

REQUEST FOR PROPOSALS
DEPARTMENT OF TRANSPORTATION
424 CHAPEL STREET COMPLEX, NEW HAVEN, CONNECTICUT

I. INTRODUCTION

The purpose of this Request for Proposals (RFP) is for the State of Connecticut, Department of Transportation (State) to solicit responses so as to engage the services of a property management firm to be completely responsible for, and to oversee the 24 hour, seven (7) days/week, 365 days/year, complete building management and operations at the 424 Chapel Street Complex. This will include the provision of all maintenance and repair of all the physical and operational components, the provision of security services, the provision of all landscaping and snow / ice control services, janitorial services, and any other operational service that may be required for the 424 Chapel Street Complex.

The contract is anticipated to be for a five-year period, commencing on 11/01/13, and expiring on 10/31/18. The State, however, reserves the right to extend the term of this agreement in order to assure continuity of operations at the 424 Chapel Street Complex. The State may extend the terms of the Agreement to coincide with the date of commencement of any successor Agreement for a term up to, but not to exceed 12 months from the expiration date of the original Agreement; if such temporary extension is deemed to be in the best interest of the State. The State must give the contractor written notice of this intention no less than thirty (30) days prior to the original expiration of the Agreement term. All terms and conditions of the Agreement not specifically modified during the continuity of operations period will continue to be applicable during any such extension.

The basis for the award of this contract is outlined in Section VI.

II. SCOPE OF SERVICES

A. Overall Management Services: The selected firm will be required to perform the general management services described herein.

Please describe in your proposal response how your firm will provide each of these services for the 424 Chapel Street Complex.

Also, explain in your proposal what services you propose to subcontract and identify how subcontracted services will be obtained. (Note: All proposals by the management firm to subcontract work will require approval by the State).

1. Twenty-four (24) hours, seven (7) days/week, 365 days/year supervision of all operational aspects of the building and property, including regular and extraordinary maintenance and repair. Full-time, on-site supervisory presence is not required nor anticipated under this RFP. Describe your proposed methodology for accomplishing supervision / oversight.
2. Complete oversight responsibility of the building security / access system, including, but not necessarily limited to: installation (if you choose not to utilize the existing system), maintenance, repairs, facilitating employee access changes, and coordination with remote monitoring station of building security / access system.
3. Provision for on-site security personnel.

4. Full financial services, including cost accounting, budget planning, administration, and developing monthly operating reports, which are to be submitted to the State as stipulated herein. (See additional information provided in Section II.B.
5. Tenant relations (i.e. building occupants, including State personnel, consultants, and contractors).
6. On a separately priced, as needed basis, coordinating and overseeing building improvements, which includes the preparation of specifications and documents suitable for procurement of subcontractors in accordance with state standards. Coordinate with appropriate individuals within the State to ensure desired work is advertised and awarded in accordance with governing State procedures.
7. Ensuring compliance with all governing federal, state, and municipal laws, ordinances, rules, regulations, and orders relative to property, environmental, and health and safety matters.
8. Required Building Operation Activities: The selected firm will be required to perform the building operation activities and services listed within this section. Please explain how your firm will provide the following:
 - a. All general building and property preventative maintenance, including the development and implementation of all task frequency schedules for all building systems, and the scheduling and conducting of all code / regulation required testing for building and fire systems.
 - b. Plan for prompt response to emergency repair situations; please also identify the anticipated response time for telephone call-backs and actual on-site presence for these situations.
 - c. Basic / general repair and maintenance program (including preventative) in the following areas:
 - HVAC / Controls (services/materials/supplies)
 - Emergency generator(s)
 - Sprinkler system
 - Fire alarm system
 - Locksmith services
 - Plumbing services
 - Glass replacement
 - Electrical
 - General trades (masons, carpenters, painters, etc.)
 - Elevator
 - Roofs
 - Parking gate
 - Access / Security system
 - Snow removal
 - Landscaping
 - Janitorial
 - d. Awareness of and efforts related to energy conservation operations and maintenance.
 - e. Building janitorial program to include a high standard of cleanliness and be fully compliant with State's environmentally friendly cleaning program.

