

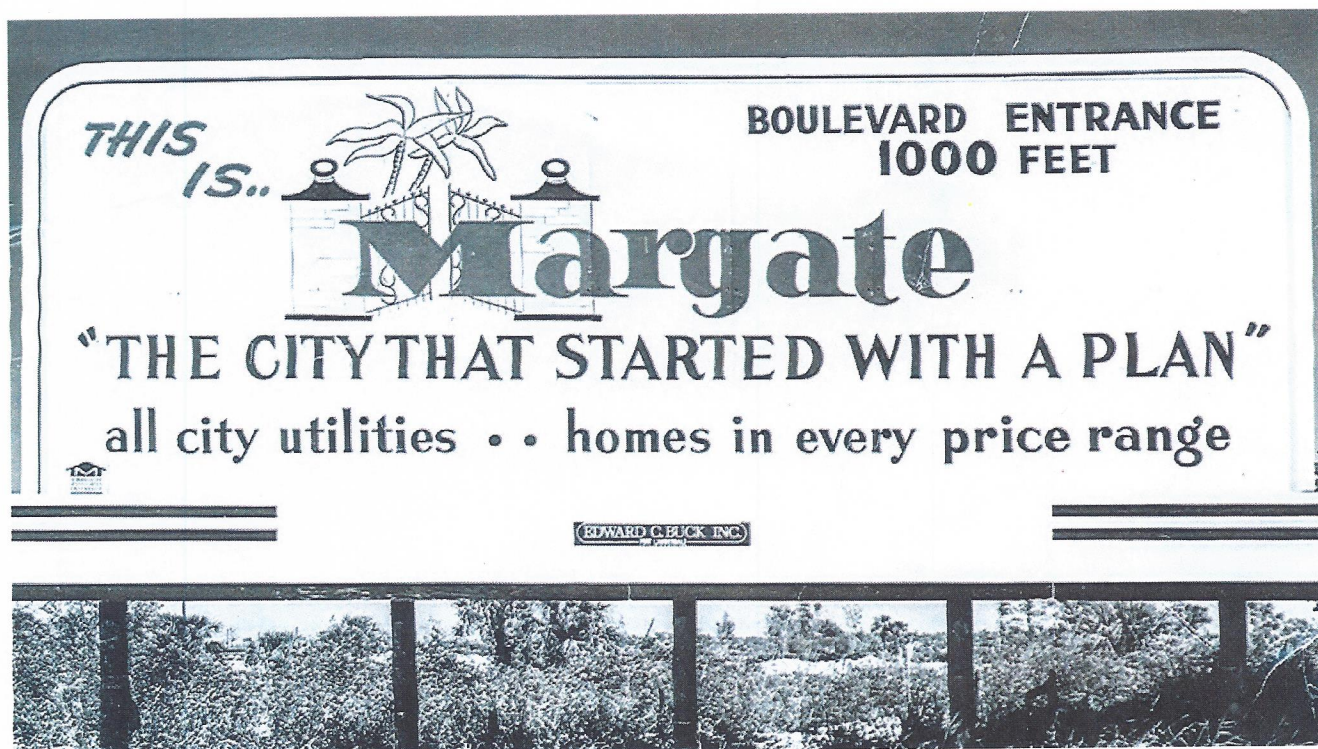
Advanced Asset Management, Inc.

Response to

**Request for Proposals MCRA 2017-01
PROPERTY MANAGEMENT SERVICES**

for

Margate Community Redevelopment Agency



SUBMITTED TO:

CITY OF MARGATE
PURCHASING DIVISION
CITY HALL FINANCE DEPARTMENT
5790 MARGATE BOULEVARD
MARGATE, FLORIDA 33063



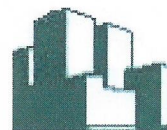
February 15, 2017

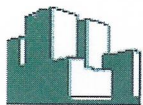
Advanced Asset Management, Inc.

5909 Margate Boulevard
Margate, Florida 33063
Direct (954) 817-1041

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Advanced Asset Management, Inc.

Real Property Support Services

5909 Margate Boulevard
Margate, Florida 33063
(954) 817-1041

February 15, 2017

Mr. Spencer Shambray, Purchasing Manager
City of Margate
Purchasing Division
City Hall Finance Department
5790 Margate Boulevard
Margate, Florida 33063

**RE: Margate Community Redevelopment Agency
RFP- MCRA 2017-01 – PROPERTY MANAGEMENT SERVICES**

Dear Mr. Shambray:

Thank you for the opportunity to communicate Advanced Asset Management, Inc.'s, (Advanced) interest in supporting the Margate Community Redevelopment Agency, (MCRA) by providing property management services.

Advanced was retained by the MCRA in December 2007 to provide Property Management Services, basically the same scope found in this RFP, and is still the Property Manager today. Over the last 9 ½ years Advanced maintained the MCRA's property and has drafted leases for every tenant since the MCRA purchased the property. As we will identify, later in this proposal, Advanced's tenant relations and wealth of knowledge of the MCRA properties would provide a continued invaluable service to the MCRA, the tenants and the public, and provide a smooth transition and execution for the MCRA's scope of work. A resume for Mr. Nardi may be found in the enclosed response.

Advanced Asset Management, Inc. is a registered Real Estate Corporation in the State of Florida. I have been licensed with the State of Florida since 1994, and I am the Qualifying Broker for Advanced. Both my Real Estate Broker license, (BK0616505) and the Real Estate Corporation, (CQ1018732) are active and in good standing. Advanced is a member of the Greater Fort Lauderdale Realtors Association with access to Local, National and International Multiple Listing Services.

Advanced specializes in working with government agencies and their real estate needs. Over the past thirteen, (13) years Advanced has worked, almost exclusively, with Community Redevelopment Agencies in Palm Beach and Broward counties.



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5909 Margate Boulevard
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February 15, 2017

Margate CRA - RFP

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Advanced has developed a well-qualified team to achieve the goals and objectives of the MCRA. For this very important assignment, I have proposed myself as the Project Manager. If selected, this will lead to quick management decisions for the MCRA, by a principle of your Property Management firm. Currently, I am not committed to any other full or part time role which would prohibit me from carrying out every task required by the MCRA. Our philosophy is to commit staff to a project throughout all phases of the assignment, for the entire contract term. It is our belief that not over-committing staff over different projects promotes effective communication and responsive action. Additionally, Advanced's Leasing Agent, Natalie Langdo and Handyman, Robert Andrews are also proposed to assist in this Property Management Services contract.

As a principle and Real Estate Broker for Advanced Asset Management, I have provided real property services to government agencies since 1990, including the CRAs of Margate, Fort Lauderdale, Boynton Beach, Lake Worth and Riviera Beach. City clients include the City of Oakland Park, Town of Lauderdale-by-the-Sea, City of Boynton Beach, Town of Highland Beach, City of Margate, City of Pompano Beach, Town of Davie, Dania Beach also Broward County, Broward County Aviation Department, the Florida Department of Transportation, United States Department of Justice, and Department of Housing and Urban Development. I have assisted these agencies in property management as well as the sale and purchase of over 600 parcels in Broward County and 1,000 in the South Florida area.

Advanced Asset Management looks forward to being able to present further qualifications in an oral presentation or interview, if such is the desire of the MCRA.

Sincerely,

ADVANCED ASSET MANAGEMENT, INC.

James Nardi
President/Broker

EXHIBIT D (revised)

CONTRACTOR CHECKLIST – MCRA RFP 2017-01

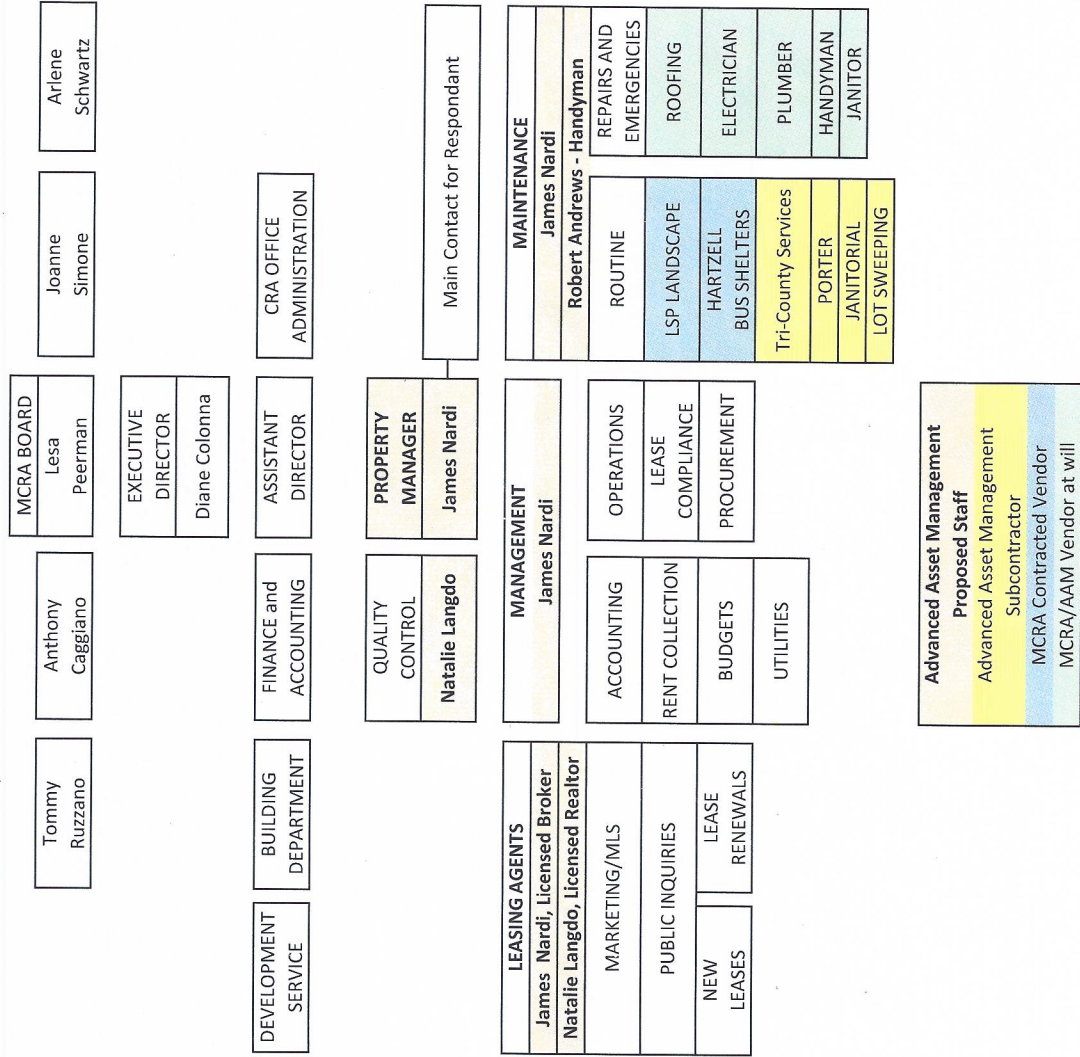
Note:

