



**TP23-5001 Audit and Tax Preparation Assistance**

**Attachment B: Contractor’s Fee Submission Form**

The fees shall be a firm fixed price inclusive of all elements required to deliver the services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully “burdened” with profit and overhead costs.

Fees for properties added will be based on similar properties in the tables below and in the Construction Services Table of Firm Fixed Fees.

Item (from #1 and #3 in Attachment A)	Firm Fixed Price Audit	Firm Fixed Price Tax Return
100 units (Springdale Senior, LP)	\$ _____	Limited Partnership & General Partnership \$ _____
60 units (Reserve on South Martin, LP)	\$ _____	Limited Partnership & General Partnership \$ _____
36 units (Cary Crossing, LLC)	\$ _____	Limited Liability Corp (as partnership) & General Partnership \$ _____
70 units (West Union Square, LLC)	\$ _____	Limited Liability Corp (as partnership) & General Partnership \$ _____
114 units (Sutter View, LLC)	\$ _____	Limited Liability Corp (as partnership) & General Partnership \$ _____
100 units (Park Eden Evanston LLC dba The Evanston)	\$ _____	100% CMHA owned \$ _____
176 units (Park Eden Apartments LLC)	\$ _____	Limited Liability Corp (as partnership) & General Partnership \$ _____
76 units (Marianna Terrace LLC)	\$ _____	Limited Liability Corp (as partnership) & General Partnership \$ _____
190 units (Pinecrest LLC)	\$ _____	Limited Liability Corp (as partnership) & General Partnership \$ _____
56 units (Bennett Point LLC)	\$ _____	Limited Liability Corp (as partnership) & General Partnership \$ _____
42 units (Logan Commons LLC)	\$ _____	Limited Liability Corp (as partnership) & General Partnership \$ _____

131 units – initial return – construction phase (Riverview San Marco, LLC)	\$ _____	Limited Liability Corp (as partnership) & General Partnership \$ _____
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**Construction Services**

Provide a firm fixed fee for related services

Description	Park Eden Evanston LLC dba The Evanston Firm Fixed Fee	Park Eden Apartments LLC Firm Fixed Fee	Marianna Terrace LLC Firm Fixed Fee	Pinecrest LLC Firm Fixed Fee
Audit of OHFA Owner’s Cost Certification along with preparation and submission of IRS Form 8609 and 50% bond test	\$ _____	\$ _____	\$ _____	\$ _____
Audit and preparation of Contractor’s Cost Certification forms	\$ _____	\$ _____	\$ _____	\$ _____
Construction period tax preparation	\$ _____	\$ _____	\$ _____	\$ _____

**Additional Services**

Provide a firm fixed hourly rate for related services

Name/Position	Firm Fixed Hourly Rate
Limited Partner review of final tax returns performed by outside party for Lincoln Court and Laurel Homes	\$ _____
	\$ _____
	\$ _____
	\$ _____

Notes and Exclusions:

**DISCOUNT OFFERED FOR EARLY PAYMENT:** \_\_\_\_\_ % if invoice paid within \_\_\_\_\_ days of properly submitted invoice as stated in the RFP.



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Assistance**

**PROPOSER'S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if TPS discovers that any information entered herein to be false, such shall entitle TPS to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Documents including attachments, this Fee Submission Form, and pursuant to all Documents submitted, the undersigned proposes to supply TPS with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Offerer)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

Fed Tax ID: \_\_\_\_\_