

Prepared for

Leon County Research &
Development Authority



Property Management & Accounting Services Proposal

RFP No. 18-03

Primary Contact

NAI TALCOR

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NAI TALCOR

COMMERCIAL REAL ESTATE SERVICES, WORLDWIDE

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Operations & Management Plan

NAI TALCOR has built an outstanding reputation as a local property management service provider. Our team provides a full spectrum of services at the highest level, from covering the day-to-day property and financial details to maintaining overall tenant relations. We are dedicated to providing comprehensive, reliable service with in depth reporting customized to your needs. We have a host of services available, but they can all be summarized by one phrase: peace of mind. Our goals as a management company are:

- 1) To ensure your buildings and tenants are receiving the best service and operating at peak efficiency,
- 2) To provide in-depth communication and the comfort that comes from knowing that every detail is covered and every aspect of your asset is under control, and
- 3) To proactively pursue ways to continually improve performance and your asset's standing in the market.

NAI TALCOR proposes to continue managing Leon County Research and Development Authority's (Authority) assets, located within Innovation Park, to a standard established by the Authority.

We recognize the vision of Innovation Park and would welcome the opportunity to help get you to the next stage of your development. NAI TALCOR's longevity, impeccable reputation and strong ties to the community can help foster the growth of Innovation Park with the presence of a link on our website. Our website averages approximately 3,000 visits per month which will help broaden your exposure both locally and globally. In addition, NAI TALCOR has a strong presence on all social media sites including Facebook, Twitter, and LinkedIn.

Description of Property Management Staffing

Stephanie Shoulet will be assigned as the property manager for Innovation Park with supervision provided by Lori Campbell, NAI TALCOR's Director of Property Management. Stephanie started working for NAI TALCOR in 2017 and brings with her in excess of 12 years of commercial property management experience. Stephanie's attention to details and commitment to enhance the operational efficiency of a property is a strong asset in achieving the goals of an owner. Her knowledge of Innovation Park and experience with the procurement of goods and services for a public agency adds to her abilities to manage Innovation Park and will allow continued management of the property without interruption of service.

Maintenance is a critical component to preserving and enhancing the value of an asset. For Innovation Park, we will assign Dominic DeMartino as the maintenance technician for the property. Dominic started with NAI TALCOR in January 2016. Dominic has a strong background in plumbing, electrical and HVAC repairs. His prior experience as a previous fire fighter has also equipped him with knowledge of fire and life safety systems as well. Dominic will spend no less than 5 hours per day servicing the Authority's assets (Monday – Friday) and would be available for additional work, as needed.

While Stephanie and Dominic will be the primary staff assigned to Innovation Park, we have additional property managers and maintenance staff available to step in at a moment's notice in the event either one of them are out of the office for either scheduled or unscheduled reasons. This means the management of your property will continue without interruption of service.

Property Management Overview

MANAGEMENT

NAI TALCOR utilizes the following system to ensure the best management of your assets:

1. Conduct routine inspections of the property to ensure elimination of safety hazards, verify mechanical equipment maintenance, ensure cleaning specifications are being met and confirm tenants are satisfied with services provided.
2. Prepare a monthly summary report, or as needed, of property activity and conditions observed for owner.
3. Implement maintenance programs geared to the specific needs of the property. Each program is designed to provide preventive maintenance necessary to preserve the property's

plumbing, mechanical and electrical systems and to assure they are performing efficiently.

4. Prepare repair/refurbishment recommendations geared to enhancing the property's revenue production capability for rental and/or value; submit plans for approval and with authorization, implement and supervise needed repair/refurbishment work; inspect and accept completed work on behalf of owner.
5. Administer all rules, regulations and restrictions necessary for efficient operation of the property and for the comfort and security of tenants.
6. Supervise and evaluate the performance of all service contractors.
7. Upon request by owner, prepare work specifications and secure competitive bid proposals for contracted services in accordance with the Authority's procurement policies, recommend contract awards, negotiate and enter into performance contracts on behalf of owner, provide direct supervision of all contracted services, evaluate compliance to contract specifications and administer payment under the terms of the contract. We are familiar with the importance of Minority Business Enterprise Certification and are sensitive to providing consideration in our bid process of vendors, when requested. Routine contracted services may include:
 - a) Security
 - b) Landscape Maintenance
 - c) Trash Removal
 - d) Exterior Sweeping
 - e) Janitorial
 - f) Pest Control
 - g) Elevator Maintenance and Repairs
 - h) HVAC Maintenance and Repairs
8. Communicate on a regular basis with owner's representative regarding property issues.
9. Meet with each tenant on a regular basis to ascertain their satisfaction with the building's management and maintenance.
10. Follow up on tenant requests making sure that work done was performed in a satisfactory manner.
11. Procure capital replacements, as needed, in accordance with the Authority's Policy and Procedures.
12. Maintain an emergency contact list of all tenants and major contractors.
13. Maintain comprehensive tenant files.
14. Administer all existing leases relating to the property.
15. Attend the Authority's Board of Governors bi-monthly meetings and committee meetings, as needed.

MAINTENANCE

1. Inspect daily (Monday – Friday) the property's grounds and full service office building common areas picking up debris and noting items that need attention.
2. Inspect daily (Monday – Friday) the property's common area restrooms making sure they are stocked, clean and that all fixtures are working properly.
3. Inspect daily (Monday – Friday) the lighting in the property's commons areas and full service office building common areas and replacing, or causing to be replaced, all spent bulbs and/or ballasts.
4. Remove spider webs, mud daubers and wasp nests from the buildings, as needed.
5. Inspect monthly the exit signs and emergency lighting in all full service buildings.
6. Inspect (or cause to be inspected) monthly the buildings' roofs making sure the roof drain covers and gutters are free of debris and that the roof is free from litter.
7. Respond to all emergencies which includes an after hour call service that notifies on-call maintenance staff.
8. Cure all tenant/owner service requests within 24 hours. Works orders may be requested online through NAI TALCOR's website or by contacting NAI TALCOR's corporate office. NAI TALCOR's main phone line provides a method for contacting on-call maintenance staff for emergencies.

QUALITY CONTROL PROCEDURES:

To ensure the high standards of cleaning and maintenance are maintained, NAI TALCOR has multiple levels of control measures including:

- Daily inspections by the building engineer
- Frequent inspections by the property manager
- Surprise visits by senior management personnel
- Utilization of computerized work order system

Property Inspections

Inspections of the building and grounds are performed daily by the Building Engineer and no less than weekly by the Property Manager. These inspections are designed to measure the efficiency and effectiveness of contractors' work to determine if there is a need to improve or modify work plans. These inspections also help to identify any unsafe conditions immediately or maintenance work that may be required in order to maintain a safe and healthy work environment while also preserving the asset's value.

Service Calls/Work Order System

NAI TALCOR utilizes Yardi Voyager to initiate work orders. Work orders may be requested directly by tenant or owner through NAI TALCOR's website or by calling NAI TALCOR's main phone number. The property manager can also initiate work orders. Each work order is assigned a number and the work order is sent via text and/or email to the respective building engineer assigned to a property.

Once a work order is completed, the building engineer closes out the work order indicating it is complete, makes any notes or comments needed regarding the repair and enters in the number of hours required to complete the work order. The property manager is automatically notified via email when each work order has been completed. It is NAI TALCOR's goal that all work orders be completed within 24 hours. If the scope of the request is such that it cannot be completed within 24 hours, the building engineer will notify the affected party and the property manager of the reason for the delay and when the work is expected to be completed. The tracking of work orders provides a means of measuring the efficiency and effectiveness of completing tasks and can be used as a means to track repeated repairs necessitating a review of work plans or capital improvements/replacements needed.