- A) This Exhibit must be included in RFP immediately after the cover letter.
- B) RFP Package must be put together in order of this checklist.
- C) Any supplemental materials must appear after those listed below and tabbed "Additional R.F.Q. Information".

- 1. _____ Cover letter
- 2. _____ Copy of this Check List (Exhibit D)
- 3. _____ Firm/Team Organizational Chart
- 4. _____ Firm's Description(s) (Offerer's Qualification Statement)
- 5. _____ Key Staffing (Name, Title and years with firm only. Do not include a resume here. All resumes, if included, should be included under "Additional RFP Information" tab.)
- 6. _____ Approach to Project Management
- 7. _____ List of a minimum of three (3) Key References
- 8. _____ Fee Proposal
- 9. _____ Drug Free Workplace
- 10. _____ Offeror's Certification
- 11. _____ Non-Collusive Affidavit

ADVANCED ASSET MANAGEMENT, INC.

Property Management Services Organizational Chart



Firm/Team Organizational Chart

As shown on the Organizational Chart, Advanced is proposing James Nardi, who founded Advanced Asset Management in 2003, as the Property Manager, and the main point of contact. Mr. Nardi has been the MCRA's contracted Property Manager over the last 9 ½ years. Advanced also proposes Natalie Langdo to assist in lease negotiations and preparation, as well as quality control. Ms. Langdo is a Florida licensed real estate professional and has been with Advanced since 2010. Advanced also proposes Robert Andrews to assist in MCRA Handyman assignments. Mr. Andrews will perform tenant repairs, clean outs and other minor repair requests. Mr. Andrews has been with Advanced for the past five, (5) years.

Advanced has sub-contracted with Tri-County Services for the Porter, Janitorial and Parking Lot Sweeping. Tri-County has been providing these services for the last four, (4) years. They are fully insured and licensed, and was founded in 1994.

Contact: Michael Loewenstein, 954-326-6425, Cellular mloewenstein@trisweep.com

Tri-County Services, Inc. has been serving south Florida since 1994. Tri-County Services, Inc. performs varied services in the area of building and grounds maintenance. Services include parking lot sweeping, porter (exterior janitorial) services, steam pressure washing, and bulk trash hauling.

Tri-County clients over the years have included many municipalities, the DOT, schools, churches, etc., and they are very familiar with the workings of government and nonprofit organizations throughout Broward County.

Advanced has also compiled a listing of prequalified local vendors to facilitate repairs on behalf of the MCRA. (please see the attached listing) Most of these vendors have been in business over 20 years each. Advanced is always looking to expand this listing and contractors are pre-screened for proper licensing and insurance.



ADVANCED ASSET MANAGEMENT, INC.

Property Management Services
SUB-CONTRACTOR LISTING

DESCRIPTION	DISCIPLINE	CONTACT	YEAR INCORPORATED
General Contracting			
Big T Development	State Certified General Contractor	Gene Stoller	1988
R and K Contracting	State Certified General Contractor	Steve	
Electrical Contractor			
Cristiano's Electric	State Certified Electrical Contractor	Pat Cristiano	1980
Universal Electric Services	State Certified Electrical Contractor	Dennis Fontaine	1999
Plumbing Contractor			
A1 Plumbing	State Certified Plumbing Contractor	George Filip	2005
Around the Clock Plumbing n/k/a Lindstrom	State Certified Plumbing Contractor	Jeff Lindstrom	1999
D & L Plumbing	State Certified Plumbing Contractor	Phil Lembo	1985
Plumbing Experts	State Certified Plumbing Contractor	Clem Winke	1978
Roofing Contracting			
Payton Roofing	State Certified Roofing Contractor	Tim Payton	1993
Best Roofing	State Certified Roofing Contractor	Doug Long	1978
Kraft Roofing	State Certified Roofing Contractor	Thomas Kraft	1993
HVAC Vendors			
Tropical Air Systems	State Certified HVAC	Scott Thomas	1987
Coralair Services	State Certified HVAC	Matt	1986
Cleaning Vendors			
Tri-County Services	Licensed	Michael Levin	1994
Hartzell	Licensed	Ed Holman Jr	2000
Landscape Vendors			
Landscape Service Professionals	State Certified Arborist	Karmen Burn	1998
Tree Trimmers and Associates	State Certified Arborist	Way Hoyt	1979
Sign Vendors			
International Signs			
Vinylot of Florida			

OFFEROR'S QUALIFICATION STATEMENT MCRA RFP 2017-01

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Margate (Purchasing Manager)

ADDRESS: 5790 Margate Boulevard
Margate, Florida 33063

CIRCLE ONE

SUBMITTED BY: Advanced Asset Management, Inc.
NAME: James Nardi

ADDRESS: 5909 Margate Blvd., Margate, Florida 33063
PRINCIPAL OFFICE: 5909 Margate Blvd., Margate, Florida 33063

Corporation
Partnership
Individual
Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Offeror is: Advanced Asset Management, Inc.

The address of the principal place of business is: 5909 Margate Boulevard
Margate, Florida 33063

2. If Offeror is a corporation, answer the following:

- a. Date of Incorporation: December 9, 2003
- b. State of Incorporation: Florida
- c. President's name: James Nardi
- d. Vice President's name: James Nardi
- e. Secretary's name: James Nardi
- f. Treasurer's name: James Nardi
- g. Name and address of Resident Agent: 5909 Margate Boulevard
Margate, Florida 33063

3. If Offeror is an individual or a partnership, answer the following:

Corporation

a. Date of organization: December 9, 2003

b. Name, address and ownership units of all partners:

100% ownership – James Nardi

5909 Margate Boulevard

Margate, Florida 33063

c. State whether general or limited partnership:

Neither

4. If Offeror is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

Not Applicable

5. If Offeror is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

Not Applicable

6. How many years has your organization been in business under its present business name?

a. Under what other former names ^{13 Years} has your organization operated?

None

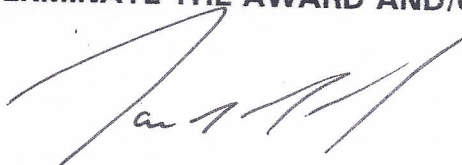
7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this LOI. Please attach certificate of competency and/or state registration.

State of Florida Corporation FEIN 59-3773512 City of Margate Business Tax Receipt 17-8814
State of Florida Real Estate Broker BK616505 - Florida Real Estate Corporation CQ1018732
Greater Fort Lauderdale Multiple Listing Service Member 136237

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why?
No

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

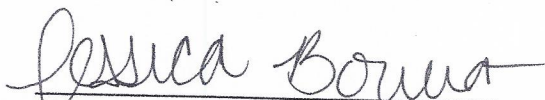
(Signature)



State of Florida
County of Broward

The foregoing instrument was acknowledged before me this 14th day of February, 20¹⁷, by James Nardi, who is personally known to me or who has produced Florida Driver's License as identification and who did (did not) take an oath.

WITNESS my hand and official seal.


NOTARY PUBLIC

(Name of Notary Public: Print, Stamp, or Type as Commissioned)



JESSICA BORRERO
MY COMMISSION # FF 044133
EXPIRES: August 11, 2017
Bonded Thru Budget Notary Services

Key Staffing

Advanced Asset Management, Inc. proposes the following Staff and Sub-Contractor to work on this Property Management Agreement.

