



PHONE: (510) 747-4300
FAX: (510) 522-7848
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701 Atlantic Avenue • Alameda, California 94501-2161

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

DATE & TIME

Wednesday, October 21, 2026 - 7:01 PM

LOCATION

Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

PUBLIC PARTICIPATION Public access to this meeting is available as follows:

To Attend In-Person -

Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

Join Zoom Meeting

<https://us06web.zoom.us/j/85229497654?pwd=ERF4c2daq8Agm7t8SwqaXfix0iHEve.1>

Meeting ID: 852 2949 7654

Passcode: 141405

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

- Send an email with your comment(s) to jpolar@alamedahsg.org and hainfo@alamedahsg.org prior to or during the Board of Directors meeting.
- Call and leave a message at (510) 871-7435, TTY/TRS: 711.
- Complete a speaker card in the meeting room on the day of the meeting.

Written comments may also be submitted via US Mail to:

Attn: Clerk of the Board

Housing Authority of the City of Alameda

701 Atlantic Avenue

Alameda, CA 94501

Written comments received by the Housing Authority prior to 12 Noon on the day of the meeting will be posted on the Housing Authority's website and presented at the meeting during the public comment period. Written comments received by the Housing Authority 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 Alameda Affordable Housing Corporation Board of Directors, please contact (510) 747-4325 (voice), TTY/TRS: 711, or jpolar@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Alameda Affordable Housing Corporation Board of Directors to make reasonable arrangements to ensure accessibility or language assistance.

PLEDGE OF ALLEGIANCE

1. ROLL CALL - Board of Directors
2. REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT (Government Code Section 54950 et seq.) ("Brown Act"): The Chair will identify whether any Commissioners are attending the meeting via teleconference pursuant to the Brown Act.
3. DIRECTOR RECUSALS
4. Motion to Accept the Order of the Board of Directors Agenda for the October 21, 2026 Meeting.
5. Public Comment (Closed Session Items(s))
6. Closed Session - 6:01 p.m. - Adjournment to Closed Session to Consider:
- 6.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 Real Parties in Interest in this Litigation.

7. Adjournment of Closed Session
8. RECONVENE REGULAR MEETING
9. Announcement of Action Taken in Closed Session, if any.
10. CONSENT CALENDER
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.
- 10.A. Approve Minutes of the Regular Board of Director Meetings held on August 19, 2026 and September 16, 2026. **Page 5**
- 10.B. Adopt a Resolution to Accept a report on insurance coverages and to approve and ratify payments of insurance premiums of \$643,220.31 for calendar year 2026 to the Housing Authorities Risk Retention Pool and its affiliates Affordable Housing Risk Pool and ORWACA Agency Insurance Services, LLC. **Page 16**
- 10.C. Adopt a Resolution Authorizing the Executive Director to Establish Restricted Replacement Reserves for the Alameda Affordable Housing Corporation (AAHC). **Page 25**



- 10.D. Adopt a Resolution Authorizing a 3-year Consultant Services Agreement between the Alameda Affordable Housing Corporation, and Life Skills Training and Educational Programs Inc. (LifeSTEPS) for Social Services and other related services with a maximum not to exceed contract amount of \$510,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 31**
- 10.E. Adopt a Resolution Approving a 3-year Contracting Services Agreement between the Alameda Affordable Housing Corporation and Aiden's Quality Painting Inc. for turnover painting services of vacant residential units with a maximum contract amount not to exceed \$150,000, and Authorizing the President to Execute Said Agreement. **Page 39**
- 10.F. Adopt a Resolution Approving a 3-year Agreement between the Alameda Affordable Housing Corporation and Lorraine's Janitorial Services, LLC for Turnover Carpet Cleaning services with a maximum contract amount not to exceed \$50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 59**
- 10.G. Adopt a Resolution Approving a 3-year Agreement between the Alameda Affordable Housing Corporation and Lorraine's Janitorial Services, LLC for Turnover Cleaning services with a maximum contract amount not to exceed \$50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 98**
- 10.H. Adopt a Resolution Approving a 3-Year Lease Service Agreement Between Alameda Affordable Housing Corporation and WASH Multifamily Laundry Systems to Provide Leased, Commercial-Grade Laundry Equipment and Full-Service Maintenance and Repair Support at Stanford House- 1917 Stanford St, China Clipper - 460 Buena Vista Ave, and Anne B Diamant - 920 Park St., and Authorizing the Executive Director to Negotiate and Execute Said Agreement. **Page 137**
- 11. AGENDA
- 11.A. Accept the Housing Authority of the City of Alameda (AHA) Board of Commissioner's Election Results for the Ex-Officio President and Ex-Officio Vice President of the Board of Directors, respectively, for Calendar Year 2026-2027, Pursuant to the Alameda Affordable Housing Corporation (AAHC) Bylaws. **Page 154**
- 12. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
- 13. WRITTEN COMMUNICATIONS
- 14. EXECUTIVE DIRECTOR'S COMMUNICATIONS
- 15. DIRECTORS COMMUNICATIONS, (Communications from the Directors)
- 16. ADJOURNMENT OF REGULAR MEETING

* * * Note * * *

Documents related to this agenda are available for public inspection and copying at the Alameda Affordable Housing Corporation office, 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, subject to limited statutory exceptions.



In order to assist the Alameda Affordable Housing Corporation'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 the Alameda Affordable Housing Corporation accommodate these individuals.





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**DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, August 19, 2026**

PLEDGE OF ALLEGIANCE

Director Sidelnikov called the meeting to order at 10:10 p.m.

1. **ROLL CALL** - Board of Directors

Present: Director Sidelnikov, Director Decoy,
Director Husby, Director Johnson,
Director Kaufman, and Director Tamaoki,

General
Counsel: Adrian Guerra, Aleshire & Wynder LLP

Absent: Director Grob

2. **REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT (Government Code Section 54950 et seq.) ("Brown Act")**: The Chair will identify whether any Commissioners are attending the meeting via teleconference pursuant to the Brown Act.

Director Sidelnikov confirmed there were no Commissioners attending via teleconference.

3. **DIRECTOR RECUSALS**

None.

4. **Motion to Accept the Order of the Board of Directors Agenda for the August 19, 2026 Meeting.**

Vanessa Cooper, Executive Director, suggested deferring item 6.A to the September meeting, and noted that item 14.A cannot be heard because appointments were not finalized in the preceding Board of Commissioners Meeting, and item 14.B, while



required by Brown Act to be included on the Agenda, is the same item presented and adopted in the preceding Board of Commissioners Meeting.

Director Sidelnikov moved to move items 8 and 9 to the end of the current Agenda and defer items 14.A and 6.A to a future meeting, and Director Tamaoki seconded. The motion passed unanimously.

5. Public Comment (Non-Agenda)

Public comment was opened, but there was no person in the in-person audience or virtual audience desiring to speak.

6. Closed Session - 6:31 p.m. - Adjournment to Closed Session to Consider:

N/A

6.A. This item was deferred to a future meeting.

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.

7. Adjournment of Closed Session

N/A

8. **DIRECTORS COMMUNICATIONS, (Communications from the Directors)**

This item was moved to take place after item 17, becoming item 18.

9. **ADJOURNMENT OF REGULAR MEETING**

This item was moved to take place after item 18, becoming item 19.

10. RECONVENE REGULAR MEETING

N/A

11. Announcement of Action Taken in Closed Session, if any.



N/A

12. Public Comment (Non-Agenda)

Public comment was opened, but there was no person in the in-person audience or virtual audience desiring to speak.

13. CONSENT CALENDER

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.

*13.A. Approve Minutes of the Regular Board of Director Meeting held on June 17, 2026.

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

*13.C. Approve the Quarterly Write-off, to June 30, 2026, of Uncollectible Accounts Receivable from Former Residents.

*13.D. Adopt a Resolution to Ratify the Loan Agreement and Ancillary Documents between the Housing Authority of the City of Alameda and the Alameda Affordable Housing Corporation for A Bridge Loan In Connection With Eagle Village and Parrot Village.

*13.E. Adopt a Resolution to Authorize the Executive Director to execute a consultant services agreement with Novogradac & Company LLP for Independent Financial Statement Audit and Tax Services through a Cooperative Purchasing (Piggybacking) Procurement maximum contract amount not to exceed \$100,000 for a 1-year term to September 30, 2027.

Items accepted or adopted are indicated by an asterisk

Public Comment: None.

Director Husby moved to accept the Consent Calendar items, and Director Kaufman seconded. The motion passed unanimously.

Director Husby moved to accept the Consent Calendar items, and Director Johnson seconded. The motion passed unanimously.

Yes	6	Director Sidelnikov, Director Decoy, Director Husby, Director Johnson, Director Kaufman, and Director Tamaoki
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No	0
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Abstentions	0
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14. AGENDA

14.A. Accept the Housing Authority of the City of Alameda (AHA) Board of Commissioner's Election Results for the Ex-Officio President and Ex-Officio Vice President of the



Board of Directors, respectively, for Calendar Year 2026-2027, Pursuant to the Alameda Affordable Housing Corporation (AAHC) Bylaws.

This item was deferred to a future meeting.

- 14.B. Adopt a Resolution for a Technology Disruption Policy as a voluntary policy to align with the July 1, 2026 Brown Act changes required of larger entities.

Public Comment: None

Director Sidelnikov moved to adopt a Resolution for a Technology Disruption Policy as a voluntary policy to align with the July 1, 2026 Brown Act changes required of larger entities, and Director Husby seconded. A roll call vote was taken and the motion passed unanimously.

Yes	6	Director Sidelnikov, Director Decoy, Director Husby, Director Johnson, Director Kaufman, and Director Tamaoki
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No	0	
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Abstentions	0	
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- 14.C. Adopt a Resolution to authorize the Executive Director to negotiate and execute the 2nd Amendment of the Construction Services Agreement Contract between Alameda Affordable Housing Corporation and Stephen Ciari Plumbing and Heating, Inc. for Esperanza Water Heater Replacement and related services for a not to exceed amount of \$102,378.05, and approve and authorize a contingency in the amount of \$57,439.80, and authorize the Executive Director, on behalf of the Commission, to execute amendments as necessary to allocate and utilize the approved contingency, provided that the total amount of the project, including the contingency, does not exceed \$344,638.80.

