ISLAND CITY DEVELOPMENT
AGENDA

AGENDA **REGULAR MEETING OF ISLAND CITY DEVELOPMENT**
DATE & TIME **Wednesday, October 21, 2026 - 7:02 PM**
LOCATION
Public access to this meeting is available as follows:
To Attend In-Person -
Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

PUBLIC PARTICIPATION
Join Zoom Meeting:
https://us06web.zoom.us/j/85229497654?pwd=ERF4c2daq8Agm7t8SwqaXfix0iHEve.1
Meeting ID: 852 2949 7654
Passcode: 141405

One tap mobile
+16694449171,,85229497654#,,,,*141405# US
+12532158782,,85229497654#,,,,*141405# US (Tacoma)

Persons wishing to address the Board of Directors are asked to submit comments for the public speaking portion of the Agenda as follows:

• Send an email with your comment(s) to rnanavati@alamedahsg.org or hainfo@alamedahsg.org prior to or during the Board of Directors meeting.
• Call and leave a message at (510) 747-4361.
• Complete a speaker card in the meeting room on the day of the meeting.

Written comments may also be submitted via US Mail to:
Island City Development
Attn: Clerk or the Board
701 Atlantic Avenue
Alameda, CA 94501

Written comments received by Island City Development prior to 12 Noon on the day of the meeting will be posted on Island City Development's website and presented at the meeting during the public comment period. Written comments received by Island City Development after 12 Noon, but prior to the meeting start time, will only be presented during the public comment period. Please mark any submission as "Public Comment" and indicate which agenda item they relate to.
• The public comment period is limited to three minutes per speaker.

Persons in need of special assistance to participate in the meetings of the Island City Development Board of Directors, please contact (510) 747-4361 (voice), TTY/TRS: 711, or rnanavati@alamedahsg.org. Notification 48 hours prior to the meeting will assist the Island City Development Board of Directors to make reasonable arrangements to ensure accessibility or language assistance.

1. CALL TO ORDER & ROLL CALL
2. Motion to Accept the Order of the Board of Directors Agenda for the October 21, 2026 Meeting.
3. REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT - (Government Code Section 54950 et seq.) (“Brown Act”) : The Chair will identify whether any Directors are attending the meeting via teleconference pursuant to the Brown Act.
4. PUBLIC COMMENT (Non-Agenda)
5. CONSENT CALENDAR (Action)
    A. Approve the Minutes of the Regular ICD Board of Directors Meeting held on September 16, 2026.
    B. Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.
    C. Accept a presentation on Green Stormwater Treatment Drains located at Everett and Eagle, LP (Everett Commons), Sherman and Buena Vista, LP (Littlejohn Commons), Constitution and Eagle, LP (Rosefield Village), Lakehurst and Mosley, LP (Estuary I), Mabuhay and Lakehurst, LP (Linnet Corner).
    D. Adopt a Resolution Approving a 3-year Contracting Services Agreement for Turnover Painting Services of Vacant Residential Units Between Aiden’s Quality Painting Inc. and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) with a maximum contract amount not to exceed $150,000, and Authorizing the President to Execute Said Agreement.
    E. Adopt a Resolution Approving Individual 3-Year Agreements For Turnover Carpet Cleaning Services Between Lorraine’s Janitorial Services, LLC and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) With Maximum Contract Amounts Not To Exceed $50,000 Each, And Authorizing The President To Negotiate And Execute Said Agreements.

F. Adopt a Resolution Approving a 3-year Agreement for Turnover Cleaning services between Lorraine's Janitorial Services, LLC and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) with a maximum contract amount not to exceed $50,000, and Authorizing the President to Negotiate and Execute Said Agreement.

G. Adopt a Resolution Approving a 3-year Consultant Services Agreement for Social Services and other related services between Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) and Life Skills Training and Educational Programs Inc. (LifeSTEPS) with a maximum not to exceed contract amount of $2,080,000, and Authorizing the President to Negotiate and Execute Said Agreement.

H. Adopt a Resolution Approving the Eighth Amendment to Consultant Services Contract Between Mosley and Mabuhay LP (Estuary II) and Gubb And Barshay LLP, to Extend the Contract Term to December 31, 2031 and Increase Not To Exceed Contract Amount to $218,139.80, and Authorizing the President to Negotiate and Execute Said Amendment.

I. Adopt a Resolution Approving the Eighth Amendment to Consultant Services Contract Between Lakehurst and Mosley LP (Estuary I) and Gubb and Barshay LLP, to Extend the Contract Term to December 31, 2027, and Authorizing the President to Negotiate and Execute Said Amendment.

J. Adopt a Resolution Approving the Eighth Amendment to Consultant Services Contract Between Mabuhay and Lakehurst LP (Linnet Corner) and Gubb and Barshay LLP, to Extend the Contract Term to December 31, 2027, and Authorizing the President to Negotiate and Execute Said Amendment.

K. Ratify and Approve a Two-Year Consultant Services Agreement between Nixon Peabody LLP and Everett and Eagle LP (Everett Commons) for construction defect legal services with a not to exceed amount of $60,000.

L. Adopt a Resolution to Accept a report on insurance coverages and to approve and ratify payments of insurance premiums of $373,648 for calendar year 2026 to the Housing Authorities Risk Retention Pool and its affiliates Affordable Housing Risk Pool and ORWACA Agency Insurance Services, LLC.

6. AGENDA
7. NON-AGENDA (Public Comment)

8. WRITTEN COMMUNICATIONS
9. ORAL COMMUNICATIONS – BOARD MEMBERS AND STAFF
10. ADJOURNMENT

NOTES:

- If you need special assistance to participate in the meetings of the Island City Development Board of Directors, please contact Richa Nanavati at (510) 747-4361 (TTY/TRS: 711) or rnanavati@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Island City Development Board of Directors to make reasonable arrangements to ensure accessibility or language assistance.
- Documents related to this agenda are available for public inspection and copying at the Office of the Housing Authority, 701 Atlantic Avenue, during normal business hours.
- Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Directors exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review. In order to assist Island City Development's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help Island City Development accommodate these individuals.

IF YOU WISH TO ADDRESS THE BOARD:

- Anyone wishing to address the Board on agenda items or business introduced by Board members may speak for a maximum of three (3) minutes per agenda item when the subject is before the Board. Please file a speaker's slip with the Board President. Upon recognition by the President, approach the rostrum and state your name.
- Lengthy testimony should be submitted in writing and only a summary of pertinent points presented verbally.
- Applause and demonstrations are prohibited during Board meetings.

ISLAND CITY DEVELOPMENT
701 Atlantic Avenue
Alameda, CA 94501

DRAFT UNTIL APPROVED

AGENDA	**MEETING OF THE BOARD OF DIRECTORS**
TYPE	**Regular**
DATE	**Wednesday, September 16, 2026**
TIME	**7:02 p.m.**

Legal counsel Adrian Guerra from Aleshire and Wynder was present.

1. CALL TO ORDER AND ROLL CALL

The Board of Directors meeting was called to order at: 8:52 p.m.

Directors Cooper, Southern, and Grob were present. Quorum was established.

2. REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT - Chair will identify whether any Directors are attending the meeting via teleconference pursuant to the Brown Act.

Director Cooper identified that all three Board Directors attended in-person.

3. Motion to Accept the Order of the Board of Directors for the September 16, 2026, Meeting.

Director Cooper commented if Directors Grob and Director Southern may wish not to hold the closed session item in Item 5A, as the item was heard during the preceding Alameda Housing Authority Board of Commissioner's Special Meeting that occurred at 6:00 p.m. the same evening.

Director Cooper requested that Counsel brief Director Southern on the item separately.

Director Grob moved to accept the motion. Director Southern seconded the motion. Passed Unanimously.

Ayes 3
Nayes 0
Abstain 0

4. PUBLIC COMMENT

Public comment was opened, but there were no written comments, in-person comments, or online requests for comment.

5. Closed Session – 7:02 p.m. – Adjournment to Closed Session to Consider

A. Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Sections 54954.5(c), 54956.9(d)(1)
Name of Case: Abdullah Alocozy v. Housing Authority of the City of Alameda, et. al.
Case Number: 26CV174284
Alameda Affordable Housing Corporation and Island City Development and affiliates are named as a Real Parties in Interest in this Litigation.

Director Grob moved to table the closed session item. Director Southern seconded the motion. The motion to table closed session was passed unanimously.

Ayes 3
Nayes 0
Abstain 0

6. Adjournment of Closed Session

Closed session was not conducted and, therefore, no action occurred on this item.

7. Reconvene Regular Meeting

Closed session was not conducted and, therefore, no action occurred on this item.

8. Announcement of Action taken in Closed Session, if any

Closed session was not conducted and, therefore, no action occurred on this item.

9. <u>CONSENT CALENDAR (Action)</u>

■ Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Directors or a member of the public.

6-A Approve the Minutes of the Special ICD Board of Directors Meeting held on August 24, 2026.

6-B Accept an Update on the Uses of Cost Savings at Estuary I and Linnet Corner.

6-C Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

Director Grob moved to approve staff recommendations on the Consent Calendar items in their entirety. Director Southern seconded the motion. The motion passed unanimously.

Ayes 3
Nayes 0
Abstain 0

7. AGENDA

No items were heard or considered for the regular agenda of this meeting, and no actions were taken.

8. NON-AGENDA (Public Comment)

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No written comments, in-person comments, or online requests for comments were received by staff.

9. WRITTEN COMMUNICATIONS

No further written communication was presented at this time.

10. ORAL COMMUNICATIONS, Non-Agenda (Board and Staff)

No additional oral communication was provided at this time.

11. ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

Vanessa Cooper
President

Alicia Southern
Secretary

Adrian Guerra
General Counsel, Aleshire and Wynder, LLP
Reviewed for form

ITEM 5.B

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Sylvia Martinez, Director of Housing Development

Date: October 21, 2026

Re: Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

BACKGROUND

This memo provides an overview of the Housing Development (HD) departmental activities for the prior month.

DISCUSSION

Island City Development

The Housing Authority of the City of Alameda (AHA) has a pre-development loan to Island City Development (ICD) for Estuary II through its affiliate Alameda Affordable Housing Corporation (AAHC) via the Alameda Affordable Housing Trust Fund (AAHTF). The AHA Board has approved options for ground leases for Estuary II & The Poplar. There is also a conditional Project-Based Voucher commitment for Estuary II, for forty Project-Based Vouchers which, due to the HUD budget, cannot be funded at this time.

Affordable Housing Project Pipeline

- Estuary I – Staff sent the Updated Placed in Service package to the California Tax Credit Allocation Committee (CTCAC) on September 18, 2026. CTCAC will complete its final review of the numbers and issue both the regulatory agreement and the 8609/3521 credit documents. CTCAC staff may need the next 4-6 months to complete their tasks. The final equity installment request will likely occur in 2027 and at that time will cover developer fees and soft loan repayments, if any. There is also a final equity installment of $250,000 for the 8609 issuance which will be held back as required by the investor in the limited partnership agreement.
- Linnet Corner — Linnet Corner received an early disbursement of its State HCD funding (approximately $16 million) to partially pay down the construction loan. This is a new program designed to reduce interest carry costs, and Linnet was one of the first to complete the process in the state. Linnet Corner continues closing calls for the permanent conversion, currently scheduled for early to mid-November. Staff sent the preliminary Placed in Service package to CTCAC on August 21, 2026. The updated package is due 60 days after permanent conversion.

- Estuary II – Project is stalled pending vouchers but is reviewing the newly-created State of California Housing Development Finance Committee guidelines, which aim to initially focus on stalled HCD-funded properties. A gap financing application is proposed for early 2027.
- North Housing Master Plan – Staff expects the release of the EBMUD infrastructure bond and City infrastructure bond by the end of the year. Staff will work on the additional infrastructure design in 2027 and also expect to host a Request for Information (RFI) in 2027 to review options for the remaining 9 acres. The adjacent Habitat for Humanity East Bay/Silicon Valley project is beginning an SB 35 Entitlement process with the City. Staff will concurrently restart the ongoing conversations with Habitat for Humanity, particularly in light of lessons learned from the construction at North Housing Block A.
- The Poplar (2615 Eagle) – Poplar has been a reduced priority due to other time-sensitive projects but anticipates seasonal testing before the end of the year. As is customary at the end of the year, contracts are being extended as needed for future services, including the contract with KJM Planning and Ziblatt Law for entitlement services. Pest control and weekly site walks continue. An interest list is available for prospective tenants at Sign up for Poplar Interest List.

Asset Management Reporting
Staff is working on funder approvals for the property management transfer and has received permissions from both CTCAC and CDLAC for all proposed tax credit transfers.

New Funding Opportunities
Staff has begun the review of options for upgrades and refinance of Eagle Village and Parrot Village in 2027, starting with a financial analysis of the trailing 36 months and development of a workplan.

Construction Projects in Progress
Auto-Out rangehood fire suppression devices are installed in all IP and ABD units and began installments at Littlejohn Commons. Installation will continue at Littlejohn and will also happen at the AHA and AAHC scattered sites over the next month.

Independence Plaza is the top priority for the coming months due to tenants being displaced from their units. Staff is working on obtaining permits from the City of Alameda and incorporating the flood at 705 Atlantic Avenue into the repairs. Water heater replacement at Esperanza is over halfway completed, and the IP re-roof project continues on schedule.

Staffing
The department has added new staff recently, and has an opening for a Senior Project Manager. The department is also using a retired AHA staff member on financial and procurement reviews part-time, and an experienced development consultant. In October, staff attended the recent NPH (nonprofit housing of Northern California) conference. AHA also sent HD and Asset staff to the Bay Area Health and Housing Forum, sponsored by Bank of America Global Events. This forum was an invitee-only collaborative conversation led by Enterprise Communities and Bank of America, both of which have partnered with ICD developments.

Public Outreach

Staff posted a development newsletter in October (attached), and AHA received a flurry of new interest in the Poplar Interest List as a result.

FISCAL IMPACT

None

CEQA

Not Applicable

RECOMMENDATION

Accept the Monthly Overview Report for the Housing Development Department Regarding Project Pre-Development and Funding, Construction Activities, and Departmental Updates.

ATTACHMENTS

1. Housing Development Newsletter Q3 2026

Respectfully submitted,

Sylvia Martinez, Director of Housing Development

Housing Development



DEVELOPMENT PIPELINE QUARTERLY UPDATE

Thank you for your continued interest in our work. We are pleased to share the progress being made to build and preserve affordable housing for people in our community.

In Development:

AHA recently received the Award of Merit from the National Association of Housing & Redevelopment Officials (NAHRO) for achieving innovative financing, community partnerships, and tenant successes through the development of Linnet Corner and Estuary I. AHA is currently competing nationally with other awardees for an Award of Excellence!

Estuary I and Linnet Corner are fully leased and continue to operate smoothly during the transition to long-term operations. Both projects celebrated their one-year anniversaries this summer; they created a warm and stable community that has allowed tenants to prioritize their health, stabilize their finances, and obtain employment. The tenants (and their pets!) have become part of the neighborhood and are enjoying the fruits of the first season of the resident gardening program.

Estuary II remains ready for construction while AHA works to forge a path forward amidst constraints on federal resources for vouchers needed to be able to serve vulnerable formerly homeless populations. We continue to apply for funds and hope to start construction in 2027-28 at the earliest. Staff efforts to obtain final funding for the project has resulted in an additional $1.4 Million award from the Federal Home Loan Bank San Francisco Affordable Housing Program (FHLBSF AHP) to the project.

Eagle Village and Parrot Village – AHA is taking a second look at these two important properties, with over eighty family townhomes. Staff plans to begin a year long process of analyzing financial and physical needs and opportunities in order to propose a refinancing and renovation package to the Board for their consideration.

Poplar - Given the constrained environment for construction sources, Poplar is focused on obtaining entitlements and land use readiness for creating 50-60 family apartments at this site. In the meantime, the site is newly fenced and will soon benefit from the completion of the City's active transportation upgrades for bike and pedestrian safety, a new park, and streetscape upgrades along adjacent Tilden Avenue. More information on the project is available at https://www.alamedahsg.org/project/poplar/ and the Island City Development

(ICD) website: https://islandcitydevelopment.org/project/the-poplar/ There is also an interest list for families and individuals who are interested in living at Poplar : Sign up for Poplar Interest List

Construction In Progress:

Property upkeep is a core part of our work, ensuring our communities remain safe, functional, and long-lasting. Recent improvements include:



Fire Suppressant Powder being released from an Auto-Out Device onto open flames.

- Water heater replacements and code compliance projects at Esperanza
- Electrical upgrades for Esperanza
- Installation of rangehood fire suppression devices at Independence Plaza and Anne B. Diament for increased protection and safety.

The Independence Plaza has been undergoing restoration from a fire and flood; staff are using the opportunity to upgrade existing units affected by these events. These new upgrades will increase the quality of living and accessibility of the units. At the same time, the building's main lobby is moving forward on the planned ADA renovation and just received permits from the City of Alameda for the work that is planned for 2027.

The CIP and Operations teams at AHA continue to assess and work together on existing property upgrades, repairs, and renovations.

Events

With 2026 well underway, we are taking a moment to highlight a few key moments from this past year.

In August and September, Linnet corner and The Estuary I received site visits from staff at the office of Congresswoman Lateefah Simon's and the City of Alameda's Housing & Human Services Department. AHA staff guided visitors around the properties while explaining services being provided and additional programs run by the AHA that supplement the daily lives of residents.

The Housing Authority had several community events over the past months all focused on increasing services to residents.

- AC transit agreement renewed for 189 residents.
- Alameda Food Bank began serving homebound residents at Esperanza.
- Friend of the Alameda Animal Shelter (FAAS) hosted a third wellness clinic for AHA resident Pet owners.
- The Housing Development team welcomed two new staff to the department, a Project Manager and a Development Management Fellow.
- National Night Out was a great success thanks to the Alameda Fire department, Alameda Police Department, and Service provider LifeSTEPS.



People enjoy National Night out, hosted by AHA and several local entities.



Group picture from the Visit of Staff from the office of Congresswoman Lateefah Simon's.

Interested in Housing?

Poplar Interest Form: Sign up for Poplar Interest List

Doorway Housing Portal Bay Area Affordable Housing Lists: https://housingbayarea.mtc.ca.gov/

Procurement

AHA continues to seek qualified vendors and consultants for a range of services. Interested firms can register through Bonfire to view opportunities and submit proposals:

- https://www.alamedahsg.org/contracting-with-aha
- https://alamedahsg.bonfirehub.com/portal/?tab=openOpportunities

Stay Connected

Sign up for our e-newsletter to receive updates: www.ahagroup.click

Contact:

Joshua Altieri, Community Relations Manager
510-747-4321, jaltieri@alamedahsg.org

ITEM 5.C

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Accept a presentation on Green Stormwater Treatment Drains located at Everett and Eagle, LP (Everett Commons), Sherman and Buena Vista, LP (Littlejohn Commons), Constitution and Eagle, LP (Rosefield Village), Lakehurst and Mosley, LP (Estuary I), Mabuhay and Lakehurst, LP (Linnet Corner).

BACKGROUND

Each year, the Housing Authority of the City of Alameda (AHA) is responsible for annual reporting of storm drain inspection maintenance to the City of Alameda Public Works Department for stormwater treatment drains located at the following sites; Everett and Eagle, LP (Everett Commons), Sherman and Buena Vista, LP (Littlejohn Commons), Constitution and Eagle, LP (Rosefield Village), Lakehurst and Mosley, LP (Estuary I), Mabuhay and Lakehurst, LP (Linnet Corner).

DISCUSSION

Green stormwater facilities have been installed to remove pollutants, pesticides, and sediment from stormwater runoffs collected from roofs, driveways, and other resistant areas. These structures are required to meet stormwater permit mandates and play a critical role in local and regional flood prevention and water quality protection efforts. AHA stormwater facilities sites each have their own Stormwater Treatment Measures Operation and Maintenance Plan outlining measures, drain locations, maintenance schedules, and checklist.

FISCAL IMPACT

Not applicable

CEQA

Not applicable

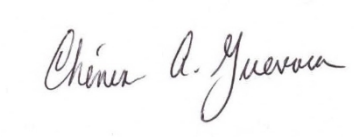
RECOMMENDATION

Accept a presentation on Green Stormwater Treatment Drains located at Everett and Eagle, LP (Everett Commons), Sherman and Buena Vista, LP (Littlejohn Commons), Constitution and Eagle, LP (Rosefield Village), Lakehurst and Mosley, LP (Estuary I), Mabuhay and Lakehurst, LP (Linnet Corner).

ATTACHMENTS

1. Green Stormwater Treatment Drain Presentation

Respectfully submitted,



Chenesa Guevara, Management Analyst

Green Stormwater Treatment

By: Chenesa Guevara- Management Analyst

Housing Authority of the City of Alameda

www.alamedahsg.org

Housing Authority of the City of Alameda

1

Stormwater Treatment Overview

- What is Green Stormwater Treatment?
- Maintenance
- Streamline Responsibilities
- Inspection with the City of Alameda Public Works Department
- What Next?

Housing Authority of the City of Alameda

www.alamedahsg.org

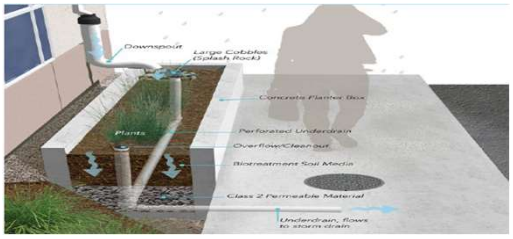
Housing Authority of the City of Alameda

2

What is a Stormwater Treatment?

- Purpose:
  - ✓ Reduce flooding
  - ✓ Protect water quality of local creeks and San Francisco Bay
- Bioretention Areas/Flow-Through Planters:
  - ✓ Soil
  - ✓ Mulch
  - ✓ Plants
- Locations:
  - ✓ Rosefield Village
  - ✓ LittleJohn Commons
  - ✓ Everett Commons
  - ✓ Stargell Commons
  - ✓ Linnet Corner
  - ✓ Estuary I





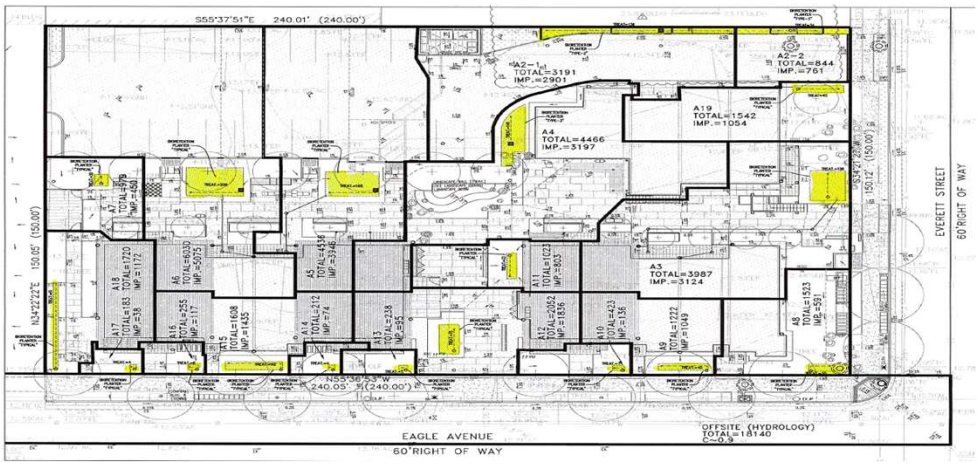
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3

Everett Commons



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4

Maintenance

- Operation and Maintenance Plan (OM)
  - ✓ Stormwater treatment areas
  - ✓ Responsibility of Maintenance
  - ✓ Summary of Drainage Areas
  - ✓ Maintenance Schedule
  - ✓ Inspection Check List
- Full Trash Capture (FTC)
  - ✓ Trash screen devices designed to stop trash from further discharging into the storm drainage system
  - ✓ Inspected twice a year by Revel Environmental Manufacturing Inc.
  - ✓ Located at Everett Commons and Rosefield Village
- Common Issues
  - ✓ Standing water
  - ✓ Erosion
  - ✓ Dead or dying plants
  - ✓ Not enough mulch

REM Inspection Report



Revel Environmental Manufacturing Inc.

Inspection Report
Everett Commons
CDS Inspection

Customer Name & Address	Location to be Serviced
Everett Commons c/o EPI Management 2437 Eagle Avenue Alameda, CA 94501	Everett Commons 2437 Eagle Avenue Alameda, CA 94501

PLEASE KEEP FOR YOUR RECORDS

Date of Inspection	Date of last Pump Out
12/18/2025	

Technician/s on-site	System Type	Corresponding Map #
Name: Andrew & Anthony	CDS	1

INSPECTED COMPONENTS	RESULTS	COMMENTS
Inlet Pipe/Diversion Weir	Pass	No structural damage or blockage
Sediment/Debris Levels (Diversion Chamber)	0" - 2"	Measured / Recorded, no action needed
Sediment/Debris Levels (Sumps)	0" - 6"	Measured / Recorded, no action needed
Surface Debris (Floatables)	None	Floatables removed from system
Visible Hydrocarbons	No	No action needed
Depth of any Standing Water in Vault	5"	Measured / Recorded, no action needed
Separation Screen Integrity	Pass	No structural damage
Condition of Fiberglass Oil Baffle (If equipped)	Pass	No structural damage
Sediment Removal Needed	No	No action needed
Condition of absorbent booms (If equipped)	New	New absorbent booms installed during inspection
Yellow Service Tag Installed	Yes	Installed new dated service tag

Summary Notes:
There are no open action items at this time.

R.E.M. follows manufacturer recommendations for Pump Out, Inspection and Maintenance triggers



Streamline Responsibilities

- Maintenance
  - ✓Inspections of storm drains annually or after heavy rains
  - ✓Removal of leaves from entrances to the facility
  - ✓Complete inspection checklist forms
- Property Manager
  - ✓Responsible for making sure Maintenance is inspecting the drains
  - ✓Review inspections checklist forms and send to AHA
  - ✓Ordering of landscaping services

Housing Authority of the City of Alameda

www.alamedahsg.org

Housing Authority of the City of Alameda

7

Inspection with the City of Alameda Public Works Department

- Inspections with Jim Barse- Clean Water Program Specialist:
  - ✓ Property manager and maintenance
  - ✓ Additional training on the stormwater treatment systems
  - ✓ Re-walk properties
- Jim Barse Feedback:
  - ✓ Weeding
  - ✓ Under vegetated/plant replacement
  - ✓ Installation of the storm drain markers



- Asset Living/ John Stewart Company to submit first inspection checklist to AHA

Housing Authority of the City of Alameda

www.alamedahsg.org

Housing Authority of the City of Alameda

8

Inspection and Maintenance Checklist

I. Stormwater BMP Inspection and Maintenance Logs

Facility Name	
Address	
Begin Date	End Date

Date	BMP ID#	BMP Description	Inspected by:	Cause for Inspection	Exceptions Noted	Comments and Actions Taken

Bioretention Area
Inspection and Maintenance Checklist

Property Address: _____ Property Owner: _____

Treatment Measure No.: _____ Date of Inspection: _____

Type of Inspection: □ Monthly □ Pre-Wet Season □ After heavy runoff □ End of Wet Season □ Other:_____

Inspector(s): _____

Defect	Conditions When Maintenance Is Needed	Maintenance Needed? (Y/N)	Comments (Describe maintenance completed and if needed maintenance was not conducted, note when it will be done)	Results Expected When Maintenance Is Performed
1. Standing Water	When water stands in the bioretention area between storms and does not drain within five days after rainfall.			There should be no areas of standing water once inflow has ceased. Any of the following may apply: sediment or trash blockages removed, improved grade from head to foot of bioretention area, or added underdrains.
2. Trash and Debris Accumulation	Trash and debris accumulated in the bioretention area.			Trash and debris removed from bioretention area and disposed of properly.
3. Sediment	Evidence of sedimentation in bioretention area.			Material removed so that there is no clogging or blockage. Material is disposed of properly.
4. Erosion	Channels have formed around inlets, there are areas of bare soil, and/or other evidence of erosion.			Obstructions and sediment removed so that water flows freely and disperses over a wide area. Obstructions and sediment are disposed of properly.
5. Vegetation	Vegetation is dead, diseased and/or overgrown.			Vegetation is healthy and attractive in appearance.
6. Mulch	Mulch is missing or patchy in appearance. Areas of bare earth are exposed, or mulch layer is less than 3 inches in depth.			All bare earth is covered, except mulch is kept 6 inches away from trunks of trees and shrubs. Mulch is even in appearance, at a depth of 3 inches.
7. Miscellaneous	Any condition not covered above that needs attention in order for the bioretention area to function as designed.			Meet the design specifications.