1. Staff

- James Nardi Property Manager/Florida Licensed Real Estate Broker
Founded Advanced Asset Management, Inc.
13 years of Service with Advanced
- Natalie Langdo Leasing Agent/Florida Licensed Real Estate Salesperson
7 years of Service with Advanced
- Robert Andrews Handyman
5 years of Service with Advanced

2. Sub-Contracting

- Michael Loewenstein Tri-County Services
Porter, Janitorial and Parking Lot Sweeping.
4 years of Service Sub-contracting with Advanced

Approach to Project Management

Advanced Asset Management, Inc. is available to provide Commercial Property Management Services to the MCRA. With offices located at 5909 Margate Boulevard, within the Ace Hardware plaza. Advanced is a licensed Real Estate Brokerage firm and a member of the Fort Lauderdale Realtors Association with access to the Multiple Listing Service. Our unique position of having performed these exact property management services for the MCRA over the past 9 ½ years enables us to continue the program with no loss of time getting up to speed with learning the tenants, policies and procedures or having to research the tenant's history.

I Commercial Property Management

a) Providing onsite management and operating services for the portfolio, including providing the required staff.

Advanced currently provides onsite management with their main office in the MCRA owned Ace Hardware Plaza, at 5909 Margate Boulevard. Advanced proposes to continue to handle all aspects of this contract's required services from this main office. This close proximity of onsite management will place the principle of your property management firm within moments reach to all MCRA staff and prove to effectively communicate in the day to day operation. James Nardi, Principle of Advanced and Real Estate Broker, has been involved with the management of the MCRA owned properties since Advanced was retained in December 2007, soon after the MCRA gained title to the property. Mr. Nardi is the proposed Project Manager for this contract and will be responsible for the day to day activities found in this scope. Natalie Langdo is a licensed Real Estate Agent with Advanced and will assist in the leasing and lease renewals. Ms. Langdo will also assist in providing Quality Control oversight in this contract. Robert Andrews is in Advanced's maintenance division. Mr. Andrews will provide Handyman services in this agreement. Advanced also proposes to retain Tri-County Services, who has successfully provided Porter and Sweeping services over the past four, (4) years.

Advanced Asset Management



Advanced's integral knowledge of the MCRA's portfolio places them in an invaluable position to continue to service the MCRA, it's Tenants and the residents. While there is always the possibility to accommodate new policies and procedure as well as openness to make improvements in service, Advanced truly is in a position to excel in property management agreement for the MCRA.

b) Collecting and accounting for rents and all receivables due to MCRA rent payments.

Advanced has exclusively handled the rent collection for the past 9 ½ years for MCRA tenants, who are the subject of this RFP's scope. Advanced is responsible for collecting nearly \$5,800,000 in MCRA rent revenue. Advanced proposes to continue rent collections, on the MCRA's behalf, as it's agent. Advanced will continue to strive to exceed MCRA collection policy and expectations. Whether we continue to use QuickBooks or any other MCRA desired software program, Advanced is able to adapt and provide the MCRA the service they are looking for. Advanced understands the high standard of protecting public funds and also strict accounting standards. All revenue received for the MCRA will be recorded in Quickbooks program dedicated to only this MCRA project and forwarded the next business day to MCRA staff. Advanced will use the Deposit slip provided for by the Finance Department, whereby properly breaking down categorizing the payment by rent and taxes and CAM charges etc. Advanced will also provide a rent roll with each deposit sent to the MCRA, insuring a complete up to date record.

c) Procurement, contract administration and management of all operating and maintenance services, as required and in accordance with MCRA Procurement Policies;

Advanced currently has a listing of pre-screened, proper licensed and insured vendors, whether through the MCRA's selection or hired per assignment through the property manager.



This vendor listing will continue to be monitored and updated throughout the property management contract term. Advanced will follow policies and procedures in selecting qualified contractors, obtaining competitive bids when amount thresholds require it. Routine inspections and invoice specific inspection will occur and produce a written report to insure all work has not only been complete satisfactorily, yet also on time and in concert with maintenance agreements.

d) Responsibility for providing quotes and accounts payable billing to MCRA for maintenance and repair services;

All maintenance or repair services will be issued by written work orders with a notice to proceed, after policies are met with regards to competitive bidding and repair threshold amounts. After the completion of the work order, Advanced will inspect the work and either approved or note deficiencies in writing to the vendor for follow up. Upon the successful completion of satisfactory work Advanced will review the invoice for proper contract or bid billing amounts, dates times etc, and then forward to the MCRA for review.

e) Upon request by MCRA, Property Manager will initiate and/or manage eviction proceedings on its behalf;

Advanced has been involved with a few evictions of MCRA tenants. On three occasions where the MCRA was involved in an eviction proceeding, Advanced was able to successfully negotiate the keys from the tenant to surrender possession without requiring a drawn out eviction proceeding. Advanced will continue to use its best effort to assist the MCRA navigate through any required tenant evictions swiftly.



Advanced further understands that the Property Manager is the first line of defense when it comes to noncompliant tenants. Whether a breach of the lease monetarily to not, it is the Property Manager that starts the process with formal written notice of the breach, and that MCRA staff are made aware at the earliest moment. Proper notices must be posted and filed in order for legal eviction to proceed.

- f) **Develop accurate and concise operating budgets including costs for general maintenance, repair, and compensation. Operating budget(s) shall include suggested capital improvements or annual maintenance schedules, and recommendations to improve operations and reduce costs of the properties;**

Both budgeting and accounting are fiscal systems or processes that involve the planning, allocating, and disbursing of monetary resources. This results in an interrelationship and a need for coordination between these two fiscal disciplines. Generally, budgeting is regarded more in terms of planning and enacting a fiscal plan. However, these planning and enactment processes are dependent upon the accounting of past-year and current-year expenditures, revenues, transfers and prior year adjustments.

Accounting focuses on the recording, classifying, and interpreting of financial transactions. These accounting processes are dependent on the budgeting of expenditure authorizations (appropriations) being enacted or approved by the MCRA Board.

The discipline for Budgeting revolves around communicating with the MCRA staff and the Advanced Asset Management for the prior year's expenditures and working from there. Over the past 9 years there are few major anomalies that have greatly alter revenue or expenditures. However the process of working with Staff who are involved with the Executive level and know of projects that are coming on line will identify help account for budgetary planning.



g) Ensure all tenants maintain current Certificates of Insurance.

Recently, Advanced has produced a book for the MCRA's use in organizing all leases and insurance requirements for each tenant in one place. This will prove to be a useful tool in tenant compliance. A current summary sheet from this book has been attached following this section.

h) Maintain and monitor a 24 hour emergency hotline;

Advanced has provided, and will maintain, a number to all MCRA staff and tenants for all emergency needs 24 hours a day, 365 days a year.

i) Be available to visit units for the purpose of addressing emergencies and other issues as requested by MCRA 7 days week. (MCRA will provide office space for onsite management.)

Advanced has always been and will continue to be available for any emergency that requires immediate attention 7 days a week, 24 hours a day. Advanced has maintained a set of keys for all tenant spaces, gates, meter rooms fences etc, to insure access at all times as needed.

j) Provide janitorial services and general handyman services for minor repairs and unit cleanout;

The need for janitorial service and general handyman services is often required. Whether a clean out of a vacated space, a pot hole in a parking area or graffiti damaged property, it is imperative that repair work is handled in a timely manner. Allowing a situation to exist over an extended period of time is not conducive to maintaining client and tenant standards, and can also create liability or further damage. Advanced has an on staff Handyman, Robert Andrews and their prescreened network of vendors at all levels to provide any service that may arise.



- k) Provide porter and sweeping services at a minimum of twice per week with one of those days of service to be on a Monday;**

Advanced has investigated several companies in the past for qualified, superior service. It is Advanced's recommendation that porter services be performed no less than three days a week in order to keep a standard the MCRA has come to expect. Our proposal will provide service three days a week. Sweeping services will continue at twice a week as well. Advanced is currently using and has used Tri-County Services for this service since 2013.

- l) Serve as the liaison between the tenant and MCRA for complaints regarding property repairs; document all complaints in writing and provide to MCRA within 48 hours. Property Manager will contact MCRA immediately regarding any complaints considered by Property Manager as emergencies;**

Advanced has adopted the position that the MCRA, the tenant and the property manager work toward a common goal for repairs, in getting qualified, licensed personnel to swiftly make necessary repairs. The Property Manager will field all requests within the 48 hour window and fully document the report and repair in writing.

- m) Coordinate with tenant, maintenance and repair provider(s) to schedule and complete all repairs as deemed necessary by MCRA;**

Advanced has worked to obtain keys for every unit owned by the MCRA to help facilitate access at all times, whether for repairs or emergencies. The Property Manager will maintain a work order log for all repair activity on MCRA property and review this log at a minimum of once a week with MCRA staff.

- n) Perform a tenant close-out inspection upon a lessee's move out. Complete a report detailing the unit's condition, document any estimated damages and provide owner a copy of the report within 3 days of the tenant's departure from the unit;**

Advanced recognizes several issues that require attention when a tenant moves out.



In addition to delivering possession and a clean space free of debris, it is imperative to investigate and transfer utility accounts, reconcile rent due against and security deposits held. The direct communication with the MCRA is key. Moreover there are Florida Statutes to be considered with respect to deposits held. Advanced's property manager will meet the MCRA requirements for this reporting.

