



SOLICITATION ADDENDUM #1

RFP PTD25-001

Title: Property Management Services

Addendum Issuance Date: January 21, 2025

Offer Due Date: January 28, 2025 at 2:00 pm

City of Phoenix
Public Transit Department
302 North 1st Ave.
Suite 900
Phoenix, AZ 85003

PTDProcurement@phoenix.gov

I. Solicitation Modifications.

- A. The solicitation is modified by **addition** of the following **Section 5.20, Contractor Requirements for the Mitigation of Heat-Related Illnesses and Injuries in the Workplace**, as follows:

5.20 ***Contractor Requirements for the Mitigation of Heat-Related Illnesses and Injuries in the Workplace***

Any contractor whose employees and contract workers perform work in an outdoor environment under this contract must keep on file a written heat safety plan. The city may request a copy of this plan and documentation of all heat safety and mitigation efforts currently implemented to prevent heat-related illnesses and injuries in the workplace. The plan must also be posted where it is accessible to employees. At a minimum, the heat safety and mitigation plan and documentation required under this provision shall include each of the following as it relates to heat safety and mitigation:

- A. Availability of sanitized cool drinking water free of charge at locations that are accessible to all employees and contract workers.
- B. Ability to take regular and necessary breaks as needed and additional breaks for hydration.
- C. Access to shaded areas and/or air conditioning.
- D. Access to air conditioning in vehicles with enclosed cabs. All such vehicles must contain functioning air conditioning by no later than May 1, 2025.
- E. Effective acclimatization practices to promote the physiological adaptations of employees or contract workers newly assigned or reassigned to work in an outside environment.
- F. Conduct training and make it available and understandable to all employees and contract workers on heat illness and injury that focuses on the environmental and personal risk factors, prevention, how to recognize and report signs and symptoms of heat illness and injury, how to administer appropriate first aid measures and how to report heat illness and injury to emergency medical personnel.

The contractor further agrees that this clause will be incorporated in all subcontracts with subcontractors, sublicensees or sublessees who may perform labor or services in connection with this contract. Additionally, the contractor agrees to require all subcontractors, sublicensees or sublessees to include this clause in all contracts with any third party who is contracted to perform labor or services in connection with this contract. It is the obligation of the contractor to ensure compliance by its subcontractors.

- B. The solicitation is modified by **addition** of the following **Section 3.3.2(D)**, pertaining to building services, as follows:



SOLICITATION ADDENDUM #1

RFP PTD25-001

Title: Property Management Services

Addendum Issuance Date: January 21, 2025

Offer Due Date: January 28, 2025 at 2:00 pm

City of Phoenix
Public Transit Department
302 North 1st Ave.
Suite 900
Phoenix, AZ 85003

PTDProcurement@phoenix.gov

- D. When the property management company obtains services for window cleaning, carpet cleaning, and plaza/parking-lot and parking-garage power washing, it is the responsibility of the property manager to be present to ensure that the vendor does the work properly, timely and as per scope. In addition to being present to commence the work and to conduct a final inspection of the work, the property management company shall coordinate all work, including work occurring after hours or on weekends, with the Public Transit Department contract manager. At the start of the contract, and at any time the property management company changes vendors for janitorial services, the property manager shall be present for the first week of janitorial services to vet the work scope and insure the services are provided as specified.
- C. The solicitation is modified by **revisions** to **Section 3.8.7 (Invoice)**, **Section 6.3 (Method of Ordering)**, and **Section 6.4 (Method of Invoicing)**, replacing required monthly invoices submitted to the City with reconciliation statements as follows:

3.8.7 Reconciliation Statement.

On or before the 15th day of each month, submit a **reconciliation statement that covers** the property management service fee. The City reserves the right to change the due date if reporting issues occur.

6.3. Method of Ordering.

Contractor shall deliver items and/or services only upon receipt of a written purchase order. All Contractor **reconciliation statements** and packing/delivery tickets must include the City of Phoenix purchase order number.

6.4. Method of Issuing Reconciliation Statements.

Monthly reconciliation statements must be submitted to the City's contract manager/monitor and must include the following:

- City purchase order number or shopping cart number
- Items listed individually by the written description and part number
- Unit price, extended and totaled
- Quantity ordered, back ordered, and shipped
- Applicable tax
- **Statement** number and date
- Delivery address
- Payment terms
- FOB terms
- Remit to address

- D. The solicitation is modified by **deletion** of the following language within the second paragraph of **Section 3.3, Property Management Services**, removing the Contractor's requirement to market vacant space in the 302 Building:

~~"Contractor will, upon request from the CITY, effectively market any vacant space in the 302 Building."~~



SOLICITATION ADDENDUM #1

RFP PTD25-001

Title: Property Management Services

Addendum Issuance Date: January 21, 2025

Offer Due Date: January 28, 2025 at 2:00 pm

City of Phoenix
Public Transit Department
302 North 1st Ave.
Suite 900
Phoenix, AZ 85003

PTDProcurement@phoenix.gov

- E. The solicitation is modified by **revisions** to **Section 3.8.4 (Bank Accounts)**, **Section 3.8.6 (Remitting Funds)**, **3.8.8 (Advance Funding)**, and **3.8.9 (Cash Storage)**, replacing the required account established by the City for reserve funding with a trust account of the Contractor's choosing as follows:

3.8.4 Bank Accounts

Maintain a \$50,000 reserve amount in a **trust bank account with a financial institution of Contractor's choice, capable of facilitating both incoming and outgoing wire transfers**, for the sole purpose of collecting building revenue and paying building expenses. The reserve amount is dedicated to covering emergency expenditures that may require immediate funds.

