



TOWN OF CUTLER BAY

ATTACHMENT "D"

RFP #15-04

**Cutler Bay Town Center
Property Management Services**

**AJP Management Group
Bid Submittal**



RFP #15-04
Cutler Bay Town Center
Property Management Services

Attention:
Town Clerk
Town of Cutler Bay
10720 Caribbean Blvd. Suite #105
Cutler Bay, Florida 33189



April 8, 2015

Town Clerk
Cutler Bay Town Center
10720 Caribbean Blvd. Suite#105
Cutler Bay, Florida 33189

Re: RFP #15-04 – Cutler Bay Town Center Property Management Services

Dear Town Clerk:

Thank you for the opportunity to submit our proposal for the Property Management Services for the Cutler Bay Town Center.

There are two elements to successful management skill and care. AJP Management excels at both. AJP Management is a vertically integrated organization that delivers personalized service that fits your business and your objectives.

Every management recommendation is custom-crafted with your property's needs in mind. Our team's deep-rooted understanding of industry best practices and watchful eye over expenditures, rapid response systems and detailed analysis allow us to maximize occupancy and ROI. This is essential to your success in evolving real estate and economic cycles.

AJP Management manages each property as if it were our own.

Sincerely,

AJP Management Group, LLC

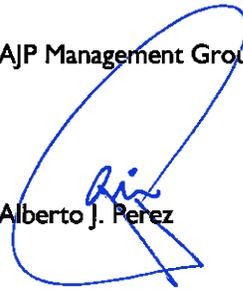
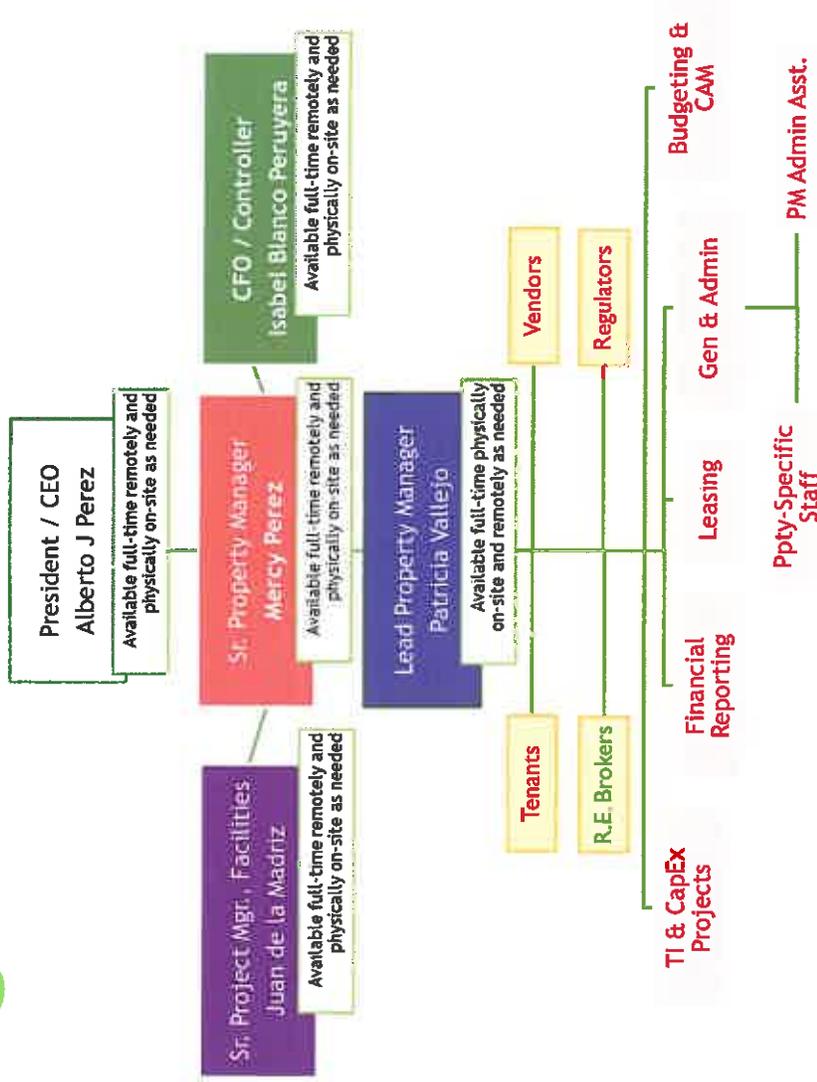

