



Florida's Warmest Welcome

**CITY OF POMPANO BEACH  
REQUEST FOR PROPOSALS  
H-07-14**

**BROKERAGE SERVICES FOR VOLUNTARY CLEANUP  
TAX CREDITS**

**RFP OPENING: NOVEMBER 22, 2013, 2:00 P.M.  
PURCHASING OFFICE  
1190 N.E. 3RD AVENUE, BUILDING C (Front)  
POMPANO BEACH, FLORIDA 33060**

CITY OF POMPANO BEACH, FLORIDA  
REQUEST FOR PROPOSALS  
H-07-14  
BROKERAGE SERVICES FOR VOLUNTARY CLEANUP TAX CREDITS

The City is seeking proposals from qualified firms to provide brokerage services to the City for the sale of Voluntary Cleanup Tax Credits (VCTC.)

The City will receive sealed proposals until 2:00 p.m. (local), November 22, 2013, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. E-mailed or faxed proposals will not be acceptable.

**1. Introduction**

The City of Pompano Beach (City) has received tax credits with a combined value of \$527,189.13 for Brownfield site remediation from the Florida Department of Environmental Protection Voluntary Cleanup Tax Credit (VCTC) program. As local governments do not have Florida corporate income tax liability, the City would like to contract with a broker who would sell these tax credits to the highest bidder. The City received the tax credits in July 2013. The City may also be eligible to receive additional VCTCs in the near term.

**2. Term**

It is intended that this solicitation will result in a twenty-four (24) month Agreement, which may, by mutual assent of the parties, be extended for two (2) additional twelve (12) month periods.

**3. Scope of Services**

The City is soliciting broker services to successfully market the City's tax credits received under the VCTC Program to maximize the City's optimum return on investment. The Broker shall provide market data and other data related to similar transactions along with its proposal to assist the City in its evaluation of offers. The tax credit transfer must be conducted in accordance with Florida Statutes Section 220.1845(1)(g).

Broker services will include, but are not limited to, direct purchasing of tax credits or securing client(s) to purchase the tax credits, drafting all legal documents including the Purchase Agreement between the City and the Purchaser, preparing the Referral Agreement, filing the required transfer documents and forms with the State of Florida, and managing the transfer of funds from the Purchaser to the City. Proposers must be knowledgeable of the Florida Department of Environmental Protection (FDEP) VCTC Program, and applicable federal, state and local laws.

Respondents to this solicitation must submit a proposal to serve as a Broker for the tax credits.

**4. Minimum Mandatory Qualifications**

- a. Proposers shall provide documentation showing that they have a minimum of three (3) years experience successfully brokering Florida Voluntary Cleanup Tax Credit sales.
- b. Proposers shall provide documentation showing that they have successfully brokered a minimum of five (5) similar VCTC transactions to the scope of services (brokered/direct purchase). Such information shall incorporate the name of the client, contact name, contact phone, contact email, value of credits brokered, brokerage fee and net yield to the client. See Reference Sheet incorporated herein.

**5. Small Business Enterprise Program**

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website [www.pompanobeachfl.gov](http://www.pompanobeachfl.gov). Please indicate in your response if your firm is a certified Small Business Enterprise.

**Please note that, while no voluntary goals have been established for this solicitation, the City encourages small business participation in *all* of its procurements.**

**6. Local Business Program**

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the bid specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: [http://pompanobeachfl.gov/pages/department\\_directory/development\\_services/business\\_tax\\_receipt\\_division/pdfs/FAQ\\_sheet\\_BTR.pdf](http://pompanobeachfl.gov/pages/department_directory/development_services/business_tax_receipt_division/pdfs/FAQ_sheet_BTR.pdf)

**Please note that, while no voluntary goals have been established for this solicitation, the City encourages Local Business participation in *all* of its procurements.**

**7. Insurance**

The insurance described herein reflects the insurance requirements deemed necessary for this contract by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

- a. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
- b. Liability Insurance
  - 1) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
  - 2) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

**LIMITS OF LIABILITY**

Type of Insurance	each occurrence	aggregate
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**GENERAL LIABILITY: *MINIMUM \$1,000,000 per OCCURRENCE and AGGREGATE***

