

# Commercial Maintenance Management Services

30 W. Neal Street, Ste 200

Pleasanton, CA 94566

[www.CMMSCA.com](http://www.CMMSCA.com)

510-828-1957

## **City of Emeryville, CA Citywide Facility Maintenance/ Minor Construction Related Services Proposal**

**Date:** 5-21-25

### **Attention:**

City of Emeryville

1333 Park Ave, Emeryville, CA 94501

Saleh Aboutaleb

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**Commercial Maintenance Management Services**  
**30 W. Neal Street Ste 200**  
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May 15, 2025

City of Emeryville  
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1333 Park Avenue  
Emeryville, CA 94608  
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**SUBJECT: CITYWIDE FACILITY MAINTENANCE/ MINOR CONSTRUCTION RELATED SERVICES – FY 2025/2027**

Greetings:

At Commercial Maintenance Management Services (CMMS), we believe that the key to the long-term success of a contract is the relationship between the City of Emeryville staff, the users, and the vendor/contractors. It is our goal to manage said relationship balancing quality with value, focusing on open and transparent communication. Maintaining integrity in all situations is a core value for CMMS. Instead of a static approach, we review situations and allow for improvements in the process.

CMMS's years of experience create out of the box thinking to solve complex problems with simple solutions. CMMS is always looking for innovative ways to improve service quality while trying to reduce costs. We believe we are uniquely qualified to deliver the highest level of service for our industry at the best possible price.

The highlights of our service offering include:

- **Oversight by CMMS's experienced management team that has been working at and managing The City of Emeryville site for the last 3 years.**
- A refined and capable building staff to provide day-to-day oversight of all facilities operations.
- Streamlined, uniformed procurement of all facilities services. Clients are invoiced immediately upon the completion of work, to facilitate payment to vendors within the contract terms.
- Weekly progress status meetings between CMMS and City of Emeryville to review performance and objectives.

CMMS staff have over 25 years of experience providing facilities maintenance and Facility Supervisor services to a diverse array of clients around the world. Over the decades, CMMS staff has supported commercial real estate portfolios for clients.

At CMMS we are extremely excited about the opportunity to partner with the City of Emeryville, and to deliver efficient and effective maintenance and construction services.

If you have any questions regarding this proposal, please contact me directly and I will be happy to discuss the proposal with you in further detail.

If you have any questions regarding this proposal, please contact me directly and I will be happy to discuss the proposal with you in further detail.

Sincerely,

*Alberto Giannecchini*

Principle  
30 W. Neal St. Ste 200  
Pleasanton, CA, 94566  
M: (510) 537-0417  
Alberto@CMMSCA.com  
www.CMMSCA.com

## Proposal – Scope of Available Services

The CMMS Service Menu explains what our capabilities are in the current market.

Integrated Facilities Management	Facilities Management	<ul style="list-style-type: none"> <li>▪ Vendor management and supervision</li> <li>▪ RFP scope writing and management</li> <li>▪ Contract management</li> <li>▪ Onsite tenant coordination</li> </ul>
Integrated Facilities Management	Life Science	<ul style="list-style-type: none"> <li>▪ Specialty HVAC and controlled environment maintenance and management</li> <li>▪ Understanding specialty gases, complex exhaust systems and advanced smoke control systems is critical to running a facility.</li> <li>▪ cGLP and cGMP practices along with documentation requirements are understood and strictly adhered to.</li> </ul>
Integrated Facilities Management	Commercial Real Estate Office	<ul style="list-style-type: none"> <li>▪ Perform maintenance and management of all operational systems found in a traditional office building.</li> </ul>
Integrated Facilities Management	Commercial Shopping Centers	<ul style="list-style-type: none"> <li>▪ Manage repairs with lower costs spread out over a portfolio to have a consistent service provided with staff that knows the properties and tenants. This creates efficiencies in coordination and tenant safety.</li> <li>▪ Having a consistent staff visiting the property, the vendors are held to the standards that property management desires. They can perform minor repairs and scope major repairs as a subject matter expert working on behalf of ownership and property management.</li> </ul>
Sustainability & Energy Management	Commissioning/Due Diligence	<ul style="list-style-type: none"> <li>• Installation verification</li> <li>• Operational testing</li> </ul>
Sustainability & Energy Management	Sequence of operation efficiency maximizing	<ul style="list-style-type: none"> <li>• Evaluating the operation of all equipment in conjunction with the overall building to ensure that the design meets the needs of the building.</li> </ul>

Sustainability & Energy Management	Emergency Services - MSAs with multiple discipline contractors	<ul style="list-style-type: none"> <li>CMMS is setting up multiple discipline vendors to provide normal or emergency.</li> </ul>
Technical Operations and Maintenance	Equipment Lifespan Audit	<ul style="list-style-type: none"> <li>This audit is to be documentation of all major pieces of equipment, service start dates and expected end of useful life dates.</li> <li>The document should also include ROM costs for replacement when possible.</li> <li>Document information is used to populate the CAPx plans for both 5- and 10-year intervals and aid property managers with extra funds at the end of the fiscal year. Landlords prefer to upgrade the property or perform asset preservation projects to balance the projected CAM costs with actual CAM costs.</li> </ul>
Technical Operations and Maintenance	Equipment Condition Audits	<ul style="list-style-type: none"> <li>The Equipment condition audits are the foundation for understanding liability with the asset's equipment. Since equipment replacement is expensive and has long lead times for equipment, staying ahead of the curve with proactive budgeting and replacement strategies increases a properties business continuity effectiveness and tenant retention.</li> </ul>
Technical Operations and Maintenance	Facility Supervisor Services	<ul style="list-style-type: none"> <li>Compliance service management</li> <li>HVAC maintenance</li> <li>Lighting maintenance and replacement</li> <li>Generator periodical operation</li> <li>CEERS plan filing</li> <li>Equipment Condition Audits and Management</li> <li>Plumbing maintenance and repairs</li> <li>Routine Inspections and performance checks</li> <li>Vendor Management</li> <li>Project Scope Development</li> <li>Project Management</li> </ul>

## Standard Operating Procedures

Commercial Maintenance Management Services follows industry standards, maintaining a policy manual, documented procedures and work instructions.

Below is an overview of how our Internal Controls relates to the internal clients (employees), external clients, and contracts.

### Scalability

CMMS has recognized that client requirements constantly change, influential factors such as the environment, politics, legal, and financial aspects all can impact a building where employees work. In addition to this, the services which allow a building to function without failure are also impacted, and therefore modernization is becoming more critical to provide clients with further efficiencies, rationalization, standardization, and cost saving innovations.

Integrated Facilities Management allows clients to enjoy an efficient and cost-lean approach to building management services. CMMS has carefully crafted its services menu to meet this approach, and its fluidity allows partnerships to be created with providers who strive to exceed expectations, just like CMMS.

CMMS is an experienced, tier one facilities management service provider. We utilize experts within sub facilities management sectors such as design and build projects, elevator maintenance, UPS maintenance, janitorial services, and catering services just to name a few. Whatever the sub sector, CMMS can apply procurement skills along with FM experience and knowledge to contract with the partners who will meet the requirements set.