- f. Assure compliance with all health and safety related issues such as, but not necessarily limited to, building code requirements, fire code requirements, OSHA requirements, State policies for environmental friendly cleaning practices, indoor air quality issues, presence of lead and asbestos, and general building occupant safety, including conducting fire drills and developing, posting, and training occupants concerning building evacuation plans and the maintenance in place of asbestos.
- g. Plan for ensuring compliance with Public Act 07-124, an act concerning the inspection and evaluation of air quality in State buildings.

B. Accounting and Financial Program: The selected firm will be required to perform the following financial-related services and activities. Please explain how your firm will supply each of these services.

1. Development and implementation of a plan, to be approved by the State, for the tracking and reporting of all expenses related to this agreement on a monthly basis. The contractor shall generate and submit the following, using formats to be approved by the State:
 - a. Management Report (describes general status of operations)
 - b. Operating Statement (summarizes account financial status)
 - c. Budget Variance Analysis (compares proposed expenses to actual)
 - d. Itemized Invoice Requesting Payment (for monthly fees and reimbursable expenses)
 - e. Copies of all Invoices Paid by the contractor
 - f. Accident / Injury / Damage report (identifies and summarizes any incidents or claims)
 - g. Revenue vs. Expense Assessment (compares federal project money for location to actual expenses)
 - h. Preventative Maintenance Activities and related expenses (summarizes those activities actually performed vs. scheduled, and those costs actually incurred vs. projected)
2. Development of a proposed annual operating budget for the site. The actual detailed proposed budget will be required to be submitted to the State for review and approval after the selection of a management firm.

C. Additional Specific Requirements of the selected Management Firm:

1. The selected management firm shall have staff available on a twenty-four (24) hour basis to immediately respond to emergency situations.
2. The selected firm will be required to designate and provide a person that will act in the capacity of a safety program officer that will be responsible for building code, fire, public safety, and security coordination (i.e., fire drills, evacuation plans), including building and fire code compliance and inspections, organization of a safety committee, and accident reporting.
 - a. The selected firm will be required to develop and maintain: (1) a material safety data program for chemicals used on-site; (2) an employee safety training program; (3) a written disaster plan; (4) a written security plan; and (5) a written emergency evacuation plan. Development of plans will require input from and review by State Security, Safety, and Property and Facilities Services personnel and the City fire and police departments. All plans will require approval by the Department of Transportation. Proposed plans will be submitted after the selection of a property management firm.

3. The selected firm will be required to coordinate with the Department of Transportation on all building code and fire safety aspects of construction and / or renovation activities.
4. The selected firm will be required to coordinate accident and / or injury claims with the Department of Transportation by providing copies of any and all incident reports to each unit.
5. The selected firm will be responsible for inventory management for all State-owned furniture, workstations, and equipment.
6. As stated, the management company is not required to provide a full-time, on site management presence, but the selected firm will be provided with a space in the facility for the property manager to maintain information on-site that may be required for the facilities' operation. The selected property management firm will, however, be required to provide any needed furnishings, including computers and telephones, along with all office supplies, necessary to conduct business.
7. The selected firm will be responsible for telecommunications management, including conformance with approved State and Federal telecommunications wiring standards. This includes facilitating any moves of personnel from one location to another as well as accommodating any additional personnel that may be required by the building occupants during the course of this agreement.
8. The selected firm will be responsible for building occupant relations, including development of a service request procedure in a format acceptable to the Department of Transportation.
9. For any and all services the management firm proposes to subcontract versus utilizing its own personnel to complete the work, the management firm will be responsible for specification development, selection, supervision and quality control reporting of all subcontracted services [i.e., janitorial (including day porter service), rubbish removal and recycling (in accordance with State regulations), HVAC, plumbing, on site security, electrical, snow and ice removal, landscaping, pest control, etc.] All proposals by the contractor to subcontract work will require approval by the State.
10. Service Contracts: For any and all services the management firm proposes to subcontract, all service contracts will be issued on a lump sum basis for a term not to exceed 10/31/18, and include provision for cancellation thereof by the State upon not less than 30 days' written notice, for cause or convenience.
11. The selected firm will be responsible for specification development for procurement of service contracts as stated above in II. C. 9. and the selection, supervision and quality control reporting of all physical plant contractors (including but not limited to electrical, plumbing, mechanical, controls, fire, and structural maintenance and repairs, window replacement/cleaning, emergency needs, etc.).
12. Act as the site's Asbestos Coordinator on behalf of the State to insure that any existing asbestos that may be maintained in place is treated in a proper manner so as to prevent any damage or release of fibers.