ENHANCED SERVICES:

Construction Management

From time to time, we recognize the Authority may elect to pursue larger capital projects that are outside the scope of routine property management services. NAI TALCOR has the expertise to assist with these projects.

Such services would include, but are not limited to:

- (a) Arranging for space planning services;
- (b) Arranging for major capital improvements for the property;
- (c) Coordinating meetings with architect and tenant;

- (d) Meeting with contractors;
- (e) Assisting with cost estimating;
- (f) Soliciting competitive bids for major capital improvements;
- (g) Providing construction coordination for the remodeling and construction of both tenant improvements and alteration to the common areas of the property; and
- (h) Conducting final walk through and follow-up on punch list items.

Brokerage Services

Our experienced commercial advisors can be a powerful ally in leasing available space. Our extensive market knowledge, research capabilities and effective marketing programs ensure that the property is exposed to the greatest number of prospective buyers and/or lessees.

Accounting Services & Reporting Plan

Description of Accounting Staffing and Systems

NAI TALCOR has its own in-house accounting division, overseen by its own Certified Property Accountant (CPA). Kristy Bennett, CPA, is the director of Accounting and has been working with NAI TALCOR since 2007. Our layers of staffing at NAI TALCOR ensure there is segregation of duties providing the necessary checks and balances.

Additionally, NAI TALCOR utilizes top of the line software. Yardi Voyager Commercial software is the leading solution for retail, office, and industrial property management. Designed as a fully integrated solution for real estate enterprises of all sizes, Voyager Commercial seamlessly consolidates portfolio, financial, lease, property, budget, and construction data in a single, centralized database that is globally accessible. Our operations from both a procedural and technological standpoint have led the way in achieving only unqualified audit opinions for the Authority since assuming its management in 2010.

ACCOUNTING/ADMINISTRATIVE SERVICES

1. Adhere to all policies and procedures set forth by the Authority.
2. Prepare an annual operating budget each year.
3. Administer all accounting and lease management functions utilizing the Yardi Voyager system that is accessible via the internet and backed up regularly. Accessibility to view the system is available to the Authority.
4. Maintain rent / revenue records for the properties.
5. Prepare and mail rental invoices for those that require same. Most non-institutional tenants utilize the lease agreement as its invoice.
6. Collect rental income, deposit fees, concession income and other revenue (such as late fees, damage charges, etc.) and record same in Yardi upon receipt. Rent checks are electronically scanned into Checkscan (a Yardi application) daily and will be in the property bank account within 24-48 hours.
7. Provide owner with a monthly accounts receivable aging report reflecting the status of each individual rental account, be held strictly accountable for all receipts and disbursements with respect to operation of the property, be diligent in collection of rent and initiate appropriate collection action as necessary, utilize a delinquency reporting system to monitor timely receipt of rental monies.
8. Account for and bank (in separate accounts) on behalf of owner all funds received from the property and make payment of operating expenses in accordance with the approved budget.
9. Receipt and opening of bank statements is performed by CFO who performs a review of same and initials. CFO then forwards bank statements to CPA for monthly reconciliation.
10. Balance monthly bank statements, review monthly reports and close the books monthly.
11. As an independent agent, employ, supervise and administer payrolls for all on site personnel charged with direct property operations.
12. Maintain constant surveillance over actual and committed expenditures to assure efficient control over operating account disbursements, utilize a purchase order system to authorize, document and control those expenditures.
13. Obtain owner approval for funding as required and for repair expenditures exceeding a specified amount prior to commitment of that expenditure.

14. Prepare special notices and other general publication for distribution on the property.
15. Maintain accurate local records of all financial and operational transactions.
16. Maintain comprehensive tenant files.
17. Administer all existing leases relating to the property.
18. Take appropriate actions to collect delinquent rents and other revenues owned. When necessary, advise owner counsel so that eviction proceedings may be initiated.
19. Coordinate with marketing, tax, insurance and financial professionals.
20. Use Yardi Voyager for reporting, provide customized monthly reports to owner which can be provided in pdf form and/or exported to Excel. Reports are generated by the 20th of each month. Reports generally include monthly operations, rent rolls, invoicing, delinquency reports and the payment of bills.
21. Create and provide on a monthly basis a computerized operating statement reflecting actual and budgeted monthly and year-to-date summary and budget variance report along with a summary of any significant activities and concerns by the Property Manager.
22. Perform CAM reconcillation and invoice for the same in accordance with the agreements with the Authority.
23. Back up data continually via crashplan to offsite data servers located in the United States. In the case of a disaster, all of the data can be downloaded to another device within 48 hours. This is in addition to the accounting data stored in Yardi being readily available via the internet. Additionally, NAI TALCOR's email is hosted in multiple off site servers so that email will continue to work in the event of a disaster.
24. Prepare the required 1099's for year-end accounting.

PURCHASE ORDER PROCESS

1. Accounting functions are managed utilizing the Yardi Voyager system.
2. Property Manager will issue purchase orders for all non-contract services in Yardi. Contracts serve as purchase orders for routine services.
3. When initiating a purchase order/ contract with a new vendor, Property Manager shall obtain a W-9 and proof of insurance prior to authorizing the work.
4. Contract files are maintained by the accounting division along with proof of adequate insurance.
5. When a Vendor's Certificate of Insurance expires, Accounting will notify Vendor that its Certificate of Insurance has expired and request a new Certificate of Insurance.
6. Accounting receives invoices and date stamps invoices upon receipt.
7. Invoices are matched to purchase orders and/or contracts for said services.
8. Each week account clerk inputs invoices into Yardi's PayScan module for payment.
9. Property Manager reviews invoices, verifies receipt of goods and/or service and approves for payment.
10. If the Property Manager does not approve an invoice, the Property Manager shall notify Accounting of the reason the invoice was not approved and Accounting shall then include a note on the invoice. Follow-up will then be performed with the vendor so that the reason for rejection can be resolved.
11. Checks are issued by Accounting on a bi-monthly basis and signed by appropriate Authority board members and/or staff in accordance with the Authority's check policy. Payments are generally made on the 15th and 30th of each month.

About Us

NAI TALCOR is the largest, locally owned commercial real estate service firm in North Florida, having been in business for 27+ years. The terms and conditions as outlined in the RFP are all consistent with NAI TALCOR's standard operating procedures with our qualifications exceeding the requirements for licensure, experience and portfolio.

We are headquartered here in Tallahassee, Florida. We have an impeccable reputation and are deeply committed to supporting our local community. We currently manage approximately 4 million square feet of retail, office, medical and flex space. Our NAI TALCOR team of 70+ real estate professionals is available to serve your property needs.

We strive to be the real estate provider of choice for any user of commercial property by exceeding our clients' expectations through:

- Superior Market Knowledge
- Hard Work
- Integrity
- Devotion to our clients' best interests

NAI TALCOR is the North Florida and South Alabama affiliate of NAI Global, the world's most extensive managed commercial real estate services network. Over 400 offices in 55 countries with 8,000 commercial professional worldwide provide our clients greater coverage than any other commercial real estate organization in the county. NAI real estate professionals handle more than \$45 billion in real estate transactions annually and globally manage in excess of 250 million square feet.

