs effected successfully, all damages mitigated.

**REFERENCES FORM**

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

**Reference Contact Information:**

Name of Firm, City, County or Agency: U. S. Air Force Cannon AFB

Address: One Embarcadero Center

City/State/Zip: San Francisco, California 94111

Contact Name: Sharlene Koonce Title: Associate Attorney

E-Mail Address: skoonce@fisherphillips.com

Telephone: 808-861-5904, 415.490.9035 Fax: 415.490.9001

**Project Information:**

Name and location of the project: Cannon Air Force Base and Forward Deployment

Nature of the firm's responsibility on the project: Responsibility consist of initial home inspection, securing multibillion dollar assets. Responsible for initiating, planning and accomplishing mission priorities  
Coordinated managed and inspected supplies, logistics and temporary shelters. And inspected unit functional areas through annual and interim compliance inspections.

Project duration: 180 days Completion (Anticipated) Date: 2011

Size of project: N/A Cost of project: \$45,000

Work for which staff was responsible: N/A

Contract Type: N/A

The results/deliverables of the project: Successful



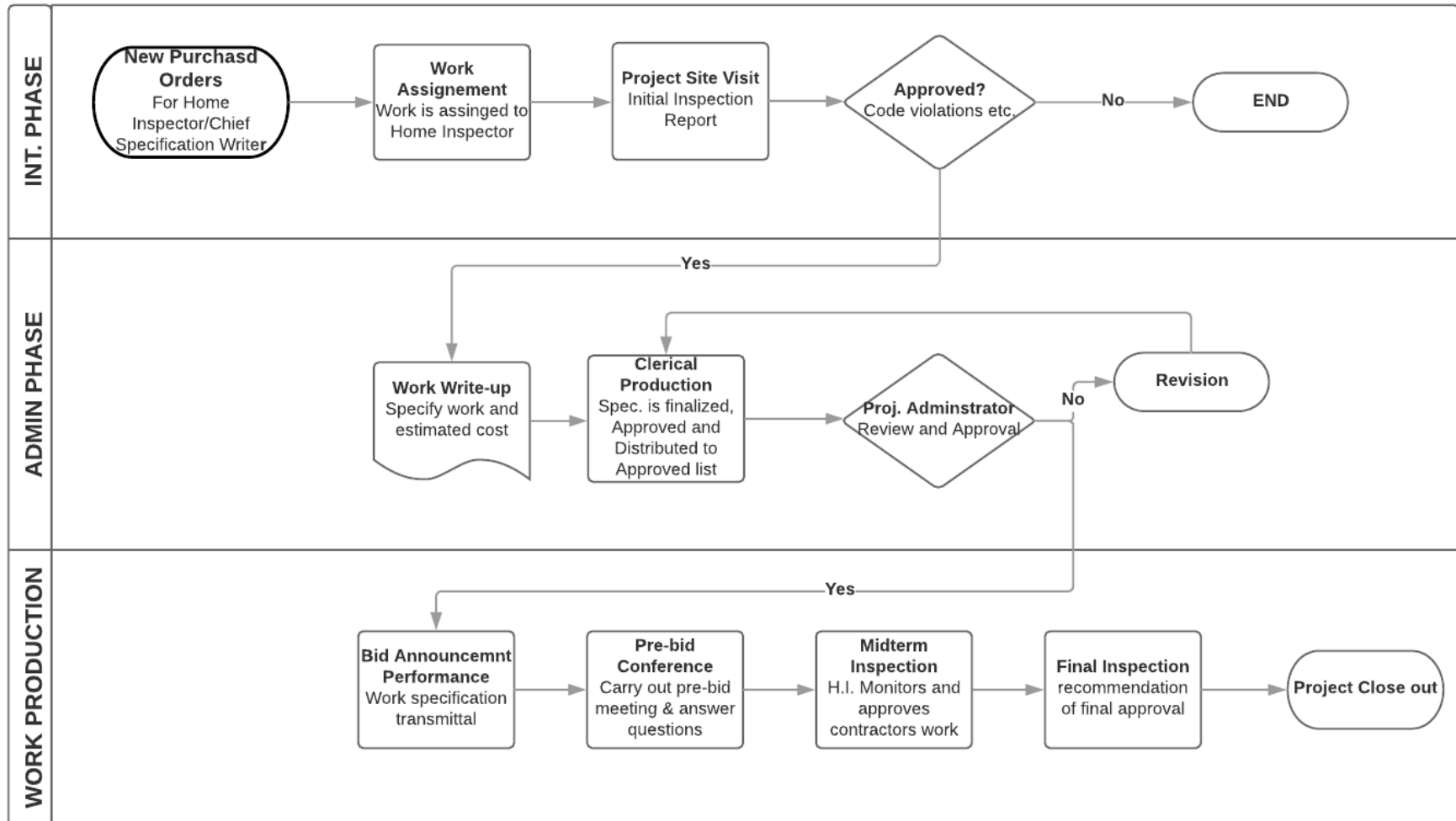


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[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

# Tab 5

## Firm's Understanding and Approach to the Work

# GOLD TREE WORKFLOW CHART





**JOHN K. TANNER**  
**FLORIDA HOME INSPECTOR HI-10635**

**OPERATIONS PLAN AND APPROACH**

Our overall understanding of the intent of the RFP is to provide services which include specification writing and work inspections for general repairs, accessibility modifications, and energy conservation.

Gold Tree Development Group LLC is committed to being environmentally aware and supporting programs that reduce environmental impact and continually improve our performance as an essential component of our business strategy and operating procedures. We understand the effects on the environment and support reduction of material, reduction of water and energy consumption, waste minimization, and recycling of resources.

The required home inspection and cost estimating services include but are not necessarily limited to the following:

Conduct and complete a checklist to document a preliminary inspection of each structure and determine deficiencies in each building based upon building standards provided by the City of Pembroke Pines and the U.S. Housing and Urban Development Department. Initial property inspection must be conducted using the City approved inspection checklist/report format. Submit initial checklist and photos to Program Administrator.

Prepare scope of work ready for bid purposes and develop a cost estimate on each building to be rehabilitated. Photos clearly numbered to match work specifications will be submitted with each inspection report/work specifications.

Prepare a scope of work, which includes a work write-up from licensed asbestos and/or lead based paint inspectors or mold surveys (if needed).

Identify what steps are to be taken to mitigate any problem(s) detected.

Conduct pre-bid meeting, which includes inviting contractors on the City's pre-qualified list of General Contractors for Home Repair Projects to participate in the bid process, collecting pre-bid sign in sheet at property, answering questions at the pre-bid, and issuing addenda as required as a result of the pre-bid meeting.

Perform in-progress inspections as requested by the City's Program Administrator. Submit in-progress report to City's Program Administrator.

Obtain City's and owner's approval prior to project releasing to bid.

Review and approve/disapprove change orders from contractors.

Assist with homeowner and contractor conflict resolution regarding repairs.

Conduct follow-up inspections for properties that do not pass initial final inspection. Submit punch list for contractor's review.

Final walk through with client executed by Home Inspector, product information is provided to the homeowner by the contractor upon final completion of the project.

Submit final inspection report and photos. Report and photos must correspond with initial inspection report and photos. Two sets of printed color photos are required to be submitted with each inspection report/work specifications.

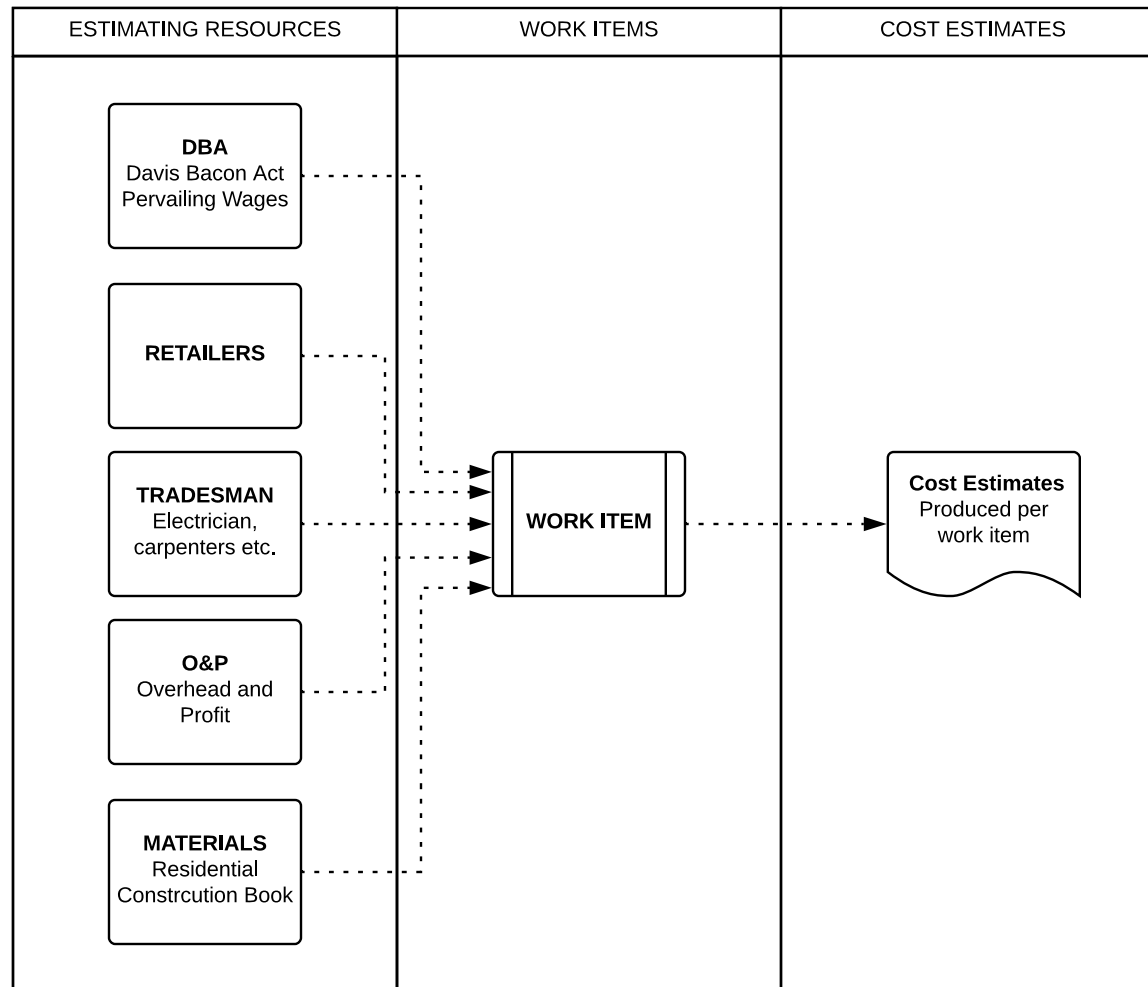
Submit invoice for payment, per program procedures.

To complete all phases of home inspection and construction monitoring we follow strict safety standards as we report on the condition of a property.

### COST ESTIMATING METHOD

Gold Tree utilizes the industrial engineering cost estimating method. We attempt to identify the work items of concern consistent with inspection priorities and cost associated with restoring the work items to original and intended condition. Our price estimates are composed of two drivers; labor and material. Labor is then determined using the Davis Beacon Prevailing Wage, then estimate the number of labor hours required to remove, repair and replace the work item of concern.

Afterwards we attempt to quantify the material needed and cost associated with each material using industry standard estimating resources (listed below). We create the material estimate based on experience, residential construction manuals and consulting end-user retailer for the repair and the cost associated with such. We believe our efforts produce accurate price estimate for program decision maker for bid proposal evaluations.