- o) Serve as a part of the MCRA team with an overall understanding of the future redevelopment of properties and active pursuance of businesses to retain for a future City Center; and**

Advanced understands the benefit working together with MCRA staff, and further the big picture of redevelopment and the relationship and role that quality tenants will have in the future of the City Center. Advanced staff will always provide keep the goals and objectives of the MCRA in mind when addressing and engaging tenants and the public with respect to the property. There are significant public funds expended to date and in the future and as well as private funds by each tenant. Advanced stands ready to pursue local businesses and residential tenants as well as nationally recognized commercial tenants when the time for redevelopment is near. Advanced will continue to maintain a database for these potential downtown businesses.

- p) Provide any other ancillary duties as requested by the MCRA.**

Advanced has proven themselves to go above and beyond the call of duty to accommodate the MCRA. Whether it has been posting banners around the CRA, or providing oversight for demolition activities, Advanced has been there and proposes to keep that continued team effort attitude.



- q) **Attend MCRA Board meetings as requested**
- r) **Attend weekly status meetings with Executive Director and/or MCRA staff.**

Advanced's President and proposed Property Manager, James Nardi is available for each and every MCRA Board meeting, workshop and weekly status meetings.

- s) **Maintain accurate records of repair and maintenance costs.**

Advanced will maintain proper records, in accordance with policies set by the MCRA and the City of Margate Finance/Accounting offices, of all repairs and maintenance costs expended through this Property Management Services agreement.

II Leasing and Renewals

- a) **List unoccupied units on MLS and assist in marketing and leasing; maintain a record of all interests generated and potential applicant contact information;**

Advanced is a licensed Real Estate Brokerage firm and James Nardi is the qualifying Broker. Mr. Nardi has been licensed since 1991 and is a member in good standing with the Greater Fort Lauderdale Realtors, Member Number 136237. All vacant, available spaces are currently listed on MLS through Advanced. The MCRA Board policy to list their available spaces originated from Advanced's request to do so and help market and lease their property.

During the previous contract terms, Advanced has fielded hundreds of inquiries from the public, and shown the MCRA space for lease to prospects. This has proved to be a challenging task as each inquiry needs to be informed of the MCRA's unique acquisition of the property for future redevelopment. To date, Advanced has written over one hundred, (100) leases and renewals.

Through Advanced's membership with the Realtor's Association we propose to continue the marketing of available spaces in the Multiple Listing Service.



Very noteworthy, is that currently only three, (3) commercial spaces owned by the MCRA in the Ace Hardware and Chevy Chase Plazas are available to lease. Advanced has leased every available space.

b) Create a policy/program recommendation for tenant improvement incentives and a documentation system in conjunction with MCRA staff and future goals for redevelopment;

AAM has been instrumental in creating an environment to attract as well as retain tenants through the use of tenant improvement incentives. AAM proposes to further this effort in a specific policy that meets approval of the MCRA and it's Board and staff.

c) Negotiate and prepare new lease agreements, in accordance with MCRA policies; and MCRA's attorney

Advanced has helped mold a standard lease agreement which has been culminated over the last 9 years. Advanced negotiates to the terms of this specific lease. When a prospective tenant does not agree with those terms a dialogue ensues with MCRA staff and their attorney to see if the variation is something that can be achieved both practically and legally. Advanced is key to promoting and resolving lease negotiations.

d) Negotiate renewal and termination of leases;

Prior to the expiration of a tenant's lease, Advanced will began negotiating a renewal for the tenant. As a licensed brokerage firm Advanced Asset Management and its Licensees have a fiduciary responsibility to the MCRA to act in good faith in representing their interest



- e) **Maintain hard files for each lessee which include documentation relative to: i. maintenance, ii) rental payments including late payment history, iii) eviction proceedings, if any, and iv) any other relevant information; and**

With vast experience in the Government arena Advanced is aware of the need to document all activity of its property management program with the MCRA. This is especially true when it comes to finances. Advanced keeps records both hard copy and electronic copies of all activity. Hard copy files as well as electronic files are forwarded to MCRA staff periodically. Electronic files are backed up once a week. See sample "Property Information Card" provided following this section.

- f) **Provide any other ancillary duties as requested by MCRA.**

Advanced understands what being a team member is all about. If there is a special request that the Property Manager is in the best position to handle for the MCRA, Advanced will step up and get the job done.

- g) **Provide monthly rent roll report for MCRA Board Meetings.**

Advanced maintains a rent roll on a daily basis and provides the report to the MCRA at a minimum of once a week at staff meetings. Please see the "2017 Rent Roll" following this section.

- h) **Maintain accurate records of lease terms, renewal date, etc.**

As previously stated, Advanced has produced a book for the MCRA's and Property Manager's use in organizing all leases and insurance requirements for each tenant in one place. This has already proven to be a useful tool and reference. Please see the report "Rental Summary" following this section.



III Maintenance Contract Management

a) Provide overall contract management of MCRA's landscape and maintenance contracts;

Advanced has worked with the MCRA's current vendors for both the landscape and bus shelter maintenance contracts, on a weekly basis over the past three, (3) years. The investment of the street landscape improvements and MCRA property requires detailed attention. The vendors charged with its maintenance need to be held accountable for proper upkeep. Additionally, written records of inspections and any deficiencies need to be recorded and filed. Contract issues also include oversight of licensing and insurance upkeep as well as invoicing review and processing.

b) Conduct visual inspections twice per week or as needed;

Advanced's Project Manager has conducted these exact inspections over the past three, (3) years. Advanced proposes this continued service. This history of inspections of routine service work and specific repairs and warranty work will prove valuable to the MCRA.

c) Serve as the liaison between the MCRA and contractors in terms of compliance with contract requirements including regularly scheduled meetings, maintenance schedules and damages and repair;

Advanced understands the needed position as liaison and proposes to administer the MCRA contracts for maintenance as an extension of MCRA staff.

d) Review and approve invoicing per contract and note deficiencies;

Advanced propose the Project Manager to handle the invoicing for MCRA vendors to insure proper billing.



- e) **Prepare annual budgets and make recommendations for modifications, deletions or additions to contracted maintenance; and coordinate with MCRA and the contractor to ensure thorough maintenance and site preparation (i.e. sprinklers off) prior to events in conformance with the special events calendar.**

Advanced recognizes the requirement to completely oversee the MCRA contracted maintenance vendors. All aspects of their contract, from budgeting to daily operations need to flow through the Property Manager. Advanced proposes to create that relationship and produce a system the vendor can operate within and satisfy the MCRA with quality service.

IV Other Maintenance

- a) **Provide service to eleven, (11) trash receptacles and benches on Margate Boulevard and NW 58 Avenue. The scope for this service includes; wiping down benches, emptying each trash receptacle and relining three times a week, (Monday, Wednesday and Friday). Each bench shall be pressure cleaned quarterly.**

Through its Sub-Contracting agreement with Tri-County Services, Advanced proposes to use the same firm from the previous four, (4) years to service the trash receptacles along Margate boulevard and NW 58th Avenue. All receptacles and bus benches will also be serviced quarterly by appropriate pressure cleaning.



ADVANCED ASSET MANAGEMENT, INC.

5909 Margate Boulevard
 Margate, Florida 33063
 (954) 817-1041

Property Information Card**Lessee**

McLean and Ballard Hardware
 5841 Margate Boulevard
 Margate, Florida 33063
 7,931 SQ FT

FL Division of Corporations

TROPEPE, FRANK
 5843 MARGATE BLVD
 MARGATE, FL 33063

Notices

McLean and Ballard Hardware
 5841 Margate Boulevard
 Margate, Florida 33063

Term

4/1/2017
 3/31/2022

Emergency Contact

Frank Tropepe [REDACTED] cell
 ACE (954) 972-1711 store

Rent

1st of each month

6,529.30	
-	CAM (\$0 per sq ft annual)
-	Real Estate Taxes
-	Insurance
-	Garbage
391.76	Sales Tax
<hr/> 6,921.06	Total

Escrowed Funds

1,200.00	Security Deposits
6,921.06	Advanced Rent
8,121.06	Total

Summary Clauses

All Utilities

Insurance

100,000/300,000

<input checked="" type="checkbox"/>	General Liability
<input checked="" type="checkbox"/>	Glass Coverage
<input checked="" type="checkbox"/>	City Certificate
<input checked="" type="checkbox"/>	MCRA Certificate
<input checked="" type="checkbox"/>	AAM Certificate
<input checked="" type="checkbox"/>	All Additionally Insured

Total Rent Due		Received
	6,921.06	
January-17	6,921.06	1/7/2017
February-17	6,921.06	2/2/2017
March-17	-	
April-17	-	
May-17	-	
June-17	-	
July-17	-	
August-17	-	
September-17	-	
October-17	-	
November-17	-	
December-17	-	

