



# **REQUEST FOR INCLUSION AS AN APPROVED VENDER FOR THE CRA GRANT AND INCENTIVES PROGRAM**

Date: Fiscal Year 2021—2022

## **1.0 INTRODUCTION**

CRA Grant Applicants are required to present three quote estimates for any project that is subject to receiving grant funding. The City of Fort Walton Beach Community Redevelopment Agency (CRA) desires to establish a pre-approved vendors list for the CRA Grant and Incentives Program. This list will be utilized as a resource for grant applicants seeking quotes for improvement projects.

The CRA Administrator will provide this list to each applicant at initial pre-application review meeting.

Each vendor will be required to provide a copy of their business license and proof of insurance.

Vendors list will be reviewed annually in October for eligibility.

## **2.0 SCOPE OF SERVICES**

CRA Grant and Incentive Program includes the following programs:

- Development Permit Fee
- Asbestos Mitigation
- Façade Grant
- Nuisance Abatement
- Building Code Compliance Upgrade

Eligible Grant Expenses to include:

- Exterior Painting
- Doors and Awnings
- Landscaping
- Parking Lots
- Decorative Light Fixtures
- Removal of asbestos materials
- Building code compliance upgrades
- Development Permit Fees
- Nuisance Abatement issues flagged by Code Enforcement to include: window glass and screens, stairs and railings, rafter, soffit and fascia repair, roofs, garbage dumpster enclosures, porches, derelict structure demolition, and the removal/covering of graffiti.

**3.0 FIRM EXPERIENCE AND BACKGROUND**

3.1 Contractor/ Company Name \_\_\_\_\_

3.2 Address \_\_\_\_\_

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

3.3 Phone Number (O)\_\_\_\_\_ (C)\_\_\_\_\_

3.4 Email \_\_\_\_\_

3.5 License Number \_\_\_\_\_

3.6 Business Tax Receipt \_\_\_\_\_

**4.0 REFERENCES**

4.1 Please list a minimum of four (4) business references to include the business name, contact person, contact title, and phone number.

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

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

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

4. \_\_\_\_\_

**5.0 LOCAL MERCHANT PREFERENCE**

5.1 Local merchants located within the City limits and who meet the City requirements for a Local Merchant will be afforded the Local Merchant Preference per the City Purchasing Policy.

**6.0 INQUIRIES & QUESTIONS**

Please direct all questions & inquiries regarding this Request for Quote to:

Alisa Burluson, CRA Administrator

City of Fort Walton Beach

105 Miracle Strip Pkwy SW

Fort Walton Beach, FL 32548

850-586-7814 – direct

850-833-9926 – fax

aburluson@fwb.org

**7.0 SIGNATURES & APPROVALS**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
CRA Administrator

\_\_\_\_\_  
Date

Applicant Request Status: \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date Notified: \_\_\_\_\_