

Issue Date: December 29, 2016

City of Hollywood, Florida  
Solicitation #RFP-4541-17-RL

**ACKNOWLEDGMENT AND SIGNATURE PAGE**

This form must be completed and submitted by the date and the time of bid opening.

T.A.J L.L.C dba TAJ REALTY

Legal Company Name (include d/b/a if applicable): \_\_\_\_\_ Federal Tax Identification Number: 20-2219966

If Corporation - Date Incorporated/Organized: 08/28/2000

State Incorporated/Organized: FLORIDA

Company Operating Address: 4801 S. UNIVERSITY DR., STE. 260

City DAVIE State FL Zip Code 33328

Remittance Address (if different from ordering address): \_\_\_\_\_


City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company Contact Person: TENESHIA TAYLOR Email Address: TTAYLOR@TAJREALTYONLINE.COM

Phone Number (include area code): (954) 228-0963 Fax Number (include area code): (954) 342-1993

Company's Internet Web Address: www.tajrealtionline.com

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

 \_\_\_\_\_ Date 2/15/17  
Bidder/Proposer's Authorized Representative's Signature: \_\_\_\_\_

Type or Print Name: TENESHIA TAYLOR, MANAGING MEMBER

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

ANY EXCEPTION, CHANGES OR ALTERATIONS TO THE GENERAL TERMS AND CONDITIONS, HOLDHARMLESS/INDEMNITY DOCUMENT OR OTHER REQUIRED FORMS MAY RESULT IN THE BID/PROPOSAL BE DEEMED NON-RESPONSIVE AND DISQUALIFIED FORM THE AWARD PROCESS.


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**HOLD HARMLESS AND INDEMNITY CLAUSE**

T.A.J L.L.C dba TAJ REALTY, TENESHIA TAYLOR MANAGING MEMBER  
(Company Name and Authorized Representative's Name)

, the contractor, shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

  
\_\_\_\_\_  
SIGNATURE

TENESHIA TAYLOR, MANAGING MEMBER  
\_\_\_\_\_  
PRINTED NAME

T.A.J L.L.C dba TAJ REALTY  
\_\_\_\_\_  
COMPANY OF NAME

2/15/17  
\_\_\_\_\_  
DATE

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**NON-COLLUSION AFFIDAVIT**

STATE OF: FLORIDA

COUNTY OF: BROWARD, being first duly sworn, deposes and says that:

- (1) He/she is MANAGING MEMBER of T.A.J L.L.C. dba TAJ REALTY, the Bidder that has submitted the attached Bid.
- (2) He/she has been fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid;
- (3) Such Bid is genuine and is not a collusion or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has 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 contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure an advantage against the City of Hollywood or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED)  \_\_\_\_\_ TENESHIA TAYLOR, MANAGING MEMBER  
Title

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City of Hollywood, Florida  
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**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a) FLORIDA  
STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR  
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This form statement is submitted to CITY OF HOLLYWOOD  
by TENESHIA TAYLOR for T.A.J L.L.C dba TAJ REALTY  
(Print individual's name and title) (Print name of entity submitting sworn statement)  
whose business address is 4801 S. UNIVERSITY, STE. 260, DAVIE, FL 33328  
and if applicable its Federal Employer Identification Number (FEIN) is 20-221996 If the entity has no FEIN,  
include the Social Security Number of the individual signing this sworn statement.

2. I understand that "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 misinterpretation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in an 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.

4. I understand that "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 ownership 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.

5 I understand that "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. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate 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.



City of Hollywood, Florida  
Solicitation #RFP-4541-17-RL

Issue Date: December 29, 2016

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime, but the Final Order entered by the Hearing Officer in a subsequent proceeding before a Hearing Officer of the State of the State of Florida, Division of Administrative Hearings, determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the Final Order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[Signature]  
(Signature)

Sworn to and subscribed before me this 15<sup>th</sup> day of February, 2017.

Personally known Teneshia Taylor

Or produced identification \_\_\_\_\_ Notary Public-State of Florida

N/A my commission expires 1/31/19  
(Type of identification)

[Signature]  
(Printed, typed or stamped commissioned name of notary public)



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**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS**

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Applicant Name and Address:

T.A.J L.L.C dba TAJ REALTY  
 \_\_\_\_\_  
 4801 S. UNIVERSITY DR, SUITE 260,  
 \_\_\_\_\_  
 DAVIE, FL 33328  
 \_\_\_\_\_

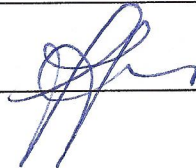
Application Number and/or Project Name:

RFP #4541-17-RL SALE OF CITY OWNED PROPERTY  
\_\_\_\_\_

Applicant IRS/Vendor Number: 20-2219966

Type/Print Name and Title of Authorized Representative:

TENESHIA TAYLOR, MANAGING MEMBER  
\_\_\_\_\_

Signature:  \_\_\_\_\_ Date: 2/15/17

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**DRUG-FREE WORKPLACE PROGRAM**

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program (if such is available in the employee's community) by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
 \_\_\_\_\_  
 VENDOR'S SIGNATURE  
 T.A.J.L.L.C dba TAJ REALTY  
 \_\_\_\_\_  
 NAME OF COMPANY

TENESHIA TAYLOR  
 \_\_\_\_\_  
 PRINTED NAME



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**SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY**

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.". The term "public officer" includes "any person elected or appointed to hold office in any agency, including any person serving on an advisory body."


The City of Hollywood policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the City does business.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate or terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Food or beverage,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements
- Services provided by persons pursuant to a professional license or certificate.
- Other personal services for which a fee is normally charged by the person providing the services.
- Any other similar service or thing having an attributable value not already provided for in this section.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.

	TENESHIA TAYLOR
SIGNATURE	PRINTED NAME
T.A.J L.L.C dba TAJ REALTY	MANAGING MEMBER
NAME OF COMPANY	TITLE

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**MULTI-FAMILY RESIDENTIAL (NORTH HOLLYWOOD)**

Parcel Folio No. 514203105020 Appraised Value \$145,000.00  
Address: 1936 Garfield Street  
Hollywood, FL 33020  
Legal Description: NORTH HOLLYWOOD 4-1 B LOT 17 BLK 38

**Total "AS IS" appraised value of properties \$1,220,000.00.**

**NOTE: The City anticipates offers that reasonably reflect the total appraised value.**

**TOTAL OFFER AMOUNT \$325,000**


**CERTIFICATION**

I guarantee to pay for the above described parcels within forty-five (45) days of award of proposal and approval by the City Commission.