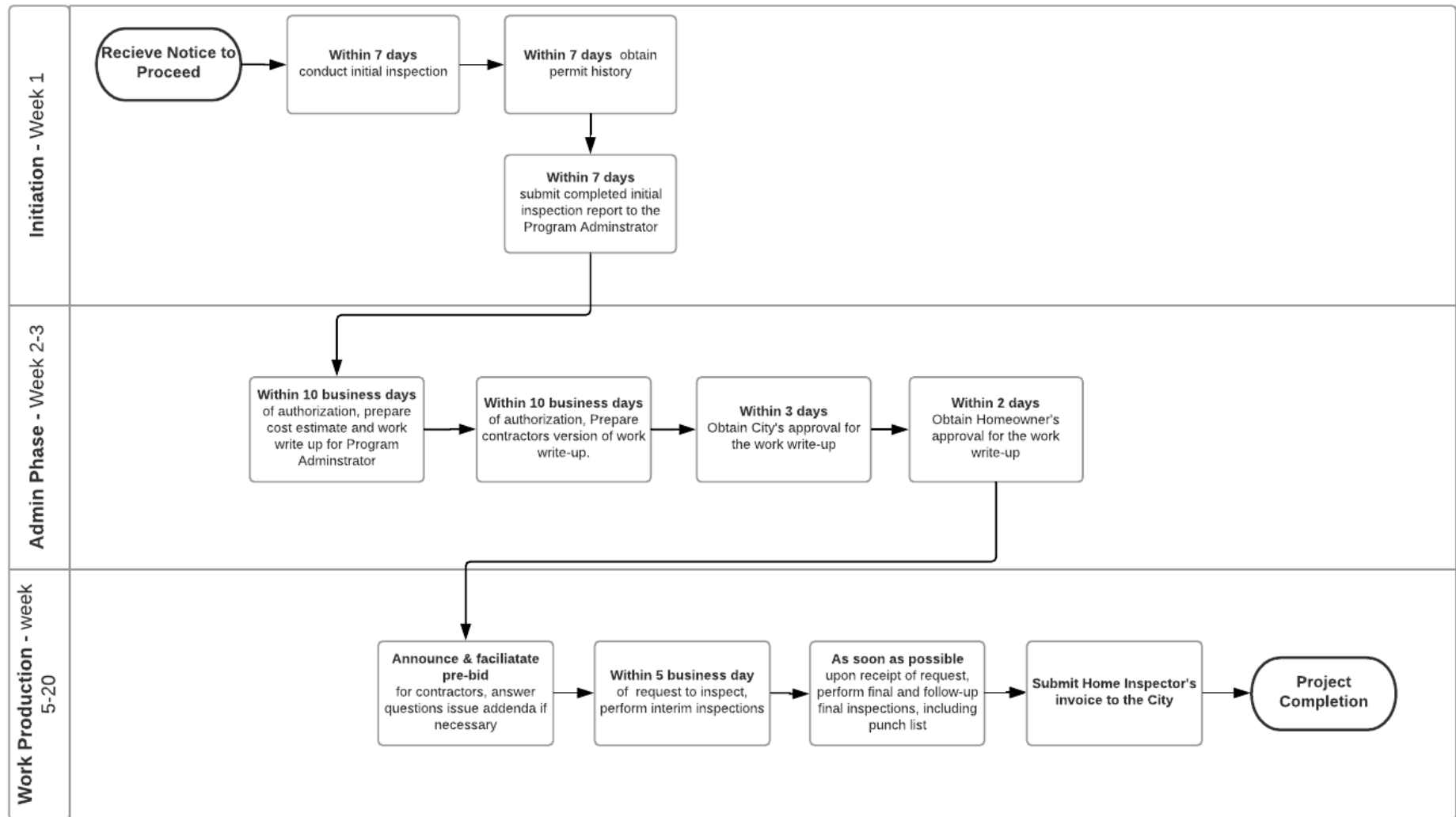


## MANAGEMENT PLAN

The home inspection and cost estimating services Gold Tree Development Group LLC proposes to provide to the City of Pembroke Pines Florida are the following:

- a. Conduct and complete a checklist documenting a preliminary inspection the structure and determining deficiencies based upon building standards provided by the City of Pembroke Pines and the U.S. Housing and Urban Development Department. Initial property inspection will be reported using the City approved inspection checklist/report format.
- b. We will submit the inspection checklist and color photos of items needing repair to the City's Program Administrator.
- c. We will prepare specifications/scope of work ready for bid purposes including a detailed cost estimate, and will include two sets of printed color photos, clearly numbered to match work specifications.
- d. We will prepare a scope of work including a work write-up from licensed asbestos and/or lead based paint inspectors if needed.
- e. We will identify code violations and steps required to mitigate problems detected.
- f. We will obtain the approval of the Homeowner and the City prior to announcing bid.
- g. We will facilitate the pre-bid meeting and invite contractors on the City's pre-qualified list of General Contractors for Home Repair Projects to participate in the bid process, collect the pre-bid sign in sheet at property, answer questions and provide clarification, and issue addenda as required as a result of the pre-bid meeting.
- h. We will perform in-progress inspections as requested by the City's Program Administrator and submit in-progress report to City.
- i. We will review and approve/disapprove change orders from contractors.
- j. We will assist with Homeowner and contractor conflict resolution regarding repairs.
- k. We will perform final inspections and if needed, follow-up final inspections including a punch list for directing the contractor's attention to deficient items.
- l. We will submit final inspection report and photos corresponding with the initial inspection report and photos, including two sets of printed color photos.
- m. We will then submit our invoice for payment, per program procedures.

## DELIVERY TIMEFRAME





## **SAFETY**

To inspect a residence and accurately report its deficiencies, we employ strict safety protocols to be aware of dangerous situations such as weakness of foundational areas, unsafe stairways or electrical wiring, code violations, other damaging conditions, etc.

Areas of disrepair can cause further damage to a structure and create additional hazards. Gold Tree Development Group LLC complies with FDOC regulations for industrial safety, and with the standards set forth in the Occupational Safety and Health Act.

## **EQUIPMENT**

Equipment we use to perform residential home inspection and cost estimating include:

- inspection & construction tools
- electrical testers
- hand tools & tape measures
- ladders
- flashlights
- protective wear
- cameras
- smartphones
- laptops
- desktops, printers, scanners, faxes, copiers
- wi-fi
- standard office furniture
- autos

## **DRUG FREE WORKPLACE**

Gold Tree Development Group LLC supports a drug free workplace.





**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## Section 3 Compliance

PL-18-05

**SECTION 3 COMPLIANCE FORMS FOR VENDORS****ASSURANCE OF COMPLIANCE****TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND LOWER INCOME PERSONS**

A. The project assisted under this (contract) (agreement) is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S. C. 70U. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.

B. Notwithstanding any other provision of this (contract) (agreement), the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued there under prior to the execution of this (contract) (agreement). The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 135.20 (b) of the regulations in all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.

C. Compliance with the provision of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the City of Pembroke Pines Department of Sustainable Development of the application for this (contract) (agreement), shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant) (recipient), its successors and assigns. Failure to fulfill these requirements shall subject the (applicant) (recipient), its contractors and subcontractors, its successors, and assigns to the sanctions specified by the (contract) (agreement), and to such sanctions as are specified by 24 CFR Section 135.

Name of Contractor: Gold Tree Development Group LLC

Title of RFP or Spec: Residential Home Inspection and Cost Estimating Services (Expansion)

Spec # or RFP # PL-18-05

Contract # TBD

Amount of Contract \$ TBD

Will you hire new employees as a result of this contract? Yes [ ] No [☒]

## Section 3 Business Registry

Self Certification

**U.S. Department of Housing and Urban Development**

Office of Fair Housing and Equal Opportunity



---

# Gold Tree Development Group

---

## Contact Information

### Address

Gold Tree Development Group  
6851 Northwest 19th Avenue  
NORTH MIAMI BEACH , FL 33160

### Telephone

(786) 566-8438

### Website Address

### Email

GoldTreeDev@gmail.com

### Point of Contact

Tanner  
(786) 566-8438

## Business Details

### County

Miami-Dade

**Year Business Established**

2017

**Number of Employees**

1

**Registration Date**

07/14/2018

**Business Capabilities**

- Consulting

**Section 3 Business Criteria**

- ☒ a) Fifty-one percent or more of the business is owned by Section 3 Residents;
- ☐ b) Thirty percent or more of the business' full time employees are Section 3 Residents; or
- ☐ c) The business can provide evidence of a firm commitment to subcontract a minimum of 25 percent of the total dollar amount of contracts to a business that meets the criteria listed in (a) and/or (b).

**Disclaimer**

HUD has not verified the information submitted by businesses listed in this registry and does not endorse the services that they provide. Users of this database are strongly encouraged to perform due diligence by verifying Section 3 eligibility before providing preference or awarding contracts to firms that have self-certified their Section 3 status with the Department.

To correct your business's information, contact [Sec3Biz@hud.gov](mailto:Sec3Biz@hud.gov).

**How Do I Notify HUD if I Suspect that a Business in this Registry Does Not Meet Section 3 Eligibility Criteria?**

If you believe that a firm has misrepresented itself as a Section 3 Business, please [email the U.S. Department of Housing and Urban Development](mailto:email the U.S. Department of Housing and Urban Development) at [Sec3Biz@hud.gov](mailto:Sec3Biz@hud.gov).

**Your email should contain the following information:**



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## Proof of Insurability

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
07/23/2018

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

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

<b>PRODUCER</b> Freeway Insurance Services of FL #5 4982 W. Atlantic Blvd Margate, FL 33063 Phone (954) 358-2129 Fax (954) 358-2130	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (954) 358-2129 <b>FAX (A/C, No):</b> (954) 358-2130 <b>E-MAIL ADDRESS:</b> blickeig@freewayinsurancefl.com																					
<b>INSURED</b> GOLD TREE DEVELOPMENT GROUP, LLC 6851 N.W. 19TH AVE. MIAMI FL 33147	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>United Specialty Insurance Company</td><td>12537</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	United Specialty Insurance Company	12537	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	N	N	USA-4158830	04/06/2018	04/06/2019	EACH OCCURRENCE \$ 1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00						
	MED EXP (Any one person) \$ 5,000.00						
	PERSONAL & ADV INJURY \$						
	GENERAL AGGREGATE \$ 2,000,000.00						
							PRODUCTS - COMP/OP AGG \$ 2,000,000.00
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							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**

City of Pembroke Pines  10100 Pines Blvd Pembroke Pines, FL 33026	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
--	--

# United Specialty Insurance Company

A.M. Best #: 013105    NAIC #: 12537    FEIN #: 203145738

## Mailing Address

P.O. Box 24622  
Fort Worth, TX 76124  
United States

[View Additional Address Information](#)



Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.

**Web:** [www.statenational.com](http://www.statenational.com)

**Phone:** 817-265-2000

**Fax:** 877-329-8598

[View additional news, reports and products for this company.](#)

Based on A.M. Best's analysis, 058405 - Markel Corporation is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. [View a list of operating insurance entities in this structure.](#)

## Best's Credit Ratings

### Financial Strength Rating View Definition

**Rating:** A (Excellent)  
**Affiliation Code:** p (Pooled)  
**Financial Size Category:** IX (\$250 Million to \$500 Million)  
**Outlook:** Stable  
**Action:** Affirmed  
**Effective Date:** September 22, 2017  
**Initial Rating Date:** May 17, 2006

### Long-Term Issuer Credit Rating View Definition

**Long-Term:** a  
**Outlook:** Positive  
**Action:** Affirmed  
**Effective Date:** September 22, 2017  
**Initial Rating Date:** June 20, 2007

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

07/23/2018

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.

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<b>PRODUCER</b>		<b>CONTACT NAME:</b>	
NATIONWIDE SALES SOLUTIONS INC		<b>PHONE (A/C, No. Ext):</b>	
1200 LOCUST ST		<b>FAX (A/C, No):</b>	
DES MOINES IA 50391-9995		<b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>NAIC #</b>	
		INSURER A: ALLIED INSURANCE COMPANY OF AMERICA 10127	
<b>INSURED</b>		<b>INSURER B:</b>	
GOLD TREE DEVELOPMENT GROUP, LLC.		<b>INSURER C:</b>	
6851 NW 19TH AVE		<b>INSURER D:</b>	
MIAMI FL 33147-7468		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
A	<b>AUTOMOBILE LIABILITY</b>			ACP BAL 3008660358	03/01/2018	03/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<b>EXCESS LIAB</b>						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input type="checkbox"/> RETENTION \$						
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N / A					E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER****CANCELLATION**

City Of Pembroke Pines 10100 Pines BLVD Pembroke Pines FL 33026	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
	<b>AUTHORIZED REPRESENTATIVE</b> Lisa Blackwell

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# Allied Insurance Company of America

A.M. Best #: 011541    NAIC #: 10127    FEIN #: 270114983

## Mailing Address

One West Nationwide Boulevard  
1-04-701  
Columbus, OH 43215-2220  
United States

[View Additional Address Information](#)



Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.