Alberto J. Perez



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Organizational Structure





PM Side

Sr. Property Manager

- Works with CEO, CFO/Controller and Operations.
- In charge of specific asset(s) under management, and all aspects of client and tenant satisfaction.
- Focused on achieving stated financial results (NOI and cash flow) and operating objectives (leasing, capital improvements, system enhancements, tenant satisfaction).
- Works directly with client to ensure thorough understanding of investment objectives and develops acceptable property-specific strategic plans and operating/capital budgets.
- Oversees implementation of approved initiatives and programs via property team management (leasing specialists, vendors, contractors, building employees).
- Responsible for management, supervision and professional development of all building personnel (CFO/Controller, Office Manager, Chief Engineer and Engineering staff, Property Administrator).
- Responsible for representing AJPM in the local and regional business and real estate community to promote AJPM's reputation and capabilities to prospective tenants and clients.
- Competitively bids and prepares all non-MEP service contracts to assure high quality and cost effective services.
- Prepares monthly and quarterly financial reports with assistance of CFO/Controller for client. Analyzes financial statements to project future financial position and budget requirements.
- Prepares periodic inventory of building contents and property condition reports
- Performs routine tours of office buildings and grounds.
- Regularly meets with building owner's representatives to review property operations issues and financial performance.
- Regularly visits/contacts tenants to discuss property issues/concerns and follows up to assure satisfaction on completed requests/WOs.



PM Support

Lead Property Manager

- Reports to Senior Property Manager.
- Works with PM to assist in the day-to-day management of properties.
- Effectively deals with tenant concerns exhibiting a mature, courteous, gracious and efficient manner.
- Relays tenant service requests for all properties to the maintenance staff and/or service providers.
- Tracks & manages maintenance work activity service request log.
- Maintains Certificates of Insurance for vendors and tenants by sending notices upon upcoming expiration.
- Maintains and updates employee and tenant files (lease synopsis).
- Updates property parking information lists.
- Develops & maintains positive tenant relations.
- Obtains competitive service and/or products proposals according to property needs.
- Collects and distributes mail and incoming rental checks on a daily basis.
- Assists with collection of rent and other charges and codes property vendor invoices.
- Support with properties budget preparation and monthly variances.
- Works with accounting department in CAM preparation and property accounting issues (rental charges, invoicing, etc.).
- Assists PM with coordination of tenant events.



Section II

Employee History & Resumes

Alberto J. Perez President / CEO

Alberto José Pérez is Founder and President of AJP Ventures Corporation, a fully integrated real estate firm that acquires, develops, and manages commercial and residential properties.

Based in Coral Gables, FL, AJP Ventures prides itself on selecting projects based on the team's criteria of preserving great design, providing high quality and enriching communities.

Prior to starting AJP Ventures, Mr. Pérez served in a wide variety of positions at Dallas, TX – based Trammell Crow Company, one of the nation's leading commercial developers and investors.

Mr. Pérez is active in various civic organizations in South Florida and presently serves on the board of directors of the ALS Recovery Fund, a non-profit charitable organization committed to creating public awareness, promoting research and education, and raising funds for patient care and research of ALS (Lou Gehrig's disease). In 2007, Mr. Pérez was inducted into the George E. Merrick Society at the University of Miami which recognizes individuals and families that have contributed gifts in excess of One Million Dollars to the University. Mr. Pérez is co-founder and advisor of the University of Miami ALS Research Foundation and is a member of Class IV of the Miami Fellows Initiative, a leadership development program of the Dade Community Foundation. Additionally, Mr. Pérez is a member of the Latin Builders Association and the Coral Gables Chamber of Commerce.

