July 26, 2018

Ms. Kerri Versteeg

State of Connecticut-Department of Administrative Services

DPW Facilities Management

450 Columbus Blvd

Hartford, CT 06106

Re: **JUNE 1, 2018- MAY 31, 2019 OPERATING BUDGET .. Rev #2**

**410-474 Capitol Avenue, Hartford, CT**

Dear Kerri,

Below, please find the proposed operating budget for fiscal year June 1, 2018 to May 31, 2019 for 410-474 Capitol Avenue, Hartford, Ct and external parking lots. This site is comprised of three office, one combined dining & conference, one mechanical plant building, totaling approximately 431,066 square feet. In addition there are three (4) associated offsite parking lots. The total operating expenses are projected at $4,463,964or $ 10.33 per square foot, with utilities.

The account subdivision breakouts are as follows:

|  |  |
| --- | --- |
| **Account Sub-Division** | **Cost per square foot** |
| Cleaning, Trash & Recycle | 1.84 |
| Repairs & Maintenance | .61 |
| Utilities | 4.31 |
| Life Safety/Security | 1.86 |
| Roads & Grounds | .67 |
| Administrative | .40 |
| Shuttle Bus Service | .64 |
| **Total $ per Sq. Ft.** | **$ 10.33** |

The above figures are representation of figures directed by DAS for this portfolio.

Sincerely,

Debbie Scully, Property Manager

**410-474 Capitol Avenue, Hartford, CT**

**Note: Per DAS directives we have met the budget numbers requested. Each line item indicates budgeted amount as well as last year’s actuals. This budget is bare minimum.**

**EXPENSES:**

1. **Cleaning Services**: $749,644 Budgeted ($721,303 year end actual as of May 31, 2018)

Figures are based on contracted expenses to perform nightly cleaning services, including paper goods. Additional monies were added for any Standard Wage rate increases.

1. **Pest Control**: $7,400 Budgeted ($7,370 actual as of May 31, 2018)

Figures based on monthly services increased due to new contract with DAS and monies for mice trappings.

1. **Cleaning Supplies**: N/A
2. **Window Washing**: Exterior window cleaning is part of the cleaning contract.
3. **Trash Removal**: $35,068 Budgeted ($36,262 year end actual as of May 31, 2018)

This item includes estimated monthly trash and recycle pick-ups. June 2018 includes extra dumpsters for 450 clean-out.

1. **Hazardous Waste Disposal:** $2207 Actual

June 2018scheduled pick up in June for materials gatherer throughout the complex. Sitting in the boiler room.

1. **Electrical Services**:  $5,363 Budgeted ($26,930 year end actual as of May 31, 2018)

Includes changing ballasts and additional site electrical required code work performed by an outside contractors

1. **Electrical Supplies**: $0.00 ($325 year end actual as of May 31, 2018)

No allocated for parts and supplies i.e.; outlets, switches, relays, contacts, circuit breakers, and motors.

1. **Lighting Supplies**: $5,973 Budgeted ($3,123 year end actual as of May 31, 2018)

Monthly Lighting, ballasts and LED retrofits

1. **HVAC Services**: $16,440 Budgeted ($26,061 year end actual as of May 31, 2018)

Contracted water treatment. Annual software agreement for building management system.

1. **HVAC Supplies**: $1500.00 ($1,439 year end actual as of May 31, 2018)

Filters, coil cleaner, thermostats, heater straps and other heating, ventilating and air conditioning supplies as needed.

1. **Elevator Services**: $30,000 Budgeted ($26,142 year end actual as of May 31, 2018)

Represents contracted monthly elevator service costs under DAS contract. 2019 contract increases

1. **Plumbing Services**: $1000 Budgeted ($2,860 year end actual as of May 31, 2018)

No allocations for plumbing services for clogged drains, broken pipes, toilet or urinal replacements, etc.