I understand that timely payment may be considered in award of proposal, and that cancellation of proposal award will be considered, if the payment time is not met.

I understand that the deposit shall be non-refundable to the successful bidder, but it will be applied toward the purchase price. The deposit of unsuccessful bidders shall be returned.

I declare that I have read and understand the provisions of the City of Hollywood "Sale of City-Owned Property for Development of Affordable Housing".

  
\_\_\_\_\_  
**Signature**

2/15/17  
\_\_\_\_\_  
**Date Signed**

TENESHIA TAYLOR, MANAGING MEMBER  
\_\_\_\_\_  
**Print Name**

(954) 228-0963  
\_\_\_\_\_  
**Business Phone** **Home Phone**

4801 S. UNIVERSITY DR, SUITE 260, DAVIE, FL 33328  
\_\_\_\_\_  
**Street Address**

SAME AS ABOVE  
\_\_\_\_\_  
**Mailing Address**

(If this proposal is successful, the information given in the *Signature, Printed Name* portion of this form will be used as grantee information in the preparation of any subsequent deed of conveyance).

**RFP-4541-17-RL**  
**Sale of City-Owned Property for**  
**Development as Affordable Housing**

ADDRESSED TO:  
CITY OF HOLLYWOOD  
OFFICE OF THE CITY CLERK  
2600 HOLLYWOOD BLVD., ROOM 221  
HOLLYWOOD, FLORIDA 33020

PRESENTED BY:  
T.A.J L.L.C dba TAJ REALTY  
4801 S. UNIVERSITY DR., STE. 260  
DAVIE, FL 33328

CONTACT: TENESHIA TAYLOR  
OFFICE: (954) 228-0963  
DIRECT: (954) 629-6883  
EMAIL: TTAYLOR@TAJREALTYONLINE.COM

DATE:  
February 16, 2017



## Table of Contents

I. Company Profile.....	3
II. Ability to Meet Minimum Qualifications .....	6
Minimum Qualifications Requirement: T.A. J L.LC d/b/a TAJ Realty .....	6
Minimum Qualifications Requirement: Bluestone Partners, LLC d/b/a ICON Contracting Services .....	6
III. Experience and Qualifications.....	7
Reference Forms .....	10
Real Estate Transaction Experience .....	14
Enforcement of Affordable Housing Deed Restrictions.....	15
Contractor Warranty Statement.....	16
Attachment A: Contractor Warranty .....	17
IV. Maintenance Plan .....	18
V. Project Timetable.....	19
VI. Financial Return to City.....	20
Table 1: Financial Return to the City.....	20
VII. Ownership/Rental Strategy.....	21
VIII. Disposition Model .....	23
Letters of Support .....	24

## I. Company Profile



T.A.J L.L.C d/b/a TAJ Realty is a real estate company that provides community outreach, sales and marketing management, real estate services and property management to corporations, developers, municipalities, Community Redevelopment Agencies (CRAs), community based organizations (CBOs) and non-profit organizations. Our Company and its staff have assisted over 500 families to locate housing in the tri-county of Broward, Miami-Dade and Palm Beach County since 2005. We have also assisted First-time

Homebuyers to secure over \$500,000 in down payment assistance from county, state and federal programs such as: HOME, SHIP, CDBG and local CRAs.

### COMPANY DATA:

- Real Estate company founded in 2005.
- Headquartered in Broward County in the Town of Davie, FL. Atrium Center: 4801 S. University Drive, Suite 260, Davie, FL 33328
- Service area includes the tri-county of Broward, Miami-Dade and Palm Beach County.
- NAICS Code: 531210, 531311, 531390, 541613, 531110
- Florida Department of Business and Professional Regulation Licensed Real Estate Company (License CQ1023148)
- Commercially insured and licensed.
- Broward County Certified Business Enterprise (CBE).
- Federal and State Certified DBE and Minority-Woman Owned Business Enterprise (M/WBE).

### COMPANY PRINCIPALS:

- Teneshia Taylor, Managing Member (Lic. BK694527)
- Juliet Mattadeen, Sr. Sales Associate, Member (Lic. SL3069290)

### COMPANY SERVICES:

- **Project Management.** Assist homebuyers with the purchase process. Provide update on market conditions and strategic advice regarding the marketing of the development. Create and maintain a database of interested contacts and prospective buyers generated from the marketing and advertising plan. Work with down payment assistance programs (DPA). Troubleshoot appraisal and property inspection issues. Coordinate buyer's attendance of a homebuyer education workshop with Housing Counseling Agencies. Assist buyers to secure mortgage financing, as well as assemble a consortium of banks and lending partners offering competitive and affordable mortgage loan products.
- **Marketing Management.** Execute marketing plan to promote the development and community to potential buyers.
  - Media Marketing: Email marketing, SMS Text and Social Media marketing.
  - Property showings and MLS Marketing.
  - Print marketing materials and signage on the property.
- **Outreach Marketing.** Includes presentations to First-time Homebuyers; Veteran housing organizations; Supportive service organizations; Community action groups; Local schools and churches, and the business community. Outreach marketing is a creative and effective way to promote community based projects.

- **Sales Management.** Prescreen buyer prospects. Coordinate property showing appointments, appraisals, property inspections, completion of income certification, closings and oversee transaction support activities.
- **Property Management.** Professional advice for property owners on tenant and occupancy disputes, vendor selection, maintenance and properties with security, administrative, and code compliance concerns.

**SIZE AND SCOPE OF PROJECTS:**

- **Infill Housing Program (HBCRA Phase 1).** TAJ Realty successfully sold 14 homes amounting to \$1,845,000 in total value, for the City of Hallandale Beach CRA Infill Housing Program. TAJ Realty helped 14 families purchase their “first home” in the City of Hallandale Beach with this Program.
- **Neighborhood Stabilization Program (NSP).** Provided sales and marketing management services to the City of Hallandale Beach CRA’s Carver Heights Townhome property, a Neighborhood Stabilization Program (NSP) funded project. Carver Heights Townhomes consisted of eight (8) attached units. TAJ Realty (TAJ) performed outreach marketing and provided transaction support to City of Hallandale Beach CRA (HBCRA). TAJ worked with homebuyers to obtain down payment assistance from Broward County to purchase homes in this development. In addition, our office worked with Housing Foundation of America, a HUD Certified Housing Counseling Agency, to offer homebuyer education and counseling to each prospective homebuyer. TAJ successfully presold and closed escrow on Carver Heights Townhomes in less than one year.
- **HOME Investment Partnership Affordable Rental Project.** TAYAN Alliances, Inc., a non-profit Community Housing Development Organization (CHDO), sought to create much needed affordable rental housing in Broward County. TAJ Realty executed a scattered site acquisition and rehabilitation strategy for TAYAN Alliances, Inc. which resulted in five (5) rental properties. TAYAN Alliances, Inc.’s portfolio of properties has increased to 25 homes and the organization is currently creating affordable homes for income qualified homebuyers.



