



CITY OF CRESTVIEW, FLORIDA REQUEST FOR QUALIFICATIONS

Request for Qualifications (RFQ) For Professional Real Estate Services

The City of Crestview, FL is seeking qualifications from individuals or firms interested in providing Professional Real Estate Services to the City of Crestview. The contract for services shall be for a one year period ending in 2020, with possible one-year extensions. The RFQ Package will be available on the City's website at www.cityofcrestview.org. The RFQ package can also be obtained by email from Elizabeth Roy, City Clerk at cityclerk@cityofcrestview.org. Qualification packages should be submitted by 2 PM on Monday, August 26, 2019. Email submissions will not be accepted. Submissions should be sealed and delivered by mail, courier, or by hand to:

**Elizabeth Roy, City Clerk
City of Crestview
198 Wilson Street North/ P O Box 1209
Crestview, Florida 32536**

The City reserves the right to accept or reject any and all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City. The City accepts no responsibility for any response not reaching the prescribed delivery point within the time period stipulated. The CITY OF CRESTVIEW, FLORIDA does not discriminate on the basis of race, color, national origin, sex, religion, age, and handicapped status in employment or provision of service.

End of advertisement

**CITY OF CRESTVIEW, FLORIDA
REQUEST FOR QUALIFICATIONS**

**REQUIREMENTS FOR SUBMITTING QUALIFICATIONS FOR
PROFESSIONAL REAL ESTATE SERVICES**

1. INTRODUCTION:

The City of Crestview (the City) is seeking the services of individuals or firms (the Responder) interested in providing Professional Real Estate Broker and consulting services for the City. It is anticipated that one or more Responders may be selected for a contract period to end on September 30, 2020, with the possibility of four one-year extensions. During this period, the City shall reserve the right to seek qualifications and/or responses from other firms or individuals for specialized projects, as deemed to be in the best interest of the City.

2. SCOPE OF SERVICES

- a) Assist the City in the purchase/lease/sale of specified properties within the City.
- b) Assist the City in determining the value of properties in which the City has an interest. The City will pay for any required appraisals.
- c) Assist with the negotiation the purchase/sale/lease of all parcels assigned to the Responder by the City.
- d) Obtain executed purchase agreements in accordance with the form and content approved by the City.
- e) Advise the City, and its staff in matters regarding the purchase, offers, claims, counteroffers, discussions, and issues pertaining to the purchase/sale/lease of the assigned property(ies).
- f) Coordinate closing schedules on purchases or sales by the City, at the request of the City.
- g) Attend closings as required, ensuring that the City receives a copy of all closing documents expeditiously.
- h) Attend meetings and/or public hearings with staff, their agents, City of Crestview officials, property owners, and other parties involved in the project, at either the request of the City or as part of the Responder's work effort.
- I) Assist the City with efforts of obtaining plans, right-of-way maps, title searches, title commitments, owner's title policies, appraisals, and surveys for an acquisition.
- j) Provide other real property services requested by the City to plan, implement, negotiate, purchase, sell, lease and acquire the property assigned to the Responder by the City.
- k) Assist the City in acquiring properties through tax sales, foreclosure sales, bankruptcy sales, and other judicial processes as necessary.
- l) Maintain professional courtesy in all contacts with property owners.
- m) Provide the City with the original and/or a copy of all documents produced by the Responder as a result of the work assigned, if requested.

3. INFORMATION REQUESTS

For information pertaining to this Request for Qualification (RFQ), contact the City Clerk as shown in Section 14. Such contacts shall be for clarification purposes only. Material changes, if any, to the scope of services or response procedures will be transmitted only by written addendum.

4. COMPENSATION

Compensation for the Responder shall be in the form of real estate commission ether by fee or percentage. The Respondent shall provide the proposed real estate commission rate and fee schedule as part of the response.

5. ANTICIPATED RFQ TIMETABLE

- a) Release of Request for Qualifications July 23, 2019
- b) Deadline for Written Questions August 6, 2019
- c) Response Due Date August 26, 2019
- d) Evaluation of Responses and Short Listings Completed TBD
- e) Staff Recommendation and Anticipated Award TBD

All dates are tentative. The City reserves the right to change scheduled dates.