Housing Authority of the City of Alameda

www.alamedahsg.org

Housing Authority of the City of Alameda

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Inspection and Maintenance Checklist

Checklist for Routine Inspection and Maintenance

- ☐ Examine each area drain and clean if necessary.
- ☐ Confirm there is no blockage in the connecting pick-up drain line leading to the Infiltration Planter if applicable.
- ☐ Remove any accumulations of sediment, litter, and debris in the planter.
- ☐ Examine the overflow. Remove any debris. Fix any damaged or disconnected piping.
- ☐ Observe the structure of the planters and fix and holes, cracks, or failure.
- ☐ Check that the soil surface is level and is maintained at the height indicated on the construction documents.
- ☐ Note the condition of the vegetation.
- ☐ Replace any dead plants.
- ☐ Prune or remove any overgrown plants or shrubs that may interfere with the operation of the planter.
- ☐ Remove any nuisance or invasive vegetation.
- ☐ Clean up fallen leaves or debris and replenish soil.
- ☐ Confirm that irrigation is adequate and not excessive.
- ☐ Confirm Inspect building down spouts and over flow drains, and ensure that said pipes are clean, clear, and functional from roof top drains to outlet pipes at building exteriors.

Checklist for Inspection and Maintenance Following Storms

- ☐ Confirm any standing water within planters drains within 3-4 hours.
- ☐ Remove any debris from curb cuts at swales.
- ☐ Remove any accumulations of litter and debris in the planter.
- ☐ Check that the soil surface is level and is maintained at the height indicated on the construction documents.

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What Next?

- More plants:
  - ✓ Stargell Commons
- 2nd FTC Inspection
- Prior Rainy Season Inspections
- Annual Inspection Report Due to the City of Alameda 12/31/2026 includes:
  - ✓ Standard Annual Report Form
  - ✓ Inspections and maintenance checklist
  - ✓ O&M plan
  - ✓ FTC inspection reports



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Questions?

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Housing Authority of the City of Alameda

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ITEM 5.D

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Contracting Services Agreement for Turnover Painting Services of Vacant Residential Units Between Aiden's Quality Painting Inc. and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) with a maximum contract amount not to exceed $150,000, and Authorizing the President to Execute Said Agreement.

BACKGROUND

On July 22, 2026, staff issued a Request for Proposals (RFP) for Unit Turnover Painting Services for interior unit painting upon turnover for vacant residential units across the Housing Authority of the City of Alameda (AHA) portfolio. Services may also be used at 701 Atlantic as necessary.

AHA received three proposals:

1. Aiden's Quality Painting Inc.
2. NorCal Wash
3. Silicon Prime Painting

All proposals were submitted prior to the September 3, 2026, deadline. An evaluation panel reviewed the proposals and determined Aiden's Quality Painting Inc. was the preferred provider based on the following criteria: competitive pricing structure, most comprehensive services, and experience.

Aidens Quality Painting Inc., located in Santa Clara, CA, was founded in 2016 specializing in commercial, institutional, and public agency painting services throughout California. Aiden's Quality Painting will provide complete turnover painting service providing a skilled crew of experienced painters with a focus on safety, quality control, and customer service.

DISCUSSION

Staff is requesting the ICD Board to rely upon the AHA procurement and approve an agreement with Aiden's Quality Painting Inc to provide painting services as follows:

- Perform interior painting of vacant residential units.
- Provide all transportation, labor, materials and tools for painting crew.
- All associates of Aiden's Quality Painting will be trained, supervised, and have passed background screening.
- Complete work in a professional, workmanlike manner consistent with industry standards.
- Provide estimated start time and respond to work orders within 24 hours.
- Confirmed State of California licensed C33 painting contractor.
- Additional service including minor drywall repair and cabinet painting as requested.

The price proposal included unit size, prevailing wages, cabinet refinishing, and additional services. Aiden's Quality Painting provided pricing based on project need such as light repaint, standard repaint, and heavy repaint based on the average square footage. The rates are developed with consideration for the labor, supervision, supplies, transportation, equipment, payroll, operating overhead, and profit required to provide reliable services.

Interior Unit Painting- Per Unit Pricing				
Unit Type	**Avq Sq Ft Estimate**	**Light Repaint**	**Standard Repaint**	**Heavy Repaint**
Studio	400	$700.00	$1,000.00	$1,200.00
1 Bedroom	690	$1,207.50	$1,725.00	$2,070.00
2 Bedroom	855	$1,496.25	$2,137.50	$2,565.00
3 Bedroom	1094	$1,914.50	$2,735.00	$3,282.00
4 Bedroom	1142	$1,998.50	$2,855.00	$3,426.00
5 Bedroom	1597	$2,794.75	$3,992.50	$4,791.00

This initial three (3) year term is renewable for up to two (2) one-year additional terms and not to exceed a total of five (5) years. The three-year agreement will begin on November 1, 2026. The total contract for the initial three-year term is -not to exceed $150,000.

FISCAL IMPACT

The Housing Authority's property budgets includes funding for painting of turnover units for the current fiscal year. Future budgets will incorporate sufficient funds for services rendered during the remainder of the agreement's initial three-year term.

CEQA

Not applicable.

RECOMMENDATION

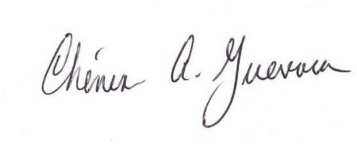
Adopt a Resolution Approving a 3-year Contracting Services Agreement for Turnover Painting Services of Vacant Residential Units Between Aiden's Quality Painting Inc. and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) with a maximum contract amount not to exceed $150,000, and Authorizing the President to Execute

Said Agreement.

ATTACHMENTS

1. Aiden's Quality Painting Inc. RFP Proposal
2. Resolution Aiden's Quality Painting – Island City Development

Respectfully submitted,



Chenesa Guevara, Management Analyst

Aiden's Quality Painting Inc
400 Reed St, Suite 95, Santa Clara 95050

www.aidensqualitypainting.com

August 14, 2026

Housing Authority of the City of Alameda (AHA)
701 Atlantic Avenue
Alameda, California 94501-2161

RE: Proposal for As-Needed Vacant Unit Turnover Painting Services – Reference # 2026-RFP-AHA-PO-005

Dear Evaluation Committee,

Aiden's Quality Painting Inc. is pleased to submit this proposal to provide as-needed vacant unit turnover painting services for the Housing Authority of the City of Alameda (AHA) and its affiliated entities.

Since our founding in 2016, Aiden's Quality Painting has specialized in commercial, institutional, and public agency painting services throughout California. Our team has successfully completed projects for cities, counties, school districts, library systems, and multifamily property management companies, consistently delivering high-quality workmanship, responsive scheduling, and strict compliance with California public contracting and prevailing wage requirements.

We understand that unit turnover painting requires more than technical painting skill — it demands fast response, flexible scheduling, careful coordination with property management staff, and the ability to restore vacant units to a clean, uniform, rentable condition within tight turnaround windows. Our crews are experienced in exactly this type of occupied-property maintenance work, where responsiveness and reliability are as important as the quality of the finish.

Sincerely,

Clara Tapia
CFO, Aiden's Quality Painting Inc.
Aiden's Quality Painting Inc

EXECUTIVE SUMMARY

Aiden's Quality Painting Inc. is a California-licensed C33 painting contractor (License # C33-992655) providing comprehensive interior and exterior painting services throughout Northern California.

With 10 years of experience, our company has built a strong reputation for delivering dependable painting services for municipalities, counties, school districts, public libraries, and multifamily residential properties.
Our philosophy is straightforward:

- Deliver exceptional workmanship.
- Respond quickly — typically the same day a work order is issued.
- Maintain transparent communication with property management staff.
- Complete projects safely and with minimal disruption to residents.
- Build long-term relationships with our clients.

For this contract, Aiden's Quality Painting will provide complete unit turnover painting services including:

- Interior painting of vacant residential units
- Surface preparation, patching, caulking, and priming
- Removal and reinstallation of window coverings
- Minor drywall repair and cabinet refinishing (as requested)
- Cleanup and touch-up painting

Our team has extensive experience performing occupied-property maintenance work, where responsiveness, cleanliness, and coordination with on-site staff are critical to successful, on-time unit turnover.

COMPANY PROFILE

Founded in 2016, Aiden's Quality Painting Inc. has become a trusted provider of painting services for both public and private sector clients throughout California.

Our headquarters are located at 400 Reed St, Suite 95, Santa Clara, CA 95050, allowing us to efficiently serve properties across the Bay Area, including Alameda County.

We maintain a skilled crew of 4 to 6 experienced painters dedicated to this contract, who receive ongoing training in safety, surface preparation, coating application, quality control, and customer service. Our workforce can be scaled up as needed to meet AHA's turnaround requirements.

Our capabilities include:

- Vacant unit turnover painting
- Multifamily residential and property management painting
- Government facilities, schools, and libraries
- Parking structures and exterior building painting
- Cabinet refinishing
- Drywall repair and surface restoration

The company is fully licensed, insured, and experienced in California public contracting requirements, including prevailing wage compliance, DIR registration, certified payroll reporting, and OSHA safety standards.

PROJECT UNDERSTANDING

Aiden's Quality Painting Inc. understands that AHA seeks a highly qualified C33 painting contractor capable of restoring vacant residential units to a clean, uniform, rentable condition on a fast, as-needed basis across its portfolio of properties throughout the City of Alameda.

Unlike a traditional construction project, this agreement requires a contractor capable of responding to multiple work orders with varying scopes, unit sizes, and timelines. Many assignments involve occupied buildings and active communities, where safety, communication, flexibility, and minimal disruption to residents and property staff are essential.

Our team understands that successful execution of this contract requires more than quality painting. It requires responsive customer service, accurate estimating, efficient scheduling, background-checked crews, and consistent communication with AHA and/or Property Management staff.

Our goal is to become a trusted, on-call painting partner for AHA by providing dependable service, rapid response, and consistent, high-quality workmanship on every unit turnover.

Aiden's Quality Painting has performed similar occupied-property and public agency painting work for municipal facilities, school districts, library systems, and multifamily residential communities. This experience has prepared our team to efficiently manage multiple concurrent work orders while maintaining high quality standards and strict compliance with California public contracting and prevailing wage requirements.

UNIT TURNOVER PROCESS

Service Request Process

- Receive AHA and/or Property Management work order
- Assign a dedicated Project Manager as single point of contact
- Contact AHA/Property Management to confirm unit access and scope
- Conduct site/unit evaluation
- Prepare and submit written scope confirmation and estimated schedule
- Schedule crew and stage materials
- Complete surface preparation and painting
- Conduct final walkthrough and quality inspection

Initial Unit Evaluation

Upon receiving a work order, our team promptly evaluates:

- Existing surface conditions and level of repaint required (light, standard, or heavy)
- Accessibility and occupancy status
- Scope of repairs, patching, and surface preparation needed
- Cabinet refinishing or additional services requested
- Estimated labor and materials required to meet the required turnaround window

Surface Preparation

Proper preparation is the foundation of a durable, uniform finish. Depending on unit condition, our preparation work includes patching holes, cracks, and minor wall damage; sanding and smoothing surfaces; removing loose or peeling paint; spot-priming repaired areas; and cleaning surfaces of dust, grease, or residue. No finish coat is applied until surfaces meet manufacturer and MPI Painting Manual recommendations.

Painting Operations

Our painters apply primer where required and finish coats (typically 1–2 coats) to walls, ceilings, doors, door frames, baseboards, and trim, using AHA-approved paint types, colors, and finishes. Cabinet refinishing, accent wall painting, and minor drywall repair are performed when requested, consistent with the RFP's Materials and Finish Schedule.

PROTECTION OF RESIDENTS AND PROPERTY

Protecting AHA's residents, property, and daily operations is one of our highest priorities on every unit turnover. Our crews install drop cloths, plastic protection, and floor coverings; carefully remove and reinstall window coverings, cabinet doors, and hardware; and contain dust generated during sanding and prep work.

At the end of each workday, all work areas are cleaned and secured. Our laborers are background-checked with clean records, consistent with the RFP's requirements, and are trained to work respectfully and quietly in and around occupied communities.

STAFFING PLAN

Organization and Project Management

Aiden's Quality Painting Inc. has developed an organizational structure that provides clear communication, accountability, and efficient execution for all as-needed unit turnover work orders. Each work order is managed through a single point of contact, ensuring consistent communication with AHA and/or Property Management from assignment through final turnover.

Authorized Representative

Clara Tapia, CFO

Project Manager

Noel Pahuamba, Project Manager — responsible for AHA/Property Management coordination, site evaluations, cost estimates, scheduling, and final inspections.

Field Supervisor

Juan Carlos Lopez, Field Supervisor — responsible for daily crew supervision, coordination, safety inspections, quality inspections, and jobsite documentation.

Painting Technicians

Our crew of 4 to 6 experienced, background-checked painters performs interior painting, surface preparation, drywall patching, caulking, and cabinet refinishing, and can be scaled up as needed to meet AHA's turnaround requirements or periods of higher unit turnover volume.

EQUIPMENT & RESOURCES

Aiden's Quality Painting owns and maintains the equipment necessary to perform unit turnover painting services safely and efficiently, including:

- Painting equipment: rollers, brushes, extension poles, HVLP and airless spray equipment, texture repair equipment
- Surface preparation equipment: sanders, scrapers, wire brushes, HEPA vacuums
- Access equipment: step ladders and extension ladders
- Jobsite protection: drop cloths, plastic sheeting, floor protection
- Company vehicles for transport of crew, tools, and materials to properties throughout the City of Alameda

SAFETY PROGRAM

Safety is integral to every Aiden's Quality Painting project. All employees receive training in OSHA requirements, ladder safety, respiratory protection, Personal Protective Equipment (PPE), hazard communication, proper handling of paints and coatings, and jobsite housekeeping.

Because our work occurs in occupied residential communities, we implement additional measures including work area isolation, dust control, clear pathways for residents, and daily cleanup. Our goal on every work order is zero injuries, zero property damage, and minimal disruption to AHA residents and staff.

QUALITY ASSURANCE / QUALITY CONTROL PROGRAM

Aiden's Quality Painting has established a Quality Control Program to ensure every unit turnover meets or exceeds AHA's expectations. Our process includes:

- Pre-work review of scope, specifications, colors, and materials
- Surface preparation inspection (cleaning, repairs, sanding, priming) by the Field Supervisor
- Application inspection verifying coverage, uniform appearance, and color consistency

- Final inspection covering finish quality, cleanliness, and removal of all protective coverings before the unit is turned back over to AHA/Property Management

Any deficiencies identified during inspection are corrected immediately, prior to final turnover.

RESPONSE TO PROPOSAL SUBMISSION QUESTIONS

1. Set-Up Process and Estimated Time for Providing Painting Services

Aiden's Quality Painting follows a structured, repeatable process for every vacant unit turnover work order to ensure fast, consistent, high-quality results:

- Work order received: Our team acknowledges and responds to AHA and/or Property Management work orders the same day they are issued, well within the 24-hour response requirement stated in the RFP.
- Site coordination: We coordinate access and scheduling directly with AHA and/or Property Management staff and confirm unit condition, scope, and any special requirements (e.g., cabinet refinishing, accent walls).
- Crew and material staging: Our crew reports with all tools, equipment, drop cloths, and materials (paint supplied by Property Management) needed to complete the job without return trips.
- Surface preparation: Patching, sanding, cleaning, caulking, and priming are completed before any finish coat is applied.
- Painting: Finish coats are applied to walls, ceilings, doors, door frames, baseboards, and trim using AHA-approved paint types and finishes.
- Final walkthrough and cleanup: Our crew reinstalls window coverings, cleans the unit, and conducts a final quality walkthrough before turning the unit back over.

Estimated turnaround time: Consistent with the RFP's required turnaround standards, Aiden's Quality Painting commits to completing standard unit turnovers within 1–3 days for studio/1-bedroom units and 2–5 days for larger units, with any anticipated delays communicated to AHA and/or Property Management immediately.

2. References

The following references reflect Aiden's Quality Painting's experience with both multifamily property management painting and public agency painting services:

Reference 1 – Multifamily Property Management

Property / Project	The Edge Apartments
Company	Wolfpack Construction Inc.
Contact	John
Phone	(408) 859-1722
Email	john@wolfpackdbm.com

Reference 2 – Public Agency (Municipal Facilities)

Project	RFB #PW022924 – Painting of Downtown Parking Garages
Owner	City of Concord Civic Center, 1950 Parkside Drive, Concord, CA 94519
Contact	Ken Yee, Facilities Manager
Email	Ken.Yee@cityofconcord.org
Contract Value	$87,760

Reference 3 – Public Agency (Library District)

Project	ITB-LIB-FY25-0018 – Painting Services, Santa Clara County Library District
Owner	Santa Clara County Library District, 1370 Dell Avenue, Campbell, CA 95008
Contact	Praise Ann Baby
Phone	+1 (732) 829-2623
Contract Value	$156,722.56

Additional public works references (Greenfield High School, King City High School, City of Santa Clara, and Fair Oaks Community Center) are available upon request.

CITY OF ALAMEDA

BUSINESS LICENSE CERTIFICATE

PLEASE POST IN A CONSPICUOUS PLACE
NOT TRANSFERABLE

Business Name: AIDEN'S QUALITY PAINTING INC

Business Address: 400 REED ST STE 95
SANTA CLARA, CA 95050-3143

Business Owner: AIDEN'S QUALITY PAINTING INC

Business Type: PAINT, GLASS, & WALLPAPER

Account Number: 25244214

Issue Date: 08/19/2026

Expiration Date: 06/30/2027

Ross McCarthy

Finance Director

THIS BUSINESS LICENSE DOES NOT PERMIT BUSINESS OPERATION UNLESS YOUR BUSINESS IS PROPERLY ZONED AND/OR IN COMPLIANCE WITH ALL APPLICABLE LAWS/REGULATIONS.
CFC 104.3 & 108.1 allows entry and examination for Fire Code Compliance.

For all inquiries regarding this license, contact the HdL Business Support Center at (510) 250-1889.

AIDEN'S QUALITY PAINTING INC :

Thank you for your payment on your City of Alameda Business License Certificate. ALL LICENSES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST. If you have questions concerning your business license, contact the Business Support Center at: Alameda@hdlgov.com or by telephone at:(510) 250-1889.

Keep this portion of your certificate separate in case you need a replacement for any lost, stolen, or destroyed certificate.

5.04.030 - Effect on other ordinances.
Persons required to pay a business tax for transacting and carrying on any business under this chapter shall not be relieved from the payment of any business tax for the privilege of doing such business required under any other ordinance of the city, and shall remain subject to the regulatory provisions of other ordinances.

CFC 104.3 & 108.1 allows entry and examination for Fire Code Compliance.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.dca.ca.gov/publications/.

CITY OF ALAMEDA

BUSINESS SUPPORT CENTER
8839 N CEDAR AVE #212
FRESNO, CA 93720-1832

City of Alameda
BUSINESS LICENSE CERTIFICATE

AIDEN'S QUALITY PAINTING INC
400 REED ST STE 95
SANTA CLARA, CA 95050-3143

License Number: **25244214**

Date of Issue: **08/19/2026**

Aidens Quality Painting Inc.

PWCR Number: 1001001194

Registration Status: Approved

Current registration 07/01/2026-06/30/2027

STATE OF CALIFORNIA

dca

DEPARTMENT OF CONSUMER AFFAIRS

CONTRACTORS STATE LICENSE BOARD ACTIVE LICENSE

License Number **992655**

Entity CORP

Business Name AIDEN'S QUALITY PAINTING INC

Classification(s) C33

Expiration Date 02/28/2027

www.cslb.ca.gov

CSLB


AIDEN'S QUALITY PAINTING INC. (3866797)
Request Certificate
Initial Filing Date 01/21/2016
Status Active
Standing - SOS Good
Standing - FTB Good
Standing - Agent Good
Standing - VCFCF Good
Formed In CALIFORNIA
Entity Type Stock Corporation - CA - General
Principal Address 4497 BORINA DR SAN JOSE, CA 95129
Mailing Address 4497 BORINA DR SAN JOSE,CA95129
Statement of Info Due Date 01/31/2027
Agent Individual Fernando I Morales Serrano 1892 CURTNER AVE SAN JOSE, CA 95124
View History
Request Access

Printed on: 6/11/2026 7:56:27 PM

To verify most current certification status go to: https://www.caleprocure.ca.gov

Office of Small Business & DVBE Services

Certification ID: 2050513

Legal Business Name:
Aidens Quality Painting Inc.

Doing Business As (DBA) Name 1:

Doing Business As (DBA) Name 2:

Address:
400 Reed St
Santa Clara
CA 95050

Email Address:
clara@aidensqualitypainting.com

Business Web Page:
www.aidensqualitypainting.com

Business Phone Number:
408/314-1830

Business Fax Number:

Business Types:
Construction , Service

Certification Type	Status	From	To
SB(Micro)	Incomplete		
SB-PW	Approved	06/11/2026	06/30/2028

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!
-LOG IN at CaleProcure.CA.GOV

Questions?
Email: Certification@dgs.ca.gov
Call OSDS Main Number: 916-375-4940
707 3rd Street, 1-400, West Sacramento, CA 95605

Island City Development

Fax: (510)-522-7848

TTY/TRS: 711

701 Atlantic Avenue | Alameda, CA 94501

ISLAND CITY DEVELOPMENT

Resolution No. 202x-___

A RESOLUTION OF THE BOARD OF DIRECTORS OF ISLAND CITY DEVELOPMENT APPROVING A 3-YEAR CONTRACTING SERTVICES AGREEMENT FOR TURNOVER PAINTING SERVICES OF VACANT RESIDENTIAL UNITS BETWEEN AIDEN'S QUALITY PAINTING INC. AND EVERETT AND EAGLE LP (EVERETT COMMONS), SHERMAN AND BUENA VISTA LP (LITTLEJOHN COMMONS), CONSTITUTION AND EAGLE LP (ROSEFIELD VILLAGE), LAKEHURST AND MOSLEY LP (ESTUARY I), MABUHAY AND LAKEHURST LP (LINNET CORNER), MOSLEY AND MABUHAY LP (ESTUARY II) WITH A MAXIMUM CONTRACT AMOUNT NOT TO EXCEED $150,000, AND AUTHORIZING THE PRESIDENT TO NEGOTIATE AND EXECUTE SAID AGREEMENT.

At a duly constituted meeting of the Board of Directors (the "**Board**") of Island City Development, a California nonprofit public benefit corporation ("**ICD**"), held on October 21, 2026 (the "**Meeting**"), the following resolutions were adopted with reference to the following:

WHEREAS, ICD is a California nonprofit public benefit corporation with a tax-exempt status under Section 501(c)3 of the Internal Revenue Code and charitable and public purposes to benefit and support the Housing Authority of the City of Alameda (AHA);

WHEREAS, ICD has not approved an agreement for a licensed painting contractor for interior as- needed painting services for vacant residential units across multiple multi- family properties. The Contractor shall provide painting services in vacant turnover units; and

WHEREAS, the AHA issued a Request for Proposals for Unit Turnover Painting Services on July 22, 2026; and

WHEREAS, Aiden's Quality Painting Inc. was a successful bidder and recommended by staff to provide these services; and

WHEREAS, ICD desires to utilize AHA's procurement and also enter into a contract with this service provider.

NOW, THEREFORE, BE IT RESOLVED, that the ICD Board finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners approves a 3-Year Agreement for turnover painting services of vacant residential units between Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) and Aiden's Quality Painting Inc. with a

maximum contract amount not to exceed $150,000.

BE IT FURTHER RESOLVED that the President is hereby authorized to negotiate and execute the agreement, and take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: __ Directors:

Nayes: __ Directors:

Abstain: __ Directors:

Absent: __ Directors:

[**SIGNATURE PAGE FOLLOWS**]

******

ATTEST:

Vanessa M. Cooper President	Alicia Southern Secretary

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder, LLP

Adopted:

Date

ITEM 5.E

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving Individual 3-Year Agreements For Turnover Carpet Cleaning Services Between Lorraine's Janitorial Services, LLC and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) With Maximum Contract Amounts Not To Exceed $50,000 Each, And Authorizing The President To Negotiate And Execute Said Agreements.

BACKGROUND

On July 22, 2026, staff issued a Request for Proposals (RFP) for Unit Turnover Carpet Cleaning Services. The scope of services' main objective is the cleaning and shampooing of carpets in vacant units upon turnover. Services may also be used at 701 Atlantic as necessary.

AHA received nine proposals:

1. Aiden's Quality Painting Inc.
2. Apex Vanguard Solutions LLC
3. Built- Clean Solutions LLC
4. CB Facility Services, a Clean Bro LLC Company
5. Grand Construction
6. Lorraine's Janitorial Services LLC
7. Margarita's House Cleaning Inc. And Janitorial Services
8. Power Cleaning Commercial Services LLC
9. Silent Shift Facility Service LLC

All proposals were submitted prior to the September 3, 2026, deadline. An evaluation panel reviewed the proposal and determined that Lorraine's Janitorial Services LLC was the preferred provider based on the following criteria: competitive pricing structure, most comprehensive services, and experience. Lorraine's Janitorial Services, LLC has 17 years of operating experience providing professional janitorial, deep cleaning, and environmental cleaning services. Lorraine's Janitorial Services, LLC has extensive experience working with other housing authorities and is familiar with the quality of the standards expected by AHA.

DISCUSSION

ICD staff is recommending that the ICD Board utilize the AHA's procurement and approve agreements between Lorraine's Janitorial Services, LLC, and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) With Maximum Contract Amounts Not To Exceed $50,000. Services will be as follows:

- Hot water extraction and steam cleaning of all carpeted areas upon turnover.
- Pre- treatment for stains and high- traffic areas.
- Odor removal (pet and smoke).
- Fast- drying methods to ensure carpet is fully dry within 24 hours to allow for a quicker turnover process.
- Carpet stretching or minor repairs as needed.
- Optional emergency services as needed.

Lorraine's Janitorial Services, LLC, standard turnover carpet cleaning rate is based on the average square footage. The rates are developed with consideration for the labor, supervision, supplies, transportation, equipment, payroll, operating overhead, and profit required to provide reliable services.

Base Unit Pricing (By Unit Type)		
Unit Type	**Avg Sqr Ft Estimate**	**Carpet Cleaning**
Studio	400	$75.00
1 Bedroom	690	$100.00
2 Bedroom	855	$125.00
3 Bedroom	1094	$150.00
4 Bedroom	1142	$165.00
5 Bedroom	1597	$200.00

This initial three (3) year term is renewable for up to two (2) one-year additional terms and not to exceed a total of five (5) years. The three-year agreement will begin on November 1, 2026. The total contract for the initial three-year term is $50,000.

FISCAL IMPACT

Funds for these services are paid from the various property budgets and will come from the rental income. Future budgets will incorporate sufficient funds for services rendered during the remainder of the agreement's initial three-year term.

CEQA

Not applicable.

RECOMMENDATION

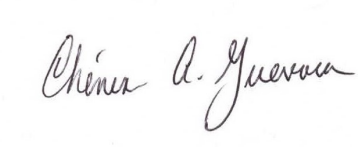
Adopt a Resolution Approving Individual 3-Year Agreements For Turnover Carpet Cleaning

Services Between Lorraine's Janitorial Services, LLC and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) With Maximum Contract Amounts Not To Exceed $50,000 Each, And Authorizing The President To Negotiate And Execute Said Agreements.

ATTACHMENTS

1. Lorraine's Janitorial Service , LLC RFP Proposal
2. Resolution Lorraine's Janitorial Service, LLC Carpet Cleaning Resolution – Island City Development

Respectfully submitted,



Chenesa Guevara, Management Analyst

LORRAINE'S JANITORIAL SERVICES LLC

PROPOSAL

As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

AHA RFP No. 2026-RFP-AHA-PO-003

Submitted to:
AHA

Submitted by:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Date:
August 16, 2026

COVER LETTER

August 16, 2026

Re: RFP No. 2026-RFP-AHA-PO-003
As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

Dear AHA Evaluation Committee:

Lorraine's Janitorial Services LLC is pleased to submit our proposal to provide **As-Needed Unit Turnover Cleaning and Carpet Cleaning Services** for AHA.

We understand the importance of preparing housing units thoroughly, efficiently, and professionally for incoming residents. Our company is committed to providing dependable cleaning services with particular attention to **quality, safety, detail, responsiveness, and readiness for occupancy**.

Our approach is based on **hands-on supervision and quality control**. Our Supervisor works directly with the cleaning crew and remains on-site for the duration of each assignment. The Supervisor coordinates the work, participates in the cleaning process, monitors progress, and conducts quality-control inspections throughout the turnover. Any deficiencies identified are corrected before the crew leaves the property.

Lorraine's Janitorial Services LLC assigns cleaning personnel according to unit size and service requirements. Our staffing approach allows us to efficiently address bathrooms, kitchens, bedrooms, living areas, floors, windows, patio/sliding-glass doors, appliances, and other required areas.