Bluestone Partners, LLC d/b/a ICON Contracting Services provides commercial and residential general contracting and roofing services throughout South Florida.

**COMPANY DATA:**

- Organized as a Florida domestic LLC in 2007.
- Headquartered in Miami Dade County at 2000 NW 89<sup>th</sup> Place, Miami, FL 33172
- Service area includes Broward, Miami-Dade and Palm Beach Counties.
- NAICS Codes: 236118, 238160, 236220
- Florida General Contracting License: CGC 1514229
- Florida Roofing License: CCC 1327929
- GL Policy \$1.0M / \$2.0M
- Commercial Umbrella \$5.0M
- Woman Owned Business Enterprise (M/WBE)



## COMPANY PRINCIPALS

- Natalia V. Martens, LLC Manager and CFO
- Thomas D. Martens, LLC Manager and General Counsel
- David B. Taylor, Company Qualifier and Safety Supervisor

## COMPANY SERVICES

- Commercial & Residential General Contracting
- Commercial & Residential Roofing
- Commercial & Residential Exterior (windows, doors, stucco)
- Commercial & Residential Interior (drywall, plumbing, electrical, tile)
- Commercial & Residential Property Loss Estimating (Xactimate software)
- Commercial & Residential Roof Maintenance and Cleaning
- Commercial & Residential Pressure Washing & Waterproofing

## SAMPLE PROJECT SIZE AND SCOPE

- **Miami Veterans Administration Hospital Roof Replacement (completed for Megawattage Generator, Inc. dba Milicon - \$443,722).** Successfully completed a commercial roof replacement on a 12-story federal government hospital facility located in a commercial area. Operations included cranes, demolition, waste removal, commercial roof application, commercial flashings, lightning protection reset, and an NDL warranty.
- **Commercial Balcony Replacement (completed for Ni2 Construction Corp. - \$187,165).** Successfully completed commercial balcony replacement on a 5-story condominium property in Doral, FL. Operations included lifts, scaffolding, demolition, metal framing, decking, waterproofing, stucco & mesh, painting, and demobilization.
- **Residential Exterior Renovation (completed for Michele D'Angelo -\$45,146).** Successfully completed residential exterior renovation on a single-family home in Hollywood, FL. Operations included tile roof replacement, hurricane straps, insulation, HVAC replacement, impact window & door installation, stucco repairs and painting.

## II. Ability to Meet Minimum Qualifications

### Minimum Qualifications Requirement: T.A. J L.L.C d/b/a TAJ Realty

- **Years in Business:** T.A.J. L.L.C d/b/a TAJ Realty was incorporated in August 28, 2000 by State of Florida's Division of Corporations. On January 27, 2005 T.A.J L.L.C d/b/a TAJ Realty began operating as a Florida licensed real estate company. The Department of Business and Professional Regulation license issued to T.A.J. L.L.C d/b/a TAJ Realty is attached. The Company continues to operate as a real estate brokerage business and provides real estate services to the public.



### Minimum Qualifications Requirement: Bluestone Partners, LLC d/b/a ICON Contracting Services

- **Years in Business:** Bluestone Partners, LLC d/b/a ICON Contracting Services Organized as a Florida domestic LLC in 2007. The Department of Business and Professional Regulation licensed issued to Bluestone Partners, LLC d/b/a ICON Contracting Services is attached. The Company continues to operate as a real estate brokerage business and provide real estate services to the public.

Applicant Affirmation

T.A.J L.L.C dba TAJ Realty is providing this statement to confirm that the entity has not been debarred. Further, the entity Shall not have any record of litigation or any complaints filed against the applicant business entity with any regulatory Board/Agency within previous five (5) years.

X



---

Teneshia Taylor  
Managing Member

3:58:50 PM 2/3/2017

## Licensee Details

### Licensee Information

Name: **TAYLOR, DAVID BELLIN (Primary Name)**  
**ICON CONTRACTING SERVICES (DBA Name)**

Main Address: **85 FIESTA WAY**  
**FORT LAUDERDALE Florida 33301**

County: **BROWARD**

License Mailing:

LicenseLocation: **2000 NW 89TH PLACE**  
**MIAMI FL 33172**

County: **DADE**

### License Information

License Type: **Certified General Contractor**

Rank: **Cert General**

License Number: **CGC1514229**

Status: **Current,Active**

Licensure Date: **09/14/2007**

Expires: **08/31/2018**

**Special Qualifications**      **Qualification Effective**  
**Construction Business**      **09/14/2007**

### Alternate Names

[View Related License Information](#)

[View License Complaint](#)

[2601 Blair Stone Road, Tallahassee FL 32399](#) Email: [Customer Contact Center](#) : Customer Contact Center: 850.487.1395

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3:55:45 PM 2/3/2017

## Licensee Details

### Licensee Information

Name: **TAYLOR, DAVID BELLIN (Primary Name)**  
**ICON CONTRACTING SERVICES (DBA Name)**

Main Address: **85 FIESTA WAY**  
**FORT LAUDERDALE Florida 33301**

County: **BROWARD**

License Mailing:

LicenseLocation: **2000 NW 89TH PLACE**  
**MIAMI FL 33172**

County: **DADE**

### License Information

License Type: **Certified Roofing Contractor**

Rank: **Cert Roofing**

License Number: **CCC1327929**

Status: **Current,Active**

Licensure Date: **02/20/2007**

Expires: **08/31/2018**

**Special Qualifications**      **Qualification Effective**  
**Construction Business**      **02/20/2007**

### Alternate Names

[View Related License Information](#)

[View License Complaint](#)

[2601 Blair Stone Road, Tallahassee FL 32399](#) :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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### III. Experience and Qualifications

A description of the similar projects and engagements for T.A.J Realty and ICON Contracting Services is listed below.

#### **PROJECT EXPERIENCE: T.A.J L.L.C dba TAJ Realty**

Name of Project/Government entity:	HOME Investment Partnership/Broward County/CHDO
Project Size (# of units sold)	Five (5) Rental Units
Project Cost \$ sales	Total Project Budget = \$665,556
Time of completion month and year	June 2016
Comments	TAJ Realty provided real estate acquisition, marketing and property management services to one of Broward County's Certified Housing Development Organizations (CHDO).