III. ADDITIONAL SUBMISSION REQUIREMENTS

- A. In addition to the required information identified under Section II.A & B, detailed information on the following must also be submitted with your proposal.
1. Identification of firm submitting the proposal (list all principals and their percentage of ownership). If a corporation, submit current corporate record print-out from the Office of the Secretary of State.
 2. Table of organization of the firm.
 3. Project Team: Brief profile of persons responsible for the performance of the assignment (i.e. (A.) administrative personnel that would be responsible for oversight of day-to-day operations, fit-out work, and accounting; and (B.) technical structure which describes how day-to-day and emergency issues will be dealt with for specific disciplines or activities such as (but not necessarily limited to): plumbing, HVAC, electrical, fire alarm, fire protection, environmental, telecommunications, security, snow removal, janitorial, etc.) If you propose to subcontract services to another firm, provide the name of the firm and details regarding the arrangement.
 4. Background and experience of the firm (including all subcontracted firms).
 5. Cost Calculation:
 - a. EXHIBIT A includes the form entitled "PROPERTY MANAGEMENT COST CALCULATION" which must be completed and returned with your proposal. The form is broken down into four parts:
 - (1) Part A, Management Fee: List your firm's total annual management fee for management services for each year of the contract based on the terms of the contract. The management fee shall include any and all costs of doing business associated with management of the 424 Chapel Street Complex, including the firm's expected profit, cost of money, executive and back office support, liability insurance, dispatch and work order systems, etc.
 - (2) Part B, Administrative Payroll: Specify your firm's costs directly attributable to the specific positions indicated. The hourly costs shall include salaries, fringe benefits, and when applicable, the costs of uniforms, cell phones, beepers, etc. attributable to the subject property. The cost of any paid leave time for holidays and vacation, or sick or personal leave is not billable on an hourly basis and is to be factored into the fringe benefit cost. Include any projected increases in the out year cost calculations for years 2-5. Where applicable, staffing costs shall be in compliance with Public Act 99-142, "An Act Setting Standard Wage Rates for Certain Service Workers". A list of anticipated titles has been provided. If you do not require all of these titles or require additional positions, please make the necessary corrections so as to reflect your actual staffing.

- (3) Part C, General Building Payroll, and Part D, Sub-contracted General Building: The property management firm has the option to propose utilizing full-time or part-time employees on their payrolls for general building trades, or subcontracting any or all portions of the work required by the building trades. If the property management firm proposes to employ general building trades as part of their permanent staff in order to accomplish the daily scheduled maintenance and operation activities associated with the Complex, the proposed hourly rate (including fringe benefits, etc.) for each trade shall be indicated in Part C of Exhibit A. If known, identify the subcontractor who will perform the work of each general building trade necessary to accomplish scheduled maintenance and operation activities associated with the management requirement for the Complex under Part D of Exhibit A. All anticipated subcontractors shall be identified and the information on each subcontractor performing the required work shall include its proposed lump sum annual cost to accomplish the normal, routine work for the given activity. If the trade is to be subcontracted and the subcontractor and the fee have not yet been identified, please identify the trade in Part D with explanation that subcontractor To Be Determined.
- (a) Specific bid proposal requirement for Part C: If the property management firm has the capability of performing a trade service with its own staff, the management firm shall list the proposed hourly rate for each trade **regardless of whether the firm proposes to use its own employees or subcontract the work**. The listed rates will be used after the selection of a property management firm for purposes of discussing whether to have work performed by property management staff versus subcontracting services.