Amy Matabuena-Lev, Construction Project Manager, provided a presentation that summarized the status of the Esperanza Water Heater Replacement project and the request to negotiate and execute a Second amendment to the Construction Services Agreement between Alameda Affordable Housing Corporation and Stephen Ciari Plumbing and Heating, Inc.

Director Tamaoki inquired as to the justification for staff beginning this project prior to this request and whether this project was included in the Capital Needs Assessment (CNA). Ms. Matabuena-Lev explained that while staff planned on bringing the item to the Board in July, the meeting was cancelled. As responding to the urgency of this project would not result in staff exceeding the contract amount that can be authorized by the Executive Director, staff moved forward to address the immediate needs of this project. Ms. Cooper confirmed that this project was included in the CNA, however, the timing of addressing the issue was adjusted. Director Tamaoki requested that in the



future staff double-check the CNA to ensure that timelines aren't missed on planned projects.

Public Comment: None.

Director Sidelnikov moved to adopt a Resolution to authorize the Executive Director to negotiate and execute the 2nd Amendment of the Construction Services Agreement Contract between Alameda Affordable Housing Corporation and Stephen Ciari Plumbing and Heating, Inc. for Esperanza Water Heater Replacement and related services for a not to exceed amount of \$102,378.05, and approve and authorize a contingency in the amount of \$57,439.80, and authorize the Executive Director, on behalf of the Commission, to execute amendments as necessary to allocate and utilize the approved contingency, provided that the total amount of the project, including the contingency, does not exceed \$344,638.80, and Director Kaufman seconded. A roll call vote was taken and the motion passed unanimously.

Yes	6	Director Sidelnikov, Director Decoy, Director Husby, Director Johnson, Director Kaufman, and Director Tamaoki
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No	0	
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Abstentions	0	
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- 14.D. Adopt a Resolution of the Board Of Directors of the Alameda Affordable Housing Corporation Approving the First Amendment to the Service Agreement Between the Housing Authority of the City of Alameda and the Alameda Affordable Housing Corporation to Administer the Alameda Affordable Housing Trust Fund by Extending the Term and Updating Budgetary and Insurance Provisions; and Authorizing the Executive Director to Execute said First Amendment.

Sylvia Martinez, Director of Housing Development, introduced Bethany Garbee-Coles, Management Fellow, who provided a presentation to summarize the request to approve the First Amendment to the Services Agreement between the Housing Authority of the City of Alameda (AHA) and the Alameda Affordable Housing Corporation (AAHC) to administer the Alameda Affordable Housing Trust Fund (AAHTF).

Public Comment: None.

Director Sidelnikov moved to adopt a Resolution of the Board Of Directors of the Alameda Affordable Housing Corporation Approving the First Amendment to the Service Agreement Between the Housing Authority of the City of Alameda and the Alameda Affordable Housing Corporation to Administer the Alameda Affordable Housing Trust Fund by Extending the Term and Updating Budgetary and Insurance Provisions; and Authorizing the Executive Director to Execute said First Amendment, and Director Tamaoki seconded. A roll call vote was taken and the motion passed unanimously.



Yes 6 Director Sidelnikov, Director Decoy,
Director Husby, Director Johnson,
Director Kaufman, and Director Tamaoki

No 0

Abstentions 0

15. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

None.

16. WRITTEN COMMUNICATIONS

None.

17. EXECUTIVE DIRECTOR'S COMMUNICATIONS

None.

18. **DIRECTOR'S COMMUNICATIONS**

None.

19. **ADJOURNMENT OF REGULAR MEETING**

Director Sidelnikov adjourned the meeting at 10:26 p.m.

Vanessa M. Cooper
Secretary and Executive Director

Vadim Sidelnikov, Vice President
Board of Directors

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





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**DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, September 16, 2026**

PLEDGE OF ALLEGIANCE

Director Grob called the meeting to order at 8:40 pm.

1. **ROLL CALL** - Board of Directors

Present: Director Grob, Director Sidelnikov, Director Decoy,
Director Husby, and Director Johnson

General
Counsel: Adrian Guerra, Aleshire & Wynder LLP

Absent: Director Kaufman and Director Tamaoki

2. **REMOTE PARTICIPATION PURSUANT TO RALPH M. BROWN ACT (Government Code Section 54950 et seq.) ("Brown Act")**: The Chair will identify whether any Commissioners are attending the meeting via teleconference pursuant to the Brown Act.

Director Grob confirmed there were no Directors attending the meeting via teleconference.

3. **DIRECTOR RECUSALS**

None.

4. **Motion to Accept the Order of the Board of Directors Agenda for the September 16, 2026 Meeting.**

Vanessa Cooper, Executive Director, recommended that item 6.A be tabled, and item 11.A be moved to the October meeting.

Director Sidelnikov, moved to table item 6.A and continue item 11.A to the October meeting, and Director Decoy seconded. The motion passed unanimously.



5. Public Comment (Closed Session Items(s))

Public comment was opened, but there was no person in the in-person or virtual audience desiring to speak during public comment.

6. Closed Session - 6:01 p.m. - Adjournment to Closed Session to Consider:

N/A

6.A. **Not heard at this this meeting.**

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 Real Parties in Interest in this Litigation.

7. Adjournment of Closed Session

N/A

8. RECONVENE REGULAR MEETING

N/A

9. Announcement of Action Taken in Closed Session, if any.

N/A

10. CONSENT CALENDER

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.

- *10.A. Ratify a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Housing Authority of the City of Alameda, for **Independence Plaza**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of \$335,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Housing Authority of the City of Alameda, for **Independence Plaza**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of \$39,060, subject to review and approval as to form by General Counsel.



- *10.B. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Alameda Affordable Housing Corporation, for **AAHC Scattered Sites**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of \$37,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Alameda Affordable Housing Corporation, for **AAHC Scattered Sites**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of \$5,670, subject to review and approval as to form by General Counsel.
- *10.C. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Alameda Affordable Housing Corporation, for **China Clipper Plaza**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of \$34,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Alameda Affordable Housing Corporation, for **China Clipper Plaza**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of \$5,460, subject to review and approval as to form by General Counsel.
- *10.D. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Alameda Affordable Housing Corporation, for **Eagle Village**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of \$45,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Alameda Affordable Housing Corporation, for **Eagle Village**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of \$7,560, subject to review and approval as to form by General Counsel.
- *10.E. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Alameda Affordable Housing Corporation, for **Esperanza Apartments**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of \$225,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Alameda Affordable Housing Corporation, for **Esperanza Apartments**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of \$25,200, subject to review and approval as to form by General Counsel.
- *10.F. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Alameda Affordable Housing Corporation, for **Anne B. Diament Plaza**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of \$85,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Alameda Affordable Housing Corporation, for **Anne B. Diament Plaza**, and National Community Renaissance of California (HavenCORE) with a not to exceed amount of \$13,650, subject to review and approval as to form by General Counsel.
- *10.G. Adopt a Resolution to Authorize the Executive Director to Negotiate and Execute a Property Management Agreement between the Alameda Affordable Housing



Corporation, for **Parrot Village**, and National Community Renaissance of California (HavenCORE) for Property Management Services with a not to exceed amount of \$90,000 for the first year, and to Authorize the Executive Director to Negotiate and Execute the Management Transition Addendum between the Alameda Affordable Housing Corporation, for **Parrot Village**, and National Community Renaissance of California with a not to exceed amount of \$10,500, subject to review and approval as to form by General Counsel.

Items accepted or adopted are indicated by an asterisk

Public Comment: None.

Director Sidelnikov moved to accept the Consent Calendar items, and Director Grob seconded. The motion passed unanimously.

Yes	5	Director Grob, Director Sidelnikov, Director Decoy, Director Husby, and Director Johnson
No	0	
Abstentions	0	

11. AGENDA

11.A. **Not heard at this this meeting.**

Accept the Housing Authority of the City of Alameda (AHA) Board of Commissioner’s Election Results for the Ex-Officio President and Ex-Officio Vice President of the Board of Directors, respectively, for Calendar Year 2026-2027, Pursuant to the Alameda Affordable Housing Corporation (AAHC) Bylaws.

This item was continued to the October meeting.

12. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

None.

13. WRITTEN COMMUNICATIONS

None.

14. EXECUTIVE DIRECTOR'S COMMUNICATIONS

None.

15. DIRECTORS COMMUNICATIONS, (Communications from the Directors)

None.



16. ADJOURNMENT OF REGULAR MEETING

Director Grob adjourned the regular meeting at 8:41p.m.

Vanessa M. Cooper
Secretary and Executive Director

Carly Grob, President
Board of Directors

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





Housing Authority
of the
City of Alameda

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To: Honorable Chair and Members of the Board of Commissioners

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 \$643,220.31 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 AHA's 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

N/A

RECOMMENDATION

Adopt a Resolution to Accept a report on insurance coverages and to approve and ratify payments of insurance premiums of \$643,220.31 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 AAHC 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 HARPP	\$ 536,822.00
Total Cyber	\$ 41,929.31
Grand Total	\$ 1,016,868.31

Insurance Provider Entity	Premiums	Coverage Types	Locations
HARPP (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) <i>Rivington Environmental; Westchester Surplus Lines</i>	\$29,083.48 <i>(Paid in 2025)</i>	Pollution Liability	501 Mosley Ave; The Poplar
ORWACA <i>Tokio Marine (4/2026 - 1/2027)</i>	\$41,929.31	Cyber Liability	AHA

Property	Landowner	Property Owner	Policies Applicable
Anne B Diamant 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



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Resolution No. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALAMEDA AFFORDABLE HOUSING CORPORATION TO ACCEPT A REPORT ON INSURANCE COVERAGES AND TO APPROVE AND RATIFY PAYMENTS OF INSURANCE PREMIUMS OF \$643,220.31 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 Alameda Affordable Housing Corporation, a California nonprofit public benefit corporation (the "**AAHC**"), held on October 21, 2026, the following resolutions were adopted with reference to the following:

WHEREAS, the Housing Authority of the City of Alameda (the "**AHA**"), is a public body, corporate and politic, and created the Corporation as a blended component unit;

WHEREAS, the AAHC Board of Directors adopted the Fiscal Year 2026-2027 budget in June 2026. The budget includes the HARRP insurance premiums that the AHA retains. These premiums exceed \$250,000 annually. The costs are distributed across the AHA and AAHC portfolios because the insurance policies' coverages are inclusive of both AHA and AAHC interests. Thus, the \$643,220.31 premiums are inclusive of both AHA and AAHC's financial contributions.