Margate Shopping Center
5801 - 6221 Margate Boulevard

2017 RENT ROLL

	Lessee Name	D/B/A	Site Address	Rent Amount	January Rent	February Rent	March Rent	April Rent	May Rent	June Rent	July Rent	August Rent	September Rent	October Rent	November Rent	December Rent
1	AVAILABLE	Restaurant	5801 Margate Boulevard	-	-	-	-	-	-	-	-	-	-	-	-	-
2	Tri-County Discount Liquor and Beverage	Beer and Liquor	5809 Margate Boulevard	848.00	848.00	848.00	-	-	-	-	-	-	-	-	-	-
3	Tri-County Discount Liquor and Beverage	Beer and Liquor	5817 Margate Boulevard	4,164.92	4,164.92	4,164.92	-	-	-	-	-	-	-	-	-	-
4	McLean and Ballard Hardware	ACE	5823 Margate Boulevard	-	-	Lease merged with 5841	-	-	-	-	-	-	-	-	-	-
5	Steve Strouse	Barbershop	5829 Margate Boulevard	750.00	750.00	750.00	-	-	-	-	-	-	-	-	-	-
6	MCRA	MCRA	5833 Margate Boulevard	-	-	-	-	-	-	-	-	-	-	-	-	-
7	McLean and Ballard Hardware	ACE	5841 Margate Boulevard	6,921.06	6,921.06	6,921.06	-	-	-	-	-	-	-	-	-	-
8	Ballet Elite, Inc.	Dance Studio	5865 Margate Boulevard	3,985.60	3,985.60	3,985.60	-	-	-	-	-	-	-	-	-	-
9	Ballet Elite, Inc.	Office	5873 Margate Boulevard	530.00	530.00	530.00	-	-	-	-	-	-	-	-	-	-
10	Vera Brown Events	Event Planner	5877 Margate Boulevard	551.20	551.20	551.20	-	-	-	-	-	-	-	-	-	-
11	Vacant		5881 Margate Boulevard	-	-	-	-	-	-	-	-	-	-	-	-	-
12	Russell Read	Restaurant	5885 Margate Boulevard	689.00	-	N/C	-	-	-	-	-	-	-	-	-	-
13	Sharkey Liquors, Inc.	Lounge	5889 Margate Boulevard	2,014.00	2,014.00	2,014.00	-	-	-	-	-	-	-	-	-	-
14	Jet Link, Inc.	Office	5901 Margate Boulevard	1,634.17	1,634.17	1,634.17	-	-	-	-	-	-	-	-	-	-
15	Advanced Asset Management	Leasing Office	5909 Margate Boulevard	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Margate Hair Studio	Salon	6201 Margate Boulevard	795.00	795.00	N/C	N/C	-	-	-	-	-	-	-	-	-
17	Eagle Electric of South Florida	Electrician	6205 Margate Boulevard	742.00	742.00	742.00	-	-	-	-	-	-	-	-	-	-
18	Margate Chamber of Commerce, Inc.	Chamber Office	6209 Margate Boulevard	-	-	-	-	-	-	-	-	-	-	-	-	-
19	Margate Cleaners, Inc.	Clean Drop Off	6213 Margate Boulevard	795.00	795.00	795.00	-	-	-	-	-	-	-	-	-	-
20	Way Back When & Krzyzjens Auction, Inc.	Antiques	6217 Margate Boulevard	686.00	686.00	686.00	1.00	-	-	-	-	-	-	-	-	-
21	Way Back When & Krzyzjens Auction, Inc.	Antiques	6221 Margate Boulevard	636.00	N/C	N/C	-	-	-	-	-	-	-	-	-	-
TOTAL				25,741.95	24,416.95	23,621.95	1.00	-	-	-	-	-	-	-	-	-

Outstanding Rent
Partial Payment

Advanced Asset Management, Inc.
5909 Margate Boulevard
Margate, Florida 33063
(954) 817-1041

RENTAL SUMMARY

Margate Shopping Center	DBA	Rent Amount	Square Footage	Lease rate per SQ FT	Lease Expires	Insurance Expires	Glass Coverage	Certificates		AAM	Additional Insured		Endorsement
								COM	MCRA		Insured	Endorsement	
1 Available			3750										
2 Tri-County Discount Liquor and Beverage	Restaurant	848.00	1800	5.65	6/30/2018	5/13/2017	Y	Y	Y	Y	Y	Y	Y
3 Tri-County Discount Liquor and Beverage	Beer and Liquor	4,164.92	6200	8.06	10/31/2019	5/13/2017	Y	Y	Y	Y	Y	Y	Y
4 McLean and Ballard Hardware	Ace Hardware	See #7	3200		3/1/2022	5/5/2017	Y	Y	Y	Y	Y	Y	Y
5 Steve Strouse	Barbershop	750.00	500	18.00	10/31/2019	9/3/2017	Y	Y	Y	Y	Y	Y	Y
6 MCRA	Office	See #7	500										
7 McLean and Ballard Hardware	ACE	6,921.06	7931	10.47	3/1/2022	5/5/2017	Y	Y	Y	Y	Y	Y	Y
8 Ballet Elite, Inc.	Dance Studio	3,985.60	4800	9.96	1/31/2020	9/5/2017	Y	Y	Y	Y	Y	Y	Y
9 Ballet Elite, Inc.	Dance Studio	530.00	600	10.60	7/31/2018	9/5/2017	Y	Y	Y	Y	Y	Y	Y
10 Vera Brown Events, LLC	Party Planner	551.20	550	12.03	1/31/2020	4/12/2017	Y	Y	Y	Y	Y	Y	Y
11 Vacant													
12 Russell Read	Restaurant	689.00	650	12.72	1/31/2020	1/10/2018	Y	Y	Y	Y	Y	Y	Y
13 Sharkey Liquors, Inc.	Lounge	2,014.00	1950	12.39	6/30/2013	2/1/2018	Y	Y	Y	Y	Y	Y	Y
14 Jet Link, Inc.	Office	1,634.17	3000	6.54	3/31/2018	4/15/2017	Y	Y	Y	Y	Y	Y	Y
15 Advanced Asset Management	Leasing Office		1100		8/31/2019	12/4/2017	Y	Y	Y	Y	Y	Y	Y
16 Margate Hair Studio	Beauty Salon	795.00	650	14.68	3/31/2019	3/15/2017	Y	Y	Y	Y	Y	Y	Y
17 Eagle Electric of South Florida	Electrician	742.00	650	13.70	1/31/2017	N	N	N	N	N	N	N	N
18 Margate Chamber of Commerce	Office		650		12/31/2020	2/1/2017	Y	Y	Y	Y	Y	Y	Y
19 Margate Cleaners, Inc.	Cleaners	795.00	650	14.68	1/31/2018	4/18/2017	Y	Y	Y	Y	Y	Y	Y
20 Way Back When & Krzyzitems Auction, Inc.	Antiques	686.00	650	12.66	5/31/2018	7/25/2017	Y	Y	Y	Y	Y	Y	Y
21 Way Back When & Krzyzitems Auction, Inc.	Antiques	636.00	900	8.48	12/31/2020	7/25/2017	Y	Y	Y	Y	Y	Y	Y
Chevy Chase Plaza													
1 Latin Café	Restaurant	2,250.00	1500	18.00	1/31/2020	2/2/2018	Y	Y	Y	Y	Y	Y	Y
2 Available	Retail	-	1750	-									
3 Vacant	Lounge	-	1250	-									
4 Tax Office	Office	1,177.78	1165	12.13	11/30/2016	4/22/2017	Y	Y	Y	Y	Y	Y	Y
5 Bay Bay's Chicken and Waffles	Restaurant	1,802.00	2800	7.72	11/31/2019	10/31/2017	Y	Y	Y	Y	Y	Y	Y
6 Shoes To Go	Beauty Supply	10,894.81	18975	6.89	12/31/2017	5/2/2017	N	N	N	N	N	N	N
7 Thrift Addiction	Thrift Addition	8,734.40	10500	9.98	2/28/2017	9/18/2017	Y	Y	Y	Y	Y	Y	Y
8 The Gem Eatery	Restaurant	887.75	1130	9.43	10/31/2017	3/27/2017	Y	Y	Y	Y	Y	Y	Y
9 Available													
10 Available													
11 Available													
12 Barbershop USA	Barbershop	1,663.98	1000	19.97	12/31/2017	6/7/2017	Y	Y	Y	Y	Y	Y	Y
13 NIS, Inc.	Insurance	2,470.92	1800	16.47	12/31/2017	10/1/2017	Y	Y	Y	Y	Y	Y	Y
14 C & G Catering	Restaurant	1,007.00	900	13.43	10/31/2017	11/21/2017	Y	Y	Y	Y	Y	Y	Y

ADVANCED ASSET MANAGEMENT, INC.
 5909 Margate Boulevard
 Margate, Florida 33063
 (954) 817-1041

Margate Shopping Center
5801 - 6221 Margate Boulevard

Space Sketch

Jet Link 5901 3000 sq ft	14	Sharkey's 5889 1,950 sq ft	13	BBQ 5885 650 sq ft	12	Vacant 5881 2500 sq ft	11	Ballet Elite 5865 4800 sq ft	8	Ace Hardware 5841 7931 sq ft	7	MCRA 5833 500 sq ft	6	Ace Hardware 5823 3200 sq ft	4	Tri-County Beverage 5817 6200 sq ft	3	Tri-County Liquor 5809 1600 sq ft	2	Available 5801 3750 sq ft	1
Storage						Storage															
Advanced Asset Mgmt 5909 1100 sq ft	15					Vera Brown Events 5877 500 sq ft	10	Ballet Elite 5873 600 sq ft	9												
Margate Salon 6201 650 sq ft	16																				
Eagle Electric 6205 650 sq ft	17																				
Chamber 6209 650 sq ft	18																				
Margate Cleaner 6213 650 sq ft	19																				
Way Back 6217 650 sq ft	20																				
Way Back 6221 900 sq ft	21																				

REFERENCES

Advanced Asset Management, (Advanced) has had the unique ability to provide Property Management Services to the Margate Community Redevelopment Agency, (MCRA) for almost a decade. During this time Advanced's Property Manager, James Nardi has been a consistent fixture for the MCRA. Mr. Nardi has seen the MCRA Executive Director's position change hands nine, (9) times. Mr. Nardi has a longer tenure with the MCRA than any current Board Member or staff member. Mr. Nardi has institutional knowledge of the MCRA business. When it comes to dealing with the MCRA tenants this knowledge is beyond value. For specific references to this RFP requirements and how Advanced has performed, anyone of the following contacts may provide insight.

