# EXHIBIT A – SCOPE OF WORK

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>06895</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name:</td>
<td>Morlin Asset Management, LP</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Facilities Management of 750 N. Alameda St Building</td>
</tr>
<tr>
<td>Project Length:</td>
<td>12 months</td>
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## Objectives
 Include who, what, when, where, how and how much for each objective.

## Activities and Subtasks
 Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.

## Staff Assignment
 Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.

## Timeline
 Indicate start and end period.

## Deliverables
 Indicate Date Due.

<table>
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<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage all aspects of First 5 LA facility located at 750 N. Alameda St.</td>
<td>See Attachment 1 A</td>
<td>Morlin Asset Management staff including Lisalyn Kok, Lewis Uyeke, Vigita Fajardo, Fernando Franco, and Gabriel Sandoval with First 5 LA staff Yolanda Bosch and Marissa Carlos as a resource.</td>
<td>12 Months July 1, 2013 – June 30, 2014</td>
<td>The deliverables are ongoing.</td>
</tr>
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Attachment 1A

BUILDING CARD ACCESS SYSTEM
- Maintain and update database of users and access level
- Issue employee cards to First 5 LA employees
- Issue parent cards to La Petite Academy
- Update time zones at daylight savings to insure uninterrupted access
- Create special profiles as needed
- Define access levels based on position
- Run activity reports
- Issue access to First 5 LA parking lot to those designated by the Chief Administrative Officer. No other access will be granted.

HVAC
- Reset roof top units, as necessary
- Monitor and adjust temperatures throughout building

BUILDING
- Conduct daily walk-thru of building making note of needed repairs and building general conditions such as clogged sinks, back-up toilets, water spills, broken garbage disposals, janitorial issues, carpet stains and communicate to management company
- Ensure copier room is fully stocked with supplies and orderly

ROOM RESERVATIONS
- Coordinate room setups and breakdowns for meetings, trainings and special events
- Resolve room scheduling conflicts
- Move furniture – tables, chairs, easels, etc.

RECEPTION
- Ensure timely delivery of mail, walk-in deliveries, UPS, and FedEx to staff and tenants
- Ensure Reception Desk coverage during business hours
- At the end of the agreement with Office Team, Morlin will hire Francisco Curiel as an employee of Morlin and have him continue as the Receptionist for First 5LA.

GENERAL STOCKING
- Ensure stocking of paper in all copiers and printers.
- Place service calls for copiers to Xerox Corporation
- Payment of copier lease invoices
- Inventory and order copier supplies – toner, drum kit, waste kit
- Ensure all staff kitchens are stocked with coffee, tea, sweetener, sugar, creamer, hot cups, cold cups, and napkins
- Ensure all towel dispensers are stocked
- Schedule monthly service visit with First Choice to replenish coffee, creamer, sweetener and sugar supplies; payment of supplies invoice
- Place service calls to First Choice for coffee systems and water filtration systems; payment of service invoices
PARKING
- Make arrangements for guest parking in front of building including issuance of parking placards
- Manage staff parking at MTA Gateway parking structure—additions, deletions, changes in staff parking arrangements; payment of parking invoice
- For parking in First 5 LA parking lot see above.

POSTAGE MACHINE
- Download periodic updates of postage software
- Download postage onto machine, in batches of $500
- Payment of postage and rental fees
- Coordinate overnight and express mailings

OTHER
- Set periodic service calls or schedule replacement of appliances
- Installation of seasonal decorations
- Assign new staff cubicles/offices by department and based on space availability
- Update cubicle name plates
- Update staff directory

ON-SITE ENGINEERING SERVICES

Job Description:
The Utility Engineer has experience with plumbing, electrical, HVAC, painting, patch repairs, etc. This individual will ensure that the day-to-day operations of providing a safe, clean, comfortable environment are sustained. This is accomplished by, but not limited to:

- Insuring that all interior common areas are kept free of debris
- Insuring that all exterior common areas and surrounding grounds are kept debris free.
- Insuring that all common area lighting, emergency lighting, restroom lighting is in operating condition
- Performing necessary tenant work order requests, to include but not limited to, plumbing, electrical, HVAC, patch repairs, painting, equipment repair, etc.
- Inspecting facility daily to ensure safe, clean, maintained property
- Work with less supervision, multi-task and complete projects on time with proper reporting to the Facility Manager or Portfolio Manager.
- Make recommendations regarding improvements/maintenance to the Facility Manager/Portfolio Manager
- Any additional duties as may be assigned by client, facility, property manager or management
- Reports to Facility Manager or Portfolio Manager

Other specific duties:
• Disarm fire exit door-installed manual alarms on the first floor every morning
• Monitor and replenish 2nd and 3rd floor kitchen supplies, condiments usage daily
• Maintain cleanliness of balconies and open up the umbrellas daily
• Assist in setting up conference room(s) for meetings (when possible)
• Monitor and replenish copier paper and equipment usage
• Handle recycling bins and large box disposal
• Maintain external property appearance; pressure washing, cleanliness, graffiti etc.
• Handle daily mail and package office distribution, including log management
• Handle daily floor walk thru for all floors; handle lighting replacement and supply management
• Handle daily request per departments; such as hanging of pictures, dry/cork boards and plaques, etc.
• Handle office, new and relocation request, including keyboard tray installation
• Manage all A/C adjustments managing room temperature, including La Petite Academy
• Handle HVAC system maintenance; make sure units are well lubed, the refrigerants are topped off, clean coils, and replace filters
• Responds to building maintenance related emergency calls
• Assist with Fire Life and Safety preparation and drills
• Assist with storage onsite and offsite maintenance
Flat Fee for Services Budget Exhibit B

Vendor Name: Morlin Asset Management LP
Project Name: Facility Management at 750 N. Alameda St, LA

<table>
<thead>
<tr>
<th>Task/Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Manage Facility at 750 N. Alameda St. site Monday - Friday during regular business hours. Fees include computer, travel, and supplies</td>
<td>196,380.00</td>
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<tr>
<td>Property Management</td>
<td>36,000.00</td>
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TOTAL COST $ 232,380.00

Jock A. Ebner
Fiscal Contact Person

Agency Authorized Signature Date
2138938120 Phone #

First 5 LA Authorized Staff
Program Officer
Finance

Additional supporting documents may be requested