### Procurement

CMMS's Procurement Department has developed innovative strategies which deliver continual cost reductions, efficiencies, and partnerships with both the supply chain and clients. We have experience working with the City of Emeryville and understand the process of systems and how to make them work cohesively.

The CMMS Procurement Department consists of employees who focus on all sub sectors of facilities management for CMMS to deliver a one contracted team approach. CMMS regards all subcontractor services as CMMS's own services to ensure standards are consistently met and that clients can happily regard CMMS as their single point of contact.

As an integrated facilities management provider, CMMS can effectively manage all relevant building services to ensure safe buildings, a comfortable working environment, and ultimately a satisfied client who suffers no facilities management related hassle.

### Accountability

Accountability provides unambiguous determination of responsibility, while ownership ensures staff take pride while delivering services. Below, we have listed the key quality control personnel for this contract and their roles.

## Safety Compliance and Inspections

CMMS has developed and implemented a comprehensive Health, Safety, and Environmental program. This program relies on employee and management commitment to ensure a safe and healthy workplace.

CMMS's focus is on the identification and control of hazards, elimination of injuries/illnesses, and damage to equipment and property, while protecting the environment and the public whenever they may be affected by the company's work.

CMMS has a "Safety First" policy. To meet the goals of providing a safe and healthy workplace, we employ various tools including site-specific program development including training for project management, supervisory personnel and contractors, site-specific and compliance requirements and standards, weekly progress meetings, contractor program review, and site safety appraisals.

### Safety Concepts

CMMS Health, Safety, and Environment representatives will ensure staff complies with the following CMMS policies (City of Emeryville policies will also be followed):

- Training – Each employee is provided with a formal safety orientation, which will cover all areas of safety.
- Health, Safety, and Environment Manual – All staff are issued with manuals and instructed on its use.
- Personal Protective Equipment (PPE) – All staff are provided with PPE and trained in its use to ensure their safety when performing tasks involving hazards.
- OSHA Regulations, Local Requirements, and Guidelines – To ensure the safety of personnel, all activities will be carried out in accordance with OSHA. We strive to maintain a workforce that abides by all relevant regulations. This protects our staff and our clients.
- Work Equipment Policy – A system is established to ensure that all tools being used are suitable for its task, well-maintained, and safe to use.
- Lockout/Tag Out Procedures – Lockout and tag out procedures will be established to safely isolate all electrical, mechanical, emergency and plumbing systems while being serviced.
- Signage – Utilization will be made of site signage to highlight dangers and warnings.
- Auditing – Site auditing will take place at scheduled intervals to ensure activities are conducted in a safe manner.
- Subcontractors' Environmental Health and Safety – Subcontractors are required to perform all tasks in accordance per OSHA, CMMS, and client relevant regulations.
- Safety Data Sheet (SDS) - CMMS has developed a program for the ongoing monitoring and automatic updates of SDS sheets for OSHA HazCom requirement. Through our partner SDS online, our CMMS employees will have access to our SDS database that allows our site to automatically be updated with the latest safety sheets. This is a web-based system that is constantly updated by our independent experts.



## **Health and Safety Management**

- Hazardous Driving Conditions
- Lockout/Tagout
- Influenza Prevention (Microlearning)
- General Safety Orientation
- Confined Space Awareness
- HVAC Safety Considerations
- Fall Protection
- Electrical Safety / NFPA 70E - Arc Flash
- Ladder Safety
- Slips, Trips and Falls
- Personal Protective Equipment
- Hand and Power Tool Safety

CMMS has developed and implemented a comprehensive environmental, health, and safety program for all client contracts, where applicable.

CMMS and our subcontractors will follow the agreed upon health and safety procedures as per ISO standards and OSHA regulation. Further information regarding CMMS's safe working practices and concepts can be found in Section 5 – Health & Safety.

The CMMS Contract Manager will be the first point of contact for all health, safety, and environmental matters. If further advice or support is required, this will be escalated to the necessary levels under the CMMS Health, Safety, and Environment Director's remit.

Health and safety audits and compliance checklists will be uploaded into the Maximo system when relevant and required. Further compliant measures can be arranged to ensure that buildings are working safely and in line with expectation. Relevant reporting will be included in service reports and monthly reviews.

CMMS and relevant subcontractors will agree and sign master service agreements to ensure all health and safety related tasks, measures, and actions are being taken when on-site at all client locations.

During phase one, CMMS will take note of any building and workplace risks to ensure correction. Our objective is to maintain a fit building for purpose and occupation. Ongoing workplace risk assessments can be completed at all buildings within the portfolio to ensure safe working environments for all client employees and visitors.

### **Contract Delivery Personnel**

The CMMS Contract Manager and Onsite Building Facility Supervisor already assigned to the site will continue to perform services and support.

## CMMS Benefits Management

CMMS uses ADP to manage the administration of payroll and benefits for all employees. Our experience as facilities managers provides us with the background to expertly manage this multi-faceted process. We will strive to be transparent in our dealings, routine in our reporting and concise with our communications to ensure seamless operations.

### ADP

CMMS has partnered with ADP, which provides integrated HR services and assists with training. The partnership with provides our employees and managers access to TotalSource University, a learning management system, offering numerous training programs.

Skills assessment and development training for technical staff is accomplished through relevant online training modules within and monthly Health & Safety Toolbox talks. This is where technicians are put in 'real-life' scenarios and score on their ability to resolve situations. The development training allows CMMS employees to be able to respond to internal and external health and safety risks.



Employees enroll in classroom-based instruction, virtual instruction-based training, and self-paced online classes. Some training modules include OSHA 10 or OSHA 30, General Industry Outreach, Action Planning Training for Managers, Conflict Management, Machine Guarding, and Warehouse Safety. CMMS also has a dedicated Risk and Safety Consultant available to conduct in-person training.

A record of training is established for each individual employee and held centrally in personnel files. These are continually updated throughout the lifecycle of an individual's employment to provide an auditable trail of their training and development.

CMMS holds copies of each employee's license as relevant to perform his/her job functions. We send alerts to appropriate personnel prior to expiration of certifications/licenses to allow enough time for the individual to obtain renewal and/or receive any additional training required.

Management is responsible for the continual monitoring of staff training and development through performance appraisals and review procedures. Management will also provide the necessary assistance and encouragement to ensure that objectives are met, procedures are followed, and that staff fulfillment needs are being achieved. Any gaps in the basic skills of the employee to undertake his/her full duties are identified during the continual monitoring processes.

Monthly safety training, as required by OSHA, is also provided via our online training platform. Please see below for examples of training courses that will be required of the on-site employees:

### Additional Training

As part of CMMS's mobilization process, we will cross-reference the equipment on-site with the employees' capabilities to determine if additional training is necessary. We will also ensure all employees

are cross trained. CMMS strongly believes that cross training is important in a multi-building set-up as this provides additional support and coverage for emergencies.