Marsh Detcher, CRA Executive Director

Dennis Holste, Assistant Executive Director

Mr. Frank Porcella, City Manager and CRA Executive Director

Ms. Yolanda A. Rodriguez, City Manager and CRA Executive Director

Mr. Jerry Blough, City Manager and CRA Executive Director

Ms. Rachel Bach, Assistant Executive Director

Mr. Douglas Smith, City Manager and CRA Executive Director

Mrs. Diane Colonna, Executive Director

Mr. Sam May, Interim City Manager

Margate Community Redevelopment Agency

5790 Margate Boulevard

Margate, Florida 33063

(954) 935-5300

(954) 935-5304, facsimile

Advanced Asset Management



Property Management Services FEE PROPOSAL

MCRA 2017-01

Scope Description	Measurement	Cost
1. Commercial Property Management		
a) Property Management	Lump Sum Cost per Year	\$95,000 / YR
b) General Maintenance	Hourly Rate	\$32.00 / HR
c) Janitorial Services	Hourly Rate	\$17.50 / HR
d) Handyman Work	Hourly Rate	\$55.00 / HR
2. Leasing and Renewals		
a) Leasing Fees-New Leases	Fee per New Lease	\$1,250/New Lease
b) Leasing Fees-Renewals	Fee per Renewal Lease	\$100/Renewal Lease
3. Maintenance Contract Management	Lump Sum Cost per Year	\$12,000 / YR
4. Other Maintenance - Margate Blvd/NW 58th ave	Lump Sum Cost per Year	\$12,000/ YR

DRUG-FREE WORKPLACE PROGRAM FORM – MCRA RFP 2017-01

In accordance with Section 287.087, State of Florida Statutes, 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 for the procurement of commodities or contractual service, 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. In the event that none of the tied vendors have a Drug-free Workplace program in effect the City reserves the right to make final Decisions in the City's best interest. 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 employees 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 of 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 convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation.

If bidder's company has a Drug-free Workplace Program, so certify below:

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

SIGNATURE OF BIDDER: _____

DATE: _____

2/14/17

OFFEROR'S CERTIFICATION

WHEN OFFEROR IS A CORPORATION

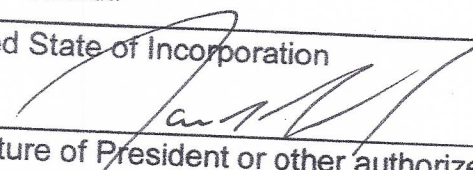
IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this
14th day of February, 2017

Advanced Asset Management, Inc.

Printed Name of Corporation

Florida

Printed State of Incorporation

By: 
Signature of President or other authorized officer

James Nardi

Printed Name of President or other authorized officer

5909 Margate Boulevard

Address of Corporation
Margate, Florida 33063

City/State/Zip
(954) 817-1041

Business Phone Number

(CORPORATE SEAL)

ATTEST:

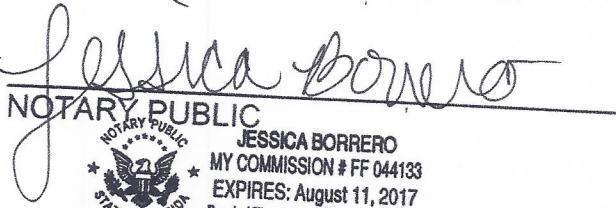
By James Nardi
Secretary

I. State of Florida

County of Broward

The foregoing instrument was acknowledged before me this 14th
February, 2017, by James Nardi, President (Name),
(Title) of Advanced Asset Management, Inc. (Company Name) on
behalf of the corporation, who is personally known to me or who has produced
Florida Driver's License

as identification and who did (did not) take an oath.
WITNESS my hand and official seal.


NOTARY PUBLIC
JESSICA BORRERO
MY COMMISSION # FF 044133
EXPIRES: August 11, 2017
Bonded Thru Budget Notary Services

(Name of Notary Public: Print, Stamp,
or type as Commissioned)

NON-COLLUSIVE AFFIDAVIT

State of Florida)
County of Broward) ss.

James Nardi being first duly sworn, deposes and says that:

- (1) He/she is the President, (Owner, Partner, Officer, Representative or Agent) of the Bidder that has submitted the attached Bid;
- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive 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, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (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 other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

JESSICA BORRERO
(Printed Name)

(Title)

By:



JESSICA BORRERO
MY COMMISSION # FF 044133
EXPIRES: August 11, 2017
Bonded Thru Budget Notary Services

Jessica Borrero

ACKNOWLEDGMENT

State of Florida
County of Broward

The foregoing instrument was acknowledged before me this 14th day of February, 2017, by James Nardi, who is personally known to me or who has produced Florida Driver's License as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC



JESSICA BORRERO
MY COMMISSION # FF 044133
EXPIRES: August 11, 2017
Bonded Thru Budget Notary Services



JESSICA BORRERO
MY COMMISSION # FF 044133
EXPIRES: August 11, 2017
Bonded Thru Budget Notary Services

(Name of Notary Public: Print, Stamp,
or Type as Commissioned)

Jessica Borrero

RFP PROPOSAL FORM NO. MCRA RFP 2017-01

BID TO: BOARD MEMBERS

MARGATE COMMUNITY REDEVELOPEMENT AGENCY

1. The undersigned Proposer proposes and agrees, if this proposal is accepted, to enter into an Agreement with the OWNER in the form included in the Contract Documents to perform the WORK as specified or indicated in said Contract Documents entitled:

MCRA RFP 2017-01 PROPERTY MANAGEMENT SERVICES

2. Proposer accepts all of the terms and conditions of the RFP Documents including disposition of the Bid Security if required.

3. The RFP will remain open until a contract is awarded unless otherwise required by law. Bidder will enter into an Agreement with the City, and will furnish the insurance certificates, Payment Bond and Performance Bond (if required by the Contract Documents).

4. It is the Proposer's responsibility to contact the City prior to the RFP submission date and time to determine if any addenda have been issued on the project. Proposer has examined copies of all the Contract Documents including the following addenda (receipt of all of which is acknowledged):

Number	<u>1</u>	Date	<u>2/8/2017</u>
	<u> </u>		<u> </u>
	<u> </u>		<u> </u>

5. Proposer has familiarized itself with the nature and extent of the Contract Documents, WORK, site, locality where the WORK is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations), and the conditions affecting cost, progress or performance of the WORK and has made such independent investigations as Proposer deems necessary.

6. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Bid. Proposer has not solicited or induced any person, firm or corporation to refrain from bidding and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over Owner.

To all the foregoing, and including all Proposal Schedule(s) and Information Required of Proposer contained in this Proposal Form, said Proposer further agrees to complete the WORK required under the Contract Documents within the Contract Time stipulated in said Contract Documents, and to accept in full payment thereof the Contract Price based on the Total Proposal Price(s) submitted and agreed upon.

NAME OF FIRM: Advanced Asset Management, Inc.

ADDRESS: 5909 Margate Boulevard, Margate, Florida 33063

NAME OF SIGNER James Nardi
(Print or Type)

TITLE OF SIGNER President

SIGNATURE:  DATE: 2/10/17

TELEPHONE NO.: (954) 817-1041 FACSIMILE NO. _____

ACKNOWLEDGEMENT FORM

ADDENDUM NO. 1

MCRA RFP NO. 2017-01 – PROPERTY MANAGEMENT SERVICES

I acknowledge receipt of Addendum No. 1 for MCRA RFP No. 2017-01 – Property Management Services. This addendum contains two (2) pages. Please include the original of this form in your proposal submission.

Company Name: Advanced Asset Management, Inc.

Address: 5909 Margate Boulevard, Margate, Florida 33063

Name of Signer James Nardi
(please print)

Signature:  Date: 2/14/17

Telephone: (954) 817-1041 Facsimile: _____

Please fax your completed form to (954) 935-5258 or e-mail to purchase@margatefl.com.

Spencer Shambray
Purchasing Manager
2/8/2017

ACKNOWLEDGEMENT FORM

ADDENDUM NO. 2

MCRA RFP NO. 2017-01 – PROPERTY MANAGEMENT SERVICES

I acknowledge receipt of Addendum No. 2 for MCRA RFP No. 2017-01 – Property Management Services. This addendum contains four (4) pages. Please include the original of this form in your proposal submission.

Company Name: Advanced Asset Management, Inc.

Address: 5909 Margate Boulevard, Margate, Florida 33063

Name of Signer James Nardi
(please print)

Signature:  Date: 2/14/17

(954) 817-1041

Telephone: _____ Facsimile: _____

Please fax your completed form to (954) 935-5258 or e-mail to purchase@margatefl.com.

Spencer Shambray
Purchasing Manager
2/14/2017

PROJECT: Property Management Services

Margate Community Redevelopment Agency

JAMES NARDI
Project Manager

Jim has been providing government sector real property services since 1990. As a former Project Manager for several other Cities and Community Redevelopment Agencies, Jim has extensive knowledge of policies and procedures that guide Municipalities and CRAs. During his tenure he has not only been involved with CRAs, he has experience with Residential and Commercial Leasing and Government Forfeited and Seized Assets. Jim has administered **Real Property Management** projects for Broward County, Broward County Aviation Department, the Florida Department of Transportation, United States Department of Justice, and Department of Housing and Urban Development.