WHEREAS, the AHA and its legal affiliates, including AAHC, Island City Development (ICD), and various limited liability companies and low-income housing tax credit 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 an 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.

WHEREAS, the AHA will bring future insurance premium payments of more than \$250,000, to a single carrier or pool, to the Board.

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



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by reference.

BE IT FURTHER RESOLVED that the AAHC Board hereby accepts a report on insurance coverages approves and ratifies payments of insurance premiums of \$643,220.31 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: XX Directors:

Nayes: XX Directors:

Abstain: XX Directors:

Absent: XX Directors:

[SIGNATURE PAGE FOLLOWS]



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ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, President
Board of Directors

Approved as to form:

Adrian Guerra,
General Counsel,
Aleshire and Wynder LLP

Adopted: Month Day, 2026



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To: Board of Directors
From: Louie So, Chief Financial Officer

Prepared By: Louie So, Chief Financial Officer

Date: October 21, 2026

Re: Adopt a Resolution Authorizing the Executive Director to Establish
Restricted Replacement Reserves for the Alameda Affordable Housing
Corporation (AAHC).
10.C.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) and Alameda Affordable Housing Corporation (AAHC) own approximately 800 rental homes in its portfolio, as well as the corporate AHA office at 701 Atlantic Avenue. It is the largest multifamily rental owner in the City of Alameda and supports an additional 3,000 renter households through its Housing Choice Voucher program. To maintain the stability of the organization, and continue its mission of providing safe, decent, affordable housing, AHA and AAHC must be careful stewards of its financial assets with an eye to protecting its low-income residents and preserving affordable housing. Federal, state and local funding sources are shrinking, and AHA's aging real estate portfolio, many of which are former public housing units, has substantial deferred maintenance needs which have been identified by long term capital needs analysis (capital needs assessment reports).

DISCUSSION

In 2022, capital needs assessment reports were completed for the older properties by Physical Property Analysis, LLC for the AHA and AAHC real estate portfolio. This also includes the AHA office located at 701 Atlantic Avenue. Under AHA and AAHC, only Esperanza and Independence Plaza hold restricted replacement reserve accounts mandated by the lender and HUD, respectively. The current replacement reserve balance for Esperanza and Independence Plaza are \$70,316 and \$2,015,329, respectively, as of September 2026. Historically, the AHA and AAHC housing portfolio utilizes operating cash flow or general operating reserves (encumbered by the Board approved Reserve Policy) to fund deferred maintenance. Although AHA and AAHC has built up some cash from cost savings (i.e. staff vacancies, managing costs and good stewardship of available funds), substantial financial headwinds exists including HUD funding reductions and uncertainties on federal policy, and reduction of local funds (such as the sunset of the annual tax increment financing from the



City of Alameda for Independence Plaza on June 30, 2026). AHA staff also are actively remediating the 14 units and three common areas impacted at Independence Plaza due to the recent fire and water damage as well as capital work for the rest of the portfolio (e.g. roofing at Independence Plaza, roofing at 701 Atlantic Office, water heaters at Esperanza, etc.).

Based on the projections provided by the capital needs assessment reports, and analysis per the latest Reserves Policy (updated for the Board in April 2026) it is recommended that \$9 million be moved to restricted replacement reserves for capital work. There is currently approximately \$5 million of work pending in the permit process with the City of Alameda pending plan review. In order to address future needs, it is also recommended additional replacement reserve deposits be made to support on an annual basis of \$600,000 funded by AHA and AAHC properties, which is \$1,000/unit due to the age of AHA and AAHC properties (see Attachment A).

It is recommended that these replacement reserves be monitored on a consolidated basis at the AHA and AAHC level to support the entire portfolio and rebalanced by staff as necessary if other resources are available (i.e. operating funds, additional grants or loans). AHA staff will request draws from these replacement reserves as necessary, similar to requests to external parties such as an investor or lender. Funds specially carved out for Independence Plaza and Esperanza from HUD and lender as replacement reserves, respectively, will continue to be monitored separately from these new earmarked, restricted AHA and AAHC replacement reserves. Reporting to the Board will be on a quarterly basis, and Board approval will be required if a non-emergency withdrawal is needed from these restricted accounts for uses that is not commensurate to the nature of the restricted replacement reserve, such as funding an operating deficit. Emergency withdrawals from these restricted reserves will be reported to the Board at the next routine meeting. Any interest income generated from these funds will be available for day-to-day operations.

Staff will be requesting an update of the capital needs assessment reports in 2027 (5 years as best practice) to ensure there are sufficient resources for our aging portfolio. This will include all properties that are over 3 years old. The upcoming change of third-party property management company for the housing portfolio may reveal additional capital needs as part of capital planning between AHA staff and HavenCore.

FISCAL IMPACT

Once approved by the AHA and AAHC Boards, new restricted replacement reserve bank accounts will be set up and \$9,000,000 in the aggregate between AHA and AAHC will be transferred into these accounts. Withdrawals of these funds will be made internally to replenish operating cash when spent on deferred maintenance needs. On or around July 1st of every year, AHA and AAHC properties will deposit \$600,000 into these aforementioned accounts.

CEQA

N/A

RECOMMENDATION

Adopt a Resolution Authorizing the Executive Director to Establish Restricted Replacement



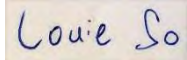
October 21, 2026

Reserves for the Alameda Affordable Housing Corporation (AAHC).

ATTACHMENTS

1. ATTACHMENT A - Replacement Reserve Analysis - 10.2026
2. Restricted Replacement Reserves - AAHC BOC Resolution - 10.21.2026

Respectfully submitted,

A handwritten signature in blue ink that reads "Louie So".

Louie So, Chief Financial Officer

Housing Authority of the City of Alameda (AHA) and Alameda Affordable Housing Corporation (AAHC) Replacement Reserve Analysis - October 2026 Board Meeting - ATTACHMENT A										
Count	Property	Legal Owner	Population	Units	Year Built	Owned Since	A Work Required Per Capital Needs Assessment	B Current Reserves Held Per Lender/Regulator Requirements as of September 30, 2026	C AHA/AAHC Replacement Reserve Proposed as of September 30, 2026 - Restricted	D Mandatory - Annual Replacement Reserve Required at \$1,000/unit (Except for 701 Atlantic) - Starting 7/1/2027**
1	701 Atlantic - AHA Office Building	AHA	Office Building	N/A	1990	1990	197,357	-	197,357	50,000
2	Independence Plaza*	AHA	Family	186	1990	1990	3,460,951	2,015,229	1,445,721	186,000
3	AHA Scattered Sites (Townhomes, Condos, Lincoln and Sherman)	AHA	Various	26	Various	Various	298,607	-	298,607	26,000
4	Parrot Gardens	AHA	Family	8	1935	1976	291,991	-	291,991	8,000
5	Anne B. Diamant Plaza	AAHC	Senior	65	1975	1975	1,014,318	-	1,014,318	65,000
6	Eagle Village	AAHC	Family	36	1983	1983	1,322,013	-	1,322,013	36,000
7	Lincoln Willow Apartments (Part of AAHC Scattered Site)	AAHC	Family	5	1909	1996	93,089	-	93,089	5,000
8	Pulte Condos (1-18) (Part of AAHC Scattered Sites)	AAHC	Family	18	2021	2021-23	205,665	-	205,665	18,000
9	Stanford House (Part of AAHC Scattered Sites)	AAHC	Family	4	1940	1996	90,486	-	90,486	4,000
10	China Clipper	AAHC	Family	26	1964	1998	527,095	-	527,095	26,000
11	Esperanza Plaza	AAHC	Family	120	1971	1971	2,147,613	70,316	2,077,297	120,000
12	Parrot Village	AAHC	Family	50	1980	1980	1,435,042	-	1,435,042	50,000
Total				544			11,084,228	2,085,545 ROUNDED	8,998,683 9,000,000	594,000 600,000
*	Independence Plaza was impacted with a fire and flood in 2026. It is expected that insurance proceeds may not fully reimburse for the cost of remediation.									
**	As most of AHA and AAHC's portfolio are aging and includes older public housing, this amount is recommended to support deferred maintenance and major systems (HVAC, plumbing, electrical, elevators, exteriors, etc.)									



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Resolution No. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALAMEDA AFFORDABLE HOUSING CORPORATION AUTHORIZING THE EXECUTIVE DIRECTOR TO ESTABLISH RESTRICTED REPLACEMENT RESERVES FOR THE ALAMEDA AFFORDABLE HOUSING CORPORATION (AAHC)

At a duly constituted meeting of the Board of Directors (the "**Board**") of Alameda Affordable Housing Corporation, a California nonprofit public benefit corporation (the "**Corporation**"), held on _____, the following resolutions were adopted:

WHEREAS, the Housing Authority of the City of Alameda (the "**Authority**" and "AHA"), is a public body, corporate and politic, and created the Corporation as a blended component unit;

WHEREAS, AHA and AAHC own residential housing in the City of Alameda, and AHA owns the AHA headquarters building located at 701 Atlantic Avenue, Alameda;

WHEREAS, AHA and AAHC have substantial deferred maintenance needs and have a responsibility to maintain safe and decent housing for its residents, preserve its residential housing assets and be financial stewards of the financial condition of its owned projects;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors 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 Executive Director is hereby authorized to establish separate restricted replacement reserve bank accounts and funds in the total of \$9,000,000 across AHA and AAHC properties, and to fund these accounts annually at a minimum of \$600,000 on or around July 1st of each year subject to the annual budget process and availability of funds.