Mr. Pérez is a graduate of Florida International University, where he earned a Bachelor of Arts in Business Administration and a Master of Science in Real Estate and also received a Master of Business Administration in Finance and Management from the Crummer Graduate School of Business at Rollins College.

Mr. Pérez and his wife, Kristi, live in Coral Gables, FL with their young children, Lucas, Noah and Nina.



Isabel Blanco Peruyera
Chief Financial Officer/Controller

Isabel oversees all financial matters for the company, accounting, budget review and analysis, financial reporting, tax/audit responsibilities, and human resources management. She also handles strategic financial analysis for the firm's new and existing developments to ensure maximum asset protection and performance. Additionally, she helps evaluate prospective investments, and helps determine the feasibility of potential joint ventures.

Isabel has over twenty years of experience in managerial accounting for large private-sector multi-national entities and home-building leaders like Lennar and Hines. She consulted for various local South Florida developers on an array of projects such as commercial and residential joint-ventures, non-profit grant-subsidized build-outs, condominium conversions and property management projects.

Isabel received both her Bachelor's and Master's Degrees in Accounting from Florida International University and resides in Coral Gables with her two daughters.

ISABEL BLANCO PERUYERA
1903 Ferdinand Street Coral Gables, FL 33134
(305) 815-7956

EDUCATION	2011	University of Miami	Post-Baccalaureate Program
	2004	Florida International University	Master's Degree in Accounting
	1993	Florida International University	Bachelor's Degree in Accounting

EXPERIENCE

2012-date Chief Financial Officer AJP MANAGEMENT GROUP LLC

Oversee all company accounting practices, budgeting, financial reporting, and tax and audit functions. Implement policies and procedures and establish internal control within operations. Project-level involvement inclusive of training, and communication of core values to teams. Direct financial strategy plans and forecasts conferring with partnership. Assess opportunities for expansion, diversity and project growth potential for the organization.

2006-date President GRYPHON SOLUTIONS

Consultant for accounting practices, information systems, accounting, and facilities departments; budget cycle, financial reports, tax and audit functions. Projects include: accounting system and software(s) conversions (PeopleSoft), non-profit and for-profit financial reporting and tax preparation and strategic feasibility analysis for potential developments in real estate/construction.

2006-2007 Chief Financial Officer MIAMI CHILDREN'S MUSEUM

Oversee investment and fundraising; assess opportunities for expansion and project future growth of a non-profit organization with over 100 employees. Oversee all company accounting practices, information systems, and facilities departments; budget cycle, financial reports, tax and audit functions. Direct financial strategy plans and forecasts conferring with the Board Members, Executive Director and senior management. Exposed to federal, state and local grant budgeting, reimbursement requests and administration; Collaborate with grant writers and CEO on capital improvements grants for charter school. Consolidated banking for the museum to improve treasury management and secured funds to meet loan covenant requirements (DSCR).

2005-2006 Real Estate Financial Analyst TERRA GROUP

Analyze all new/existing developments; draft letters of intent for new prospects. Perform risk analysis studies to maintain maximum asset protection. Evaluate potential investments and divestitures and industry economic outlooks. Identify and determine the feasibility of possible joint ventures and contribute to negotiations.

2003-2005 Property/Project Accountant HINES

Perform all accounting functions, budgeting, forecasting, operating expense reconciliations and job costing. Ensure accurate and timely financial reporting to ownership and regional office. Design and run management reports as well as ad-hoc cost and valuation analyses. Assist other local teams with internal, external, and tenant audits.

1999-2003 Assistant Division Controller LENNAR CORPORATION

Manage accounting and data entry staff of 10-15 employees; implement and maintain financial and administrative systems throughout the division. Ensure the accurate and timely financial reporting to corporate office. Implement and manage an automated job-cost module.



Mercy Perez
Senior Property Manager

Mercy Perez, began her property management career in 1990 on Brickell Avenue; Miami's financial banking district, under a federal appointed receivership. Mercy has managed in excess of one million square feet of foreclosure and trophy assets for institutional owners such as Chase Manhattan, New York Life Insurance Company, Metropolitan Life Insurance Company, Teachers Insurance & Annuity Association (TIAA), I.N.G., TA Associates & CW Capital.

