

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

Paul Greco
Contract Specialist

860-713-5189
Telephone Number

PROCUREMENT DIVISION
450 Columbus Boulevard, Hartford, CT 06103

RFP NO.: 18PSX0268
Proposal Due Date: 21 December 2018
Date Addendum Issued: 18 December 2018

PLEASE NOTE:

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the RFP that are contained in this Addendum.

RFP ADDENDUM # 4

DESCRIPTION:

Property Management Services

FOR:

Department of Administrative Services

PROPOSERS NOTE:

See RFP Site visit sign in sheet attached.

Paul,

Outlined below are our questions for 18PSX0268:

- What time is the proposal due? **December 21, 2018 2:00pm Eastern Time.**

505 Hudson Street:

- Please provide a copy of the October billing package. **See Addendum 3.**
- Please provide the Claim History from the property management company for the past 3 years along with details of each claim (names can be redacted). **There were no claims related to 505 Hudson Street within the past three years.**
- Please provide the 2018/2019 budget along with the detail pages. **See Addendum 3.**
- Please provide a list of closed work orders (tenant and Management Company initiated) for the past 3 months. **Please see Addendum 3.**
- What equipment is owned by the current property management company in the management and maintenance offices? **Two computers, one refrigerator, one microwave, one Keurig, and one shredder.**
- Does the State pay for the on-site copier used by the current property management company? **Yes**
- The 2018/2019 Budget indicates \$0 for HVAC service and parts. How is HVAC handled if there is no money budgeted for service or parts? **The Property Manager was given a budget figure for the annual operating budget. In order to match that amount, only line items with contracts in place were listed. Any expenditures for specific line items that were not budgeted are explained in the variance report or funded through minor capital funds. As many HVAC repairs as possible are handled in house and only parts are purchased.**
- The 2018/2019 budget indicates \$0 for Plumbing. How is Plumbing handled if there is no money budgeted for service or parts? **The Property Manager was given a budget figure to match for the annual operating budget. In order to match that amount, only line items with contracts in place were listed. Any expenditures for specific**

line items that were not budgeted are explained in the variance report or funded through minor capital funds. Plumbing services that can be handled in house are provided by the PM staff and only parts are purchased.

- Are any current maintenance staff licensed? **There is a 20 hour per week D2 assignment.**
- What are the hours of the onsite maintenance staff? **D2 10:00 – 2:00, GMW 6:30 – 3:30, HDC 7:30 – 4:30, PM 8:30 – 5:00**
- What are the current hours of the property management office? **6:30 am – 5:00 pm**
- How are preventive maintenance and work orders tracked? **Mapcon software**
- Does the management company oversee the security vendor? **Yes, but it is a State contract.**
- What is the building population? **560**

165 Capitol Avenue:

- Where will the Property Management office be located? **Ground floor.** Will it be furnished by the State? **Yes**
- What are the expected hours of the Property Management office? **8am-5pm**
- What is the State's expectation for hours of the Property Manager and Assistant Property Manager at 165 Capitol and 505 Hudson? **We will work with the awarded Property Management firm.**
- Where will the Maintenance Office be located? **It will be in the Basement.** Will there be a Maintenance shop with supplies? **Yes**
- What type of Energy Management System will be installed? **Yet to be determined.**
- How often are the Construction Management meetings? **Construction meetings are weekly. Commissioning meetings are monthly.**
- What type of automation system will be installed in the garage? **Parking Controls and Lighting Controls, type TBD**
- Is the Property Manager responsible for collection of the garage revenues? **Yet to be determined.**
- Will the Property Manager be responsible for managing the garage? **Yes**
- Will Card access for the Building and Garage be handled by Statewide Security or the Property Manager? **Statewide Security**
- Who is handling the Move Management for the State? **Consultant to be hired under a separate RFP**
- Please provide a list of the proposed equipment at 165 Capitol Avenue. **We will follow up with the awarded Property Management firm.**
- Please provide a Building Spec sheet for 165 Capitol Avenue. **This was provided at the walk through.**
- What is the expected building population? **Approximately 1,000**

STATE OF CONNECTICUT

DEPARTMENT OF ADMINISTRATIVE SERVICES

PROCUREMENT DIVISION

165 Capitol Avenue, Room 5th Floor South

HARTFORD, CT 06106-1659

Paul Greco
 Contract Specialist

860-713-5189
 Telephone Number

RFP NO.:

18PSX0268

RFP Due Date:

12/21/2018

ATTENDANCE SHEET FOR MEETING and SITE INSPECTION

DESCRIPTION: PROPERTY MANAGEMENT SERVICES FOR STATE OF CONNECTICUT PROPERTIES LOCATED AT 165 CAPITOL AVE., 315 BUCKINGHAM ST., 129 LAFAYETTE ST., AND 505 HUDSON ST. HARTFORD, CONNECTICUT.

FOR:
 Department of Administrative Services

LOCATION: 505 Hudson, 165 Capitol, 315 Buckingham, 129 Lafayette

DATE & TIME: 12/10/18 9:30 AM

PLEASE PRINT:

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