1. **Plumbing Supplies**: $0.00 ($2,069 year end actual as of May 31, 2018)
2. **General Building Payroll**: $178,100 Budgeted ($161,951 year end actual as of May 31, 2018)
3. **General Building Supplies**: $0.00

Item represents expenses for general supplies such as doors, door hardware, paint, building tools, lumber, drywall, plywood, etc.

1. **General Building Maintenance**: $16,450 Budget ($28,929 year end actual as of May 31, 2018) Note: $7,650 is June actual balance for year is **$8,800**
2. **On Site Office Telephone:** $5,427 ($5,128 year end actual as of May 31, 2018)

Allocated for the onsite telephones, fax and internet services.

1. **Minor Equipment:** ($00.00/mo.) No monies are allocated.
2. **Signage:** $2500 Budgeted ($1015 year end actual as of May 31, 2018)

Anticipated common area directional signage

1. **Electricity**: $967,014 Budgeted ($1,000,627 year end actual as of May 31, 2018)

1. **Gas:** $15,009 Budgeted ($10,321 year end actual as of May 31, 2018)
2. **Fuel Oil:**  $500 has been allocated. This item represents an estimated cost to fill the emergency generator fuel tank.
3. **Purchased Steam:** $292,287 ($238,885 year end actual as of May 31, 2018)
4. **Purchased Chilled Water**: $552,827 Budgeted ($493,092 year end actual as of May 31, 2018)

May Chilled Water not included in year end. Dollard spent in May $86,427 posted in June of this budget year

1. **Water/Sewer:** $35,333 ($52,445 year end actual as of May 31, 2018)
2. **Security Services**: $773,996 Budgeted ($704,148 year end actual as of May 31, 2018)

Contracted wages for security officers based on current contract.

1. **Other Security Expenses**: $45,858 Budgeted ($40,162 year end actual as of May 31, 2018)

Estimated Monthly ADT/Tyco service agreement invoices. Visitor badges and some additional funding for security enhancements.

1. **Fire Protection**: $24,731 Budgeted ($41,694 year end actual as of May 31, 2018)

Fire Extinguishers Annually. Quarterly sprinkler testing, annual backflow preventer testing & inspection Monies allocated for obstruction testing

1. **Landscaping**: $12,485 Budgeted ($14,600 year end actual as of May 31, 2018)

Includes all parking lots, spring cleanup costs, ongoing mowing, bush & tree trimming, trash removal and site enhancements. Line item includes invoice in June for handicap parking stripping

1. **Indoor Plants:** No funding has been allocated for this line item.
2. **Snow Removal:**  Estimated at $274,620 Budgeted ($346,469 year end actual as of May 31, 2018)

Estimated snow removal costs for the property including, Oak & Capitol, 340 Capitol Ave, Lot ‘A &B’ Lot C and 450 Cap Ave rear lots. Snow Contract to be bid this year.

1. **Asphalt Maintenance:** $0.00 Budgeted ($10,321 year end actual as of May 31, 2018)
2. **Parking Lot Sweeping:**  No funding has been allocated for this line item. DAS staff have completed in the past.
3. **Administrative Payroll**: $105,182 Budgeted Estimate payroll costs contract out to bid in January 2019
4. **Office Supply Expense**  $1150 ($788 year end actual as of May 31, 2018)

Allocated for expenses such as purchase order forms, stationary, copier paper, ink, copier costs etc.

1. **Office Rental/Lease:** $3175.00 Includes copier rental, all repairs and toner supplies.
2. **Management Fee**: Annual $61,596 per PSA contract. Estimated as contract bid our in January 2019.
3. **Other Professional Fees**: N/A
4. **Other Administrative expense**: N/A
5. **Fees & Licensing**: N/A

**Shuttle Bus**: Estimated to cost $274,620 ($284,264 year end actual as of May 31, 2018)

1. **Service Transfers:** I anticipate $26,500 per tenant requested work and/or services to be transferred by account #7215.