Her most recent project was the completion of a \$3.2 million dollar interior & exterior renovation for 444 Brickell Avenue.

She served as President of Building Owners & Managers Association (BOMA Miami) in 2008 & 2009 and served on the Board of Directors for BOMA Southern Region consisting of 9 south eastern states; she is past Vice President of Commercial Real Estate Women (CREW), she currently sits on the board of the Brickell Area Association (BAA) and is a member of Autism Speaks.

An almost native of Miami for 47 years, she has been married for 20 years and has three sons.

Mercy Perez
8140 S.W. 132nd Street, Pincrest, Florida 33156
(786)-256-7020

EDUCATION

1988 Miami-Dade College Associates of Arts
1990 Florida International University Bachelor's Degree Business Administration
1996 Building Owners & Managers Association, (BOMA) RPA

EXPERIENCE

2013 – Present Senior Property Manager AJP Management Group
Property Management responsibilities and directly overseeing a diversified mix use portfolio consisting of commercial office, residential and land redevelopment owned by private investors.

2010-2013 – Senior Property Manager Colliers International
Directly responsible for a \$3.2 million dollar interior and exterior renovation of a 40 year old asset taken out of receivership status. Responsible to stabilize asset and prepare to market for sale of 444 Brickell, Miami, Florida - 300,000 square feet.

2007-2010- Director of Property Management Pointe Group Advisor
Structured Property Management department and accounting department for Pointe Group Advisors, privately owned real estate developer and owner consisting of approximately 800,000 sq. ft. portfolio throughout the state of Florida.

2004-2007 – Senior Property Manager Grubb & Ellis
Property Managed: 200 SE 1st Street, Miami, Florida, 200,000 square feet, 18305 Biscayne Blvd., North Miami, Florida 40,000 square feet. 3505 NW 107 Avenue, Doral, Florida, 320,000 square feet.

2003-2004 – General Manager Jones Lang LaSalle
Property Managed: 701 Brickell Avenue, Miami, Florida, 680,000 square feet.

1993-1996 & 1999-2003 – Property Manger Taylor & Mathis Inc.
Properties Managed: 701 Brickell Avenue, Miami, Florida, 680,000 square feet, 777 Brickell Avenue, Miami, Florida, 286,000 square feet, 550 Biltmore Way, Coral Gables, Florida, 168,000 square feet, 44 West Flagler Street, Miami, Florida, 187,000 square feet, 404 Washington Avenue, Miami Beach, Florida, 56,000 sq. ft., 444 Brickell Avenue, Miami, Florida, 275,000 square feet & 155 S. Miami Avenue, Miami, Florida, 150,000 square feet.

1997-1999 - Property Manager Highwoods Properties
Portfolio Managed: 8600 NW 36 Street, Miami, Florida, 225,000 square feet; 11 acres, 1800 Eller Drive, Hollywood, Florida, 102,000 square feet; 10 acres. ft. Ventures Corporate Center I, II & III, Hollywood, Florida, 250,000 square feet 15 acres, Emerald Hills I & II, Hollywood, Florida, 138,000 square feet; 10 acres. Sheridan Design Center, Hollywood, Florida, 58,000 square feet; 5 acres.

1996-1997 – Property Manager Gaedeke Landers
Property Managed: Museum Tower, Miami, Florida, 234,000 square feet.

1990-1992 – Assistant Property Manager GD -Asset Management
Property Managed: 1200 Brickell Avenue – Miami, Florida, 245,000 square feet.



Patricia Vallejo
Lead Property Manager

Patricia began her professional career in international foreign trade by directing the import and export department of a pharmaceutical wholesaler and chemicals commodities company for over six years.

Later on, she took the opportunity of joining the Procurement Division for what is currently known as Exxon Mobil in her native country, Ecuador. Responsible for coordinating the 'just in time' and 'cost effective' inventory management for the lube oil plant and steel drum factory, Patricia increased savings by over \$300K for the South American region.

After moving to Miami with her husband, she decided to switch her line of work to accounting. Both of her parents were accountants.