\* Policy to be written on a claims incurred basis

XX	comprehensive form		
XX	premises - operations	bodily injury	
—	explosion & collapse hazard	property damage	
—	underground hazard		
—	products/completed operations hazard		
XX	contractual insurance	bodily injury and property damage	
XX	broad form property damage	combined	
XX	independent contractors		
XX	personal injury	personal injury	

**AUTOMOBILE LIABILITY: *MINIMUM \$1,000,000 per OCCURRENCE and AGGREGATE***

		bodily injury (each person)	
		bodily injury (each accident)	
XX	comprehensive form		
XX	owned	property damage	
XX	hired	bodily injury and property damage	
XX	non-owned	combined	

**REAL & PERSONAL PROPERTY**

—	comprehensive form	Consultant must show proof they have this coverage.	
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**EXCESS LIABILITY**

—	umbrella form	bodily injury and property damage		
XX	other than umbrella	combined	\$2,000,000.	\$2,000,000.

XX	<b>PROFESSIONAL LIABILITY</b>		\$1,000,000.	\$1,000,000.
	* Policy to be written on a claims made basis			

The certification or proof of insurance must contain a provision for notification to the City thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

**8. Selection/Evaluation Process**

A Selection/Evaluation Committee will be appointed to select the most qualified firm(s). The Selection/Evaluation Committee will present their findings to the City Commission.

Proposals will be evaluated using the following criteria.

	<u>Criteria</u>	<u>Point Range</u>
1.	Expertise and Experience  The firm's relevant experience in brokering similar transactions and the resources and qualifications of the broker(s) and individuals to be assigned to this account.	0-35
2.	Approach and Plan to Market the VCTCs  Detailed plan for identifying potential purchasers of the City VCTCs, inclusive of technique for evaluating multiple offers and City's involvement and anticipated timeline for such.	0-30
3.	References	0-5
4.	Brokerage Fee/Anticipated Net Yield to City	0-30
	<b>Total</b>	<b>0-100</b>

The Committee has the option to use the above criteria for the initial ranking to short-list Proposers and to use an ordinal ranking system to score short-listed Proposers following presentations (if deemed necessary) with a score of "1" assigned to the short-listed Proposer deemed most qualified by the Committee.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RFP, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

**9. Required Proposal Submittal**

**Submission/Format Requirements**

Submit one (1) original unbound and five (5) bound copies of the proposal. All copies will be on 8 1/2" x 11" plain white paper, typed, and signed by an authorized representative who is able to contractually bind the Proposer. Failure to adhere to the submittal quantity criteria may result in the Proposal being considered non-responsive.

**Information to be included in the proposal:** In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below, with tabs or dividers between the sections:

**Title page:**

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of contact person and the date.

**Table of Contents:**

Include a clear identification of the material by section and by page.

**Letter of Transmittal:**

Briefly state the Proposer's understanding of the project and express a positive commitment to provide the services described herein. State the name(s) of the person(s) who will be authorized to make representations for the Proposer, their title(s), office and E-mail addresses and telephone numbers. Please limit this section to two pages.

**Proposer's Experience:**

Pertinent information about the Contractor and the Contractor's experience with the sale of a minimum of five (5) Voluntary Cleanup Tax Credits or similar tax credits.

**Staff Experience:**

Name of staff member(s) who will be responsible for marketing the City's tax credits and the credentials and experience of each listed individual.

**References:**

Provide at least five references for comparable services to those requested in this RFP. Submit the completed Reference Sheet with the Proposal.

**Litigation:**

Disclose any litigation within the past five (5) years arising out your firm’s performance.

**Timetable:**

Proposers shall provide a complete timetable outlining the estimated length of time required to market and sell the tax credits. At minimum, the City expects the transaction(s) to be completed within 90 days.

**Request for Proposal Price Form:**

Proposers must complete and submit the RFP Price Form. The intent of the RFP Price Form is to provide a format by which to evaluate the cost of services offered to the City. For the initial amount (\$527,189.13) the % VCTC purchase value (as applicable) and % Broker Fee bid cannot change; what is proposed is what proposers would be committed to if selected. For any additional brokered sales during the contract term, the Broker Fee cannot be increased, but the % VCTC purchase value will be based on the highest % the firm is able to garner for the sale at the time it is executed.