Based upon the on-site equipment, CMMS may request to bring in manufacturer representatives to provide on-site specific training. This would be mandatory if we had new equipment installed. CMMS also works with BMS providers to ensure training is done annually with our on-site teams, as software and technology are always evolving.

### **Technical Approach**

The on-site team will receive complete support, execution and supervision from our management teams located at our Los Angeles, San Francisco, and our Parsippany, New Jersey headquarters. The successful implementation and operation of the building Facility Supervisor contract is of utmost importance to all within the CMMS Group.

The management team leads the workforce and exceeds the goals of the contract requirements. The team brings recommendations for improvements to the table with a well laid-out plan for implementation.

Management meets the health and safety requirements and ensures that all staff have the necessary personal protection equipment issued and are adequately trained to perform their duties in a safe manner.

CMMS management identifies all hazardous materials in accordance with policies and regulatory requirements. Staff and subcontractors are properly trained on all the hazardous materials they meet.

MSDSs are kept on-site, which are available to all staff for reference. CMMS will conduct regular toolbox talks with the on-site team and annual site safety audits.

The following corporate support and in-house resources are available to support this contract with City of Emeryville:

- Code compliance & risk management
- Energy management
- Contract mobilization
- Quality control
- Training
- Human resources
- Environmental health & safety
- Procurement/purchasing

## Proposal Exhibit A – Bid Prices & Rates

CMMS shall employ (1) Facility Supervisor for 40 hours per week in the City of Emeryville. The fixed monthly fee for CMMS's Facility Supervisor as described within this proposal is:

Year 1 – **\$ 27,000.00 per month**. This price is firm from 7/1/2025 through 6/30/2025. (\$324,000 annually)

**\$500,000.00 per year**. We have onboarded vendors to support the City of Emeryville. This cost allowance is to manage vendors in support of The City of Emeryville.

Year 2 - **\$ 28,000.00 per month**. This price is firm from 7/1/25 through 6/30/2026. (\$336,000 annually).

**\$500,000.00 per year**. We have onboarded vendors to support the City of Emeryville. This cost allowance is to manage vendors in support of The City of Emeryville.

### Assumptions:

CMMS's pricing is based upon a July 1, 2025, continuation date and includes:

- Employee Background Checks
- Payroll
- Federal and state payroll taxes
- Insurance
- Standard basic PPE
- Cellphone
- Truck - \*fuel not included and will be billed monthly; truck will be used for this contract only.
- Overheads and profit

Pricing is for straight time 40 hours per week and does not include, Computer Maintenance Management System software, tools (other than standard hand tools), supplies and fuel.

### Clarifications:

- Paid time off i.e. vacations, sick leave, and holidays are included in the pricing and paid for by the client. Backfilling for absences in excess of 2 days such as vacation, sick and holiday time have been included and are not at an additional cost.
- Paid time off such as vacations, holidays, sick leave, jury duty, and bereavement leave are included.
- Pricing does not include overtime which is billed as incurred when approved in advance
- Cell Phone and service is included.
- Uniforms are included.
- Only fuel used for City of Emeryville business will be billed. This will be invoiced separately.

## Proposal Exhibit A – Additional Work Rates/Subcontractor Services

- All supplies, materials, tools, and sub-contract agreements shall be furnished at a cost-plus fee of 10% not to exceed the amount determined by the City of Emeryville.

Hourly Billing Rates for Facility Supervisor position:

	Year 1	Year 2
<i>Regular Time</i>	\$150.00	\$160.00
<i>Overtime (1.5x) Over 8 hours, Holidays and Saturday</i>	\$225.00	\$240.00
<i>Double Time (2.0x) After 10 Hours per day and Sundays. If there is no 8 hour break in between shifts, the following shift shall be all double time.</i>	\$300.00	\$320.00

Base Hourly Billing Rates for other trade positions:

Trade	Year 1	Year 2
<b><i>Carpenter and Flooring Rate</i></b>	<b>\$140.00</b>	<b>\$150.00</b>
<i>Overtime (1.5x) Over 8 hours, Holidays and Saturday</i>	\$210.00	\$225.00
<i>Double Time (2.0x) After 10 Hours per day and Sundays. If there is no 8-hour break in between shifts, the following shift shall be all double time.</i>	\$280.00	\$300.00
<b><i>Painter</i></b>	<b>\$120.00</b>	<b>\$130.00</b>
<i>Overtime (1.5x) Over 8 hours, Holidays and Saturday</i>	\$180.00	\$185.00
<i>Double Time (2.0x) After 10 Hours per day and Sundays. If there is no 8-hour break in between shifts, the following shift shall be all double time.</i>	\$240	\$260.00

## Proposal Exhibit C - Sample Documentation

CMMS will implement a quality auditing program to monitor services at the facility. CMMS measures its quality management performance by monitoring information relating to customer perception, internal audit, and monitoring and measurement of process. CMMS collects and analyses appropriate data to demonstrate the stability and effectiveness of the quality management system for continual improvement including both corrective and preventive actions. Sample checklist.

Maintain Fire Sprinkler inspection reports onsite
Fire Sprinkler risers are properly labeled for 5-year and annual inspections
Fire hoses removed in fully sprinklered building as applicable
Maintain Fire Device inspection reports onsite
Fire Pump run logs
Document daily Rounds
Perform Chiller Logs
Pass down logs performed
Refrigeration logs – Created by Facility Supervisor but to be maintained and completed by vendors
OSHA 300 Log posted onsite
Worker's Compensation Poster installed
Back flow inspection reports onsite
Ladder inventory inspections and logs
Fire Extinguisher Inventory and check off list for monthly service
Perform elevator fire recall and emergency phone testing in house with proper documentation due to sporadic service from elevator vendors
Maintain key lock box onsite with key check out log and proper key inventory reconciled monthly.
Proper demarcation on roof top edge safety painting or striping.
All skylights are protected with either hard barricades or safety cones and tape to limit adjacent access.
All steps have first and last rung markers
Verify that all master keys and or key cards reside in the Knox Boxes
Post emergency plans and maps to transport injured personnel to the nearest hospital and clinic.
Create and document first aid inspection stations
Create and document emergency plans and decision trees for emergency responses to typical scenarios.
Ensure all rooftop access is properly locked and not accessible to the public
Ensure all fire riser valves are chained with breakaway locks
Place a detailed site map in the FACP room or panel or adjacent location to ensure that all hazards and shutoffs are documented for easy location by emergency responding personnel.

