



**ADDENDUM
REQUEST FOR PROPOSAL
PROPERTY MANAGEMENT AT ONE TEXAS CENTER
CITY OF AUSTIN, TEXAS**

RFP: JRD0314

Addendum No: 4

Date of Addendum: August 16, 2016

This addendum is to incorporate the following changes to the above-referenced solicitation.

1.0 Questions and Answers.

(Q1) Who holds the contract with the Parking Lot/Garage Operator? Who is this vendor and can you please provide contact info?

(A1) The One Texas Center (OTC) parking operations and management services contract is handled by ABM Parking Services under contract #NA12000020. Contract information is available through the City's [Vendor Connection](#) website.

(Q2) Can you provide a copy of the BSD's 5S Program?

(A2) Building Services 5S program follows the internationally recognized workplace organization method. The City will provide training on the program after award.

(Q3) What is the name of the BSD's Work Order System? Is it proprietary? The RFP states that the BSD will pay for training. Does BSD also pay for the licenses necessary to work on the system?

(A3) The City uses MaintenanceEdge by Dude Solutions. It is cloud based software, and the City pays for the licenses for system users.

(Q4) Can you provide a list of the Open Work Orders in the BSD's Work Order System?

(A4) A list is currently not available at this time.

(Q5) Can you provide a sample of the Monthly Report required by BSD?

(A5) This has been published under Addendum #3, under Attachment E.

(Q6) Can you provide a copy of the Work Order Report included in a recent monthly report?

(A6) A Work Order report is not available at this time.

(Q7) Please define the costs included in the Management Fee. The RFP states the Service Contractor's Operating and administrative expenses and Overhead expenses?

(A7) The management fee is what the Contractor wishes the City to pay for the management of OTC and should include costs the Contractor will incur managing the facility, minus the on-site costs that are reimbursable listed in Section 0500 – Scope of Work, Paragraph 4.2.



(Q8) Please define the costs included in Reimbursable Expenses?

(A8) Reimbursable expenses are expenses incurred as a result of a project or operational requirement that has been directly requested by the City.

(Q9) Are the property's monthly services, such as landscaping, parking, generator maintenance and inspections (If applicable), custodial services, bid out and contracted for by the Service Contractor or in the name of BSD? Are they Reimbursable Expenses?

(A9) These items are solicited by the City, however, if the City would request the Contractor to source those services it would be reimbursable.

(Q10) What is the frequency of current Customer Satisfaction Survey? Is this distributed by the Service Contractor or BSD?

(A10) Custom Satisfaction surveys are performed annually by the City.

(Q11) Who does the City contract with for Custodial Services?

(A11) OTC custodial services are handled by City staff. It is not outsourced.

(Q12) The RFP states that the City will pay for and provide certain services. Does the City also develop the specs and bid out the work through internal Purchasing Group, or does the Service Contractor bid out the work?

(A12) Any purchases sourced by the City will follow the City's purchasing process.

(Q13) Can you please have a copy of the Pre-Proposal Conference Sign-in Sheet?

(A13) The pre-proposal sign-in sheet has been published under Addendum #3.

(Q14) Are the Manager, Assistant Manager, Day Porter, CBE and Engineer salaries included in the budget line item under "Administrative Expense"?

(A14) It should be included in the General Ledger under payroll expenses.

(Q15) What does the line item in the budget under "Other – 4905" what is included in Misc. Operating – Billbacks"?

(A15) This is a collection of various items expensed as a result of projects requested.

(Q16) Please provide a list of all mechanical equipment in the building by manufacturer and year of installation?

(A16) Two Trane Centrifugal Chillers installed in 1983, a Marley Cooling Tower installed in 1983 and repaired in 2015, and 14 Air Handler Units installed in 1983.



(Q17) Does the building have an Energy Management System? If so what is the name and age of the EMS?

(A17) There is a Tracer Summit EMS installed sometime before 1997.

2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:



Jonathan Dalchau, Senior Buyer Specialist
Purchasing Office

8/16/2016
Date

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

RETURN A COPY OF THIS ADDENDUM
to the Purchasing Office, City of Austin, Texas with your bid.
Failure to do so may constitute grounds for rejection of your bid.