We recognize that some units may require services beyond normal turnover cleaning. Accordingly, our proposal provides clearly defined pricing for **pet odor treatment, heavy soil/biohazard cleaning, appliance deep cleaning, patio/balcony cleaning, trash hauling, carpet cleaning, and same-day service**.

Our company is committed to providing AHA with **reliable service, professional supervision, consistent quality control, responsive communication, and clean, ready-for-occupancy units**.

Thank you for the opportunity to submit our proposal. We appreciate your consideration and look forward to the opportunity to serve AHA.

Sincerely,

Lorraine Rideout
Authorized Representative
LORRAINE'S JANITORIAL SERVICES LLC

Phone: _____

Email: _____

Address: _____

TABLE OF CONTENTS

1. Cover Letter
2. Company Background & Experience
3. Service Approach & Scope of Work
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5. Specialty Services, Emergency/Expedited Services & Pricing Clarifications
6. Complete Cost Proposal Summary
7. Final Commitment & Signature Page
8. Supporting Documents & Attachments

COMPANY BACKGROUND & EXPERIENCE

COMPANY BACKGROUND

LORRAINE'S JANITORIAL SERVICES LLC has been in operation since **2009** and provides professional janitorial, deep-cleaning, and environmental cleaning services.

Our company understands that successful unit turnover requires more than basic cleaning. Each unit must receive careful attention to detail so that it is clean, presentable, and ready for the next resident.

Our experience includes cleaning services for residential and commercial environments requiring dependable staffing, proper cleaning procedures, attention to detail, and consistent quality control.

SERVICES PROVIDED

Lorraine's Janitorial Services LLC provides a broad range of cleaning services, including:

- Unit turnover cleaning
- Residential cleaning
- Office cleaning
- Window cleaning
- High dusting
- Hard-floor maintenance
- Carpet cleaning
- Deep cleaning
- Specialty cleaning
- Appliance cleaning
- Trash removal and hauling
- Enhanced cleaning and disinfection
- Post-event and additional cleaning services

Our cleaning personnel are assigned according to the size and condition of the unit and the specific services requested.

EXPERIENCE AND COMMITMENT

With **17 years of operating experience**, Lorraine's Janitorial Services LLC has developed a practical understanding of the importance of completing cleaning assignments thoroughly, efficiently, and consistently.

Our goal is to provide AHA with a dependable cleaning partner capable of responding to routine turnover requirements as well as units requiring additional labor or specialty services.

We recognize that every unit may present different cleaning requirements. Our staffing model therefore allows us to adjust personnel according to unit size, scope, and condition while maintaining direct supervision throughout the assignment.

QUALITY-FOCUSED SERVICE

Quality is an essential part of our service philosophy.

Rather than simply completing the cleaning tasks and leaving the property, our Supervisor remains involved throughout the assignment. This allows us to identify deficiencies while the crew is still on-site and make corrections immediately.

Our objective is simple:

Clean the unit thoroughly, inspect the work, correct deficiencies, and leave the unit ready for the next step in the turnover process.

SERVICE APPROACH & SCOPE OF WORK

SERVICE APPROACH

Lorraine's Janitorial Services LLC understands that unit turnover cleaning requires thorough preparation, attention to detail, and timely completion. Our objective is to return each assigned unit in a **clean, presentable, and ready-for-occupancy condition** within the authorized scope of work.

Our cleaning crews will review the assigned unit and organize the work according to the size, condition, and specific requirements of the unit.

We use a systematic approach that allows our crew to work efficiently while maintaining quality throughout the assignment.

STANDARD TURNOVER CLEANING

Standard turnover cleaning includes cleaning and detailing the primary areas of the unit, including:

Bathrooms

- Cleaning and disinfecting toilets
- Cleaning sinks and fixtures
- Cleaning tubs and showers
- Cleaning mirrors
- Cleaning counters and accessible surfaces
- Cleaning floors
- Removing trash
- Final detailing

Kitchens

- Cleaning countertops and accessible surfaces
- Cleaning cabinets and drawers
- Cleaning sinks and fixtures
- Cleaning floors
- Cleaning walls and backsplashes as needed
- Removing trash
- Cleaning the kitchen area for presentation and turnover

Appliance deep cleaning is available as an add-on service at $75 per appliance when appliances require cleaning beyond the standard turnover scope.

Bedrooms and Living Areas

- Dusting accessible surfaces
- Cleaning doors and frames
- Cleaning floors
- Cleaning accessible surfaces
- Removing trash and debris
- General detailing

Windows and Glass

Interior windows and accessible glass surfaces will be cleaned as part of the applicable turnover service.

For larger units requiring additional window and glass work, including **patio/sliding-glass doors**, staffing will be adjusted according to unit size and requirements.

Floors

Floor surfaces will be cleaned according to the type and condition of the flooring.

Carpet cleaning is available separately using the applicable carpet-cleaning rate.

FINAL DETAILING

Before leaving the unit, the crew will perform a final detailing pass to identify areas requiring additional attention.

The Supervisor will review the completed work and ensure that identified deficiencies are corrected before the crew leaves the property.

SPECIAL CONDITIONS

Some units may require cleaning beyond the standard turnover scope because of:

- Heavy soil
- Excessive debris
- Pet odors
- Heavily soiled appliances
- Additional patio or balcony cleaning
- Extensive carpet cleaning requirements
- Other unusual cleaning conditions

When additional work is required, Lorraine's Janitorial Services LLC will use the applicable **AHA-approved add-on pricing** or obtain authorization before performing work outside the standard scope.

SAFETY AND PROFESSIONAL PRACTICES

Our cleaning personnel will use appropriate cleaning procedures and equipment for the surfaces and conditions encountered.

We emphasize:

- Safe work practices
- Proper use of cleaning products
- Appropriate personal protective equipment when required
- Careful handling of cleaning equipment
- Protection of the property
- Proper disposal of ordinary cleaning waste
- Communication of unusual or unsafe conditions to the appropriate AHA representative

Our objective is to complete the work safely while protecting the unit and its contents.

STAFFING PLAN, SUPERVISION & QUALITY CONTROL

STAFFING PLAN

Lorraine's Janitorial Services LLC will assign personnel according to the size of the unit and the anticipated cleaning requirements.

Our staffing model is designed to provide sufficient personnel to complete the work efficiently while maintaining the level of detail expected for a professional unit turnover.

Unit Type	Average Square Footage	Janitors Assigned
Studio	400 sq. ft.	**2**
1 Bedroom	690 sq. ft.	**2**
2 Bedroom	855 sq. ft.	**3**
3 Bedroom	1,094 sq. ft.	**4**
4 Bedroom	1,142 sq. ft.	**5**
5 Bedroom	1,597 sq. ft.	**5**

Crew Responsibilities

Lorraine's Janitorial Services LLC uses a coordinated crew approach.

For **Studio and 1-Bedroom units**, the crew can divide responsibilities among the bathroom, kitchen, general living areas, and windows.

For **2- and 3-Bedroom units**, additional personnel allow the crew to address the increased number of rooms, windows, and patio/sliding-glass doors efficiently.

For **4- and 5-Bedroom units**, the five-person crew provides the additional manpower necessary to address the larger unit and expanded glass areas while maintaining attention to detail.

The Supervisor coordinates the crew and may also participate directly in the cleaning work as needed.

SUPERVISOR RESPONSIBILITIES

A key component of Lorraine's Janitorial Services LLC's service model is **continuous on-site supervision.**

Our Supervisor:

- Works directly with the cleaning crew.
- Remains on-site for the duration of the assignment.
- Coordinates the crew's activities.
- Assigns responsibilities according to the unit's requirements.
- Monitors progress throughout the cleaning.
- Assists with cleaning when needed.
- Checks completed areas for quality.
- Identifies deficiencies.
- Directs the crew to correct deficiencies immediately.
- Performs the final quality-control inspection.

This hands-on approach provides AHA with a single point of accountability throughout each assignment.

QUALITY CONTROL PROCESS

Our quality-control process begins when the crew enters the unit and continues until the assignment is completed.

Step 1 — Unit Review

The Supervisor reviews the unit and identifies the general condition, size, cleaning requirements, and any unusual conditions.

Step 2 — Crew Assignment

The Supervisor assigns responsibilities based on the unit's size and scope.

Step 3 — Cleaning

The crew performs the authorized cleaning services while the Supervisor monitors the work and assists as needed.

Step 4 — Quality Inspection

The Supervisor reviews the completed areas for cleanliness, detail, and completeness.

Step 5 — Correction

Any deficiencies identified during the inspection are corrected while the crew is still on-site.

Step 6 — Final Verification

The Supervisor conducts a final review to verify that the unit has been completed within the authorized scope of work.

ACCOUNTABILITY

Lorraine's Janitorial Services LLC believes that supervision should be **active rather than simply administrative**.

Our Supervisor does not simply assign the work and leave the crew unattended. The Supervisor remains involved throughout the assignment and is responsible for helping ensure that the work is completed accurately and professionally.

This approach is intended to:

- Improve consistency
- Reduce missed areas
- Minimize incomplete work
- Reduce unnecessary return visits
- Improve communication
- Provide immediate correction of deficiencies
- Give AHA a clear point of accountability

STAFFING FLEXIBILITY

Although the staffing levels listed above represent our standard staffing approach by unit size, Lorraine's Janitorial Services LLC may adjust crew assignments when the actual condition or authorized scope of a unit warrants additional personnel.

Any additional work outside the standard turnover scope will be handled in accordance with the applicable pricing and authorization requirements.

SPECIALTY SERVICES, EMERGENCY/EXPEDITED SERVICES & PRICING CLARIFICATIONS

SPECIALTY SERVICES

Lorraine's Janitorial Services LLC understands that not every unit will require the same level of cleaning. Some units may require additional labor, specialized cleaning, or additional time because of their condition.

To provide AHA with predictable and transparent pricing, we have established separate rates for commonly requested specialty services.

Pet Odor Treatment — $125 Per Unit

Pet odor treatment is available when a unit requires additional cleaning and odor-control measures beyond the standard turnover cleaning.

The service is intended for units where ordinary cleaning is insufficient to address persistent pet-related odors.

Heavy Soil/Biohazard Cleaning — $350 Per Unit

Heavy soil/biohazard cleaning applies when a unit requires substantially more intensive cleaning than a standard turnover.

This may include units with excessive accumulation of soil, bodily-fluid contamination, or other unusually difficult cleaning conditions.

Work involving regulated hazardous materials, specialized remediation, or disposal requirements will be addressed separately and only when properly authorized and within applicable safety requirements.

Appliance Deep Cleaning — $75 Per Appliance

Appliance deep cleaning is priced at **$75 per appliance**.

This service is intended for appliances that require substantially more time and effort than routine turnover cleaning, including appliances with heavy grease, food buildup, accumulated soil, or other excessive contamination.

The $75 rate allows sufficient time for detailed cleaning rather than treating heavily soiled appliances as ordinary turnover items.

Patio/Balcony Cleaning — $50 Each

Patio or balcony cleaning is available at **$50 per area.**

This service addresses the cleaning of the applicable patio or balcony area and accessible surfaces within the authorized scope.

Trash Hauling — $75 Per Load

Trash hauling is available at **$75 per load.**

The rate applies to a standard load of ordinary, non-hazardous household trash and debris generated from the unit turnover.

The $75-per-load rate **does not include**:

- Mattresses
- Appliances
- Large furniture
- Construction or demolition debris
- Hazardous materials
- Biohazardous materials requiring specialized disposal
- Chemicals
- Regulated waste
- Unusually heavy or oversized items
- Special disposal fees
- Additional loads beyond the authorized load

Any of these circumstances requiring additional labor, transportation, disposal, or special handling will be discussed with AHA and separately authorized when applicable.

EMERGENCY/EXPEDITED SERVICES

Same-Day Service — $100 Additional

Lorraine's Janitorial Services LLC understands that housing turnover schedules can change unexpectedly.

When AHA requires a unit to be serviced on a same-day basis, a **$100 additional expedited-service charge** will apply, subject to crew availability.

Same-day requests will receive priority scheduling whenever operationally possible.

Our Supervisor will coordinate the crew and confirm the scope and timing of the requested service.

PRICING TRANSPARENCY

Lorraine's Janitorial Services LLC believes that clear pricing helps prevent misunderstandings and allows AHA to budget appropriately.

Our proposal therefore separates:

- Standard turnover cleaning
- Carpet cleaning
- Specialty cleaning
- Appliance deep cleaning
- Patio/balcony cleaning
- Trash hauling
- Emergency/expedited service

This structure allows AHA to request only the additional services actually required rather than applying unnecessary charges to every unit.

AUTHORIZATION FOR ADDITIONAL SERVICES

When a unit requires services beyond the standard turnover scope, Lorraine's Janitorial Services LLC will communicate the additional requirement to the appropriate AHA representative before performing the additional work whenever authorization is required.

Our goal is to maintain clear communication regarding:

1. The condition of the unit.
2. The additional service required.
3. The applicable rate.
4. Any unusual disposal or safety requirements.
5. The expected completion requirements.

This approach helps ensure that both AHA and Lorraine's Janitorial Services LLC have a clear understanding of the work being performed.

COMMITMENT TO RESPONSIVENESS

Lorraine's Janitorial Services LLC understands that turnover schedules can be time-sensitive.

We will make every reasonable effort to respond promptly to AHA requests, coordinate available personnel, and complete authorized work within the requested timeframe.

Our hands-on Supervisor will remain the primary on-site point of accountability during each assignment and will help ensure that the work is completed accurately and professionally.

COMPLETE COST PROPOSAL SUMMARY

Base Unit Pricing (By Unit Type)

Lorraine's Janitorial Services LLC proposes the following standard turnover-cleaning rates based on the average square footage estimates provided:

Unit Type	Average Square Footage Estimate	Standard Turnover Cleaning
Studio	400 sq. ft.	**$150.00**
1 Bedroom	690 sq. ft.	**$185.00**
2 Bedroom	855 sq. ft.	**$225.00**
3 Bedroom	1,094 sq. ft.	**$275.00**
4 Bedroom	1,142 sq. ft.	**$300.00**
5 Bedroom	1,597 sq. ft.	**$375.00**

These rates represent the standard turnover-cleaning service for the applicable unit type and are subject to the scope and conditions described in this proposal.

Add-on/Specialty Services

Service	Unit	Rate
Pet Odor Treatment	Per Unit	**$125.00**
Heavy Soil/Biohazard Cleaning	Per Unit	**$350.00**
Appliance Deep Cleaning	Each	**$75.00**
Patio/Balcony Cleaning	Each	**$50.00**
Trash Hauling	Per Load	**$75.00**

These services are intended for circumstances that require work beyond the standard turnover-cleaning scope.

Emergency/Expedited Services

Service Level	Additional Cost
Same-Day Service	$100.00

Same-day service is subject to crew availability and applies when AHA requests expedited service requiring same-day scheduling and mobilization.

Labor Rate Breakdown

Labor Classification	Hourly Rate	Proposed Prevailing Wage Rate	Includes Fringe?
Cleaner/Janitor	$25.00	$25.00	Y
Carpet Technician	$28.00	$28.00	Y
Supervisor	$35.00	$35.00	Y

Labor Rate Note

The proposed labor rates include the applicable fringe component for purposes of this proposal.

Because AHA did not provide a specific wage determination to Lorraine's Janitorial Services LLC, these figures represent **Lorraine's Janitorial Services LLC's proposed labor and fringe rates** for the solicitation.

Carpet Cleaning

Unit Type	Combined Carpet Cleaning Price
Studio	$75.00
1 Bedroom	$100.00
2 Bedroom	$125.00
3 Bedroom	$150.00
4 Bedroom	$165.00
5 Bedroom	$200.00

The carpet-cleaning rates are intended to cover standard carpet-cleaning requirements associated with the applicable unit size.

Unusual conditions requiring specialty remediation or substantially different treatment may require separate authorization.

Pricing Philosophy

Lorraine's Janitorial Services LLC developed these rates with consideration for the labor, supervision, supplies, transportation, equipment, payroll burden, operating overhead, and profit required to provide reliable service.

Our pricing structure is designed to provide AHA with:

- Predictable unit pricing
- Clearly defined specialty-service rates
- Transparent labor rates
- Separate carpet-cleaning pricing
- Defined emergency-service pricing
- Clear expectations regarding additional services

Our objective is to provide competitive pricing while maintaining the staffing and supervision necessary to complete the work properly.

Staffing Reference

For operational planning, Lorraine's Janitorial Services LLC anticipates the following standard crew assignments:

Unit Type	Average Square Footage	Janitors
Studio	400 sq. ft.	**2**
1 Bedroom	690 sq. ft.	**2**
2 Bedroom	855 sq. ft.	**3**
3 Bedroom	1,094 sq. ft.	**4**
4 Bedroom	1,142 sq. ft.	**5**
5 Bedroom	1,597 sq. ft.	**5**

The Supervisor works with the crew and remains on-site throughout the assignment.

FINAL COMMITMENT & SIGNATURE PAGE

FINAL COMMITMENT

Lorraine's Janitorial Services LLC appreciates the opportunity to submit this proposal to AHA for As-Needed Unit Turnover Cleaning and Carpet Cleaning Services.

We are committed to providing **reliable, professional, responsive, and quality-focused cleaning services** that support AHA's unit turnover requirements.

Our hands-on supervision model is designed to provide accountability throughout every assignment. Our Supervisor works directly with the cleaning crew, remains on-site for the duration of the job, monitors the work, participates as needed, and verifies completion before the crew leaves the property.

We understand that each unit may have different cleaning requirements. Our staffing model, specialty services, and clearly defined pricing allow us to respond appropriately to standard turnovers as well as units requiring additional attention.

Our commitment is to:

- Provide dependable and professional cleaning services.
- Assign appropriate personnel based on unit size and requirements.
- Maintain active supervision throughout each assignment.
- Perform quality-control inspections before completion.
- Correct deficiencies while the crew is on-site whenever possible.
- Communicate clearly regarding additional services.
- Respond to expedited and same-day requests subject to availability.
- Protect AHA property through safe and responsible work practices.
- Complete authorized services thoroughly and professionally.

Lorraine's Janitorial Services LLC looks forward to the opportunity to establish a professional working relationship with AHA and to provide consistent, high-quality service to the residents and properties we serve.

PROPOSAL CERTIFICATION AND AUTHORIZATION

By signing below, the undersigned certifies that they are authorized to submit this proposal on behalf of **LORRAINE'S JANITORIAL SERVICES LLC** and that the information provided in this proposal is submitted in good faith.

Company:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Title:
Authorized Representative

Signature:


Date: August 16, 2026

Phone: 510-712-1721

Email: lrmaintenance@yahoo.com

Business Address: 3140 -Persimmon St., Antioch, CA 94509-5222

SUPPORTING DOCUMENTS & ATTACHMENTS

The following documents will accompany the main proposal as separate attachments.

ATTACHMENT A

AHA Cost Proposal Excel Spreadsheet

The completed AHA Excel Cost Proposal will be submitted using the solicitation's original template.

ATTACHMENT B

Three Business References

Completed references will be submitted as provided.

ATTACHMENT C

Conflict-of-Interest Certification

Completed and signed Conflict-of-Interest document.

ATTACHMENT D

Diversity Self-Certification

Completed Diversity Self-Certification.

ATTACHMENT E

W-9

Current completed W-9 for LORRAINE'S JANITORIAL SERVICES LLC.

ATTACHMENT F

Business License

Current business license documentation.

ATTACHMENT G

Insurance Certificate

Current applicable insurance certificate(s).

ATTACHMENT H

Additional AHA Forms / Addenda

Any additional forms, certifications, acknowledgments, or addenda required by AHA will be included as applicable.

Base Unit Pricing (By Unit Type)				
Unit Type	**Avg Square Footage Estimate**	**Standard Turnover Cleaning**	**Carpet Cleaning**	**Combined Price**
Studio	400	$150	$75	$225
1 Bedroom	690	$185	$100	$285
2 Bedroom	855	$225	$125	$350
3 Bedroom	1094	$275	$150	$425
4 Bedroom	1142	$300	$165	$465
5 Bedroom	1597	$375	$200	$575
Add-on/ Specialty Services				
Add-on/ Specialty Services				
Service	**Unit**	**Rate**		
Pet Odor Treatment	Per Unit	$125		
Heavy Soil/ Biohazard Cleaning	Per Unit	$350		
Appliance Deep Cleaning	Each	$75		
Patio/Balcony Cleaning	Each	$50		
Trash Hauling	Per Load	$75		
Emergency/ Expedited Services				
Expedited Services				
Service Level	**Additional Cost**			
Same-Day Service	$100			
Labor Rate Breakdown:				

Labor Classification	***Hourly Rate***	***Prevailing Wage Rate***	***Includes Fringe? (Y/N)***	
Cleaner/ Janitor	*$25*	*Proposal Prevailing Wage Rate*	*Y*	
Carpet Technician	*$28*	*Proposal Prevailing Wage Rate*	*Y*	
Supervisor	*$35*	*Proposal Prevailing Wage Rate*	*Y*	

Reference #1

Business/Organization: Oakland Housing Authority
Contact Name: Raha Atencion
Title: Maintenance Superintendent
Phone: 510-772-9715
Email: ratencion@oakha.org
Services Lorraine's provided: Janitorial, Carpet cleaning, Trash-out, Vegetation clean-up
Dates of service: 2019' to current

Reference #2

Business/Organization: Oakland Housing Authority
Contact Name: Issayas Tewelde
Title: Maintenance Superintendent
Phone: 510-773-6300
Email: itewelde@oakha.org
Services Lorraine's provided: Janitorial, Trash-out
Dates of service: 2015' to current

Reference #3

Business/Organization: Oakland Housing Authority
Contact Name: Jon Monte Scott
Title: Maintenance Superintendent
Phone: 510-414-6452
Email: jscott@oakha.org
Services Lorraine's provided:
Dates of service: 2019' to current

HOUSING AUTHORITY OF THE CITY OF ALAMEDA CONFLICT OF INTEREST CERTIFICATION

(a) Does the Bidder/Proposer/Vendor have any current or prior personal relationships with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(b) Does the Bidder/Proposer/Vendor have any current or prior business or financial relationships with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(c) Does Bidder/Propose/Vendor have any current or prior relationship with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(d) Is there an organizational conflict of interest, whether actual or apparent that the Bidder/Proposer/Vendor is aware of, or there is reason to be aware of, at the time of this submittal concerning any past, present, or currently planned interest, financial, contractual, organizational, or otherwise, relating to the work to be performed hereunder? *

- ○ Yes
- ◉ No

Additional projects in the City of Alameda *

Please list any other projects you are currently working on in the City of Alameda.

N/A

Name of Bidder/Proposer/Vendor *

Lorraine's Janitorial Services LLC

Address of Bidder/Proposer/Vendor *

Street Address

3140 Persimmon St

Address Line 2

City

Antioch

State / Province / Region

CA

Postal / Zip Code

94509-5222

Country

USA

Name of Authorized Official or Representative of Bidder/Proposer/Vendor *

Lorraine Rideout

Title of Authorized Official or Representative of Bidder/Proposer/Vendor *

Owner/Authorized Representative

Name of primary contact at AHA and/or project name *

2026-RFP-AHA-PO-003

Signature *

The undersigned Bidder/Proposer/Vendor hereby certifies and affirms under penalties of perjury, that to the best of this Bidder/Proposer/Vendor's knowledge and belief, no actual or apparent conflict of interest exists as to the award of the contract to Bidder/Proposer/Vendor and to the performance of contract services by Bidder/Proposer/Vendor as described in Parts I, II, and III of Part A of the certification. The undersigned official certifies that he/she is authorized to sign this bids/proposals form for the firm.



Date

Date will be captured on form submission

Submit

LORRAINE'S JANITORIAL SERVICES LLC

DIVERSITY SELF-CERTIFICATION

AHA RFP No. 2026-RFP-AHA-PO-003
As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

BUSINESS INFORMATION

Legal Business Name:
LORRAINE'S JANITORIAL SERVICES LLC

Business Type:
Limited Liability Company (LLC)

Business Address: 3140 -Persimmon St

Antioch, CA 94509-5222

Telephone: 510-712-1721

Email: lrmaintenance@yahoo.com

Authorized Representative: Lorraine Rideout

Title: Authorized Representative

DIVERSITY BUSINESS STATUS

LORRAINE'S JANITORIAL SERVICES LLC hereby self-certifies that the company is a **woman-owned and minority-owned business**, based upon its ownership, control, and active management.

Applicable Business Classification

☒ **Woman-Owned Business**

☒ **Minority-Owned Business**

☐ Small Business

☐ Disabled-Owned Business

☐ Veteran-Owned Business

☐ Service-Disabled Veteran-Owned Business

☐ LGBTQ+-Owned Business

☐ Other: _____

OWNERSHIP AND MANAGEMENT CERTIFICATION

LORRAINE'S JANITORIAL SERVICES LLC certifies that the business is owned, controlled, and actively managed by the qualifying owner identified above.

This self-certification is being provided in connection with **AHA RFP No. 2026-RFP-AHA-PO-003** and is intended to identify the company's diversity business status for procurement purposes.

The undersigned understands that AHA may request supporting documentation or additional information concerning the company's ownership, management, or diversity classification.

CERTIFICATION

I certify that the information provided in this Diversity Self-Certification is true and accurate to the best of my knowledge and belief.

Company:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Signature: Lorraine Rideout

Date: August 16, 2024

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
Lorraine's Janitorial Services LLC

2 Business name/disregarded entity name, if different from above.
Lorraine's Janitorial Services LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
3140 - Persimmon St

Requester's name and address (optional)

6 City, state, and ZIP code
Antioch, CA. 94509

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
___ - ___ - ____

or

Employer identification number
87-0920139

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Lorraine Pickett Date 04/28/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF OAKLAND

BUSINESS TAX CERTIFICATE

ACCOUNT NUMBER
00115827

The issuing of a Business Tax Certificate is for revenue purposes only. It does not relieve the taxpayer from the responsibility of complying with the requirements of any other agency of the City of Oakland and/or any other ordinance, law or regulation of the State of California, or any other governmental agency. The Business Tax Certificate expires on December 31st of each year. Per Section 5.04.300 (C,D), of the O.M.C. you are allowed a renewal grace period until March 1st the following year.

EXPIRATION DATE
12/31/2026

DBA: LORRAINES JANITORIAL SVC LLC

BUSINESS LOCATION: 2741 HILLCREST AVE
ANTIOCH, CA 94531-6371

BUSINESS TYPE: E

Starting January 1, 2021, Assembly Bill 1687 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.oakcca.gov/publications

LORRAINES JANITORIAL SVC LLC
LORRAINE F. RIDEOUT
3140 PERSIMMON ST
ANTIOCH, CA 94509-5222

A BUSINESS TAX CERTIFICATE IS REQUIRED FOR EACH BUSINESS LOCATION AND IS *NOT* VALID FOR ANY OTHER ADDRESS.

ALL OAKLAND BUSINESSES MUST OBTAIN A VALID ZONING CLEARANCE TO OPERATE YOUR BUSINESS LEGALLY. RENTAL OF REAL PROPERTY IS EXCLUDED FROM ZONING.

PUBLIC INFORMATION ABOVE THIS LINE TO BE CONSPICUOUSLY POSTED!

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/21/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
ED MYERS INSURANCE AGENCY
5340 CROWN CT.
CASTRO VALLEY CA 94552

CONTACT NAME: ED MYERS
PHONE (A/C, No, Ext): 510-304-7860 **FAX (A/C, No):**
E-MAIL ADDRESS: EMYERSAGENCY@YAHOO.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : UNITED STATES LIABILITY INSURANCE CO.	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
LORRAINE RIDEOUT
DBA: LORRAINE'S JANITORIAL
2917 HONEYNUT ST.
ANTIOCH CA 94509

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:	X	X	CL 1685766K	01/21/2026	01/21/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ INCLUDED $
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CG24040509 - WAIVER OF SUBROGATION

CG20100413 - ADDITIONAL INSURED: NEST INTERNATIONAL INC.
591 MANTUA BLVD., SUITE 101
SEWELL, NJ 08080

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	**CONTACT NAME:** Automatic Data Processing Insurance Agency, Inc.
Automatic Data Processing Insurance Agency, Inc.	**PHONE (A/C, No, Ext):** 1-800-524-7024 **FAX (A/C, No):**
1 Adp Boulevard	**E-MAIL ADDRESS:**
Roseland NJ 07068	**INSURER(S) AFFORDING COVERAGE** / **NAIC #**
INSURED Lorraine's Janitorial Services LLC	**INSURER A :** Pacific Compensation Insurance Company 11555
3140 Persimmon St	**INSURER B :**
Antioch CA 94509	**INSURER C :**
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 5011753 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N	N/A	N	WC1067351	04/22/2026	04/22/2027	☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mary M. Mun

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Island City Development

Fax: (510)-522-7848

TTY/TRS: 711

701 Atlantic Avenue | Alameda, CA 94501

ISLAND CITY DEVELOPMENT

Resolution No. 202x-___

A RESOLUTION OF THE BOARD OF DIRECTORS OF ISLAND CITY DEVELOPMENT TO ADOPT A RESOLUTION APPROVING INDIVIDUAL 3-YEAR AGREEMENTS FOR TURNOVER CARPET CLEANING SERVICES BETWEEN LORRAINE'S JANITORIAL SERVICES, LLC AND EVERETT AND EAGLE LP (EVERETT COMMONS), SHERMAN AND BUENA VISTA LP (LITTLEJOHN COMMONS), CONSTITUTION AND EAGLE LP (ROSEFIELD VILLAGE), LAKEHURST AND MOSLEY LP (ESTUARY I), MABUHAY AND LAKEHURST LP (LINNET CORNER), MOSLEY AND MABUHAY LP (ESTUARY II) WITH MAXIMUM CONTRACT AMOUNTS NOT TO EXCEED $50,000 EACH, AND AUTHORIZING THE PRESIDENT TO NEGOTIATE AND EXECUTE SAID AGREEMENTS.