Currently a Principle of Advanced Asset Management, Jim's commitment to serve as Project Manager will bring his hands on management style to quick, decisive action at all levels, providing excellent customer service to the City, CRA and the Community.

RELEVANT SIMILAR EXPERIENCE

PROJECT: Margate CRA Property Management and Leasing

POSITION: Property Manager and Leasing Agent

CLIENT: Margate Community Redevelopment Agency

SPECIFIC DUTIES: Provide Property Management services to real estate owned by the MCRA. The position includes onsite management, rent collection, contract administration, invoice review and processing, oversight of eviction proceedings, budgeting and cost analysis, emergency response, janitorial, handyman and sweeping services, tenant liaison, move out inspections, all leasing, new and renewals. Provide administrative assistance in written status reports and attendance at CRA Board Meetings.

NUMBER OF PARCELS: 18 **START/END DATE:** 12/07-Present

PROJECT: City of Boynton Beach Real Estate Administration

POSITION: Real Estate Administration and Project Manager

CLIENT: Boynton Beach CRA/ City of Boynton Beach

SPECIFIC DUTIES: Provide site analysis to identify all areas meeting the project requirements. Provide CRA/City with listing of available sites, ranked by project needs. Negotiate purchase contracts for CRA/City's selected site, based on site rankings. Coordinate efforts of CRA/City consultants in due diligence, (appraiser, title company/closing agent, environmentalists) as needed. Provide administrative assistance in written status reports and attendance at required CRA Board Meetings. Coordinate Real Estate closing and hand off parcel to CRA/City for maintenance.

NUMBER OF PARCELS: 32 **START/END DATE:** 11/01-5/04

PROJECT: City of Fort Lauderdale Real Estate Administration

POSITION: Project Manager

CLIENT: Fort Lauderdale CRA

SPECIFIC DUTIES: Project Manager to facilitate all phases of the acquisition program. This was the CRA's first Real Property Acquisition Contract. Responsibilities included setting up policies and procedures for the interaction of CRA and Real Property Administrator, Developing strategies and logistics for the CRA's goals. Oversight of (3) Acquisition Agents and the Project Production. Responsible for written and oral presentation to CRA Board and Advisory Board.

NUMBER OF PARCELS: 60 plus **START/END DATE:** 11/02-5/04

EDUCATION

Miramar HS, Miramar, FL
Broward Community College

LICENSES

Florida Licensed Real Estate
Broker #BK-0616505
Notary Public, Florida

PROFESSIONAL AFFILIATIONS

REALTOR Association
Florida Association of Realtors
National Association of Realtors

PROJECT ASSIGNMENT

Project Manager

PROJECT: Property Management Services

Margate Community Redevelopment Agency

JAMES NARDI
Project Manager

PROJECT: SR 80, Southern Boulevard

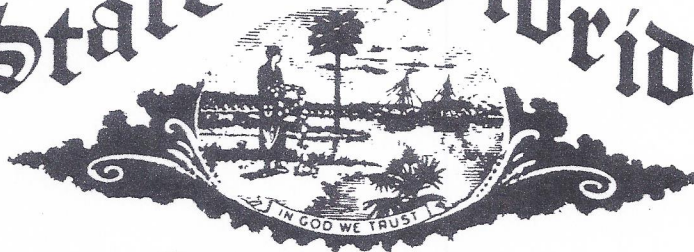
POSITION: Right of Way Manager

CLIENT: Florida Department of Transportation/District-4

SPECIFIC DUTIES: Oversight of the Right of Way program inclusive of Acquisition, Relocation, Property Management, Suit Preparation, and management of (10) sub-consultants. The assignment was broken in to four segments, all within the Governor's Mobility 2000 Program, which imposed strict schedules. All Projects were brought in ahead of their due date.

NUMBER OF PARCELS: 235 **START/END DATE:** 10/99-07/03

State of Florida



Department of State

I certify from the records of this office that ADVANCED ASSET MANAGEMENT, INC. is a corporation organized under the laws of the State of Florida, filed on December 9, 2003.

The document number of this corporation is P03000148412.

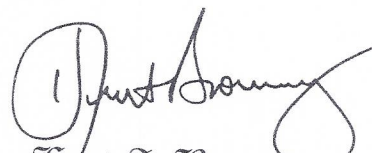
I further certify that said corporation has paid all fees due this office through December 31, 2007, that its most recent annual report/uniform business report was filed on March 10, 2007, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capitol, this the
Tenth day of March, 2007



CR2EO22 (01-07)


Kurt S. Browning
Secretary of State



City of Margate, Florida
Local Business Tax Receipt
901 NW 66th Avenue
Margate, FL 33063
(954) 979-6213

Business Name: NARDI, JAMES
Location address: 5909 MARGATE BLVD

Receipt Nbr: 17-00008814

Issue Date / Class: REAL ESTATE BROKER EACH

Effective Date: October 01, 2016

Expiration Date: September 30, 2017

Receipt Fees: 150.00

Comments:

For Home Local Business Tax Receipt: No Commercial Vehicles Permitted at Residence. No Inventory, Stock of Trade, Sales or Display, Permitted.

Commercial and all others: No Outside Sales, Service, Display, Stock or Storage without prior City Commission Approval.

0007531

NARDI, JAMES
ADVANCED ASSET MANAGEMENT, INC
5909 MARGATE BLVD
MARGATE FL 33063-2835

**NOTICE: RECEIPT MUST BE TRANSFERRED
WHEN BUSINESS IS MOVED OR SOLD.**
(Please see bottom portion of this form.)

Post This Receipt in a Conspicuous Place

Maximum Capacity: N/A

17-00008814

NARDI, JAMES

5909 MARGATE BLVD

TRANSFER OF BUSINESS OWNERSHIP (Fee Required)

**NOTICE: LOCAL BUSINESS TAX RECEIPT MUST BE TRANSFERRED
WITHIN TEN (10) DAYS WHEN BUSINESS IS SOLD.**

Purchaser Name (Please Print)

Seller Name (Please Print)

Receipt #

**THE GRANT OF A LOCAL BUSINESS TAX RECEIPT IS NOT A DETERMINATION OF
COMPLIANCE WITH ORDINANCES OF THE CITY OF MARGATE.**

CHANGE OF BUSINESS LOCATION (Subject to zoning approval. Fee Required.)

Business Name

Receipt #

New Location

RE-CERTIFICATION OF BACKFLOW PREVENTERS REQUIRED ANNUALLY

3:13:13 PM 2/13/2017

Licensee Details**Licensee Information**

Name: **ADVANCED ASSET MANAGEMENT INC (Primary Name)**
Main Address: **5909 MARGATE BLVD
MARGATE Florida 33063**
County: **BROWARD**
License Mailing:
License Location: **5909 MARGATE BLVD
MARGATE FL 33063**
County: **BROWARD**

License Information

License Type: **Real Estate Corporation**
Rank: **RE Corp.**
License Number: **CQ1018732**
Status: **Current,Active**
Licensure Date: **03/15/2004**
Expires: **03/31/2018**

Special Qualifications **Qualification Effective**

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

The State of Florida is an AA/EEO employer. **Copyright 2007-2010 State of Florida. Privacy Statement**

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our **Chapter 455** page to determine if you are affected by this change.

3:14:13 PM 2/13/2017

Licensee Details**Licensee Information**

Name: **NARDI, JAMES JOSEPH (Primary Name)**
Main Address: **5909 MARGATE BOULEVARD
MARGATE Florida 33063**
County: **BROWARD**
License Mailing:
License Location:

License Information

License Type: **Real Estate Broker or Sales**
Rank: **Broker**
License Number: **BK616505**
Status: **Current, Active**
License Date: **09/19/1994**
Expires: **03/31/2017**

Special Qualifications **Qualification Effective**

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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3:15:16 PM 2/13/2017

Licensee Details**Licensee Information**

Name: **LANGDO, NATALIE ROSE (Primary Name)**
Main Address: **5643 SW 57 PL**
DAVIE Florida 33314
County: **BROWARD**
License Mailing:
LicenseLocation:

License Information

License Type: **Real Estate Broker or Sales**
Rank: **Sales Associate**
License Number: **SL3341557**
Status: **Current,Active**
Licensure Date: **11/18/2015**
Expires: **09/30/2017**

Special Qualifications **Qualification Effective**

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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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our **Chapter 455** page to determine if you are affected by this change.



