



SOLICITATION TP23-1011
Management of City West Retail
ATTACHMENT B FEE SUBMISSION FORM

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services. **(Taxes must be included in all quotes.)**

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

Touchstone Property Services include taxes for most properties. See Section 20.4 of the Terms and Conditions. TPS reserves the right to add or delete properties as needed.

Year	Management Fee by Percentage on Net Collected Tenant Rental Payments Firm Fixed Costs
Year 1	_____ %
Year 2	_____ %
Optional Year 3	_____ %
Optional Year 4	_____ %
Optional Year 5	_____ %

- CMHA will retain an asset management fee of 2% on the operating subsidy

Additional Fees

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____



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All other direct or indirect expenses charged to the property must be approved by the housing authority in the annual operating budget or as an approved above budget expense”.

Note: Please provide an attachment listing number of employees (by position) and details of expense.

Additional Services

Provide a firm fixed hourly rate for related services

Name/Position/Description of Services	Firm Fixed Per Unit/Hourly Rate
Lease Up Services	\$ _____
Consultation	\$ _____
	\$ _____
	\$ _____

Notes and Exclusions:

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the RFP.



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PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if TPS discovers that any information entered herein to be false, such shall entitle TPS to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply TPS with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

Date: _____

Company: _____

Address: _____

City, State, Zip _____

Phone(s): _____

Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

Fed Tax ID: _____