**Web:** [www.nationwide.com](http://www.nationwide.com)

**Phone:** 614-249-7111

**Fax:** 866-315-1430

[View additional news, reports and products for this company.](#)

Based on A.M. Best's analysis, 002358 - Nationwide Mutual Insurance Company is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. [View a list of operating insurance entities in this structure.](#)

## Best's Credit Ratings

### Financial Strength Rating [View Definition](#)

**Rating:** A+ (Superior)  
**Affiliation Code:** r (Reinsured)  
**Financial Size Category:** XV (\$2 Billion or greater)  
**Outlook:** Negative  
**Action:** Affirmed  
**Effective Date:** October 02, 2017  
**Initial Rating Date:** February 11, 2015

### Long-Term Issuer Credit Rating [View Definition](#)

**Long-Term:** aa-  
**Outlook:** Negative  
**Action:** Affirmed  
**Effective Date:** October 02, 2017  
**Initial Rating Date:** February 11, 2015



# Lloyd's Certificate

---

**This Insurance** is effected with certain Underwriters at Lloyd's, London.

**This Certificate** is issued in accordance with the limited authorization granted to the Correspondent by certain Underwriters at Lloyd's, London whose syndicate numbers and the proportions underwritten by them can be ascertained from the office of the said Correspondent (such Underwriters being hereinafter called "Underwriters") and in consideration of the premium specified herein, Underwriters hereby bind themselves severally and not jointly, each for his own part and not one for another, their Executors and Administrators.

**The Assured** is requested to read this Certificate, and if it is not correct, return it immediately to the Correspondent for appropriate alteration.

All inquiries regarding this Certificate should be addressed to the following Correspondent:

---

**SLC-3 (USA)** NMA2868 (24/08/2000)



**Item 8. Endorsements:**

Standard		Optional
LMA3100	Sanctions Clause	MPL030 Home Inspector Endorsement
LSW1001	Several Liability	
MPL047	OFAC	
NMA 1331	Cancelations Provision	
NMA1998	Service of Suit	

These Declarations with the Professional Liability Insurance Policy referenced above and endorsements, if any, issued to form a part thereof, comprise the complete policy.

Name of Agent: Affinity Insurance Services  
Address: 1100 Virginia Drive, Suite 250  
Fort Washington, PA 19034

# Lloyd's Insurance Company S.A.

A.M. Best #: 095926

## Domiciliary Address

Belgium



Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.

View additional news, reports and products for this company.

## Best's Credit Ratings

### Financial Strength Rating View Definition

**Rating:** A (Excellent)  
**Affiliation Code:** r (Reinsured)  
**Financial Size Category:** XV (\$2 Billion or greater)  
**Outlook:** Stable  
**Action:** Assigned  
**Effective Date:** July 12, 2018  
**Initial Rating Date:** July 12, 2018

### Long-Term Issuer Credit Rating View Definition

**Long-Term:** a+  
**Outlook:** Stable  
**Action:** Assigned  
**Effective Date:** July 12, 2018  
**Initial Rating Date:** July 12, 2018

u Denotes Under Review Best's Rating

### Best's Credit Rating Analyst



JIMMY PATRONIS  
CHIEF FINANCIAL OFFICER

**STATE OF FLORIDA  
DEPARTMENT OF FINANCIAL SERVICES  
DIVISION OF WORKERS' COMPENSATION**

**\*\* CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW \*\***

**NON-CONSTRUCTION INDUSTRY EXEMPTION**

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

**EFFECTIVE DATE:** 2/12/2018

**EXPIRATION DATE:** 2/12/2020

**PERSON:** TANNER JOHN K JR

**FEIN:** 822805623

**BUSINESS NAME AND ADDRESS:**

GOLD TREE DEVELOPMENT GROUP LLC

6851 NW 19TH AVE ,  
MIAMI FL 33147

**SCOPE OF BUSINESS OR TRADE:**

Inspection Of Risks For  
Insurance or Valuation Purposes  
NOC

---

IMPORTANT: Pursuant to Chapter 440.05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to Chapter 440.05(12), F.S., Certificates of election to be exempt... apply only within the scope of the business or trade listed on the notice of election to be exempt. Pursuant to Chapter 440.05(13), F.S., Notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

DFS-F2-DWC-252 CERTIFICATE OF ELECTION TO BE EXEMPT REVISED 08-13

QUESTIONS? (850)413-1609



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

# Tab 6 Other Completed Documents and Forms



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

# Attachment B Vendor Information Form W-9





(OFFICE USE ONLY) Vendor number:

Please entirely complete this vendor information form along with the IRS Form W-9, and email to [accounts payable@ppines.com](mailto:accounts payable@ppines.com)

## Vendor Information Form

<b>Operating Name (Payee)</b>	Gold Tree Development Group LLC		
<b>Legal Name (as filed with IRS)</b>	Gold Tree Development Group LLC		
<b>Remit-to Address (For Payments)</b>	6851 NW 19th Ave Miami FL 33147		
<b>Remit-to Contact Name:</b>	John K Tanner	<b>Title:</b>	Managing Member
<b>Email Address:</b>	GoldTreeDev@gmail.com		
<b>Phone #:</b>	786-566-8438	<b>Fax #</b>	n/a
<b>Order-from Address (For purchase orders)</b>	6851 NW 19th Ave Miami FL 33147		
<b>Order-from Contact Name:</b>	John K Tanner	<b>Title:</b>	Managing Member
<b>Email Address:</b>	GoldTreeDev@gmail.com		
<b>Phone #:</b>	786-566-8438	<b>Fax #</b>	n/a
<b>Return-to Address (For product returns)</b>	6851 NW 19th Ave Miami FL 33147		
<b>Return-to Contact Name</b>	John K Tanner	<b>Title:</b>	Managing Member
<b>Email Address:</b>	GoldTreeDev@gmail.com		
<b>Phone #:</b>	786-566-8438	<b>Fax #</b>	n/a
<b>Payment Terms:</b>	Net/30		

**Type of Business** (please check one and provide Federal Tax identification or social security Number)

- ☐ Corporation  
☐ Sole Proprietorship/Individual  
☐ Partnership  
☐ Health Care Service Provider

**Federal ID Number:**

82-2805623

**Social Security No.:**

☒ LLC – C (C corporation) – S (S corporation) – P (partnership)

☐ Other (Specify):

**Name of Applicant / Signature**

**Title of Applicant** Managing Member

**Date** July 22, 2018



Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

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

Print or type  
Specific instructions  
on page 2.  
See

<b>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</b> <b>Gold Tree Development Group LLC</b>	
<b>2 Business name/disregarded entity name, if different from above</b> <b>same</b>	
<b>3 Check appropriate box for federal tax classification; check only one of the following seven boxes:</b> <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  <input type="checkbox"/> Other (see instructions) <sup>a</sup>	<b>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</b>  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
<b>5 Address (number, street, and apt. or suite no.)</b> <b>6851 NW 19th Ave</b>	<b>Requester's name and address (optional)</b> City of Pembroke Pines FL Purchasing Div 8300 South Palm Drive Pembroke Pines FL 33025
<b>6 City, state, and ZIP code</b> <b>Miami FL 33147</b>	
<b>7 List account number(s) here (optional)</b>	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	2		2	8	0	5	6	2	3

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <u>July 22, 2018</u>
------------------	----------------------------	-----------------------------

### General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## Attachment C

### Non-Collusive Affidavit





City of Pembroke Pines

Attachment C

**NON-COLLUSIVE AFFIDAVIT**

BIDDER is the Managing Member,  
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Signature: John K Tanner

Printed Name

John K Tanner

Title

Managing Member

Name of Company

Gold Tree Development Group LLC



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## Attachment D

# Sworn Statement on Public Entity Crimes



City of Pembroke Pines

Attachment D

**SWORN STATEMENT  
ON PUBLIC ENTITY CRIMES  
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

1. This sworn statement is submitted GOLD TREE DEVELOPMENT GROUP LLC. (name of entity submitting sworn statement) whose business address is 6851 NW 19th AVE MIAMI FL 33147 and (if applicable) its Federal Employer Identification Number (FEIN) is 82-2805623. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: 1.)
2. My name is JOHN K. TANNER JR. and my  
(Please print name of individual signing)  
relationship to the entity named above is Project Manager/CEO.
3. 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, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that a "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 of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime: or
  2. 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 Cityship by one person of shares constituting a 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.



6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any 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 let by a public entity, or which otherwise transacts or applies to transact business with a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
7. 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.)**

☒ A) 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.

☐ B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which additional statement applies.)**

☐ B1) There has been a proceeding concerning the conviction before a hearing officer 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.)**

☐ B2) 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.)**

☐ B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

JOHN K. TANNER JR.  
John K. Tanner Jr.  
Bidder's Name/Signature

Gold Tree Development  
Company Group LLC

JUL 11, 2018  
Date



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

# Attachment F Conflict of Interest Form





City of Pembroke Pines

### CONFLICT OF INTEREST FORM

The undersigned vendor, in accordance with 24 CFR 570.611, hereby certifies that award of contract to Gold Tree Development Group LLC (Name of Business) for participation in the City of Pembroke Pines' Minor Home Repair Program does not constitute a conflict of interest.

A conflict of interest exists if the person/entity receiving any type of direct assistance or compensation from federal funds is an employee, agent, consultant, officer, elected official or appointed official of the recipient or subrecipients **or** within the past 12 months meets one of the following criteria:

1. Exercises or has exercised any functions or responsibilities with respect to funds for this program.
2. Participates or has participated in the decision making process related to funds for this program.
3. Is or was in a position to gain inside information with regard to program activities.

A conflict of interest may also arise if the business is related by family or has business ties to any employee, officer, elected or appointed official or agent of a unit of local government who exercises any functions or responsibilities with respect to any federal program funding.

As the person authorized to sign the statement, I acknowledge the provisions of 24 CFR 570.611 and certify that a conflict of interest does not exist.

JOHN K. TANNER JR  
Contractor's Name

John K Tanner Jr  
Signature

13 July 2018  
Date

State of: Florida

County of: Miami Dade

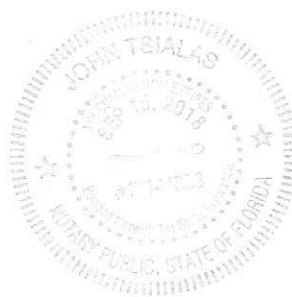
The foregoing instrument was acknowledged before me this 13 day of July, 2018, by John Tanner, who is (who are) personally known to me or who has produced Florida Driver's License as identification and who did (did not) take an oath. 1560-471-84-414-0

John Tsialas  
Notary Public Signature

John Tsialas  
Notary Name, Printed, Typed or Stamped

Commission Number: FF144306

My Commission Expires: Sept 15, 2018





**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## Attachment G Mandatory Pre- Bid Meeting Form



City of Pembroke Pines

## Mandatory Pre-Bid/Site Visit Confirmation Form

JOHN K. TANNER JR., who is a representative of  
(Printed name of Contractor's representative)

GOLD TREE DEVELOPMENT GROUP LLC. PERSONALLY came and appeared  
(Contractor's Company)

before me and affirms that they have completed the mandatory pre-bid/site visit on this the

10th day of July, 2018 as required by:

Solicitation #:

RFQ #PL-18-05

Solicitation Title: "Residential Home Inspection and Cost Estimating Services (Expansion)"

JOHN K. TANNER JR.  
(Contractor Representative's Printed Name)

Gabriel Fernandez  
(City Representative's Printed Name)

John K Tanner Jr.  
(Contractor Representative's Signature)

Gabriel Fernandez  
(City Representative's Signature)

GOLD TREE DEVELOPMENT GROUP LLC.  
(Contractor's Company)

Purchasing  
(City Representative's Department)

(786) 566-8438  
(Contractor's Phone Number)

(954) 518-9020  
(City Representative's Phone Number)

10 July 2018  
(Date)

July 10, 2018  
(Date)

The scanned form, signed by both the Contractor and City Representatives must be uploaded in order for the bid to be considered complete.



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

# Attachment H Proposers Qualification Statement



City of Pembroke Pines

Attachment H

**PROPOSER'S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Gold Tree Development Group LLC  
6851 NW 19th Ave  
Miami FL 33147

Contact Person's Name and Title: John K Tanner, Managing Member

Contact Person's E-mail Address: GoldTreeDev@gmail.com

PROPOSER'S Telephone and Fax Number: 786-566-8438 Fax Number: N/A

PROPOSER'S License Number: HI10635

**(Please attach certificate of status, competency, and/or state registration.)**

PROPOSER'S Federal Identification Number: 82-2805623

Number of years your organization has been in business 2.5

State the number of years your firm has been in business under your present business name 2.5

State the number of years your firm has been in business in the work specific to this solicitation: 5

Names and titles of all officers, partners or individuals doing business under trade name:

John K Tanner

The business is a: Sole Proprietorship ☐ Partnership ☐ Corporation ☐ ☒ LLC Single Member

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer RFP submittals non-responsive.