You must complete and return the cost calculation form from Exhibit A with your proposal. Failure to do so will result in rejection of your proposal

NOTE: Future modifications to the staffing requirements may be proposed by the contractor, but shall be at the State's discretion. Reductions or increases to required staffing shown on Exhibit A shall be priced as per submitted rates.

6. Provide a statement regarding firm's overall management philosophy.
7. Provide a statement that all principals of the firm submitting the proposal have read the terms and conditions of the RFP.
8. Provide a list of references and properties managed of comparable size and complexity.
9. Evidence of current insurance coverage shall be submitted with your proposal. Evidence of insurance shall be a Certificate of Insurance from the insurance agent on form(s) **acceptable to the State**.

a. The selected property management firm will be required to carry, at no direct cost to the State, certain levels of insurance for the duration of the Agreement, and any supplements thereto, with the State being named as an additional insured, as follows:

- (1) Commercial General Liability Insurance: \$1,000,000.00 bodily injury for each occurrence and an aggregate of \$2,000,000.00.
- (2) Automobile Liability Insurance: \$1,000,000 bodily injuries or death of all persons any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence. In cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$2,000,000.
- (3) Workers' Compensation Insurance: statutory amount

b. The selected property management firm will require all subcontractors to have insurance coverage at the subcontractors' expense, in the following amounts:

- (1) Workers' compensation: statutory amount
- (2) Employer's liability: \$1,000,000.00 minimum
- (3) Commercial general liability: \$1,000,000.00 bodily injury for each occurrence and an aggregate of \$2,000,000.00
- (4) Employee dishonesty and depositors forgery: \$20,000.00
- (5) Automobile: \$1,000,000.00 combined single limit.

10. Proposer's Presentation of Supporting Evidence: A firm, if requested, shall be prepared to present additional evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposals.

11. The following attached forms shall be completed, properly signed, and returned with the proposal:

- a. Contract Bid Form
- b. Bid Bond Form
- c. Non-collusion Affidavit

NOTE: The Agency Vendor Form and W-9 are included for informational purposes and are not required to be returned with the proposal. The execution of these documents will occur after the selection of a property management firm.

12. The selected property management firm will be required to comply with the contract provisions contained in Form FHWA-1273 and Title VI Contractor Assurances (copies attached). Form FHWA-1273 applies if minor construction, e.g. build out of new office space, etc., is needed.

13. The proposal shall include a summary of the proposer's experience with Affirmative Action. This information is to include a summary of the proposer's affirmative action plan and the proposer's affirmative action policy statement.

Part III of Title 46a of the Regulations of Connecticut State Agencies requires agencies to consider the following factors when awarding a contract which is subject to contract compliance requirements:

- a. the proposer's success in implementing an affirmative action plan;
- b. the proposer's success in developing an apprenticeship program complying with Section 46a-68-1 et seq. of the Regulations of Connecticut State Agencies;
- c. the proposer's promise to develop and implement a successful affirmative action plan;
- d. the proposer's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and,
- e. the proposer's promise to set aside a portion of the contract for legitimate small contractors and minority business enterprises. (See Sections 46a-68j – 23 and 46a-68j – 24 of the Regulations of Connecticut State Agencies). Note that in V.A.11 below, 0% (zero percent) of this contract award must be set-aside for certified Disadvantaged Business Enterprises.