BE IT FURTHER RESOLVED that the reporting to the Board of Directors on these restricted replacement reserves shall be on a quarterly basis, and the Executive Director is authorized to establish appropriate accounting procedures on these restricted replacement reserve accounts to separately identify, track the sources and uses of capital expenditures. The restricted replacement reserves may be used only for eligible deferred maintenance, capital repairs, replacements and other property preservation projects and Board approval will be required if a non-emergency withdrawal is needed from these accounts for uses that is not commensurate to the nature of the restricted replacement reserve, such as funding an operating deficit. Emergency withdrawals will be reported to the Board of Directors at the



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next routine meeting. Any interest income generated from these funds will be available for day-to-day operations.

BE IT FURTHER RESOLVED that the Executive Director 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: XX Directors:

Nayes: XX Directors:

Abstain: XX Directors:

Absent: XX Directors:

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, President
Board of Directors

Approved as to form:

General Counsel Name,
General Counsel,
Aleshire & Wynder LLP

Adopted: Month Date, 2026



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To: Board of Directors
From: Joshua Altieri, Community Programs and Communications Manager
Prepared By: Joshua Altieri, Community Programs and Communications Manager
Date: October 21, 2026
Re: Adopt a Resolution Authorizing a 3-year Consultant Services Agreement between the Alameda Affordable Housing Corporation, and Life Skills Training and Educational Programs Inc. (LifeSTEPS) for Social Services and other related services with a maximum not to exceed contract amount of \$510,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.
10.D.

BACKGROUND

The Housing Authority of the City of Alameda (AHA) contracted with Life Skills Training and Education Programs, Inc. (LifeSTEPS) in 2016 and 2021, to provide social services for AHA housing program participants and AHA 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 deadline of July 16, 2026. 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 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 housing program participants and AHA residents has increased significantly. Also, the AHA 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 portfolio is now supported by seven LifeSTEPS case managers to provide services to our residents.

DISCUSSION

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

- Daily Social Services for Existing Residents at AHA/AAHC/ICD Communities
- Limited Additional Phone Counseling and Referrals
- Specialized Social Service Programs at Low-Income Housing Tax Credit (LIHTC) 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

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 \$492,353.01 and the not-to-exceed amount is \$510,000 for the initial 3-year term. Please note that new contracts between AHA/AAHC/ICD and LifeSTEPS total \$2,948,072.26 for the three years.

FISCAL IMPACT

Funds for these services are paid from the various property budgets and will come from rental income from the communities they serve. Agency funds are also available in the budget for phone counseling and referrals, Family Self-Sufficiency client workshops and counseling, and specialty community services. 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 Authorizing a 3-year Consultant Services Agreement between the Alameda Affordable Housing Corporation, and Life Skills Training and Educational Programs Inc. (LifeSTEPS) for Social Services and other related services with a maximum not to exceed contract amount of \$510,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.



ATTACHMENTS

1. LifeSTEPS - Fee Schedule___ALL PROPERTIES
2. AAHC Resolution___Social Services FINAL

Respectfully submitted,

Joshua Altieri

Joshua Altieri, Community Programs and Communications Manager

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%		Contract				
Location	Units	LH/TC	Service Status	Minimum Hours/ Month	Minimum Hours/ Year	Services	Non-Services*	Total	Annual	Increase	Increase	Increase	Amount	Amount	Increase	Increase	Increase	Amount	Amount	Increase	Increase	Amount	Amount	Increase	Increase	Amount
Anne B Diamant (Resident Services Coordinator)	65	No	Current	26	312	2,106.18	30.5	2,136.68	25,640.14	26,409.35	27,201.63	27,201.63	79,251.12	79,251.12	28,017.68	28,017.68	28,868.21	136,127.00					28,868.21	28,868.21	136,127.00	
China Clipper (Resident Services Coordinator)	26	No	Current	8	96	669.80	30.5	700.30	8,403.60	8,655.70	8,915.38	8,915.38	25,974.68	25,974.68	9,182.84	9,182.84	9,458.32	44,615.83					9,458.32	9,458.32	44,615.83	
Eagle Village (Resident Services Coordinator)	36	No	Current	16	192	1,311.94	30.5	1,342.44	16,109.27	16,592.55	17,090.33	17,090.33	49,792.15	49,792.15	17,603.04	17,603.04	18,131.13	85,526.31					18,131.13	18,131.13	85,526.31	
Esperanza (Resident Services Coordinator)	120	No	Current	60	720	4,813.50	30.5	4,844.00	58,127.95	59,871.79	61,667.94	61,667.94	179,667.69	179,667.69	63,517.98	63,517.98	65,423.52	308,609.19					65,423.52	65,423.52	308,609.19	
Parrot Village (Resident Services Coordinator)	50	No	Current	31	372	2,499.16	15.25	2,514.41	30,172.93	31,078.12	32,010.46	32,010.46	93,261.52	93,261.52	32,970.78	32,970.78	33,959.90	160,192.20					33,959.90	33,959.90	160,192.20	
Parrot Gardens (Resident Services Coordinator)	8	No	Current	5	60	403.09	15.25	418.34	5,020.09	5,170.69	5,325.81	5,325.81	15,516.58	15,516.58	5,485.58	5,485.58	5,650.15	26,652.32					5,650.15	5,650.15	26,652.32	
Independence Plaza (Resident Services Coordinator)	186	No	Current	100	1200	8,252.08	30.5	8,282.58	99,390.98	102,372.71	105,443.89	105,443.89	307,207.59	307,207.59	108,607.21	108,607.21	111,865.43	527,680.23					111,865.43	111,865.43	527,680.23	
Scattered Sites (Resident Services Coordinator)	53	No	Current	42	504	3,374.28	30.5	3,404.78	40,857.36	42,083.08	43,345.57	43,345.57	126,286.01	126,286.01	44,645.94	44,645.94	45,965.32	216,917.27					45,965.32	45,965.32	216,917.27	
Estuary I (Resident Services Coordinator)	45	Y	Current	80	1040	6,376.35	30.5	6,406.85	76,882.19	79,188.65	81,564.31	81,564.31	237,635.15	237,635.15	84,011.24	84,011.24	86,531.68	408,177.97					86,531.68	86,531.68	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	107,892.20	107,892.20	314,311.53	314,311.53	111,118.67	111,118.67	114,452.23	539,882.44					114,452.23	114,452.23	539,882.44	
Everett Commons (Resident Services Coordinator)	20	Y	Current	18.34	220.08	1,495.73	30.5	1,526.23	18,314.71	18,864.15	19,430.08	19,430.08	56,606.94	56,606.94	20,012.98	20,012.98	20,613.37	97,235.30					20,613.37	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	41,918.91	122,129.47	122,129.47	43,176.48	43,176.48	44,471.77	209,777.72					44,471.77	44,471.77	209,777.72	
Linnet Corner (Resident Services Coordinator)	64	Y	Current	35.2	422.4	2,695.92	30.5	2,726.42	32,717.08	33,698.60	34,709.55	34,709.55	101,125.23	101,125.23	35,750.84	35,750.84	36,823.37	173,699.44					36,823.37	36,823.37	173,699.44	
Littlejohn Commons (Resident Services Coordinator)	31	Y	Current	24	288	1,899.76	30.5	1,930.26	23,163.15	23,858.05	24,573.79	24,573.79	71,595.00	71,595.00	25,311.00	25,311.00	26,070.33	122,976.33					26,070.33	26,070.33	122,976.33	
Rosefield Village (Resident Services Coordinator)	92	Y	Current	130	1560	10,400.00	30.5	10,430.50	125,166.00	128,920.98	132,788.61	132,788.61	396,875.59	396,875.59	136,772.27	136,772.27	140,875.44	664,523.29					140,875.44	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	33,488.37	97,587.35	97,587.35	34,493.02	34,493.02	35,527.81	167,588.18					35,527.81	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	81,564.31	237,635.15	237,635.15	84,011.24	84,011.24	86,531.58	408,177.97					86,531.58	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	107,892.20	107,892.20	314,311.53	314,311.53	111,118.67	111,118.67	114,452.23	539,882.44					114,452.23	114,452.23	539,882.44	
Poplar (Resident Services Coordinator)	60	Y	Future	45	540	3,510.00	30.5	3,540.50	42,486.00	43,760.58	45,073.40	45,073.40	131,319.98	131,319.98	46,425.60	46,425.60	47,818.37	225,563.94					47,818.37	47,818.37	225,563.94	
*Non-Services includes cell phone per FTE and Supplies																										
Areas 2 and 4 will be invoiced at an hourly rate.									Base Per Hour Rate	+3%	+3%	+3%	2,948,072.26	2,948,072.26	+3%	+3%	+3%									
									79.50	81.89	84.34	84.34			86.87	86.87	89.48									
Area 6, Community Health and Wellness Program, will be invoiced at an hourly rate.									79.50	81.89	84.34	84.34			86.87	86.87	89.48									

County of Alameda Intensive Case Management				Non-Billable to AHA
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

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



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FAX: (510) 522-7848
TTY/TRS: 711

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Resolution No. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALAMEDA AFFORDABLE HOUSING CORPORATION APPROVING A 3-YEAR CONSULTANT SERVICES AGREEMENT BETWEEN THE ALAMEDA AFFORDABLE HOUSING CORPORATION, AND LIFE SKILLS TRAINING AND EDUCATIONAL PROGRAMS INC. (LIFESTEPS) FOR SOCIAL SERVICES AND OTHER RELATED SERVICES WITH A MAXIMUM NOT TO EXCEED CONTRACT AMOUNT OF \$510,000, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT

At a duly constituted meeting of the Board of Directors (the "**Board**") of Alameda Affordable Housing Corporation, a California nonprofit public benefit corporation (the "**AAHC**"), held on October 21, 2026, this Resolution was adopted as follows:

WHEREAS, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

WHEREAS, the demand for social services amongst Housing Authority voucher holders and its residents has increased significantly;

WHEREAS, the Housing Authority conducted an open procurement for service providers in accordance with Housing Authority policies and, following the procurement process, Life Skills Training and Educational Programs Inc. (LifeSTEPS) was selected as the proposed services provider;

WHEREAS, LifeSTEPS provides daily social services, phone counseling, workshops, counseling, supportive services for those previously unhoused, and referrals to specialty community service providers; and

WHEREAS, utilizing the procurement conducted by the Housing Authority, the Board of the AAHC now desires to approve an agreement with LifeSTEPS for social services.