Name of Project/Government entity:	Affordable Housing Services/Infill Housing - Phase 1/City of Hallandale Beach CRA
Project Size (# of units sold)	Five (5) Units
Project Cost \$ sales	\$715,000 Total Project Value
Time of completion month and year	November 2014
Comments	Phase 1 of HBCRA's Infill Housing consisted of a total of eight (8) single-family homes. TAJ Realty sold five (5) of the eight (8) homes to income qualified First-time homebuyers.

Name of Project/Government entity:	Rehousing Program/Infill Housing/ Broward County
Project Size (# of units sold)	One (1) Single-family unit
Project Cost \$ sales	\$140,000
Time of completion month and year	March 2014
Comments	Newly constructed single-family home owned by Broward County and funding by the Rehousing Program.

Name of Project/Government entity:	Carver Heights Townhomes/ City of Hallandale Beach CRA
Project Size (# of units sold)	8 units
Project Cost \$ sales	\$915,000
Time of completion month and year	September 2013
Comments	Carver Heights Townhomes development was part CRA's affordable housing initiative and funded by the Neighborhood Stabilization Program (NSP). The properties were rehabilitated and resold to income qualified First-time Homebuyers in under a year.

Name of Project/Government entity:	Realtor Services/City of Hallandale Beach CRA
Project Size (# of units sold)	One (1) single-family residential unit
Project Cost \$ sales	\$215,000
Time of completion month and year	July 2013
Comments	TAJ Realty responded to HBCRA's solicitation for Realtor Services to sell one (1) single-family property located at 813 NE 4 St, Hallandale Beach, FL 33009. The property was sold to an income qualified First-time Homebuyer. The home was marketed to Realtors ® through the Multiple Listing Service (MLS), per the solicitation requirements.

**PROJECT EXPERIENCE: ICON CONTRACTING SERVICES, INC.**

- **Miami Veterans Administration Hospital Roof Replacement (completed for Megawattage Generator, Inc. dba Milicon - \$443,722).** Successfully completed a commercial roof replacement on a 12-story federal government hospital facility located in a commercial area. Operations included cranes, demolition, waste removal, commercial roof application, commercial flashings, lightning protection reset, and an NDL warranty.
- **Commercial Balcony Replacement (completed for Ni2 Construction Corp. - \$187,165).** Successfully completed commercial balcony replacement on a 5-story condominium property in Doral, FL. Operations included lifts, scaffolding, demolition, metal framing, decking, waterproofing, stucco & mesh, painting, and demobilization.
- **Residential Exterior Renovation (completed for Michele D'Angelo -\$45,146).** Successfully completed residential exterior renovation on a single-family home in Hollywood, FL.

Operations included tile roof replacement, hurricane straps, insulation, HVAC replacement, impact window & door installation, stucco repairs and painting.

## Reference Forms



Issue Date: December 29, 2016

City of Hollywood, Florida  
Solicitation #RFP-4541-17-RL

**REFERENCE QUESTIONNAIRE**

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: TAJ Realty

Firm giving Reference: Mrs. Diana Scarpetta, MSM, Real Estate and Property Management Coordinator, City of Hallandale Beach CRA

Address 400 S. Federal Highway, Hallandale Beach, FL 33009

Phone: (954) 457 - 1303

Fax: \_\_\_\_\_

Email: dscarpetta@hallandalebeachfl.gov

- 1. Q: What was the dollar value of the contract?  
A: Affordable Housing/Infill Housing Project, \$ 715,00
- 2. Q: Have there been any change orders, and if so, how many?  
A: No
- 3. Q: Did they perform on a timely basis as required by the agreement?  
A: Yes
- 4. Q: Was the project manager easy to get in contact with?  
A: Yes
- 5. Q: Would you use them again?  
A: Yes
- 6. Q: Overall, what would you rate their performance? (Scale from 1-5)  
A:      5 Excellent    4 Good    3 Fair    2 Poor    1 Unacceptable
- 7. Q: Is there anything else we should know, that we have not asked?  
A:

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Diana M. Scarpetta Title Real Estate Coordinator

Signature:  Date: February 15, 2017

Issue Date: December 29, 2016

City of Hollywood, Florida  
Solicitation #RFP-4541-17-RL

**REFERENCE QUESTIONNAIRE**

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: TAJ Realty

Firm giving Reference: Mrs. Liza Torres (HBCRA Deputy Director until 2012 to 2013)

Address: 740 SW 119 Avenue Pembroke Pines, FL 33025

Phone: (954) 347-1758

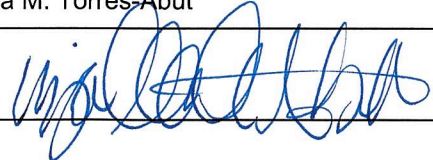
Fax: \_\_\_\_\_

Email: lizamtorres80@yahoo.com

1. **Q:** What was the dollar value of the contract?  
A: Completed 2013 - Carver Heights Townhomes, City of Hallandale Beach, CRA (\$915,000); Completed 2013 - CRA Resale, City of Hallandale Beach, CRA \$215,000)
2. **Q:** Have there been any change orders, and if so, how many?  
A: Not that I can recall.
3. **Q:** Did they perform on a timely basis as required by the agreement?  
A: Yes. Completed work on target deadline.
4. **Q:** Was the project manager easy to get in contact with?  
A: Project Manager was always available and accessible for any questions requested.
5. **Q:** Would you use them again?  
A: Yes. Very honest, reliable company to work with.
6. **Q:** Overall, what would you rate their performance? (Scale from 1-5)  
A:  5 Excellent  4 Good  3 Fair  2 Poor  1 Unacceptable
7. **Q:** Is there anything else we should know, that we have not asked?  
A:

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Liza M. Torres-Abut Title: Organizational Development Specialist

Signature:  Date: 2/15/2017

Issue Date: December 29, 2016

City of Hollywood, Florida  
Solicitation #RFP-4541-17-RL

**REFERENCE QUESTIONNAIRE**

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: TAJ Realty

Firm giving Reference: Mr. T. Jefferson Mcquilkin, Board Chair, TAYAN ALLIANCES, INC.