In 2006 she started working for Ralph A. Sanchez, founder of Homestead Miami Speedway, by assisting the Controller with the accounting and property administration of their commercial office buildings in Coral Gables.

After joining AJP Management Group in 2010, her focus continued in providing quality property management and accounting support to our clientele as well as our own organization.

Since then, has managed a boutique office building in Coral Gables. 232 Andalusia Condominium is 25,969 square feet, class "A" building.

Patricia has a Bachelor's Degree in Business Administration and is currently applying for the Florida State CAM Licensure.

She resides with her husband Juan and their son, Javier, in the Town of Cutler Bay for almost four years.

PATRICIA VALLEJO
18503 SW 89th Place | Cutler Bay, FL 33157
(786) 281-9953 | pvallejo@ajpventures.com

EDUCATION

Bachelor in Business Administration (1999)
Universidad Laica Vicente Rocafuerte - Guayaquil, Ecuador

Customer Service Management (1996)
Universidad Politécnica del Ecuador - Guayaquil, Ecuador

EXPERIENCE

2010-Present - AJP Management Group, LLC

Responsible for the management company accounting, inclusive of billing, collection of management services and bill back expenses. Yearly budget preparation as well as monthly financial reporting to ownership. In charge of the employees payroll processing. Keep proper insurance policies (Property, Flood, G/L, W/C and Health) as well as handle audit processes at renewals. Assist management in ad-hoc projects for affiliates when required.

Property administration of a commercial building in Coral Gables, inclusive of accounting for its condominium association. Coordination and conduction of yearly owners' meeting. Oversee third party contractors' services provided to the property (preventive HVAC maintenance, elevators, janitorial, fire alarm and others). Coordinate with municipality and/or county yearly inspections to comply with licenses accordingly. Assure monthly dues are collected on time and work with condominium attorney on these efforts when required.

2006-2010 - Ponce Circle Developers, LLC

Responsible for various companies accounts receivable and payable, payroll, job-costing, and reconciliations. Handled insurance policies for ownership, contractors and vendors. Prepared weekly reports for controller and construction development consultants, reviewed prior and present contractor invoicing and comparing to negotiated agreements. Collaborated in construction loan draw process. Assisted with the administration of commercial properties, tenant relations and accounting.

2002-2006 - Financing for Science & Industry Int'l, Inc.

Processed commercial and personal loans through appropriate funding sources. Analyzed financial information on daily basis for key customers to provide the best economic alternative. Prepared adequate documentation for leasing projects and updated lender database weekly. Assisted with accounts payable & receivables, bank reconciliations and office administration.



SECTION III
Current & Completed Projects

Project	Length of Contract	Scope of Services	Type of Contract	Accomplishments	Contact
Cane House	04/14 - Ongoing	Marketing property to fill vacancies. Preparation and handling of leases. Preparation and management of property budget. Rent Collection and tenant relations. Perform preventive maintenance. Handle service request for repairs when required. Project accounting.	Monthly retainer		Mas Group Mr. Juan C. Mas, President Ph: 305-448-1088 Email: jfcmas@gmail.com
The Building on Ponce	08/12 - Ongoing	Developed six-story office tower - 60,000 SF office building. Assisted broker with marketing property to fill vacancies. Work closely with R.E. Agent for lease preparation. Vendor selection and supervision of services provided. Vendor billing processing. Tenant relations and rent collection. Coordination of monthly preventive maintenance services. Preparation of annual budget. Monthly review of financial variances and review of CAM charges	Monthly retainer	Project construction milestone one year. Winner of 2012 NAIOF Building of the Year Award LEED Certification by USGBC	T.A. Mr. Nhat M. Nguyen Ph: 617-476-2737 Email: nguyen@tarealty.com
Miami Green	01/15 - Ongoing	195,000 SF Class "A" building - asset management. Vendor selection and supervision of services provided. Vendor billing processing. Tenant relations and rent collection. Coordination of monthly preventive maintenance services. Preparation of yearly property budget. Monthly financial reporting. Yearly CAM calculations and reconciliation.	Monthly retainer	Improve exterior of the property by renovating perimeter landscape. Organize tenant parking and outsourced valet services for visiting customers.	iStar Financial Group Mr. Greg Camila Ph: 678-339-2062 Email: gcamila@istarfinancial.com
1000 Miracle Mile	08/14 - Ongoing	38,836 SF asset ownership and management. Marketing property to fill vacancies. Preparation and handling of leases. Preparation and management of property budget. Rent Collection and tenant relations. Coordination of preventive and regular maintenance services. Handle service request for repairs when required. Project accounting and financial reporting to partners.	Monthly retainer		PonceCat Miracle Mile, LLC Mrs. Michelle Zubizarreta Ph: 305-428-6126 Email: mzubi@zubiad.com
232 Andalusia Avenue	05/10 - Ongoing	25,969 SF Class "A" building, property management. Collection of association dues. Vendor relations and billing processing. Monthly accounting. Coordination of preventive and regular maintenance services. Yearly coordination and conduction of owners' association meetings.	Monthly retainer	Exterior structural enhancement and painting.	232 Andalusia Condominium Assoc., Inc. Mrs. Nora Galego Ph: 305-444-9000 Email: ngalego@galegolaw.com