NOW, THEREFORE, BE IT RESOLVED, that the AAHC Board of Directors 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 AAHC Board of Directors hereby approves a 3-year consultant services agreement between the Alameda Affordable Housing Corporation, and Life Skills Training and Educational Programs Inc. (LifeSTEPS) for social



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services and other related services with a maximum not to exceed contract amount of \$510,000, and authorizing the Executive Director to negotiate and execute said agreement.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to negotiate and execute the agreement between the AAHC and 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: XX Directors:

Nayes: XX Directors:

Abstain: XX Directors:

Absent: XX Directors:



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[SIGNATURE PAGE FOLLOWS]

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Vadim Sidelnikov, President
Board of Directors

Approved as to form:

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

Adopted: Month Date, Year



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FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Board of Directors
From: Chenesa Guevara, Management Analyst

Prepared By: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Contracting Services Agreement between the Alameda Affordable Housing Corporation and Aiden's Quality Painting Inc. for turnover painting services of vacant residential units with a maximum contract amount not to exceed \$150,000, and Authorizing the President to Execute Said Agreement.
10.E.

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



AHA is requesting Board authorization to sign a contract 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

AHA'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 between the Alameda Affordable Housing Corporation and Aiden's Quality Painting Inc. for turnover painting services of vacant residential units with a maximum contract amount not to exceed \$150,000, and Authorizing the President to Said Agreement.

ATTACHMENTS

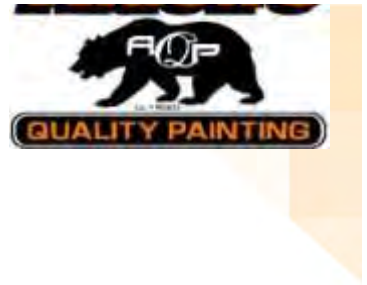


1. Aiden's Quality Painting Inc. RFP Proposal
2. Resolution Aiden's Quality Painting – Alameda Affordable Housing Corporation

Respectfully submitted,



Chenesa Guevara, Management Analyst



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.



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/>.



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: 

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



**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



AIDEN'S QUALITY PAINTING INC.
(3866797)



**Request
Certificate**

<i>Initial Filing Date</i>	01/21/2016
<i>Status</i>	Active
<i>Standing - SOS</i>	Good
<i>Standing - FTB</i>	Good
<i>Standing - Agent</i>	Good
<i>Standing - VCFCF</i>	Good
<i>Formed In</i>	CALIFORNIA
<i>Entity Type</i>	Stock Corporation - CA - General
<i>Principal Address</i>	4497 BORINA DR SAN JOSE, CA 95129
<i>Mailing Address</i>	4497 BORINA DR SAN JOSE, CA 95129
<i>Statement of Info Due Date</i>	01/31/2027
<i>Agent</i>	Individual Fernando I Morales Serrano 1892 CURTNER AVE SAN JOSE, CA 95124



View History



Request Access

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

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Questions?

Email: Certification@dgs.ca.gov

Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605



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Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA ADOPT A RESOLUTION APPROVING A 3-YEAR CONTRACTING SERVICES AGREEMENT BETWEEN THE ALAMEDA AFFORDABLE HOUSING CORPORATION AND AIDEN'S QUALITY PAINTING INC. FOR TURNOVER PAINTING SERVICES OF VACANT RESIDENTIAL UNITS WITH A MAXIMUM CONTRACT AMOUNT NOT TO EXCEED \$150,000, AND AUTHORIZING THE PRESIDENT TO EXECUTE SAID AGREEMENT.

At a duly constituted meeting of the Board of Directors (the "**Board**") of Alameda Affordable Housing Corporation, a California nonprofit public benefit corporation (the "**Corporation**"), held on October 21, 2026, the following resolutions were adopted:

WHEREAS, the Housing Authority of the City of Alameda (the "**Authority**"), is a public body, corporate and politic, and created the Corporation as a blended component unit;

WHEREAS, the Board 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 housing Authority 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 participate in the painting of turnover units; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors 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 Contracting Services Agreement between the Alameda Affordable Housing Corporation and Aiden's Quality Painting Inc. for turnover painting services of vacant residential units with a maximum contract amount not to exceed \$150,000, and Authorizing the President to Execute Said Agreement.



PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

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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: XX Directors:

Nayes: XX Directors:

Abstain: XX Directors:

Absent: XX Directors:

[SIGNATURE PAGE FOLLOWS]

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, President
Board of Directors

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: October 21, 2026



PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

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To: Board of Directors
From: Chenesa Guevara, Management Analyst

Prepared By: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Agreement between the Alameda Affordable Housing Corporation and Lorraine's Janitorial Services, LLC for Turnover Carpet Cleaning services with a maximum contract amount not to exceed \$50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.
10.F.

BACKGROUND

On July 22, 2026, the Alameda Housing Authority 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 be used at 701 Atlantic as necessary.

The Housing Authority of the City of Alameda (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

Staff is recommending that the Alameda Affordable Housing Corporation utilize the AHA's procurement process and approve an agreement with Lorraine's Janitorial Services, LLC, to provide carpet cleaning services 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 a 3-year Agreement between the Alameda Affordable Housing Corporation and Lorraine's Janitorial Services, LLC for Turnover Carpet Cleaning services



with a maximum contract amount not to exceed \$50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. Lorraine's Janitorial Service, LLC RFP Proposal
2. Resolution Lorraine's Janitorial Service, LLC Carpet Cleaning Resolution – Alameda Affordable Housing Corporation

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
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:

A handwritten signature in blue ink that reads "Lorraine Rideout". The signature is written in a cursive style. Below the signature is a horizontal line.

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)	
<i>Cleaner/ Janitor</i>	\$25	<i>Proposal Prevailing Wage Rate</i>	Y	
<i>Carpet Technician</i>	\$28	<i>Proposal Prevailing Wage Rate</i>	Y	
<i>Supervisor</i>	\$35	<i>Proposal Prevailing Wage Rate</i>	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.

Lorraine Rideout x

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.

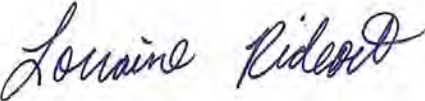
The undersigned understands that AHA may request supporting documentation or additional information concerning the company's ownership, management, or diversity classification.

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: 

Date: August 16, 2024

**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.) <u>Lorraine's Janitorial Services LLC</u>	
2 Business name/disregarded entity name, if different from above. <u>Lorraine's Janitorial Services LLC</u>	
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) 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. <u>S</u> ☐ Other (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.)	
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. ☐	
5 Address (number, street, and apt. or suite no.). See instructions. <u>3140 - Persimmon St</u>	
6 City, state, and ZIP code <u>Antioch, CA 94509</u>	
7 List account number(s) here (optional) _____	
Requester's name and address (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	

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 Pilant

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

PUBLIC INFORMATION ABOVE
THIS LINE TO BE
CONSPICUOUSLY POSTED!

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

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

CITY OF OAKLAND BUSINESS TAX CERTIFICATE	
ACCOUNT NUMBER 00115827	DATE PAY
BUSINESS LOCATION 2741 HILLCREST AVE ANTIOCH, CA 94531-6371	
BUSINESS TYPE E	
LORRAINES JANITORIAL SVC LLC ANTIOCH, CA 94509-5222 LORRAINE F. RIDEOUT 3140 PERSIMMON ST	
 Section 594309 (C.D.), of the O.M.C., you are allowed a renewal grace period until March 1st of the following year. REG 1687 requires the payment of business and education of property by going to is suitable to be held or sold to business and education. A full notice http://www.oakland.gov/pd/business	
EXPIRATION DATE 12/31/2026	



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 INSURED LORRAINE RIDEOUT DBA: LORRAINE'S JANITORIAL 2917 HONEYNUT ST. ANTIOCH	CONTACT NAME: ED MYERS PHONE 510-304-7860 FAX E-MAIL EMYERSAGENCY@YAHOO.COM ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: UNITED STATES LIABILITY INSURANCE CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
CA 94552	NAIC #
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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
☒	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000
A		X X	CL 1685766K	01/21/2026	01/21/2027	PERSONAL & AD/INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED OTHER \$
	GEN'L AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC					
	OTHER					
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY 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					EACH OCCURRENCE \$ AGGREGATE \$ RETENTION \$
	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				PER STATUTE OTHER 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

© 1988-2015 ACORD CORPORATION. All rights reserved



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 Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068		CONTACT NAME: Automatic Data Processing Insurance Agency, Inc. PHONE (A/C, No, Ext): 1-800-524-7024 FAX (A/C, No): E-MAIL ADDRESS:																						
INSURED Lorraine's Janitorial Services LLC 3140 Persimmon St Antioch CA 94509		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Pacific Compensation Insurance Company</td><td>11555</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Pacific Compensation Insurance Company	11555	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ 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 \$ \$
A	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 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

[Signature]



PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA ADOPT A RESOLUTION APPROVING A 3-YEAR AGREEMENT BETWEEN THE ALAMEDA AFFORDABLE HOUSING CORPORATION AND LORRAINE'S JANITORIAL SERVICES, LLC FOR TURNOVER CARPET CLEANING SERVICES WITH A MAXIMUM CONTRACT AMOUNT NOT TO EXCEED \$50,000, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT.

At a duly constituted meeting of the Board of Directors (the "**Board**") of Alameda Affordable Housing Corporation, a California nonprofit public benefit corporation (the "**Corporation**"), held on October 21, 2026, the following resolutions were adopted:

WHEREAS, the Housing Authority of the City of Alameda (the "**Authority**"), is a public body, corporate and politic, and created the Corporation as a blended component unit.

WHEREAS, the Board 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 of Directors 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 between the Alameda Affordable Housing Corporation and Lorraine's Janitorial Services, LLC for Turnover Carpet Cleaning services with a maximum contract amount not to exceed \$50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

BE IT FURTHER RESOLVED that the President is hereby authorized to take any



PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

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: XX Directors:

Nayes: XX Directors:

Abstain: XX Directors:

Absent: XX Directors:

[SIGNATURE PAGE FOLLOWS]

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, President
Board of Directors

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: October 21, 2026



PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Board of Directors
From: Chenesa Guevara, Management Analyst

Prepared By: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-year Agreement between the Alameda Affordable Housing Corporation and Lorraine's Janitorial Services, LLC for Turnover Cleaning services with a maximum contract amount not to exceed \$50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.
10.G.