Post fire alarm monitoring company information and passwords at the panel locations
Verify call tree for fire alarm response to be current and accurate. Call trees should include home and cell phone numbers. Call trees should require that a person from Supervision staff and property management be contacted and acknowledge response.
Establish a group messaging system to communicate like the "Slack" app to communicate during emergencies or natural disasters.
Fire Riser valves chained on
Domestic Water sourced chained to the "ON" position
Fire Sprinkler Water source chained to the "ON" position
Gas Earthquake valves installed
Knox box keys verified
Site map for shut offs placed in FCC
Single Line Electrical drawing posted at MSB location
Isolation mat for MSB
Generator permits posted at equipment
Hazmat spill kit onsite
Hazmat Manifest onsite if applicable
Blood borne pathogen kit
Log out tag kit
Emergency Lighting Inspection form complete and onsite
Fire Extinguisher location map and sign off sheet
Properly secured lock box onsite to house site keys. Only a badge or front door non-master key allowed offsite
Key Inventory for all staff onsite on file
Property key inventory for all keys onsite
Vendor Key check out log posted onsite
Verify that all stairwell access locks are keyed to MASTER KEY
Verify that Call Tree for Fire Alarm call out is updated quarterly
Verify that Call Tree for Fire Alarm requires both Facility Supervisor and property management notification
Verify that all staff have "EMERGENCY RESPONSE BINDERS" in possession
Create Emergency Vendor spreadsheet with all contact information including after-hours contact information
Emergency Preparedness Plan on file
Emergency Phone available and or posted onsite
Hot work program with permit tags
Fire Impairment program with permit tags
Flammable Storage cabinet
Secondary containment for chemicals as applicable

## Proposal Exhibit D -Statement of Qualifications.

### Executive Summary

Commercial Management Services (CMMS) is an innovative facilities management company, head quartered in Pleasanton, California. CMMS was established in 2022, a family-owned business.

CMMS believes in providing our clients with customized and dedicated services as opposed to a “one size fits all” approach.

CMMS has diverse capabilities and longstanding experience to deliver facilities management services with the added support and financial stability.

CMMS mission is to provide value through the customized solutions built from expert ideas and service. CMMS’s business is Business Continuity, Services, Support, Sustainability, and Scalability.

CMMS has evolved through the years to serve the private and public sectors and has a strong reputation for strong organic growth in facilities management. As a privately-owned company, the CMMS goal is to deliver and please our customers in all aspects of workplace services and utilize our methods and continue our expansion worldwide.



## CMMS History

CMMS was founded in 2020 but started in 2004 with Peak Performance Management, LLC (PPM) by Alberto Giannecchini, the current owner. Commercial Maintenance Management Services starting in 2020.

Alberto Giannecchini began his career in the field in 1997 as a Local 104 Sheetmetal worker performing Test, Adjust, Balance of air and water systems along with HVAC commissioning and validation. Alberto Giannecchini created his first facilities maintenance services company PPM in 2004 working for Johnson and Johnson. Alberto also acquired his California Real Estate Salesperson license in 2004 and Brokers license in 2010.

After years of consulting, real estate sales and leasing, Alberto became a chief engineer with Able Facility Supervisor serving as a chief engineer for 11 years starting in 2011. In 2022, Alberto became the Facility Supervisor account manager for George S. Hall (GSH). While he managed a multitude of buildings, his core responsibility was the City of Emeryville Facilities Service contract. Alberto served as the GSH account manager for 3 years managing the City of Emeryville Site for Facilities Services.

Today, CMMS provides facilities services across the San Francisco Bay Area allowing the company to focus on customer needs and not be overwhelmed with a large portfolio or cumbersome corporate structure.

We are a small local business supporting small local companies. There is executive suite management or shareholders to influence our business by supporting clients.

CMMS has a strong reputation with steady growth in the building operations and maintenance management fields. The company has diverse capabilities and experience to deliver facilities services to large, multifaceted portfolios with the added support, financial stability, and comfort of global technical expertise that gives security to the client.

As a privately-owned company, CMMS makes decisions based on client relationships. Our goal is to serve our customers by managing the facility while clients focus on their core responsibilities. CMMS has a strong heritage with family culture in property ownership and maintenance of assets with pride of ownership as a driving force. CMMS ensures service delivery is our key primary goal.

## CMMS Structure

CMMS continues to grow organically by utilizing a combination of people who have the required experience, intelligence, and specific skills to serve clients with effective service delivery. The CMMS management team is responsible for implementing innovative strategies to ensure all clients are satisfied. They have a responsibility to clients and therefore management team members can be reached by any client to ensure we strive to exceed expectations, which ultimately grows and changes continuously.

CMMS Headquarters is in Pleasanton, California. All services are managed from the Pleasanton Headquarters.



Alberto Giannecchini, an experienced professional with 25+ years in the facilities management industry, is CMMS in the San Francisco Bay Area. Alberto is responsible for technical account management and expanding CMMS's Facility Supervisor services in San Francisco and the surrounding Bay Area.

Alberto has extensive knowledge in the facilities management and Facility Supervisor maintenance industry. Throughout his career, he has managed HVAC systems for large, complex facilities including hi-technology (semi-conductors) and life sciences. Alberto has overseen maintenance, construction, and BMS operations in coordination with the Food & Drug Administration (FDA) and European Union. For the past twelve years, he has been a stationary Building Chief Engineer with Local 39 of the I.U.O.E, managing high-rise real estate for life science manufacturing. Additionally, Alberto has experience negotiating early lease terminations, building sales, and property restorations for several large real estate companies. Most recently, Alberto has been busy in the Bay Area working as an Engineering Manager to maintain a portfolio of properties totaling over 3 million square feet.

Alberto attended Foothill College, where he graduated from the first California accredited apprenticeship program in 2002. He also pursued a career in residential real estate from 2004, during which the team-maintained bank-owned properties, averaging an inventory of approximately 75 units at any given time.

Alberto secured his California Broker's incense in 2010. He continues to maintain his California Bureau of Real Estate Broker license.

## **CMMS Project Experience: Facility Maintenance Supervision Services in various scales**

### **Cushman and Wakefield, San Francisco Bay Area**

What began as a small family business in New York more than 100 years ago, is now a leading global real estate services firm that delivers exceptional value for real estate occupiers and owners. Our iconic brand and approximately 53,000 people operate across approximately 400 offices in 60 countries. And from Silver Court in Shanghai to the Sears Tower in Chicago to all that comes next, our clients are at the center of all we do.

CMMS provides mobile Facility Supervisor services to Class A Office and other spaces spread across approximately Cushman and Wakefield's portfolio in the San Francisco Bay Area.

**Noemi Campa** | [noemi.campa@cushwake.com](mailto:noemi.campa@cushwake.com) | **Office: 925-627-2887**

### **SRM Associates, San Francisco Bay Area**

SRM Associates is a private real estate investment, management, and development firm based on the San Francisco Bay Area focused on West Coast markets.

CMMS is contracted with SRM Investments to deliver building operation, maintenance services, construction oversight to their portfolio in the San Francisco Bay Area.

CMMS provides on-site coverage delivering building operations and maintenance services to maintain the building equipment, responding to tenant requests, as well as provision ancillary services.

CMMS is also responsible for the daily operation of HVAC equipment including but not limited to:

- Central chiller plant operations
- Boiler Plant operations and piping
- Domestic hot water systems
- Plumbing and electrical

As part of our contract, we source and manage subcontractors, provide fire pump test and daily steam station inspections, perform general handyman work (i.e. lighting, plumbing, light carpentry, etc.).