IV. GENERAL INSTRUCTIONS TO PROPOSERS

NOTE: THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

Office of Policy and Management Ethics Form 1, Form 5, Form 6, and Form C are affixed to this RFP in Exhibit B and must be completed in their entirety or your proposal will not be considered.

- A. Delivery of Responses: RFP responses shall be in sealed envelopes upon which a clear indication has been made of the RFP reference title, as well as the date and time the bid is due. The name and address of the firm shall appear on the envelope.
 1. Signature and Responsible Persons: The Proposal shall be signed by an authorized official. The Proposal shall also provide name, title, address, and telephone number for individuals with authority to negotiate and contractually bind the company, and for those who may be contacted for the purpose of clarifying the information provided.
 2. Proposals shall be received by **March 22, 2013 no later than 3:00 p.m.**, at the Department of Transportation, 2800 Berlin Turnpike, Newington. No proposals will be accepted after this time.
 3. Please submit four (4) copies of your proposal.

B. Mandatory Pre-Bid Conference:

1. A mandatory pre-bid conference is scheduled for **February 15, 2013** at 10:00 a.m. at the lobby of 424 Chapel Street Complex. Attendance is mandatory for all prospective proposers. Responses will not be accepted from companies that are not in attendance at this conference.
2. No questions will be answered at the pre-bid conference. Written questions may be submitted in person at the conclusion of the walk-through or may be submitted via e-mail to Terry.Obey@ct.gov or mailed to Mr. Terrence J. Obey, Rights of Way Assistant Director, Office of Rights of Way, Department of Transportation, P.O. Box 317546, Newington, CT 06131-7546. All questions must be submitted by February 27, 2013 by 3:00 pm. Questions will be responded to in writing via a formal addendum to all prospective proposers by March 6, 2013.
3. All prospective proposers will be required to sign-in and register at the pre-bid conference in order to be eligible to submit a proposal. There will be a 15-minute grace period given from the start time. After the grace period has expired, the Department will not accept any new proposers to tour the facilities and submit responses.

V. CONDITIONS OF THE CONTRACT

A. Any prospective contractor shall adhere to the following conditions as stated below:

1. Acceptance or Rejection by the State: The State reserves the right to accept or reject any or all Proposals submitted for consideration.
2. Conformance with Statutes: Any contract awarded as a result of this RFP shall be in full conformance with statutory requirements of the State of Connecticut and the federal government.
3. Ownership of Proposals: All Proposals received in response to this RFP are to be the sole property of the State, and subject to the provisions of Section 1-210 of the Connecticut General Statutes (Re: Freedom of Information).
4. Oral Agreements: No alleged oral agreements or arrangements made prior to the award of the contract by any employee of a firm or the State with any other employee of a firm or the State will have any merit unless said agreement or arrangement is confirmed in writing and incorporated via addendum.
5. Amending or Canceling Requests: The State reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interests of the agency and the State.
6. Rejection for Default or Misrepresentation: The State reserves the right to reject the Proposal of any firm which is in default of any prior contract or for misrepresentation.
7. State's Clerical Errors in Awards: The State reserves the right to correct inaccurate awards resulting from its clerical errors.
8. Rejection of Qualified Proposals: Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and/or specifications of the RFP.

9. Changes to Proposal: No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the agency may be required at the proposer's expense.
10. Collusion: By responding, the firm implicitly states that the proposal is not made in connection with any competing firm submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the firm did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the State participated directly or indirectly in the firm's proposal preparation.
11. **Please be advised that when the contract is awarded, a minimum of 0% (zero percent) of this contract award must be set-aside for certified Disadvantaged Business Enterprises.**
12. The Contractor warrants that he shall not sublet, subcontract, sell, transfer, assign, or otherwise dispose of the contract or any portion thereof, or of the work provided therein, or his right, title, or interest therein, to any person, firm, partnership, or corporation without the written consent of the State. For breach or violation of the above stipulation the State shall have the right to annul the contract without liability.