NAI TALCOR Benefits

NAI TALCOR's clients receive dedicated service. Clear lines of communication and responsibility are established at the outset so your needs are thoroughly assessed and understood, and strategic plans are well developed and executed.

Economy of Scale

The scope and quantity of services we provide creates buying power and savings opportunities in regard to services, products and talent. Vendors are more responsive and pre-sensitive because they have more to lose working with an established, market-leading third-party firm.

Support from the Top

Our Executive Team is available to serve you in any way they can and are easily accessible and available to help you in any way possible, ranging from simply offering advice to sitting at the table while your deal is being negotiated.

Unsurpassed Service

Our services are limited only by your demands. We are your personal consultant, much like your lawyer or accountant. You can depend on us to be your one point of contact. We have the know-how, the background, and the eagerness to meet all different types of clients' needs. It is this type of thinking that allows us to provide superior service to each of our clients.

Enhanced Accounting

Our layers of staffing at NAI TALCOR ensure there is segregation of duties providing the necessary checks and balances. Additionally, NAI TALCOR utilizes top of the line software. Yardi Voyager Commercial software is the

leading solution for retail, office, and industrial property management. Designed as a fully integrated solution for real estate enterprises of all sizes, Voyager Commercial seamlessly consolidates portfolio, financial, lease, property, budget, and construction data in a single, centralized database that is globally accessible via the internet.

Personalized Strategy

When you select NAI TALCOR as your exclusive representative, you will be hiring your own personal consultant and a team of professionals with vast experience to help you. Working together we will formulate a strategy designed to meet your specific needs and requirements in order to ensure a favorable solution is achieved. With NAI TALCOR as your partner, you will have a team of real estate professionals dedicated to providing innovative solutions for all your real estate needs. Our business is commercial real estate and we take great pride in our tradition of unparalleled service.

NAI TALCOR understands the realities of today's business environment and meets these demands with speed and agility. Our streamlined organizational structure is designed with local and multimarket clients in mind. Depending on your real estate requirements, we will scale our services to fit your needs.

PROPERTIES MANAGED

NAI TALCOR currently manages approximately 4 million square feet of retail, office, industrial and institutional buildings and business parks which encompasses 95 properties. A list of these properties is attached hereto as Attachment 10. Our range of capabilities is custom tailored for each property owner and tenant mix, from Class A professional service as demonstrated by our assignment of Highpoint Centre downtown and Hermitage Center, maintaining full time on-site staff, to daily hands-on service that we perform for Tallahassee Orthopedic Clinic at their medical facilities and the City Centre downtown office building. NAI TALCOR is equipped to provide services as dictated by the client and property. Our team of management professionals provide commercial real estate owners with lease administration, tenant relations/retention, property/building maintenance, risk management, contract bidding, vendor management, operating and capital expenditure annual budgets, property accounting, and monthly owner's reports.

Our global team has extensive experience managing a variety of commercial properties, including, office, industrial, retail, hotel, medical, educational, multi-family, corporate and local, state and federal government facilities. Our network shares best practices and stays on the absolute cutting edge of the industry.

HUMAN RESOURCES

Our Human Resource (HR) procedures follow strict guidelines for hiring, screening, training and supervision of employees with a HR attorney on retainer to keep us current on changing laws and issues. All prospective employees are required to undergo drug testing and a background check prior to their hiring.

At NAI TALCOR, we pay competitive wages and provide all our full time staff with benefits normally found at larger corporations, including, but not limited to, vacation benefits, health insurance, paid holidays, sick leave benefits, workers compensation insurance and 401K plan. Both the property manager and building engineer assigned to Innovation Park are full time NAI TALCOR employees. This strong foundation helps to build loyal relationships with good personnel that allow us to enjoy a low turnover rate and continued growth.

Our philosophy is one that values and promotes continuing education and advancement of efficiencies and technology. We work as a team drawing on the strengths of each other and allow for individual growth, supporting pursuit of designations and certifications. We currently employ five CCIMs, two CPMs, one CPA and two SIORs. We additionally hold regular safety meetings with our maintenance staff to continue to train and enforce best practices.

INSURANCE

Due to the diversity and nature of our clients, from individual owners to government pension plans, NAI TALCOR's current insurance coverage for general liability and theft meets and exceeds the requirements of most any contract as outlined on Attachment 6.

Our Team

NAI TALCOR is built for the opportunity to manage Innovation Park. We are here to provide you premium service and peace of mind. Most importantly, we have assembled a team of real estate professionals and support staff who are passionate, knowledgeable, detailed and creative.

We are pleased to present to you our organizational chart and resumes of our partners, department directors and site personnel.

E. Edward Murray, Jr., SIOR, CCIM

President / Broker

Frank L. Langston, CCIM

Principal / Broker

Kristy Bennett, CPA

Director of Property Management Accounting

Lori Campbell, CPM, CCIM, RPA

Director of Property Management

Stephanie Shoulet

Property Manager

Dominic Demartino

Building Engineer



**E. Edward
Murray, Jr.,
SIOR, CCIM**

NAI Director / President /
Broker
NAI TALCOR

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Scope of Responsibilities

- Company Founder - As President and Designated Broker oversees all operations of NAI TALCOR and its 70+ employees.
- Real Estate Brokerage – Founder of NAI TALCOR in 1990 with multiple offices. Client representation for sales & leasing of investment, retail, office, industrial, multi-family & commercial land.
- Receivership – Court appointed receiver for lenders on distressed assets through foreclosure process. Full service property management and accounting company provides oversight, maintenance, tenant relations and collection services. Insured with Receiver Surety Bond.
- Consultation & Expert Witness: 32 Years' experience in real estate, providing advice to investors, business owners, local government and universities.
- Property & Asset Management – Full service property management and accounting company with oversight of over 5,000,000 square feet of retail, office and industrial properties.
- Landlord & Tenant Representation – Marketing, research, analysis and negotiation of lease transaction for both landlords and tenants.

Background & Experience

- Greater Tallahassee Chamber of Commerce - Past Chair
- Economic Development Council - past Chairman
- Tallahassee Memorial Healthcare Board Member
- Leon County Sales Tax Extension Committee
- FMB Banking Corp. - Bank Board Member
- Greater Tallahassee Chamber of Commerce - Executive Committee

- Leadership Tallahassee 2012 Leader of the Year Nominee
- Urban Land Institute of North Florida Board Member
- Former Member of the Technical Advisory Committee - Tallahassee International Airport
- Knight Creative Communities Institute (KCCI) Advisory Board
- Knight Creative Communities Institute (KCCI) - 2011 Community Catalyst
- Capital Health Partnership - Past Board Member
- Former member of the Welaunee Community Advisory Group
- Council on Cultural Arts (COCA) - Former Member of Cultural Support Space Committee
- St. Peters Anglican Church - Senior Warden (5 years)
- Florida State University Real Estate Advisory - Board Member
- Tallahassee Community College Housing, Inc. Former Board Member
- Gaines Street Revitalization Committee - Past Chairman
- Habitat for Humanity - former Board Member
- Midtown Merchants Association - founding Member & past Board Member
- Past Member Tallahassee Downtown Improvement Authority (DIA) - Former Executive Committee
- Past Lecturer at FSU, College of Business, Real Estate Dept
- Exchange Club of Tallahassee
- Gamma Eta Mansion Corporation (Kappa Alpha)
- The Economic Club of Florida - Member

