

Attachment A. Property Management Company Service - Scope of Work

(*Includes but not limited to following requirement, and may be modified based on your recommendations and expertise during execution)

| No. | Item | Description | Proposed vendors Hourly/flat rate? Estimate |
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| | Example | | xxx (vendor name) Hourly rate Est. \$5,000-6,000/month |
| 1 | Property Management | <p>1. Visit the property at least once a week to provide comprehensive management of building operations, including owned land, associated structures, and facilities, along with procurement and contract quotations, reviews, signing, supervision, and execution, to ensure safety, compliance, and tenant satisfaction.</p> <p>2. Assist with daily operational requests, facility maintenance, parking lot/space maintenance, and troubleshooting to ensure property stability and efficient operations, as well as preserve property value.</p> | |
| 2 | Building Engineer | <p>1. Hire a professional electromechanical engineer for the repair, maintenance, and annual inspection of the building's equipment, as well as for daily maintenance tasks, emergency situations, and troubleshooting, to ensure all building systems operate normally and the building complies with local regulations.</p> <p>2. Perform various day-to-day repair tasks within the property, such as fixing doors and windows, clearing clogged drains, patching up walls, etc., and maintaining a functional and clean environment throughout the property.</p> <p>3. Expected to work a maximum of 32 hours per month, with no overtime permitted and with flexibility of reducing the hours based on operational needs. The monthly fee is a flat rate, and billed with detailed reports provided for each hourly service. Hourly rates will vary based on the engineer's qualifications and skill level.</p> | |
| 3 | Security Services | <p>1. Provide prompt and responsive services to ensure the safety and protection of the property at all times.</p> <p>2. Includes standing armed guard on duty 24/7.</p> <p>3. Provide qualified and well-trained security guard with relevant experiences to fulfill the duty physically. The guard shall provide services, including but not limited to visitor security checks and patrolling around the building.</p> <p>4. Security services could be upgraded to 24-hour services in the future.</p> | |
| 4 | Janitorial Service | <p>1. Provide office cleaning, common area and building interior/exterior cleaning services, waste disposal, and restroom maintenance.</p> <p>2. Provide quarterly power washing of the exterior arcade, regular office carpet cleaning, and scheduled pest control to ensure a clean and hygienic environment inside and outside the building.</p> <p>3. Maintains cleanliness, hygiene, and professional appearance of the building environment.</p> | |
| 5 | Landscaping Service | Perform 2 to 4 landscaping services per month, including trimming, plant maintenance, and environmental beautification, ensuring the long-term care of green areas and the aesthetic appearance of the property. | |
| 6 | Elevator Maintenance | Provide regular elevator maintenance and inspection services conducted monthly/quarterly as required, including routine checks, upkeep, and repairs to ensure elevator safety compliance and reduce the likelihood of malfunctions. | |
| 7 | Fire Systems and related equipment maintenance and inspection | In accordance with fire safety regulations, hire professionals for annual fire equipment inspection, testing, and maintenance to ensure the effectiveness and compliance of the fire safety system. Inspection items (subject to local regulations) must cover fire alarm and communication systems, fire extinguishers, sprinklers, fire alarm systems, smoke exhaust systems, emergency lighting, fire doors, and smoke detectors, etc. | |
| 8 | HVAC Maintenance Contract (One-Year Term) | Provides regular cleaning of internal and external air conditioning components, refrigerant pressure checks, system operation and electrical connection testing, failure prevention, prompt minor repairs, and emergency repair services. The purpose is to ensure system efficiency, extend equipment lifespan, and prevent unexpected failures or costly future repairs. | |

Inspection and Routine Maintenance of Buildings (Including Owned Land), Ancillary Facilities, and Equipment

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| 9 | Access Control and Surveillance System Maintenance | Requests for on-call services for access control devices, card readers, surveillance cameras, including software updates and upgrades, troubleshooting, emergency support, and repairs. These services ensure the proper functioning of access and surveillance systems while reducing the risk of equipment failure or security vulnerabilities. ※This is an on-demand expenditure, intended for dispatch services provided by vendors familiar with the Avigilon system. The estimated monthly service usage is approximately 10 hours. | |
| 10 | Audio-Visual Equipment Maintenance | Requests for on-call repair services for projector and audio equipment failures to ensure the smooth and stable operation of meetings and events. ※This is an on-demand expenditure, intended for dispatch services from the original vendor AVI-SPL. | |
| 11 | Emergency Responder Radio Communication System(ERRCS) inspection | Provide annual inspection services for the ERRCS (Emergency Responder Radio Communication System) to ensure the system is functioning properly and meets local fire and building codes. Ensures first responders have reliable in-building radio communications during emergencies. | |
| 12 | Backflow Device Annual Inspection | Provide annual inspection of the backflow prevention device to ensure its proper functioning and compliance with local environmental and public safety regulations. | |
| 13 | Roof Davits and Anchors Inspection | Conduct an annual inspection of the building's rooftop anchor systems to ensure the proper functioning of the equipment used for window washing and fall protection, meeting safety standards. | |
| 14 | Building Window Washing | Perform annual window cleaning for the building to maintain the property's appearance and cleanliness. | |
| 15 | VRF Custom Programming & Shorten temperature setpoint | 1. Add custom VRF occupancy program to create unique scheduling for each floor to align with the working hours of each floor and department, reducing unnecessary energy consumption and lowering electricity costs. 2. Perform troubleshooting and reprogramming of the HVAC system to shorten the temperature setpoint differential, improve system efficiency, and prevent energy waste. | |
| 16 | Landscaping Design Service | Provide landscaping and beautification services, including the purchase and planting of suitable plants for the local climate, to maintain the landscape and greenery of the building's rooftop space | |
| 17 | Building Facility Improvement | 1. Install a bypass switch on the fire alarm system's notifier panel to temporarily disable or bypass individual functions 2. Install a CCTV receiver to receive better video signals from surveillance cameras and transmit them to a display for security guards 3. Modify the egress door access control system from a "fail-safe" mode to a "fail-secure" mode during fire situation - MDC/JCI 4. SolarEdge inverter replacement and installation 5. Replace LED tube lights on the exterior floor of the ground floor to ensure all lights function properly | |
| 18 | Other materials expenses | Purchase spare fire pipe covers, public drinking water filter cartridges for the pantry, air filters, etc., to facilitate regular replacements, maintain the cleanliness of related equipment, and ensure smooth operation of minor repair works. | |

Obligations Arising from Relevant Regulations

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| 19 | Assembly Permit Application | Handle the application of Assembly Permit for the building on Level 3 and Roof | |
| 20 | Fire Safety Inspection and Permit renewal | Handle the payment and execution of these services. | |
| 21 | Community Maintenance and Service fee | Handle the payment and management of these fee that are used for the maintenance of Yerba Buena community facilities, common areas, and provide services such as regular cleaning, security, waste disposal, and lighting maintenance. | |
| 22 | Transportation Demand Management (TDM) Program | Handle the payment and management of these fee that are collected by the San Francisco Transportation Authority to evaluate the building's impact on local traffic flow. | |
| 23 | Potential Administrative Fee Management | Assist in communicating with government agencies, negotiating, and advocating for the removal of any unnecessary fines, fees or tax exemption. The management company will ensure that all fees, taxes, and fines are properly managed and paid in a timely manner in compliance with regulations. | |

Total Budget **\$785,839**