**Favorable Terms:**

A copy of the Proposer’s Broker Services Agreement and/or Purchase Agreement, as appropriate based on proposal(s) submitted. The Agreement is requested for review by the City. It is the intent of the City to negotiate favorable terms and conditions for the broker services or purchase resulting from this solicitation.

**City Forms:**

The RFP Proposal Signature Page must be completed, signed and returned. Proposer should return all RFP pages, initialed where indicated.

**10. Hold Harmless and Indemnification**

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

**11. Retention of Records and Right to Access**

The selected firm shall maintain during the term of the contract all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The form of all records and reports shall be subject to the approval of the City’s Internal Auditor. Recommendation for changes, additions, or deletions by the City’s Internal Auditor must be complied with by the selected firm. The City’s Internal Auditor must be permitted during normal business hours to audit and examine the books of account, reports, and records relating to this contract. The selected firm shall maintain and make available such records and files for the duration of the contract and retain them until the expiration of three years after final payment under the contract.

**12. Communications**

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications, which are in writing from the City, may be considered as a duly authorized expression on behalf of the City. In addition, only communications from firms that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of firms.

**13. No Discrimination**

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City.

**14. Independent Contractor**

The selected firm will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the firm shall be by employees of the firm and subject to supervision by the firm, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this agreement shall be those of the firm.

**15. Staff Assignment**

The City of Pompano Beach reserves the right to approve or reject, for any reasons, Proposer's staff assigned to this project at any time. Background checks may be required.

**16. Contract Terms**

The contract resulting from this RFP shall include, but not be limited to the following terms:

The contract shall include as a minimum, the entirety of this RFP document, together with the successful Proposer's proposal. Contract shall be prepared by the City of Pompano Beach City Attorney.

If the City of Pompano Beach defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

**17. Waiver**

It is agreed that no waiver or modification of the contract resulting from this RFP, or of any covenant, condition or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this contract, or the right or obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

**18. Survivorship Rights**

This contract resulting from this RFP shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representative, successors and assigns.

**19. Termination**

The contract resulting from this RFP may be terminated by the City of Pompano Beach without cause upon providing contractor with a least sixty (60) days prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this RFP for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting part will have the right to terminate the contract immediately upon delivery of written notice to the defaulting part of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

**20. Manner of Performance**

Proposer agrees to perform its duties and obligations under the contract resulting from this RFP in a professional manner and in accordance with all applicable local, federal and state laws, rules and regulations.

Proposer agrees that the services provided under the contract resulting from this RFP shall be provided by employees that are educated, trained and experienced, certified and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws or rules and regulations. Proposer further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all license, permits, registration, authorization or certification required by applicable laws or regulations in full force and effect during the term of this contract. Failure of Proposer to comply with this paragraph shall constitute a material breach of contract.

**21. Acceptance Period**

Proposals submitted in response to this RFP must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

**22. RFP Conditions and Provisions**

The completed and signed proposal (together with all required attachments) must be returned to City on or before the time and date stated herein. All Proposers, by submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

Any alteration, erasure, or interlineations by the Proposer in this RFP shall constitute cause for rejection. Exceptions or deviations to this proposal may not be added after the submittal date.

All Proposers are required to provide all information requested in this RFP. Failure to do so may result in disqualification of the proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the City to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interests of the City to do so.

The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection therein.

**23. Standard Provisions**

a. Governing Law

Any agreement resulting from this RFP shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement will be in Broward County, Florida.

b. Conflict Of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City employee is also an owner, corporate officer, or an employee of the firm. If any City employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to § 112.313, Florida Statutes.

c. Drug Free Workplace

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

d. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

e. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

f. Permits

The selected Proposer shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances for the performance of the work required in these specifications and to conform to the requirements of said legislation.

g. Familiarity With Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this RFP. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

h. Withdrawal Of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General Services Department, 1190 N.E. 3<sup>rd</sup> Avenue, Building C, Pompano Beach, Florida 33060.

i. Composition Of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

j. Variances

While the City allows Proposers to take variances to the RFP terms, conditions, and specifications, the material nature, number, and extent of variances taken will be considered in determining proposal responsiveness and in allocating proposal evaluation points.

k. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

l. Public Records

1. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:
  - a. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
  - b. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
  - c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
  - d. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.