N/A

5

6

At what address was that business located?

N/A

5

6

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

N/A

5

6

Have you ever failed to complete work awarded to you. If so, when, where and why?

No

5

6

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Yes

5

6



Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor (s).

No

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

None

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

None

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

None

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

None

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.

No

Are you an ☐ Original provider ☐ sales representative ☐ distributor, ☐ broker, ☐ manufacturer ☐ other, of the commodities/services proposed upon? If other than the original provider, explain below.

No

5

6

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

No

5

6



Describe the firm's local experience/nature of service with contracts of similar size and complexity, in the previous three (3) years:

Home Inspector and Specification Writer to provide repairs necessary for safe standards in housing, eliminate substandard housing, eliminate building code violations, storm and hurricane mitigation and prevention of weather penetration, repair and upgrade major building systems, abate health and safety issues, improve accessibility options, all in an effort to eliminate blight and preserve the City's affordable housing stock, all within schedule.

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

Gold Tree Development Group LLC

(Company Name)

John K Tanner

(Printed Name)

Signature:

*John K Tanner Jr.*



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

# Tab 7

## Business Structure, Licenses, and Professional Registrations

**Electronic Articles of Organization  
For  
Florida Limited Liability Company**

**L17000187396  
FILED 8:00 AM  
September 01, 2017  
Sec. Of State  
ncccooper**

**Article I**

The name of the Limited Liability Company is:

GOLD TREE DEVELOPMENT GROUP LLC

**Article II**

The street address of the principal office of the Limited Liability Company is:

6851 NW 19TH AVE  
MIAMI, FL. UN 33147

The mailing address of the Limited Liability Company is:

P.O.BOX 381373  
MIAMI, FL. 33238

**Article III**

Other provisions, if any:

TO CONDUCT INSPECTION SERVICES DETERMINING RISK AND SAFETY  
ISSUES ASSOCIATED WITH RESIDENTIAL AND COMMERCIAL PROPERTY.  
IN ADDITION, COORDINATE THE SPECIALIZED TEAMS TO CARRY OUT  
RESIDENTIAL AND COMMERCIAL CONSTRUCTION ACTIVITIES.

**Article IV**

The name and Florida street address of the registered agent is:

JOHN K TANNER JR.  
6851 NW 19TH AVE  
MIAMI, FL. 33147

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: JOHN K. TANNER JR.

### Article V

The name and address of person(s) authorized to manage LLC:

Title: MGR  
JOHN K TANNER JR.  
6851 NW 19TH AVE  
MIAMI, FL. 33147 UN

Title: AP  
RHINA EITENNE  
6851 NW 19TH AVE  
MIAMI, FL. 33147 UN

L17000187396  
FILED 8:00 AM  
September 01, 2017  
Sec. Of State  
nccoooper

### Article VI

The effective date for this Limited Liability Company shall be:

09/01/2017

Signature of member or an authorized representative

Electronic Signature: JOHN K. TANNER JR.

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.

## Detail by Officer/Registered Agent Name

Florida Limited Liability Company

GOLD TREE DEVELOPMENT GROUP LLC

### Filing Information

<b>Document Number</b>	L17000187396
<b>FEI/EIN Number</b>	NONE
<b>Date Filed</b>	09/01/2017
<b>Effective Date</b>	09/01/2017
<b>State</b>	FL
<b>Status</b>	ACTIVE

### Principal Address

6851 NW 19TH AVE  
MIAMI, FL 33147 UN

### Mailing Address

P.O.BOX 381373  
MIAMI, FL 33238

### Registered Agent Name & Address

TANNER, JOHN K, JR.  
6851 NW 19TH AVE  
MIAMI, FL 33147

### Authorized Person(s) Detail

#### **Name & Address**

Title MGR

TANNER, JOHN K, JR.  
6851 NW 19TH AVE  
MIAMI, FL 33147 UN

Title AP

EITENNE, RHINA  
6851 NW 19TH AVE  
MIAMI, FL 33147 UN

### Annual Reports

**No Annual Reports Filed**

### Document Images

[09/01/2017 -- Florida Limited Liability](#)


[View image in PDF format](#)



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## Business Tax Receipt

<b>Local Business Tax Receipt</b> Miami-Dade County, State of Florida -THIS IS NOT A BILL - DO NOT PAY		<b>LBT</b>
7238007		
BUSINESS NAME/LOCATION GOLD TREE DEVELOPMENT GROUP LLC OPERATING IN DADE COUNTY	RECEIPT NO. NEW BUSINESS 7524068	<b>EXPIRES SEPTEMBER 30, 2018</b> Must be displayed at place of business Pursuant to County Code Chapter 8A - Art. 9 & 10
OWNER GOLD TREE DEVELOPMENT GROUP LLC C/O JOHN K TANNER MGR Employee(s) 1	SEC. TYPE OF BUSINESS 213 SERVICE BUSINESS	PAYMENT RECEIVED BY TAX COLLECTOR 75.00 01/05/2018 0229-18-003127
<p>This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.</p> <p>The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276. For more information, visit <a href="http://www.miamidade.gov/taxcollector">www.miamidade.gov/taxcollector</a></p>		





**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## APPLICABLE LICENSES AND PROFESSIONAL REGISTRATIONS

Florida Home Inspectors License  
Industrial Engineering, B.S., University of Miami  
Science Management, Associates, Park University  
Wind Mitigation Inspections  
INTERNACHI Home Inspection Certificate  
Six Sigma Green Belt 2018  
Six Sigma Green Belt 2015  
EPA Stormwater Management Inspector  
Water & Moisture Intrusion  
Mold & Mold Safety





RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**HOME INSPECTORS LICENSING PROGRAM**

THE HOME INSPECTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES

**TANNER, JOHN K JR**

6851 NW 19TH AVE  
MIAMI FL 33147

**LICENSE NUMBER: HI10635**

**EXPIRATION DATE: JULY 31, 2020**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

# University of Miami

Upon the recommendation of the Faculty  
has conferred on

**John Kennedy Tanner**

the degree of

**Bachelor of Science in Industrial Engineering**  
with all the rights, honors and privileges thereunto appertaining.  
In witness whereof, the seal of the University and the signatures

of the President and the Dean are hereunto affixed.

GIVEN at Coral Gables, Florida, on

May 6th, 2016

  
President



  
Dean

# Park University

The Board of Trustees and the President,  
upon recommendation of the Faculty,  
hereby confers upon

**John R. Tanner Jr.**

the degree of

**Associate of Science  
Management**

with all the Rights, Honors, Privileges, and Responsibilities thereunto appertaining  
in recognition of the satisfactory fulfillment of the requirements of this Degree.

In Witness Whereof, we have hereunto subscribed our names and have caused the seal of  
the University to be affixed in accordance with the laws of the State of Missouri,  
two thousand and eleven.

*Michael H. Droege*  
Michael H. Droege, Ph.D.  
President of the University



*N. Gray Winger*  
N. Gray Winger  
Chair, Board of Trustees

Parkville, Missouri





# Gold Coast School of Construction

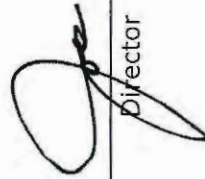
**John K. Tanner, Jr.**

*Is awarded this Certificate for Successfully Completing*

**Wind Mitigation Techniques &  
Training-CILB#609327-3 hrs**

*and Meeting the Requirements and High Standards of  
Gold Coast School of Construction*



  
Director

\_\_\_\_\_  
November 18, 2017  
Date

Gold Coast School of Construction, Inc. - 1-800-732-9140 - [www.goldcoastschools.com](http://www.goldcoastschools.com)  
DORAL • NORTH DADE • BROWARD • BOCA RATON • WEST PALM



5600 Hiatus Road  
Tamarac, FL 33321  
800-940-7277  
www.goldcoastschools.com  
*"The Proof is in the Passing!"*

### CERTIFICATE OF COMPLETION

John K. Tanner Jr.

529 Ne 62St  
Apt 402  
Miami, FL 33138

Student ID: 6325278

License Numbers:

Director  
Authorized Signature

The student named in the report has completed the referenced courses in accordance with the requirements of the CILB, ECLB, Architecture Board, Inspection Board, and Dade County.

Wind Mitigation Techniques & Training-CILB#609327-3 hrs  
Architects: 9878227

Class date: 11/18/2017  
Class location: Gold Coast Schools  
5600 Hiatus Rd.  
Tamarac, FL 33321

Important note: Student information must be properly logged for students to obtain full credit for attendance. Gold Coast School of Construction, Inc., assumes no responsibility for incomplete, unreadable, or incorrect license information reporting. The student is responsible for accurately listing all numbers for which he or she is requesting credit. Failure to accurately report this information will result in no continuing education credit to be received by the student, which could result in license suspension. ALL LICENSE INFORMATION PROVIDED BY THE STUDENT MUST BE COMPLETE AND ACCURATE FOR CE CREDIT TO BE ISSUED.



# Certificate of Completion

This certificate is awarded to

*John K. Tanner, Jr*

FL License: HI10635

For successfully completing the International Association of Certified Home Inspectors' online course and examination on the topic of  
How to Perform Wind Mitigation Inspections Course



Issued by the International Association  
of Certified Home Inspectors  
1750 30th Street  
Boulder, CO 80301

**Issued On:** 11/5/2017  
**Exam Code:** EDU-0000-9703-52  
**Credit Hours:** 16.00 Hours

FL Course # 0000059 Provider #: Provider PVD6

INSTITUTE OF INDUSTRIAL AND SYSTEMS ENGINEERS  
**GREEN BELT CERTIFICATE**

*is hereby granted to*

**John K. Tanner**

In recognition of the demonstrated mastery of the  
Six Sigma Green Belt Body of Knowledge



*Certificate Valid Through*

January 31, 2021

---

*Lawrence S. Aft*

**2222-4596**

Institute of Industrial Engineers

# SIX SIGMA GREEN BELT CERTIFICATE

*is hereby granted to*

**John K. Tanner**

In recognition of the mastery of the Six Sigma Green Belt body  
of knowledge



**January 09, 2015**

*Lawrence S. Aft*

*Lawrence S. Aft  
Continuing Education Director*

**Expires: January 31, 2018**

**Certificate Number: 2222-4596**





# Department of Environmental Protection

2600 Blair Stone Road, M.S. 3510  
Tallahassee, Florida 32399-2400

May 15, 2017

Congratulations on successfully completing the Florida Stormwater Erosion and Sedimentation Control Inspector Training Program. I greatly appreciate your participation in and successful completion of this course. I hope that it has helped you to better understand Florida's stormwater problems and the importance of proper design, construction, and maintenance of erosion and sediment controls during construction, in order to assure the proper long-term operation and maintenance of stormwater systems after construction is completed.

Attached you will find your numbered certificate and wallet card. Please let me know if there are any errors in the certificate or card, or in the grading of your exam. If I can be of further assistance, please do not hesitate to contact me at 850/245-8294 or via email: [halton.lunsford@dep.state.fl.us](mailto:halton.lunsford@dep.state.fl.us).

**DEPARTMENT OF  
ENVIRONMENTAL PROTECTION  
STORMWATER EROSION AND SEDIMENTATION CONTROL  
INSPECTOR TRAINING PROGRAM**

**John Tanner**

*Class Date*

*April 6, 2017*

*Inspector Number*

*37467*

**QUALIFIED STORMWATER MANAGEMENT INSPECTOR  
CURRENTLY DOES NOT EXPIRE**

## QUALIFIED STORMWATER MANAGEMENT INSPECTOR

The undersigned hereby acknowledges that

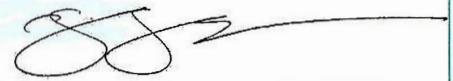
**John Tanner**

has successfully met all requirements necessary to be fully qualified through  
the Florida Department of Environmental Protection Stormwater Erosion  
and Sedimentation Control Inspector Training Program

*April 6, 2017*

  
Hal Lunsford

*Inspector Number 37467*

  
Kevin Coyne



# Certificate of Completion



*John K. Tanner J.R*

Has successfully completed the National Environmental Training Institute's Mold, Water and SOP 14 Hour Continuing Education Training Course and is entitled to the benefits represented by this certificate. This two-day, in-classroom course consisted of 2 hours of classroom instruction relating to standards of practice of the industry, 4 hours of classroom instruction relating to mold & mold safety (PPE) including respiratory protection, 6 hours of classroom training relating to water and moisture intrusion, and 2 hours of classroom training relating to report documentation. This Certificate of Completion serves as a Proof of Course Completion presented by the National Environmental Training Institute and knowledge of the common industry practices listed above.