Professional Affiliations & Designations

- National Association of Realtors
- Florida Association of Realtors
- Tallahassee Board of Realtors
- Society of Industrial and Office Realtors (SIOR) designation
- Certified Commercial Investment (CCIM) designation
- International Council of Shopping Centers (ICSC)

- Building Owners & Managers Association (BOMA)
- Commercial Council
- Urban Land Institute (ULI)

Educational Background

- Bachelor of Science in Real Estate & Finance-Florida State University
- Florida, Georgia, and Alabama Real Estate Brokers Licenses
- SIOR Designation (Society of Industrial and Office Realtors)
- CCIM Designation (Certified Commercial Investment Member)
- Graduate of Leadership Florida
- Graduate of Leadership Tallahassee

Significant Transactions

Recent Retail Transactions:

- Collegetown - Lease up of 38,000 SF of high end retail
 - Urban Outfitters - 14,000 SF as part of Collegetown
- Miracle Plaza - Broker and Lease up for 76,000 SF of high end tenants
 - Whole Foods Market
 - 4 Rivers Smokehouse
 - Zoe's Kitchen
 - Burger Fi
 - Francesca's
- Magnolia Grove - Broker and lease up for high end retail project
 - Starbucks, Blaze Pizza, Smash Burger, Which Wich
 - Home 2 Suites by Hilton
- Florida State University/City of Tallahassee (CRA) land swap (\$11,000,000 value) includes relocation of future College of Business



Frank L. Langston, CCIM

NAI Business Manager / Principal

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Professional Background

Frank L. Langston, CCIM is one of two principal owners of NAI TALCOR Commercial Real Estate Services, Inc. and is a veteran of 25+ years in the commercial real estate services business. In his role, he helps oversee the sale, leasing, and management of 5 million SF of office, retail, industrial, and flex space properties valued at over \$400,000,000.00. He is founding director of a local community bank, as well as a founding team leader of a local church. Frank currently serves on the Advisory Council for the Auburn University's Masters of Real Estate Development Program and the FSU College of Medicine - Tallahassee Regional Capital Community Board.

Frank began his professional career in the banking business with one of Florida's largest bank holding companies. After completion of the management training program, Frank gained valuable experience assisting in growing the bank through the expansion of branch facilities, and later as the marketing director for one of the affiliates. He has five years experience in growing a family business where he served as the Chief Financial Officer.

Frank's direct experience in real estate began in 1986 with ownership and management of several investment properties. In early 1989, he entered the full time commercial real estate business, later becoming a principal in NAI TALCOR Commercial Real Estate Services, Inc.

Transaction History

Over his 25 plus years of commercial real estate experience, Frank has represented local, regional and national clients including Florida Dental Association, Exxon, Budget Rent A Car, Krispy Kreme, Ashley Furniture, Homes and Land Corporation, Thomas Howell Ferguson, CPA's, SABAL Financial, Republic Financial Corporation, Tallahassee Orthopedic Clinic, and most banks and credit unions active in North Florida. He has successfully negotiated transactions with clients such as Wal-Mart, Unisource, Ruby Tuesdays, IBM, IHOP, Edwin Watts Golf, and Dollar General.

Memberships & Affiliations

Mr. Langston is licensed in Florida and Alabama, a member of the Commercial Real Estate Institute (CCIM) and the Florida CCIM Chapter and active in the International Council of Shopping Centers organization. He was a member of the Charter Leadership Tallahassee Class and serves as a Director of Auburn University's Masters of Real Estate Development Program. In addition, Frank is active in the Greater Tallahassee Chamber of Commerce and supports many local charitable organizations.

Education

Frank graduated with honors from Auburn University in Finance and was awarded the Wall Street Journal Award for Outstanding Finance Graduate. In addition, he completed the Certified Commercial Investment Member requirements of the Commercial Investment Real Estate Institute.



Kristy Bennett

Director of Accounting
NAI TALCOR

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Scope of Responsibilities

- Director of Property Management Accounting.

Background & Experience

- May 2007 - Present: NAI TALCOR Commercial Real Estate Services, Inc.- Director of Property Management Accounting
- December 2005- May 2007: Thomas Howell Ferguson, PA- Senior Associate for Tax
- 2003-2005: FNB in South Alma, GA- International Audit/CFO
- 1998-2000: PricewaterhouseCoopers, LLP in Atlanta, GA- Tax
- 1996-1998: Cooper & Lybrand, LLP- Audit
- Member of GA society of CPA's FICPA
- Licensed in GA & FL

Professional Affiliations & Designations

- Member of GA society of CPA's FICPA
- Licensed in GA & FL

Educational Background

- 1995-1996: Troy State University- Masters of Business Administration- Accounting
- 1992-1995: Troy State University- Bachelor of Science



Lori Billberry, CPM, CCIM, RPA

Director of Property
Management
NAI TALCOR

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Scope of Responsibilities

Ensure the quality and accuracy of the property management process in the management of over 5 million SF of commercial property including directing the activities of the property management team.

Background & Experience

Lori began her real estate career in the public sector in 1993 where she gained over 15 years of experience buying, selling, leasing, developing and managing commercial real property. Typical uses included restaurants, marinas, aviation facilities, children's museum and government use. While in the public sector, Lori further directed the management and operation of a 4,800 seat theater with 28,000 SF of exhibit space, a 150,000 SF exhibition facility, a 74,000 seat football stadium, and 839 seat community theater and 3 marinas containing 900 slips.

Lori subsequently relocated to the Tallahassee area where she commenced her private sector real estate experience with NAI TALCOR in March 2009 as a commercial advisor and later added property management duties to her work. Lori has recently accepted the position as director of property management at NAI TALCOR, where she ensures the quality and accuracy of the property management process in the management of over 5 million SF of commercial property including directing the activities of the property management team including 6 property managers and 8 maintenance and support team members.

Professional Affiliations & Designations

- CPM (Certified Property Manager)
- CCIM (Certified Commercial Investment Member) designation & member since 1998
- FL CCIM Chapter
- CCIM FL Panhandle District Chapter (Past President & Secretary)

- RPA (Real Property Administrator) designation (1996)
- Tallahassee Board of Realtors
- Florida Association of Realtors
- National Association of Realtors
- Tallahassee Commercial Council
- Real Estate Salesperson, State of Florida
- ICSC member (International Council of Shopping Centers)
- IREM member

Educational Background

- Graduated from Florida International University – BA in Public Administration

Significant Transactions

Owner's rep in ground lease transactions involving development of 18 acre botanical garden; aviation and visitors facility; charter school; children's museum; and mixed-use waterfront facility including 90 wet slips, 260 dry rack storage, related retail and public market.