At a duly constituted meeting of the Board of Directors (the "**Board**") of Island City Development, a California nonprofit public benefit corporation ("**ICD**"), held on October 21, 2026 (the "**Meeting**"), the following resolutions were adopted:

WHEREAS, the Corporation is a California nonprofit public benefit corporation with a tax-exempt status under Section 501(c)3 of the Internal Revenue Code and charitable and public purposes to benefit and support the Housing Authority of the City of Alameda (AHA).

WHEREAS, the Corporation has not approved an agreement for turnover carpet cleaning services for vacant residential units across multiple multi- family properties. The Contractor shall steam clean, remove odor, and repair carpets in vacant turnover units; and

WHEREAS, the housing Authority issued a Request for Proposals for Unit Turnover Carpet Cleaning Services on July 22, 2026; and

WHEREAS, Lorraine's Janitorial Services LLC was a successful bidder and recommended by staff to participate in the cleaning of turnover units; and

NOW, THEREFORE, BE IT RESOLVED, that the Board finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners approves Individual 3-Year Agreements For Turnover Carpet Cleaning Services Between Lorraine's Janitorial Services, LLC and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary

I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) With Maximum Contract Amounts Not To Exceed $50,000 Each, And Authorizing The President To Negotiate And Execute Said Agreements.

BE IT FURTHER RESOLVED that the President is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: __ Directors:

Nayes: __ Directors:

Abstain: __ Directors:

Absent: __ Directors:

[SIGNATURE PAGE FOLLOWS]

******

ATTEST:

Vanessa M. Cooper President	Alicia Southern Secretary

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder, LLP

Adopted:

Date

ISLAND CITY DEVELOPMENT
Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Agreement for Turnover Cleaning services between Lorraine's Janitorial Services, LLC and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) with a maximum contract amount not to exceed $50,000, and Authorizing the President to Negotiate and Execute Said Agreement.

BACKGROUND

On July 22, 2026, staff issued a Request for Proposals (RFP) for Unit Turnover Cleaning Services. The scope of services' main objective is the full cleaning of vacant units upon turnover in preparation of a new move-in. Services may also be used at 701 Atlantic, as necessary.

AHA received nine proposals:

1. Aiden's Quality Painting Inc.
2. Apex Vanguard Solutions LLC
3. Built- Clean Solutions LLC
4. CB Facility Services, a Clean Bro LLC Company
5. Grand Construction
6. Lorraine's Janitorial Services LLC
7. Margarita's House Cleaning Inc. And Janitorial Services
8. Power Cleaning Commercial Services LLC
9. Silent Shift Facility Service LLC

All proposals were submitted prior to the September 3, 2026, deadline. An evaluation panel reviewed the proposals and determined Lorraine's Janitorial Services, LLC was the preferred provider based on the following criteria: competitive pricing structure, most comprehensive services, and experience. Lorraine's Janitorial Services, LLC, has 17 years of operating experience providing professional janitorial, deep cleaning, and environmental cleaning services. Lorraine's Janitorial Services, LLC, has extensive experience working with housing authorities with standard cleaning of unit turnovers. Services include detail and deep cleaning, window cleaning, carpet cleaning, appliance cleaning, removal and hauling of trash

as needed.

DISCUSSION

Staff is requesting Board authorization to utilize AHA's procurement and approve a contract with Lorraine's Janitorial Services, LLC to provide cleaning services as follows:

- Detailed and deep cleaning of units upon turnover in preparation of a new move in.
- Provide emergency and same day services as needed.
- Provide all supplies, and supervision to janitorial associates while on site.
- Ensure all associates are properly trained, and background screening has been completed.

Lorraine's Janitorial Services, LLC standard turnover cleaning rate is based on average square footage. The rates were developed with consideration for the labor, supervision, supplies, transportation, equipment, payroll, operating overhead, and profit required to provide reliable services.

Base Unit Pricing (By Unit Type)		
Unit Type	**Avg Sqr Ft Estimate**	**Standard Turnover Cleaning**
Studio	400	$150.00
1 Bedroom	690	$185.00
2 Bedroom	855	$225.00
3 Bedroom	1094	$275.00
4 Bedroom	1142	$300.00
5 Bedroom	1597	$375.00

This initial three (3) year term is renewable for up to two (2) one-year additional terms and not to exceed a total of five (5) years. The three-year agreement will begin on November 1, 2026. The total contract for the initial three-year term is not to exceed $50,000.

FISCAL IMPACT

Funds for these services are paid from the various property budgets and will come from the rental income. Future budgets will incorporate sufficient funds for services rendered during the remainder of the agreement's initial three-year term.

CEQA

Not applicable.

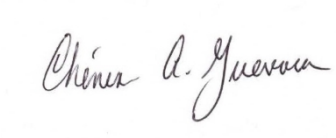
RECOMMENDATION

Adopt a Resolution Approving a 3-year Agreement for Turnover Cleaning services between Lorraine's Janitorial Services, LLC and Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) with a maximum contract amount not to exceed $50,000, and Authorizing the President to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. Lorraine's Janitorial Service, LLC RFP Proposal
2. Resolution Lorraine’s Janitorial Service LLC Cleaning Resolution – Island City Development

Respectfully submitted,



Chenesa Guevara, Management Analyst

LORRAINE'S JANITORIAL SERVICES LLC

PROPOSAL

As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

AHA RFP No. 2026-RFP-AHA-PO-003

Submitted to:
AHA

Submitted by:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Date:
August 16, 2026

COVER LETTER

August 16, 2026

Re: RFP No. 2026-RFP-AHA-PO-003
As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

Dear AHA Evaluation Committee:

Lorraine's Janitorial Services LLC is pleased to submit our proposal to provide **As-Needed Unit Turnover Cleaning and Carpet Cleaning Services** for AHA.

We understand the importance of preparing housing units thoroughly, efficiently, and professionally for incoming residents. Our company is committed to providing dependable cleaning services with particular attention to **quality, safety, detail, responsiveness, and readiness for occupancy**.

Our approach is based on **hands-on supervision and quality control**. Our Supervisor works directly with the cleaning crew and remains on-site for the duration of each assignment. The Supervisor coordinates the work, participates in the cleaning process, monitors progress, and conducts quality-control inspections throughout the turnover. Any deficiencies identified are corrected before the crew leaves the property.

Lorraine's Janitorial Services LLC assigns cleaning personnel according to unit size and service requirements. Our staffing approach allows us to efficiently address bathrooms, kitchens, bedrooms, living areas, floors, windows, patio/sliding-glass doors, appliances, and other required areas.

We recognize that some units may require services beyond normal turnover cleaning. Accordingly, our proposal provides clearly defined pricing for **pet odor treatment, heavy soil/biohazard cleaning, appliance deep cleaning, patio/balcony cleaning, trash hauling, carpet cleaning, and same-day service**.

Our company is committed to providing AHA with **reliable service, professional supervision, consistent quality control, responsive communication, and clean, ready-for-occupancy units**.

Thank you for the opportunity to submit our proposal. We appreciate your consideration and look forward to the opportunity to serve AHA.

Sincerely,

Lorraine Rideout
Authorized Representative
LORRAINE'S JANITORIAL SERVICES LLC

Phone: _____

Email: _____

Address: _____

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2. Company Background & Experience
3. Service Approach & Scope of Work
4. Staffing Plan, Supervision & Quality Control
5. Specialty Services, Emergency/Expedited Services & Pricing Clarifications
6. Complete Cost Proposal Summary
7. Final Commitment & Signature Page
8. Supporting Documents & Attachments

COMPANY BACKGROUND & EXPERIENCE

COMPANY BACKGROUND

LORRAINE'S JANITORIAL SERVICES LLC has been in operation since **2009** and provides professional janitorial, deep-cleaning, and environmental cleaning services.

Our company understands that successful unit turnover requires more than basic cleaning. Each unit must receive careful attention to detail so that it is clean, presentable, and ready for the next resident.

Our experience includes cleaning services for residential and commercial environments requiring dependable staffing, proper cleaning procedures, attention to detail, and consistent quality control.

SERVICES PROVIDED

Lorraine's Janitorial Services LLC provides a broad range of cleaning services, including:

- Unit turnover cleaning
- Residential cleaning
- Office cleaning
- Window cleaning
- High dusting
- Hard-floor maintenance
- Carpet cleaning
- Deep cleaning
- Specialty cleaning
- Appliance cleaning
- Trash removal and hauling
- Enhanced cleaning and disinfection
- Post-event and additional cleaning services

Our cleaning personnel are assigned according to the size and condition of the unit and the specific services requested.

EXPERIENCE AND COMMITMENT

With **17 years of operating experience**, Lorraine's Janitorial Services LLC has developed a practical understanding of the importance of completing cleaning assignments thoroughly, efficiently, and consistently.

Our goal is to provide AHA with a dependable cleaning partner capable of responding to routine turnover requirements as well as units requiring additional labor or specialty services.

We recognize that every unit may present different cleaning requirements. Our staffing model therefore allows us to adjust personnel according to unit size, scope, and condition while maintaining direct supervision throughout the assignment.

QUALITY-FOCUSED SERVICE

Quality is an essential part of our service philosophy.

Rather than simply completing the cleaning tasks and leaving the property, our Supervisor remains involved throughout the assignment. This allows us to identify deficiencies while the crew is still on-site and make corrections immediately.

Our objective is simple:

Clean the unit thoroughly, inspect the work, correct deficiencies, and leave the unit ready for the next step in the turnover process.

SERVICE APPROACH & SCOPE OF WORK

SERVICE APPROACH

Lorraine's Janitorial Services LLC understands that unit turnover cleaning requires thorough preparation, attention to detail, and timely completion. Our objective is to return each assigned unit in a **clean, presentable, and ready-for-occupancy condition** within the authorized scope of work.

Our cleaning crews will review the assigned unit and organize the work according to the size, condition, and specific requirements of the unit.

We use a systematic approach that allows our crew to work efficiently while maintaining quality throughout the assignment.

STANDARD TURNOVER CLEANING

Standard turnover cleaning includes cleaning and detailing the primary areas of the unit, including:

Bathrooms

- Cleaning and disinfecting toilets
- Cleaning sinks and fixtures
- Cleaning tubs and showers
- Cleaning mirrors
- Cleaning counters and accessible surfaces
- Cleaning floors
- Removing trash
- Final detailing

Kitchens

- Cleaning countertops and accessible surfaces
- Cleaning cabinets and drawers
- Cleaning sinks and fixtures
- Cleaning floors
- Cleaning walls and backsplashes as needed
- Removing trash
- Cleaning the kitchen area for presentation and turnover

Appliance deep cleaning is available as an add-on service at $75 per appliance when appliances require cleaning beyond the standard turnover scope.

Bedrooms and Living Areas

- Dusting accessible surfaces
- Cleaning doors and frames
- Cleaning floors
- Cleaning accessible surfaces
- Removing trash and debris
- General detailing

Windows and Glass

Interior windows and accessible glass surfaces will be cleaned as part of the applicable turnover service.

For larger units requiring additional window and glass work, including **patio/sliding-glass doors**, staffing will be adjusted according to unit size and requirements.

Floors

Floor surfaces will be cleaned according to the type and condition of the flooring.

Carpet cleaning is available separately using the applicable carpet-cleaning rate.

FINAL DETAILING

Before leaving the unit, the crew will perform a final detailing pass to identify areas requiring additional attention.

The Supervisor will review the completed work and ensure that identified deficiencies are corrected before the crew leaves the property.

SPECIAL CONDITIONS

Some units may require cleaning beyond the standard turnover scope because of:

- Heavy soil
- Excessive debris
- Pet odors
- Heavily soiled appliances
- Additional patio or balcony cleaning
- Extensive carpet cleaning requirements
- Other unusual cleaning conditions

When additional work is required, Lorraine's Janitorial Services LLC will use the applicable **AHA-approved add-on pricing** or obtain authorization before performing work outside the standard scope.

SAFETY AND PROFESSIONAL PRACTICES

Our cleaning personnel will use appropriate cleaning procedures and equipment for the surfaces and conditions encountered.

We emphasize:

- Safe work practices
- Proper use of cleaning products
- Appropriate personal protective equipment when required
- Careful handling of cleaning equipment
- Protection of the property
- Proper disposal of ordinary cleaning waste
- Communication of unusual or unsafe conditions to the appropriate AHA representative

Our objective is to complete the work safely while protecting the unit and its contents.

STAFFING PLAN, SUPERVISION & QUALITY CONTROL

STAFFING PLAN

Lorraine's Janitorial Services LLC will assign personnel according to the size of the unit and the anticipated cleaning requirements.

Our staffing model is designed to provide sufficient personnel to complete the work efficiently while maintaining the level of detail expected for a professional unit turnover.

Unit Type	Average Square Footage	Janitors Assigned
Studio	400 sq. ft.	**2**
1 Bedroom	690 sq. ft.	**2**
2 Bedroom	855 sq. ft.	**3**
3 Bedroom	1,094 sq. ft.	**4**
4 Bedroom	1,142 sq. ft.	**5**
5 Bedroom	1,597 sq. ft.	**5**

Crew Responsibilities

Lorraine's Janitorial Services LLC uses a coordinated crew approach.

For **Studio and 1-Bedroom units**, the crew can divide responsibilities among the bathroom, kitchen, general living areas, and windows.

For **2- and 3-Bedroom units**, additional personnel allow the crew to address the increased number of rooms, windows, and patio/sliding-glass doors efficiently.

For **4- and 5-Bedroom units**, the five-person crew provides the additional manpower necessary to address the larger unit and expanded glass areas while maintaining attention to detail.

The Supervisor coordinates the crew and may also participate directly in the cleaning work as needed.

SUPERVISOR RESPONSIBILITIES

A key component of Lorraine's Janitorial Services LLC's service model is **continuous on-site supervision.**

Our Supervisor:

- Works directly with the cleaning crew.
- Remains on-site for the duration of the assignment.
- Coordinates the crew's activities.
- Assigns responsibilities according to the unit's requirements.
- Monitors progress throughout the cleaning.
- Assists with cleaning when needed.
- Checks completed areas for quality.
- Identifies deficiencies.
- Directs the crew to correct deficiencies immediately.
- Performs the final quality-control inspection.

This hands-on approach provides AHA with a single point of accountability throughout each assignment.

QUALITY CONTROL PROCESS

Our quality-control process begins when the crew enters the unit and continues until the assignment is completed.

Step 1 — Unit Review

The Supervisor reviews the unit and identifies the general condition, size, cleaning requirements, and any unusual conditions.

Step 2 — Crew Assignment

The Supervisor assigns responsibilities based on the unit's size and scope.

Step 3 — Cleaning

The crew performs the authorized cleaning services while the Supervisor monitors the work and assists as needed.

Step 4 — Quality Inspection

The Supervisor reviews the completed areas for cleanliness, detail, and completeness.

Step 5 — Correction

Any deficiencies identified during the inspection are corrected while the crew is still on-site.

Step 6 — Final Verification

The Supervisor conducts a final review to verify that the unit has been completed within the authorized scope of work.

ACCOUNTABILITY

Lorraine's Janitorial Services LLC believes that supervision should be **active rather than simply administrative**.

Our Supervisor does not simply assign the work and leave the crew unattended. The Supervisor remains involved throughout the assignment and is responsible for helping ensure that the work is completed accurately and professionally.

This approach is intended to:

- Improve consistency
- Reduce missed areas
- Minimize incomplete work
- Reduce unnecessary return visits
- Improve communication
- Provide immediate correction of deficiencies
- Give AHA a clear point of accountability

STAFFING FLEXIBILITY

Although the staffing levels listed above represent our standard staffing approach by unit size, Lorraine's Janitorial Services LLC may adjust crew assignments when the actual condition or authorized scope of a unit warrants additional personnel.

Any additional work outside the standard turnover scope will be handled in accordance with the applicable pricing and authorization requirements.

SPECIALTY SERVICES, EMERGENCY/EXPEDITED SERVICES & PRICING CLARIFICATIONS

SPECIALTY SERVICES

Lorraine's Janitorial Services LLC understands that not every unit will require the same level of cleaning. Some units may require additional labor, specialized cleaning, or additional time because of their condition.

To provide AHA with predictable and transparent pricing, we have established separate rates for commonly requested specialty services.

Pet Odor Treatment — $125 Per Unit

Pet odor treatment is available when a unit requires additional cleaning and odor-control measures beyond the standard turnover cleaning.

The service is intended for units where ordinary cleaning is insufficient to address persistent pet-related odors.

Heavy Soil/Biohazard Cleaning — $350 Per Unit

Heavy soil/biohazard cleaning applies when a unit requires substantially more intensive cleaning than a standard turnover.

This may include units with excessive accumulation of soil, bodily-fluid contamination, or other unusually difficult cleaning conditions.

Work involving regulated hazardous materials, specialized remediation, or disposal requirements will be addressed separately and only when properly authorized and within applicable safety requirements.

Appliance Deep Cleaning — $75 Per Appliance

Appliance deep cleaning is priced at **$75 per appliance**.

This service is intended for appliances that require substantially more time and effort than routine turnover cleaning, including appliances with heavy grease, food buildup, accumulated soil, or other excessive contamination.

The $75 rate allows sufficient time for detailed cleaning rather than treating heavily soiled appliances as ordinary turnover items.

Patio/Balcony Cleaning — $50 Each

Patio or balcony cleaning is available at **$50 per area.**

This service addresses the cleaning of the applicable patio or balcony area and accessible surfaces within the authorized scope.

Trash Hauling — $75 Per Load

Trash hauling is available at **$75 per load.**

The rate applies to a standard load of ordinary, non-hazardous household trash and debris generated from the unit turnover.

The $75-per-load rate **does not include**:

- Mattresses
- Appliances
- Large furniture
- Construction or demolition debris
- Hazardous materials
- Biohazardous materials requiring specialized disposal
- Chemicals
- Regulated waste
- Unusually heavy or oversized items
- Special disposal fees
- Additional loads beyond the authorized load

Any of these circumstances requiring additional labor, transportation, disposal, or special handling will be discussed with AHA and separately authorized when applicable.

EMERGENCY/EXPEDITED SERVICES

Same-Day Service — $100 Additional

Lorraine's Janitorial Services LLC understands that housing turnover schedules can change unexpectedly.

When AHA requires a unit to be serviced on a same-day basis, a **$100 additional expedited-service charge** will apply, subject to crew availability.

Same-day requests will receive priority scheduling whenever operationally possible.

Our Supervisor will coordinate the crew and confirm the scope and timing of the requested service.

PRICING TRANSPARENCY

Lorraine's Janitorial Services LLC believes that clear pricing helps prevent misunderstandings and allows AHA to budget appropriately.

Our proposal therefore separates:

- Standard turnover cleaning
- Carpet cleaning
- Specialty cleaning
- Appliance deep cleaning
- Patio/balcony cleaning
- Trash hauling
- Emergency/expedited service

This structure allows AHA to request only the additional services actually required rather than applying unnecessary charges to every unit.

AUTHORIZATION FOR ADDITIONAL SERVICES

When a unit requires services beyond the standard turnover scope, Lorraine's Janitorial Services LLC will communicate the additional requirement to the appropriate AHA representative before performing the additional work whenever authorization is required.

Our goal is to maintain clear communication regarding:

1. The condition of the unit.
2. The additional service required.
3. The applicable rate.
4. Any unusual disposal or safety requirements.
5. The expected completion requirements.

This approach helps ensure that both AHA and Lorraine's Janitorial Services LLC have a clear understanding of the work being performed.

COMMITMENT TO RESPONSIVENESS

Lorraine's Janitorial Services LLC understands that turnover schedules can be time-sensitive.

We will make every reasonable effort to respond promptly to AHA requests, coordinate available personnel, and complete authorized work within the requested timeframe.

Our hands-on Supervisor will remain the primary on-site point of accountability during each assignment and will help ensure that the work is completed accurately and professionally.

COMPLETE COST PROPOSAL SUMMARY

Base Unit Pricing (By Unit Type)

Lorraine's Janitorial Services LLC proposes the following standard turnover-cleaning rates based on the average square footage estimates provided:

Unit Type	Average Square Footage Estimate	Standard Turnover Cleaning
Studio	400 sq. ft.	**$150.00**
1 Bedroom	690 sq. ft.	**$185.00**
2 Bedroom	855 sq. ft.	**$225.00**
3 Bedroom	1,094 sq. ft.	**$275.00**
4 Bedroom	1,142 sq. ft.	**$300.00**
5 Bedroom	1,597 sq. ft.	**$375.00**

These rates represent the standard turnover-cleaning service for the applicable unit type and are subject to the scope and conditions described in this proposal.

Add-on/Specialty Services

Service	Unit	Rate
Pet Odor Treatment	Per Unit	**$125.00**
Heavy Soil/Biohazard Cleaning	Per Unit	**$350.00**
Appliance Deep Cleaning	Each	**$75.00**
Patio/Balcony Cleaning	Each	**$50.00**
Trash Hauling	Per Load	**$75.00**

These services are intended for circumstances that require work beyond the standard turnover-cleaning scope.

Emergency/Expedited Services

Service Level	Additional Cost
Same-Day Service	$100.00

Same-day service is subject to crew availability and applies when AHA requests expedited service requiring same-day scheduling and mobilization.

Labor Rate Breakdown

Labor Classification	Hourly Rate	Proposed Prevailing Wage Rate	Includes Fringe?
Cleaner/Janitor	$25.00	$25.00	Y
Carpet Technician	$28.00	$28.00	Y
Supervisor	$35.00	$35.00	Y

Labor Rate Note

The proposed labor rates include the applicable fringe component for purposes of this proposal.

Because AHA did not provide a specific wage determination to Lorraine's Janitorial Services LLC, these figures represent **Lorraine's Janitorial Services LLC's proposed labor and fringe rates** for the solicitation.

Carpet Cleaning

Unit Type	Combined Carpet Cleaning Price
Studio	$75.00
1 Bedroom	$100.00
2 Bedroom	$125.00
3 Bedroom	$150.00
4 Bedroom	$165.00
5 Bedroom	$200.00

The carpet-cleaning rates are intended to cover standard carpet-cleaning requirements associated with the applicable unit size.

Unusual conditions requiring specialty remediation or substantially different treatment may require separate authorization.

Pricing Philosophy

Lorraine's Janitorial Services LLC developed these rates with consideration for the labor, supervision, supplies, transportation, equipment, payroll burden, operating overhead, and profit required to provide reliable service.

Our pricing structure is designed to provide AHA with:

- Predictable unit pricing
- Clearly defined specialty-service rates
- Transparent labor rates
- Separate carpet-cleaning pricing
- Defined emergency-service pricing
- Clear expectations regarding additional services

Our objective is to provide competitive pricing while maintaining the staffing and supervision necessary to complete the work properly.

Staffing Reference

For operational planning, Lorraine's Janitorial Services LLC anticipates the following standard crew assignments:

Unit Type	Average Square Footage	Janitors
Studio	400 sq. ft.	**2**
1 Bedroom	690 sq. ft.	**2**
2 Bedroom	855 sq. ft.	**3**
3 Bedroom	1,094 sq. ft.	**4**
4 Bedroom	1,142 sq. ft.	**5**
5 Bedroom	1,597 sq. ft.	**5**

The Supervisor works with the crew and remains on-site throughout the assignment.

FINAL COMMITMENT & SIGNATURE PAGE

FINAL COMMITMENT

Lorraine's Janitorial Services LLC appreciates the opportunity to submit this proposal to AHA for As-Needed Unit Turnover Cleaning and Carpet Cleaning Services.

We are committed to providing **reliable, professional, responsive, and quality-focused cleaning services** that support AHA's unit turnover requirements.

Our hands-on supervision model is designed to provide accountability throughout every assignment. Our Supervisor works directly with the cleaning crew, remains on-site for the duration of the job, monitors the work, participates as needed, and verifies completion before the crew leaves the property.

We understand that each unit may have different cleaning requirements. Our staffing model, specialty services, and clearly defined pricing allow us to respond appropriately to standard turnovers as well as units requiring additional attention.

Our commitment is to:

- Provide dependable and professional cleaning services.
- Assign appropriate personnel based on unit size and requirements.
- Maintain active supervision throughout each assignment.
- Perform quality-control inspections before completion.
- Correct deficiencies while the crew is on-site whenever possible.
- Communicate clearly regarding additional services.
- Respond to expedited and same-day requests subject to availability.
- Protect AHA property through safe and responsible work practices.
- Complete authorized services thoroughly and professionally.

Lorraine's Janitorial Services LLC looks forward to the opportunity to establish a professional working relationship with AHA and to provide consistent, high-quality service to the residents and properties we serve.

PROPOSAL CERTIFICATION AND AUTHORIZATION

By signing below, the undersigned certifies that they are authorized to submit this proposal on behalf of **LORRAINE'S JANITORIAL SERVICES LLC** and that the information provided in this proposal is submitted in good faith.

Company:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Title:
Authorized Representative

Signature:


Date: August 16, 2026

Phone: 510-712-1721

Email: lrmaintenance@yahoo.com

Business Address: 3140 -Persimmon St., Antioch, CA 94509-5222

SUPPORTING DOCUMENTS & ATTACHMENTS

The following documents will accompany the main proposal as separate attachments.

ATTACHMENT A

AHA Cost Proposal Excel Spreadsheet

The completed AHA Excel Cost Proposal will be submitted using the solicitation's original template.

ATTACHMENT B

Three Business References

Completed references will be submitted as provided.

ATTACHMENT C

Conflict-of-Interest Certification

Completed and signed Conflict-of-Interest document.

ATTACHMENT D

Diversity Self-Certification

Completed Diversity Self-Certification.

ATTACHMENT E

W-9

Current completed W-9 for LORRAINE'S JANITORIAL SERVICES LLC.

ATTACHMENT F

Business License

Current business license documentation.

ATTACHMENT G

Insurance Certificate

Current applicable insurance certificate(s).

ATTACHMENT H

Additional AHA Forms / Addenda

Any additional forms, certifications, acknowledgments, or addenda required by AHA will be included as applicable.

Base Unit Pricing (By Unit Type)				
Unit Type	**Avg Square Footage Estimate**	**Standard Turnover Cleaning**	**Carpet Cleaning**	**Combined Price**
Studio	400	$150	$75	$225
1 Bedroom	690	$185	$100	$285
2 Bedroom	855	$225	$125	$350
3 Bedroom	1094	$275	$150	$425
4 Bedroom	1142	$300	$165	$465
5 Bedroom	1597	$375	$200	$575
Add-on/ Specialty Services				
Add-on/ Specialty Services				
Service	**Unit**	**Rate**		
Pet Odor Treatment	Per Unit	$125		
Heavy Soil/ Biohazard Cleaning	Per Unit	$350		
Appliance Deep Cleaning	Each	$75		
Patio/Balcony Cleaning	Each	$50		
Trash Hauling	Per Load	$75		
Emergency/ Expedited Services				
Expedited Services				
Service Level	**Additional Cost**			
Same-Day Service	$100			
Labor Rate Breakdown:				

Labor Classification	***Hourly Rate***	***Prevailing Wage Rate***	***Includes Fringe? (Y/N)***	
Cleaner/ Janitor	*$25*	*Proposal Prevailing Wage Rate*	*Y*	
Carpet Technician	*$28*	*Proposal Prevailing Wage Rate*	*Y*	
Supervisor	*$35*	*Proposal Prevailing Wage Rate*	*Y*	

Reference #1

Business/Organization: Oakland Housing Authority
Contact Name: Raha Atencion
Title: Maintenance Superintendent
Phone: 510-772-9715
Email: ratencion@oakha.org
Services Lorraine's provided: Janitorial, Carpet cleaning, Trash-out, Vegetation clean-up
Dates of service: 2019' to current

Reference #2

Business/Organization: Oakland Housing Authority
Contact Name: Issayas Tewelde
Title: Maintenance Superintendent
Phone: 510-773-6300
Email: itewelde@oakha.org
Services Lorraine's provided: Janitorial, Trash-out
Dates of service: 2015' to current

Reference #3

Business/Organization: Oakland Housing Authority
Contact Name: Jon Monte Scott
Title: Maintenance Superintendent
Phone: 510-414-6452
Email: jscott@oakha.org
Services Lorraine's provided:
Dates of service: 2019' to current

HOUSING AUTHORITY OF THE CITY OF ALAMEDA CONFLICT OF INTEREST CERTIFICATION

(a) Does the Bidder/Proposer/Vendor have any current or prior personal relationships with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(b) Does the Bidder/Proposer/Vendor have any current or prior business or financial relationships with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(c) Does Bidder/Propose/Vendor have any current or prior relationship with AHA current or former official, officer or employee or their immediate family member or business associate to disclose? *

- ○ Yes
- ◉ No

(d) Is there an organizational conflict of interest, whether actual or apparent that the Bidder/Proposer/Vendor is aware of, or there is reason to be aware of, at the time of this submittal concerning any past, present, or currently planned interest, financial, contractual, organizational, or otherwise, relating to the work to be performed hereunder? *

- ○ Yes
- ◉ No

Additional projects in the City of Alameda *

Please list any other projects you are currently working on in the City of Alameda.