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.

The Housing Authority of the City of Alameda (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 recommending that the Alameda Affordable Housing Corporation utilize the AHA's procurement process and approve an agreement with Lorraine's Janitorial Services, LLC, to provide turnover 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 between the Alameda Affordable Housing Corporation and Lorraine's Janitorial Services, LLC for Turnover Cleaning services with a maximum contract amount not to exceed \$50,000, and Authorizing the Executive Director to



ATTACHMENTS

1. Lorraine's Janitorial Service, LLC RFP Proposal
2. Resolution Lorraine's Janitorial Service LLC Cleaning Resolution – Alameda Affordable Housing Corporation

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
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)	
<i>Cleaner/ Janitor</i>	\$25	<i>Proposal Prevailing Wage Rate</i>	Y	
<i>Carpet Technician</i>	\$28	<i>Proposal Prevailing Wage Rate</i>	Y	
<i>Supervisor</i>	\$35	<i>Proposal Prevailing Wage Rate</i>	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.

Lorraine Rideout x

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.

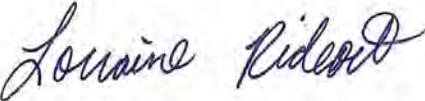
The undersigned understands that AHA may request supporting documentation or additional information concerning the company's ownership, management, or diversity classification.

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: 

Date: August 16, 2024

**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) 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)	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.)
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. ☐	
5 Address (number, street, and apt. or suite no.). See instructions. 3140 - Persimmon St	
6 City, state, and ZIP code Antioch, CA 94509	
7 List account number(s) here (optional)	
Requester's name and address (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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 Pilant**

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

PUBLIC INFORMATION ABOVE
THIS LINE TO BE
CONSPICUOUSLY POSTED!

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

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

CITY OF OAKLAND BUSINESS TAX CERTIFICATE	
ACCOUNT NUMBER 00115827	ACCOUNT NUMBER 00115827
BUSINESS LOCATION 2741 HILLCREST AVE ANTIOCH, CA 94531-6371	BUSINESS TYPE E
LORRAINES JANITORIAL SVC LLC ANTIOCH, CA 94509-5222	
	
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 under 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. For Section 59A.309 (CJ), of the OALC, you are allowed a renewal grace period until March 1st of the following year.	
EXPIRATION DATE 12/31/2026	
	
During January 1, 2021, Assembly Bill 1687 requires the payment of business and occupation tax to be made by filing an informational report with the Department of Public Works.	



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 INSURED LORRAINE RIDEOUT DBA: LORRAINE'S JANITORIAL 2917 HONEYNUT ST. ANTIOCH		CONTACT NAME: ED MYERS PHONE 510-304-7860 FAX E-MAIL EMYERSAGENCY@YAHOO.COM ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: UNITED STATES LIABILITY INSURANCE CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	CA 94552 CA 94509 NAIC #
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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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	☒ COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE ☒ OCCUR					
A		X X	CL 1685766K	01/21/2026	01/21/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADJ INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED OTHER \$
	GEN'L AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC					
	OTHER					
	AUTOMOBILE LIABILITY					
	ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	OWNED AUTOS ONLY	SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY	NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS BELOW					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

© 1988-2015 ACORD CORPORATION. All rights reserved.



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.

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PRODUCER Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068		CONTACT NAME: Automatic Data Processing Insurance Agency, Inc. PHONE (A/C, No, Ext): 1-800-524-7024 FAX (A/C, No): E-MAIL ADDRESS:																						
INSURED Lorraine's Janitorial Services LLC 3140 Persimmon St Antioch CA 94509		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Pacific Compensation Insurance Company</td><td>11555</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Pacific Compensation Insurance Company	11555	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ 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 \$ \$
A	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 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

[Signature]



PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA ADOPT A RESOLUTION APPROVING A 3-YEAR AGREEMENT BETWEEN THE ALAMEDA AFFORDABLE HOUSING CORPORATION AND LORRAINE'S JANITORIAL SERVICES, LLC FOR TURNOVER CLEANING SERVICES WITH A MAXIMUM CONTRACT AMOUNT NOT TO EXCEED \$50,000, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT.

At a duly constituted meeting of the Board of Directors (the "**Board**") of Alameda Affordable Housing Corporation, a California nonprofit public benefit corporation (the "**Corporation**"), held on June 17, 2026, the following resolutions were adopted:

WHEREAS, the Housing Authority of the City of Alameda (the "**Authority**"), is a public body, corporate and politic, and created the Corporation as a blended component unit.

WHEREAS, the Board 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 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 services of turnover units; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors 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 between the Alameda Affordable Housing Corporation and Lorraine's Janitorial Services, LLC for Turnover Cleaning services with a maximum contract amount not to exceed \$50,000, and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

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.



PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

Ayes: XX Directors:

Nayes: XX Directors:

Abstain: XX Directors:

Absent: XX Directors:

[SIGNATURE PAGE FOLLOWS]

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, President
Board of Directors

Approved as to form:

General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: October 21, 2026



PHONE: (510) 747-4300
FAX: (510) 522-7848
TTY/TRS: 711

701 Atlantic Avenue • Alameda, California 94501-2161

To: Board of Directors
From: Chenesa Guevara, Management Analyst

Prepared By: Chenesa Guevara, Management Analyst

Date: October 21, 2026

Re: Adopt a Resolution Approving a 3-Year Lease Service Agreement Between Alameda Affordable Housing Corporation and WASH Multifamily Laundry Systems to Provide Leased, Commercial-Grade Laundry Equipment and Full-Service Maintenance and Repair Support at Stanford House- 1917 Stanford St, China Clipper - 460 Buena Vista Ave, and Anne B Diamant - 920 Park St., and Authorizing the Executive Director to Negotiate and Execute Said Agreement.
10.H.

BACKGROUND

On July 13, 2026, Alameda Housing Authority staff issued a Request for Proposal (RFP) for Multi-Family Laundry Equipment Lease & Services. AHA received one proposal from WASH Multifamily Laundry Systems.

An evaluation panel reviewed the proposal and determined WASH Multifamily Laundry Systems should continue to be the preferred provider based on the following criteria: revenue sharing model, cash-free options, pricing, and operation and maintenance services. Specifically, WASH has proposed the following for the properties included in the RFP:

Property	Washer Type	Dryer Type	Payment System
Sherman House	1- Top Load	1- Single	Mobile + Debit/ Credit Card Swipe
Stanford House	1- Certified Top Load	1- Certified Single	Mobile + Debit/ Credit Card Swipe
China Clipper	1- Front Load 1- Top Load	1- Single 1- Staked	Mobile + Debit/ Credit Card Swipe
Independence Plaza	5- Front Load 4- Top Load	9- Single	100% Mobile
Lincoln House	1- Certified Top Load	1-Certified Single	Mobile + Debit/ Credit Card Swipe
Anne B. Diamant	2- Front Load 2- Top Load	4-Single	Mobile + Debit/Credit Card Swipe

WASH Multifamily Laundry Systems was established in 1947 and has partnered with thousands of property owners and managers across North America to upgrade and service laundry rooms. Services include new emerging technology and top-quality equipment. WASH Multifamily Laundry Systems is the current vendor providing laundry equipment and services



for Sherman House, Stanford House, China Clipper, Independence Plaza, Lincoln House, and Anne B. Diamant. WASH Multifamily Laundry Systems has a current lease agreement with Linnet Corner, Estuary I, and Rosefield Village. Other communities in the portfolio do not have common area laundry facilities as they have washer and dryer hook-ups in the units.

DISCUSSION

Utilizing the procurement conducted by the AHA, staff is recommending that the AAHC Board approve a lease agreement with WASH Multifamily for all common laundry facilities at the AAHC communities. WASH Multifamily Laundry will provide leased, commercial-grade laundry equipment and full-service operation for Stanford House, China Clipper, and Anne B Diamant. In addition to the specific property proposals referenced above the vendor shall provide the following for all sites:

- New or like-new commercial-grade washers and dryers, high-efficiency, energy-efficiency equipment (ENERGY STAR- preferred)
- Mobile/ app-based operation including payment via mobile.
- Provide real - time machine availability/ status and cycle notifications.
- Digital receipts and transaction history
- Full-service maintenance with adequate service response time.
- Kiosk or card system with no cost burden to residents.

FISCAL IMPACT

The property budget includes revenue from the 50% share split for leased, commercial-grade laundry equipment. WASH Multifamily Laundry anticipates yearly revenue for Stanford House, China Clipper, and Anne B Diamant to be approximately \$6,911.04 combined. Future budgets will incorporate the revenue from services rendered during the remainder of the agreement's initial three-year term.

CEQA

Not applicable

RECOMMENDATION

Adopt a Resolution Approving a 3-Year Lease Service Agreement Between Alameda Affordable Housing Corporation and WASH Multifamily Laundry Systems to Provide Leased, Commercial-Grade Laundry Equipment and Full-Service Maintenance and Repair Support at Stanford House- 1917 Stanford St, China Clipper - 460 Buena Vista Ave, and Anne B Diamant - 920 Park St., and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

ATTACHMENTS

1. WASH Multifamily Laundry Systems Proposal
2. WASH Multifamily Laundry Systems Master Lease Agreement
3. Resolution Multi- Family Laundry Equipment Lease & Services- Alameda Affordable Housing Corporation

Respectfully submitted,



A handwritten signature in black ink, reading "Chenesa A. Guevara". The signature is written in a cursive style with a large, stylized 'C' at the beginning.

Chenesa Guevara, Management Analyst

Exhibit A to Lease
Proposal for Laundry Equipment

Multifamily Laundry Room Solutions

Genesis Guevara
Housing Authority of the City of
Alameda



WASH

Exhibit A to Lease Proposal for Laundry Equipment

RE: MULTIFAMILY LAUNDRY PROPOSAL FOR City Of Alameda Housing Authority

Dear Chenesa,

Thank you for the opportunity to prepare a personalized proposal for your property. Since 1947, WASH has partnered with thousands of property owners and managers across North America to upgrade and service their common area laundry rooms. Every property has its own unique challenges that require individualized attention. We trust our proposed custom laundry solutions will exceed your expectations!