CERTIFICATE OF LIABILITY INSURANCE

Fax: (954)935-5211

DATE (MM/DD/YYYY)

01/26/2017

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

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

PRODUCER Moody Insurance Group 725 Progresso Drive Fort Lauderdale, FL 33304	CONTACT NAME: Curt Warnke	
	PHONE (A/C, No, Ext): (954)266-7700	FAX (A/C, No): (954)475-9821
	E-MAIL ADDRESS: cwarnke@migins.com	
INSURED Advanced Asset Management 5909 Margate Boulevard Margate, FL 33063	INSURER(S) AFFORDING COVERAGE	
	INSURER A: UNITED SPEC INS CO	NAIC #: 12537
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER: 00000000-16416

REVISION NUMBER: 12

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		USA4160234	01/26/2017	01/26/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCL
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Certificate holder is named as additional insured under general liability only, with respect to work performed by the named insured as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

The Margate Community Redevelopment Agency and
The City of Margate
5790 Margate Blvd
Margate, FL 33063

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(CWW)



CERTIFICATE OF INSURANCE

SUCH INSURANCE AS RESPECTS THE INTEREST OF THE CERTIFICATE HOLDER NAMED BELOW WILL NOT BE CANCELED OR OTHERWISE TERMINATED WITHOUT GIVING 10 DAYS PRIOR WRITTEN NOTICE TO THE CERTIFICATE HOLDER, BUT IN NO EVENT SHALL THIS CERTIFICATE BE VALID MORE THAN 30 DAYS FROM THE DATE WRITTEN. THIS CERTIFICATE OF INSURANCE DOES NOT CHANGE THE COVERAGE PROVIDED BY ANY POLICY DESCRIBED BELOW.

This certifies that: ☒ STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY of Bloomington, Illinois
☐ STATE FARM FIRE AND CASUALTY COMPANY of Bloomington, Illinois
☐ STATE FARM COUNTY MUTUAL INSURANCE COMPANY OF TEXAS of Dallas, Texas
☐ STATE FARM INDEMNITY COMPANY of Bloomington, Illinois, or
☐ STATE FARM GUARANTY INSURANCE COMPANY of Bloomington, Illinois

has coverage in force for the following Named Insured as shown below:

NAMED INSURED: ADVANCED ASSET MANAGEMENT INC.							
ADDRESS OF NAMED INSURED: 5909 MARGATE BLVD MARGATE, FL 33063							
POLICY NUMBER	C229630B0459						
EFFECTIVE DATE OF POLICY	2/04/17 - 8/4/17						
DESCRIPTION OF VEHICLE (Including VIN)	2009 TOYOTA 5TFEV54139X071639						
LIABILITY COVERAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
LIMITS OF LIABILITY							
a. Bodily Injury	1,000,000						
Each Person							
Each Accident	1,000,000						
b. Property Damage							
Each Accident	1,000,000						
c. Bodily Injury & Property Damage							
Single Limit							
Each Accident							
PHYSICAL DAMAGE COVERAGES							
a. Comprehensive	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
	\$ 500.00 Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible
b. Collision	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
	\$ 500.00 Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible
EMPLOYERS NON-OWNED CAR LIABILITY COVERAGE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIRED CAR LIABILITY COVERAGE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
FLEET - COVERAGE FOR ALL OWNED AND LICENSED MOTOR VEHICLES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Signature of Authorized Representative

AGENT

2719

2/13/17

Name and Address of Certificate Holder

Title

Agent's Code Number

Date

Name and Address of Agent

ADDITIONAL INSURED:

THE MARGATE COMMUNITY REDEVELOPMENT AGENCY
5790 MARGATE BLVD
MARGATE, FL 33063

STATE FARM INSURANCE
JANET FERNANDEZ INS INC.
10600 GRIFFIN RD, STE 101
COOPER CITY, FL 33329

INTERNAL STATE FARM USE ONLY:

122429.3 Rev. 07-26-2005

- ☐ Request permanent Certificate of Insurance for liability coverage.
☒ Request Certificate Holder to be added as an Additional Insured.



05-17-2011

JEFF ATWATER
CHIEF FINANCIAL OFFICER

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

*** * CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW * ***
NON-CONSTRUCTION INDUSTRY EXEMPTION

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

EFFECTIVE DATE: 11/30/2007 EXPIRATION DATE: N/A
PERSON: NARDI JAMES
FEIN: 593773512
BUSINESS NAME AND ADDRESS:
ADVANCED ASSET MANAGEMENT INC
5909 MARGATE BLVD
MARGATE FL 33063

SCOPES OF BUSINESS OR TRADE:
1- REAL ESTATE / PROPERTY MGMT

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

DWC-252 CERTIFICATE OF ELECTION TO BE EXEMPT REVISED 01-11

QUESTIONS? (850) 413-1609

PLEASE CUT OUT THE CARD BELOW AND RETAIN FOR FUTURE REFERENCE

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION
NON-CONSTRUCTION INDUSTRY
CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA
WORKERS' COMPENSATION LAW

EFFECTIVE: 11/30/2007 EXPIRATION DATE: N/A

PERSON: JAMES NARDI

FEIN: 593773512

BUSINESS NAME AND ADDRESS:

ADVANCED ASSET MANAGEMENT INC
5909 MARGATE BLVD
MARGATE, FL 33063

SCOPE OF BUSINESS OR TRADE:

1- REAL ESTATE / PROPERTY MGMT

**IMPORTANT**

F Pursuant to Chapter 440.05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter.

H Pursuant to Chapter 440.05(12), F.S., Certificates of election to be exempt... apply only within the scope of the business or trade listed on the notice of election to be exempt.

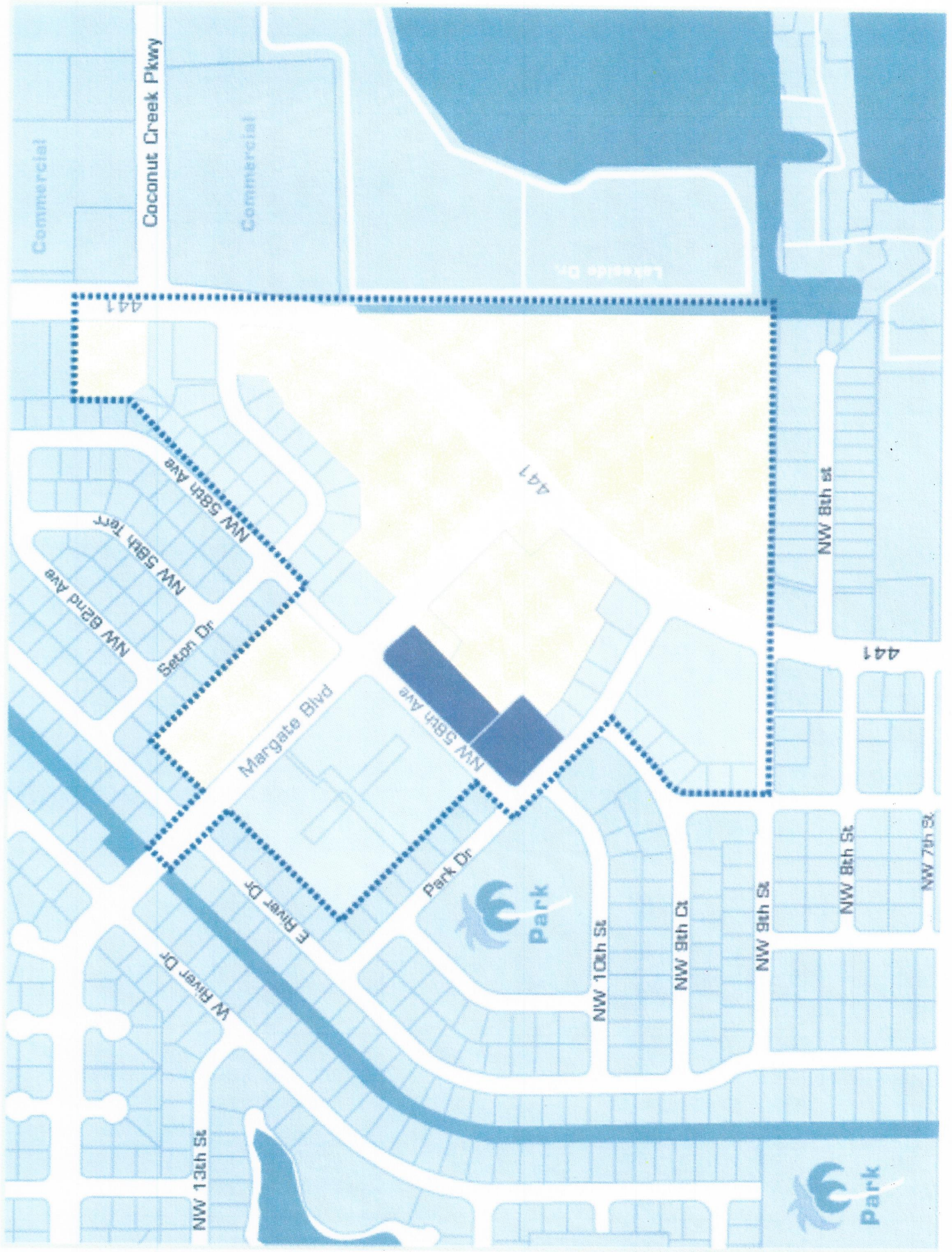
E Pursuant to Chapter 440.05(13), F.S., Notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

QUESTIONS? (850) 413-1609

CUT HERE

* Carry bottom portion on the job, keep upper portion for your records.

DWC-252 CERTIFICATE OF ELECTION TO BE EXEMPT REVISED 01-11



Commercial

Coconut Creek Pkwy

Commercial

Lakeside Dr

441

441

NW 8th st

441

NW 58th Ave
NW 58th Tct
NW 62nd Ave

Baton Dr

Margate Blvd

NW 58th Ave

Park Dr



NW 10th St

NW 9th Ct

NW 9th St

NW 8th St

NW 7th St

NW 13th St

W River Dr

E River Dr