N/A

Name of Bidder/Proposer/Vendor *

Lorraine's Janitorial Services LLC

Address of Bidder/Proposer/Vendor *

Street Address

3140 Persimmon St

Address Line 2

City

Antioch

State / Province / Region

CA

Postal / Zip Code

94509-5222

Country

USA

Name of Authorized Official or Representative of Bidder/Proposer/Vendor *

Lorraine Rideout

Title of Authorized Official or Representative of Bidder/Proposer/Vendor *

Owner/Authorized Representative

Name of primary contact at AHA and/or project name *

2026-RFP-AHA-PO-003

Signature *

The undersigned Bidder/Proposer/Vendor hereby certifies and affirms under penalties of perjury, that to the best of this Bidder/Proposer/Vendor's knowledge and belief, no actual or apparent conflict of interest exists as to the award of the contract to Bidder/Proposer/Vendor and to the performance of contract services by Bidder/Proposer/Vendor as described in Parts I, II, and III of Part A of the certification. The undersigned official certifies that he/she is authorized to sign this bids/proposals form for the firm.



Date

Date will be captured on form submission

Submit

LORRAINE'S JANITORIAL SERVICES LLC

DIVERSITY SELF-CERTIFICATION

AHA RFP No. 2026-RFP-AHA-PO-003
As-Needed Unit Turnover Cleaning and Carpet Cleaning Services

BUSINESS INFORMATION

Legal Business Name:
LORRAINE'S JANITORIAL SERVICES LLC

Business Type:
Limited Liability Company (LLC)

Business Address: 3140 -Persimmon St

Antioch, CA 94509-5222

Telephone: 510-712-1721

Email: lrmaintenance@yahoo.com

Authorized Representative: Lorraine Rideout

Title: Authorized Representative

DIVERSITY BUSINESS STATUS

LORRAINE'S JANITORIAL SERVICES LLC hereby self-certifies that the company is a **woman-owned and minority-owned business**, based upon its ownership, control, and active management.

Applicable Business Classification

☒ **Woman-Owned Business**

☒ **Minority-Owned Business**

☐ Small Business

☐ Disabled-Owned Business

☐ Veteran-Owned Business

☐ Service-Disabled Veteran-Owned Business

☐ LGBTQ+-Owned Business

☐ Other: _____

OWNERSHIP AND MANAGEMENT CERTIFICATION

LORRAINE'S JANITORIAL SERVICES LLC certifies that the business is owned, controlled, and actively managed by the qualifying owner identified above.

This self-certification is being provided in connection with **AHA RFP No. 2026-RFP-AHA-PO-003** and is intended to identify the company's diversity business status for procurement purposes.

The undersigned understands that AHA may request supporting documentation or additional information concerning the company's ownership, management, or diversity classification.

CERTIFICATION

I certify that the information provided in this Diversity Self-Certification is true and accurate to the best of my knowledge and belief.

Company:
LORRAINE'S JANITORIAL SERVICES LLC

Authorized Representative:
Lorraine Rideout

Signature: Lorraine Rideout

Date: August 16, 2024

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
Lorraine's Janitorial Services LLC

2 Business name/disregarded entity name, if different from above.
Lorraine's Janitorial Services LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
3140 - Persimmon St

Requester's name and address (optional)

6 City, state, and ZIP code
Antioch, CA. 94509

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
___ - ___ - ____

or

Employer identification number
87-0920139

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Lorraine Pickett Date 04/28/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CITY OF OAKLAND

BUSINESS TAX CERTIFICATE

ACCOUNT NUMBER
00115827

The issuing of a Business Tax Certificate is for revenue purposes only. It does not relieve the taxpayer from the responsibility of complying with the requirements of any other agency of the City of Oakland and/or any other ordinance, law or regulation of the State of California, or any other governmental agency. The Business Tax Certificate expires on December 31st of each year. Per Section 5.04.300 (C,D), of the O.M.C. you are allowed a renewal grace period until March 1st the following year.

EXPIRATION DATE
12/31/2026

Starting January 1, 2021, Assembly Bill 1687 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.oact.ca.gov/publications

DBA LORRAINES JANITORIAL SVC LLC

BUSINESS LOCATION 2741 HILLCREST AVE
ANTIOCH, CA 94531-6371

BUSINESS TYPE E

LORRAINES JANITORIAL SVC LLC
LORRAINE F. RIDEOUT
3140 PERSIMMON ST
ANTIOCH, CA 94509-5222

A BUSINESS TAX CERTIFICATE IS REQUIRED FOR EACH BUSINESS LOCATION AND IS *NOT* VALID FOR ANY OTHER ADDRESS.

ALL OAKLAND BUSINESSES MUST OBTAIN A VALID ZONING CLEARANCE TO OPERATE YOUR BUSINESS LEGALLY. RENTAL OF REAL PROPERTY IS EXCLUDED FROM ZONING.

PUBLIC INFORMATION ABOVE THIS LINE TO BE CONSPICUOUSLY POSTED!

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/21/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
ED MYERS INSURANCE AGENCY
5340 CROWN CT.
CASTRO VALLEY CA 94552

CONTACT NAME: ED MYERS
PHONE (A/C, No, Ext): 510-304-7860 **FAX (A/C, No):**
E-MAIL ADDRESS: EMYERSAGENCY@YAHOO.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: UNITED STATES LIABILITY INSURANCE CO.	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
LORRAINE RIDEOUT
DBA: LORRAINE'S JANITORIAL
2917 HONEYNUT ST.
ANTIOCH CA 94509

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:	X	X	CL 1685766K	01/21/2026	01/21/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ INCLUDED
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CG24040509 - WAIVER OF SUBROGATION

CG20100413 - ADDITIONAL INSURED: NEST INTERNATIONAL INC.
591 MANTUA BLVD., SUITE 101
SEWELL, NJ 08080

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Automatic Data Processing Insurance Agency, Inc.
Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068	PHONE (A/C, No, Ext): 1-800-524-7024 FAX (A/C, No): E-MAIL ADDRESS:

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Lorraine's Janitorial Services LLC 3140 Persimmon St Antioch CA 94509	INSURER A : Pacific Compensation Insurance Company	11555
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 5011753 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WC1067351	04/22/2026	04/22/2027	☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Island City Development

Fax: (510)-522-7848

TTY/TRS: 711

701 Atlantic Avenue | Alameda, CA 94501

ISLAND CITY DEVELOPMENT

Resolution No. 202x-___

A RESOLUTION OF THE BOARD OF DIRECTORS OF ISLAND CITY DEVELOPMENT APPROVING A 3-YEAR AGREEMENT FOR TURNOVER CLEANING SERVICES BETWEEN LORRAINE'S JANITORIAL SERVICES, LLC AND EVERETT AND EAGLE LP (EVERETT COMMONS), SHERMAN AND BUENA VISTA LP (LITTLEJOHN COMMONS), CONSTITUTION AND EAGLE LP (ROSEFIELD VILLAGE), LAKEHURST AND MOSLEY LP (ESTUARY I), MABUHAY AND LAKEHURST LP (LINNET CORNER), MOSLEY AND MABUHAY LP (ESTUARY II) WITH A MAXIMUM CONTRACT AMOUNT NOT TO EXCEED $50,000, AND AUTHORIZING THE PRESIDENT TO NEGOTIATE AND EXECUTE SAID AGREEMENT

At a duly constituted meeting of the Board of Directors (the "**Board**") of Island City Development, a California nonprofit public benefit corporation ("**ICD**"), held on October 21, 2026 (the "**Meeting**"), the following resolutions were adopted with reference to the following:

WHEREAS, ICD is a California nonprofit public benefit corporation with a tax-exempt status under Section 501(c)3 of the Internal Revenue Code and charitable and public purposes to benefit and support the Housing Authority of the City of Alameda (AHA);

WHEREAS, ICD has not approved an agreement for turnover cleaning services for vacant residential units across multiple multi-family properties. The Contractor shall deep clean vacant turnover units in preparation for new move in; and

WHEREAS, the AHA issued a Request for Proposals for Unit Turnover Carpet Cleaning Services on July 22, 2026; and

WHEREAS, Lorraine's Janitorial Services LLC was a successful bidder and recommended by staff to provide these services;

WHEREAS, ICD desires to utilize AHA's procurement and also enter into a contract with this service provider.

NOW, THEREFORE, BE IT RESOLVED, that the ICD Board finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the ICD Board of Commissioners approves a a 3-Year Agreement Between Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary

II) and Lorraine's Janitorial Services for Turnover Cleaning services for vacant residential units with a maximum contract amount not to exceed $50,000.

BE IT FURTHER RESOLVED that the President is hereby authorized to negotiate and execute the agreement, and take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: _ Directors:

Nayes: __ Directors:

Abstain: __ Directors:

Absent: __ Directors:

[**SIGNATURE PAGE FOLLOWS**]

******

ATTEST:

Vanessa M. Cooper President	Alicia Southern Secretary

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder, LLP

Adopted:

Date

ITEM 5.G

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Joshua Altieri, Community Programs and Communications Manager

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Consultant Services Agreement for Social Services and other related services between Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) and Life Skills Training and Educational Programs Inc. (LifeSTEPS) with a maximum not to exceed contract amount of $2,080,000, and Authorizing the President to Negotiate and Execute Said Agreement.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) and Island City Development have contracted with Life Skills Training and Education Programs, Inc. (LifeSTEPS) in 2016 and 2021, to provide social services for AHA/ICD housing program participants and AHA/ICD residents. With the existing agreement with LifeSTEPS terminating in 2026, AHA issued a Request for Proposal (RFP) on June 15, 2026, to solicit a pool of qualified candidates to provide social services.

AHA received three proposals from the following providers:

1. LifeSTEPS
2. Operation Dignity, Inc.
3. Restorative Pathways

All proposals were submitted prior to the July 16, 2026 deadline. An evaluation panel reviewed the proposals and determined that LifeSTEPS was the preferred provider based on the following criteria; competitive pricing structure, most comprehensive programming, and extensive experience as the largest provider of social services to residents of affordable housing in California. Formed in 1996, LifeSTEPS is a statewide organization serving over 95,000 individuals living in over 36,000 units of senior, family and special needs housing in California.

At the time the first contract was entered into in 2016 between AHA and LifeSTEPS, the staffing assigned to AHA consisted of one full-time social worker to provide daily social services, case management and other activities for residents in AHA-owned communities. In

addition, at that time, limited phone counseling/information, referrals for residents or clients not living at AHA/ICD communities, as well as counseling and workshops for Family Self Sufficiency (FSS) clients were also provided. Since 2016, the demand for social services amongst AHA/ICD housing program participants and AHA/ICD residents has increased significantly. Also, the ICD portfolio now consists of five Low Income Housing Tax Credit (LIHTC) communities which require supportive services under their regulatory agreements. The changes have necessitated increased staffing for LifeSTEPS, and the AHA/ICD portfolio is now supported by seven case managers to provide services to our residents.

DISCUSSION

ICD is requesting Board authorization to sign a new contract with LifeSTEPS to continue providing Social Services as follows:

- Daily Social Services for Existing Residents at AHA/AAHC/ICD Communities
- Limited Additional Phone Counseling and Referrals
- Specialized Social Service Programs at LIHTC (Tax-Credit) Communities including sites that provide permanent supportive housing for those that were previously unhoused
- Counseling and Workshops for Family Self Sufficiency (FSS) Clients
- Homeless Housing Social Services Partners
- Specialty Community Services
- Support for funding applications that include social service requirements for future projects such as Estuary II and Poplar.

This initial three (3) year term is renewable for up to two (2) one-year additional terms and not to exceed a total of five (5) years. The three-year agreement will begin on October 1, 2026. The total contract for the initial three-year term is $2,071,114.93 and the not-to-exceed amount is $2,080,000 for the initial 3-year term.

FISCAL IMPACT

Funds for these services are paid from the various property budgets and will come from rental income from the communities they serve. Intensive Case Managers at both Linnet Corner and Estuary I are paid directly by the County of Alameda via CalAIM program funding.

CEQA

N/A

RECOMMENDATION

Adopt a Resolution Approving a 3-year Consultant Services Agreement for Social Services and other related services between Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) and Life Skills Training and Educational Programs Inc. (LifeSTEPS) with a maximum not to exceed contract amount of $2,080,000, and Authorizing

the President to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. ICD Social Services Proposed Fee Schedule
2. ICD Resolution - Social Services

Respectfully submitted,

Joshua Altieri

Joshua Altieri, Community Programs and Communications Manager

ICD Properties Proposed Fee Schedule

PRICE PROPOSAL FORM						Year 1			2027	2028	2029	Total 3-year	2030	2031	Total 5-year
Life Skills Training and Educational Programs, Inc. (LifeSTEPS)						Monthly Costs			Total	+3%	+3%	Contract	+3%	+3%	Contract
Location	**Units**	**LIHTC**	**Service Status**	**Minimum Hours/ Month**	**Minimum Hours/ Year**	**Services**	**Non-Services***	**Total**	**Annual**	**Increase**	**Increase**	**Amount**	**Increase**	**Increase**	**Amount**
Estuary I (Resident Services Coorindator)	45	Y	Current	80	1040	6,376.35	30.5	6,406.85	76,882.19	79,188.65	81,564.31	237,635.15	84,011.24	86,531.58	408,177.97
Estuary I (Intensive Case Manager)	44	Y	Current	105.6	1267.2	8,443.61	30.5	8,474.11	101,689.32	104,740.00	107,882.20	314,311.53	111,118.67	114,452.23	539,882.44
Everett Commons (Resident Services Coorindator)	20	Y	Current	18.34	220.08	1,495.73	30.5	1,526.23	18,314.71	18,864.15	19,430.08	56,608.94	20,012.98	20,613.37	97,235.30
Everett Commons (Veterans Case Manager)	5	Y	Current	40	480	3,262.22	30.5	3,292.72	39,512.59	40,697.97	41,918.91	122,129.47	43,176.48	44,471.77	209,777.72
Linnet Corner (Resident Services Coorindator)	64	Y	Current	35.2	422.4	2,695.92	30.5	2,726.42	32,717.08	33,698.60	34,709.55	101,125.23	35,750.84	36,823.37	173,699.44
Littlejohn Commons (Resident Services Coorindator)	31	Y	Current	24	288	1,899.76	30.5	1,930.26	23,163.15	23,858.05	24,573.79	71,595.00	25,311.00	26,070.33	122,976.33
Rosefield Village (Resident Services Coorindator)	92	Y	Current	130	1560	10,400.00	30.5	10,430.50	125,166.00	128,920.98	132,788.61	386,875.59	136,772.27	140,875.44	664,523.29
Rosefield Village (After-school program)	92	Y	Current	40	500	2,600.00	30.5	2,630.50	31,566.00	32,512.98	33,488.37	97,567.35	34,493.02	35,527.81	167,588.18
Estuary II (Resident Services Coordinator)	44	Y	Future	80	960	6,376.35	30.5	6,406.85	76,882.19	79,188.65	81,564.31	237,635.15	84,011.24	86,531.58	408,177.97
Estuary II (Intensive Case Manager)	44	Y	Future	105.6	1267.2	8,443.61	30.5	8,474.11	101,689.32	104,740.00	107,882.20	314,311.53	111,118.67	114,452.23	539,882.44
Poplar (Resident Services Coorindator)	60	Y	Future	45	540	3,510.00	30.5	3,540.50	42,486.00	43,760.58	45,073.40	131,319.98	46,425.60	47,818.37	225,563.94
												2,071,114.93			3,557,485.02
*Non-Services includes cell phone per FTE and Supplies															
									Base Per Hour Rate	**+3%**	**+3%**		**+3%**	**+3%**	
Areas 2 and 4 will be invoiced at an hourly rate.									79.50	81.89	84.34		86.87	89.48	
Area 6, Community Health and Wellness Program, will be invoiced at an hourly rate.									79.50	81.89	84.34		86.87	89.48	

Non-Billable to AHA				
County of Alameda Intensive Case Management				
Estuary I	Intensive Case Manager (Cal-AIM)	ICM	1.84 FTE	1:25 client ratio
Linnet Corner	Intensive Case Manager (Cal-AIM)	ICM	0.80 FTE	1:25 client ratio

Non-Billable to AHA				
County of Alameda Intensive Case Management				
Estuary II	Intensive Case Manager (Cal-AIM)	ICM	1.84 FTE	1:25 client ratio

Island City Development

Fax: (510)-522-7848

TTY/TRS: 711

701 Atlantic Avenue | Alameda, CA 94501

ISLAND CITY DEVELOPMENT

Resolution No. 2026-___

A RESOLUTION OF THE BOARD OF DIRECTORS OF ISLAND CITY DEVELOPMENT APPROVING A 3-YEAR CONSULTANT SERVICES AGREEMENT FOR SOCIAL SERVICES AND OTHER RELATED SERVICES BETWEEN EVERETT AND EAGLE LP (EVERETT COMMONS), SHERMAN AND BUENA VISTA LP (LITTLEJOHN COMMONS), CONSTITUTION AND EAGLE LP (ROSEFIELD VILLAGE), LAKEHURST AND MOSLEY LP (ESTUARY I), MABUHAY AND LAKEHURST LP (LINNET CORNER), MOSLEY AND MABUHAY LP (ESTUARY II) AND LIFE SKILLS TRAINING AND EDUCATIONAL PROGRAMS INC. (LIFESTEPS) WITH A MAXIMUM NOT TO EXCEED CONTRACT AMOUNT OF $2,080,000, AND AUTHORIZING THE PRESIDENT TO NEGOTIATE AND EXECUTE SAID AGREEMENT

WHEREAS, Island City Development, a California nonprofit public benefit corporation (ICD), is a California nonprofit public benefit corporation with a tax-exempt status under Section 501(c)3 of the Internal Revenue Code and charitable and public purposes to benefit and support the Housing Authority of the City of Alameda (AHA);

WHEREAS, the ICD Board of Commissioners previously approved an agreement in January 2022 and a first amendment in in January 2025 for social services with Life Skills Training and Educational Programs Inc (LifeSTEPS) that will expire on December 31, 2026;

WHEREAS, the AHA conducted an open procurement for service providers in accordance with AHA policies and, following the procurement process LifeSTEPS was selected as the proposed services provider;

WHEREAS, the demand for social services amongst Island City Development residents has increased significantly and, by the ICD Board approving a new agreement with LifeSTEPS, LifeSTEPS will continue to provide daily social services, additional phone counseling, workshops, counseling, supportive services for those previously unhoused, and referrals to specialty community service providers; and

WHEREAS, ICD desires to rely on the procurement conducted by AHA and enter into a new agreement with LifeSTEPS for Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II).

NOW, THEREFORE, BE IT RESOLVED, that the ICD Board finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the ICD Board hereby approves a 3-year Consultant Services Agreement for Social Services and other related services between Everett and Eagle LP (Everett Commons), Sherman and Buena Vista LP (Littlejohn Commons), Constitution and Eagle LP (Rosefield Village), Lakehurst and Mosley LP (Estuary I), Mabuhay and Lakehurst LP (Linnet Corner), Mosley and Mabuhay LP (Estuary II) and LifeSTEPS with a maximum not to exceed contract amount of $2,080,000.

BE IT FURTHER RESOLVED that the President is hereby authorized to negotiate and execute the agreement with LifeSTEPS, and to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: __ Directors:

Nayes: __ Directors

Abstain: __ Directors:

Absent: __ Commissioners:

[**SIGNATURE PAGE FOLLOWS**]

******

ATTEST:

Vanessa M. Cooper President	Alicia Southern Secretary

Approved as to form:

Adrian R. Guerra,
General Counsel,
Aleshire & Wynder, LLP

Adopted:

Date

ITEM 5.H

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Haley Feng, Project Manager

Date: October 21, 2026

Re: Adopt a Resolution Approving the Eighth Amendment to Consultant Services Contract Between Mosley and Mabuhay LP (Estuary II) and Gubb And Barshay LLP, to Extend the Contract Term to December 31, 2031 and Increase Not To Exceed Contract Amount to $218,139.80, and Authorizing the President to Negotiate and Execute Said Amendment.

BACKGROUND

Island City Development (ICD) is the developer of North Housing Block A projects including Estuary II (legally entity Mosley and Mabuhay LP). Estuary II is in predevelopment and consists of 46 units of senior and permanent supportive housing. Gubb and Barshay LLP is the current LIHTC and real estate transaction counsel on the project.

Block A is part of the larger North Housing Project redeveloping approximately 12 acres of land at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. Through Island City Development, the Housing Authority of the City of Alameda is leading the development under a homeless accommodation conveyance. Project partners include Alameda Point Collaborative and Building Futures. The North Housing parcel was successfully transferred to Housing Authority ownership on May 30, 2019. The Housing Authority of the City of Alameda Board of Commissioners approved the Agency's Vision for the North Housing site at its August 2019 meeting.

Please see previous Board reports for additional details.

DISCUSSION

The Board last approved the legal services contract between Gubb and Barshay LLP and Mosley and Mabuhay LP in 2024. Subsequently, this contract was amended a number of times to include specialty legal services from Nixon Peabody on matters related to site environmental. This contract expires soon on December 31, 2026.

Estuary II is expected to commence construction by April 2028 and will require legal services through December 31, 2031, to fully complete the LIHTC transaction.

Gubb and Barshay qualified as a Consultant for Real Estate Counsel services selected under the RFP dated February 10, 2026. This qualification is valid through April 1st, 2031.

As the current legal counsel, Gubb and Barshay is knowledgeable about the Estuary II project and already familiar with legal matters related to the development. Therefore, it is the most cost- and time-efficient to continue obtaining legal services from Gubb and Barshay for matters related to Estuary II.

Staff reviewed ICD procurement policies and determined that the current contract is eligible for an extension.

In addition to the extension, additional budget is needed to complete work related to condo map/HOA, state HCD loan documents. The budget will be adjusted based on the submitted and qualified hourly rates under the 2026 RFP.

A procurement will be planned for Q1 2031 to ensure Gubb and Barshay LLP remain qualified through completion of the extended contract term.

A summary of all contracts between Mosley and Mabuhay LP and Gubb and Barshay LLP is attached.

FISCAL IMPACT

The contract between Mosley and Mabuhay LP and Gubb and Barshay LLP will be paid for by the development.

CEQA

Not applicable.

RECOMMENDATION

Adopt a Resolution Approving the Eighth Amendment to Consultant Services Contract Between Mosley and Mabuhay LP (Estuary II) and Gubb And Barshay LLP, to Extend the Contract Term to December 31, 2031 and Increase Not To Exceed Contract Amount to $218,139.80, and Authorizing the President to Negotiate and Execute Said Amendment.

ATTACHMENTS

1. Mosley and Mabuhay LP Gubb and Barshay Contracts - Summary
2. Estuary II Eighth Amendment to Gubb and Barshay Legal Services Contract
3. ICD Resolution - Mosley and Mabuhay LP Gubb and Barshay Contract Amend No.8

Respectfully submitted,



Haley Feng, Project Manager

ISLAND CITY DEVELOPMENT
Fax (510) 522-7848 | TTY/TRS 711

SUMMARY OF ALL MOSLEY AND MABUHAY LP AND GUBB AND BARSHAY LLP CONTRACTS

Contracts	Amounts
Original Consultant Services Contract – dated 1/22/2024, term ends 12/31/2026	$136,699.00
Amendment No.1 - dated 7/23/2024	$ 0.00
Amendment No.2 - dated 10/16/2024	$ 30,000.00
Amendment No.3 - dated 1/22/2025	$ 3,333.33
Amendment No.4 - dated 5/20/2025	$ 6,666.67
Amendment No.5 - dated 6/18/2025	$ 18,333.33
Amendment No.6 - dated 12/17/2025	$ 3,333.34
Amendment No.7 - dated 4/15/2026	$ 6,000.00
Subtotal	$204,365.67
Proposed Amendment No.8 – extend term through 12/31/2031, additional budget	$ 13,774.13

Docusign Envelope ID: D41BD66B-7824-8A26-8065-7A4242171455

EIGHTH AMENDMENT TO CONSULTANT SERVICES CONTRACT

THIS EIGHTH AMENDMENT TO CONSULTANT SERVICES CONTRACT ("Amendment"), entered into this __21st__ day of October, 2026 ("Effective Date"), by and between MOSLEY AND MABUHAY LP, a California limited partnership (hereinafter referred to as "Owner"), and Gubb and Barshay LLP, a California limited liability partnership whose address is 235 Montgomery Street, Suite 1110 San Francisco, CA 94104, (hereinafter referred to as "Consultant"), is made with reference to the following:

RECITALS:

A. Owner and Consultant are parties to that certain CONSULTANT SERVICES CONTRACT entered into as of January 22, 2024 ("Consultant Agreement").

B. The Original Consultant Agreement had a contract value not to exceed $136,699.00.

C. At the request of Owner, the Consultant entered into with the Housing Authority of the City of Alameda (aka Alameda Housing Authority) and Nixon Peabody LLP ("Nixon") an agreement on July 23, 2024 herewith (the "Nixon Contract"), pursuant to which Nixon will provide certain services to Client.

D. Owner agreed and acknowledged that Consultant will not supervise or oversee the provision of services by Nixon under the Nixon Contract and that Consultant shall not be liable or responsible for any of the services provided by Nixon (including, without limitation, with respect to any professional malpractice claims).

E. The First Contract Amendment, The Nixon Contract, did not increase the budget and only allocated $3,333.33 of the unused expense contingencies to the Nixon Contracts.

F. At the request of Consultant, Owner shall pay Nixon directly for the amounts due under the Nixon Contract. Owner shall indemnify and reimburse Consultant for any payments Consultant is required to pay to Nixon under the Nixon Contract, except to the extent that Owner has previously paid such amount to Consultant for payment to Nixon.

G. The Second Contract Amendment, entered into on October 16, 2024, added $30,000 to the contract amount.

H. The Third Contract Amendment, entered into on January 22, 2025 added $3,333.33 to the contract amount.

I. The Fourth Contract Amendment entered into on May 20, 2025, added $6,666.67 and the requirement that Mosely and Mabuhay LP is to be listed on all insurance and updated certificates are to be provided.

Docusign Envelope ID: D41BD66B-7824-8A26-8065-7A4242171455

J. The Fifth Contract Amendment entered into on June 18, 2025, added $18,333.33 to the contract amount.

K. The Sixth Contract Amendment entered into on December 17, 2025, added $3,333.34 to the contract amount.

L. The Seventh Contract Amendment entered into on April 15, 2026, added $6,000.00 to the contract amount.

M. The Owner and Consultant desire to enter into this Eighth Amendment as discussed in more detail below.

N. All conditions of the Consultant Agreement will remain the same except as amended below.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

The term of the contract shall be extended to December 31, 2031.

The not to exceed amount for the entire Contract shall be amended from Two Hundred Four Thousand Three Hundred and Sixty-Five Dollars and Sixty-Seven Cents ($204,365.67) to Two Hundred Eighteen Thousand One Hundred and Thirty-Nine Dollars and Eighty Cents ($218,139.80). Exhibit A shows the details of this total of all amendments.

The additional fee of $13,774.13 shall be for additional work scope and to align hourly rates with 2026 rates under the current RFP for remaining work related to completing the North Housing PSH II project, unless otherwise directed by the Owner in writing. An updated consultant fee schedule is attached as Exhibit B.

[SIGNATURES ON FOLLOWING PAGE]

Docusign Envelope ID: D41BD66B-7824-8A26-8065-7A4242171455

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed on the day and year first above written.

"CONSULTANT"

Gubb and Barshay LLP, a California limited liability partnership

Signed by:
By: Henry Loh II
0D07CD103696403...