**Steve Meckfessel** | [Smeckfessel@srmassociates.com](mailto:Smeckfessel@srmassociates.com) | **510-610-6062**

## GS Management – San Francisco Bay Area

GS Management Company, founded in June 1990, is a full-service commercial property management company servicing the Bay Area. With several million square feet of commercial properties under management, GS Management Company has an extensive background in implementing creative and effective solutions to complex real estate matters. The principal strength of GS Management Company is its ability to direct and manage resources, to enhance property values for its clients, to establish positive relationships with clients, tenants, and vendors. The GS Management Company professional property management team combines extensive property management and financial expertise to design effective and creative solutions for specific ownership requirements.

GS Management Company can manage properties throughout the Northern California Bay Area. GSMC has managed properties or owners associations in the following locations: Alameda, Berkeley, Cupertino, Elk Grove, Emeryville, Fremont, Hayward, Larkspur, Livermore, Los Gatos, Milpitas, Mountain View, Oakland, Palo Alto, Pleasanton, San Francisco, San Jose, San Leandro, Richmond, San Ramon, Santa Clara, Saratoga, Sunnyvale, and Union City.

GS Management Company offers professional property management skills with detailed financial reporting capabilities, a skilled Facility Supervisor staff, and creative marketing expertise.

- HVAC systems
- Plumbing and electrical systems
- General maintenance of equipment
  - Building Fixtures
  - Air handler units
  - Plant pumps
- On-demand/reactive maintenance
- Construction Management

**Beverly Howell | [bhowell@gsmanagement.com](mailto:bhowell@gsmanagement.com) | 674 Sonoma Dr, Pleasanton, CA 94566**  
**O: 925-596-1771**

## City of Emeryville (Facilities) – San Francisco Bay Area

Commercial Maintenance Management Services is currently serving the City of Emeryville, holding a contract to project manage the City of Emeryville Civic Center BMS, Boiler skid and Air handler replacement project. From February 2022 until April 2025, Alberto Giannecchini serviced the City of Emeryville Facilities as both an account manager and onsite technician performing a varied amount of maintenance and construction related activities. The following projects were managed or self-performed by Alberto Giannecchini.

- Civic Center HVAC systems replacement

- Early Childhood Development Center – Cabinet, plumbing upgrade and interior paint project
- Marina Lift Station – New Generator Installation
- General maintenance of equipment
  - Building Fixtures
  - Air handler units
  - Plant pumps
- On-demand/reactive maintenance
- Construction Management Oversight and Consulting

**Mohamed Alaoui | [mohamed.alaoui@emeryville.org](mailto:mohamed.alaoui@emeryville.org) | 1333 Park Ave, Emeryville, CA 94609  
O: 510-596-4330**

### **Oroville Professional Plaza (Facilities) – North Sacramento Area**

Commercial Maintenance Management Services is currently serving the Oroville Professional Plaza, holding a contract to property manage the site and manage all leases and contracted services after a successful remodel program that started in 2012. Starting in 2012, CMMS remodeled the entire 23-unit 20,000 SF professional services facility.

The facility was demo'd down to studs with all new plumbing, electrical, HVAC, drywall, insulation and finishes. Alberto Giannecchini also performed onsite technician work to perform repairs and other maintenance activities. CMMS has maintained less than 2% vacancy rate for the property since 2015.

**Rossana Giannecchini | [rossanag@comcast.net](mailto:rossanag@comcast.net) | 2858 Olive Highway Ste D, Oroville, CA 95965  
O: 510-537-0417**

## Proposed Candidate

### Candidate #1 – Account Supervisor and onsite manager

#### **Alberto Giannecchini**

Pleasanton, CA 94566

Mobile (510) 828-1957

Email [Alberto@CMMSCA.com](mailto:Alberto@CMMSCA.com)

#### **SUMMARY**

I am a versatile leader, who possesses excellent planning, coaching and problem-solving skills with an ability to motivate staff and build teams. My expertise includes Planning, Project Management, Engineering Review, Business Continuity, Business Development, Negotiations, Budgeting, Forecasting, HVAC System commissioning and enhancement. I strive to find out of the box solutions to problems that have been disruptive to client's businesses. I plan and manage buildings for the future with the goal of avoiding problems in the present.

#### **Work History**

ENGINEERING MANAGER, COMMERCIAL MAINTENANCE MANAGEMENT SERVICES – San Francisco Bay Area, Greater Chico Area and Sacramento Area– February 2022 TO PRESENT

- Principle of Commercial Maintenance Management Services.
- Please visit our website [www.CMMSCA.com](http://www.CMMSCA.com) for a range of services offered.
- Performed site audits and evaluations for asset preservation and improvement projects

REGIONAL ENGINEERING MANAGER, GEORGE S. HALL GROUP - Bay Area and Sacramento – February 2022 TO PRESENT

- Manage 30 Union Local 39 Building and Non-union Stationary Engineers to service 2,000,000 SF of commercial class A office, laboratory and residential
- Performed site audits and evaluations for asset preservation and improvement projects
- Conducted Sales and Service functions to increase market share
- Developed standardized forms and organization methods to assist field staff in day-to-day operations.
- Assist clients with site audits, sequence of operation changes, project scoping, 10 CAPx planning, OPx savings, business continuity planning and staff emotional intelligence development.

PRINCIPLE, MIJOSA - Hayward CA - October 2021 to February 2022

- Purchased company and developed business plans, marketing strategy, sales plan, money raising pitch deck and conditional use permit to do business in Hayward CA.

CHIEF ENGINEER, ABLE SERVICES - EmeryStation for Wareham Development – April 2017 TO October 2021

- Managed 9 Local 39 Building Stationary Engineers to service 2,000,000 SF of commercial class A office, laboratory and residential
- Evaluate deferred maintenance to remedy issues in a progressive approach based on risk/cost management.
- Performed Tenant Improvement project design review and oversight for all trades. (Arch, Mech, Elect, Plumb, Structural...)
- Design and manage major multi-million-dollar infrastructure improvement projects.

- Specify equipment standard for new high-rise construction
- Multiple chiller plant upgrade projects
- Implemented Business continuity parts inventory ordering and parts management

CHIEF ENGINEER, ABLE SERVICES - 444 Castro Street and 399 El Camino Real Mountain View for the Swig Company - February 2013 TO April 2017

- Serviced 300,000 SF of commercial class A office with 1 engineer.
- Reviewed and restructured the entire maintenance PM annual plan to eliminate deferred maintenance and reduce previously required overtime.
- Designed and multiple major infrastructure improvement projects. Pony chiller, expansion of chiller plant service, property main switchgear replacement, reduction of energy costs through staging of equipment through BMS schedule modifications.
- Project managed TI improvements which included Asbestos abatement.

CHIEF ENGINEER (temp), ABLE SERVICES - Parkside Towers for Harvest Properties - October 2012 TO January 2013

- Managed Engineers services for 500,000 SF of commercial class A office and 250,000 SF of parking garage.
- Evaluated deferred maintenance to remedy issues in a progressive approach based on risk/cost management.