Our strength is in the details. With WASH managing your laundry room facilities, you can expect:



New and Emerging Technology

WASH makes it easy to incorporate technology into your laundry options. Our mobile app allows residents to pay, get laundry alerts and request service all through their smartphones. Our smart laundry rooms and cashless payment options directly translate to improved security, fewer service calls and real-time visibility.



Top-Quality Equipment

We provide the machines and payment systems and expertly maintain them. We'll keep your residents happy and your laundry rooms profitable.



Resident Satisfaction

Of utmost importance is the customer experience. We go above and beyond to provide top-of-the-line appliances and tech-forward solutions for easy payment, monitoring, service and laundry tips. Residents who enjoy these superior amenities are happier and less likely to relocate.

Our team installs your equipment, supports the technology, and handles service and repairs, when needed. Plus, we are covered by \$10,000,000 of liability insurance. Our goal is to ensure the best experience — before, during and after installation.

We appreciate your consideration. We are happy to answer all of your questions and look forward to continuing the conversation.

Best regards,

Annette Ching

Annette Ching
District Sales Manager
aching@wash.com
(510) 244-9504

Exhibit A to Lease

Proposal for Laundry Equipment

Laundry Equipment Options

Valid Until: 10/20/2026

WASH is uniquely positioned with the capital, top-brand equipment, personnel and installation resources to make this proposal a reality. We have provided several options for your consideration.

INSTRUCTIONS: Please review, select and initial one of the proposal options listed below. The terms of the selected option will be incorporated into the Lease that follows. If you have questions about these options, please contact your Sales Representative.

Select Option	Option	Term (Months)	Payment Terms (Subject to Article 5 of the Lease)	Equipment	Vend Price
Accept	1	84	Rent: 50% Minimum Amount (pmpd): N/A Total Machines: 37	8 new front-load washers 8 new top-load washers 2 certified top-load washers 15 new single dryers + 2 certified single dryers 1 new stack dryer 1 credit add-value unit + 85 laundry cards Payment System: See Exhibit B	See Exhibit B

Additional
Comments

Disclaimer: Delivery of this Proposal to you by WASH does not impact or supersede the terms and conditions of any existing written agreement between you and WASH. Also, no legal rights or obligations will come into existence under this Proposal unless and until the new definitive Lease agreement for this transaction is signed and delivered by you or your authorized representative and an authorized representative of WASH, and in such event, the respective legal rights and obligations of the parties will then be those set forth in such executed Lease agreement.



Exhibit A to Lease

Proposal for Laundry Equipment

Account Information

INSTRUCTIONS: Please complete sections 1 and 2 of this page. This information will be used to finalize the Lease agreement and coordinate account activities.

1. Legal Entity Information

The Legal Entity Name on Deed is

☒ the same for all properties: Specify below. ☐ different for all properties: Specify on next pages.

Legal Entity Name on Deed

Agent for each Property Owner
(if applicable)

Full Name of Signer Chenesa Guevara

Title of Signer Management Analyst- Property Operations

Email Address of Signer cguevara@alamedahsg.org

Phone Number (510) 747-4334

2. Additional Contact Information

The Management Company Contact is

☐ the same for all properties: Specify below.
☐ different for all properties: Specify on next pages.
N/A

The Installation Contact Information is

☐ the same for all properties: Specify below.
☐ different for all properties: Specify on next pages.

Management
Company Contact

Installation
Contact

Management
Company Name

Contact Name

Contact Name

Title

Title

Phone Number

Phone Number

Email Address

Email Address

Removal
Instructions

Not applicable for WASH existing machines

The Payee name and address for Lessee to pay rent and send notices to is

☒ the same for all properties: Specify below. ☐ different for all properties: Specify on next pages.

Name

C/O

Street Address

City, State, Zip

Email Address

Please Note: A W-9 follows the signed agreement and can be completed at the end a completed W-9 is not received, or the tax identification number does not match the payee name, the IRS requires WASH to withhold a percentage of the rent until reconciled. If a W-9 has already been completed and signed, please attach a copy of the document here:



[illegible]

[illegible]



WASH

DSM: AC
MC #: MC0002655
Pkg Doc ID:

MASTER LEASE AGREEMENT

This MASTER LEASE AGREEMENT (collectively with the Terms and Conditions, page 3 of Exhibit A, Exhibit B, and other exhibits attached hereto, the "Lease") is entered into on 08/20/2026, by and between the Lessor described below ("Lessor") and **WASH Multifamily Laundry Systems** ("Lessee"). Lessor hereby leases to Lessee, and Lessee hereby accepts, the exclusive possession of all common laundry rooms located on the real properties and improvements containing the number of residential units identified on Exhibit B (each, a "Unit"), located at the addresses set forth on Exhibit B, which real property and improvements are herein referred to individually and collectively as the "Property", and, if required, is more fully described in Exhibit C attached hereto. Lessor warrants, represents, and covenants that only the number of residential units on the Property designated as "Plumbed Units" on Exhibit B are plumbed with their own washer or dryer connections.

1. Lessor.

2. Separate Leases. Notwithstanding anything in this Lease to the contrary, this Lease shall constitute a separate lease agreement between Lessee and each real property owner with respect to the Property owned by such owner, and all terms and conditions of this Lease shall be deemed to be modified to apply solely with respect to the Property owned by such owner. By way of illustration, each obligation and right of a Lessor under this Lease shall be a separate obligation and right of such owner solely with respect to the Property owned by such owner, and any breach or termination of this Lease with respect to one Property shall not affect this Lease with respect to any other Property.

3. Leased Premises. Lessor does hereby grant, convey, and transfer to Lessee the exclusive use and possession of all now existing and hereafter created common laundry room(s) on the Property (the "Leased Premises"), which room(s) encompass(es) approximately the number of square feet identified on Exhibit B.

4. Term. The initial term of this Lease shall be for the period indicated in the option selected by Lessor on page 3 of Exhibit A (the "Initial Term"), commencing on date identified on Exhibit B.

5. Rent. Lessee agrees to pay Lessor or its designee, as rent, for the exclusive use and possession of the Leased Premises, an amount equal to a percentage of the revenue received for the use of Lessee's equipment in the Leased Premises as indicated in the option selected by Lessor on page 3 of Exhibit A, less any applicable taxes, credit/debit card and wireless system costs and fees payable in connection with the operation of its equipment (the "Rent"), provided that Lessee shall be entitled to a minimum share of the revenue, after the calculation of Rent, of not less than the minimum amount indicated in the option selected by Lessor on page 3 of Exhibit A (the "Minimum Amount"). In the event the Rent does not cover the Minimum Amount, Lessee may invoice or retain such deficiency from future Rent payments. The total number of machines for calculating the Rent is indicated in the option selected by Lessor on page 3 of Exhibit A. The Minimum Amount shall be increased annually to reflect changes in the Consumer Price Index of the Department of Labor-U.S. City Average. All refunds made to the residents, if any, shall be deducted from the gross revenue prior to the calculation of Rent. Lessor will receive an account summary listing payment details with each Rent payment.

6. Lessee agrees to provide the equipment indicated in the option selected by Lessor on page 3 of Exhibit A.

7. Renewal. UPON EXPIRATION OF THE INITIAL TERM, THIS LEASE SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE RENEWAL TERMS OF ONE MONTH (EACH A "RENEWAL TERM", AND COLLECTIVELY WITH THE INITIAL TERM, THE "TERM"), UNLESS EITHER PARTY PROVIDES WRITTEN NOTICE OF NON-RENEWAL TO THE OTHER PARTY AT LEAST THIRTY (30) DAYS PRIOR TO THE EXPIRATION OF THE THEN-CURRENT TERM.

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Pkg Doc ID.

Entered Into Date. 08/20/2026

ALL OF THE TERMS AND CONDITIONS SET FORTH IN THE TERMS AND CONDITIONS ATTACHED HERETO ARE INCORPORATED AND MADE A PART HEREOF. LESSOR REPRESENTS THAT IT HAS READ AND UNDERSTANDS AND AGREES TO SUCH TERMS AND CONDITIONS.

Lessee: **WASH Multifamily Laundry Systems**
2200 W. 195th Street
Torrance, CA 90501
Email: notices@washlaundry.com

Lessor:

By: _____

By: _____

Full Name: Chenesa Guevara

Its: ASSISTANT SECRETARY
(Title)

Its: Management Analyst- Property Operations
(Title)

Date: _____

Date: _____

LESSEE TO PAY RENT AND SEND NOTICES TO:

Name: See Exhibit A

C/O: See Exhibit A

Street Address: See Exhibit A

City, State, Zip: See Exhibit A

Email: See Exhibit A

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

LEASE TERMS AND CONDITIONS

A. **Representation of Lessor.** Lessor hereby warrants and represents that he, she or it is the owner of the Property or the authorized agent thereof, acting with full authority to enter into this Lease, and said owner or agent further warrants and represents that there is no other lease, license, or other agreement granting the same or similar right in and to the laundry rooms on the Property. Anyone signing this Lease on behalf of the Lessor or the authorized agent thereof warrants and represents that he or she has full authority to do so.

B. **Quiet Enjoyment.** Lessee may exclusively use, possess, and occupy the Leased Premises, as set forth herein, to the exclusion of all others, and enjoy the quiet and peaceful enjoyment thereof. Notwithstanding, Lessor shall have access to the Leased Premises at all times as necessary in the exercise of its duties related to the Property and residents shall have access to the Leased Premises at all times as necessary for access to other common areas of the Property and the purpose of using Lessee's equipment.