Stephanie Shoulet

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Primary Specialty: Property Management

Scope Of Experience:

Commercial Property Management

Background & Experience:

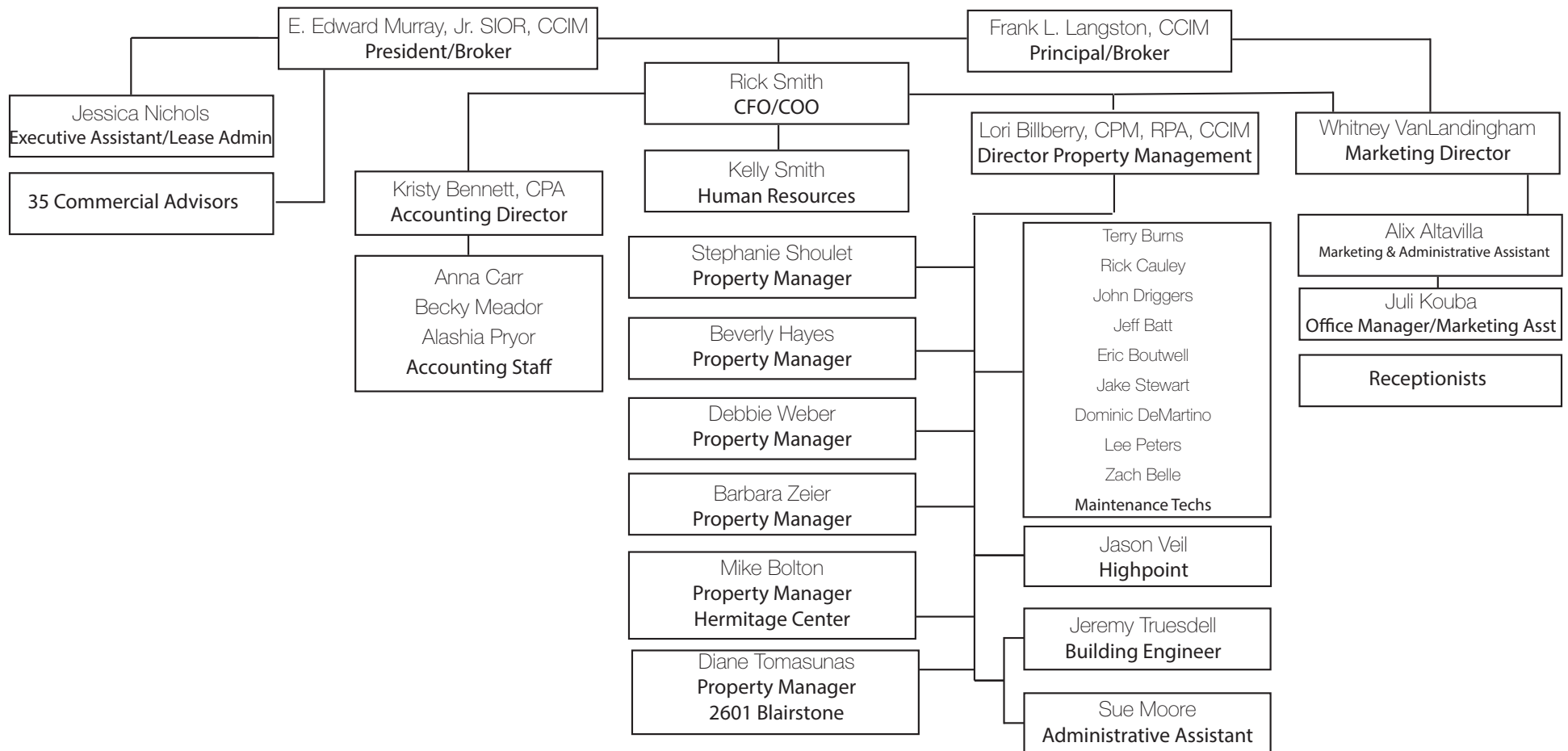
Twelve years of single and multi-family real estate transaction experience, including bank owned, short sales, and investments.

Nine years of commercial property management experience, specializing in professional business associations, industrial, office, and retail.



COMMERCIAL REAL ESTATE SERVICES, WORLDWIDE

ORGANIZATIONAL CHART



Locations

NAI TALCOR's corporate office is located in Tallahassee with a branch office in Panama City Beach and Dothan, Alabama. We also maintain three on-site management offices for properties that require a higher level of service. Full property management department and accounting services including a full time CPA and CFO are housed in our corporate office on Thomasville Road. NAI TALCOR remains locally owned since 1990 with principals always easily accessible to our clients.

CORPORATE OFFICE:

NAI TALCOR
1018 Thomasville Road, Suite
200A
Tallahassee, FL 32303
(850) 224-2300 phone
(850) 425-1114 fax

Dothan, Alabama Office
107 Hidden Glen Way
Dothan, AL 36306
(334) 699-8000 phone
(334) 798-8128 fax

BRANCH OFFICES:

Panama City Beach, FL Office
NAI TALCOR
17216 Panama City Beach
Parkway
Panama City, FL 32413
(850) 249-3946 phone
(850) 249-3947 fax

ON-SITE MANAGEMENT OFFICES:

Highpoint Center
106 East College Avenue
Tallahassee, FL 32303

Hermitage Centre
1801 Hermitage Blvd, Suite 130
Tallahassee, FL 32308

Capital Commerce Center
2601 Blairstone Road
Tallahassee, FL 32301

References

Contact: Shimone Eckstein
 Phone: 212-668-0858
 Email: shimon1eckstein@gmail.com

Property Address	SF	Property Type	Contract Term	Type of Services
Commercial Plaza 1519 Capital Circle NE Tallahassee, FL	31,200	Retail	9/1/03 - ongoing	property mgt, leasing & accounting
Magnolia Park Shopping Ctr 111 South Magnolia Dr Tallahassee, FL	76,408	Retail	2/15/93 - ongoing	property mgt, leasing & accounting
Mariner Plaza FW 224 Eglin Parkway NE Ft Walton Bch, FL	135,577	Retail	4/1/01 - ongoing	property mgt, leasing & accounting
Parkway Ctr 1101-1235 Apalachee Pkwy Tallahassee, FL	175,438	Retail	9/1/01 - ongoing	property mgt, leasing & accounting
Parkway Village 1160-1230 Apalachee Pkwy Tallahassee, FL	42,614	Office	9/1/01 - ongoing	property mgt, leasing & accounting
Southside Shopping Ctr 2526 South Monroe St Tallahassee, FL	55,300	Retail	6/1/97 - ongoing	property mgt, leasing & accounting
Tamana Shopping Ctr 3521 Thomasville Rd Tallahassee, FL	110,224	Retail	12/18/2008 - ongoing	property mgt, leasing & accounting
Tennessee Capital Ctr 5050 West Tennessee St Tallahassee, FL	300,000	Retail/Office	7/12/12 – 12/21/17 *	property mgt, leasing & accounting
Towne South Shopping Ctr 2525 South Monroe St Tallahassee, FL	132,508	Retail	6/3/99 - ongoing	property mgt, leasing & accounting

References (continued)

Contact: David Strong
Phone: 407-629-1800
Email: inbox@strongmgmt.com

Property Address	SF	Property Type	Contract Term	Type of Services
Highpoint Center 106 East College Avenue Tallahassee, FL	80,124	Office	11/1/2001 - ongoing	property mgt, leasing & accounting

Contact: Tom Burdi
Phone: 214-989-0610
Email: tburdi@lbrealty.com

Property Address	SF	Property Type	Contract Term	Type of Services
Hermitage Center 1801 Hermitage Blvd Tallahassee, FL	149,551	Office	2/1/04 - ongoing	property mgt, leasing & accounting

Contact: Bob Fleming
Phone: 202-879-2935
Email: rfleming@888realtyinvestors.com

Property Address	SF	Property Type	Contract Term	Type of Services
City Centre 227 North Borough St Tallahassee, FL	153,857	Office	7/1/13 - ongoing	property mgt, leasing & accounting

Contact: Steven Denholtz
Phone: 732-388-3000
Email: sdenholtz@denholtznj.com

Property Address	SF	Property Type	Contract Term	Type of Services
Woodcrest 325 John Knox Rd Tallahassee, FL	266,539	Office	May, 2001 - Dec, 2013 **	property mgt, leasing & accounting

*Property divided and sold. Portion of site sold is now owner occupied/managed. NAI TALCOR manages for new owner the +/- 35,000 SF building occupied by Department of Revenue.