Name: Henry Loh II

Its: Partner

"Owner"

Mosley and Mabuhay LP, a California limited partnership

By: ICD Mosley LLC, a California limited liability company, its managing general partner

By: Island City Development, a California non-profit public benefit corporation, its sole manager

By: _____
Vanessa Cooper, President

Docusign Envelope ID: D41BD66B-7824-8A26-8065-7A4242171455

EXHIBIT A

SUMMARY OF COSTS

Contracts	Amounts
Original Consultant Services Contract– dated 1/22/2024, term ends 12/31/2026	$136,699.00
Amendment No.1 to subcontract Nixon Peabody, dated 7/23/2024	$ 0.00
Amendment No.2 - additional Nixon Peabody work, dated 10/16/2024	$ 30,000.00
Amendment No.3 - additional Nixon Peabody work, dated 1/22/2025	$ 3,333.33
Amendment No.4 - additional Nixon Peabody work, dated 5/20/2025	$ 6,666.67
Amendment No.5 - additional Nixon Peabody work, dated 6/18/2025	$ 18,333.33
Amendment No.6 - additional Nixon Peabody work, dated 12/17/2025	$ 3,333.34
Amendment No.7 - additional Nixon Peabody work, dated 4/15/2026	$ 6,000.00
Amendment No.8 – extend term through 12/31/2031, additional budget	$ 13,774.13
Total	$218,139.80

Docusign Envelope ID: D41BD66B-7824-8A26-8065-7A4242171455

EXHIBIT B

CONSULTANT FEE SCHEDULE

Fixed fee of $196,139.80 per transaction for LIHTC and Real Estate Legal Services, escalating by 3% on 1/1/2028 and every year thereafter for unbilled and unrendered services; provided that (a) a credit for payment for services paid to Henry Loh's previous legal firm (CMPR) will be/has been provided by the Consultant equal to $8,473.13 for North Housing PSH II; and (b) of such fee, $67,666.67 has been utilized and paid to Nixon Peabody LLP. The available portion of the fixed fee (prior to any escalations) is therefore $120,000.

The total remaining fee of $142,000.00 includes a $22,000 contingency for out-of-pocket expenses and permanent loan conversion, as authorized in writing by Owner, escalating by 3% on 1/1/2028 and every year thereafter.

Hourly Rates:

Partners: $600 (affordable housing services)

Tax Partner: $600 (tax advice); $550 (other work)

Senior Associates: $500 (affordable housing services, real estate work)

Mid-level Associates: $400 (affordable housing services, real estate work)

Senior Project Coordinators: $250 (affordable housing services)

Junior Project Coordinator: $175 (affordable housing services)

*The above rates apply through calendar year 2027 and are subject to increase by 3% on January 1, 2028, and on each anniversary thereof.

CMPR Fee Paid - Credit to 2024 NTE amount	$ 8,473.13		
Available 2024 NTE amount	$ 108,225.87		
Nixon Peabody Subcontract - Amend No. 1	$ -		
Nixon Peabody Fee Paid - Amend No. 2	$ 30,000.00		
Nixon Peabody Fee Paid - Amend No. 3	$ 3,333.33		
Nixon Peabody Fee Paid - Amend No. 4	$ 6,666.67		
Nixon Peabody Fee Paid - Amend No. 5	$ 18,333.33		
Nixon Peabody Fee Paid - Amend No. 6	$ 3,333.34		
Nixon Peabody Fee Paid - Amend No. 7	$ 6,000.00	Contingency per 2024 fee schedule	$ 20,000.00
Additional Budget - Amend No. 8	$ 11,774.13	Additional Contingency - Amend No. 8	$ 2,000.00
Total new fee	$ 196,139.80	Total new coningency	$ 22,000.00

Island City Development

Fax: (510)-522-7848

TTY/TRS: 711

701 Atlantic Avenue | Alameda, CA 94501

ISLAND CITY DEVELOPMENT

Resolution No. 202x-___

A RESOLUTION OF THE BOARD OF DIRECTORS OF ISLAND CITY DEVELOPMENT APPROVING THE EIGHTH AMENDMENT TO CONSULTANT SERVICES CONTRACT BETWEEN MOSLEY AND MABUHAY LP (ESTUARY II) AND GUBB AND BARSHAY LLP, TO EXTEND THE CONTRACT TERM TO DECEMBER 31, 2031 AND INCREASE NOT TO EXCEED CONTRACT AMOUNT TO $218,139.80, AND AUTHORIZING THE PRESIDENT TO NEGOTIATE AND EXECUTE SAID AMENDMENT

At a duly constituted meeting of the Board of Directors (the "**Board**") of Island City Development, a California nonprofit public benefit corporation ("**ICD**"), held on October 21, 2026 (the "**Meeting**"), the following resolutions were adopted with reference to the following:

WHEREAS, ICD is a California nonprofit public benefit corporation with a tax-exempt status under Section 501(c)3 of the Internal Revenue Code and charitable and public purposes to benefit and support the Housing Authority of the City of Alameda (AHA);

WHEREAS, the property at 520 Mosley Avenue (Estuary II) is in predevelopment and will require legal services through December 31, 2031, as well as additional legal services budget;

WHEREAS, Gubb and Barshay LLP submitted qualifications under the Request for Proposal issued in February 2026, and has been determined as qualified to provide legal services;

WHEREAS, Gubb and Barshay LLP currently provides legal services to Estuary II;

WHEREAS, the Board of Directors on June 26, 2024, approved the Consultant Services Contract between Mosley and Mabuhay LP and Gubb and Barshay LLP;

WHEREAS, at the request of Mosley and Mabuhay LP, the Consultant entered into an agreement with the AHA and Nixon Peabody LLP on July 23, 2024, pursuant to which Nixon will provide certain services to Estuary II;

WHEREAS, the Board of Directors approved the First Contract Amendment to Consultant Services Contract dated July 23, 2024, which allocated $3,333.33 of the unused expense contingencies to costs associated with Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved the Second Contract Amendment to Consultant Services Contract dated October 16, 2024, which added $30,000.00 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved the Third Contract Amendment to Consultant Services Contract dated January 22, 2025, which added $3,333.33 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved the Fourth Contract Amendment to Consultant Services Contract dated May 20, 2025, which added $6,666.67 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved the Fifth Contract Amendment to Consultant Services Contract dated June 18, 2025, which added $18,333.33 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved the Sixth Contract Amendment to Consultant Services Contract dated December 17, 2025, which added $3,333.34 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved the Seventh Contract Amendment to Consultant Services Contract dated April 15, 2026, which added $6,000.00 to the contract amount for Nixon Peabody LLP services; and

WHEREAS, as the current legal counsel, Gubb and Barshay LLP is already familiar with legal matters related to the Estuary II project, it is therefore the most cost and time efficient to continue obtaining legal services from Gubb and Barshay LLP for matters related to Estuary II.

NOW, THEREFORE, BE IT RESOLVED, that the ICD Board finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the ICD Board hereby approves the Eighth Amendment to Consultant Services Contract between Mosley and Mabuhay LP (Estuary II) and Gubb and Barshay LLP, to extend the contract term to December 31, 2031 and increase Not To Exceed contract amount to $218,139.80 based on current projected needs.

BE IT FURTHER RESOLVED that the President is hereby authorized to negotiate and execute the Eighth Amendment, and to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: __ Directors:

Nayes: __ Directors:

Abstain: __ Directors:

Absent: __ Directors:

[**SIGNATURE PAGE FOLLOWS**]

******

ATTEST:

Vanessa M. Cooper President	Alicia Southern Secretary

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder, LLP

Adopted:

Date

ITEM 5.I

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Haley Feng, Project Manager

Date: October 21, 2026

Re: Adopt a Resolution Approving the Eighth Amendment to Consultant Services Contract Between Lakehurst and Mosley LP (Estuary I) and Gubb and Barshay LLP, to Extend the Contract Term to December 31, 2027, and Authorizing the President to Negotiate and Execute Said Amendment.

BACKGROUND

Island City Development (ICD) is the developer of North Housing Block A projects including Estuary I (legally entity Lakehurst and Mosley LP). Estuary I was completed in 2025 and consists of 45 units of permanent supportive housing. Gubb and Barshay LLP is the current LIHTC and real estate transaction counsel on the project.

Block A is part of the larger North Housing Project redeveloping approximately 12 acres of land at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. Through Island City Development, the Housing Authority of the City of Alameda is leading the development under a homeless accommodation conveyance. Project partners include Alameda Point Collaborative and Building Futures. The North Housing parcel was successfully transferred to Housing Authority ownership on May 30, 2019. The Housing Authority of the City of Alameda Board of Commissioners approved the Agency's Vision for the North Housing site at its August 2019 meeting.

Please see previous Board reports for additional details.

DISCUSSION

The Board last approved the legal services contract between Gubb and Barshay LLP and Lakehurst and Mosley LP in 2024. Subsequently, this contract was amended a number of times to include specialty legal services from Nixon Peabody on matters related to site environmental. This contract expires soon on December 31, 2026.

Estuary I is expected to submit IRS Form 8609 in 2027 and will require legal services through December 31, 2027 to fully complete the LIHTC transaction.

Gubb and Barshay qualified as a Consultant for Real Estate Counsel services selected under the RFP dated February 10,2026. This qualification is valid through April 1st, 2031.

As Estuary I is nearly complete, we expect minimal additional legal services is needed. Gubb and Barshay as the current legal counsel is knowledgeable about the project. Therefore, it is the most cost- and time-efficient to continue obtain legal services from Gubb and Barshay through project completion.

Staff reviewed ICD procurement policies and determined that the current contract is eligible for an extension.

No changes to the contract amount are proposed.

A summary of all contracts between Lakehurst and Mosley LP and Gubb and Barshay LLP is attached.

FISCAL IMPACT

The contract between Lakehurst and Mosley LP and Gubb and Barshay LLP will be paid for by the development.

CEQA

Not applicable.

RECOMMENDATION

Adopt a Resolution Approving the Eighth Amendment to Consultant Services Contract Between Lakehurst and Mosley LP (Estuary I) and Gubb and Barshay LLP, to Extend the Contract Term to December 31, 2027, and Authorizing the President to Negotiate and Execute Said Amendment.

ATTACHMENTS

1. Lakehurst and Mosley LP Gubb and Barshay Contracts - Summary
2. Estuary I Eighth Amendment to Gubb and Barshay Legal Services Contract
3. ICD Resolution - Lakehurst and Mosley LP Gubb and Barshay Contract Amend No.8

Respectfully submitted,



Haley Feng, Project Manager

ISLAND CITY DEVELOPMENT
Fax (510) 522-7848 | TTY/TRS 711

SUMMARY OF ALL LAKEHURST AND MOSLEY LP AND GUBB AND BARSHAY LLP CONTRACTS

Contracts	Amounts
Original Consultant Services Contract – dated 1/22/2024, term ends 12/31/2026	$126,699.00
Amendment No.1 - dated 7/23/2024	$ 0.00
Amendment No.2 - dated 10/16/2024	$ 30,000.00
Amendment No.3 - dated 1/22/2025	$ 3,333.34
Amendment No.4 - dated 5/20/2025	$ 6,666.66
Amendment No.5 - dated 6/18/2025	$ 18,333.34
Amendment No.6 - dated 12/17/2025	$ 3,333.33
Amendment No.7 - dated 4/15/2026	$ 6,000.00
Subtotal	$194,365.67
Proposed Amendment No.8 – extend term through 12/31/2027	$ 0.00

Docusign Envelope ID: B1377CBB-57AE-8315-80B4-E05DC0CD024C

EIGHTH AMENDMENT TO CONSULTANT SERVICES CONTRACT

THIS EIGHTH AMENDMENT TO CONSULTANT SERVICES CONTRACT ("Amendment"), entered into this 21st day of October 2026 ("Effective Date"), by and between LAKEHURST AND MOSLEY LP, a California limited partnership (hereinafter referred to as "Owner"), and Gubb and Barshay LLP, a California limited liability partnership whose address is 235 Montgomery Street, Suite 1110 San Francisco, CA 94104, (hereinafter referred to as "Consultant"), is made with reference to the following:

RECITALS:

A. Owner and Consultant are parties to that certain CONSULTANT SERVICES CONTRACT entered into as of January 22, 2024 ("Consultant Agreement").

B. The Original Consultant Agreement had a contract value not to exceed $126,699.00.

C. At the request of Owner, the Consultant entered into with the Housing Authority of the City of Alameda (aka Alameda Housing Authority) and Nixon Peabody LLP ("Nixon") an agreement on July 23, 2024 herewith (the "Nixon Contract"), pursuant to which Nixon will provide certain services to Client.

D. Owner agreed and acknowledged that Consultant will not supervise or oversee the provision of services by Nixon under the Nixon Contract and that Consultant shall not be liable or responsible for any of the services provided by Nixon (including, without limitation, with respect to any professional malpractice claims).

E. The First Contract Amendment, The Nixon Contract, did not increase the budget and only allocated $3,333.33 of the unused expense contingencies to the Nixon Contracts.

F. At the request of Consultant, Owner shall pay Nixon directly for the amounts due under the Nixon Contract. Owner shall indemnify and reimburse Consultant for any payments Consultant is required to pay to Nixon under the Nixon Contract, except to the extent that Owner has previously paid such amount to Consultant for payment to Nixon.

G. The Second Contract Amendment, entered into on October 16, 2024, added $30,000 to the contract amount.

H. The Third Contract Amendment, entered into on January 22, 2025 added $3,333.34 to the contract amount.

I. The Fourth Contract Amendment entered into on May 20, 2025, added $6,666.66 and the requirement that Lakehurst and Mosley LP is to be listed on all insurance and updated certificates are to be provided.

Docusign Envelope ID: B1377CBB-57AE-8315-80B4-E05DC0CD024C

J. The Fifth Contract Amendment entered into on June 18, 2025, added $18,333.34 to the contract amount.

K. The Sixth Contract Amendment entered into on December 17, 2025, added $3,333.33 to the contract amount.

L. The Seventh Contract Amendment entered into on April 15, 2026, added $6,000.00 to the contract amount.

M. The Owner and Consultant desire to enter into this Eighth Amendment as discussed in more detail below.

N. All conditions of the Consultant Agreement will remain the same except as amended below.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

The term of the contract shall be extended to December 31, 2027.

The not to exceed amount for the entire Contract shall remain One Hundred Ninety-Four Thousand Three Hundred and Sixty-Five Dollars and Sixty-Seven Cents ($194,365.67), with unbilled remaining services subject to annual escalation as provided in Exhibit B of the Consultant Agreement. Exhibit A shows the details of this total of all amendments.

[SIGNATURES ON FOLLOWING PAGE]

Docusign Envelope ID: B1377CBB-57AE-8315-80B4-E05DC0CD024C

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed on the day and year first above written.

"CONSULTANT"

Gubb and Barshay LLP, a California limited liability partnership

Signed by:
By: Henry Loh II
9D97CD1630904B3...

Name: Henry Loh II

Its: Partner

"Owner"

Lakehurst and Mosley LP, a California limited partnership

By: ICD Lakehurst LLC, a California limited liability company, its managing general partner

By: Island City Development, a California non-profit public benefit corporation, its sole manager

By: _____
Vanessa Cooper, President

Docusign Envelope ID: B1377CBB-57AE-8315-80B4-E05DC0CD024C

EXHIBIT A

SUMMARY OF COSTS

Contracts	Amounts
Original Consultant Services Contract– dated 1/22/2024, term ends 12/31/2026	$126,699.00
Amendment No.1 to subcontract Nixon Peabody, dated 7/23/2024	$ 0.00
Amendment No.2 - additional Nixon Peabody work, dated 10/16/2024	$ 30,000.00
Amendment No.3 - additional Nixon Peabody work, dated 1/22/2025	$ 3,333.34
Amendment No.4 - additional Nixon Peabody work, dated 5/20/2025	$ 6,666.66
Amendment No.5 - additional Nixon Peabody work, dated 6/18/2025	$ 18,333.34
Amendment No.6 - additional Nixon Peabody work, dated 12/17/2025	$ 3,333.33
Amendment No.7 - additional Nixon Peabody work, dated 4/15/2026	$ 6,000.00
Amendment No.8 – extend term through 12/31/2027	$ 0.00
Total	$194,365.67

Island City Development

Fax: (510)-522-7848

TTY/TRS: 711

701 Atlantic Avenue | Alameda, CA 94501

ISLAND CITY DEVELOPMENT

Resolution No. 202x-___

A RESOLUTION OF THE BOARD OF DIRECTORS OF ISLAND CITY DEVELOPMENT APPROVING THE EIGHTH AMENDMENT TO CONSULTANT SERVICES CONTRACT BETWEEN LAKEHURST AND MOSLEY LP (ESTUARY I) AND GUBB AND BARSHAY LLP, TO EXTEND THE CONTRACT TERM TO DECEMBER 31, 2027, AND AUTHORIZING THE PRESIDENT TO NEGOTIATE AND EXECUTE SAID AMENDMENT

At a duly constituted meeting of the Board of Directors (the "Board") of Island City Development, a California nonprofit public benefit corporation ("ICD"), held on October 21, 2026 (the "Meeting"), the following resolutions were adopted with reference to the following:

WHEREAS, the Corporation is a California nonprofit public benefit corporation with a tax-exempt status under Section 501(c)3 of the Internal Revenue Code and charitable and public purposes to benefit and support the Housing Authority of the City of Alameda ("AHA");

WHEREAS, the project at 500 Mosley Avenue (Estuary I) is near completion and will require legal services through December 31, 2027, to complete the LIHTC transaction;

WHEREAS, Gubb and Barshay LLP submitted qualifications under the Request for Proposal issued in February 2026, and has been determined as qualified to provide legal services;

WHEREAS, Gubb and Barshay LLP currently provides legal services to Estuary I;

WHEREAS, the Board of Directors on June 26, 2024 approved the Consultant Services Contract between Lakehurst and Mosley LP and Gubb and Barshay LLP;

WHEREAS, at the request of Lakehurst and Mosley LP, the Consultant entered into an agreement with the AHA and Nixon Peabody LLP on July 23, 2024, pursuant to which Nixon will provide certain services to Estuary I;

WHEREAS, the Board of Directors approved The First Contract Amendment to Consultant Services Contract dated July 23, 2024, which allocated $3,333.33 of the unused expense contingencies to costs associated with Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Second Contract Amendment to Consultant Services Contract dated October 16, 2024, which added $30,000.00 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Third Contract Amendment to Consultant Services Contract dated January 22, 2025, which added $3,333.34 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Fourth Contract Amendment to Consultant Services Contract dated May 20, 2025, which added $6,666.66 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Fifth Contract Amendment to Consultant Services Contract dated June 18, 2025, which added $18,333.34 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Sixth Contract Amendment to Consultant Services Contract dated December 17, 2025, which added $3,333.33 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Seventh Contract Amendment to Consultant Services Contract dated April 15, 2026, which added $6,000.00 to the contract amount for Nixon Peabody LLP services; and

WHEREAS, as the current legal counsel, Gubb and Barshay LLP completed nearly all legal work related to the Estuary I project. It is therefore the most cost- and time-efficient to continue obtaining legal services from Gubb and Barshay LLP for the minimal additional work required to complete the Estuary I project.

NOW, THEREFORE, BE IT RESOLVED, that the ICD Board finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the ICD Board hereby approves the Eighth Amendment to Consultant Services Contract between Lakehurst and Mosley LP (Estuary I) and Gubb and Barshay LLP, to extend the contract term to December 31, 2027.

BE IT FURTHER RESOLVED that the President is hereby authorized to negotiate and execute the Eighth Amendment, and to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: __ Directors:

Nayes: __ Directors:

Abstain: __ Directors:

Absent: __ Directors:

[SIGNATURE PAGE FOLLOWS]

******

ATTEST:

Vanessa M. Cooper President	Alicia Southern Secretary

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder, LLP

Adopted:

Date

ITEM 5.J

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Haley Feng, Project Manager

Date: October 21, 2026

Re: Adopt a Resolution Approving the Eighth Amendment to Consultant Services Contract Between Mabuhay and Lakehurst LP (Linnet Corner) and Gubb and Barshay LLP, to Extend the Contract Term to December 31, 2027, and Authorizing the President to Negotiate and Execute Said Amendment.

BACKGROUND

Island City Development (ICD) is the developer of North Housing Block A projects including Linnet Corner (legally entity Mabuhay and Lakehurst LP). Linnet Corner was completed in 2025 and consists of 63 affordable unit for seniors and 1 manager unit. Gubb and Barshay LLP is the current LIHTC and real estate transaction counsel on the project.

Block A is part of the larger North Housing Project redeveloping approximately 12 acres of land at the former Alameda Naval Air Station (NAS) at the site known as Coast Guard Housing. Through Island City Development, the Housing Authority of the City of Alameda is leading the development under a homeless accommodation conveyance. Project partners include Alameda Point Collaborative and Building Futures. The North Housing parcel was successfully transferred to Housing Authority ownership on May 30, 2019. The Housing Authority of the City of Alameda Board of Commissioners approved the Agency's Vision for the North Housing site at its August 2019 meeting.

Please see previous Board reports for additional details.

DISCUSSION

The Board last approved the legal services contract between Gubb and Barshay LLP and Mabuhay and Lakehurst LP in 2024. Subsequently, this contract was amended a number of times to include specialty legal services from Nixon Peabody on matters related to site environmental. This contract expires soon on December 31, 2026.

Linnet Corner is expected to submit IRS Form 8609 in 2027 and will require legal services through December 31, 2027 to fully complete the LIHTC transaction.

Gubb and Barshay qualified as a Consultant for Real Estate Counsel services selected under the RFP dated February 10, 2026. This qualification is valid through April 1st, 2031.

As Linnet Corner is nearly complete, we expect minimal additional legal services is needed. Gubb and Barshay as the current legal counsel is knowledgeable about the project. Therefore, it is the most cost- and time-efficient to continue obtain legal services from Gubb and Barshay through project completion.

Staff reviewed ICD procurement policies and determined that the current contract is eligible for an extension.

No changes to the contract amount are proposed.

A summary of all contracts between Mabuhay and Lakehurst LP and Gubb and Barshay LLP is attached.

FISCAL IMPACT

The contract between Mabuhay and Lakehurst LP and Gubb and Barshay LLP will be paid for by the development.

CEQA

Not applicable.

RECOMMENDATION

Adopt a Resolution Approving the Eighth Amendment to Consultant Services Contract Between Mabuhay and Lakehurst LP (Linnet Corner) and Gubb and Barshay LLP, to Extend the Contract Term to December 31, 2027, and Authorizing the President to Negotiate and Execute Said Amendment.

ATTACHMENTS

1. Mabuhay and Lakehurst LP Gubb and Barshay Contracts - Summary
2. Linnet Corner Eighth Amendment to Gubb and Barshay Legal Services Contract
3. ICD Resolution - Mabuhay and Lakehurst LP Gubb and Barshay Contract Amend No.8

Respectfully submitted,



Haley Feng, Project Manager

ISLAND CITY DEVELOPMENT
Fax (510) 522-7848 | TTY/TRS 711

SUMMARY OF ALL MABUHAY AND LAKEHURST LP AND GUBB AND BARSHAY LLP CONTRACTS

Contracts	Amounts
Original Consultant Services Contract – dated 1/22/2024, term ends 12/31/2026	$136,699.00
Amendment No.1 - dated 7/23/2024	$ 0.00
Amendment No.2 - dated 10/16/2024	$ 30,000.00
Amendment No.3 - dated 1/22/2025	$ 3,333.33
Amendment No.4 - dated 5/20/2025	$ 6,666.67
Amendment No.5 - dated 6/18/2025	$ 18,333.33
Amendment No.6 - dated 12/17/2025	$ 3,333.34
Amendment No.7 - dated 4/15/2026	$ 6,000.00
Subtotal	$204,365.67
Proposed Amendment No.8 – extend term through 12/31/2027	$ 0.00

Docusign Envelope ID: B1377CBB-57AE-8315-80B4-E05DC0CD024C

EIGHTH AMENDMENT TO CONSULTANT SERVICES CONTRACT

THIS EIGHTH AMENDMENT TO CONSULTANT SERVICES CONTRACT ("Amendment"), entered into this 21st day of October 2026 ("Effective Date"), by and between MABUHAY AND LAKEHURST LP, a California limited partnership (hereinafter referred to as "Owner"), and Gubb and Barshay LLP, a California limited liability partnership whose address is 235 Montgomery Street, Suite 1110 San Francisco, CA 94104, (hereinafter referred to as "Consultant"), is made with reference to the following:

RECITALS:

A. Owner and Consultant are parties to that certain CONSULTANT SERVICES CONTRACT entered into as of January 22, 2024 ("Consultant Agreement").

B. The Original Consultant Agreement had a contract value not to exceed $136,699.00.

C. At the request of Owner, the Consultant entered into with the Housing Authority of the City of Alameda (aka Alameda Housing Authority) and Nixon Peabody LLP ("Nixon") an agreement on July 23, 2024 herewith (the "Nixon Contract"), pursuant to which Nixon will provide certain services to Client.

D. Owner agreed and acknowledged that Consultant will not supervise or oversee the provision of services by Nixon under the Nixon Contract and that Consultant shall not be liable or responsible for any of the services provided by Nixon (including, without limitation, with respect to any professional malpractice claims).

E. The First Contract Amendment, The Nixon Contract, did not increase the budget and only allocated $3,333.33 of the unused expense contingencies to the Nixon Contracts.

F. At the request of Consultant, Owner shall pay Nixon directly for the amounts due under the Nixon Contract. Owner shall indemnify and reimburse Consultant for any payments Consultant is required to pay to Nixon under the Nixon Contract, except to the extent that Owner has previously paid such amount to Consultant for payment to Nixon.

G. The Second Contract Amendment, entered into on October 16, 2024, added $30,000 to the contract amount.

H. The Third Contract Amendment, entered into on January 22, 2025 added $3,333.33 to the contract amount.

I. The Fourth Contract Amendment entered into on May 20, 2025, added $6,666.67 and the requirement that Lakehurst and Mosley LP is to be listed on all insurance and updated certificates are to be provided.

Docusign Envelope ID: B1377CBB-57AE-8315-80B4-E05DC0CD024C

J. The Fifth Contract Amendment entered into on June 18, 2025, added $18,333.33 to the contract amount.

K. The Sixth Contract Amendment entered into on December 17, 2025, added $3,333.34 to the contract amount.

L. The Seventh Contract Amendment entered into on April 15, 2026, added $6,000.00 to the contract amount.

M. The Owner and Consultant desire to enter into this Eighth Amendment as discussed in more detail below.

N. All conditions of the Consultant Agreement will remain the same except as amended below.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

The term of the contract shall be extended to December 31, 2027.

The not to exceed amount for the entire Contract shall remain Two Hundred Four Thousand Three Hundred and Sixty-Five Dollars and Sixty-Seven Cents ($204,365.67), with unbilled remaining services subject to annual escalation as provided in Exhibit B of the Consultant Agreement. Exhibit A shows the details of this total of all amendments.

[SIGNATURES ON FOLLOWING PAGE]

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IN WITNESS WHEREOF, the parties have caused this Amendment to be executed on the day and year first above written.

"CONSULTANT"

Gubb and Barshay LLP, a California limited liability partnership

Signed by:
By: Henry Loh II
9D97CD1030B0483...