PRINCIPLE HAVOC HOLDINGS, LLC – Castro Valley, CA – October 2012 to March 2015

- Purchased 5-unit apartment building
- Performed all maintenance and upgrades on the property for a day-to-day operations perspective
- Completed a condo-conversion project including the creation of an HOA for the property
- Sold the property in 2015

BROKER ASSOCIATE – EXP REALTY CA - San Francisco Bay Area – June 2012 TO August 2021

- Operated as a salesperson for retail listing and purchasing of residential listings.
- Assisted sellers with rehabilitation and remodeling of homes.

CHIEF ENGINEER, ABLE SERVICES - Gateway Campus Project for Boston Properties - September 2011 TO August 2012

- Managed 5 Building Engineers to service 750,000 SF of commercial class A office and 500,000 SF of parking garage
- Revised documentation management system and brought facility into compliance requirements
- Coached and mentored staff to achieve maximum efficiency to overcome deferred maintenance and provide increased customer service.
- Evaluated and modified existing systems to improve BMS control functions while reducing operational costs.
- Evaluated deferred maintenance to remedy issues in a progressive approach based on risk/cost management.

ENGINEERING MANAGER, BIOMED REALTY - San Francisco Bay Area Properties - September 2010 TO July 2012

- Managed 3,000,000 SF of commercial class A office
- Revised documentation management system and brought facility into compliance requirements
- Coached and mentored staff to achieve maximum efficiency to overcome deferred maintenance and provide increased customer service.
- Evaluated and modified existing systems to improve BMS control functions while reducing operational costs.
- Evaluated deferred maintenance to remedy issues in a progressive approach based on risk/cost management.

PRINCIPLE – WEST CABINETS, INC - Hayward CA – May 2012 TO December 2012

- After the passing of Franco Giannecchini (owner/operator), I operated the business to complete contract requirements, close contracts and close the business.

CALIBRATIONS MANAGER, REAL ESTATE LEASE TERMINATION AND PROJECT MANAGER – JOHNSON AND JOHNSON – Mountain View, CA – June 2007 to December 2009

- In June 2007, I was converted from a contractor to a full-time employee for Johnson and Johnson performing all the functions previously contracted for under Peak Performance Management.
- Performed the early lease termination of 4 buildings with the ALZA portfolio.
- Project scoped and managed lease restoration requirements for a 50,000 SF building in Sunnyvale, CA, resulting in demolition of the building's interior to cold shell condition and building back with a full interior buildout.
- Performed building sale tours for Johnson and Johnson to show function aptitude of the properties.
- Scoped and project managed \$12 million dollars of building repairs and restoration requirements for dilution of Alza Corp Real Estate holds both owned and leased.
- Performed leasing tours for landlords that agreed to early lease terminations with no restoration requirements for 6 months as part of the early lease termination agreement.

BROKER ASSOCIATE – THE MERCURY ALLIANCE - San Francisco Bay Area – June 2006 TO August 2010

- Our team managed 60 to 90 Bank Real Estate Owned listings at any given time.
- Performed all duties related to cash for keys, rehabilitation and remodeling of homes, property management and retail sales

PRINCIPLE – PEAK PERFORMANCE MANAGEMENT - San Francisco Bay Area– August 2004 TO August 2012

- Managed 13 facilities regarding calibration and facility maintenance services for commercial class A office, pilot plant and lab environments.
- Revised documentation management system and brought facility into compliance requirements
- Coached and mentored staff to achieve maximum efficiency to overcome deferred maintenance and provide increased customer service.
- Evaluated and modified existing systems to improve BMS control functions while reducing operational costs.



- Provided consulting services for clients to work through City Conditional use permits, tenant improvement builds and daily operation

DEPARTMENT MANAGER – MESA3 (Mechanical Environmental Services and Analysis) - San Francisco Bay Area– August 1997 TO August 2004

- Managed 13 technicians regarding Air and Water Balance as well as HVAC Commission.
- Managed \$1.2M contract to perform cGMP calibration and facility maintenance services for commercial pharmaceutical pilot plant, vivarium and lab environments.
- Revised documentation management system and brought facility into compliance requirements
- Coached and mentored staff to achieve maximum efficiency to redesign HVAC systems that were not performing to design specifications.
- Evaluated and modified existing systems to improve BMS control functions while reducing operational costs.

California Broker Real Estate License CA BRE# 01459288

## Candidate #2

### Castro Valley, CA 94546

#### SUMMARY

I am a versatile Chief and Leader, who possesses excellent planning, coaching and problem-solving skills with an ability to motivate team members. Strengths include planning and executing projects, Facility Supervisor, out of the box ingenuity, resourcefulness, custom metal fabrication, Industrial maintenance, General construction/ plumbing/ electrical/ concrete, and framing. Diagnosis/repair of pumps and motors as well as instrumentation and PLC experience. I have excellent customer service and interpersonal skills.

#### CERTIFICATIONS

- 608/609 CFC Refrigeration Certification
- CWEA Mechanical Technologist Grade 3 Certificate
- CWEA Instrumentation Tech Grade 1 Certification
- High Rise Fire Safety Director
- Fire pump certified (diesel and Electric)

#### WORK HISTORY

##### CHIEF ENGINEER, STADIUM TECH CENTER CAMPUS, SANTA CLARA AND MENLO PARK

October 2024 - Current

- Day-to-day maintenance for 3 High Rise and 3 low rise buildings as well as Full-service tenants.
- Supervision of 2 stationary engineers
- Manage vendors for Maintenance and repairs as well as TI work
- Review TI scopes and assist management with buildouts.
- Review service agreements and procure proposals for building services.
- High Rise Fire Life Safety Director and Fire Pump Operation license

##### CHIEF ENGINEER, MISSION CITY CENTER CAMPUS, SANTA CLARA

May 2023 to October 2024

- Day-to-day maintenance of 2 high rise buildings as well as Full-service tenants.
- Supervision of 1 stationary engineer
- Manage vendors for Maintenance and repairs as well as TI work
- High Rise Fire Life Safety Director and Fire Pump Operation license

##### PLANT MAINTENANCE SUPERVISOR, CITY OF SAN LEANDRO

December 2018 to May 2023

- Manage 9 maintenance personnel in a 7-20 MGD wastewater treatment plant in a 24/7 environment.
- Oversee maintenance on sanitary and storm lift stations as well as East Bay Dischargers Authority Force main from USD to San Leandro (49 Miles of pipe up to 96") and The Dichlorination

Candidate # 3

Summary

Multi-faceted and safety-conscious professional, committed to pursuing a career in the maintenance/utility field, with over 20 years of solid experience in a technically oriented business with strong understanding of safety in equipment operations. Highly skilled and disciplined individual technically inclined with a proven ability to handle equipment operation and recognized ability to plan, organize, and coordinate priorities in an expedient manner. Analytical and strategic thinker able to diagnose simple and complex issues while executing practical solutions.