2. The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the City shall enforce the Default in accordance with the provisions set forth herein.

**24. Questions and Communication**

All questions regarding the RFP are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168, or email [purchasing@copbfl.com](mailto:purchasing@copbfl.com). All questions must include the inquiring firm's name, address, telephone number and RFP name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Any addendum necessary to answer questions will be posted to the City's website, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

**25. Addenda**

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the City will attempt to notify all known prospective Proposers, however, it shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal.

**PROPOSAL SIGNATURE PAGE**

**RFP H-07-14, BROKERAGE SERVICES FOR VOLUNTARY CLEANUP TAX CREDITS**

To: The City of Pompano Beach, Florida

The below signed hereby agrees to furnish the proposed services under the terms stated subject to all instructions, terms, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read the RFP and all attachments, including the specifications, and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by:

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Company (Legal Registered) \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Addendum Acknowledgment - Proposer acknowledges that the following addenda have been received and are included in his/her proposal:

Addendum No. \_\_\_\_\_ Date Issued \_\_\_\_\_

**REFERENCE SHEET**

Proposers shall submit as a part of their Proposal a minimum of five (5) client references as described in the RFP. Additional references may be provided using a continuation sheet.

<b>Client Reference #1:</b>	
<b>Project Name:</b>	
<b>Type of Project/Service:</b>	
<b>Address:</b>	
<b>Contracting Agency/Client:</b>	
<b>Contact Name and Phone #:</b>	
<b>Contact Email Address and Fax #:</b>	
<b>Contract Amount:</b>	<b>Contract Dates:</b>

<b>Client Reference #2:</b>	
<b>Project Name:</b>	
<b>Type of Project/Service:</b>	
<b>Address:</b>	
<b>Contracting Agency/Client:</b>	
<b>Contact Name and Phone #:</b>	
<b>Contact Email Address and Fax #:</b>	
<b>Contract Amount:</b>	<b>Contract Dates:</b>

<b>Client Reference #3:</b>	
<b>Project Name:</b>	
<b>Type of Project/Service:</b>	
<b>Address:</b>	
<b>Contracting Agency/Client:</b>	
<b>Contact Name and Phone #:</b>	
<b>Contact Email Address and Fax #:</b>	
<b>Contract Amount:</b>	<b>Contract Dates:</b>

<b>Client Reference #4:</b>	
<b>Project Name:</b>	
<b>Type of Project/Service:</b>	
<b>Address:</b>	
<b>Contracting Agency/Client:</b>	
<b>Contact Name and Phone #:</b>	
<b>Contact Email Address and Fax #:</b>	
<b>Contract Amount:</b>	<b>Contract Dates:</b>

<b>Client Reference #5:</b>	
<b>Project Name:</b>	
<b>Type of Project/Service:</b>	
<b>Address:</b>	
<b>Contracting Agency/Client:</b>	
<b>Contact Name and Phone #:</b>	
<b>Contact Email Address and Fax #:</b>	
<b>Contract Amount:</b>	<b>Contract Dates:</b>

**RFP H-07-14, Brokerage Services for Voluntary Cleanup Tax Credits (VCTC)**

**PRICE FORM**

**INSTRUCTIONS:** Provide the most competitive prices/fees expressed as a percentage and dollars for the items indicated below. Any additional information related to price should be provided on company letterhead and attached to the RFP Price Form.

Description	Total
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For purposes of comparison and evaluation of the proposals, the value of the City's VCTC available for brokering services or straight purchase is **\$527,189.13**

**Please complete the following calculation:**

% VCTC purchase value	_____%
minus ( - )	
% Broker fee	_____%
equals ( = )	
% Net return on City's VCTC	_____%
x <u>\$527,189.13</u> estimated tax credits	
Total estimated net yield to the City	\$_____

Example: Broker A has commitments for VCTC purchase at \$0.85 on the dollar and charges a 3% broker fee. Anticipated purchase value 85% - 3% brokerage fee = 82% net return on tax credit to the City.