



ADDENDUM NO.: 01
PROJECT NAME: Property Management Services at the Richard J. Daley Center
CONTRACT NO.: PS2099
DATE OF ISSUE: July 5, 2018

NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO CONTRACT DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Contract Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original Contract Documents shall continue in full force and effect and shall have the same meaning in this Addendum. Issued Addenda represent responses/clarifications to various inquiries. Respondents shall be responsible for including all associated costs in their bid.

ITEM NO. 1: CHANGE TO KEY DATES
None.

ITEM NO. 2: REQUESTS FOR INFORMATION

RFI-1.

Question: Is this Richard J. Daley Center RFP only for Property management?

Response: [The Alert you reference is only for Property Management Services at the Richard J. Daley Center. You should continue to stay abreast of current opportunities via PBC Alerts.](#)

RFI-2.

Question: On Page 29 of the RFP, what is the distinction between the figures '15%' and '30%' under the MBE/WBE heading?

Response: [On Page 29 of the RFP, 15% is the percentage, weighted number assigned to the evaluation criterion out of 100%. The 30% is the percentage figure assigned to the MBE/WBE participation goal for this contract.](#)

RFI-3.

Question: What are the Law Library hours?

Response: [The Law Library is currently open from 8am to 7pm M-F and limited hours on Saturday, which are subject to change.](#)

RFI-4.

Question: Are there any security restrictions for entry to Law Library?

Response: [No. There is only a sign-in sheet for entry.](#)

RFI-5.

Question: Does the Law Library require a specific type of climate controlled environment, or special sprinkler system?

Response: [No. The Law Library does not have a separate or different climate control system. The Sprinkler system is a dry suppression system, same as the rest of the building.](#)

RFI-6.

Question: Who is responsible for the various warranties throughout the building?

Response: [As noted on Page 5 of the RFP, the Property Manager is responsible for all warranties throughout the building.](#)

RFI-7.

Question: Will the PBC provide information on vacant space at the Daley Center?

Response: [The Building has a total of 12,800 square feet of vacant space located on the Lower Level.](#)

RFI-8.

Question: Will the PBC provide a stacking plan of the facility that identifies major tenants and locations of vacant spaces?

Response: PBC- 2nd Floor

Circuit Court of Cook County – 11th, 13th-26th, 28th and 30th Floors

Traffic Court – Lower and Concourse Levels and 4th Floor

Law Library – 29th Floor

Clerk of the Circuit Court – 6th, 8th, 19th, & 12th Floors

States Attorney of Cook County – 3rd and 5th Floors

Sheriff of Cook County – Concourse Level and 7th Floor

City of Chicago Liquor Control Commission – Concourse Level

Cook County Clerk – Concourse Level

Cook County Offices – Concourse Level

Retail Tenants: “Starbucks” located on Concourse Level

RFI-9.

Question: Will the PBC provide seniority lists for Local 1 employees – security and janitorial services. Union representatives have said this information must be released by the current owner/manager.

Response: See the attached information.

RFI-10.

Question: Will the PBC describe the scheduling requirements of the lobby information attendants?

Response: The Building is open 24 hours per day, 7 days per week.

RFI-11.

Question: On the site tour, there was a mention that the property management team recently reduced the custodial team by 15 or 16 people. Will the PBC provide a revised custodial staffing number if it has changed? Does the budget provided in the solicitation reflect any recent labor reduction? If not, will the PBC provide updated budget information that accounts for this reduction?

Response: Please refer to Page 181 in the RFP. The Operations and Maintenance Budget is accurate and reflects the current and anticipated custodial team. Please also refer to the Custodial Staff attached from RFI Question 9 and team numbers referenced in the 2018 Operating and Capital Budget.

RFI-12.

Question: "From Attachment D Insurance requirements, "The Property Manager must provide and maintain at Property Manager's own expense, the minimum insurance coverage and requirements specified below, insuring all operations related to the Agreement. The insurance must remain in effect during the term of the Agreement unless noted otherwise below. These requirements are subject to change." We see insurance included in pass through budget (P. 216). Will the PBC clarify this requirement?"?

Response: The Property Manager is responsible for procuring and maintaining insurance which meets the coverage requirements stated in Attachment D - Insurance Requirements subject to change / review of the PBC. The premium cost is part of the operating expense for the building as noted in the Budget on Page 216 and detailed on Page 179.

RFI-13.

Question: RFP requires 4 exterior window cleanings. Will the PBC confirm that it wants 4 cleanings priced in our proposal? We had heard that historically the budget only accommodates 2 or 3 cleanings per year.

Response: As noted on Page 6 of the RFP, the windows must be cleaned 4 times per year. This is subject to change by the Commission.

RFI-14.

Question: Please describe what level of documentation must be submitted along with the monthly invoices with regard to recurring subcontracts such as cleaning, security, fire/life safety inspections. Etc.

Response: Invoices must be in such detail as the Executive Director requests.