(6 HRS) WATER & MOISTURE INTRUSION,  
(4 HRS) MOLD & MOLD SAFETY (PPE), (2 HRS)  
REPORT WRITING AND (2HRS) S.O.P.

Continuing Education course including 14 hours of classroom training

March 28 & 29, 2018

Course Date

Hollywood, FL

Course Location



*Richard Kidwell*

Richard Kidwell

Founder of NETI

State of FL Training Provider #000644

Course Title: CEU's For Mold Assessors & Mold Remediators

Course Number: 0000200





**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## Certified Business Entity

# State of Florida

## Florida Veteran & Minority Business Certification

### Gold Tree Development Group LLC.

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

01/05/2018 to 01/05/2020



Erin Rock, Secretary  
Florida Department of Management Services





**DEPARTMENT OF VETERANS AFFAIRS**  
**Center for Verification and Evaluation**  
**Washington DC 20420**

December 13, 2017  
In Reply Refer To: **00VE**

Mr. John Kenndy Tanner, Jr  
Gold Tree Development Group LLC  
DUNS: 080890950  
6851 NW 19th Avenue  
Miami, FL 33147

Dear Mr. Tanner:

On behalf of the U.S. Department of Veterans Affairs (VA), Center for Verification and Evaluation (CVE), I am writing to inform you that Gold Tree Development Group LLC has been verified as a Veteran-Owned Small Business (VOSB) and added to the Vendor Information Pages (VIP) at <http://www.vip.vetbiz.gov>. Gold Tree Development Group LLC will be eligible to participate in Veterans First Contracting Program opportunities with VA.

**This verification is valid for three (3) years from the date of this letter.** Please retain a copy of this letter to confirm Gold Tree Development Group LLC's continued program eligibility in accordance with 38 Code of Federal Regulations (CFR) § 74.12. You may reapply 120 days prior to your expiration date by logging in to your VIP profile.

To promote Gold Tree Development Group LLC's verified status, you may use the following link to download the logo for use on marketing materials and business cards: [http://www.vetbiz.gov/cve\\_completed\\_v.jpg](http://www.vetbiz.gov/cve_completed_v.jpg). In addition, please access the following link for information on next steps and opportunities for verified businesses: <http://www.va.gov/osdbu/verification/whatsNext.asp>.

To ensure that Gold Tree Development Group LLC is correctly listed in the Vendor Information Pages, check Gold Tree Development Group LLC's profile for the verified logo. Please notify us if the logo is not present within 72 hours of receipt of this letter.

While CVE has confirmed that Gold Tree Development Group LLC is presently, as of the issuance of this notice, in compliance with the regulation, Gold Tree Development Group LLC must inform CVE of any changes or other circumstances that would adversely affect its eligibility. Eligibility changes not reported to CVE within 60 days could result in a referral to the Office of Inspector General (OIG), a referral to the Debarment and Suspension Committee, and the initiation of cancellation proceedings—all of which could result in Gold Tree Development Group LLC being removed from the VIP Verification Program.

*"World Class Professionals  
Enabling Veteran Business Opportunities by Protecting the Veteran Advantage - One Vet at a Time"*

Page 2.

Mr. John Kenndy Tanner, Jr

Please be advised all verified businesses may be required to participate in one or more post-verification audits at CVE's discretion. Additionally, this letter and other information pertaining to Gold Tree Development Group LLC's verification application may be subject to Freedom of Information Act (FOIA) requests. However, FOIA disclosures include exceptions regarding the personal privacy of individuals, and VA policy similarly provides limitations on the release of individual records.

If Gold Tree Development Group LLC receives a negative size determination from the U.S. Small Business Administration (SBA), CVE must act in accordance with 38 CFR § 74.2 (e). Also, note, if at any time Gold Tree Development Group LLC discovers that it fails to meet the size standards for any NAICS Code(s) listed on its VIP profile, CVE requires such NAICS Code(s) be removed within five (5) business days. If these NAICS Code(s) are not removed within the allotted five (5) business days, CVE may request the SBA conduct a formal size determination. In addition, CVE may initiate a referral to OIG, a referral to the Debarment and Suspension Committee and pursue cancellation proceedings. All of the aforementioned referrals and procedures could result in Gold Tree Development Group LLC being removed from the VIP Verification Program.

Thank you for your service to our country and for continuing to serve America through small business ownership.

Sincerely,



Thomas J. McGrath  
Director  
Center for Verification and Evaluation



**JOHN K. TANNER, HI-10635**  
6851 NW 19<sup>TH</sup> Ave  
Miami FL, 33147  
C: (786) 566-8438  
[GoldTreeDev@gmail.com](mailto:GoldTreeDev@gmail.com)

## Tab 8

### Additional Information



**FOLLOWING THIS PAGE PLEASE REVIEW SAMPLES OF**

**GOLD TREE DEVELOPMENT GROUP LLC**

**PROFESSIONAL SPECIFICATION AND**

**INSPECTION REPORTS**



# ADDENDUM NO.1

## CITY OF PEMBROKE PINES

HOME REPAIR/IMPROVEMENT PROGRAM  
N.S.P/S.H.I.P./C.D.B.G./HOME

Request For Quotation No.: 060718PP\_02

April 26, 2018

**To:** ALL PROSPECTIVE BIDDERS  
**From:** J. Tanner, 786-566-8438  
**Subject:** Pre-bid Conference for Home Repair/Improvement Program

**PLEASE NOTE THE FOLLOWING CHANGES:**

- 1) Closing Date for Request Quotation No. **060718PP\_02** on **July 19, 2018** is unchanged.
- 2) Changes July 12, 2018. The changes were:
  - Line Item 2 modified
  - Line Item 6 modified
  - Line Item 8 modified

This addendum should be acknowledged on the Request Quotation Form and/or returned with your Request Form, due, **July 19, 2018** at 2:00 PM.

All other terms, conditions and specifications remain unchanged.

**NAME OF COMPANY:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

# ANNOUNCEMENT OF MANDATORY PRE-BID CITY OF PEMBROKE PINES

## HOME REPAIR/IMPROVEMENT PROGRAM

### N.S.P/S.H.I.P./C.D.B.G./HOME

**Request For Quotation No.: 060718**

**To:** Contractors on the Qualified List  
**From:** Gold Tree Inspections, 786-566-8438  
**Subject:** Pre-bid Conference for Home Repair/Improvement Program

Please be advised that a MANDATORY Pre-Bid Conference has been scheduled and approved.

**PROJECT MEETING SITE:** Joe and Jane Doe 2000  
NE 400<sup>th</sup> Street  
Pembroke Pines FL 33023

---

**Pre-Bid Date:** July 12, 2018  
**Pre-Bid Time:** 11:30 AM

---

**BID DUE DATE AND TIME:** July 19, 2018 BY 2:00 PM  
**BID OPENING DATE AND TIME:** July 19, 2018 AT 2:30 PM

See attached Bid Documents/Specifications. **Print and bring document/specification to Pre-Bid Conference. No copies will be issued at the Pre-Bid Conference.**

Attendance at this Pre-Bid Conference is **MANDATORY**. Failure to attend promptly will preclude you from bidding on this project.

If you have any questions, contact J. Tanner (786) 566-8438



**SEALED BID SUBMISSION TO:**  
**CITY OF PEMBROKE PINES**  
**Residential Rehabilitation Program**  
**NSP/SHIP/CDBG/HOME**

**Contractor**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email: \_\_\_\_\_

**Homeowner/Project**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

**Sealed Bid Due:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Bid Opening:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**All Sealed Bids must be delivered to:**  
**City of Pembroke Pines as designated**

**Address as designated**  
**Pembroke Pines, FL 33023**

**Sealed bids will be time stamped upon submission.**

# BID PROCEDURES COVER PAGE

## CITY OF PEMBROKE PINES

Residential Rehabilitation Program  
NSP/SHIP/CDBG/HOME  
Mandatory Pre-Bid

Request Quotation No.: 060718  
July 6, 2018

**To:** Contractors on the Qualified List  
**From:** Gold Tree Inspections, 786-566-8438  
**Subject:** **MANDATORY** Pre-Bid Conference for Home Repair/Improvement Program

**PROJECT MEETING SITE:** Joe & Jane Doe  
2000 NE 400<sup>th</sup> Street  
Pembroke Pines FL 33023

---

**Pre-Bid Date:** July 12, 2018  
**Pre-Bid Time:** 11:30 AM

---

Please review the following:

- 1) Contractors who want to bid on this project must attend the Pre-Bid Conference.
- 2) Contractors will be responsible for verifying all job conditions, measurements, code requirements and pricing prior to bid submission.
- 3) Contractors must submit his/her bid on the form provided in a sealed envelope. The envelope is to display:
  - a. **Name of customer**
  - b. **Full address**
  - c. **Bid due date and time**
  - d. **The name of the City in which the customer resides**
- 4) Any additions, deletions or changes to the form will disqualify the bid.
- 5) The bid document must be signed and dated by the qualifier
- 6) The bid should be hand delivered to:

**City of Pembroke Pines**  
**Address as designated**  
**Pembroke Pines FL 33023**

**Attention: Program Administrator**

- 7) The bid closing date is the "due date" cited above The Contractor's bids must be turned in no later than 2:00 PM on the due date.
- 8) Any bids received late will be disqualified.

If you have any questions, you may contact J. K. Tanner

# **SPECIFICATION OF WORK**

## **CITY OF PEMBROKE PINES**

### **HOME REPAIR/IMPROVEMENT PROGRAM**

#### **N.S.P/S.H.I.P./C.D.B.G./HOME**

**July 12, 2018**

PROPERTY OWNER: Joe & Jane Doe  
2000 NE 400<sup>th</sup> Street  
Pembroke Pines FL 33023

HOME TELEPHONE:  
CELL TELEPHONE:

LEGAL DESCRIPTION:

JOB NUMBER: **060718**

#### **GENERAL SPECIFICATIONS**

The Contractor shall perform the services with the standard of skill, care and due diligence, which a competent and suitable qualified person performing such services would reasonably be expected to exercise, and in accordance with the Work Specifications. The work shall be performed in a "Workman Like Manner." Contractor to include cost of services of any licensed professional, if necessary, in procuring permits for the work.

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the owner and the City and its agents and employees, from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work or providing of materials to the extent caused in whole or in part by negligent or wrongful acts or omissions of, or a breach of this agreement by, the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone whose acts they are legally responsible.

The Contractor certifies that the location of the proposed work has been examined, as necessary to fully understand the nature of the obligation. The Contractor is responsible for measurements. The work should be complete in the time limit(s) specified and in accordance with the plans and Work Specifications.

The Contractor must pull the permit within thirty (30) days of the issuance of the Notice to Proceed. Construction work must begin within forty-five (45) days from the date of the Building Permit issuance and shall be carried out at a rate that insures its full completion no later than one hundred and twenty (120) days from the date of the issuance of the Notice to Proceed.

The Contractor shall provide all necessary materials, equipment and personnel who have the appropriate qualifications and experience to undertake the scope of the Work Specifications.

The Contractor agrees to provide a one (1) year warranty for all work performed under these specifications. This will include all labor and materials. If certain items require different warranty periods, these items will be cited in the individual specifications.

All work performed under these specifications must be done in compliance with the local City Ordinance and within the interpretation of the Florida Building Code. Attempts were made to identify the required permits, per line items cited below. However, it is the Contractor's responsibility to identify and pull all required permits.

All applicable State and Federal Statutes must be followed (i.e. Davis Bacon, Child Labor Laws etc.). Failure to comply with general conditions may result in suspension or removal from the program.

There can be no verbal agreements between the Contractor and Homeowner.

Each of the Parties (by notice) in writing to the other can request a modification(s) to the requirement(s) cited in the Work Specifications should such modification(s) (at any time) become necessary due to Code requirements or unforeseen conditions/circumstances. In the event of any such modifications, the payment or credit for these (documented) changes may be subject to fair and reasonable adjustment(s) agreed upon between the City agent and the Contractor; these payment or credit adjustment(s) will be recorded in writing, by way of Change Order.