Name: Henry Loh II

Its: Partner

"Owner"

Mabuhay and Lakehurst LP, a California limited partnership

By: ICD Mabuhay LLC, a California limited liability company, its managing general partner

By: Island City Development, a California non-profit public benefit corporation, its sole manager

By: _____
Vanessa Cooper, President

Docusign Envelope ID: B1377CBB-57AE-8315-80B4-E05DC0CD024C

EXHIBIT A

SUMMARY OF COSTS

Contracts	Amounts
Original Consultant Services Contract– dated 1/22/2024, term ends 12/31/2026	$136,699.00
Amendment No.1 to subcontract Nixon Peabody, dated 7/23/2024	$ 0.00
Amendment No.2 - additional Nixon Peabody work, dated 10/16/2024	$ 30,000.00
Amendment No.3 - additional Nixon Peabody work, dated 1/22/2025	$ 3,333.33
Amendment No.4 - additional Nixon Peabody work, dated 5/20/2025	$ 6,666.67
Amendment No.5 - additional Nixon Peabody work, dated 6/18/2025	$ 18,333.33
Amendment No.6 - additional Nixon Peabody work, dated 12/17/2025	$ 3,333.34
Amendment No.7 - additional Nixon Peabody work, dated 4/15/2026	$ 6,000.00
Amendment No.8 – extend term through 12/31/2027	$ 0.00
Total	$204,365.67

Island City Development

Fax: (510)-522-7848

TTY/TRS: 711

701 Atlantic Avenue | Alameda, CA 94501

ISLAND CITY DEVELOPMENT

Resolution No. 202x-___

A RESOLUTION OF THE BOARD OF DIRECTORS OF ISLAND CITY DEVELOPMENT APPROVING THE EIGHTH AMENDMENT TO CONSULTANT SERVICES CONTRACT BETWEEN MABUHAY AND LAKEHURST LP (LINNET CORNER) AND GUBB AND BARSHAY LLP, TO EXTEND THE CONTRACT TERM TO DECEMBER 31, 2027, AND AUTHORIZING THE PRESIDENT TO NEGOTIATE AND EXECUTE SAID AMENDMENT

At a duly constituted meeting of the Board of Directors (the "**Board**") of Island City Development, a California nonprofit public benefit corporation ("**ICD**"), held on October 21, 2026 (the "**Meeting**"), the following resolutions were adopted:

WHEREAS, the Corporation is a California nonprofit public benefit corporation with a tax-exempt status under Section 501(c)3 of the Internal Revenue Code and charitable and public purposes to benefit and support the Housing Authority of the City of Alameda (AHA);

WHEREAS, the project at 2000 Lakehurst Circle (Linnet Corner) is near completion and will require legal services through December 31, 2027 to complete the LIHTC transaction;

WHEREAS, Gubb and Barshay LLP submitted qualifications under the Request for Proposal issued in February 2026, and has been determined as qualified to provide legal services;

WHEREAS, Gubb and Barshay LLP currently provides legal services to Linnet Corner;

WHEREAS, the Board of Directors on June 26, 2024 approved the Consultant Services Contract between Mabuhay and Lakehurst LP and Gubb and Barshay LLP;

WHEREAS, at the request of Mabuhay and Lakehurst LP, the Consultant entered into with the Housing Authority of the City of Alameda (aka Alameda Housing Authority) and Nixon Peabody LLP an agreement on July 23, 2024, pursuant to which Nixon will provide certain services to Linnet Corner;

WHEREAS, the Board of Directors approved The First Contract Amendment to Consultant Services Contract dated July 23, 2024, which allocated $3,333.33 of the unused expense contingencies to costs associated with Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Second Contract Amendment to Consultant Services Contract dated October 16, 2024, which added $30,000.00 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Third Contract Amendment to Consultant Services Contract dated January 22, 2025, which added $3,333.33 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Fourth Contract Amendment to Consultant Services Contract dated May 20, 2025, which added $6,666.67 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Fifth Contract Amendment to Consultant Services Contract dated June 18, 2025, which added $18,333.33 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Sixth Contract Amendment to Consultant Services Contract dated December 17, 2025, which added $3,333.34 to the contract amount for Nixon Peabody LLP services;

WHEREAS, the Board of Directors approved The Seventh Contract Amendment to Consultant Services Contract dated April 15, 2026, which added $6,000.00 to the contract amount for Nixon Peabody LLP services;

WHEREAS, as the current legal counsel, Gubb and Barshay LLP completed nearly all legal work related to the Linnet Corner project. It is therefore the most cost- and time-efficient to continue obtaining legal services from Gubb and Barshay LLP for the minimal additional work required to complete the Linnet Corner project.

NOW, THEREFORE, BE IT RESOLVED, that the ICD Board finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the ICD Board of Directors hereby the Eighth Amendment to Consultant Services Contract between Mabuhay and Lakehurst LP (Linnet Corner) and Gubb and Barshay LLP, to extend the contract term to December 31, 2027.

BE IT FURTHER RESOLVED that the President is hereby authorized to negotiate and execute the Eighth Amendment, and to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: __ Directors:

Nayes: __ Directors:

Abstain: __ Directors:

Absent: __ Directors:

[**SIGNATURE PAGE FOLLOWS**]

******

ATTEST:

Vanessa M. Cooper President	Alicia Southern Secretary

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder, LLP

Adopted:

Date

ITEM 5.K

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Sylvia Martinez, Director of Housing Development

Date: October 21, 2026

Re: Ratify and Approve a Two-Year Consultant Services Agreement between Nixon Peabody LLP and Everett and Eagle LP (Everett Commons) for construction defect legal services with a not to exceed amount of $60,000.

BACKGROUND

Everett Common is a two-story, 20-unit, three-building property with a leasing office and community room. The project was built by General Contractor (GC), J.H. Fitzmaurice, and plumbing contractor, Monarch Mechanical. This new construction property was completed in December 2018 and has had multiple leaks in the domestic water supply lines since 2021. The water piping materials were designed and built with Uponor brand PEX, a cross-linked polyethylene flexible plastic material. The leaks are an ongoing issue with the most recent incident and repairs occurring in March 2026. The manufacturer of the water line material, Uponor, has been unresponsive to requests from both AHA staff, and Affordable Housing Risk Pool (AHRP) staff since completing materials testing in 2025. In early 2026, it was discovered that the installation of the water heaters was incomplete, as expansion tanks had not been included per the required design. Monarch Mechanical has installed the expansion tanks at all units as of the end of June 2026. As a result, ICD solicited legal services to advise and assist with cost recovery and potential litigation. This issue was presented to the Board in November 2025.

DISCUSSION

Both ICD and Monarch Mechanical have filed multiple warranty claims with the manufacturer with limited response. Testing was conducted by Uponor on May 19, 2025, to assess the installation and to obtain samples of the installed PEX to conduct destructive testing. ICD has requested results of the material testing multiple times with limited response. Affordable Housing Risk Pool (AHRP) has also attempted to request additional information to file subrogation demands.

ICD intends to fix the cause of this issue. ICD is open to all options, up to and including a possible full domestic water supply re-pipe of this property. Litigation may be required to obtain funds for ameliorating the issues and costs caused by repeated leaks. ICD conducted a solicitation for multiple legal services in March 2026. Several firms, including Nixon Peabody LLP were deemed qualified to provide legal consulting services for Real Estate, Environmental, Entitlement, and Land Use Counsel services. A contract in the amount of

$50,000 was executed between Burke, Williams & Sorensen, LLP and Everett and Eagle LP (an ICD affiliate) on June 23rd, 2026, to begin preparing for investigation and possible litigation. This contract has been canceled and the new contract with Nixon has been signed so that work can begin.

FISCAL IMPACT

This Construction Defect Counsel Contract is in the amount of $60,000 which will be covered by project operations to the extent possible. If needed, staff will ask the Board to support legal costs through Island City Development sources.

CEQA

Not applicable

RECOMMENDATION

Ratify and Approve a Two-Year Consultant Services Agreement between Nixon Peabody LLP and Everett and Eagle LP (Everett Commons) for construction defect legal services with a not to exceed amount of $60,000.

ATTACHMENTS

1. Const Defect Legal_EELP_NixonPeabody_26-10

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

CONSULTANT SERVICES CONTRACT

THIS CONSULTANT SERVICES CONTRACT ("Agreement"), entered into this October 5, 2026 ("Effective Date"), by and between the EVERETT AND EAGLE LP, a limited partnership, (hereinafter referred to as “OWNER"), and Nixon Peabody LLP a limited liability partnership located at 1 Embarcadero Center, San Francisco, CA 94111 (hereinafter referred to as "Consultant"), is made with reference to the following:

RECITALS:

A. OWNER is a California limited partnership, created, established, and authorized to transact business in the State of California

B. OWNER has determined that it requires professional services for construction defect legal services.

C. Consultant is specially trained, experienced, and competent to perform the special services which will be required by this Agreement.

D. Consultant represents that it possesses the skill, experience, ability, background, applicable certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

E. OWNER and Consultant desire to enter into an agreement to provide the subject services as discussed in more detail below.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants, and conditions herein contained, the parties hereto agree as follows:

1. **TERM.**

The term of this Agreement shall commence on the Effective Date and end on October 5, 2028, unless extended, as discussed herein, or terminated earlier as provided in Paragraph 20 below ("Term"). The parties may choose by mutual agreement to extend the term of this Agreement up to a maximum of 60 months (5 years total) and shall do so by executing a written amendment to the Agreement. All indemnification and hold harmless provisions in this Agreement shall survive the termination of this Agreement.

2. **SERVICES TO BE PERFORMED.**

2.1 Consultant shall provide the following services to OWNER, (i) those services outlined and specified in the Scope of Services attached hereto as Exhibit A and

incorporated herein by this reference; and (ii) those services outlined and specified in Consultant's accepted bid proposal attached hereto as Exhibit B and incorporated herein by this reference, all at the not to exceed fee stated in Paragraph 3 below. In the event of any inconsistencies between Consultant's accepted bid proposal and this Agreement, the terms of this Agreement shall govern.

2.2 Consultant represents that it has the skills, experience, and knowledge necessary to fully and adequately perform under this Agreement, and OWNER relies upon this representation. Consultant shall perform pursuant to the terms of this Agreement, and Consultant shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant further represents and warrants to OWNER that it has all licenses, permits, qualifications and approvals of whatever nature are legally required to practice its profession. Consultant further represents that it shall keep all such licenses and approvals in effect during the Term of this Agreement.

2.3 Consultant affirms that it is fully apprised of all of the work to be performed under this Agreement; and Consultant agrees it can properly perform this work for the fee stated in Paragraph 3. Consultant shall not be liable or obligated to perform Services in excess of the fee stated in Paragraph 3. Consultant shall not perform services or provide products that are not set forth in this Agreement, unless by prior written request of OWNER.

2.4 Consultant agrees to perform all services in accord with this Agreement in a manner commensurate with the prevailing standards of like professionals in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the OWNER nor have any contractual relationship with OWNER.

2.5 Acceptance by OWNER of Consultant's performance under this Agreement does not operate as a release of Consultant's responsibility for full compliance with the terms of this Agreement.

2.6 Fidelity Bond: If Consultant, its officers, employees, subcontractors, agents, volunteers, or representatives interact with money or securities in or arising out of the performance of this Agreement, Consultant shall maintain a fidelity bond that fulfills the following requirements.

OWNER must be designated as the obligee, and Consultant as the principal.

Consultant’s fidelity bond must be for a minimum of the sum of the gross potential rental income for two months plus the amount of the security deposits for property management services.

Consultant’s fidelity bond must provide blanket coverage that includes Consultant and all its officers, employees, subcontractors, agents, volunteers, or representatives who may have access to money and securities arising out of or in connection with the Consultant’s performance of this Agreement.

The bond shall cover losses including, without limitation, those arising from forgery or alteration, computer fraud, funds transfer fraud, counterfeit money and money orders, burglary, robbery, theft, embezzlement, employee dishonesty, and misplacement of money and securities.

The bond shall not contain a condition requiring arrest and conviction.

Prior to the commencement of the work, Consultant shall deliver to OWNER an assurance letter, or similar documentation, from the bonding company or agency declaring the type of bond, the obligee (OWNER) and principal (Consultant), amount of coverage, coverage period, and the annual cost of the bond.

3. **COMPENSATION TO CONSULTANT.**

3.1 AHA shall pay the Consultant for services performed, products provided and expenses incurred for the Scope of Services defined in Exhibit A, and according to the Fee Schedule set forth in Exhibit B. Maximum payment by AHA to Consultant for the services provided herein shall not exceed $60,000 ($Sixty Thousand Dollars), including all expenses("Contracted Amount"). AHA shall not be responsible for any fees or costs incurred above or beyond the aforementioned Contracted Amount and AHA shall have no obligation to purchase any specified amount of services or products, unless agreed to in writing by AHA pursuant to Paragraph 4 below. Consultant shall invoice AHA for the services performed pursuant to the Scope of Services attached hereto as Exhibit A, at the rates, inclusive of all taxes, insurance, benefits, wages, profit, overhead, and every other personnel cost borne by Consultant, set forth in the Scope of Services attached hereto as Exhibit A; provided, however, in no event shall any and all costs paid under this Agreement exceed the Contracted Amount. Consultant shall not be liable or obligated to perform Services in excess of the fee stated in this section.

3.2 CONSULTANT shall be paid only in accordance with an invoice submitted to AHA by Consultant. AHA shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to Consultant only after services have been rendered and Consultant's candidate has accepted an offer that has been made by OWNER. For this Agreement, invoices can be submitted by email to primary contact (below) with a copy to accountspayable@alamedahsg.org or on the OWNER's vendor portal.

Everett and Eagle LP

701 Atlantic Avenue
Alameda, CA 94501-
2161 ATTN: Sylvia
Martinez
(510) 747-4343

Email: smartinez@alamedahsg.org

Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; itemization of the description of the work performed, the date of performance, the associated time for completion; and an invoice total.

All contracts over $5,000 are required to be paid via Electronic Funds Transfer (EFT)/Automated Clearing House (ACH) disbursements. The required forms can be found on the website or by contacting Finance at 510-747-4315.

4. **ALTERATION OR CHANGES TO THE AGREEMENT.**

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No additional services shall be performed by Consultant without a written amendment to this Agreement.

Consultant understands that OWNER's Board of Commissioners, President, or designee, within their delegated authority, are the only authorized OWNER representatives who may at any time, by written order, make any alterations within the general scope of this Agreement.

5. **INSPECTION OF SERVICES.**

All performances under this Agreement shall be subject to inspection by OWNER. Consultant shall provide adequate cooperation to OWNER representatives to permit him/her to determine Consultant's conformity with the terms of this Agreement.

Consultant shall permit an OWNER representative to monitor, assess or evaluate Consultant's performance under this Agreement at any time upon reasonable notice to Consultant.

6. **TIME IS OF THE ESSENCE.**

Consultant and OWNER agree that time is of the essence regarding the performance of this Agreement.

7. **INDEPENDENT CONTRACTOR.**

The Consultant is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of OWNER. It is expressly understood and agreed that the Consultant (including its employees, agents and subcontractors) shall in no event be entitled to any benefits to which OWNER's employees are entitled, including but not limited to overtime, any retirement benefits, injury leave or unemployment insurance, workers' compensation coverage, vacation, and/or sick leave. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any fees due Consultant. Payments of the above items, if required, are the responsibility of Consultant.. No right of employment will be acquired by virtue of Consultant's services. There shall be no employer-employee relationship between the parties; and Consultant shall hold OWNER harmless from any and all claims that may be made against OWNER based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement.

OWNER and Consultant agree that during the term of this Agreement and for a period of one year after termination, the parties shall not solicit for employment, hire, or retain, whether as an employee or independent contractor, any person who is or has been employed by the other without written agreement by the other party.

8. **IMMIGRATION REFORM AND CONTROL ACT (IRCA).**

Consultant assumes any and all responsibility for verifying the identity and employment authorization of all of its employees performing work hereunder, pursuant to all applicable IRCA or other federal or state rules and regulations. Consultant shall indemnify and hold OWNER harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Consultant.

9. **NON-DISCRIMINATION.**

Consistent with OWNER's policy that harassment and discrimination are unacceptable conduct and will not be tolerated, Consultant shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, pregnancy, sex, age, gender identity, or marital status in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment Practices Act (commencing with Section 1410 of the Labor Code), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations. Consultant agrees that any and all violations of this provision shall constitute a breach of this Agreement.

10. **INDEMNIFICATION/HOLD HARMLESS.**

10.1 To the fullest extent permitted by law, Consultant agrees to indemnify and hold harmless, including the cost to defend, OWNER, the Housing Authority of the City of Alameda, its affiliates Alameda Affordable Housing Corporation and Island City Development, their respective directors, officers, Board of Commissioners, Board of Directors, elected and appointed officials, employees, volunteers, agents, and representatives (individually and collectively hereinafter referred to as "Indemnitees") from and against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, subcontractors, independent contractors, agents, or representatives in the performance of services under this contract. This indemnity does not apply to liability for damages arising from the sole negligence or willful acts of Indemnitees. This duty to indemnify shall not be waived or modified by contractual agreement or acts of the parties.

10.2 With respect to any action or claim subject to indemnification herein by Consultant, Consultant shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of OWNER, provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Consultant's indemnification to Indemnitees as set forth herein. Consultant's obligation hereunder shall be satisfied when Consultant has provided to OWNER the appropriate form of dismissal relieving OWNER from any liability for the action or claim involved.

10.3 OWNER does not, and shall not, waive any rights that it may possess against Consultant because of acceptance by OWNER, or the deposit with OWNER, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless, indemnification and defense provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.

10.4 These defense and indemnity obligations shall survive the termination and expiration of this Agreement and are independent of and not in any way limited by the insurance requirements of this Agreement.

11. **INSURANCE.**

Without limiting or diminishing the Consultant's obligation to indemnify, defend, and hold OWNER harmless, Consultant shall procure and maintain, or cause to be maintained, at its sole cost and expense, insurance coverage in compliance with Exhibit C on or before the commencement of the terms of this Agreement.

12. **CONFLICT OF INTEREST.**

No employee, agent, contractor, officer or official of OWNER who exercises any functions or responsibilities with respect to this Agreement or who is in a position to participate in a decision-making process or gain inside information with regard to it, shall obtain a personal or financial interest in or benefit from any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom they have family or business ties, during his or her tenure or for one (1) year thereafter. The term "contractor" also includes the employees, officers

(including board members), agents and subcontractors of Consultant under this Agreement.

Consultant covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with Consultant's performance under this Agreement. Consultant further covenants that no person or subcontractor having any such interest shall be employed or retained by Consultant under this Agreement. Consultant agrees to inform OWNER of all Consultant's interests, if any, which are or may be perceived as incompatible with the OWNER's interests.

Consultant shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom Consultant is doing business or proposing to do business, in accomplishing the work under this Agreement.

Consultant or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to OWNER employees.

In order to carry out the purposes of this section, Consultant shall incorporate, or cause to be incorporated, in all contracts and subcontracts relating to activities pursuant to this Agreement, a provision similar to that of this section.

Consultant warrants that it is not a conflict of interest for Consultant to perform the services required by this Agreement. Consultant further understands that it may be required to fill out a Statement of Economic Interests, a form provided by the California Fair Political Practices Commission, if the services provided under this Agreement require Consultant to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

13. **PROHIBITION AGAINST ASSIGNMENTS.**

Consultant shall not assign, sublease, hypothecate, or transfer this Agreement or any interest therein directly or indirectly, by operation of law or otherwise without prior written consent of OWNER Any attempt to do so without said consent shall be null and void, and any assignee, sub lessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money by Consultant from OWNER under this Agreement may be assigned to a bank, trust company or other financial institution without prior written consent, but written notice of such assignment shall be promptly furnished to OWNER by Consultant.

The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Consultant, or of the interest of any general partner or joint venturer or syndicate member or cotenant if Consultant is a partnership or joint venture or syndicate or co tenancy, which shall result in changing the control of Consultant, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power of the corporation.

14. **SUBCONTRACTOR APPROVAL.**

Unless prior written consent from OWNER is obtained, only those people and

subcontractors whose names are attached to this Agreement shall be used in the performance of this Agreement In the event that Consultant employs subcontractors, such subcontractors shall be required to furnish proof of worker's compensation insurance and shall also be required to carry general, automobile and professional liability insurance in reasonable conformity to the insurance carried by Consultant. In addition, any work or services subcontracted hereunder shall be subject to each provision of this Agreement.

15. **PERMITS AND LICENSES.**

Consultant shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to OWNER, including, but not limited to a City of Alameda business license. Consultant warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Alameda, the City of Alameda and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement relative to the Scope of Services to be performed under Exhibit A, and that service(s) will be performed by properly trained and licensed staff.

16. **REPORTS.**

Each and every report, draft, work product, map, record and other document, hereinafter collectively referred to as "Report" reproduced, prepared or caused to be prepared by Consultant pursuant to or in connection with this Agreement shall be the exclusive property of OWNER. Consultant shall not copyright any Report required by this Agreement and shall execute appropriate documents to assign to OWNER the copyright to Reports created pursuant to this Agreement. Any Report, information and data acquired or required by this Agreement shall become the property of OWNER, and all publication rights are reserved to OWNER.

All Reports prepared by Consultant may be used by OWNER in execution or implementation of:

(1) The original Project for which Consultant was hired;
(2) Completion of the original Project by others;
(3) Subsequent additions to the original project; and/or
(4) Other OWNER projects as appropriate.

Consultant shall, at such time and in such form as OWNER may require, furnish reports concerning the status of services required under this Agreement.

All Reports required to be provided by this Agreement shall be printed on recycled paper. All Reports shall be copied on to both sides of the paper except for one original which shall be single sided.

No Report, information nor other data given to or prepared or assembled by Consultant pursuant to this Agreement shall be made available to any individual or organization by Consultant without prior approval by OWNER

17. **RECORDS.**

Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by OWNER that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of

services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. With reasonable notice, Consultant shall provide free access to the representatives of OWNER or its designees to such books and records during normal business hours; and gives OWNER the right to examine and audit same, and to make transcripts there from as necessary, and to allow inspection of all work, data, documents, proceedings and activities related to the performance of this Agreement. Such records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained for a period of five (5) years after receipt of final payment.

18. **NOTICES.**

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided.

All notices, demands, requests or approvals from Consultant to OWNER shall be addressed to OWNER at:

Everett and Eagle LP
701 Atlantic Avenue
ALAMEDA CA 94501-2161
Attention: Vanessa Cooper, President

All notices, demands, requests, or approvals from OWNER to Consultant shall be addressed to Consultant at:

Alison Torbitt
Nixon Peabody LLP
1 Embarcadero Center
San Francisco, CA 94111

19. **NO SMOKING, DRINKING OR RADIO USE.**

Consultant agrees and acknowledges that smoking, drinking alcoholic beverages, and listening to radios is prohibited at any OWNER site, including individual units, common areas, and every building and adjoining grounds. Consultant shall ensure that his/her employees and suppliers comply with these prohibitions.

20. **TERMINATION.**

OWNER may, by written notice to Consultant, terminate this Agreement in whole or in part at any time, without cause, upon seven (7) days advance written notice. Such termination may be for OWNER's convenience or because of Consultant's failure to perform its duties and obligations under this Agreement including, but not limited to, the failure of Consultant to timely perform services pursuant to this Agreement, including, but not limited to the Scope of Services attached as Exhibit A.

20.1 Discontinuance of Services. Upon termination, Consultant shall, unless otherwise directed by the notice, discontinue all services, and deliver to the OWNER all data, estimates, graphs, summaries, reports, and other related materials as may have been prepared or accumulated by Consultant in performance of services, whether completed or in progress.

20.2 Effect of Termination for Convenience. If the termination is to be for the convenience of OWNER, then OWNER shall compensate Consultant for services provided through the date of termination. Consultant shall provide documentation deemed adequate by OWNER to show the services actually completed by Consultant prior to the date of termination, no later than 30 days after the date of termination. This Agreement shall terminate on the date of the written Notice of Termination delivered to Consultant.

20.3 Effect of Termination for Cause. In the event Consultant hereto fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Consultant shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of two (2) days after receipt by Consultant from OWNER of written notice of default, specifying the nature of such default and the steps necessary to cure such default, OWNER may terminate the Agreement forthwith by giving to the Consultant written notice thereof. If the termination is due to the failure of Consultant to fulfill its obligations under this Agreement, Consultant shall be compensated for those services which have been completed in accordance with this Agreement. In such case, OWNER may take over the work and prosecute the same to completion by contract or otherwise. Prior to discontinuance of services, OWNER may arrange for a meeting with Consultant to determine what steps, if any, Consultant can take to adequately fulfill its requirements under this Agreement. In its sole discretion, OWNER may propose an adjustment to the terms and conditions of the Agreement, including the contract price. Such contract adjustments, if accepted in writing by the parties, shall become binding on Consultant and shall be performed as part of this Agreement. Termination of this Agreement for cause may be considered by OWNER in determining whether to enter into future agreements with Consultant.

20.4 Cumulative Remedies. The rights and remedies of the parties provided in this Paragraph are in addition to any other rights and remedies provided by law, equity or under this Agreement.

20.5 Removal and Replacement of Consultant Employee.
If Consultant's staff member assigned to perform direct hire placement services for the OWNER is: a) determined unsatisfactory by OWNER, or b) terminates employment with Consultant while working at OWNER, Consultant agrees to notify OWNER in writing within four business hours for confirmation of the assignment of another qualified Consultant employee who will report to the job on the next business day as a replacement.

21. **FORCE MAJEURE.**

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as Acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply, provided the other party receives written notice of such force majeure event no later than fourteen (14) calendar days after commencement of such force majeure event.

22. **COMPLIANCES.**

Consultant shall comply with all state and federal laws, including, but not limited to state prevailing wage laws to the extend applicable, all City of Alameda ordinances, and all rules and regulations enacted or issued by OWNER. In the event that the

Consultant encounters a potential conflict between state, federal or local law, Consultant shall inform OWNER and OWNER shall direct Consultant on proper course of action.

23. **GOVERNING LAW; SEVERABILITY.**

This Agreement shall be interpreted under and enforced by the laws of the State of California excepting any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.) Any suits brought pursuant to this Agreement shall be filed with the Courts of the County of Alameda, the State of California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

24. **NONCONFORMING PAYMENTS.**

In the event Consultant receives payment under this Agreement which is later disallowed by OWNER for nonconformance with the terms of the Agreement, OWNER may offset the amount disallowed from any payment due to Consultant under this Agreement.

25. **NO PARTIAL DELIVERY OF SERVICES.**

Consultant shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

26. **LABOR STANDARDS.**

Consultant shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

27. **SOCIAL MEDIA/ADVERTISEMENT.**

Consultant shall not post, exhibit,' display or allow to be posted, exhibited, or displayed any information, signs, advertising, show bills, lithographs, posters or cards of any kind pertaining to the services performed under this Agreement unless prior written approval has been secured from OWNER to do otherwise. This prohibition includes, but is not limited to, posting any information as to this Agreement and Consultant's relationship with OWNER on Facebook, Twitter, LinkedIn, Yelp, Instagram and any other social media.

28. **CONFIDENTIALITY.**

28.1. **Definition.** Consultant shall observe all Federal, State and OWNER regulations applicable to the Services concerning confidentiality of records. Consultant shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: any information or data obtained by Consultant relating to OWNER clients and tenants and any opinions and conclusions based upon such information, unpublished or sensitive technological or scientific information; medical, personnel, or security

records; anticipated material requirements or pricing/purchasing actions; OWNER information or data which is not subject to public disclosure; OWNER operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement, and any personally identifiable information protected under The Privacy Act of 1974(5 U.S.C. Section 552a), Section 6 of the Housing Act of 1937, The Freedom of Information Act (FOIA), 5 U.S.C. § 552, Section 208 of The E-Government Act, and HUD Notice PIH 2-15-06 issued on April 23, 2015.

Nondisclosure and Nonuse Obligation. Consultant agrees to perform all services hereunder in accord with this Agreement and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the OWNER nor have any contractual relationship with OWNER. Consultant agrees that it will not use, disseminate, or in any way disclose any Confidential Information to any person, firm, or business, except that Consultant may use Confidential Information to the extent necessary to perform its obligations under this Agreement. Consultant agrees that it shall treat all Confidential Information with the same degree of care as the Consultant accords to its own Confidential Information, but in no case less than reasonable care. Consultant agrees that it shall disclose Confidential Information only to those of its employees who need to know such information, and the Consultant certifies that such employees have previously agreed, as a condition of employment, to be bound by terms and conditions applicable to Consultant under this Agreement. Consultant shall immediately give notice to OWNER of any unauthorized use or disclosure of Confidential Information. For agreements involving information technology or access to agency data, the consultant shall be expected to use the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination, or publication of the agency's information, as it uses to protect its own, including standard anti-virus/malware deployment.

28.2. **Exclusions from Nondisclosure and Nonuse Obligations.** The obligations under 28.2 ("Nondisclosure and Nonuse Obligation") shall not apply to such portion that Consultant can document was i) in the public domain at the time such portion was disclosed or used, or ii) was disclosed in response to a valid court order.

28.3. **Ownership and Return of Confidential Information and Other Materials.** All Confidential Information shall remain the property of the OWNER. At OWNER's request and no later than five (5) business days after such request, Consultant shall promptly destroy or deliver to OWNER, at OWNER's option, i) all materials furnished to Consultant, ii) all tangible media of expression in Consultant's possession or control to the extend that such tangible media incorporate any of the Confidential Information, and iii) written certification of the Consultant's compliance with such obligations under this sentence.

29. **WAIVER.**

Any waiver by OWNER of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of OWNER to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing OWNER from enforcement of the terms of this Agreement.

30. **CAPTIONS.**

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement

31. **ADMINISTRATION.**

The OWNER President (or designee) shall administer this Agreement on behalf of OWNER and may issue all consents, approvals, directives, and agreements on behalf of OWNER called for by this Agreement, except as otherwise expressly provided for in this Agreement.

32. **GENERAL.**

The Consultant shall comply with all applicable Federal, State, and local laws and regulations. The Consultant will comply with all applicable OWNER policies and procedures set forth in this Agreement. In the event that there is a conflict between the various laws or regulations that may apply, the Consultant shall comply with the more restrictive law or regulation.

32.1 Consultant represents and warrants that Consultant is registered to do business in the State of California with the California Secretary of State.

32.2 The parties to this Agreement acknowledge and agree that the provisions of this Agreement are for the sole benefit of OWNER and Consultant, and not for the benefit, directly or indirectly, of any other person or entity, except as otherwise expressly provided herein.