6. FORM OF THE RESPONSE

All Responders shall submit one (1) original and four (4) **bound** copies of their documents in a sealed enveloped or package. The response shall be on letter size paper. All Responders shall include Statement of Insurance Compliance, Responders Certification Form, Compliance with Public Records Law Form, and copy of IRS Form W-9.

The response must be divided into **six (6) sections** with references to parts of this RFQ, completed on a section number/paragraph basis. The six (6) sections shall be named:

- a) Required Submittals - See 6 Below
- b) Qualifications and Experience – See 7 Below
- c) Approach to the Work – See 8 Below
- d) Knowledge of Local Market Conditions – See 9 Below
- e) Hourly Rate / Fee Schedule – See 10 Below
- f) Other documents the Responder wishes to provide that is believed to be pertinent

7. REQUIRED SUBMITTALS:

Letter of Transmittal: The cover letter shall be addressed to Elizabeth Roy, City Clerk, at the address in Section 14, and shall include at a minimum the following:

- a) Name of responding individual, partnership, company, or corporation.
- b) Statement that all terms and conditions of the RFQ are understood and acknowledged by the undersigned.
- c) Location(s) of office(s) that will provide services to the City and the service area covered by the office.
- d) Signature(s) or representative(s) legally authorized to bind the Responder.

Responder Documents:

- a) Copy of all applicable Florida Real Estate licenses.
- b) Resume(s) of key personnel who would be working with the City.
- c) Three Business references.

Corporate Information: If a Responder is a corporation, it must be registered with the Florida Secretary of State and be a corporation in good standing.

Summary of Litigation: Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the Responder in the past three (3) years which is related to the services that Responder provides in the regular course of business. The summary shall state the nature of the litigation, claim or contract dispute, a brief description of the case, the outcome or projected outcome, and monetary amounts involved.

License Sanctions: List any regulatory/license sanctions within the past three (3) years.

Statement of Insurance Compliance: See form included in this package.

Responder's Certifications: See form included in this package.

Compliance with the Public Records Law: See form included in this package.

Taxpayer Identification Number (W-9 Form): See form included in this package.

8. QUALIFICATIONS AND EXPERIENCE

- a) The Responder must have been in business at least three (3) years and must provide documentation of similar work experiences.
- b) Provide details of the Responder's qualifications and the specific individuals who will be providing the real estate services, including certifications, resume, and contact information.
- c) Identify the role that assigned individuals shall assume in the proposed contract with the .
- d) Discuss the Responder's ability and capacity to perform the necessary project activities in a timely manner.

9. APPROACH TO THE WORK

- a) The Responder shall provide an approach to the requested services based on the projected scope of work.
- b) The Responder may include innovative approaches, cost savings ideas and methods, and any other information considered by the Responder to be advantageous to demonstrate an understanding of the required services.
- c) Discuss the manner in which proper coordination and information exchange shall be assured among the County Appraiser's Office, Responder, the City, and other jurisdictional entities.

10. KNOWLEDGE OF LOCAL REAL ESTATE MARKET

- a) Provide a list of **local** projects (clients) for which the Responder has provided similar services within the past three (3) years. Provide references to include the client's name, contact person, telephone number, project name, and number of parcels.
- b) Identify the role that **local** assigned individuals shall assume in the proposed contract with the City.

11. HOURLY RATE / FEE SCHEDULE

Provide the Responder's hourly rates, fees, and/or commissions for each category of Responder services you propose to provide on a matrix form entitled "Hourly Rate / Fee Schedule – Property Acquisition/ Sale Services". If the cost of services varies by staff member or job position, provide cost by staff name or position name. A Responder may use examples of cost for properties of varying types and values to illustrate what the fees might be.

12. EVALUATION PROCESS

The City Manager will appoint a committee consisting of members of City staff to evaluate responses and to short-list a minimum of three (3) Responders. The City shall be the sole judge of its own best interests, the responses, and the resulting agreement. A ranked short list may be presented to the City Commission for approval or the selection committee may choose to recommend one or more Proposers for Award. Award(s) will be made to the Responder(s) who presents the best overall value to the City based on the entire evaluation process and all the information gathered.

Evaluation factors are based on the abilities of the Responder to efficiently perform the Scope of Services as generally outlined in this Request for Qualifications. The City will be seeking to identify the response(s) which will best meet the needs of the City as determined from the responses to this Request for Qualifications.

