

Questions and Answers for Facilities Requests for Proposals

Facilities Management:

Q1. Will the Facility Management company be handling any invoicing?

Yes. The Facility Management company will have to vet invoices from subcontractors for service rendered before they are submitted to our accounting department.

Q2. Will we be able to use our own company or subcontractors to provide services?

Yes.

Real estate transactions:

Q3. Can we submit % of Lease pricing for the following items:

- a. Conduct a market analysis to assist in budgeting
- b. Create and implement a site checklist
- c. Feasibility analysis on prospective properties.
- d. Negotiate LOI and lease.
- e. Prepare a lease summary for board approval.

This % WILL NOT include any outside Brokers fees not associated with Management Company

Yes. A percentage of the lease pricing can be submitted for each of services listed above.

Permitting Services

Q4. Can these items be billed on a as need hourly bases or based off of a Budget number?

Yes. Permitting services can be billed as an as-needed basis.