

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

Paul Greco
Contract Specialist

PROCUREMENT DIVISION
450 Columbus Boulevard, Hartford, CT 06103

860-713-5189
Telephone Number

RFP NO.: 18PSX0305
Proposal Due Date: 31 December 2018
Date Addendum Issued: December 13 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 #2

DESCRIPTION:

Property Management Services

FOR:

Department of Administrative Services

See Answers to RFP Questions below:

- What time is the proposal due?
- **December 31, 2018 at 2:00 PM Eastern Time.**
- Please provide a copy of the October billing package.
- **Please see attached.**
- 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).
- **450 Capital Avenue 6/30/2016 Claimant tripped and fell due to a broken metal grate located on the sidewalk.**
- Please provide a list of any IAQ (Indoor Air Quality) complaints for the past 2 years.
 - **Report for Limited Indoor Air Quality (IAQ) Inspection and Testing Third Floor 460 Capitol Avenue, Hartford, CT ATC Project No. 2257316301**
 - **Report for Limited Indoor Air Quality (IAQ) Inspection and Testing Commissioners Suite – 4th Floor, 410 Capitol Avenue, Hartford, CT ATC Project No. 2257317308**
- Please provide the 2018/2019 budget along with the detail pages.
- **Please see attached.**
- Please provide a list of closed work orders (tenant and management company initiated) for the past 3 months.
Please see attached.
- What equipment is owned by the current property management company in the management and maintenance offices?
- **Property Management Computer and 2 Maintenance Computers (EMS Computer is owned by the State)**
- Does the State pay for the on-site copier used by the current property management company?
- **Copier is Leased by the State**
- Is there an HVAC contractor under contract? **No** If not, who performs the HVAC preventive maintenance and addresses any HVAC issues/work? **In house staff and as needed State contracted Trade Labor or SBE's**
- Are any current maintenance staff licensed?
- **No**
- What are the hours of the onsite maintenance staff?

- 2 staff (1) 7:00 – 3:30 (1) 7:30 - 4pm
- What are the hours of the property management office?
- 7 am – 4pm
- How are preventive maintenance and work orders tracked?
- MapCon PM software
- Does the management company oversee the security vendor?
- Yes
- What are the hours of the shuttle service?
- 6:30 a.m. to 6:00 p.m.
- What is the building population?
- Approximately 1300