A selected group of Responders *may* be required to make an oral presentation to the Selection Committee. Such presentation will provide an opportunity for each short listed Responder to clarify the information provided in their RFQ. Oral presentations, if any, will be considered in conjunction with submitted data by the Selection Committee. The Selection Committee will present its recommendation to the City Manager and then to the City Commission, which has the authority to make the final determination and award contracts.

Responses will be evaluated on a total score basis, with a maximum score of one hundred (100) points. If a local and a non-local firm (as demonstrated by a local office and local staff) are tied in the evaluation, the local firm will be given preference.

13. EVALUATION METHODOLOGY

a) Qualifications of the Firm / Individual(s) (0 to 20 points)

Review the certifications and resumes of assigned individuals and the specific role they will assume in the performance of the work required. Evaluate the list of projects (clients) on which the Responder has performed similar services within the past three (3) years. Contact with references provided. Consider the administrative staff that will be available to assist Responder in performance of tasks.

b) Approach to the Work (0 to 20 points)

Review the Responder's proposed approach to the project, which will involve the sale and/or acquisition of parcels; Responder's understanding of the Scope of Services required to sale or acquire the parcels; and any unique marketing concepts or cost saving suggestions. Consider the Responder's staffing quality and availability. Evaluate the Responder's communication ability, use of specialized equipment services, commitment to satisfy the City's needs, and the Responder's performance on similar projects.

c) Knowledge of the Local Real Estate Market (0 to 30 points)

Review the documentation relating to the Responders local offices and local staff. Consider the number and types of local projects and acquisitions services by the Responder in the past three years.

d) Hourly Rate Fee Schedule (0 to 30 points)

Review of the proposed Hourly Rate / Fee Schedule on a form entitled "Hourly Rate / Fee Schedule – Property Acquisition Services" for the duration of this agreement.

The responses will be evaluated on

- a) **Strengths:** Those areas in which the response exceeds the City's minimum requirements.
- b) **Weaknesses:** Those areas where the response lack soundness or effectiveness which could prevent successful performance of the contract.
- c) **Deficiencies:** Those areas where the response fails to meet the City's requirements.

14. SUBMISSION OF DOCUMENT

Documents must be mailed, or hand delivered to:

**Elizabeth Roy, City Clerk
City of Crestview
198 Wilson Street North/ P O Box 1209
Crestview, Florida 32536**

The left front of the envelope or package shall read :

**Request for Qualifications for Professional Real Estate Broker/Consulting Services
Due Date: August 26, 2019 2:30 PM
Responder Name: _____**

All documents must be delivered to or received in the mail by the due date and time. Any documents received after this date and time will not be considered and will be returned to sender unopened. The City takes no responsibility for late mail or late delivery services.

14. QUESTIONS

All questions shall be only submitted in writing and must be received before August 6, 2019. Questions may be submitted by email. Any such questions shall be submitted to:

**Elizabeth Roy, City Clerk
City of Crestview
198 Wilson Street North
Crestview, Florida 32536
Office: 850-682-1560
Fax: 850-682-8077
E-mail: cityclerk@cityofcrestview.org**

Any contact made with any other employee or official of the City regarding this RFQ may be grounds for the disqualification of the Responder.

15. LEGAL REQUIREMENTS

All Federal, State, County, and Local Laws, Ordinances, Rules, and Regulations that in any manner affect this RFQ herein apply. Lack of knowledge by the Responder will in no way be cause for relief from responsibility.

16. CONFLICT OF INTEREST

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Responders must disclose with their Response the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of the City or any of its agencies. Further, all Responders must disclose the name of any officer, director, partner, proprietor, associate or agent who is related to any employee or official of the City.

17. LIABILITY

The City assumes no responsibility to any Responder for the cost of preparing this RFQ. The City reserves the right to accept or reject any and all responses, to waive information, or to re-advertise as may be in the best interest of the City. The City will not accept any mail or delivery service that is late, and will return all late responses unopened.

18. INSURANCE REQUIREMENTS

The Responder will be required to name the City as an additional name insured with the following minimum coverage's:

- a) **Workers Compensation** shall be maintained by the Responder for all employees engaged in the work under RFQ in accordance with the laws of the State of Florida. Employer's Liability Insurance shall be maintained by the selected Responder at limits not less than \$100,000 Each Accident. Contract employees of Responders are exempt from this requirement.
- b) **Automobile Liability Insurance** shall be maintained by the selected Responder with a combined single limit of not less than \$500,000 Bodily Injury and Property Damage in accordance with the laws of the State of Florida, as to the ownership, maintenance, and use of all owned, non-owned, lease or hired vehicles.