RFI-15.

Question: Are the security and cleaning subcontracts fixed price or cost reimbursable contracts?

Response: The Property Manager is responsible for determining the appropriate contract in consultation with, and approval by, the PBC. Also, please review the 2018 Operating and Capital Budget for Security Expense Department Detail (5), and Cleaning Expense Department Detail (4).

RFI-16.

Question: In evaluating the proposed 2018 Administrative Budget of \$614,420 it appears that this budget takes into consideration a "Plaza Event Credit" of (\$167,024). Should bidders assume this level of credit in our proposed 2019 administrative budget?

Response: The Plaza Event Credit on Page 214 of the Operating Budget is an estimate. You should not assume ANY level of credit in your proposed 2019 Administrative Budget.

RFI-17.

Question: During the pre-proposal meeting, we heard that a preliminary budget for 2018 has been drafted and will be presented for approval this August. Will the PBC share this budget to all bidders?

Response: Please refer to Exhibit 4 - Richard J. Daley Center Operating and Capital Budget. This is the current Operating and Capital Budget.

RFI-18.

Question: Does PBC expect the Manager to replace maintenance personnel who are on vacation, i.e., custodians, engineers, etc.?

Response: As noted on Page 6 of the RFP, the Property Manager is responsible for scheduling all maintenance personnel. This includes creating schedules that take into consideration daily/weekly/monthly/yearly absences, both foreseen and unforeseen.

RFI-19.

Question: Can Proposers provide a cost line item for "alternative/other services" that will not be counted in the Proposal Total?

Response: Please complete Exhibit 1 - Cost Proposal Summary as presented.

RFI-20.

Question: Who is responsible for developing & implementing the security plan for special events? Is this service part of the base contract?

Response: The Property Manager is responsible for developing and implementing security plans for any/all events on the Plaza in conjunction with the PBC, City of Chicago, and any other user agency or department.

RFI-21.

Question: Is the Manager responsible for refueling the emergency generators?

Response: Please refer to Page 8 in the RFP - The selected Property Manager will supply diesel fuel for the electrical generator located in the Mechanical room. And on Page 9 of the RFP, where it states the Property Manager is responsible for the Emergency stand-by generators, associated equipment, and fuel.

RFI-22.

Question: What are the building's operating hours for the general public?

Response: The Building is open 24 hours per day, 7 days per week. The general public generally has access to the building between 8am and 6pm, however, the Building must be secured at all times. Please also refer to RFI Question 3.

RFI-23.

Question: What are the building's tenant operating hours generally??

Response: Building hours vary by tenant, however the Building is open 24 hours per day, 7 days per week.

RFI-24.

Question: Is there a requirement to have on-site management 24/7?

Response: The Building is to be secured 24 hours a day, 7 days per week.

RFI-25.

Question: Will parking for employees be provided?

Response: Parking is handled in coordination with the PBC.

RFI-26.

Question: Approximately how many people work in the building daily?

Response: Approximately 30,000 people visit the building each day.

RFI-27.

Question: Approximately how many people visit the building daily?

Response: Approximately 30,000 people visit the building each day.

RFI-28.

Question: Are all building (Capital) improvements to be issued by Task Order from the PBC?

Response: Capital improvement work isn't issued by Task Order from the PBC. Each capital improvement project is authorized in writing, separately.

This Addendum includes the following attached Documents:

1. Richard J. Daley Center Security Seniority List
2. Richard J. Daley Center Custodial Seniority List

END OF ADDENDUM NO. 01



SOSSecurity®

To: All Supervisors and Officers

From: Toriono Coleman

[REDACTED]

Re: Seniority List

Seniority is as follows: B=Bldg Seniority, U=Union Seniority:

[REDACTED]	05/21/94 (B&U)	[REDACTED]
[REDACTED]	12/08/97 (B&U)	[REDACTED]
[REDACTED]	07/25/98 (B)	[REDACTED]
[REDACTED]	10/10/96 (U)	[REDACTED]
[REDACTED]	07/29/98 (B&U)	[REDACTED]
[REDACTED]	12/30/00 (B)	[REDACTED]
[REDACTED]	03/29/01 (U)	[REDACTED]
[REDACTED]	03/08/03 (B&U)	[REDACTED]
[REDACTED]	08/01/04 (B&U)	[REDACTED]
[REDACTED]	09/27/05 (B)	[REDACTED]
[REDACTED]	03/01/01 (U)	[REDACTED]
[REDACTED]	08/05/11 (B&U)	[REDACTED]
[REDACTED]	06/01/12 (B&U)	[REDACTED]
[REDACTED]	09/13/12 (B&U)	[REDACTED]
[REDACTED]	10/30/12 (B&U)	[REDACTED]
[REDACTED]	03/05/14 (B&U)	[REDACTED]
[REDACTED]	03/20/15 (B&U)	[REDACTED]
[REDACTED]	04/03/15 (B&U)	[REDACTED]
[REDACTED]	09/11/15 (B&U)	[REDACTED]
[REDACTED]	03/18/16 (B&U)	[REDACTED]
[REDACTED]	05/04/16 (B&U)	[REDACTED]
[REDACTED]	10/08/16 (B&U)	[REDACTED]
[REDACTED]	11/18/16 (B&U)	[REDACTED]
[REDACTED]	04/02/17 (B&U)	[REDACTED]
[REDACTED]	03/16/17 (B&U)	[REDACTED]
[REDACTED]	05/22/17 (B&U)	[REDACTED]
[REDACTED]	05/30/17 (B&U)	[REDACTED]
[REDACTED]	09/14/17 (B&U)	[REDACTED]
[REDACTED]	09/21/17 (B&U)	[REDACTED]
[REDACTED]	09/21/17 (B&U)	[REDACTED]
[REDACTED]	05/03/18 (B&U)	[REDACTED]
[REDACTED]	06/29/18 (B&U)	[REDACTED]

