

May 17, 2018

18-114

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
COMMERCIAL PROPERTY MANAGEMENT SERVICES
AT THE DOWNTOWN CENTER TO MELVIN MARK
PROPERTIES

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FINANCIAL
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REPORT: The College has a need to hire a qualified property management firm to manage the Downtown Center. The estimated cost for this service exceeds the \$150,000 formal threshold and requires a formal solicitation process and College Board of Directors' approval.

On February 28, 2018, a formal Request for Proposals (RFP) was published in the Daily Journal of Commerce, State of Oregon ORPIN System, and the document was posted and accessible on the College's Solicitation Website.

A total of five (5) firms registered and received a copy of the RFP, one of which is a Certification Office for Business Inclusion and Diversity (COBID) Certified firm. A mandatory pre-proposal meeting was held on March 7, 2018 and was attended by two (2) firms. The meeting included a site visit of the Downtown Center. At the proposal deadline on April 4, 2018 at 2:00 P.M., the College received proposals from the following two firms:

Contractor	Score (Possible 840 points)
Melvin Mark Properties	804
Pilot Properties(ESB,WBE)	473

The award is made to the company whose proposal results in the highest-ranked proposal, based upon the evaluation criteria listed below.

Price
Qualification and Experience of Firm
Qualification and Experience of Personnel
Similar Experience
References
Operating System and Management Reports
Proposal Services to be performed
Social Responsibility and Sustainability
OSHA Citations
ER Mod Factor

Note: One (1) Proposer is an Oregon Certified MWESB firm.

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Melvin Mark Properties in the amount of \$468,000 (based on an annual estimate of \$156,000), with an option for the college to renew the contract on an annual basis for an additional two (2) years without exceeding five (5) years. Expenditures for this contract will come from the general fund.