C. **Equipment and Maintenance.** Lessee shall be permitted to place personal property, fixtures, accessories and equipment in the Leased Premises and to remove same upon the conclusion of the Term. The title to such property including all monies deposited therein shall remain at all times that of the Lessee. The vend price, vend method, collection frequency and quantity of the equipment shall be reasonably determined by Lessee. Lessee will service, maintain and repair its equipment so that same will be in good working order. Such service, repair and maintenance will include materials and labor required for repairs necessitated by normal and reasonable operation of the equipment. Lessee will replace its equipment as Lessee deems operationally required or upon Lessor's written request in the event a particular washer or dryer requires service for non-operator caused mechanical failure more than three times during any consecutive thirty-day period with a machine of like-kind in a condition equal to or better than the remaining equipment in the Leased Premises. In the event of repeated damage to the equipment caused by vandalism or intentional acts of any persons except Lessee or Lessee's employees, Lessee may repair such equipment and deduct the cost of such repairs from Rent due Lessor. If the costs of supplying or servicing the equipment become uneconomical for Lessee, and Lessor and Lessee are unable to establish a new agreement, Lessee may terminate this Lease without liability upon thirty (30) days' prior written notice to Lessor.

D. **Insurance.** Lessee shall maintain standard commercial liability insurance covering bodily injury and property damage caused by Lessee in the Leased Premises up to the amount of \$10,000,000 per occurrence and annual aggregate. Lessee shall hold Lessor harmless from claims of liability to the extent caused by the negligent acts or omissions of Lessee insured by the above policy.

E. **Utilities and Maintenance.** Lessor shall provide, at its sole cost and expense, all utility services, plumbing, drainage, and venting necessary to enable the proper and safe operation of the equipment. Lessor agrees not to disconnect or remove the equipment or permit same to be disconnected or removed during the Term. Lessor is responsible for security, including maintenance and repair of all doors, gates, hinges, frames, and door strikes, and any claims of personal injury or property damage arising from lack of appropriate security. Lessor shall also maintain the Leased Premises and surrounding areas in a consistent state of good condition, repair and cleanliness. Lessor warrants that the Leased Premises comply with all applicable federal, state, and local requirements. Lessor shall be responsible for and bear all costs associated with providing and supporting internet connectivity as required. Lessee may perform any obligation of Lessor under this Lease, after providing Lessor with prior written notice and may deduct the cost of such obligation from Rent due to Lessor. Lessee shall not be responsible for property damage or personal injury due to the lack of or inadequacy of any drain pipe, floor drain, venting, utility, or plumbing.

F. **Assignment or Transfer.** This Lease shall be binding upon the parties hereto, their respective successors, representatives, heirs, assigns, and transferees. This Lease shall be construed as a real property lease that runs with the land by operation of law and shall bind all successors and assigns of Lessor upon each sale or other transfer of the Property during the Term. Lessor shall disclose the existence of this Lease to all prospective purchasers of the Property and shall deposit a copy of this Lease and amendments hereto into escrow before the close of escrow.

G. **Breach and Remedies; Further Rights.** Each party agrees that it will promptly notify the other in writing of any claimed breach of this Lease. Neither party shall be in breach of this Lease unless it receives a complying notice of breach and fails to cure the breach within thirty (30) days of receipt of such notice. If any litigation results in connection with this Lease, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred from the other party. This Lease shall be governed by and construed in accordance with the laws of the state in which the Property is located.

H. **Non-Competition.** Lessor agrees that during the Term, Lessor shall not furnish, provide, lease, rent, or in any manner cause to be installed, or enter into any agreement with anyone other than Lessee to furnish, provide, lease, rent, or in any manner cause to be installed any washers and/or dryers in any Unit, common laundry room, or otherwise on the Property. Lessor agrees that washer and/or dryer connections shall not be added in any Unit or otherwise on the Property. Notwithstanding Article G above, a breach of this Article H by Lessor shall entitle Lessee to immediately terminate this Lease and exercise any other rights or remedies it may have herein, at law or in equity.

I. **Validity of Provisions.** If any term of this Lease is held to be invalid or unenforceable, then to the fullest extent permitted under applicable law, such term shall be modified or replaced with a term that is valid, enforceable and affects the original intent of the parties as closely as possible; all other terms of this Lease shall remain in full force and effect. No failure or delay on the part of any party in exercising any right herein shall be deemed to be a waiver thereof, nor shall any waiver of a right preclude any further exercise thereof.

J. **Liens; Sales Tax.** Lessor hereby waives any statutory, common law, or equitable right to claim or place a lien on any of Lessee's property, whether within the Leased Premises or off the Leased Premises, and it further waives its right to distrain or to seek a distress writ with respect to any of Lessee's property. In the event sales tax is levied relating to the Leased Premises and/or the Property, Lessor shall be liable for all such sales tax and Lessee may deduct such taxes from Rent.

K. **Entire Agreement.** This written Lease (i) constitutes the entire understanding between the parties with respect to the subject matter, (ii) supersedes all prior or contemporaneous negotiations, commitments, agreements (written or oral) and writings between the parties with respect to the subject matter hereof, and (iii) supersedes and cancels any previous agreement(s) held by Lessee on the Property. The parties acknowledge that they have read and understand this Lease, and that there are no representations or understandings which are not included herein. This Lease, and any modification(s) to this Lease, shall require written approval of both Lessee and Lessor before becoming effective.

L. **Notices.** Any notice (except for requests for equipment repair and service) required or permitted by this Lease shall be in writing and deemed given (i) if personally served and delivered, (ii) if mailed by U.S. registered or certified mail (return receipt requested), (iii) if delivered by an internationally recognized overnight courier service, or (iv) if sent by electronic mail (return receipt requested), in each case to the parties at the notice address listed in the signature block to this Lease.

M. **Electronic Signatures; Counterparts.** The parties hereto agree to the use of, and accept, electronic signatures. Each party agrees that the electronic signatures appearing on this Lease are intended to authenticate this writing and shall have the same force and effect as handwritten signatures for all purposes. This Lease may be executed electronically or by facsimile or PDF signature in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.



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FAX: (510) 522-7848
TTY/TRS: 711

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Resolution No. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA ADOPT A RESOLUTION APPROVING A 3-YEAR LEASE SERVICE AGREEMENT BETWEEN ALAMEDA AFFORDABLE HOUSING CORPORATION AND WASH MULTIFAMILY LAUNDRY SYSTEMS TO PROVIDE LEASED, COMMERCIAL-GRADE LAUNDRY EQUIPMENT AND FULL-SERVICE MAINTENANCE AND REPAIR SUPPORT AT STANFORD HOUSE- 1917 STANFORD ST, CHINA CLIPPER - 460 BUENA VISTA AVE, AND ANNE B DIAMENT - 920 PARK ST., AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE SAID AGREEMENT.

At a duly constituted meeting of the Board of Directors (the "**Board**") of Alameda Affordable Housing Corporation, a California nonprofit public benefit corporation (the "**Corporation**"), held on October 21, 2026, the following resolutions were adopted:

WHEREAS, the Housing Authority of the City of Alameda (the "**Authority**"), is a public body, corporate and politic, and created the Corporation as a blended component unit.

WHEREAS, the Board has not approved an agreement for qualified vendors to provide leased, commercial-grade laundry equipment and full-services operations for multiple multi- family properties. Vendor will furnish, install, maintain, and operate coinless, mobile app- enabled washers and dryers for resident use; and

WHEREAS, the housing Authority issued a Request for Proposals for Multi-Family Laundry Equipment Lease & Services on July 13,2026; and

WHEREAS, the WASH Multifamily Laundry Systems was a successful bidder and recommended by staff for operations and services of laundry equipment; and

WHEREAS, the WASH Multifamily Laundry Systems has a previously approved five-year agreement for laundry services at the following sites: Sherman House, Lincoln House, Stanford House, China Clipper Plaza, Independence Plaza, and Anne B. Diamant

WHEREAS, the contract expired for Sherman House, Lincoln House, Stanford House, China Clipper Plaza, Independence Plaza, and Anne B. Diamant on August 21, 2026



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NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors 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 Lease Service Agreement Between Alameda Affordable Housing Corporation and WASH Multifamily Laundry Systems to Provide Leased, Commercial-Grade Laundry Equipment and Full-Service Maintenance and Repair Support at Stanford House- 1917 Stanford St, China Clipper - 460 Buena Vista Ave, and Anne B Diamant - 920 Park St., and Authorizing the Executive Director to Negotiate and Execute Said Agreement.

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: XX Directors:

Nayes: XX Directors:

Abstain: XX Directors:

Absent: XX Directors:

[SIGNATURE PAGE FOLLOWS]

ATTEST:

Vanessa M. Cooper
Secretary/Executive Director

Carly Grob, President
Board of Directors

Approved as to form:



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General Counsel Name,
General Counsel,
General Counsel Firm Name

Adopted: October 21, 2026



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To: Board of Directors
From: Vanessa Cooper, Executive Director

Prepared By: Vanessa Cooper, Executive Director

Date: October 21, 2026

Re: Accept the Housing Authority of the City of Alameda (AHA) Board of Commissioner's Election Results for the Ex-Officio President and Ex-Officio Vice President of the Board of Directors, respectively, for Calendar Year 2026-2027, Pursuant to the Alameda Affordable Housing Corporation (AAHC) Bylaws.
11.A.

BACKGROUND

Pursuant to Article 6, Section 6.1 of the Alameda Affordable Housing Corporation (AAHC) Bylaws, the officers of AAHC shall be, among others, a President, who shall be the Chair of the Housing Authority of the City of Alameda (AHA) Board of Commissioners, and a Vice President, who shall be the Vice Chair of the AHA Board of Commissioners.

DISCUSSION

During the August 19, 2026, AHA Board of Commissioners Meeting, the Board appointed Vadim Sidelnikov as Chair, a Vice Chair is expected to be appointed at the September meeting. These officers will also serve as officers for AAHC. Each officer shall perform the duties specified in the Bylaws or established by the AAHC Board of Directors.

The annual report requirements in the AAHC Bylaws are met through the presentation, and acceptance by the Board, of the annual audited financials and tax filings which were presented at the March 2026 and April 2026 Board meetings, respectively. Copies and further information are available upon request and also uploaded to the agencies' websites.

FISCAL IMPACT

Not applicable.

CEQA

Not applicable.



RECOMMENDATION

Accept the Housing Authority of the City of Alameda (AHA) Board of Commissioner's Election Results for the Ex-Officio President and Ex-Officio Vice President of the Board of Directors, respectively, for Calendar Year 2026-2027, Pursuant to the Alameda Affordable Housing Corporation (AAHC) Bylaws.

ATTACHMENTS

None

Respectfully submitted,



Vanessa Cooper, Executive Director