

July 27, 2017

18-015

ACCEPT PROPOSAL AND AWARD CONTRACT FOR  
COMMERCIAL PROPERTY MANAGEMENT SERVICES  
TO CHRIS BALMES PROPERTIES, LLC

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Finance  
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FINANCIAL  
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration  
Mark Mitsui, College President

REPORT: The College has a need to hire a qualified property management firm to assist Facilities Management Services (FMS) in managing College-owned properties leased to retail businesses, Telephone Exchange apartment building, child care service providers and café/food service providers. The leased spaces are located at Cascade Campus, Southeast Campus and Willow Creek Center. The contract also includes an option to add new leases during the contract period. The successful proposer will be providing services such as day to day property management functions, managing tenant leases, collecting rent payments, act as a liaison between tenants and College staff, manage accounting for rental/renovation/repair expenses, and recruit new tenants upon vacancies. The estimated cost for this service exceeds the \$150,000 formal threshold and require a formal solicitation process and College Board of Directors' approval.

On May 8, 2017, the formal Request for Proposal (RFP) was published on Daily Journal of Commerce, State of Oregon ORPIN System, and document was posted/accessible on College's Solicitation Website. A total of eight (8) firms registered and received a copy of the RFP, one of which is an Oregon Certified Minority, Women-owned, Emerging Small business (MWESB) firm. The pre-proposal meeting was held on May 17, 2017, attended by two (2) firms, the meeting included site visits of currently leased properties at Cascade Campus, Southeast Campus, and Willow Creek Center. On June 2, 2017 at 11:00 A.M., proposal deadline,

the College received a proposal from Chris Balmes Properties, LLC.

The evaluation committee members met with the proposer's representative to discuss and clarify areas within their proposal. After careful discussion, the committee was satisfied with response and made a recommendation to award the contract to Chris Balmes Properties. Time is of the essence in awarding the contract since the current service provider, Right of Way Associates (ROWA), is in the process of closing their business. ROWA will meet to discuss transfer of College's records and coordinate transition with the successful proposer as soon as the contract is approved.

**Note: Proposer is an Oregon Certified MWESB firm.**

**RECOMMENDATION:** That the Board of Directors authorize the department to accept proposal and award the contract to Chris Balmes Properties, LLC to provide commercial property management services for College owned commercial (new and existing) leased properties throughout the District. The contract is valid, initially, for three (3) years starting August 1, 2017 with an option to renew, annually, for an additional two (2) year period based on performance. The contract is for an estimated total of \$185,000 for the possible five (5) year period. The funding is covered by rental income from the properties.