32.3 Consultant acknowledges that OWNER may enter into agreements with other consultants for services similar to the services that are the subject of this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.

32.4 Without limiting Consultant's hold harmless, indemnification and insurance obligations set forth herein, in the event any claim or action is brought against OWNER relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which OWNER shall require at the relevant contract rates.

32.5 As used in this Agreement, the term Consultant also includes Consultant's owners, officers, employees, representatives, and agents.

32.6 Limitation of Liability. Circumstances may arise where, because of a default on Consultant's part or other liability, the OWNER is entitled to recover damages from Consultant. Regardless of the basis on which the OWNER is entitled to claim damages from Consultant (including breach, negligence, misrepresentation, or other contract or tort claim), Consultant's liability, if any, will (in the aggregate for all claims, causes of action or damages) be limited to four times the contract amount of this Agreement.

32.7 Under no circumstances is either party liable to the other for special,

incidental or indirect damages or for any consequential damages (including lost profits, business, revenue, goodwill, or anticipated savings), even if informed of the possibility.

32.8 EXCEPT AS SET FORTH IN EXHIBIT A, CONSULTANT MAKES NO EXPRESS OR IMPLIED WARRANTIES REGARDING THE SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF QUALITY, PERFORMANCE, MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

33. **ADDITIONAL FEDERAL REQUIREMENTS.**

Whereas the work or services herein may be subject to applicable Federal, State, and local laws and regulations, including but not limited to the regulations pertaining to the Community Development Block Grant program (24 CFR Part 570) and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200). Notwithstanding anything to the contrary in this Agreement or any exhibit hereto, OWNER acknowledges that this Agreement is not a contract for construction or repair services; Consultant, contractors, its sub-contractors, consultants, and sub- consultants shall comply with, and are subject to, the following requirements only to the extent they are applicable, and only to the extent as such federal laws, rules, regulations and Executive Orders may have been modified, amended, supplanted or rescinded:

33.1 Equal Employment Opportunity - Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60): The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Consultant shall ensure that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex or national origin. The Consultant shall take affirmative action to ensure that applicants are employed and the employees are treated during employment, without regard to their race color, religion, sex, or national origin. Such actions shall include, but are not limited to, the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in a conspicuous place, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this non-discriminating clause.

33.2 Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c): All contracts and subgrants in excess of $2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the U.S. Department of Housing and Urban Development, (HUD).

33.3 Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7): When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2000 shall include a provision for compliance with the Davis- Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Davis-Bacon Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to HUD.

33.4 Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333): Where applicable, all contracts awarded by recipients in excess of $2000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Contract Work Hours and Safety Standards Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Contract Work Hours and Safety Standards Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

33.5 Rights to Inventions Made Under a Contract or Agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD.

33.6 Rights to Data and Copyrights: Consultants and contractors shall comply with all applicable provisions pertaining to the use of data and copyrights pursuant to 48 CFR Part 27.4, Federal Acquisition Regulations (FAR).

33.7 Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended: Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act

as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

33.8 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

33.9 Debarment and Suspension (Executive Orders (E.O.s) 12549 and 12689): No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part
33. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

Drug-Free Workplace Requirements: The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior condition of being awarded a grant, to certify that they will provide drug-free workplaces. Each potential recipient shall certify that it will comply with drug-free workplace requirements in accordance with the Drug-Free Workplace Act and with HUD's rules at 24 CFR part 24, subpart F.

33.10 Access to Records and Records Retention: Consultant, and any sub.; consultants or sub-contractors, shall allow all duly authorized Federal, State, and/or OWNER officials or authorized representatives access to the work area, as well as all books, documents, materials, papers, and records of Consultant, and any sub-consultants or sub- contractors, that are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions. The Consultant, and any sub- consultants or sub-contractors, further agree to maintain and keep such books, documents, materials, papers, and records, on a current basis, recording all transactions pertaining to this Agreement in a form in accordance with generally acceptable accounting principles. All such books and records shall be retained for such periods of. time as required by law, provided, however, notwithstanding any shorter periods of retention, all books, records, and supporting detail shall be retained for a period of at least four (4) years after the expiration .of the term of this Agreement.

33.11 Federal Employee Benefit Clause: No member of or delegate to the congress of the United States, and no resident commissioner shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

33.12 Energy Efficiency: Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871).

34. BUILD AMERICA, BUY AMERICA COMPLIANCE

34.1 Applicable law: Pursuant to the Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act (IIJA). Pub. L. 117-58, 41 U.S.C. § 8301 note, the Federal Financial Assistance used to fund this infrastructure project is required to apply a domestic content procurement preference (the "Buy America Preference" or "BAP") for all construction, alteration, maintenance, or repair of infrastructure, including buildings and real property, unless application of the BAP has been waived by HUD. Build America, Buy America Act is defined in 2 CFR 184.3 and means division G, title IX, subtitle A, parts I–II, sections 70901 through 70927 of the Infrastructure Investment and Jobs Act (Pub. L. No. 117-58) Additional details on fulfilling the BABA requirements can be found at https://www.hud.gov/program_offices/general_counsel/build_america_buy_america.

34.2 BABA Compliant/Non-BABA Compliant Proposal Submission Requirements .

Consultant has complied with, and shall continue to comply with, the following requirements in connection with the procurement relating to this Contract (for purposes of this section 34, the term "bidder" means the Consultant):

Consultant submitted both BABA compliant and non-BABA compliant proposals:

The OWNER is requiring bidders responding to this solicitation to provide alternative responses depending on whether the bidder responding to the solicitation is successfully able to find the necessary BABA compliant products:

i. Bidders that are successful in finding needed BABA compliant products shall respond to this solicitation with two responses: one that is BABA compliant and one that is not;
ii. Bidders that are not successful (or only partially successful) shall respond by submitting a complete response that is not BABA compliant as well as a response that indicates that the bidder was unable to find the necessary BABA compliant products, and submit documentation compliant with the following minimum due diligence search requirements in lieu of a BABA compliant response to the solicitation:

(1) For micro purchases as defined by 2 CFR part 200 with procedures described in 2 CFR 200.320):
   a. Bidder must search for the required product using one of the top five most used Internet search engines or the website of one of the top five home improvement retailers while using one of the following search terms: "made in America" or "made in the USA;"
   b. If none of the top 10 results of the search indicate that the product is made in America, the bidder is not required to search further;

c. If one or more of the search results indicates the product is made in America, the bidder must take the additional step of contacting the maker(s) of the product by email or by phone to confirm that the product meets the BABA requirements for the product. If the product maker either confirms that the product is not BABA compliant or that BABA compliance is uncertain, or if the product maker fails to respond to the inquiry within two business days, the bidder is not required to search further.

(2) For small purchases as described in procedures in regulations at 2 CFR 200.320(a)(2):

a. Bidder must search for the required product using at least two search attempts either using one of the top five most used Internet search engines or the website of one of the top five home improvement retailers while using one of the following search terms: “made in America” or “made in the USA;”
b. If none of the top 20 results of both searches indicate that the product is made in America, bidder is not required to search further;
c. If one or more of the search results indicates the product is made in America, bidder is to contact the maker(s) of the product by email or by phone to confirm that the product meets the BABA requirements for the product. If the product makers either confirm that the maker’s product is not BABA compliant or that BABA compliance is uncertain, or if the product maker fails to respond to the inquiry within two business days, the bidder is not required to search further.

(3) For purchases that meet or exceed the simplified acquisition threshold amount as defined 2 CFR 200.1:

a. The bidder must search for the required product using at least three search attempts either using one of the top five most used Internet search engines or the website of one of the top five home improvement retailers while using one of the following search terms: “made in America” or “made in the USA;”
b. If none of the top 30 results of both searches indicate that the product is made in America, the bidder is not required to search further;
c. If one or more of the search results indicates the product is made in America, the bidder is to contact as many makers as the search results indicate are made in America, up to a maximum of five products, by email or by phone to confirm that the product meets the BABA requirements for the product. If the contacted product makers either confirm that the maker’s product is not BABA compliant or that BABA compliance is uncertain, or if the product maker fails to respond to the inquiry within five business days, the bidder is not required to search further.

(4) Bidder shall document compliance with the minimum search requirements discussed above including:

a. Copies of searches used (e.g. PDF/JPEG copies of web pages showing search terms and results);
b. Copies of email correspondence with product makers;
c. Records of phone contacts with product makers, including;
    i. Dates and times of phone communications;
    ii. phone numbers used;
    iii. Whether the phone communication was successful in making it possible to reach a staff person for the product maker able to respond to questions about BABA compliance, or whether the attempt at communication was

unsuccessful (e.g., left a message, phone line was busy, or phone line was disconnected);

iv. If the phone communication resulted in reaching someone, the name of the person contacted; and

v. Notes describing the substance of the conversation (e.g., manufactured product is assembled in U.S., but the manufacturer is uncertain whether 55% of the value of the materials/components are sourced in the U.S.).

35. **HUD Requirements.** Consultant agrees to comply with all relevant HUD requirements, including those set forth in the General Conditions for Non-Construction Contracts, form HUD-5370-C (11/30/2023), attached hereto as Exhibit "D" and incorporated as if fully set forth herein. In the event of a conflict between the provisions in the body of this Contract and Exhibit "D", the provisions set forth in Exhibit "D" shall prevail.

36. **NONLIABILITY OF OWNER OFFICIALS AND EMPLOYEES.**

No member, official employee or consultant of OWNER shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by OWNER or for any amount which may become due to the Consultant or to its successor, or on any obligation under the terms of this Agreement.

37. **ENTIRE AGREEMENT.**

This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

38. **AUTHORITY TO SIGN.**

Consultant hereby represents that the persons executing this Agreement on behalf of Consultant have full authority to do so and to bind Consultant to perform pursuant to the terms and conditions of this Agreement.

39. **EXHIBITS.** The following exhibits are attached hereto and incorporated herein by this reference:

i. Exhibit A - Scope of Services
ii. Exhibit B - Fee Schedule
iii. Exhibit C- Insurance Requirements for Consultants
iv. Exhibit D – Intentionally left blank

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the day and year first above written.

"CONSULTANT"

NIXON PEABODY LLP

By:_____

Name: Alison Torbitt

Its: Partner

"OWNER"

EVERETT AND EAGLE LP
A California limited partnership

By:_____
Vanessa Cooper, President

By: _____
Sylvia Martinez
Director of Housing Development

EXHIBIT A
SCOPE OF SERVICES

Preliminary research and legal advice on construction defect research and due diligence, including guidance on assuring reservation of rights.

Including, as needed, preserving rights under the statute of limitation, identification of statute of limitation hurdles, research history of the defects, advise on breach of contract claims, review any arbitration or other ADR procedures in the existing contracts, research appropriate litigation or non-litigation routes, debrief, (and if necessary, retain) experts on both the responsibility for the defect and the potential repairs. Identify appropriate experts as needed. Coordinate necessary investigation and testing by experts, as needed. Issue litigation Hold and Demand letters to all parties.

EXHIBITS
FEE SCHEDULE

Total fees not to exceed $60,000

Title	2026	2027	2028	2029	2030	2031
Partner	$915	$960	$1010	$1060	$1115	$1170
Counsel/Sr. Associate	$720	$755	$795	$835	$880	$925
Jr. Associate	$665	$700	$735	$770	$810	$850

EXHIBIT C

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- **IF APPLICABLE: Tenant Discrimination:** For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under the California Civils Rights Department (CRD) and HUD in Consultant's Commercial General Liability policy, or Professional Liability/Errors and Omissions (E&O) policy, or in a separately maintained Tenant Discrimination insurance policy.
- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (code 9) with limit no less than $1,000,000 for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the Agreement.
- **Workers' Compensation** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **IF APPLICABLE: Sexual Abuse or Molestation (SAM) Liability:** Consultants that may interact with children or vulnerable adults must retain SAM insurance. If

the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Consultant shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than $1,000,000 per occurrence or claim.

- **IF APPLICABLE: Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 in the aggregate. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work. insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after the completion of work.

- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the Consultant is accessing, collecting, storing, or transferring Personally Identifiable Information (PII), Personal Health Information (PHI), Payment Card Information (PCI), or medical information on staff, tenants, applicants etc.

    - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.

    - The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate.

- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or a technology service (data storage, website design, etc.).

    - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark,

trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic. information, extortion and network security.

- The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits must be no less than $2,000,000 per occurrence or claim, $4,000,000 in the aggregate.
- If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the Agreement of work. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the Agreement effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
- The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the OWNER in the care, custody, or control of the Consultant. If not covered under the Consultant's Professional Liability policy, such property coverage of the OWNER may be endorsed onto the Consultant's Cyber Liability Policy as follows:
- Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the OWNER that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, OWNER requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. The insurance limits required by OWNER are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant's insurance broker to determine adequate coverage for Consultant.

OTHER INSURANCE REQUIREMENTS:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:**

- The Housing Authority of the City of Alameda and its legal affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries and legal affiliates, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (Additional Insureds), are to be covered as additional insured on the CGL policy and, if applicable, the Cyber Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85. If CG 20 10 11 85 is not available, endorsement must be at least as broad as the addition of both CG 20 10 and CG 20 37; or CG 20 38 and CG 20 40.

- **Primary Coverage:**
  - For any claims related to this contract, the Consultant's insurance coverage shall be primary and non-contributory with coverage at least as broad as ISO CG 20 01 04 13 as respects Additional Insureds.
  - Any insurance or self-insurance maintained by Additional Insureds shall be excess of the Consultant’s insurance and shall not contribute to it.
  - Professional Liability coverage will exclude any coverage of employees of the OWNER.
- **Waiver of Subrogation:**
  - Consultant hereby grants to OWNER a waiver of any right to subrogation which any insurer of said Consultant may acquire against OWNER by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether OWNER has received a waiver of subrogation endorsement from the Insurer.
- **Failure to Secure:**
  - If Consultant, at any time during the term hereof, should fail to secure or maintain the foregoing insurance, OWNER shall be permitted to immediately terminate this Agreement.
- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to OWNER.

- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's or comparable agency with a rating of no less than A: VII, unless otherwise acceptable to OWNER
- **Verification of Coverage:**
    - Consultant shall furnish OWNER with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins.
    - Consultant shall furnish OWNER with a complete copy of any Excess/Umbrella policies, with all endorsements, maintained by Consultant before work begins.
    - Failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them.
    - OWNER reserves the right to require complete, certified copies of policy endorsements, declaration pages, and currently maintained policy language as is applicable to evidence compliance with the coverages required by these specifications, at any time.
- **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify OWNER in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risk or Circumstance:** OWNER reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

EXHIBIT D

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ITEM 5.L

ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Ani Ryder, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution to Accept a report on insurance coverages and to approve and ratify payments of insurance premiums of $373,648 for calendar year 2026 to the Housing Authorities Risk Retention Pool and its affiliates Affordable Housing Risk Pool and ORWACA Agency Insurance Services, LLC.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) and its legal affiliates, including Alameda Affordable Housing Corporation (AAHC), Island City Development (ICD) and various limited liability companies and low-income housing tax credit (LIHTC) partnerships maintain active insurance coverage sufficient to recover costs arising from a variety of possible losses.

Most of AHA's insurance coverage is provided through its membership in the Housing Authorities Risk Retention Pool (HARRP) and its subsidiaries Affordable Housing Risk Pool (AHRP) and ORWACA Agency Insurance Services, LLC (ORWACA). These three affiliated entities operate under HARRP.

Unlike traditional for-profit insurers, HARRP, a public entity, is a self-insured risk pool consisting of about thirty Public Housing Authorities (PHAs) in California, and over fifty more PHAs across Washington, Oregon, and Nevada. AHRP is a subsidiary of HARRP created to offer coverage tailored to affordable housing providers, including non-profits and low-income housing tax-credit partnerships. ORWACA is HARRP's licensed insurance agency that functions as a broker for HARRP members requiring coverage from the traditional market outside the HARRP risk pool.

HUD regulates public housing insurance requirements in 24 Code of Federal Regulations (CFR) Part 965. This regulation includes an exemption to the requirement for PHAs to participate in competitive bidding for insurance if the PHA selects insurance coverage from an insurer that is a non-profit, self-funded entity created by PHAs, in which member participation is only available to PHAs or ". . . non-profit entities associated with PHAs that engage in activities or perform functions only for housing authorities or housing authority residents." 24 CFR 965.205(c). HARRP has received this approval from HUD. Participating as a member of HARRP or its related insurance pools eliminates member PHAs' requirement to engage in competitive bidding. AHA's procurement policy (amended April 2026) also stipulates that procurement by noncompetitive proposals may be utilized if HUD authorizes the use of non-competitive proposals.

The pool approach works well because they understand Housing Authority business and are very responsive, but they have some restrictions on coverage that do not always meet the needs of the agency, such as assault and battery coverage. Their property coverages have exclusions on mold and asbestos remediation and testing, tenant relocation costs, and infestation (for example, bed bug remediation) HARRP also does not cover non-monetary legal actions such as writ cases (writs are actions in which a party asks a court to direct the opposing party to take a specific action or to cease performing a specific action) which are common in voucher program operations and against public entities in general.

DISCUSSION

Like all public agencies and property owners in California, insurance premiums are an ever-increasing cost for the agency. The traditional insurance and reinsurance markets' premiums have increased significantly in recent years alongside increasing costs of property losses and lawsuits. AHA and its affiliates have been subject to higher losses to their properties, arising primarily from fires and floods (including the recent events at Independence Plaza), and from various lawsuits including tenant-related issues over the last 3 years. AHA also suffered loss from check fraud which contributes to the risk pool's analysis of AHA's premiums.

In the calendar year 2026, AHA and its affiliates paid $1,016,868.31 in total insurance premiums to HARRP and its affiliates AHRP and ORWACA. In 2025, the total premiums were $1,132,941.08. This difference is mostly because of the policy changes described in the following paragraphs—not rate decreases. Overall, the insurance market is stabilizing after dramatic increases in the last five years. A softening market in 2026 drove premiums to much lower rate increases than in the previous five years but this is not guaranteed in the for-profit insurance market nor is it expected that premiums will decrease in 2027 and onward.

For the 2026 to 2027 fiscal year (July 1, 2026, through June 30, 2026), AHA's premiums for the HARRP policy increased approximately 1.4% over premiums paid for 2025 to 2026 with substantially identical coverages. However, the 2025 to 2026 premiums were approximately 9.1% higher than the 2024 to 2025 fiscal year premiums. Note that the premiums have been included for in the Fiscal Year 2026-2027 budget approved by the AHA and AAHC Boards in June 2026. The premiums for 2027 for calendar year legal entities (ICD and its affiliates) will be budgeted for later this calendar year by ICD and presented to that Board of Directors.

In 2025, ICD's low-income housing tax credit partnerships did not pay full annual insurance premiums to AHRP for Estuary I and Linnet Corner as they were not yet complete nor occupied; Builder's Risk insurance was paid through ORWACA to traditional market insurance carriers during the construction phase. The full AHRP coverage levels applied upon occupancy, and thus the ICD's low-income housing tax credit partnerships for Estuary I and Linnet Corner paid premiums for each site prorated to the renewal date of January 1, 2026, from their beginning of occupancy in July and August 2025 respectively. Discounting Estuary I and Linnet Corner, AHA and its legal affiliates' premiums for AHRP coverage increased approximately 5.9%.

In 2026, AHA revised its policy period for Cyber Liability insurance to the calendar year, instead of annually in April, cutting three months of premiums out of 2026 costs. This was done to better sequence the payment for insurance. 2027 premiums will cover the full twelve

months of the calendar year. The estimated 2026 premiums based on a prorated calculation is approximately 5% less than 2025 premiums. 2025 premiums were approximately 23% lower than 2024, reflecting a downward trend in Cyber Liability costs.

In 2025, AHA paid for its two Pollution Liability policies North Housing and the Poplar sites on a three-year policy period ending in 2028, and thus, no premiums for Pollution Liability were paid in 2026.

See Attachment A – Insurance Summary Tables for more details regarding the insurance coverages AHA and its affiliates actively maintain through HARRP and its subsidiaries.

FISCAL IMPACT

Around November annually, HARRP generally releases the rate changes their Boards adopt for the upcoming calendar year. In addition, members are assigned to different tiers of premiums based on risk analysis. The tiers are split between property insurance and all other lines of coverage and rated from one to six. Tier one is the lowest premium rate, and tier six is the highest. AHA and its affiliates' tier placements are available in Attachment A – Insurance Summary Tables. Overall rate changes as well as possible movement between tiers, which can be affected by the amount of claims, can change premiums significantly.

AHA's conservative estimate, for budgeting purposes, at this time is that HARRP and AHRP insurance premiums for calendar year 2027 may increase up to 15% over the 2026 rates.

AHA intends to issue a public solicitation for insurance brokers in the coming year to assess whether more comprehensive and/or more cost-effective coverage is available. The current provider and HAI Group (another pool that AHA belongs to, which is also waived from competitive bidding requirements) and their services and rates will also be considered in this process.

Additional costs have been incurred from tenant-caused damages that are excluded from property insurance coverage, and tenant liability coverage is not offered by HARRP. Exclusions for these types of loss are common in property insurance policies because these coverage types are typically covered in renter's insurance policies. It is difficult to require tenants to have renter's insurance at income-restricted properties, so AHA is planning to place tenant liability insurance which will afford coverage for many of these types of losses and to give the agency some recovery for tenant-caused property damage costs that fall below the HARRP deductible ($10,000 for most sites, $5,000 for ICD sites). This will not cover tenant belongings.

AHA plans to place this tenant liability insurance by January 1, 2027, and the costs are already in the approved budgets for each site.

Any payments in excess of $250,000 to a single carrier or pool will be brought to the AHA, AAHC and ICD Boards in the future. Future insurance coverages and costs will also be included in the annual risk management report.

CEQA

RECOMMENDATION

Adopt a Resolution to Accept a report on insurance coverages and to approve and ratify payments of insurance premiums of $373,648 for calendar year 2026 to the Housing Authorities Risk Retention Pool and its affiliates Affordable Housing Risk Pool and ORWACA Agency Insurance Services, LLC.

ATTACHMENTS

1. Attachment A - Insurance Summary Tables
2. Attachment B - Resolution to Approve and Ratify Payments of ICD Insurance Premiums

Respectfully submitted,



Ani Ryder, Management Analyst

Attachment A – Insurance Summary Tables

Policy	Property Tier	Tier For All Other Lines
HARPP	3	6
AHRP: AHA General Liability	3	3
AHRP: Rosefield Village	3	5
AHRP: Everett Commons	4	1
AHRP: Estuary I	3	3
AHRP: Linnet Corner	3	3
AHRP: Littlejohn Commons	1	1

Tier 1 represents the lowest base premiums up to tier 6 which represents the highest base premiums

AHRP Policies	Premiums
AHA	$ 64,469.00
Rosefield Village	$ 130,377.00
Everett Commons	$ 41,234.00
Estuary I	$ 77,107.00
Linnet Corner	$ 92,721.00
Littlejohn Commons	$ 32,209.00
Total AHRP	**$ 438,117.00**
Total HARRP	**$ 536,822.00**
Total Cyber	**$ 41,929.31**
Grand Total	**$ 1,016,868.31**

Insurance Provider Entity	Premiums	Coverage Types	Locations
HARRP *(7/2026 - 7/2027)*	$536,822.00	Property, Errors & Omissions (E&O), Directors & Officers (D&O), Auto, Bare Land Lots, Fidelity & Crime, Mobile Equipment	AHA/AAHC owned sites
AHRP—ICD *(1/2026 - 1/2027)*	$373,648.00	Property, Excess, General Liability, Fidelity & Crime, Hired and Non-Owned Auto, Tenant Discrimination	Rosefield Village Everett Commons Estuary I Linnet Corner Littlejohn Commons
AHRP—AHA *(1/2026 – 1/2027)*	$64,469.00	Excess, General Liability, Fidelity & Crime, Tenant Discrimination, Poplar property insurance	AHA/AAHC owned sites including The Poplar
ORWACA *(2025 - 2028)* *Rivington Environmental; Westchester Surplus Lines*	*$29,083.48 (Paid in 2025)*	Pollution Liability	501 Mosley Ave; The Poplar
ORWACA *Tokio Marine (4/2026 - 1/2027)*	$41,929.31	Cyber Liability	AHA

Property	Landowner	Property Owner	Policies Applicable
Anne B Diament Plaza	AHA	AAHC	HARRP (Property), AHRP (General Liability)
China Clipper	AHA	AAHC	HARRP (Property), AHRP (General Liability)
Eagle Village	AAHC	AAHC	HARRP (Property), AHRP (General Liability)
Esperanza	AAHC	AAHC	HARRP (Property), AHRP (General Liability)
Lincoln Willow	AAHC	AAHC	HARRP (Property), AHRP (General Liability)
Parrot Village	AHA	AAHC	HARRP (Property), AHRP (General Liability)
Pulte Condos	Various	AAHC	HARRP (Property), AHRP (General Liability)
Stanford House	AHA	AAHC	HARRP (Property), AHRP (General Liability)
1416 Sherman	AHA	AHA	HARRP (Property), AHRP (General Liability)
1825 Paru Street	Various	AHA	HARRP (Property), AHRP (General Liability)
745 Lincoln St	AHA	AHA	HARRP (Property), AHRP (General Liability)
Independence Plaza	AHA	AHA	HARRP (Property), AHRP (General Liability)
Main AHA Office	AHA	AHA	HARRP (Property), AHRP (General Liability), Cyber
Mulberry Condos	AHA	AHA	HARRP (Property), AHRP (General Liability)
Parrot Gardens	AHA	AHA	HARRP (Property), AHRP (General Liability)
Rosefield Village	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Everett Commons	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Estuary I	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Linnet Corner	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Littlejohn Commons	AHA	ICD	HARRP (Land), AHRP (Property, General Liability)
Poplar	AHA	AHA	HARRP (Land), AHRP (Property, General Liability), Pollution
Estuary II	AHA	ICD	HARRP (Land), Pollution
NH Offsites	AHA	ICD	HARRP (Land), Pollution

Island City Development

Fax: (510)-522-7848

TTY/TRS: 711

701 Atlantic Avenue | Alameda, CA 94501

ISLAND CITY DEVELOPMENT

Resolution No. 202x-___

A RESOLUTION OF THE BOARD OF DIRECTORS OF ISLAND CITY DEVELOPMENT TO ACCEPT A REPORT ON INSURANCE COVERAGES AND TO APPROVE AND RATIFY PAYMENTS OF INSURANCE PREMIUMS OF $373,648 FOR CALENDAR YEAR 2026 TO THE HOUSING AUTHORITIES RISK RETENTION POOL AND ITS AFFILIATES AFFORDABLE HOUSING RISK POOL AND ORWACA AGENCY INSURANCE SERVICES, LLC

At a duly constituted meeting of the Board of Directors (the "**Board**") of Island City Development, a California nonprofit public benefit corporation ("**ICD**"), held on October 21, 2026, the following resolutions were adopted with reference to the following:

WHEREAS, the ICD is a California nonprofit public benefit corporation with a tax-exempt status under Section 501(c)3 of the Internal Revenue Code and charitable and public purposes to benefit and support the Housing Authority of the City of Alameda (AHA);

WHEREAS, ICD approved the calendar year 2026 budget. The premiums were included in the 2026 calendar year budget. The premiums for 2027 for calendar year legal entities (ICD and its affiliates) will be budgeted for later this calendar year by ICD and presented to that Board of Directors.

WHEREAS, the AHA and its legal affiliates, including Alameda Affordable Housing Corporation (AAHC), ICD, and various limited liability companies and low-income housing tax credit (LIHTC) partnerships, maintain active insurance coverage sufficient to recover costs arising from a variety of possible losses. These policies must be renewed annually to prevent gaps in coverage, and the policies have been renewed for the 2026 calendar year and the 2026-2027 Fiscal Year. The policies have already been renewed by AHA to prevent gaps in coverage. With some exceptions, insurance policies' coverage is on occurrence basis, including the policies maintained by AHA. Occurrence basis means that any insurance claims must arise from an incident that occurred during the policy period. Gaps in coverage would bar any claims for incidents that happened during a gap in coverage.

NOW, THEREFORE, BE IT RESOLVED, the ICD Board finds that all of the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the ICD Board hereby accepts a report on insurance coverages and approves and ratifies payments of insurance premiums of $373,648 for calendar year 2026 to the Housing Authorities Risk Retention Pool and its affiliates Affordable Housing Risk Pool and ORWACA Agency Insurance Services, LLC.

BE IT FURTHER RESOLVED that the President is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

Ayes: __ Directors:

Nayes: __ Directors:

Abstain: __ Directors:

Absent: __ Directors:

[**SIGNATURE PAGE FOLLOWS**]

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ATTEST:

Vanessa M. Cooper President	Alicia Southern Secretary

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder, LLP

Adopted:

Date