**Contract cancelled when property was returned to lender.

Attachments

- 1 - Proposal Form
- 2 - Price Schedule
- 3 - Equal Opportunity/Affirmative Action Statement
- 4 - Certification Regarding Debarment, Suspension, & other Responsibility Matters
- 5 - Affidavit Certification Immigration Laws
- 6 - Insurance Certification Form
- 7 - Drug Free Work Place
- 8 - Local Vendor Certification
- 9 - Proposer Registration Form
- 10 -List of Managed Properties
- 11- Letter from Financial Institution

ATTACHMENT 1

PROPOSAL FORM

Property Management & Accounting Services
At Innovation Park

Place: Leon County R&D Authority
1736 W. Paul Dirac Drive
Tallahassee, FL 32310

Proposal Due Date: July 2, 2018 at 2:00 PM

Proposal of TALCOR Commercial Real Estate Svc, Inc. hereinafter-called PROPOSER, a corporation organized and existing under the laws of the State of Florida, or a partnership, a company, or an individual doing business as NAL TALCOR.

To the Leon County Research and Development Authority, hereinafter referred to as "Authority".

The PROPOSER, in compliance with the Request for Proposals 18-03 for Property Management & Accounting Services (RFP), having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions of the proposed work, including the availability of materials and labor, hereby proposes to furnish all labor, material and supplies and at the prices shown in the attached Price Schedule. These prices are to cover all expenses incurred in performing the work required under the proposal documents, of which this proposal is a part. These prices are firm and shall not be subject to adjustment provided this Proposal is accepted within ninety (90) days after the time set for receipt of proposals.

PROPOSER hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" to be issued by the Authority.

PROPOSER agrees to perform all work for which he contracts as described in the specifications for the unit prices shown on the attached Price Schedule.

PROPOSER certifies that the attached Price Schedule reflects ONLY MANAGEMENT FEES and does not include any expenses which are the responsibility of the Authority as defined in the Contract provided in Exhibit B to the RFP.

Upon receipt of the Notice of Award, PROPOSER will execute the formal contract attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the proposal as principal or principals are named herein, and that no other persons or firms than are herein mentioned have any interest in this Proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company, or parties likewise submitting a proposal; and that it is in all respects for and in good faith, without collusion or fraud.

RFP Number 18-03: Property Management and Accounting Services
Leon County R&D Authority
Submission Deadline: July 2, 2018, 2:00pm

DEVIATIONS FROM SPECIFICATIONS IF ANY:

I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

COMPANY: TALCOR Commercial Real Estate Svc Inc AGENT NAME: E. Edward Murray, Jr

ADDRESS: 1018 Thomasville Rd, Ste 200A

CITY: Tallahassee STATE: FL ZIP CODE: 32303

TELEPHONE: 850-224-2300 FAX: 850-425-1114

Attest:

By: 

Print Name Laura Campbell

Date 6/27/18

Respectfully submitted,

By: 

Print Name E. Edward Murray, Jr

Title President and Broker

ATTACHMENT 2
PRICE SCHEDULE

The PROPOSER, in compliance with the request for proposals for the **PROPERTY MANAGEMENT & ACCOUNTING SERVICES**, having examined the scope of work and written specifications, hereby proposes to furnish **PROPERTY MANAGEMENT & ACCOUNTING SERVICES** for the following price.

Property Management Fee per month: \$ 5,075.00

Accounting Fee per month: \$ 2,415.00

Total Fee per month: \$ 7,490.00*

Option 1

Additional Suggested Service Enhancements

Cost of any additional work suggested by Proposer.

1) Construction Mgt Fee
Negotiable depending upon scope of services requested

Total Cost per month for Option 1 \$ _____ 2) Leasing Services - negotiable

The above prices listed in the Price Schedule shall include all labor, materials, removal, overhead, profit, insurance, and any other costs of the Proposer necessary to perform the Basic Services defined herein.

PROPOSER understands that the Authority is responsible for paying out of its own funds certain costs of repairs, maintenance, administrative and other expenses as defined in the Contract provided in Exhibit B to the RFP, and that inclusion of Authority expenses in the Price Schedule will be cause for rejection of the Proposal.

PROPOSER certifies that this Price Schedule reflects ONLY MANAGEMENT FEES and does not include any expenses which are the responsibility of the Authority as defined in the Contract provided in Exhibit B to the RFP.

PROPOSER agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.

Respectfully submitted,

Attest:

Leura Campbell

By:

Signature

E. Edward Murray, Jr, President

Print Name

Print Name & Title

* Cost includes full benefits for Agent's staff, payroll & taxes, along with Agent's office supplies, postage, checks, forms & software fees.
Additional building engineer services to be billed at \$45/hr; \$67.50/hr after normal business hours.
In lieu of CPI increase, for simplicity we would propose annual 2.5% increases.

ATTACHMENT 3

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Proposer hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Proposer agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: E. Edward Murray, Jr, President

Proposer: TALCOR Commercial Real Estate Svc, Inc

Address: 1018 Thomasville Rd, Ste 200A
Tallahassee, FL 32303

ATTACHMENT 4

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

- 1) The Proposer certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the Proposer is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this Proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

President

Title

TALCOR Commercial Real Estate Services, Inc., E. Edward Murray, Jr
Proposer's name

1018 Thomasville, Rd, Ste 200A, Tallahassee, FL 32303
Address

ATTACHMENT 5

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

The Authority will not intentionally award Authority contracts to any Proposer who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act).

The Authority may consider the employment by any Proposer of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Proposer of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by the Authority.**

RESPONDENT ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: TALCOR Commercial Real Estate Services, Inc.

Signature: _____

Title: E. Edward Murray, Jr, President

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 27 day of June, 2018.

Personally known ✓

Whitney Weeks Vanlandingham
NOTARY PUBLIC

OR Produced identification _____

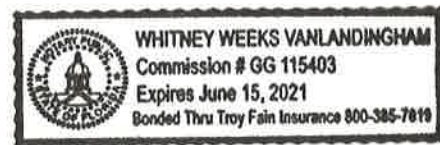
(Type of identification)

Notary Public - State of

FL

My commission expires:

6/15/2021



Printed, typed, or stamped
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

THE AUTHORITY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

INSURANCE CERTIFICATION FORM

To indicate that Proposer understands and is able to comply with the required insurance, as stated in the RFP document, the Proposer shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

1. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

X YES No

Commercial General Liability:	Indicate Best Rating:
	Indicate Best Financial Classification:

Automobile Liability: Indicate Best Rating:
Indicate Best Financial Classification:

2. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

 X YES No

Indicate Best Rating:
Indicate Best Financial Classification:

If answer is NO, provide name and address of insurer:

3. Is the Proposer able to obtain the required types and limits of coverage for this RFP, as identified within the solicitation package? Be sure to carefully review and ascertain that the Proposer either has coverage or will place coverage at these or higher levels.

 X YES No

Please mark the appropriate box:

Coverage is in place X Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Rick Smith Signature 
Typed or Printed

Date 6-20-18 Title COO
(Company Risk Manager or Manager with Risk Authority)

ATTACHMENT 7

DRUG FREE WORK PLACE FORM

Drug-Free Work Place: Yes X N/A

If **Yes**, please complete the remainder of this form.

