



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

RFP Number: 25-06 Building Management Services

**Addendum Number: 3 – Mandatory Pre-Proposal Conference and Tour of Building
Sign-In Sheet**






Date: August 18, 2025

NOTICE TO PROPOSERS: THIS ADDENDUM SHALL BECOME PART OF THE RFP, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE PROPOSER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE PROPOSER FROM ANY OBLIGATION UNDER ITS PROPOSAL AS SUBMITTED. THE PROPOSER SHALL IDENTIFY AND LIST IN ITS PROPOSAL ALL ADDENDA RECEIVED AND INCLUDED IN ITS PROPOSAL; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE PROPOSAL NON-RESPONSIVE.

**LACCD RFP 25-06 BUILDING MANAGEMENT SERVICES
MANDATORY PRE-PROPOSAL CONFERENCE/TOUR OF BUILDING**

**AUGUST 15, 2025
9:30 AM TO 10:30 AM**

SIGN-IN SHEET

First Name	Last Name	Organization	Job Title	Telephone Number	Email	Signature
DAVE	McMILLAN	CBRE	SOLUTIONS LEAD	213 308 2610	DAVE.McMILLAN @ CBRE.COM	
Greg	Baker	CBRE	Business unit Leader	818-309-1349	Gregory.Baker2 @cbre.com	
Lynne	Miller	Charles Dunn	Sr. V.P.	213-270-6210	Lmiller@ charlesdunn.com	
Oscar	Torres	Charles Dunn	Sr PM	213 270-6264	OTorres@ charlesdunn.com	
Nathan	Humphreys	Facilities Ed.	President & CEO	310-597-5118	nathan.humphreys@ FacilitiesEd.com FacilitiesEd.com	



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Please be reminded: UNAUTHORIZED COMMUNICATIONS

Proposers shall not, prior to approval of the Award of Contract by the District Board of Trustees, contact or communicate, either verbally or in writing, with any of the following persons (other than the person named on Section 3.1 – page 7 of the RFP) for the purpose of discussing the requirements of the RFP Documents or the RFP process: (1) any trustee, officer, employee, or representative of the District; or (2) any consultant, or employee of a consultant, providing the District with assistance, advice, or professional services relating to the matters covered by the RFP Documents or who is involved in any aspect of the RFP evaluation or scoring processes. Unauthorized communication by a Proposer in violation of the foregoing may result in disqualification.