Address: 1410 SW 29th St, Unit 200, Pompano Beach, FL 33069

Phone: (954) 483-6173


Fax: \_\_\_\_\_

Email: t.jefferson.mcquilkin@gmail.com

1. **Q:** What was the dollar value of the contract?  
**A:** Acquisition and rehab of single family homes in Broward County funded by the HOME Program. Total value total value of the project is \$665,556.
2. **Q:** Have there been any change orders, and if so, how many?  
**A:** None
3. **Q:** Did they perform on a timely basis as required by the agreement?  
**A:** Yes
4. **Q:** Was the project manager easy to get in contact with?  
**A:** Always available when called upon.
5. **Q:** Would you use them again?  
**A:** Yes, we are very happy with TAJ Realty's performance.
6. **Q:** Overall, what would you rate their performance? (Scale from 1-5)  
**A:**  5 Excellent  4 Good  3 Fair  2 Poor  1 Unacceptable
7. **Q:** Is there anything else we should know, that we have not asked?  
**A:** N/A

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: T. Jefferson McQuilkin Title: Board Chair

Signature:  Date: 02/14/2017

Issue Date: December 29, 2016

City of Hollywood, Florida  
Solicitation #RFP-4541-17-RL

**REFERENCE QUESTIONNAIRE**

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: ICON Contracting Services

Firm giving Reference: Ni2 Construction Corp.

Address: 2130 SW 13<sup>th</sup> Ave, Miami, FL 33145

Phone: (786) 299-9408


Fax: \_\_\_\_\_

Email: canieto@ni2construction.com

- 1. Q: What was the dollar value of the contract?  
A: \$187,165.00
- 2. Q: Have there been any change orders, and if so, how many?  
A: Yes, two (2)
- 3. Q: Did they perform on a timely basis as required by the agreement?  
A: Yes
- 4. Q: Was the project manager easy to get in contact with?  
A: Yes, very responsive
- 5. Q: Would you use them again?  
A: Yes
- 6. Q: Overall, what would you rate their performance? (Scale from 1-5)  
A:  5 Excellent  4 Good  3 Fair  2 Poor  1 Unacceptable
- 7. Q: Is there anything else we should know, that we have not asked?  
A: No

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Cesar A. Nieto Title: President

Signature:  Date: 2/14/17



**PHOTOS OF REHABILITATED PROPERTIES FROM PAST PROJECTS:**

Affordable Single-family rental in Davie, FL; 2 bedrooms/1 bathrooms Single Family Residence

Before Rehab

Living Area



Bedroom



Kitchen



After Rehab

Living Room



Kitchen



Bedroom



Carver Heights Townhome Development: Hallandale Beach, FL; Eight (8) unit, 3 bedrooms/ 2 bathrooms, Single Family Attached Property.



ICON Contracting Services has provided its schedule of projects to demonstrate its ability to manage and complete projects of similar and larger scope simultaneously.



**ICON CONTRACTING SERVICES  
2016 PROJECT WORK SCHEDULE**

PROJECT: City of Hollywood Residential Rehabilitation Project  
 CONTRACT NO.: RFP-4541-17-RL  
 SUBMITTAL: 2016 Company Project Schedule  
 CONTRACTOR: ICON Contracting Services

A	B	C	D	E	F	G
ITEM NO.	CLIENT	PROJECT TYPE	ITEM COMMENCE	ITEM COMPLETE	TOATAL LOE DAYS	TOTAL CALANDER DAYS
1	10 Aragon Condominium	Comercial Roof Maintenance	5-Apr-16	6-Apr-16	1	1
12	Wong Residence	Residential Roof Replacement & Waterproofing	8-Feb-16	22-Feb-16	10	14
4	D'Angelo Residence	Residential Roof, Windows, Doors, Paint, etc.	21-Mar-16	22-Apr-16	15	30
2	Millicon	VA Hospital, Commerical Roof Replacement	11-Jan-16	25-Nov-16	200	330
3	D&T General Contracting	40-year Certification, Commercial Roof Replacement	15-Dec-15	25-Mar-16	60	105
5	Evans Residence	Residential Roof, Insulation, Carpentry, Paint, etc.	15-Aug-16	16-Sep-16	15	30
6	Ni2 Construction Corp.	Commercial Demolition, Exterior Balcony Reconstructio	4-Jan-16	7-Nov-16	150	300
7	Muniz Residence	Residential Roof	18-Oct-16	15-Nov-16	12	30
8	Manglar, LLC	Commercial Roof Repairs and Maintenance	VARIOUS	VARIOUS	15	15
9	10 Aragon Condominium	Comercial Roof Maintenance	1-Sep-16	2-Sep-16	1	1
11	Millicon	VA Hospital, Commercial Exterior Repair Work Orders	VARIOUS	VARIOUS	25	25

### Real Estate Transaction Experience

TAJ Realty's ability to successfully convey real estate to an end purchaser is best documented by the portfolio of municipal owned properties sold to income qualified First-time Homebuyers (FTHBs), and the volume of real estate transactions handled by our sales office annually.

- **Customer engagement** is high at TAJ Realty (TAJ). Our office assists over 100 families annually to locate and secure housing, amounting to over \$10 million in transactions per year. TAJ has a highly referable reputation. Over thirty percent (30%) of our new customers were referred by a past customer of TAJ Realty.
- **Carver Heights Townhomes** is an eight (8) unit multifamily property that was owned by the City of Hallandale Beach CRA (HBCRA) and funded by the NSP. TAJ Realty was hired by HBCRA to provide sales management, outreach marketing and transaction support. Additionally, TAJ assisted prospective First-time Homebuyers with Down Payment Assistance (DPA) applications, securing a mortgage, and providing access to homebuyer education and counseling. TAJ Realty successfully presold each unit at Carver Heights Townhomes and closed out the sale of the development in less than one year.
- **City of Hallandale Beach CRA Infill Housing Program (Phase 1)** consisted eight (8) newly constructed single-family homes located on scattered sites located throughout the City's CRA. What made this project unique was its focus on First-time Homebuyers, who were existing residents of the City of Hallandale Beach, seeking an opportunity to buy an affordable home. TAJ Realty sold five (5) of the eight (8) homes, and three (3) of those sales were to First-time Homebuyers who were residents of the City of Hallandale Beach. TAJ Realty collaborated with the local HUD Certified Housing Counseling Agencies (HCAs) and community based organizations over the course of this project. This collaboration ensured "buyer readiness" by education them for the role of homeowner and preparing them for their closing date. TAJ Realty facilitated communication between the HCAs, mortgage lenders, insurance companies and, managed contractual requirements for both the buyer and seller. Our office provided administrative support for each transaction until the closeout of the project.