The undersigned proposer hereby certifies that TALCOR Commercial Real Estate Svc, Inc (Name of Business) does:

Publish 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.

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.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the 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 novo contender to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Proposer's Signature

Date

*This form **must** be completed, signed and returned with your response to fulfill the requirements of this RFP*

ATTACHMENT 8
LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a Local Business. For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the Leon County R&D Authority; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: TALCOR Commercial Real Estate Services, Inc.	
Current Local Address: 1018 Thomasville Rd, Ste 200A Tallahassee, FL 32303	Phone: 850-224-2300 Fax: 850-425-1114
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address: 1018 Thomasville Rd, Ste 200A, Tallahassee, FL 32303	Phone: 850-224-2300 Fax: 850-425-1114

Signature of Authorized Representative

Date

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me this 27 day of June, 2018.

By E. Edward Murray, Jr of TALCOR Commercial Real Estate Svc Inc,
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a Florida corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)

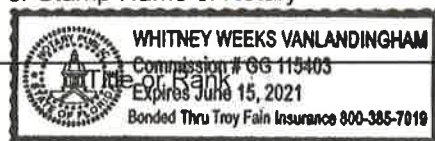
or has produced _____ as identification.
(type of identification)

Signature of Notary

Print, Type or Stamp Name of Notary

Return Completed form with
supporting documents to:

Leon County R&D Authority, Ron Miller
1736 W. Paul Dirac Drive
Tallahassee, Florida 32310



Serial Number, If Any

**Leon County Research and Development Authority (LCRDA) Proposer Registration
Request for Proposals (RFP) Number: 18-03 Property Management & Accounting Services**

Distribution of Solicitation Documents – Documents related to the subject RFP are being distributed via the LCRDA's website, <http://innovation-park.com/opportunities/>.

Official Registration - Companies must officially register, before July 2, 2018, in order to be placed on the proposer registration list for this solicitation. This list is used for communications to prospective companies.

- To register as a proposer, complete the following information in its entirety and email the completed registration form to Ron Miller at rmiller@inn-park.com.
- Potential respondents to the RFP are responsible for reviewing the complete RFP documents and for collecting all addenda prior to submitting their response. Addenda and revisions will not be forwarded automatically. Potential respondents are advised to check the LCRDA's website <http://innovation-park.com/opportunities/> periodically and prior to submitting their response.

Name of the Company: NAI TALCOR		
Company's Mailing Address: 1018 Thomasville Rd, Ste 200A		
City: Tallahassee	State: FL	Zip Code: 32303
Telephone: 850-224-2300	Fax: 850-425-1114	E-Mail: murray@talcor.com
Primary Contact Person for the Company: Lori Campbell		
Contact Person's Mailing Address: 1018 Thomasville Rd, Ste 200A		
City: Tallahassee	State: FL	Zip Code: 32303
Telephone: 850-224-2300	Fax: 850-425-1114	E-Mail: lori@talcor.com

Questions & Answers - Questions concerning the RFP, required submittals, evaluation criteria, response schedule, or selection process, and requests for interpretations or corrections of any or actual or perceived ambiguity, inconsistency or error which the company may discover shall be directed in writing to Ron Miller. Such written questions and requests shall be: (1) received by Ron Miller no later than June 21, 2018 at 2:00 p.m. EST; (2) signed by a person authorized to contractually bind such company; and (3) directed to Ron Miller by the company by e-mail. Answers to such questions will be posted on the LCRDA's website <http://innovation-park.com/opportunities/>.

Communication Prohibition - Prospective respondents are cautioned not to contact any officials other than Ron Miller concerning this RFP.

Contact Information for Ron Miller –

- E-mail: rmiller@inn-park.com

Submit completed registration form to Ron Miller via email at rmiller@inn-park.com.

ATTACHMENT 10
List of Managed Properties

Property Name	Address	City	State	Type	Ac	SF
TALLAHASSEE						
1501 Park Ave E	1501 Park Ave E	Tallahassee	FL	Office		6,106
1832 Capital Circle NE	1832 Capital Circle NE	Tallahassee	FL	Office		3,520
2326 Centerville Rd.	2326 Centerville Rd	Tallahassee	FL	Office		5192
2601 Blairstone Rd.	2601 Blairstone Road	Tallahassee	FL	Office		248,834
2700 Blairstone **	2700 Blairstone Road	Tallahassee	FL	Office		18,983
3477 S Monroe	3477 S Monroe	Tallahassee		Office		9,200
870 Blountstown Highway	870 Blountstown Highway	Tallahassee	FL	Office		35,663
Airport Commerce Park	Capital Circle SW	Tallahassee	FL	Industrial	67	
Alliance Center	119 South Monroe Street	Tallahassee	FL	Office		24,593
Appleyard Commerce Park	572,576 & 578 Appleyard Dr	Tallahassee		Industrial		69,176
Austin Fairbanks Office Building	1545 Raymond Diehl Road	Tallahassee	FL	Office		60,000
Betton Place	1950 Thomasville Road	Tallahassee	FL	Retail		23,272
Capital Circle Commerce Center	502 Capital Circle SE	Tallahassee	FL	Office/ Warehouse		37,410
Capital Plaza	1800-1890 Thomasville Road	Tallahassee	FL	Retail		92,067
Capital West	4220 W Tennessee St	Tallahassee		Retail		99,886
Centennial Bldg	2077 E. Paul Dirac	Tallahassee	FL	Office/Lab		32,700
City Centre	227 North Bronough St.	Tallahassee	FL	Office		153,857
Commercial Plaza	1519 Capital Circle NE	Tallahassee	FL	Retail		31,200
Countryside Square	2990 Apalachee Parkway	Tallahassee	FL	Retail		60,000
Dept of Revenue (DOR)	5067 Tennessee Capital Blvd	Tallahassee	FL	Office		34,809
East Side Commerce	1621 Capital Circle NE	Tallahassee	FL	Industrial		55,610
FSU Medical	3331 Capital Oaks Drive	Tallahassee	FL	Office		5,000
Governor's Square	625 North Adams Street	Tallahassee	FL	Office		10,850
Gulfwinds **	1492 Apalachee Pkwy	Tallahassee	FL	Retail		122,796
Hammock Creek Commerce Park	Blue Star Highway	Midway	FL	Industrial	296	
Hermitage Centre	1801 Hermitage Blvd	Tallahassee	FL	Office		149,441
Highpoint Center	106 East College Avenue	Tallahassee	FL	Office		80,124
Innovation Park	1736 West Paul Dirac Drive	Tallahassee	FL	Office		
IP - Collins Bldg	2051 E Paul Dirac Dr	Tallahassee	FL	Office		24,900
IP - Johnson Bldg	2035 E Paul Dirac Dr	Tallahassee	FL	Office		39,337
IP - Knight Bldg	1736 W Paul Dirac Dr	Tallahassee	FL	Office		2,800
IP - Morgan Bldg	2035 E Paul Dirac Dr	Tallahassee	FL	Office		22,587
IP - Phipps Bldg	2007 E Paul Dirac Dr	Tallahassee	FL	Office		14,661
IP - Tenants In Common	Innovation Pk common areas	Tallahassee	FL	Office	175	
Lake Jackson Tading Post	3813 N Monroe St	Tallahassee	FL	Retail		74,138
Mag I (Magnolia Centre I)	1203 Governors Sq Blvd	Tallahassee	FL	Office		55,888
Magnolia Park Shopping Center	111 South Magnolia Drive	Tallahassee	FL	Retail		76,408
Manor@Midtown	1122 Thomasville Road	Tallahassee	FL	Retail		21,853
Monticello Square	1018 Thomasville Road	Tallahassee	FL	Office		29,933
Mount Vernon Square	1106-1120 Thomasville Road	Tallahassee	FL	Office		21,397
Movie's 12/Capital Health Plan	1501 Governor's Square Blvd	Tallahassee	FL	Retail		100,000
Northwood Center	1940 North Monroe Street	Tallahassee	FL	Office		476,521
Park Capital Shopping Center	400 Capital Circle SE	Tallahassee	FL	Retail		75,000
Parkway Center	1101-1235 Apalachee Pkwy	Tallahassee	FL	Retail		175,438
Parkway Village	1160-1230 Apalachee Pkwy	Tallahassee	FL	Office		42,614
Perry Square	2020 S Jefferson St	Perry	FL	Retail		81,158
South Monroe Commons	100 Paul Russell Rd	Tallahassee	FL	Retail		68,839
Southside Shopping Center	2526 South Monroe Street	Tallahassee	FL	Retail		55,300
Tallahassee Orthopedic Center	3334 Capital Medical Blvd	Tallahassee	FL	Office		55,000
Tamana Shopping Center	3521 Thomasville Road	Tallahassee	FL	Retail		110,224
Tennessee Square	West Tennessee Street	Tallahassee	FL	Retail		27,835
Towne South Shopping Center	2525 South Monroe Street	Tallahassee	FL	Retail		132,508
					538	3,254,628