All insurance minimum coverages extend to any sub-contractor. The selected Responder(s) is responsible for all sub-contractors.

19. AWARD

All responses will be evaluated by City staff in accordance with the criteria set forth in the RFQ documents. The City may conduct interviews/presentations as part of the evaluation process from the short-listed firms. The City is not liable for any costs incurred by the Responder in connection with such presentations. The City anticipates award to the Responder or Responders judged by the City to be the most advantageous and offers the best value to the City. The Responder understands that this RFQ does not constitute an agreement or a contract with the Responder. The City reserves the right to reject all responses, to waive any formalities, and to solicit and re-advertise for new responses, or to abandon the project in its entirety.

20. RESPONSE PREPARATION COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Responders should prepare their responses simply and

economically, providing a straightforward and concise description of the Responder's ability to meet the requirements of the RFQ.

21. ACCURACY OF RESPONSE INFORMATION

Any Responder whose response to the City contains any information which is determined to be substantially or materially inaccurate, misleading, or exaggerated shall be disqualified.

22. ACCEPTANCE / REJECTION

The City reserves the right to accept or reject any or all responses and to make the award to those Responders, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City also reserves the right to reject the response of any Responder who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the City's opinion, is not in a position to perform properly under this award. The City reserves the right to inspect all facilities of Responders in order to make a determination as to the foregoing. The City reserves the right to waive any irregularities, informalities, and technicalities and may at its discretion, conduct a re-procurement.

23. MISTAKES IN RESPONSE

Responders are expected to examine the terms and conditions, specifications, delivery schedule, costs or fees, extensions and all instructions pertaining to supplies and services. Failure to do so will be at Responder's risk. In the event of extension error(s), the unit price will prevail and the Responder's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition errors(s), the unit price, and extension thereof, will prevail and the Responder's total offer will be corrected accordingly. Responses having erasures or corrections must be initialed in ink by the Responder.

24. DISQUALIFICATION OF RESPONDER

More than one response from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Responder is involved in more than one response will be cause for rejection of all responses in which such Responders are believed to be involved. Any or all responses will be rejected if there is reason to believe that collusion exists between Responders. Responses in which the prices obviously are unbalanced will be subject to rejection.

25. CONE OF SILENCE

It is the intent of the City to prevent potential responders from communicating with city department heads, their staff or selection and evaluation committee members regarding this RFQ during the response period. Thus, a Cone of Silence is now in effect. Any communication regarding this solicitation between an employee, partner, officer, or director of a potential responder and any or City of Crestview elected or appointed official, board member, executive director, department head, staff, agent or a member of the evaluation committee is strictly prohibited. The Cone of Silence does not include any pre-bid conference, meeting, interview or presentations conducted for informational purposes, or communications solely regarding matters of process or procedure of this RFQ. Written questions may be submitted as provided for in Paragraph 14.

STATEMENT OF INSURANCE COMPLIANCE

The undersigned agrees to obtain prior to award, if selected, Professional Insurance coverage in accordance with the requirements as set forth in the Request for Qualification attached hereto.

Policies other than State Issued Worker's Compensation shall be issued only by companies authorized by maintaining certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a Rating of "A" or better and a Financial Size category of "VII" or better according to the A.M. Best Company. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.57, Florida Statutes.

Responder

Authorized Signature

Officer Title

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE RESPONSE

RESPONDER'S CERTIFICATION

I have carefully examined the Request for Qualifications, Instructions to Responders, General and/or Special Conditions, Specifications, and any other documents accompanying or made a part of this Request for Qualifications.

I hereby propose to furnish the services specified in the Request for Qualifications at the prices, rates or discounts quoted in my response. I agree that my response will remain firm for a period of up to one hundred twenty (120) days in order to allow the City adequate time to evaluate the responses.

I agree to abide by all conditions of this response and understand that a background investigation may be conducted by the Crestview Police Department prior to award.