Change Orders - The Contractor's written proposal for change order shall be submitted in the form of a lump sum proposal supported with an itemized breakdown of all increases and decreases in the contract in at least the following details:

- (1) Direct Costs. Materials (list individual items, the quantity and unit cost of each, and the aggregate cost); Transportation and delivery costs associated with materials; Labor breakdowns by hours or unit costs (identified with specific work to be performed); Construction equipment exclusively necessary for the change; Costs of preparation and/ or revision to permits resulting from the change; Worker's Compensation and Liability Insurance; Employment taxes under FICA and FUTA.
- (2) Indirect Costs. Indirect costs may include overhead, general and administrative expenses, and fringe benefits not normally treated as direct costs.
- (3) Profit. The amount of profit shall be negotiated and may vary according to the nature, extent, and complexity of the work required by the change. The allow ability of the direct and indirect costs shall be determined in accordance with the Contract Cost Principles and Procedures in Part 31 of the Federal Acquisition Regulation (48 CFR 1-31), as implemented by HUD Handbook 2210.18, in effect on the date of this contract. The Contractor shall not be allowed a profit on the profit received by any subcontractor. Equitable adjustments for deleted work shall include a credit for profit and may include a credit for indirect costs. On proposals covering both increases and decreases in the amount of the contract, the application of indirect costs and profit shall be on the net-change in direct costs for the Contractor or subcontractor performing the work.
- (4) The Contractor shall include in the proposal its request for time extension (if any), and shall include sufficient information and dates to demonstrate whether and to what extent the change will delay the completion of the contract in its entirety.

Except in an emergency endangering life or property, no change shall be made by the Contractor without a prior order from the Contracting Officer.

If there are conflicts between the Homeowner and the Contractor, the requirements cited in the Work Specifications shall prevail. Exception: Contractor and Homeowner must receive written approval from the Homeowner Association or Condo Association and/or Property Manager for all work items.

The Contractor acknowledges that the agent of the City shall perform pre and post inspections of all work performed. Final and full payment for all work completed pursuant to the Work Specifications (as amended/modified, if applicable) shall be made upon completion of all inspection(s) required by the program and the work has been deemed satisfactory.

The invoice for work satisfactorily completed must be submitted to the City agents and shall include the following documents at a minimum;

- Invoice with invoice numbers (#)
- Amount of invoice must match the signed proposal and signed Change Order(s), if applicable.
- Homeowner's signature stipulating work satisfaction and completion
- Contractor Release of Liens and each Sub-contractor Release of Liens
- Copies of all required Permits, signed off and approved.
- Warranty for work performed.

Homeowner shall provide the Contractor access to the property; Monday thru Saturday between 8am and 6pm. Homeowner shall provide the water and electric services necessary to accomplish this work.

If at any point in the following Specifications a "maximum retail price or material allowance" is quoted for an item to be installed, the Homeowner will be responsible for selecting and approving this item within the quoted price range. The Contractor must have written acceptance from the Homeowner, prior to the installation of this product. All material allowance includes sales tax.

It is the Homeowner responsibility to remove and replace all personal property to facilitate the performance of the work. This includes, but is not limited to rugs, furniture, antennas and alarm system.

Contractor shall remove and replace all furniture and large items that may interfere with the completion of this project. Contractor shall repair/relocate any phone wires that are affected by this work, Homeowner responsible for all TV cables or satellite wiring.

All exterior and interior walls, ceilings, doors and trim paint will be the responsibility of the Homeowner unless otherwise stated in individual specification.

Lead Based Paint Testing Report will be emailed to each contractor attending the Pre-Bid Conference: by signing the sign-in sheet at the Pre-Bid Conference, the contractors acknowledge receiving the report. However comprehensive the report appears, it cannot claim to have identified all lead containing materials. It is the Contractor's responsibility to determine compliance with EPA and OSHA standard.

## SECTION 3 CLAUSE AND PROVISIONS

### 1. "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities

(A) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(B) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

(C) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(D) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

(E) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

(F) Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

(G) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible but not in derogation of compliance with section 7(b).

(H) Preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



**SECTION 3 STATEMENT OF COMPLIANCE****TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND  
LOWER INCOME PERSONS**

A. The project assisted under this (contract) (agreement) is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S. C. 70U. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.

B. Notwithstanding any other provision of this (contract) (agreement), the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued there under prior to the execution of this (contract) (agreement). The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 135.20 (b) of the regulations in all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.

C. Compliance with the provision of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the City of the application for this (contract) (agreement), shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant) (recipient), its successors and assigns. Failure to fulfill these requirements shall subject the (applicant) (recipient), its contractors and subcontractors, its successors, and assigns to the sanctions specified by the (contract) (agreement), and to such sanctions as are specified by 24 CFR Section 135.

Name of Contractor: \_\_\_\_\_

Title of RFP or Spec: \_\_\_\_\_

Spec # or RFP # or Purchase Order Bid No

Will you hire new employees as a result of this contract? Yes [ ] No [ ]

Contractor: \_\_\_\_\_

Contractor's Signature and Title \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL REQUIREMENTS

### LEAD REPORT

As part of these specifications for all work items below, a 'Lead-Based Paint Inspection' provided by **AirQuest Environmental, Inc., Project No. 13988**, performed on **June 13, 2018**, will be e-mailed to all contractors attending the Pre-Bid Meeting and signed the sign-in sheet. By signing the sign-in sheet at the Pre-Bid Conference, the contractors acknowledge receiving the report.

### GENERAL PAINT SPECIFICATIONS

Unpainted materials require priming and two coats of paint. Tint the primer per color selection. Previous paint surface should receive two coats of paint. All stains should be spot-primed before painting. Unless otherwise mentioned in the specifications, all paint must be mid-grade or better, and minimum 15 years warranty paint, which are ZERO VOC products, for interior paint and ZERO OR LOW VOC 100% acrylic products, for exterior paint. Acceptable paint manufacturers (unless specified in the line item) are Benjamin Moore, Sherwin Williams, Glidden/ICI, PPG, Olympic, Valspar or approved equal. Housing Inspector shall verify brand and VOC level. The Homeowner is to select all colors and confirmed in writing. Upon completion, contractor must provide the Homeowner a list of all paint code numbers per rooms and locations, for later color matching.

### CLEAN UP

Contractor agrees to keep the property clean and orderly during the course of the work and to remove all materials, debris, equipment and machinery at the completion of the workday. Clean interior and exterior work in a professional, workmanship type manner with all O.S.H.A. safety laws and rules observed.

- Remove all debris daily and broom clean the worksite at all times.
- Contractor shall not use residential bulk and regular trash pickup system to remove construction debris.
- Cover and protect the furniture and all surfaces from construction dust.
- All related construction items removed will become the property of the Contractor, unless a prior agreement is reached (in writing) with Homeowner.

### PERMITS AND MISCELLANEOUS FEES

City of Pembroke Pines permits are obtained at City of Pembroke Pines, Building Department, 601 SW Center Blvd, Pembroke Pines, FL 33025. All permits, inspections, process fees, impact fees,

miscellaneous fees, Notice of Commencement, engineering, drawings or survey required to complete the following tasks shall be the responsibility of the Contractor.

- For the Home Inspector, the contractor must have on site the complete permit package for all trades (permit cards, applications, drawings, etc.).
- **Uniform Mitigation Verification Inspection Form - Upon completion of the work specifications, the Contractor must completely fill-out the Uniform Mitigation Verification Inspection Form, include supplying at least one photograph to accompany this form to validate each attribute marked in questions 3 through 7 and performing research to determine permit history and year house built.**

Sample Specifications

## THERMAL & MOISTURE PROTECTION

### GENERAL ROOF SPECIFICATIONS

Install sheathing end joints over rafters. All supporting verge rafters shall extend back into the roof at least four feet. Brace all sagging portions of the roof with same size lumber to nearest bearing wall. Use purlins when necessary. The first two hundred square feet or linear feet of unforeseen rotten or damaged sheathing replacement will be included in the contract price. Replacement of any additional sheathing requires the Housing Inspector's verification and authorization prior to replacement. **Note: the contractor must examine the fascia, sub-fascia and soffit. Exposed beam, rafters, joists, fascia (with sub-fascia) and soffit replacement will not count as additional wood and no change order allowed for replacement.** An Engineer Certification is required for repair/replacement of roof framing components of structural concern. Install the roofing material, its components and vents in strict compliance with the Florida Building Code, Florida Product Approval (or Miami/Dade NOTICE OF ACCEPTANCE).

- **The Contractor agrees to provide a ten (10) years warranty for all work performed under roofing specifications. This will include all labor and materials.** During warranty period, Contractor shall promptly make such corrections as may be necessary. Homeowner is to give notice roof defects promptly upon observation.
- **Contractor must verify (with pictures) all trusses/rafter roof-to-wall hurricane tie-down prior to roof removal. See the provisional work item below to install missing straps (or correcting existing straps) that wrap over the top of the trusses/rafters prior to completing the new roof system.**

#### 1) **\*\*PROVISIONAL\*\* INSTALL ROOF-TO-WALL HURRICANE TIE DOWN** \$ \_\_\_\_\_

LOCATION: SLOPE ROOF

Before completing the new roof system install missing roof-to-wall hurricane tie down with straps that wrap over the top of all trusses/rafters and/or with brackets. This item requires a permit.

- a) **Do not install roof-to-wall hurricane tie down for carport.**
- b) Please note contractors are not expected to examine existing conditions prior to bidding. This work item **assumes** there are no roof-to-wall hurricane tie downs (or not properly installed).
- c) Before performing this work item, contractor must provide pictures as proof of existing condition and the Contractor **must** provide **Engineer Recommendation** of what is required, to Home Inspector.
- d) After performing this work item, contractor must provide pictures as proof of work performed and the Contractor **must** provide **Engineer Certification** of work completed, to Home Inspector.
- e) If truss/rafter roof-to-wall hurricanes tie-downs **do exist** then the complete bid amount for this work item will be, **deduct from contract amount.** The contractor must immediately prepare a credit change order and submit

to City of Pembroke Pines. If the roof-to-wall hurricanes tie-downs **partially exist**, then contractor must **prepare a proposed credit change order** for approval.

- f) The minimum acceptable hurricane tie-down straps must have 3-16d nails bent: 2-16d nails on the front side of strap and 1-16d nail to tie-down end of strap bent over truss/rafter on the other side.
- g) This provisional work item does not apply to areas where the truss/rafter roof-to-wall hurricanes tie-downs are exposed and without crawling in the attic space.
- h) The retrofit of roof to wall connections can be made by access:
  - o through the area under the eave,
  - o from above through the roof, or
  - o from the interior of the house,
- i) Patch with like material and matching thickness of adjacent area. Patched finishes should match existing finish as close as possible. Discuss (with Homeowner) any variations in the new finish or type of new finish, prior to beginning the work.
- j) Where roof sheathing/decking sections are removed, the removed portions shall not be reused. New paneling shall be used and fastened as in new construction, per FBC R907.8.1.1. Any wood roof decking in good condition, rotten or damaged, that is removed and replaced to install roof-to-wall tie-downs:
  - o cannot be part of the wood allowance per General Roof Specifications and
  - o cannot be counted as extra wood in a proposed change order.

## 2) SLOPED ROOF - FIBERGLASS DIMENSIONAL SHINGLES

### WITH SECONDARY WATER BARRIER

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Reason for replacement: the existing shingle roof is in poor condition and past its normal useful life.

Remove all existing roofing covering, underlayment, and flashings to bare sheathing. Remove all protruding nails or staples. Sweep-clean sheathing of all foreign materials and haul away all roofing debris from property at once. Replace all rotten, damaged, and missing sheathing and rafters, per General Roof Specifications. Furnish and install new underlayment, 3 inches white galvanized steel drip edge, galvanized steel valleys, return/wall flashings, lead stacks on all plumbing projections, pitch pan at electrical service mast, and new roof jacks. Finish and install new ENERGY STAR label dimensional fungus resistant shingles mechanically fastened to deck. Apply valley shingles in an open or closed fashion only, not woven. Homeowner will select colors from the manufacturer's standard colors. Upon completion of all work items, Contractor will provide the Homeowner with the manufacturer's shingle warranty and Contractor's ten-year warranty against leaks. This item requires a permit.

- a) Remove all unused vent stacks.