Daley Center Day Seniority List

6/28/2018

Pay Rate	Building Seniority	Vacation Control	Shift Worked
\$18.00	03/28/2011	03/28/2011	Day
\$22.50	07/05/1994	07/05/1994	Day
\$18.00	04/06/2009	07/19/2006	Day
\$18.00	11/04/1989	11/05/1984	Day
\$18.00	06/26/2001	06/26/2001	Day
\$19.00	02/19/1980	02/19/1980	Day
\$18.00	10/03/1998	12/16/1997	Day
\$18.00	07/15/1999	07/15/1999	Day
\$18.00	08/13/2007	06/06/2006	Day
\$18.00	11/16/2001	11/16/2001	Day
\$18.00	05/10/2004	04/03/2003	Day
\$18.00	08/21/2000	08/21/2000	Day
\$18.00	05/13/2011	05/13/2011	Day
\$18.00	06/19/2000	06/19/2000	Day
\$18.00	12/15/2008	12/15/2008	Day

Daley Center Night Seniority List

6/28/2018

Pay Rate	Building Seniority	Vacation Control	Shift Worked
\$18.00	11/16/2009	11/16/2009	Night
\$18.00	02/01/1999	02/01/1999	Night
\$21.30	03/15/1994	04/11/1994	Night
\$18.00	04/24/1995	04/25/1995	Night
\$18.00	01/12/1997	01/12/1997	Night
\$18.00	01/08/2006	04/04/1997	Night
\$30.60	07/01/1984	07/01/1984	Night
\$18.00	10/16/1995	10/16/1995	Night
\$18.00	04/06/2009	04/06/2009	Night
\$16.10	09/10/2014	09/10/2014	Night
\$18.00	08/13/2007	05/23/2007	Night
\$18.00	03/03/2008	07/19/2006	Night
\$18.00	09/29/1996	09/29/1996	Night
\$18.00	10/07/2014	01/02/2013	Night
\$16.10	09/10/2014	09/10/2014	Night
\$18.00	11/19/2012	11/19/2012	Night
\$18.00	07/26/2010	07/26/2010	Night
\$18.00	06/08/1994	06/08/1994	Night
\$18.00	12/01/2011	12/01/2011	Night
\$18.00	06/07/2010	06/07/2010	Night
\$18.00	01/28/1987	01/28/1987	Night
\$18.00	03/08/2004	05/01/2002	Night
\$18.00	07/10/2006	03/23/2006	Night
\$18.00	03/13/2014	03/13/2014	Night
\$18.00	01/22/2014	01/22/2014	Night
\$18.00	10/25/1999	10/25/1999	Night
\$18.00	10/11/1994	10/11/1994	Night
\$18.00	07/02/2007	06/06/2006	Night

Daley Center Night Seniority List

6/28/2018

			Pay Rate	Building Seniority	Vacation Control	Shift Worked
			\$18.20	06/01/2009	06/01/2009	Night
			\$18.00	11/16/2001	05/16/2001	Night
			\$18.00	09/29/1996	09/29/1996	Night
			\$18.00	11/20/2000	08/29/2000	Night
			\$18.00	02/01/1998	02/01/1998	Night
			\$18.00	06/07/2010	06/07/2010	Night
			\$18.00	06/04/2007	05/10/2006	Night
			\$18.00	06/20/2000	02/19/2001	Night
			\$18.00	07/18/2011	07/18/2011	Night
			\$18.00	08/28/2000	08/28/2000	Night
			\$18.00	12/19/2005	02/09/1998	Night
			\$18.00	01/15/2007	09/07/2005	Night
			\$18.00	08/26/2002	04/30/1999	Night
			\$18.00	05/24/2004	01/27/2004	Night
			\$18.00	06/11/2001	06/11/2001	Night
			\$18.00	09/29/1996	09/29/1996	Night
			\$18.00	07/14/2000	07/14/2000	Night
			\$18.00	02/09/1999	02/09/1999	Night