I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the Responder and that the Responder is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this response is made without any prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a response; no officer, employee or agent of the City of Crestview or of any other Responder has any interest in said response; and that the undersigned executed this Responder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Responder

Authorized Signature

Officer Title

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE RESPONSE

COMPLIANCE WITH PUBLIC RECORDS LAWS

Upon award recommendation or ten (10) days after opening, responses become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Responders must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The response of a response to the RFQ authorizes release of the Responder's credit data to the City.

If the Responder submits information exempt from public disclosure, the Responder must identify with specificity which pages/paragraphs of their response package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By responding to this solicitation, the Responder agrees to defend the City in the event we are forced to litigate the public records status of the Responder's documents.

Responder

Authorized Signature

Officer Title

Date

_____, as AGENT, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records Law or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if Contractor does not transfer the records to the public agency: and
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e. **If AGENT has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Agreement, Contractor shall contact the Custodian of Public Records at:**

City Clerk, City of Crestview
198 North Wilson Street
P.O. Box 1209
Crestview, Florida 32536
(850) 682-1560 Extension 250
cityclerk@cityofcrestview.org

- f. In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

THESE FORMS MUST BE COMPLETED AND RETURNED WITH THE RESPONSE

**Request for Taxpayer Identification Number and Certification
(W-9 Form)**

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE RESPONSE

Form available at Internal Revenue Website

<http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

Vendor or Contractor Conflict of Interest Disclosure Statement Information and Instructions

The City of Crestview, Florida, requires this disclosure statement to be completed and filed with all proposals, bids responses, contracts, or grant or loan requests to the City in excess of \$10,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required from persons submitting responses to requests for proposals, requests for qualifications, invitation to bid, grant applications, or other proposals.

A copy of the disclosure statement shall be maintained by the awarding City Department.

The City of Crestview shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required on the disclosure form.

Any person who provides misleading or incorrect information on the disclosure statement shall be disqualified from participation. Also, the contract or grant shall be voidable by the City if the misleading or incorrect information on the disclosure statement is discovered by the City subsequent to execution of a contract.

Definitions

"Business Entity" means any corporation, partnership, limited partnership, proprietorship, firm, enterprise, franchise, association, self-employed individual, or trust, whether fictitiously named or not, doing business in the state of Florida.

"Family, or Family Members, or Familial Relationship" means included but limited to individuals who are related to a public official as father, mother, son, daughter, brother, sister, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, half brother, half sister, person who is engaged to be married to a public official or who otherwise holds himself or herself out as or is generally known as the person whom a public official intends to marry or with whom a public official intends to form or has formed a household.

"Person" means an individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

"Public Official" means a person either elected to a governmental position, or appointed to a governmental position who is authorized by statute, resolution or charter to exercise part of the sovereign power of the governmental entity and whose duties of involve the exercise of discretion on behalf of the governmental entity. This would include those who are considered Department Heads by the City.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

CITY OF CRESTVIEW

VENDOR OR CONTRACTOR CONFLICT OF INTEREST DISCLOSURE FORM

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

CONTACT EMAIL ADDRESS

This form is provided with:

Invitation to Bid
 Request for Proposal / Qualifications
 Proposal
 Grant or Loan Request
 Other

1. Has your business entity or any of your business entities' partners, divisions, or any related business entity previously performed work or provided goods or services to any City Department within the current or last fiscal year?

Yes
 No

If yes, identify below the City Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services. (Use additional pages if necessary)

CITY DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

2. Has your business entity or any of your business entities' partners, divisions, or any related business entity previously applied for and received any grants or loans from any City Department within the current or last fiscal year?

Yes
 No

If yes, identify the City Department that awarded the grant or loan, the date such grant or loan was awarded, and the amount of the grant or loan.

CITY DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT OR LOAN

3. List below the name(s) and address(es) of all public officials with whom your business entity or members of your immediate family have a familial relationship. Identify the office the public official holds or the City Department for which the public official works. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	CITY DEPARTMENT

4. List below the name(s) and address(es) of all family members of public officials with whom your business entity, or members of your immediate family have a familial relationship. Identify the office the public official holds or the City Department for which the public official works. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	CITY DEPARTMENT WHERE EMPLOYED

If you identified individuals in items one and / or two above, describe in detail below the direct benefit to be gained by the public officials, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to used in preparation of , request for proposal or qualifications, invitation to bid, or grant or loan proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that omissions shall be cause for disqualification from participation in the proposed transaction.

Signature

Date

Printed Name

Title