- b) Secondary Water Barrier: A secondary water barrier shall be installed using one of the following methods when roofing replacement when reroofing (provide photos).
- o a) All joints in roof sheathing or decking shall be covered with a minimum 4 in. wide strip of self-adhering polymer modified bitumen tape applied directly to the sheathing or decking. The deck and self-adhering polymer modified bitumen tape shall be covered with one of the underlayment systems approved for the particular roof covering to be applied to the roof
  - o b) The entire roof deck shall be covered with an approved self-adhering polymer modified bitumen cap sheet. No additional underlayment shall be required on top of the cap sheet for new installations. EXCEPTIONS: 1. An asphalt impregnated 30# felt underlayment installed with nails and tin-tabs as required for the HVHZ and covered with either an approved self-adhering polymer modified bitumen cap sheet or an approved cap sheet applied using an approved hot-mop applications shall be deemed to meet the requirements of the secondary water barrier.
- c) All shingles shall be - **ENERGY STAR** label dimensional fiberglass asphalt laminated shingles, algae resistance, rated for a minimum 130 mph wind resistance and have a Class A fire rating. Acceptable shingles are Timberline HD Shingles as manufactured GAF and Duration Shingles as manufactured by Owens Corning, or approved equal.
- d) **Replace all missing, damaged or deteriorated fascia and soffit** (including soffit vents). Haul away all debris from property at once. Furnish and install new 1"x2" pressure treated furring, as required. Fascia and soffit (including all damaged, painted screen, missing or deteriorated soffit vents) replacement shall be with matching size and material. Miter outside corners. Secure all fascia and soffit with non-corrosive nails. Minimum length of any fascia or soffit segment shall be 5 feet. As required, the contractor must remove and reattach all attachments to fascia and soffit removed, after fascia and soffit replacement. Paint replaced fascia and soffit, per the General Paint Specifications, to match existing, providing a uniform opaque coverage.
- e) **Contractor must verify all trusses/rafters roof-to-wall hurricane tie down prior to complete roof removal. See the "provisional" work item above to install missing straps that wrap over the top of the trusses/rafters prior to completing the new roof system.**
- f) If the truss/rafter roof-to-wall hurricane tie-downs exist, take pictures for the hurricane mitigation report.
- g) The contractor to provide any Engineer Recommendation and Certification required for framing structural members to Home Inspector and City of Pembroke Pines.

## WINDOWS & DOORS

### 3) REPLACE EXTERIOR WINDOWS WITH IMPACT SINGLE HUNG WINDOWS

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APPROXIMATE NUMBER OF EXISTING WINDOWS 18 and NUMBER OF WINDOW OPENINGS 11

Reason for replacement: existing windows are old crank-out awning windows, some are jalousie windows: poor performance — opening and closing is a difficult task; not weather-tight. The home is out of compliance with the FBC & Miami-Dade codes for wind-borne debris protected window openings.

Remove existing windows and install new single hung impact replacement windows and standard factory tinted glass. All operable windows must have screens. Install windows and its components in strict compliance with Florida Building Code (including FBC Energy Conservation), Florida Product Approval (or Miami/Dade NOTICE OF ACCEPTANCE). Contractor is to provide required engineering. This item requires a permit.

- a) Do **not** include the three (3) windows of the rear patio enclosure in your bid calculations.
- b) The approximate number of openings above is not for bidding purpose, the Contractors will verify measurements/dimensions and total number of openings for new windows.
- c) The new replacement windows shall bronze in color. The new replacement windows can be aluminum.
- d) Contractor must verify with homeowner window style and color.
- e) Install casement windows or horizontal sliding windows, if required because size restriction for egress: either casement or horizontal design not both.
- f) All exposed anchoring screws shall be the same color as the window frame.
- g) Install obscure glass in bathroom windows.
- h) Replacement damaged windowsills shall be ½" marble sills.
- i) The windowsills must completely conceal the mullion clips. Replace any notched windowsills. Do not oversize notch-out the windowsills and use a filler material to conceal the mullion clips.
- j) Replace deteriorated wood buck, set buck in premium silicone sealant.
- k) Repair/replace all damaged surfaces inside and out, caused by windows removal. Modifications or repairs/replacement work to, e.g., stucco, drywall, paint, caulk, and/or tile should match existing adjacent surfaces. **Contractor must obtain Homeowner signature acknowledging that spot painting may not match.**
- l) Remove the manufacturers' stickers and residue on the glass after all final inspections.
- m) Homeowner must agree and sign-off on the final windows design, operation of windows, obscure glass, color of frames and degree of tinted glass from the standard stock, for each window openings.

#### 4) FRONT EXTERIOR DOOR

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NUMBER OF DOOR OPENING 1

Reason for replacement: the door is worn, drafty, out of compliance with the FBC & Miami-Dade codes for a wind-borne debris protected door opening and not working properly.

Remove existing doors, jamb, casing, threshold, and haul these materials/debris away. Replace deteriorated wood buck, set buck in premium silicone sealant. Repair all damaged and adjacent surfaces inside and out, caused by door

removal and modifications, restoring to original condition. Install the door and its components in strict compliance with the Florida Building Code, Florida Product Approval (or Miami/Dade NOTICE OF ACCEPTANCE). This item requires a permit.

- a) The new door shall fit within the existing masonry opening, per the product approval.
- b) Furnish and install new out-swing impact resistant six panels steel exterior door complete with composite jamb, casing, brick molding. Doors must be 1 ¾ inch solid core door.
- c) Install peephole, spring/chain stop, or doorstop. Homeowner must sign-off on the height of peephole and style prior to installing.
- d) Install aluminum weather-stripping saddle, weather-stripping on the frame and weather-strip wedges at the upper and lower corners of the jamb to ensure weather tight seal.
- e) Install satin finish security proof hinges. The doorknob should be an entry-type, which can be locked by turn button inside or a key outside. Deadbolt will have turn piece inside and keyed to knob outside. Key the doorknob and deadbolt alike. Install ANSI Grade 1 hardware
- f) Countersink all exposed fasteners into frame, to conceal; fill with wood putty and sand smooth. Alternatively, completely conceal behind the weather-stripping, per Product Approval.
- g) Apply one coat of primer/sealer and two coats of 100% acrylic latex paint on jamb and casing. Paint door as recommended by manufacturer. DO NOT PAINT THE WEATHER-STRIPPING. Homeowner will select color.
- h) Homeowner will select door style, color, finishes and left or right-hand door swing; Homeowner written approval is required.

#### 5) DINING ROOM - INSTALL IMPACT SLIDING GLASS DOOR (SGD)

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NUMBER OF DOOR OPENING 1

Reason for replacement: existing SGD door is flimsy and not efficient door leaks air, does not roll smoothly. Existing SDG is out of compliance with the FBC & Miami-Dade codes for the door opening.

Remove existing sliding glass door and frame. Within the same opening, install new impact sliding glass door and frame with screen door panel; Homeowner shall select and confirm in writing the design, color of frames and degree of tinted glass from the standard stock. Install the new impact sliding glass door with components in strict compliance with the Florida Building Code (including FBC Energy Conservation), Florida Product Approval (or Miami/Dade NOTICE OF ACCEPTANCE). Repair adjacent surfaces around door by stucco, painting, caulking, and/or tile to match existing. Haul away all debris from property at once. The Homeowner should acknowledge the sill height and approved the SGD in writing. This item requires a permit.

- a) The sliding glass door panels should be **configured same as** the existing sliding glass door.
- b) Install new hardware with pull handle on each operable panel.



- c) All exposed anchoring screws shall be the same color as the frame.
- d) Install the lowest doorsill possible, note because of the overhang no water resistance is not required. Explain to the Homeowner the height of the bottom sill prior to order the SGD.
- e) Remove the manufacturers' stickers and any residue on the glass after all final inspections. This item requires a permit.

## AIR CONDITIONER, AIR DUCTS

### 6) REPLACEMENT OF CENTRAL AIR CONDITIONING SPLIT SYSTEM

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Reason for replacement: existing AC system is not working and not efficient (older than 7 years).

Remove existing air-handler (in bedroom closet) and outside condensing unit. Install new AHU in approximately the same location as the existing. Install a new AHU with electric heat strip and condensing unit of sufficient size to accommodate the needs of the home. Acceptable manufacture is Rheem. Haul away all debris from property at once. Upon completion of work, Contractor shall provide Homeowner with the manufacturer's informational equipment package, equipment warranty with a minimum five (5) years compressor warranty and Contractor's one-year full warranty for labor and material. Installation must comply with the manufacture specifications, FBC including FBC Energy Conservation; make all the necessary modifications. This item requires a permit.

- a) Install the return air grille on the hallway side. Note: the AHU cannot draw air from the bedroom living space.
- b) Install the air handling unit with a filter compartment or a cabinet attached directly to the air-handler, to protect the coils.
- c) Build a new return air stand out of  $\frac{3}{4}$ " plywood, with rigid insulation on the interior and drywall (taped and finished) on the exterior of the stand.
- d) Build a new supply air plenum.
- e) Provide the heat loss and heat gain load calculations to properly size the replacement equipment.
- f) Size the electric heat strip to maintain an indoor temperature of 68 degrees F with an outdoor ambient temperature of 40 degrees F.
- g) The installation of the air conditioning system must be in accordance with the manufacturer's recommendations and specifications, including refrigerant line sizes and length. Where refrigerant lines exist, it will be permissible to use existing refrigerant lines, if they meet all the following criteria: - Suction line size does not reduce the capacity factor below 0.96. - Suction line size is within the manufacturer's printed guidelines.
- h) Seal, patch and paint inside the air-handling closet before installing equipment. Seal all air leaks in the supply and return air plenums, adhere to FPL's standards for duct repairs.

- i) Verify supply air outlet to each room: provide missing supply air ductwork and outlets. Check existing ductwork and replace any damaged duct lines.
- j) Provide return air system to each room, except the kitchen and bathrooms. Do not install new return air grilles in the walls or doors, for the bedrooms.
- k) Replace all damaged and missing supply and return air registers.
- l) Discuss with the Homeowner the options of any new placement of the air conditioning equipment and vents prior to installing the same; Homeowner to sign-off on final design. Homeowner must approve in writing any new location of equipment and vents.
- m) Split air conditioning system shall have a minimum SEER rating of 14.5 and minimum EER rating 12.0, ENERGY STAR qualified and labeled accordingly. Prior to purchasing air conditioning equipment, Contractor must verify SEER rating and ENERGY STAR qualified equipment with Air-Conditioning, Heating, and Refrigeration Institute (AHRI), see attached verification printout example. To obtain required printout visit website <http://www.ceedirectory.org/> Or call AHRI 703-600-0384 for assistance. Provide printout at final inspection.
- n) Provide new: Touch Screen 7-days programmable digital thermostat, acceptable models are Lux Products TX9000TS and Honeywell RTH7600D or approved equal.
- o) Provide new: high and low, voltage electric service and equipment concrete pad.
- p) If equipment is not on an aluminum stand, patch and paint all stands and brackets, to match surrounding.
- q) Upgrade and/or modify the electric, as required, (per building code), to accommodate the new air conditioner.
- r) Modify walls, ceilings, closets and doors to accommodate the new and removal of equipment and/or supply, return air ductwork and outlets. Modifications or repairs work to stucco, drywall, paint, caulk, and/or tile, etc should match existing adjacent surfaces. Paint patched areas from cut-line to cut-line.
- s) Power vacuum clean the existing ductwork. Provide verification of cleaning upon final inspection.
- t) Contractor shall test and balance all ventilation and air conditioning systems, based upon the required CFM per room. Submit two copies of Test and Balance Report, to the Homeowner for approval.
- u) Install a condensation drain line, with a condensation pump, thru the attic or concealed within the walls: and clean-out existing condensation lines, if reused.

## ELECTRICAL

### 7) ELECTRIC UPGRADE (AS FOLLOWS) INCLUDING SERVICE AND PANEL

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Reason for electrical upgrade: existing electrical interior panel box was manufactured by Murry which is obsolete with known safety issues.

Replace the existing electrical disconnect box and interior panel box; manufactured by Murry. Check electrical service for the size of the home and the number of appliances currently serviced; increase the amperage to supply the home demands. As required, per Florida Building Code (FBC) and National Electrical Code (NEC), relocate and upgrade new service and panel. This item requires a permit.

- a) Coordinate electrical service with Florida Power and Light Company.
- b) **OVERHEAD SERVICE MAST** - extend overhead service mast to comply with FBC. The service mast shall be of adequate strength or shall be supported by braces or guys to safely withstand the strain imposed by the service-drop or overhead service conductors
- c) Replace all aluminum wiring, i.e., not acceptable for service conductors, feeders, and branch circuits.
- d) Separate and balance the existing circuits. Clearly label all circuits in the panel box, **DO NOT use marker directly on the metal box**. Install a minimum of two (2) full size spare circuit breakers.
- e) Follow FBC for installing ARC fault protection on new receptacles.
- f) Provide and install tamper proof GFCI Receptacles and/or GFCI Circuit Breakers for the both bathrooms, kitchen and all outside receptacles and non-grounded receptacles.
- g) Replace damaged electrical connections, conduit and wiring.
- h) **Replace switches, cover plates, receptacles, GFCI's that are damaged**, malfunctioned, painted over and/or missing. Properly cover and seal junction boxes. The new receptacles should be modern polarized, grounded tamper proof receptacles. Check the amperage rating of circuits and use receptacles with the correct ratings. Correctly polarize and ground all outlets and receptacles.
- i) Provide a 4-prong receptacle with the required wiring and power cord for the electric cloth dryer.
- j) Provide code required single receptacle for the washer and refrigerator.
- k) Provide electrical connection for the new air conditioner equipment.
- l) Patch and paint any effected areas associated with this work item to match the existing adjacent surfaces, paint from cut-line to cut-line.