Financing is a cornerstone of the real estate industry. For affordable and workforce housing developments, access to mortgage financing is a critical component that increases the likelihood of closing successfully on a real estate transaction. Understanding this dynamic, our sales office works closely with buyers and their loan officers before planning a property search, or writing a contract. This practice ensures that the prospective buyer is “ready, willing and able” to purchase a home, and is knowledgeable of the terms under which they will be financing the property. The ability to identify, assess and recommend mortgage professionals and products has contributed greatly to our company’s success in the sale and purchase of real estate over the past 10 years.

- **Federal Housing Administration (FHA)** is the most accessible and affordable mortgage product available to First-time Homebuyers (FTHBs) in the market currently. TAJ Realty’s experience with assembling a consortium of banks and lending partners, while facilitating the mortgage application process, greatly contributed to the quick pre-sale and closeout of the Carver Heights Townhome development, as well as the Infill Housing development. A total of 14 homes were sold to FTHBs as part of the City’s CRA’s affordable housing initiatives. Thirteen (13) of those sales were financed with a FHA mortgage obtained through TAJ’s consortium of banks and lending partners (See attached letters of support). The remaining two homes were financed with conventional mortgages that were affordable loan products created by the participating banks for First-time Homebuyers and owner occupants.

#### Enforcement of Affordable Housing Deed Restrictions

- Our past projects required our sales office to enforce income requirements as part of the down payment assistance and deed restrictions attached to the property. Through our relationship with Housing Foundation of America, Inc., a HUD Certified Housing Counseling Agency (HCA), our office could enforce the affordability requirements of the project early in the purchase process by certifying the buyers’ income. For this project, the income certification process would be performed by the HUD Certified Housing Counseling Agency. The buyer’s income and financial statements would be verified using the guidelines below.

1. Determine applicant(s) individual and household income, in accordance with HUD income guidelines, to ensure that household meets the project's affordability threshold ( $\leq 120\%$  AMI)
  2. Calculation of current and anticipated income for the applicant and/or household. For example, if the applicant is expecting an increase in wages within the year their income eligibility may be impacted.
  3. Collect source documents that (i.e. paystubs or tax returns) that verify the amount and timing of income to the applicant or household.
  4. Assess all the facts underlying the asset and income information (i.e. wage rate and saving pattern)
- TAJ Realty has worked closely with Housing Foundation of America, Inc (HFA) to promote the Carver Heights and Infill Housing developments and provide homebuyer education to First-time Homebuyers. The affordable housing deed restriction will be communicated to each prospective buyer and documented by an addendum to each purchase and sale agreement, and signed by both parties. The deed restriction is further enforced in writing on the day of closing.

#### **Contractor Warranty Statement**

All seven (7) of the properties listed in the RFP will be sold with a one (1) year warranty upon completion and issuance of Certificate of Completion/Certificate of Occupancy. The buyer will receive a written warranty statement from ICON Contractor Services, Inc. A sample of the warranty statement is included in the proposal as "Attachment A".

Attachment A: Contractor Warranty



# ICON CONTRACTING SERVICES

## ONE-YEAR STANDARD WRITTEN WARRANTY

Owner Name: \_\_\_\_\_ Date of Substantial Completion: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Salesman: \_\_\_\_\_

ICON Contracting Services (ICON), warrants to the owner of the property listed above (Owner), that subject to the terms, conditions, and limitations stated herein, ICON will repair defects originating from Owner's installed repairs for a period of one (1) year commencing with the date of substantial completion above.

### TERMS, CONDITIONS, LIMITATIONS:

1. Owner shall notify ICON on the first business day immediately following the discovery of a covered defect and confirm in writing within one week and provide a copy of the contract and this warranty.
2. If on ICON's inspection, ICON determines that the defect is due to incorrect installation labor provided by ICON, except as provided in the following paragraph three (3) below, Owners remedies and ICON's liability shall be limited to ICON's repair of the installation defect.
3. This warranty does not apply and may be null and void if any of the following occur:
  - a) The roof is damaged by a natural disaster including, but not limited to, earthquake, lightning, hail, windstorm in excess of sixty (60) mph, hurricane, tornado, or;
  - b) The roof is damaged by animals or by any act of negligence, accident, or misuse including, but not limited to, vandalism, falling objects, civil disobedience, or act of war, or;
  - c) A deficient preexisting condition or equipment is causing water entry or malfunction, or;
  - d) There are alterations or repairs made on or to the completed property, or objects such as but not limited to fixtures, equipment, or structures are placed on or attached to the completed property, or;
  - e) Owner fails to use reasonable care in maintaining the property, or;
  - f) Loss of integrity of the building envelop and, or structure including, but not limited to partial or complete loss of roof decking, wall siding, windows, doors or other envelop components or from roof damage by wind-blown objects, or;
  - g) Owner fails to comply with every term and condition stated herein.
4. During the period of this warranty, ICON, its agents and employees, shall be provided free access to the property during regular business hours.
5. ICON shall have no obligation under this warranty until all invoices for materials, installation, and services have been paid in full. Warranty service calls made for non-warranty issues will be billed at ICON's usual rates.
6. ICON's failure at any time to enforce any of the terms and conditions stated herein shall not be construed to be a waiver of such provision.
7. This warranty is extended solely and exclusively to the original buyer of the property upon completion of the project by ICON. It does not extend nor is it otherwise assignable or transferrable to any other party unless approved in advance and in writing by ICON and the costs to process the transfer and to inspect and repair any deficiencies, if necessary, are paid for by the original owner.
8. This Warranty, and any claims, disputes or suits between the parties hereto shall be governed by, and construed and enforced in accordance with the laws of the State of Florida.
9. **THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES THAT EXTEND BEYOND THE FACE HEREOF. THE REMEDIES STATED HEREIN ARE THE EXCLUSIVE REMEMDIES AND ICON SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY INDIRECT, CONSEQUENTIAL OR INCIDENTAL DAMAGES INCLUDING THE PRESENCE OF MOLDS, FUNGI, BACTERIA, SPORES, MYCOTOXINS, OR THE LIKE OR FURTHER LOSS OF ANY KIND WHATSOEVER, INCLUDING BUT NOT LIMITED TO, DAMAGE TO THE BUILDING ON WHICH THE ROOF IS SITUATED, DAMAGE TO THE CONTENTS THEREOF, LOSS OF USE OF THE BUILDING OR ANY COMPONENT PART THEREOF, OR DAMAGE TO ANY OTHER PROPERTY OR PERSONS.**

NO REPRESENTATIVE OF ICON CONTRACTING SERVICES HAS AUTHORITY TO MAKE ANY REPRESENTATIONS OR PROMISES EXCEPT AS STATED HEREIN.