Qualifications

- California Commercial Class B License with Air Brake and Tanker Endorsement
- Familiar with EMS/BMS and tracer systems
- Maintenance and repair of sewer lift stations, water reservoirs, pump houses
- Shop Lead Mechanic and Foreman experience
- GMP standards, regulations, and code
- Familiar with the operation and maintenance of treatment facility process equipment
- Interpret drawings and follow specifications to complete work orders
- Health and Safety Regulations
- Proficient in welding, brazing, fabrication with several types of metals
- Daily Operations Management
- Strategic Planning
- Leadership and Team Management
- Microsoft and computer proficient

Technical Training & Certifications

- EPA Universal HVAC
- NDT Level One Inspector
- Heavy Equipment Machinery Trained
- Forklift Certified
- Rigging Certified
- Fire Extinguisher Operations Certified
- CPR/First Aid Certified
- Hazmat and MSDS
- Confined Space Certified
- Fall Protection Certified
- Defensive Driving Course Certified
- Rough Terrain Forklift Certified
- CMSS Work Order Program
- California Distribution Operator Grade 2 Certification
- Overhead Crane Operator Certified
- Ladder/Backhoe Operator Certified
- Flagman Certified
- Toyota Factory Training

Employment History

<b>Building Engineer, CBRE at Johnson &amp; Johnson,</b> Redwood City, CA	11/2022 - Present
<b>Co-founder/Chief Maintenance Engineer, Mechanical Co.,</b> San Mateo, CA	11/2015 - 11/2021
<b>Utility Service Worker Mechanic, City of Hayward,</b> Hayward, CA	04/2013 - 11/2015
<b>Water Pollution Control Plant Mechanic, City of San Jose,</b> Santa Clara, CA	12/2008 - 12/2012
<b>Senior HVAC Mechanic, MP Mechanical/Electrical,</b> South San Francisco, CA	02/2002 - 12/2008
<b>Facility Maintenance Technician (Tank/skid), Genentech,</b> South San Francisco, CA	01/2001 - 01/2002
<b>Lead Heavy Equipment Mechanic, Forklift Industries,</b> Burlingame, CA	09/1995 - 02/2002

Education

**Institute for Business and Technology, HVAC School**  
**Career Training:** Commercial Refrigeration, Heating and Air Conditioning, 980 Hours of Lab/Theory, ROP training on internal combustion engines and mechanical theory

**Candidate # 4**

**Name**

**707-XXX-XXXX**

**XXXX@gmail.com**

**Objective:**

To secure a job with a team allowing the use of knowledge, experience, and ability to better the property and myself.

**Summary of Qualifications:**

Team leadership, print review, refrigeration design repair and maintenance, DDC / pneumatic controls, laundry equipment, boiler operation and repair, electrical, locksmithing, plumbing, brazing/soldering, steam operation & repair, metal fabrication, welding: Gas/Stick/Tig/Mig, project management, leed certification, fire pump/life safety testing and a thorough work ethic.

**Work Experience:**

**Paramount Properties:**

400,000 Sq. ft. Lead Engineer:

GSH Engineering. 2023-Present

Responsibilities: Mobile Route with multiple buildings. Vendor and crew management, building maintenance, electrical, plumbing, refrigeration, welding, locksmithing, telephone, kitchen equipment, pump/motor repair and replacement, DDC/pneumatic controls troubleshooting and repairs, HVAC, water treatment, carpentry, project design & management, re-commissioning of all mechanical fields, Life safety system: Notifier

**Walnut Creek Center:**

315,934 Sq. ft. Chief Engineer:

GSH Engineering. 2019-2023

Responsibilities: crew management, building maintenance, electrical, plumbing, refrigeration, welding, locksmithing, telephone, kitchen equipment, pump/motor repair and replacement, DDC/pneumatic controls troubleshooting and repairs, HVAC, water treatment, carpentry, project design & management, re-commissioning of all mechanical fields, Life safety system: Notifier

**Stoneridge Corporate Plaza:** 559,829 Sq. ft.

Chief Engineer: Able Engineering San Francisco, CA 2017-2019

Responsibilities: crew management, building maintenance, electrical, plumbing, refrigeration, welding, locksmithing, telephone, kitchen equipment, pump/motor repair and replacement, DDC/pneumatic controls troubleshooting and repairs, HVAC, water treatment, carpentry, project design & management, re-commissioning of all mechanical fields, Life safety system: E.S.T, Siemens.

**Adobe Systems:** 1,200,000 Sq. ft.

Chief Engineer: Cushman & Wakefield San Francisco, CA. 2013-2017

Responsibilities: crew management, building maintenance, electrical, plumbing, refrigeration, welding,

## Candidate # 5

Name  
Livermore, CA 94550  
Cell (925) 495-7231

### OBJECTIVE

To utilize my experience in HVAC, life safety, electrical, plumbing, general construction, project management and building operations in a Chief Engineer position.

### EXPERIENCE

#### **Mobile Engineer**, August 2024 to Present

*Cushman & Wakefield/ Citibank*

Perform timely routine operation, inspection, maintenance, and repairs all HVAC, mechanical, electrical, and plumbing equipment, and systems in assigned facilities. Performs inspections and repairs to assigned property interior and exterior areas, including walls and flooring, installed fixtures, roofing systems, lighting, etc. Ensure ongoing preventive maintenance and repair work orders on facility mechanical, electrical, lighting, and other installed systems, equipment, and other components. Perform assigned facility inspections and report conditions found. Assist vendors with HVAC equipment replacement and building management system installation projects. Assist Chief Engineer and other team members in completing tasks and work orders.

#### **Chief Engineer**, November 2003 to May 2024

*Able Engineering Services/Murphy Crossing*

Responsible for the operation, repair and maintenance of all HVAC equipment, fire life safety, security/card access and building automation systems. Provide the repair and maintenance of all electrical switchgear, electrical distribution equipment, emergency generator, trash compactor, elevators, plumbing fixtures, interior/exterior lighting, water treatment and locksmithing. Ensure completion of all work orders generated by the building occupants. Coordination and supervision of all sub-contracted work. Review T.I. project drawings and give recommendations. Assist property management in developing the budget for the site operating costs and capitol expenses.

#### **Assistant Chief Engineer**, August 2000 to November 2003

*Able Engineering Services/Lucent Technologies*

Responsibilities include but are not limited to:

- Building operations - Provide service and maintenance of HVAC equipment, electrical, lighting, UPS, generator, building automation/energy management, security and life safety systems. Ordering of all parts and materials. Direct supervision of engineering crew.
- Project management - Examine customer requirements, verify scope, evaluate quotes, manage contractors, and ensure job completion and quality of work.
- Vendor management - Review contracts and invoices, issue work orders and inspect service/ installations of the following vendors: HVAC/refrigeration, electrical, life safety, locksmith, security/card access, painting, flooring, roofing, window coverings, shelving, fencing, dock doors and levelers.

