

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: 540.422.8354

Fax: 540.422.8355

NOTICE OF CONTRACT AWARD

1. DATE: September 12,2018
2. COMMODITY NAME: Property Management
3. CONTRACT NUMBER: 19-19ksc
4. CONTRACT PERIOD: September 12, 2018 through September 11, 2019
5. RENEWAL OPTIONS: Four (4) one year renewals
6. CONTRACTOR: Austin Realty Management & Investments
10 Rock Pointe Lane
Warrenton, VA 20186
Trey Austin
PH: 540.347.1901 FX 540.347.1900
FC VN: 637886
7. TERMS: Net 45 days
8. DELIVERY: N/A – services provided on our site
9. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB
Senior Buyer
PH: 540.422.8354
10. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: Due to the nature of this contract, purchase orders will not be utilized. The Contractor will be required to establish and maintain books of Account & Files showing all receipts, income and disbursements pertaining to all properties. The Contractor is also required to establish and maintain complete and orderly records containing rental records, correspondence, leases, vouchers, unpaid bills receipts, and all other documents and papers pertaining to the property.
2. Maintenance/Repairs: Approval of services and approval of contractor's invoice is the responsibility of the Buildings and Grounds or the responsible department. Any expenses incurred for any single repair or purchase shall not exceed \$300.00 without prior written authorization of the Owner. The Contractor shall use his best efforts to make all repairs to obtain all materials, supplies and services at the lowest cost and shall remit to the Owner any rebate, commission or discount.
3. Any complaint as to quality of services or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax, courier or e-mail.
4. Renewals: As stated on the face of this notice, four (4) renewals exist on this contract. A renewal notification, based on input requested from the using departments, will be issued approximately sixty days in advance of the expiration date of the current term.
5. Properties: 21 Chestnut Street, Warrenton, VA.
6. Rates: The Contractor agrees to provide services described within contract for seven (7%) of the gross revenues (excluding security deposit). Compensation is due and payable on the first day of the month. Compensation is calculated on the gross revenues of the previous month. See attached rate sheet for additional services and fees
7. Bank Deposits: All moneys received by the Contractor for or on behalf of the Owner shall be deposited in a bank insured by the Federal Deposit Insurance Corporation in a special account maintained by the Contractor for the deposit of only the Owner's money.

RATE SHEET

In addition to compensation for residential Property Management of (7%) of the gross revenues (excluding security deposit) the Contractor also agree to the following commercial property management services and fees

- 1) The Contractor shall provide Property Management Services at the following location:

Building 102- Vint Hill
4257 Aiken Drive
Warrenton, VA 20187

- 2) Property Management Services, shall include:

1. Coordinate services deemed necessary in suite services for tenants as prescribed in applicable leases;
2. Coordinate services deemed necessary in and on the common areas of the property
3. Develop and coordinate renovation plan to bring building common areas in compliance with applicable ADA and safety laws;
4. Evaluate and update commercial leases.

Compensation for the additional services shall be paid as below:

1. Monthly management fee of \$85.00 per unit;
2. Hourly rate of \$95.00 for Addendum Item 3 and 4;
3. Leasing Commission of Six percent of annual Lease amount.