Issued by (printed): \_\_\_\_\_ Warranty Effective Date: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## IV. Maintenance Plan

- **First-time Homebuyer Education** is key to our proposed strategy and its marketing plan. The properties will be promoted and co-marketed with HUD Certified Housing Counseling Agencies to their network of homebuyers. Co-marketing the properties to income qualified buyers has proven to be a successful strategy for our past projects.
- Our customer relationship management system further supports our ability to easily identify prospective homebuyers who are qualified to purchase a home and have received their homebuyer education certificate.
- In addition, TAJ Realty will ensure buyer readiness by coordinating with the local HUD Certified Housing Counseling Agencies to conduct the homebuyer education workshop for prospective buyers of this project in the City of Hollywood (See attached letters of support).

## V. Project Timetable

The proposed timeline is presented below. The rehabilitation will commence within 60 days after closing and the timetable for conveying properties to the end user is 12 months.

PROJECT ACTIVITIES & TIMELINE			
< = 30 days	< = 180 days	Ongoing Activities Months 6 - 12	
Project Planning	Reconstruction	Marketing Activities	Transaction Support, Closing and Post-Closing
<ol style="list-style-type: none"> <li>1. Initial project team meeting with the City of Hollywood.</li> <li>2. Close on the purchase transaction.</li> <li>3. Establish schedule for reconstruction.</li> <li>4. Update marketing timeline based on the reconstruction schedule.</li> </ol>	<ol style="list-style-type: none"> <li>1. Obtain necessary permits.</li> <li>2. Secure each property.</li> </ol>	<ol style="list-style-type: none"> <li>1. Execute marketing plan.</li> <li>2. Homebuyer presentations.</li> <li>3. Database and co-marketing with housing counseling agencies.</li> <li>4. Email, print marketing, etc.</li> <li>5. Property showings by sales agents.</li> </ol>	<ol style="list-style-type: none"> <li>1. Determination of buyer income eligibility against HUD AMI chart.</li> <li>2. Confirmation of buyer's attendance of homebuyer education workshop.</li> <li>3. Assist buyers with obtaining mortgage preapproval, if not already preapproved.</li> <li>4. Prepare and review purchase agreements with buyers.</li> <li>5. Coordination of appraisal, property inspections and buyer closings.</li> <li>6. Project close-out and final report.</li> </ol>

## VI. Financial Return to City

Our proposal to acquire and rehabilitate seven (7) properties owned by the City of Hollywood includes an estimated investment in property improvements amounting to \$785,240. Taken together with acquisition cost of \$325,000, we are proposing an estimated investment in the City of Hollywood amounting to \$1,110, 240. Our proposal is financially sound, since it does not include multiple banks or lenders, and allows our project team to complete the reconstruction in timely manner and not delay the resale of the properties.

Table 1: Financial Return to the City

Property	Folio Number	Property Address	Property Improvements	Total Project Investment
1	514110090620	7508 Grant Ct	\$ 118,885.00	\$ 183,685.00
2	514111233030	901 NW 70 Terr	\$ 78,150.00	\$ 116,900.00
3	514114082690	550 N 66th Terr	\$ 98,800.00	\$ 166,300.00
4	514209060130	2534 McKinley St.	\$ 163,115.00	\$ 199,115.00
5	514209054240	2323 Cleveland St.	\$ 64,090.00	\$ 121,590.00
6	514209050260	2131 Cleveland St.	\$ 140,505.00	\$ 164,705.00
7	514203105020	1936 Garfield St.	\$ 121,695.00	\$ 157,945.00
<b>Total</b>			<b>\$ 785,240.00</b>	<b>\$ 1,110,240.00</b>

In addition, our proposed reconstruction plan will address the following for each property:

- Correction of code violations and safety hazards at each property.
- Security and maintenance of the currently unoccupied properties.
- Renovation conducted accordance with building code and professional workmanship.
- The use of green building practices and energy efficient materials.
- Renovations that are comparable to similar properties expected of a prospective actively searching for a primary residence.

## VII. Ownership/Rental Strategy

We have decided to pursue a strategy of homeownership for each of the seven (7) units listed in the RFP. The reason for selecting a homeownership strategy was based on the strategy's contribution to building the economic stability of families in the community

South Florida is experiencing a severe shortage in both affordable and workforce housing. This shortage is being felt by both prospective homebuyers and tenants. The state of housing in South Florida is evidenced by increasing housing cost burden for tenants and the rise in the number of investor owners. Homeownership is still the most favored path to long-term financial stability and wealth creation and we believe this is the right strategy for the community given the state of housing.

TAJ Realty's proposal is a practical plan to rehabilitate, market and sell the seven (7) properties listed in this RFP to income qualified First-time Homebuyers. The plan and its objectives are outlined below.

### **Marketing Objectives:**

- Pre-sale the portfolio of properties to income qualified buyers prior to completion of reconstruction.
- Engage First-time Homebuyers who are "ready, willing and able" to purchase a home in the City of Hollywood and the surrounding neighborhoods.

### **Project Activities:**

- **Marketing Management.** Execute property specific marketing plan to promote the home and/or community to prospective buyers.
  - Community Outreach, Co-marketing with Housing Counseling Agencies; Email and Social Media marketing.
  - Property showings and MLS marketing.
  - Printed materials and signage on the property.
- **Outreach Marketing.** Presentations to First-time Homebuyers at homebuyer education workshops and events; Veteran housing organizations; Supportive service organizations; Community action groups; Local schools and churches, and the business.
- **First-time Home Buyer Education.** Facilitate buyer readiness by coordinating with local HUD approved non-profit organizations to offer the eight (8) hour homebuyer education class to prospective buyers.
- **Sales Management.** Prescreen buyer prospects. Coordinate property showings, appraisals, property inspection, assist Realtors® and buyers with required documents, and oversee transaction support activities.

- **Transaction Support.** Our office is a full service real estate company. We would provide transaction support that begins with oversight of each purchase and sale agreement from the date of execution to the close of escrow. These activities are outlined below:
  1. Pre-Sale & Marketing:
    - Prepare package with property information and renderings for prospective buyers during the pre-sale reconstruction period.
    - List the properties on the Multiple Listing Service (MLS) to engage the Realtor® community (See MLS support section).
  2. Offers to Purchase Property:
    - Prepare and review offers to purchase.
    - Verification that prospective buyers meet the affordability requirements and are income eligible.
    - Review offer terms and financing details with each buyer.
  3. Post-Closing Activities:
    - Obtain a copy of the executed closing statement signed by both parties.
    - Buyer follow-up conducted within 14 days of the closing date.
    - Verify that Homestead tax exemption has been filed for each property.
  