Project	Length of Contract	Scope of Services	Type of Contract	Accomplishments	Contact
2700 Ponce de Leon	08/14 - Ongoing	6,000 SF redevelopment asset ownership and management. Retail space used by designer Rene Ruiz. Future home of World of Beer. Monthly property accounting.	Monthly retainer		PonceCat 2700, LLC Mrs. Michelle Zubizarreta Ph: 305-428-6126 Email: mzuubi@zubiad.com
2801-2901-3001 Ponce de Leon	02/08 - 05/10	215,000 SF revitalization plan for luxurious residences in downtown Coral Gables. Commercial property management. Handling of tenant service requests. Preparation and handling of leases. Preparation and management of property budget. Rent Collection and tenant relations. Coordination of preventive and regular maintenance services. Handle service request for repairs when required. Project accounting and financial reporting to partners.	Monthly retainer	Oversee project demolition in preparation of site redevelopment and sale to new investors.	Ponce Circle Developers, LLC Mr. José Mas Ph: 305-406-1805 Email: jose.mas@mastec.com
444 Brickell Avenue	09/10 - 03/13	300,000 SF building - asset management. Oversee of \$3.2 million capital improvement. Day to day property management duties	Monthly retainer	the Related Group. Receivership property was repositioned with a \$3.2 million renovation and sold to the Related Group.	Director of Property Management Mr. Joe Robinson Ph: 727-542-1683
Doral Village	05/10 - 12/12	13,632 SF property development and asset management. Assisted broker with marketing property to fill vacancies. Preparation and handling of leases. Preparation and management of property budget. Rent Collection and tenant relations. Coordination of preventive and regular maintenance services. Handle service request for repairs when required. Monthly financial reporting.	Monthly retainer	Disressed commercial property was quickly revitalized and marketed to full occupancy until it was sold at \$5 million.	Twins Development, LLC Mr. José Mas Ph: 305-406-1805 Email: jose.mas@mastec.com
26 Twenty Six Ponce	08/12 - 06/13	6,000 SF Retail space redevelopment and asset management. Assisted broker with marketing property to fill vacancies. Preparation and handling of leases. Preparation and management of property budget. Rent Collection and tenant relations. Coordination of preventive and regular maintenance services. Handle service request for repairs when required. Monthly financial reporting.	Monthly retainer	Winner of 2013 "City Beautiful Award" by City of Coral Gables Chamber of Commerce.	Ponce at Almeria, LLC Mr. Juan C. Mas Ph: 305-448-1088 Email: 4jcmass@gmail.com



Section IV

Accreditations & Engagements

Alberto J. Perez

- “The Building on Ponce”, winner of the prestigious 2012 NAIOP Building of the Year Award.
- “26 Twenty Six Ponce”, winner of the prestigious 2013 City Beautiful Award by Coral Gables Chamber of Commerce.
- Board Member, City of Coral Gables Planning & Zoning Board.
- Board Member, Miami Children’s Hospital Foundation.
- NAIOP, 2012 Member of the Year.
- Member, City of Coral Gables Chamber of Commerce.
- Founder, ALS Recovery Fund.
- Founder, University of Miami ALS Research Foundation.
- Member, Kristi House.
- Member, Latin Builders Association (LBA).