#### **Route Engineer**, February 1999 to August 2000

*Able Engineering Services/Bank of America*

Responsible for the service and maintenance of all HVAC equipment, plumbing and electrical work at 16 Bank of America locations covering a truck route from Hayward to San Jose. Responsibilities include, but are not limited to; installation, maintenance and repair of each of the following: semi-hermetic and open-drive compressors, built up systems, evaporative condensers, hot water boilers, water chemical treatment, VAV systems, split systems, package units, air compressors, exhaust fans and energy management systems.

## List of Subcontractors

- CBF Electric
- Matrix Electric
- Long Electric
- L. J. Kruze plumbing
- Legacy Mechanical
- Platinum Services
- Bay Cities Pyrotechnics
- AAA Fire Protection
- San Francisco Elevator
- ESI Mechanical
- Sysco Controls
- Crane Pest Control
- Trane
- R&S Erectors
- Vortex Door
- Western Roofing
- Western Waterproofing
- Moran Roofing
- MSR Mechanical
- A-1 Septic
- Roto-Rooter
- Pipe Spy
- Cal Valley Painting
- Welker Brothers Flooring
- Backflow Prevention Specialists
- United Glass
- East Bay Glass
- Playgrounds
- United Fence
- Oliveria Fence
- Dryco
- American Asphalt


## Proposal Exhibit E – Proposed Service Agreement

CMMS has reviewed the sample maintenance agreement and is in agreement with terms of the RFP.

CMMS has reviewed the insurance requirements and can obtain the required insurance. Evidence of such is provided immediately following our Acknowledgment of Addenda.

Proposal Exhibit F - Insurance Certificates

CMMS has carefully reviewed the insurance requirements for this contract and can obtain the required insurance if awarded. To demonstrate our ability to obtain insurance of this nature below is a sampling of similar coverage previously obtained by CMMS.



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
05/13/2025

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

Relation Insurance Services Inc  
2800 W. March Lane  
Suite 420  
Stockton CA 95219

INSURED

Commercial Maintenance Management Services  
4261 Moreland Drive  
  
Castro Valley CA 94546

CONTACT NAME: Naomi Milano  
PHONE (A/C, No, Ext): (209) 955-2600  
E-MAIL ADDRESS: naomi.milano@relationinsurance.com

INSURER(S) AFFORDING COVERAGE

INSURER A: Nautilus Insurance Company  
INSURER B: United Financial Cas Ins Co  
INSURER C: Employers Mutual Casualty Co. (EMC)  
INSURER D:  
INSURER E:  
INSURER F:

NAIC #  
17370  
11770

COVERAGES

CERTIFICATE NUMBER: CL2551327217

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	INSUR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	Y	NN1779859	12/14/2024	12/14/2025	EACH OCCURRENCE \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> OCCUR <input type="checkbox"/> LOC						OTHER: \$	
	<input type="checkbox"/> AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000	
	<input checked="" type="checkbox"/> UMBRELLA LMB <input type="checkbox"/> EXCESS LMB						OCCUR CLAIMS-MADE	AN1348183
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) (If yes, describe under DESCRIPTION OF OPERATIONS below)	Y/N Y	N/A	Y	EIG5971579-00	05/07/2025	05/07/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	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, A dditional Remarks Schedule, may be attached if more space is required)								
[REDACTED] And their respective subsidiaries, affiliates, partners, and their respective successors and assignees are named as additional insured. Primary and non-contributory wording and waiver of subrogation apply per written contract.								

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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ACORD 25 (2016/03)

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## Proposal Exhibit G – City of Emeryville RFP Addendum 1

**CITY OF EMERYVILLE**  
**REQUEST FOR PROPOSALS**  
**CITYWIDE FACILITY MAINTENANCE/MINOR**  
**CONSTRUCTION RELATED SERVICES FY 2025-2027**

**ADDENDUM NO. 1**  
**May 12, 2025**

To All Plan Holders:

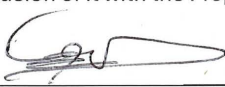
Notice is hereby given that the following changes to the RFP documents have been made for the above referenced RFP:


**Section D, E & Exhibit A – REQUEST FOR CLARIFICATION OF THE RFP**

- D. Requests for Clarification of the RFP.** The City will not accept any request for clarification after **Thursday, May 15, 2025, at 1:30 PM.**
- E. SUBMITTAL OF PROPOSALS.** The instructions for the submittal of proposals are set forth throughout this RFP. Proposal shall be submitted on or before 1:30 PM Thursday, May 22, 2025 with a cover letter and three exhibits, including: (A) Scope of Available Services, (B) Billing Rates, and (C) Statement of Qualifications. **Proposals shall be submitted in a sealed envelope clearly marked on the outside: "SEALED PROPOSAL FOR Maintenance – DO NOT OPEN WITH REGULAR MAIL."**

Signature of this Addendum sheet and inclusion of it with the Proposal is required in your proposal submittal.

Date: May 12, 2025

by:   
Saleh Aboutaleb  
Public Works Operations and Facilities Manager

Company Name: Commercial Maintenance Management Services  
Authorized Name: Alberto Giannecchini  
Authorized Signature:   
Date: March 15, 2025

Proposal Exhibit G - City of Emeryville RFP Addendum 2

CITY OF EMERYVILLE  
REQUEST FOR PROPOSALS  
CITYWIDE FACILITY MAINTENANCE/MINOR  
CONSTRUCTION RELATED SERVICES FY  
2025-2027


ADDENDUM NO. 2  
May 14, 2025

To All Plan Holders:  
Notice is hereby given that the following changes to the RFP documents have been made for the above referenced RFP:

Section D, E, F & Exhibit A – REQUEST FOR CLARIFICATION OF THE RFP:

- D. There will be a second site walk for bidders on Friday May 16<sup>th</sup>, 2025 at 9am to visit sites that were not covered in the first walk. City staff will answer any questions prospective bidders may have for locations visited on either of the site walks. Interested bidders are encouraged to attend.  
Meet at the Emeryville Civic Center, 1333 Park Avenue, Emeryville, Ca, 94608
- E. Requests for Clarification of the RFP. The City will not accept any request for clarification after Monday, May 19, 2025, at 1:30 PM.
- F. SUBMITTAL OF PROPOSALS. The instructions for the submittal of proposals are set forth throughout this RFP. Proposal shall be submitted on or before 1:30 PM Thursday, May 22nd, 2025 with a cover letter and three exhibits, including: (A) Scope of Available Services, (B) Billing Rates, and (C) Statement of Qualifications. Proposals shall be submitted in a sealed envelope clearly marked on the outside: “SEALED PROPOSAL FOR Maintenance – DO NOT OPEN WITH REGULAR MAIL.”

Signature of this Addendum sheet and inclusion of it with the Proposal is required in your proposal submittal.

Date: May 14, 2025 by:   
Saleh Aboutaleb  
Public Works Operations and Facilities Manager  
Company Name: : Commercial Maintenance Management Services  
Authorized Name : Alberto Gianneccchini  
Authorized Signature: Alberto Gianneccchini  
Date : March 17, 2025