

BID FORM

TO RIVERROCK REAL ESTATE GROUP:

THIS BID IS SUBMITTED BY:

_____ (Bidder Name)

Re: Residential Property Management for Alameda Point, Alameda, CA 94501

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with RiverRock Real Estate Group as Agent for the City of Alameda to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Sum and within the Contract Time indicated in this Bid and in accordance with all other terms and conditions of the Contract Documents.
2. Bidder accepts all of the terms and conditions of the Contract Documents including, without limitation, those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for 90 Days after the day of Bid opening.
3. In submitting this Bid, Bidder represents:
 - (a) Bidder has examined all of the Contract Documents and the following Addenda (receipt of all of which is hereby acknowledged).

Addendum No.	Addendum Date	Signature of Bidder

- (b) Bidder has visited the Site and performed all tasks, research, investigation, reviews, examinations, and analysis and given notices, regarding the Site.
- (c) Bidder has received and examined copies of the following: residential property map and list of residential addresses; scope of services; sample form of sub management Agreement and Insurance requirement; and client references form.
- (d) Bidder has given RiverRock Real Estate Group prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the Contract Documents and the written resolution thereof through Addenda issued by RiverRock Real Estate Group is acceptable to the Contractor.

- (e) The bidder must include the following information/documents with the bid submission. Failure to provide any of these items, may result in disqualification:

1. Proposer Qualifications

- a. Years of Experience in Residential Property Management? _____
- b. Registered and in Good Standing with the California Secretary of State? Please circle one: Yes No
- c. California Broker's License # _____ Expiration Date _____

2. Proposer's Background and Credentials

- a. A summary of any special procedures/systems unique to the Proposer's firm which would be of direct benefit to either the Buildings or to the Owner in overseeing property operations;
- b. A summary of the Proposer's managed portfolio in Northern CA.
- c. List the property assignments of Proposer's personnel who will be directly involved with the Buildings.

3. Staffing

- a. The number and titles (and/or functional descriptions), of the positions;
- b. The approximate annual salaries (including payroll taxes, insurance, and benefits) of any positions that will be passed through to the Owner; if allocated in part, the percentage allocation of the total annual salaries;
- c. Resumes of any key personnel who will be assigned to the Buildings (including specific relevant experience);
- d. Whether the position(s) will reside on site; and
- e. Whether the positions will be employees of the Proposer or contracted services.

4. Financial, Administrative and Operational Reporting

- a. A description of the accounting services, platforms and data processing capabilities of Proposer;
- b. A description of the policies and procedures that provide strong internal controls;
- c. A listing of all financial and operational reports available to the Owner from the Proposer;
- d. Names of the primary personnel who will be responsible for financial reporting and cash management and include the individuals' backgrounds and qualifications; and
- e. A sample of a monthly financial report, redacted if necessary.

5. Insurance Requirements

Please note the insurance requirements under the terms of the attached form of Sub-management Agreement.

6. Repair and Maintenance Program

- a. Does Proposer employ maintenance personnel directly or contract for this work?
- b. What is the protocol for reactive service calls?
- c. What is the protocol for after-hours service calls and emergency response?

7. Fees and Expenses

- a. Property Management Fee
- b. Leasing Commission Fee (if applicable)
- c. Reimbursable Payroll Expense On-site or Off-site (if any) staff
 - i. Title/Position
 - ii. Annual Salary, Benefits, Payroll Tax
- d. Other Reimbursable or Ongoing Expenses

8. Acknowledgement of Terms of Submanagement Agreement

9. Client References

- a. Name of organization
- b. Contact person's name and title
- c. Telephone number
- d. Email address
- e. Brief description of the project, start date and services provided

10. Alameda Local Business Preference

11. Bid Form - Completely Filled Out, Properly Signed and Stamped (Notice of Bid: Exh B)

- 4. Based on the foregoing, Bidder proposes and agrees to fully perform the Work within the time stated and in strict accordance with the Contract Documents for the following sums of money listed in the following Schedule of Bid Prices:

SCHEDULE OF BID PRICES

All Bid items, including lump sums and unit prices, must be filled in completely. Quote in figures only, unless words are specifically requested.

See "Bid Items," attached hereto as Attachment 1 and incorporated herein by this reference.

Total Bid Price:\$ _____,
 (Numbers) (Words)

- 6. The undersigned Bidder understands that RiverRock Real Estate Group reserves the right to reject this Bid.
- 7. If written notice of the acceptance of this Bid, hereinafter referred to as Notice of Award, is mailed or delivered to the undersigned Bidder within the time described in paragraph 2 of this Document or at any other time thereafter before it is withdrawn, the undersigned Bidder will execute and deliver the documents required within the times specified therein.
- 8. Notice of Award or request for additional information may be addressed to the undersigned Bidder at the address set forth below.
- 9. The undersigned Bidder agrees to commence Work after bidder is awarded, or as directed by the City of Alameda/RiverRock Real Estate Group. The undersigned Bidder acknowledges that RiverRock Real Estate Group has reserved the right to delay or modify the commencement date. The undersigned Bidder further acknowledges RiverRock Real Estate Group has reserved the right to perform independent work at the Site, the extent of such work may not be determined until after the opening of

the Bids, and that the undersigned Bidder will be required to cooperate with such other work in accordance with the requirements of the Contract Documents.

10. The names of all persons interested in the foregoing Bid as principals are:

(IMPORTANT NOTICE: If Bidder or other interested person is a corporation, give the legal name of corporation, state where incorporated, and names of president and secretary thereof; if a partnership, give name of the firm and names of all individual co-partners composing the firm; if Bidder or other interested person is an individual, give first and last names in full).

NAME OF BIDDER: _____

Where incorporated, if applicable

Principals

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Bidder

NOTE: If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Address:

Officers authorized to sign contracts:

Telephone Number(s)

Email:

Date of Bid:

END OF DOCUMENT