Mercy Perez

- Current Secretary, Brickell Area Association.
- Past President, Building Owners & Managers Association (BOMA) - Miami Dade.
- Past Vice President, Commercial Real Estate Women (CREW) – Miami Dade.
- Member, Autism Speaks.

Section V

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS



Detail by Entity Name

Florida Limited Liability Company

AJP MANAGEMENT GROUP, LLC

Filing Information

Document Number	L09000063179
FEI/EIN Number	300619897
Date Filed	06/29/2009
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	03/26/2013

Principal Address

2990 PONCE DE LEON BLVD.
SUITE 500
CORAL GABLES, FL 33134

Changed: 03/26/2013

Mailing Address

2990 PONCE DE LEON BLVD.
SUITE 500
CORAL GABLES, FL 33134

Changed: 03/26/2013

Registered Agent Name & Address

SANCHEZ-MEDINA, JR, ROLAND
2990 PONCE DE LEON BLVD.
SUITE 500
CORAL GABLES, FL 33134

Name Changed: 03/02/2015

Address Changed: 03/26/2013

Authorized Person(s) Detail

Name & Address

Title MGR

PEREZ, ALBERTO J

2990 PONCE DE LEON BLVD. STE 500
CORAL GABLES, FL 33134

Annual Reports

Report Year	Filed Date
2011	03/17/2011
2014	04/22/2014
2015	03/02/2015

Document Images

[03/02/2015 -- ANNUAL REPORT](#)

[View image in PDF format](#)

[04/22/2014 -- ANNUAL REPORT](#)

[View image in PDF format](#)

[03/26/2013 -- REINSTATEMENT](#)

[View image in PDF format](#)

[03/17/2011 -- ANNUAL REPORT](#)

[View image in PDF format](#)

[10/01/2010 -- REINSTATEMENT](#)

[View image in PDF format](#)

[09/09/2009 -- LC Amendment and Name Change](#)

[View image in PDF format](#)

[06/29/2009 -- Florida Limited Liability](#)

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AJP MANAGEMENT GROUP LLC
AJP MANAGEMENT GROUP LLC

2990 PONCE DE LEON BLVD, STE 500
CORAL GABLES, FL 33134-6831

DETACH HERE AND DISPLAY RECEIPT IN A CONSPICUOUS PLACE



CITY OF CORAL GABLES, FLORIDA
LOCAL BUSINESS TAX RECEIPT

CUST. NO. 223576
RECEIPT NO.
BT-0025013020

2014-2015

THIS IS NOT A BILL-DO NOT PAY

BUSINESS NAME: AJP MANAGEMENT GROUP LLC
DBA NAME: AJP MANAGEMENT GROUP LLC

LOCATION: 2990 PONCE DE LEON BLVD
500

AMOUNT PAID: \$ 123.00

CLASSIFICATION:	NO. OF UNITS	UNIT DESCRIPTION
1 PROPERTY MANAGEMENT SERVICE		
2		
3		
4		
5		
6		

BUSINESS TAX RECPT APPLICATION

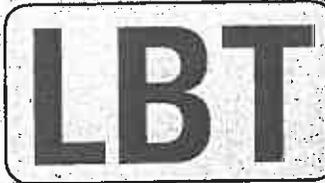
** This receipt does not constitute authority to begin operating at this location without a Certificate of Use and Inspection Approval **

