



Dated: July 23, 2021

RE: ADDENDUM No. 1 to REQUEST FOR PROPOSAL
(RFP) PACKAGE

RFP 21094
PROPERTY MANAGEMENT SERVICES, dated, July 19, 2021

EMAIL TO: All RFP recipients on record

The RFP Package is hereby clarified or changed as follows. All other terms and conditions remain the same.

SECTION 3, REQUIREMENTS FOR RFP, OFFEROR RESPONSE
3.1 SUBMISSION OF PROPOSAL

ITEM 1: References to delivery dates are removed and replaced for the following:
July 26, 2021, 10:00am - Questions or objectionable materials
August 9, 2021, 10:00am - Submission date deadline for the RFP response.

ITEM 2: Additional RFP dates of interest:
August 11, 2021 - Notice of Intent to Negotiate
August 23, 2021 - Notice of Award
September 1, 2021 - Commencement Date

SECTION 5 - SCOPE OF SERVICES
5.5 FINANCIAL MANAGEMENT AND ACCOUNTING

ITEM 1: Remove and replace Section 5 .5 in its entirety and replace with the following,
Item 2:

ITEM 2:
The Contractor must provide full financial control, accountability and reporting of all property related expenses incurred by the Contractor. All or most expenses related to the annual operations and capital improvements of the Building will be paid by the Contractor; although, the Authority may elect to pay some costs directly. The Authority is responsible for direct payment of all utility costs. Strict accountability will be required for all receipts and disbursements related to the Building. All accounting shall be done on a cash basis.



The Contractor must provide to the Authority a monthly financial report (batch) due on the 30th of each month, reflecting the expenses and requesting reimbursement by the Authority to the trust account via ACH Payment.

The format of the monthly report must be submitted electronically in a format that is approved by the Authority, to included but not limited to:

- a. Separate report (batch) for operating vs. capital expenditures.
- b. Each report shall be provided with a cover letter to include:
 1. Total reimbursement amount be requested
 2. Summary of expenses categorized and referencing AIDEA's chart of accounts (number to be provided upon award) for:
 - Professional Fees
 - Security / Life Safety
 - HVAC
 - Building Maintenance
 - Grounds Maintenance

All building related information shall be the property of the Authority, and shall be delivered in an electronic format approved by the Authority.

SECTION 5 - SCOPE OF SERVICES
5.10 ADMINISTRATIVE SERVICES

ITEM 1: Add the following services:
Upon termination or cancellation of the Agreement, Contractor shall provide all requested current and historical documents to the Authority in an organized electronic format. Contractor shall amend all current sub-contracts to allow for uninterrupted and peaceful transfer to the Contractor named by the Authority.

END OF ADDENDUM

We appreciate your participation in this solicitation.

Sincerely,
DocuSigned by:
Selwin C. Ray
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Selwin C. Ray
Contracting Administrator