



Donald C. Kendig, CPA
Agent

FCERA Realty Group LLC
7778 N Palm Ave ♦ Fresno, CA 93721

Request for Property Management Proposal

FCERA Realty Group LLC (“LLC”) is requesting Property Management Proposals for the office building it owns at 7766 N Palm Ave, Fresno, CA 93711 (pictured above). The building is newly constructed and has 9,480 square feet of space leasable space. Description of the building:

- Up to three tenants
- One tenant for 3,254 s.f. starting March 15, 2018 (Rent: \$6,019.90 and CAM: \$1,561.92)
- 2/3rds is vacant
- Base Rent Est: \$1.85 s.f. and CAM Budgeted at: \$0.48 s.f.
- Brian Decker and Beau Plumlee, Colliers International are the leasing agents
- Member of Boardwalk at Palm Bluffs, Dana Butcher and Associates managing
- Member of Three Points Co Association, Dana Butcher and Associates managing
- Participant of the Public Health Department’s Methane Monitoring Program and familiarity with methane monitoring procedures and practices required

The LLC is a sole member LLC with Fresno County Employees’ Retirement Association (“FCERA”) as sole member. FCERA is a public employees’ retirement association subject to the County Employees Public Employees’ Retirement Law of 1937. FCERA is responsible for administering the retirement plan for the employees of the County of Fresno and several member districts. The LLC is responsible for managing its real estate investment: 7766 N Palm Ave.

The LLC is seeking Property Management Proposals containing the typical property management services and the proposed fee for such services. Qualifications, references, and sample financial, budgetary, and CAM reports required. Photos of managed properties and proposed contract are optional.

Responses are requested by March 12, 2018 at the following address:

FCERA Realty Group LLC
Attention: Donald Kendig, Agent
7778 North Palm Avenue
Fresno, CA 93711

(Hand delivery to 7772 N Palm Avenue by 5pm, March 12, 2018)

Other Requirements:

- Successful property manager to provide evidence of appropriate insurance as described below, including workers' compensation, liability, automobile
 - A. Commercial General Liability
Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. The LLC may require specific coverages including completed operations, products liability, and contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.
 - B. Automobile Liability
Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this agreement.
 - C. Worker's Compensation
A policy of Worker's Compensation insurance as may be required by the California Labor Code. Such policy will include statutory for Workers' Compensation and \$1,000,000 for Employers Liability.

Successful vendor shall obtain endorsements to the Commercial General Liability insurance policy naming the LLC, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance. Any other insurance or self-insurance maintained by the LLC, its officers, agents and employees shall be excess only and not contributing with insurance provided under successful vendor's policies herein.

Within Thirty (30) days from the date of execution of the Property Management Agreement, successful property manager shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the LLC, Attention Donald Kendig, stating that such insurance coverages have been obtained and are in full force; that the LLC, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the LLC, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under the Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by , its

officers, agents and employees, shall be excess only and not contributing with insurance provided under successful vendor's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to the LLC.

In the event the successful vendor fails to keep in effect at all times insurance coverage as herein provided, the LLC may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

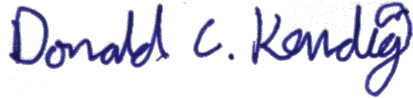
- Response must be signed by a partner, owner or other person having authority to sign contracts for the entity.
- The contract will be for a three-year period with the option to extend for two additional one-year periods.
- The LLC reserves the right to reject any or all proposals.
- Contract will not necessarily go to the lowest cost proposal, but to the respondent based on the judgment of the LLC.
- This request for proposal is not binding on either party. The LLC and the winning respondents shall enter into a binding written contract setting forth all terms and conditions of the engagement.
- The LLC shall not pay for any costs related to the preparation of proposals in response to this RFP.

Important Dates for this RFP:

- February 12, 2018 – RFP Released to Public
- March 12, 2018, 5:00 PM – Sealed proposals due to the LLC. Postmarks will not be accepted. Proposals not received by this time will be rejected.
- March 13, 2018, 8:00 AM – Opening of proposals and analysis of responses.
- March 19, 2018 – Selection of successful respondent.
- March 20, 2018 through March 27, 2018 – Contract Negotiations
- April 1, 2018 – Contract period begins

Any questions regarding this announcement should be directed to Donald Kendig, Agent, at dkendig@co.fresno.ca.us. Thank you for participating in this Request for Proposal.

Sincerely,

A handwritten signature in blue ink that reads "Donald C. Kendig". The signature is written in a cursive style with a loop at the end of the last name.

Donald C. Kendig, CPA
Agent