VALID ONLY AT LOCATION ABOVE.
RECEIPT EXPIRES 09/30/2015

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY



7183889

BUSINESS NAME/LOCATION
AJP MANAGEMENT GROUP LLC
2990 PONCE DE LEON BLVD
STE 500
CORAL GABLES, FL 33134

RECEIPT NO.
NEW BUSINESS
7464572

EXPIRES
SEPTEMBER 30, 2015

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER
AJP MANAGEMENT GROUP LLC
C/O ALBERT PEREZ MGR

SEC. TYPE OF BUSINESS
213 SERVICE BUSINESS

**PAYMENT RECEIVED
BY TAX COLLECTOR**
45.00 04/02/2015
0224-15-004164

Employee(s) 5

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276

For more information, visit www.miamidade.gov/taxcollector





Section VI

Pricing, Appendix & Acknowledgement

PRICE SHEET

Management Fee per month, inclusive of all Services provided and inclusive of all costs and expenses of Manager in connection with the Services provided. Schedule for Property Manager is Monday through Friday, 8:00 a.m. to 5:00 p.m. The fee for the Property Manager also includes emergencies or non-ordinary or non-routine events occurring after hours, weekends or holidays.

Monthly Management Fee: **\$4,500.00**

Fee Written: **Four thousand five hundred and 00/100 U.S. Dollars**

APPENDIX A

ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE

A. Consultant warrants that it is willing and able to comply with all applicable State of Florida laws, rules and regulations.

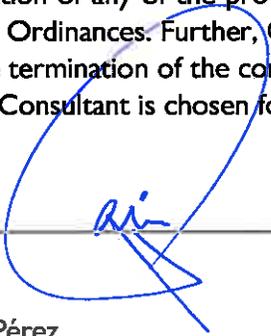
B. Consultant warrants that it has read, understands and is willing to comply with all of the requirements of the RFP and the addendum/ addenda.

C. Consultant warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Council.

D. Consultant warrants that all information provided by it in connection with this proposal is true and accurate.

E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

Consultant warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and Consultant has not, and will not pay a fee, the amount of which is contingent upon the Town of Cutler Bay awarding the contract. Consultant warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, this contract in violation of any of the provisions of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinances. Further, Consultant acknowledges that a violation of this warranty will result in the termination of the contract and forfeiture of funds paid, or to be paid, to the Consultant, if the Consultant is chosen for performance of the contract.

Signature of Official: _____ 

Name (typed): Alberto J. Pérez

Title: President

Consultant: AJP Management Group, LLC

Date: 04/07/15

ACKNOWLEDGMENT

State of Florida

County of Miami Dade

On this 7th day of April, 2015, before me, the undersigned

Notary Public of the State of Florida personally appeared Alberto J. Perez

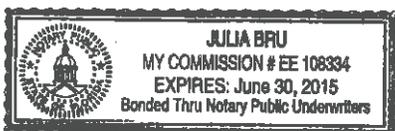
and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal



NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:



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

- Personally known to me, or
- Produced identification:

(Type of Identification Produced)

- Did take an oath. or
- Did not take an oath.

APPENDIX C

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

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

1. This sworn statement is submitted to the TOWN OF CUTLER BAY, FLORIDA

By Alberto J. Perez

For AJP Management Group, LLC

Whose business address is: 2990 Ponce de Leon Blvd., #500, C. Gables, FL 33134

And (if applicable) its Federal Employer Identification Number (FEIN) is: 30-0619897

If the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United States and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea or guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

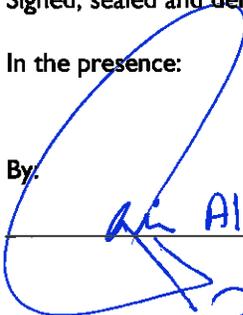
- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

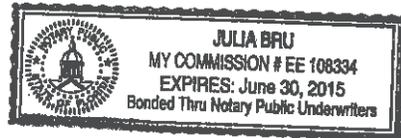
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposes or applies to propose on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered

In the presence:

By:


Alberto J. Perez (Printed Name)
President (Title)



ACKNOWLEDGMENT

State of Florida

County of Miami Dade

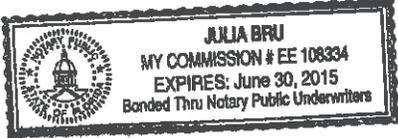
On this 7th day of April, 2015, before me, the undersigned Notary Public of the State of Florida personally appeared Alberto J. Perez and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal



NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC SEAL OF OFFICE:



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

- Personally known to me; or
- Produced identification:

(Type of Identification Produced)

- Did take an oath. Or
- Did not take an oath.