B. Rights Reserved to the State:

1. The State reserves the right to award in part, to reject any and all Proposals in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the State will be served.
2. The State reserves the right to terminate any future agreement arising from this RFP due to the sale of the property(s) or the closure of the Complex.
3. The State reserves the right to amend the terms and conditions of this agreement following its award if it is deemed to be in the best interest of the State.

VI. SELECTION CRITERIA

- A. Initial Screening Criteria: The proposal will be evaluated by a Selection Committee against the following criteria to determine which firm(s) is most capable of implementing the State's requirements:
 1. Written Proposal (40%) broken down as follows:
 - a. Management Approach (10%)
 - b. Management firm's experience and ability to do the specified work stipulated within this RFP (15%)
 - c. Availability and Competency of Personnel (15%)
 2. Competitiveness of proposed management fee (Combination of Exhibit A, 40%)
 3. Oral Presentation (20%): The State reserves the right to limit the number of firms requested to do an oral presentation based upon the results of the initial screening of proposals as outlined under VI.A.1 and VI.A.2 above.
- B. Final Selection of the property management firm will be made by the Commissioner of the Department of Transportation. The Selection Committee is acting in an advisory capacity to the Commissioner.

VII. SECURITY OF PROPOSED MANAGEMENT OFFER

All prospective firms will provide Security that the management firm will execute a contract with the Department of Transportation. Security will be submitted with the proposed management fee and may be submitted in any one of the following forms:

- A. A bid bond for ten percent (10%) of the total amount of the proposed management fee (total of Part A and Part B of Exhibit A).
- B. Bonds shall meet the following requirements:
 - 1. Corporation: The bond shall be signed by an official of the corporation above his official title and the corporate seal shall be affixed over his signature.
 - 2. Partnership: The bond shall be signed by one or more of the general partners.
 - 3. Limited Liability Company: The bond shall be signed by one or more of the members or managers who are authorized.
 - 4. Individual: The bond shall be signed by the individual owning the business and he should indicate he is the owner.
 - 5. The surety company executing the bond shall be licensed to do business in the State of Connecticut, or the bond shall be countersigned by a company so licensed.
 - 6. The bond shall be signed by an official of the surety company and the corporate seal affixed over his signature.
 - 7. Signatures of two witnesses for both the principal and the surety shall appear on the bond.
 - 8. A power of attorney for the official signing the bond for the surety company shall be submitted with the bond, unless such power of attorney has previously been filed with the Department of Transportation.

EXHIBIT A

Property Management Cost Calculation

Complete this form (in whole dollars) and return it with your proposal.

Firm Name: _____

Location: 424 Chapel Street Complex, New Haven, CT Contract Term: 11-1-2013 thru 10-31-2018

Management Fee

Specify your firm's annual management fee required for management services for the term of the contract. The management fee shall include the firm's expected profit, cost of money, executive and back office support, dispatch and work order systems, etc.

			Year 1	Year 2	Year 3	Year 4	Year 5
A. Management Fee (Annual)							
	Hrs./week	Hr. Cost Inc./Benefits	Annual Cost Year 1	Annual Cost Year 2	Annual Cost Year 3	Annual Cost Year 4	Annual Cost Year 5
B. Administrative Payroll							
	Site Property Manager						
	Assistant Site Manager						
	Environ./Safety Officer						
	Other:						
Part B Subtotal Annual Cost:							
ANNUAL COST TOTALS (PART A + B)							
C. Gen. Bldg. Payroll							
	Electrician (E-1)						
	Electrical Apprentice						
	HVAC Mechanic (D-2) (Limited Heating/Cooling Journeyman's License)						
	HVAC Apprentice						
	Gen. Maint. Worker/ (General Trades Helper)						
	Day Porter						
	Qualified Craft Worker						
	Other:						
	Other:						
			Annual Cost Year 1	Annual Cost Year 2	Annual Cost Year 3	Annual Cost Year 4	Annual Cost Year 5
D. Subcontracted Gen. Bldg.							
	Subcontractor:						
	Subcontractor:						
	Subcontractor:						
	Subcontractor:						
Part D Subtotal Annual Cost:							