- **Multiple Offer/MLS Support.** Receipt of multiple offers can be expected due to the shortage of housing stock and when engaging Realtors ® through MLS. In order to maintain transparency and fairness in the selection process, multiple offers would be handled as follows:
  - a) Similar to banks, corporate and institutional property owners, the time frame or a “first-look period” will be allotted for prospective First-time homebuyers to view and make an offer on the property. For example, the “first-look period” can range from 14 days to 45 days.
  - b) Instructions regarding the “first-look period” and “how to submit an offer” to purchase the property will be provided to agents in writing via MLS. Printed versions of the instructions will be available onsite at the property for buyers and the licensed agent. These instructions are a best practice in the industry and support the goal of organized offer submission.

## VIII. Disposition Model

Each of the rehabilitated properties will be restricted during the applicable affordability period to households whose income does not exceed 120% of Area Median Income (AMI) and who intend to purchase and occupy the home as their primary homestead. The Department of Housing and Urban Development (HUD) publishes the Area Median Income (AMI) for each state and County annually. As provided by HUD, the 2016 AMI for Broward County is listed in Table 1. The income limits for 2017 were not yet published by HUD as of the date of this proposal.

**Table 2: HUD 2016 AMI for Broward County**

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household									
		1	2	3	4	5	6	7	8	9	10
Broward County (Fort Lauderdale HMFA; Miami-Fort Lauderdale- Pompano Beach MSA)	25%	12,700	14,500	16,325	18,125	19,575	21,025	22,475	23,925	25,375	26,825
	28%	14,224	16,240	18,284	20,300	21,924	23,548	25,172	26,796	28,420	30,044
	30%	15,240	17,400	19,590	21,750	23,490	25,230	26,970	28,710	30,450	32,190
	33%	16,764	19,140	21,549	23,925	25,839	27,753	29,667	31,581	33,495	35,409
	35%	17,780	20,300	22,855	25,375	27,405	29,435	31,465	33,495	35,525	37,555
	40%	20,320	23,200	26,120	29,000	31,320	33,640	35,960	38,280	40,600	42,920
	45%	22,860	26,100	29,385	32,625	35,235	37,845	40,455	43,065	45,675	48,285
	50%	25,400	29,000	32,650	36,250	39,150	42,050	44,950	47,850	50,750	53,650
	60%	30,480	34,800	39,180	43,500	46,980	50,460	53,940	57,420	60,900	64,380
	Median: 60,900	80%	40,640	46,400	52,240	58,000	62,640	67,280	71,920	76,560	81,200
	120%	60,960	69,600	78,360	87,000	93,960	100,920	107,880	114,840	121,800	128,760
	140%	71,120	81,200	91,420	101,500	109,620	117,740	125,860	133,980	142,100	150,220

As published by the Department of Housing and Urban Development (HUD), the FHA mortgage limits for a single-family property in the MSA of Broward is \$345,000, and the median sale price is \$285,000.

**Table 3: FHA Mortgage Limits for Broward County**

Mortgage maximums as of Tuesday November 29, 2016  
(1 records were selected, 1 records displayed.)

MSA Name	MSA Code	Division	County Name	County Code	State	One-Family	Two-Family	Three-Family	Four-Family	Median Sale Price	Last Revised	Limit Year
MIAMI-FORT LAUDERDALE-WEST PALM BEACH,	33100	22744	BROWARD	011	FL	\$345,000	\$441,650	\$533,850	\$663,450	\$285,000	11/29/2016	CY2017



Letters of Support



**MORTGAGES**  
— **DONE RIGHT.** —

February 15, 2017

To: City of Hollywood  
Office of the City Clerk  
2600 Hollywood Blvd, RM 221  
Hollywood, FL 33020

Re: Letter of Support for TAJ Realty Proposal to Sell City Owned Property

Dear Selection Committee,

I am happy to submit this letter of support of TAJ Realty's proposal to develop property, owned by the City of Hollywood, to create affordable housing for First-time Homebuyers. I have been a Licensed Mortgage Loan Originator for 30 years and I have worked with Ms. Teneshia Taylor for almost 10 years. TAJ Realty is committed to the First-time Homebuyer community and increasing the number of safe, decent and affordable homes in South Florida. We worked with TAJ Realty to finance their buyers for the Carver Heights Townhome development and the Infill Housing Program, and were successful in closing on those transactions.

We also worked closed with TAJ Realty to finance those buyers receiving down payment assistance from the City of Hallandale Beach and Broward County. We welcome the opportunity that this proposal presents for First-time Homebuyers in the community.

Please feel free to contact me if you need further assistance. We look forward to working with you.

Sincerely,

Gregory A. Hayden  
Branch Manager / President  
NMLS: 332209





2/15/2017

To: City of Hollywood  
Office of the City Clerk  
2600 Hollywood Blvd, RM 221  
Hollywood, FL 33020

Re: Letter of Support for TAJ Realty Proposal to Sell City Owned Property

Dear Selection Committee,

Housing Foundation of America, Inc. is a Department of Housing and Urban Development (HUD) Certified Housing Counseling Agency. Our organization has supported homeownership and affordable housing through our homebuyer education, counseling and financial literacy programs across South Florida for almost three decades. Housing Foundation of America, Inc. is happy to submit this letter in support of TAJ Realty's proposal to develop affordable housing for the City of Hollywood. TAJ Realty works with many of our First-time Homebuyers seeking to purchase home, obtain down payment assistance and navigate the homebuying process. We also worked with TAJ Realty to co-market the Carver Heights Townhome development and the Infill Housing to our First-time Homebuyer clients. We also collaborated to provide homebuyer education and income certification for TAJ Realty's resale and rental projects. Ms. Taylor and TAJ Realty are committed to community development and the creation of homeownership opportunities in South Florida. Please feel free to contact me if you need further assistance. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads 'Chester A. Bishop'. The signature is written in a cursive style.

Chester A. Bishop

**Housing Foundation of America, Inc.**  
*A HUD Certified Counseling Agency*

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2400 N. University Drive, Suite 200 • Pembroke Pines, Florida 33024 • Office: 954.923.5001 • Fax:  
954.924.1225  
[www.approvedbyhud.org](http://www.approvedbyhud.org)