#### **8) INSTALL TEN (10) YEARS BATTERY POWERED SMOKE ALARMS**

**AND/OR CARBON MONOXIDE ALARMS WIRELESS**

\$ \_\_\_\_\_

**ESTIMATED NUMBER OF REQUIRED SMOKE DETECTORS 4**

**LOCATIONS: ALL BEDROOMS AND HALLWAY**

Reason for installation: no existing smoke detectors in sleeping areas and electrical panel will be upgraded.

Install 10-year non-removable, non-replaceable batteries powered smoke alarms. Follow the Florida Building Code (FBC) and National Electrical Code (NEC) requirements for placement of the alarm on the walls, ceiling and location within the home. Patch and paint any effected areas associated with this work item to match the existing adjacent

surfaces (including areas of removed smoke detectors). Paint from cut-line to cut-line, as required, to conceal patch.

- a) Note do **not** include the room north to the living room (enclosed patio).
- b) All smoke alarms (including any carbon monoxide alarms) shall be wireless.
- c) Install the smoke alarms in each bedroom and in the hallway or area outside the bedroom(s)
- d) Install smoke carbon monoxide alarms in any other area as required per code.
- e) Remove any battery-operated smoke alarms and patch surface after removal.
- f) Provide proof of ten years' non-removable battery powered smoke alarms and/or carbon monoxide alarms at all inspections.
- g) Please note the estimate material cost per battery powered smoke alarm is \$36 including sales tax.
- h) NOTE FLORIDA STATUTES 553.883 - One-family and two-family dwellings and townhomes undergoing a repair, or a level 1 alteration as defined in the Florida Building Code, may use smoke alarms powered by 10-year non-removable, non-replaceable batteries in lieu of retrofitting such dwelling with smoke alarms powered by the dwelling's electrical system. Effective January 1, 2015, a battery-powered smoke alarm that is newly installed or replaces an existing battery-powered smoke alarm must be powered by a non-removable, non-replaceable battery that powers the alarm for at least 10 years. The battery requirements of this section do not apply to a fire alarm, smoke detector, smoke alarm, or ancillary component that is electronically connected as a part of a centrally monitored or supervised alarm system.

Sample Specifications

**AGREEMENT**

I/We agree that each item in this specification has been discussed in my/our presence and I/we understand the contents. It is agreed that if unforeseen conditions or additional building code violations are revealed during construction, a non-code related item will be deleted to accommodate the cost of correction. Homeowner further understands that all work items may not be completed based upon budgetary limitations. By our attested signature(s), I/we agree to abide by these conditions.

<b>HOMEOWNER ACKNOWLEDGEMENT AND ACCEPTANCE OF SCOPE OF WORK</b>
--

HOMEOWNER #1 SIGNATURE:

HOMEOWNER #1 PRINTED NAME:

DATE:

HOMEOWNER #2 SIGNATURE:

HOMEOWNER #2 PRINTED NAME:

DATE:

HOME INSPECTOR SIGNATURE:

HOME INSPECTOR PRINTED NAME:

DATE:

HOME INSPECTOR'S NOTES:

<b>CONTRACTOR'S SIGNATURE FOR SUBMISSION OF BID</b>
---

CONTRACTOR SIGNATURE:

CONTRACTOR PRINTED NAME:

DATE:

COMPANY NAME:

TELEPHONE:

<b>FINAL ACCEPTANCE OF SCOPE OF WORK (CONTRACTOR AND HOMEOWNER)</b>
---

HOMEOWNER #1 SIGNATURE:

HOMEOWNER #1 PRINTED NAME:

DATE:

HOMEOWNER #2 SIGNATURE:

HOMEOWNER #2 PRINTED NAME:

DATE:

CONTRACTOR NAME:

CONTRACTOR SIGNATURE:

DATE:

**PRE-BID MEETING SIGN-IN SHEET****HOME REPAIR/IMPROVEMENT PROGRAM N.S.P/S.H.I.P/C.D.B.G/HOME**

<b>Project:</b> City of <b>Pembroke Pines</b> Home Repair/Improvement Program			<b>Meeting Date:</b> July 12, 2018		
<b>Facilitator:</b> J. K. Tanner, (786) 566-8438			<b>Place:</b> <b>Joe &amp; Jane Doe</b> <b>2000 NE 400st Street</b> <b>Pembroke Pines FL 33023</b>		
<b>Name</b>	<b>Title</b>	<b>Company</b>	<b>Phone</b>	<b>Fax</b>	<b>E-Mail</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
16					

# SUPPORTING WORK SPECIFICATION PHOTOS

## CITY OF PEMBROKE PINES

HOME REPAIR/IMPROVEMENT PROGRAM



Property



Property Address



Work Item 1.



Work Item 2.



Work Item 3.



Work Item 4.



Work Item 5.



Work Item 6.



Work Item 7.



**Work Item 8.****Work Item 9.****Work Item 9.****Work Item 10.****Work Item 11.****Work Item 12.****Work Item 13.****Work Item 14.****Work Item 15.****Work Item 16.****Work Item 17.****Work Item 17.**





Work Item 19.



Work Item 19.



Work Item 19.



Work Item 20.



Work Item 21.



Work Item 22.



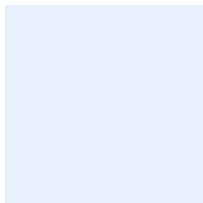
Work Item 23.



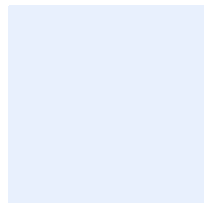
Work Item 24.



Work Item 25.



Not Used



Not Used



Work Item 25.



Work Item 26.



Work Item 27.



Work Item 28.



Work Item 29.



Work Item 30.



Work Item 31.



Work Item 32.



Work Item 33.



Work Item 34.



Work Item 18



Work Item 26

## End of Work Spec. Supporting Photos

**PROGRESS INSPECTION**  
**CITY OF PEMBROKE PINES**  
**HOME REPAIR/IMPROVEMENT PROGRAM**  
**N.S.P/S.H.I.P./C.D.B.G./HOME**  
**July 12, 2018**

PROPERTY OWNER: Joe & Jane Doe  
2000 NE 400<sup>th</sup> Street  
Pembroke Pines FL 33023

HOME TELEPHONE:  
CELL TELEPHONE:

LEGAL DESCRIPTION:

JOB NUMBER: 060718

**THERMAL & MOISTURE PROTECTION**

- 1) **\*\*PROVISIONAL\*\* INSTALL ROOF-TO-WALL HURRICANE TIE DOWN** **COMPLETE**  
LOCATION: SLOPE ROOF
- 2) **SLOPED ROOF - FIBERGLASS DIMENSIONAL SHINGLES**  
**WITH SECONDARY WATER BARRIER** **COMPLETE**
- 3) **CARPORT - FLAT ROOF MODIFIED BITUMEN** **COMPLETE**

**WINDOWS & DOORS**

- 4) **REPLACE EXTERIOR WINDOWS WITH**  
**IMPACT SINGLE HUNG WINDOWS** **80%**  
a) The windowsills must completely conceal the mullion clips. Replace any notched windowsills. Do not oversize notch-out the windowsills and use a filler material to conceal the mullion clips.
- 5) **FRONT EXTERIOR DOOR** **COMPLETE**  
NUMBER OF DOOR OPENING 1

**6) CARPORT EXTERIOR DOOR****90%**NUMBER OF DOOR OPENING 1

- a) Install spring/chain stop, or doorstop.
- b) Install aluminum weather-stripping saddle, weather-stripping on the frame and weather-strip wedges at the upper and lower corners of the jamb to ensure weather tight seal.

**7) DINING ROOM - INSTALL IMPACT SLIDING GLASS DOOR (SGD)****COMPLETE**NUMBER OF DOOR OPENING 1**AIR CONDITIONER, AIR DUCTS****8) REPLACEMENT OF CENTRAL AIR CONDITIONING SPLIT SYSTEM****90%**

- a) Replace all damaged and missing supply and return air registers.

**ELECTRICAL****9) ELECTRIC UPGRADE (AS FOLLOWS) INCLUDING SERVICE AND PANEL****COMPLETE****10) INSTALL TEN (10) YEARS BATTERY POWERED SMOKE ALARMS****AND/OR CARBON MONOXIDE ALARMS WIRELESS****75%****ESTIMATED NUMBER OF REQUIRED SMOKE DETECTORS 4****LOCATIONS: ALL BEDROOMS AND HALLWAY**

- a) Install smoke alarm in southwest bedroom.



Supplier: **Gold Tree Development Group LLC**



City of Pembroke Pines

Attachment C

**NON-COLLUSIVE AFFIDAVIT**

BIDDER is the **Managing Member**,

(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature **John K Tanner Jr.**

Title **Managing Member**

Name of Company **Gold Tree Development Group LLC**

Supplier: **Gold Tree Development Group LLC**



City of Pembroke Pines

Attachment D

**SWORN STATEMENT  
ON PUBLIC ENTITY CRIMES  
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).**

1. This sworn statement is submitted **Gold Tree Development Group LLC** (name of entity submitting sworn statement) whose business address is **6851 NW 19th Ave. Miami FL, 33147** and (if applicable) its Federal Employer Identification Number (FEIN) is **82-2805623**. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: .)
2. My name is **John K. Tanner Jr.** and my  
(Please print name of individual signing)  
  
relationship to the entity named above is **Project Manager/CEO**.
3. 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, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that a "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 of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime: or
  2. 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 Cityship by one person of shares constituting a 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.
6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any

natural person or any 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 let by a public entity, or which otherwise transacts or applies to transact business with a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

7. 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.)**

☒ A) 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.

☐ B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which additional statement applies.)**

☐ B1) There has been a proceeding concerning the conviction before a hearing officer 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.)**

☐ B2) 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.)**

☐ B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

**John K. Tanner Jr.**

**Gold Tree Development  
Group LLC**

**July 27, 2018**

Bidder's Name/Signature

Company

Date



Supplier: **Gold Tree Development Group LLC**



City of Pembroke Pines

Attachment H

### **PROPOSER'S QUALIFICATIONS STATEMENT**

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

**Gold Tree Development Group LLC**

Contact Person's Name and Title: **John K. Tanner, Managing Member**

Contact Person's E-mail Address: **GoldTreeDev@gmail.com**

PROPOSER'S Telephone and Fax Number: **786-566-8438**

PROPOSER'S License Number: **HI-10635**

**(Please attach certificate of status, competency, and/or state registration.)**

PROPOSER'S Federal Identification Number: **82-2805623**

Number of years your organization has been in business **2.5**

State the number of years your firm has been in business under your present business name **2.5**

State the number of years your firm has been in business in the work specific to this solicitation: **5**

Names and titles of all officers, partners or individuals doing business under trade name:

**John K. Tanner Jr. Managing Member**

The business is a:      Sole Proprietorship ☐      Partnership ☐      Corporation ☒

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer RFP submittals non-responsive.

**N/A**

At what address was that business located?

**N/A**

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:

**N/A**

Have you ever failed to complete work awarded to you. If so, when, where and why?

**No**

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

**Yes**

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor (s).

**No**

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

**None**

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

**None**

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

**None**

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

**None**

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.

**No**

Are you an ☐ Original provider ☐ sales representative ☐ distributor, ☐ broker, ☐ manufacturer ☐ other, of the commodities/services proposed upon? If other than the original provider, explain below.

**No**

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:

**No**

Describe the firm's local experience/nature of service with contracts of similar size and complexity, in the previous three (3) years:

**Home Inspector and Specification Writer to provide repairs necessary for safe standards in housing, eliminate substandard housing, eliminate building code violations, storm and hurricane mitigation and prevention of weather penetration, repair and upgrade major building systems, abate health and safety issues, improve accessibility options, all in an effort to eliminate blight and preserve the City's affordable housing stock, all within schedule.**

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

**Gold Tree Development Group LLC**

(Company Name)

**John K. Tanner Jr.**

(Printed Name/Signature)