Property Management Proposal
For 424 Chapel Street Complex, New Haven, CT
 Job Classifications and Minimum Wage Rates

You are required to submit the appropriate DOT Job Classification (listed on the following pages) and the corresponding DOL Job Classification along with the anticipated hours per week and up-to-date DOL wage rates and fringe benefits for the DOL job classification. This is required for staff personnel only, not subcontractors. (Please follow the example shown below). **The most recent rates must be obtained from the Department of Labor.**

Department of Transportation Job Classification	Department of Labor Job Classification	Hours Per Week	Department of Labor Minimum Wage Rates		
			<u>Wage Rate</u>	<u>Fringe Benefits</u>	<u>Total</u>
I. 424 Chapel St. New Haven A. Site Property Manager Gen. Maint. Worker			Not Applicable		
			\$24.67	\$7.41	\$32.08

Note: Contractor must complete the following

Does the fringe benefit component that is incorporated into the respective staffing hourly cost values depicted in the COST CALCULATION FORM include all costs associated with the following: (circle appropriate answer)

- | | |
|-----------------------------|-------|
| 1. Retirement | Y / N |
| 2. Life Insurance | Y / N |
| 3. Health Insurance | Y / N |
| 4. Vacation/Sick/Holiday | Y / N |
| 5. Social Security (FICA) | Y / N |
| 6. Unemployment (FUTA/SUTA) | Y / N |
| 7. Workers' Compensation | Y / N |

Do the totals for 1) through 4) above equal or exceed the Department of Labor fringe benefit minimum specified above? Y
 N (circle answer)

The stated hourly cost for Year 1 is based on no more than 2080 annual billable hours for time on the job.
 (See Note 2 on next page.)

1. The Department of Labor's (DOL) minimum fringe benefits cost only includes the following employee benefits, as applicable: retirement, life and health insurance and vacation/sick/holiday benefits. Those benefits that are required by federal or state laws such as workers' compensation coverage, social security and unemployment benefits are not part of the DOL's minimum fringe benefits cost. Also not included are the costs of beepers, cell phones, uniforms, and certain other insurance costs. The above detailed costs that are not included in the DOL's minimum fringe benefits cost may be charged back to the state as an additional fringe benefits cost. Be sure all applicable cost components of your total fringe benefits cost are circled "YES" on the Property Management Cost Calculation form. Any disparity between the identified fringe benefits cost components and your stated fringe benefits cost is grounds for disqualification of your proposal.

2. The Department of Transportation will only reimburse a contractor for the actual hours worked by the contractors' employees. As noted in the RFP, such items as vacation days, sick days and holidays shall be reflected in fringe benefits cost rather than in the average hourly pay rate based on a 40 hour week (2080 hour year). For example, if an employee's total hourly cost to the employer on a 2080 year is \$30/hour (\$62,400/year), and that employee has 3 weeks vacation, 5 sick and/or personal days and 10 holidays, that adds up to 6 weeks during which the employee will (may) not work. This is a total of 240 hours. Subtracting 240 from 2080 leaves 1840 billable hours. If one divides the \$62,400 annual cost of the employee by 1840 billable hours, the employee's actual hourly billable rate would be \$33.91/hour rather than \$30/hour, although the annual billing for that employee could not exceed the \$62,400 figure.

DOT JOB CLASSIFICATIONS
&
PROPERTY MANAGEMENT OCCUPATIONAL LICENSING SERVICE DEFINITIONS

Site Property Manager

Supervises all firm's on-site employees and contractors.
Main coordinator with Department of Transportation and meets with Tenant Agency Liaisons.
Coordinates with firm's upper management for administrative duties, including financial management reporting, budgets, etc.
Available 24/7 via pager and cell phone.
5 years' experience as a property manager in a comparable building.
BOMA, IFMA certification preferred.
Building construction design or business degreed candidate a plus.