* Accounting only

** Property Management only

Property Name	Address	City	State	Type	Ac	SF
WEST FLORIDA						
Advent Capital	9210 Panama City Beach Pkwy	Panama City Beach		Retail / Office		10,080
Advent Capital	123 Gwyn Dr	Panama City Beach		Retail / Office		7,779
Advent Capital	206 Bulldog Rd	Freeport		Retail / Office		10,000
Aline's	315 Williams Ave	Port St. Joe		Office		1,491
Back Beach Plaza	17200 PCB Pkwy	Panama City Beach	FL	Retail / Office		10,976
Beach Commerce Park	US Highway 98	Panama City Beach	FL	Industrial	262	
Callaway Plaza	US Hwy 98 - Tyndall & Cherry	Callaway	FL	Retail		155,040
Cedar Grove Commerce Park	East Avenue	Panama City	FL	Industrial	58	
Coronado Village	103 W 23 St	Panama City		Retail		37,212
Cove Shopping Center	901 Cherry St	Panama City		Retail		32,134
Defuniak Shopping Center	1045 Hwy 331 South	Defuniak Springs		Retail		48,394
Defuniak Shopping Center	1046 Hwy 331 South	Defuniak Springs		Outparcel	0.818	
Gulf Coast Dermatology Property Group	215 Harrison Ave	Panama City	FL	Office		5,425
Gulf Coast Dermatology Property Group	2505 Harrison Ave	Panama City	FL	Office		14,000
Gulf Coast Dermatology Property Group	12905 Panama City Bch Pkwy	Panama City Beach	FL	Office		10,956
Gulf Coast Dermatology Property Group	82 Mack Bayou Loop	Santa Rosa Bch	FL	Office		9,800
Gulf Coast Dermatology Property Group	3089 Gulf Breeze Pkwy	Gulf Breeze	FL	Office		5,160
Gulf Coast Dermatology Property Group	5952 Berryhill Rd	Milton	FL	Office		2,800
Gulf Coast Dermatology Property Group	4357 Lafayette St	Marianna	FL	Office		10,956
Gulf Coast Dermatology Property Group	106 Westside Dr	Dothan	AL	Office		36,303
Gulf Coast Dermatology Property Group	1543 Professional Pkwy	Auburn	AL	Office		2,279
Gulf Coast Dermatology Property Group	2053 Fountain Professional Ct	Navarre		Office		2,941
Gwyn Drive LLC	124 Gwyn Dr	Panama City Beach	FL	Office		40,000
Highland Commons Phase 2	US Highway 98	Panama City Beach	FL	Retail	30	
Mariner Plaza	621 Highway 231	Panama City	FL	Retail		54,027
Mariner Plaza FW	224 Egin Parkway NE	Ft. Walton Beach	FL	Retail		135,577
PSJ Commerce Park	Industrial Way	Port St. Joe	FL	Industrial	52	
South Walton Commerce Park	Emerald Coast Parkway	Santa Rosa Beach	FL	Industrial	120	
Town Center North	212 HWY 98	Port St. Joe		Office		9,207
Town Center South	208 HWY 98	Port St. Joe		Office		4,495
DOTHAN						
FOSCO, LLC	1674 Headland Ave	Dothan	AL	Office		1,168
FOSCO, LLC	1686 Headland Ave	Dothan	AL	Office		1,168
Northview Shopping Center	1924/1970/1950 Reeves St	Dothan	AL	Retail		67,600
English Village	3753 Ross Clark Circle St # 1	Dothan	AL	Retail		5,720
English Village	3753 Ross Clark Circle St # 3 	Dothan	AL	Retail		5,720
English Village	3753 Ross Clark Circle St # 5	Dothan	AL	Retail		2,860
FOSCO, LLC	3759 Ross Clark Circle #1 & #2	Dothan	AL	Retail		4,700
FOSCO, LLC	3759 Ross Clark Circle #3	Dothan	AL	Retail		1,700
Barnes-Flight Safety	115 Robert C Barnes Dr.	Daleville	AL	Industrial		11,300
GAMA Inc.	4133 Ross Clark Circle	Dothan	AL	Industrial		20,000
Country Corner	1451 Westgate Parkway	Dothan	AL	Retail		1,640
Country Corner	1445 Westgate Parkway	Dothan	AL	Retail		1,440
FOSCO, LLC	1003 Haven Dr	Dothan	AL	Office		825
South East Ave Trust	S. East Ave #251	Ozark	AL	Office / Retail		1,152
South East Ave Trust	S. East Ave #253	Ozark	AL	Office / Retail		1,190
South East Ave Trust	S. East Ave #255	Ozark	AL	Office / Retail		1,190
South East Ave Trust	S. East Ave #257	Ozark	AL	Office / Retail		1,152
Army Aviation	341 Daleville Ave.	Daleville	AL	Office		4,300
Steve Glover	211 Glover Road	Dothan	AL	Industrial		2,760
TOTAL					523	794,617



est 1906

June 27, 2018

Re: NAI Talcor Commercial Real Estate
1018 Thomasville Road Suite 200A
Tallahassee, FL 32303

Acct # ending 61901 & 60101

To Whom It May Concern:

NAI Talcor has been banking with FMB since 2011 . They maintain numerous accounts with FMB with an average balance over 900,000. All accounts held by NAI Talcor have been handled as agreed.

If you have any questions please feel free to call me at 850-893-5100.

Sincerely,

A handwritten signature in black ink that reads "Mary Anne Russell". The signature is fluid and cursive, with the last name "Russell" being more prominent.

Mary Anne Russell
Assistant Branch Manager



NAI TALCOR
1018 Thomasville Road, Suite 200A
Tallahassee, FL 32303
+1 850 224 2300

talcort.com