Assistant Site Property Manager (if required)

Assists the Site Property Manager.
Supervises firm's on-site personnel, as required.
Available 24/7 via pager and cell phone.
3 years' experience.
Certification or trade license preferred.
Building construction design or business degreed candidate a plus.

Environmental/Safety Officer

Familiar with NFPA, OSHA, building codes, environmental, fire safety requirements.
Evaluates site as required.
7 years' experience or 5 years with certification (license) as a building inspector, certified safety professional, environmental license, or engineer.

Electrician - E-1-(Unlimited Electrical Contractor's License)

Wide range of electrical services, including PM's (Preventative Maintenance), electrical codes, and electrical construction.
Carry valid E-1 license (DCP).
May supervise apprentice electricians.
Available 24/7 via pager and cell phone.

Electrician - E-2-(Unlimited Electrical Journeyman's License)

Wide range of electrical services, but only while in the employ of a properly licensed contractor.
Must complete a registered apprenticeship program or at least 4 years of equivalent experience and training.

HVAC Mechanic - S-1(Unlimited Heating-Cooling Contractor's License)

Wide range of HVAC services, including PM's (Preventative Maintenance), mechanical codes and HVAC construction.
Carry valid S-1 license (DCP).
May supervise apprentice mechanics.
Available 24/7 via pager and cell phone.

HVAC Mechanical - D-1 (Limited heating-cooling Contractor's License)

Only perform work limited to the installation, repair, replacement, maintenance, or alteration of any warm air, air conditioning, and refrigeration system, including necessary piping for the conveyance of heating or cooling media and associated pumping equipment.

Does not include installation or servicing of oil burners of any size.

HVAC Mechanical - D-2 (Limited heating-cooling Journeyman's License)

Performs only work limited to the installation, repair, replacement, maintenance, or alteration of any warm air, air conditioning, and refrigeration system, including necessary piping for conveyance of heating or cooling media and associated pumping equipment and only while in the employ of a contractor licensed for such work. It does not cover the installation or servicing of oil burners of any size.

HVAC or Electrical Apprentice

Performs HVAC or Electrical minor repairs and PM's (Preventative Maintenance).

Enrolled in DCP apprenticeships program.

Minimum 3 years' direct experience or holds Journeyman license.

Trade school certification preferred.

Available 24/7 via pager and cell phone.

General Maintenance Worker

Assists other trade groups as required.

Performs minor repairs in areas of carpentry, moving furniture, grounds work, lock repair, and general miscellaneous work.

Qualified Craft Worker (QCW)

Is accountable for performing highly skilled duties in one or more trade areas.

Works under the general supervision of a Building Maintenance Supervisor or other employee of higher grade.

May lead other QCW, QC Interns, Skilled Maintainers, Maintainers, students, seasonal help, inmates, workfare employees, or other lower level employees as assigned.

Note 1: The hourly and annual cost calculations must include salaries, fringe benefits and, as applicable, (and included in fringe benefits) uniforms and the base cost for cell phone, beepers, etc. attributable to the subject property. The cost of any paid leave time for holidays and vacation, sick, or personal leave is not billable and is to be included in the fringe benefit cost. Include any projected increases in the out year cost calculations (years 2-5). As applicable, staffing costs must be in compliance with Public Act 99-142 "An Act Setting Standard Wage Rates for Certain Service Workers". **No profit and overhead mark-up to staffing costs for regularly scheduled employees is permitted.**

Note 2: The firm shall be required to supply copies of all licenses, certifications and degrees within 30 days of the award of this contract. In addition, all required safety training shall be submitted annually.

Exhibit B

Office of Policy and Management Ethics Forms

These Forms must be completed in their entirety or your proposal will not be considered.