~~Submit a completed signature card with the appropriate number of authorized signatures. Contractor will have two authorized signatures on each check exceeding \$250.00. Contractor will complete a new signature card when a change of authorized signer is necessary.~~

3.8.6 Remitting Funds

On or before the 15th day of each month, report to the City the excess balance of funds in the account, after the payment of monthly expenses less the \$50,000 reserve as approved by the City. The **Contractor** will transfer funds from the **trust account** in excess of the reserve amount to the general City account by the last day of each month. The City reserves the right to change the due date if reporting issues occur.

3.8.8 Advance Funding

Contractor will not be obligated to make any advance payment to or from the **trust account** of the City or to pay any sums except the funds in the **trust account**, nor will Contractor be obligated to incur any liability or undertake any obligation for the **trust account** without written assurance the necessary funds for the discharge thereof will be provided.

3.8.9 Cash Storage

If the cash available in the **trust account** is, or is reasonably anticipated to be, insufficient to pay any due invoices with respect to the Property, Contractor will immediately submit a statement to the City of all remaining unpaid bills. The City will immediately, and without delay, provide sufficient funds to pay any unpaid expenses before they become delinquent.

- F. The solicitation is modified by **revisions** to **Section 3.4.1(D)**, pertaining to "plaza cleaning," to address cleaning of hazards as follows:

- D. Provide additional hot water cleaning (180°F) and **other necessary sanitization** at any time at no additional cost to the City **beyond the approved budget** if a hazard **posing a potential risk of harm or injury (including spills, biohazards, etc.)** to the public exists.



SOLICITATION ADDENDUM #1

RFP PTD25-001

Title: Property Management Services

Addendum Issuance Date: January 21, 2025

Offer Due Date: January 28, 2025 at 2:00 pm

City of Phoenix
Public Transit Department
302 North 1st Ave.
Suite 900
Phoenix, AZ 85003

PTDProcurement@phoenix.gov

G. The solicitation is modified by **revisions** to **Section 3.5.1(J)**, pertaining to “garage cleaning,” to address cleaning of hazards as follows:

J. Hot water clean (180°F) the parking garage on an annual basis. Provide additional hot water cleaning (180°F) **and other necessary sanitization** at any time at no additional cost to the City **beyond the approved budget** if a hazard **posing a potential risk of harm of injury (including spills, biohazards, etc.)** to the public exists.

H. To amend service frequencies for cleaning, the solicitation is modified by **revision** to **Exhibit B, Custodial Specification**, replacing Exhibit B with a “Revised Exhibit B” which is attached to this Addendum No. 1 and incorporated into the solicitation by reference.

I. To provide the building footprint for safety planning, the solicitation is modified by **addition** of **Exhibit D, Available Floor Plans**, which is attached to this Addendum No. 1 and incorporated into the solicitation by reference.

J. To provide additional financial information for the building, the solicitation is modified by **addition** of **Exhibit E, 302 Budget Summary**, which is attached to this Addendum No. 1 and incorporated into the solicitation by reference.

II. Written Inquiries. In response to Offerors’ written inquiries in accordance with the Solicitation’s **Section 1.8** (“Inquiries”), the City of Phoenix (“**City**”) provides answers to those inquiries below.

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	City’s Response
1	There is reference in the RFP, section 3.3, stating “Contractor will, upon request from the CITY, effectively market any vacant space in the 302 Building” Can you please elaborate on what marketing services would be required? Section 3.11c states that the CITY will facilitate all broker activities related to the leasing of the vacant space at the Building.	See this Addendum’s Section I (Solicitation Modifications), Subsection D above, which removes the Contractor’s requirement to market vacant space in the 302 building. As provided in Section 3.11.1(C) , the City will “facilitate all broker activities related to the leasing of vacant space.”
2	Section 3.31c states the contractor is required to establish a trust bank account with the financial institution of their choice, however, section 3.84 references a bank account established by the CITY. Can you confirm how the bank account(s) will be opened and operated?	See this Addendum’s Section I (Solicitation Modifications), Subsection E above, which replaces the required account established by the City for reserve funding with a trust account of the Contractor’s choosing.
3	Is the RFP submittal to be based on current occupancy, with the 6th floor vacant or bid with full occupancy?	The offeror’s proposal should be based on full occupancy (100%).



SOLICITATION ADDENDUM #1

RFP PTD25-001

Title: Property Management Services

Addendum Issuance Date: January 21, 2025

Offer Due Date: January 28, 2025 at 2:00 pm

City of Phoenix
Public Transit Department
302 North 1st Ave.
Suite 900
Phoenix, AZ 85003

PTDProcurement@phoenix.gov

4	Please clarify what would define a hazard to the public on the plaza and who would incur the cost to clean.	See this Addendum's Section I (Solicitation Modifications), Subsection F above, which addresses cleaning of hazards.
5	Is exterior window washing to be included as an annual line item in the budget or as an optional line item due it being scheduled, as requested.	Exterior window washing should be included as an annual line item in the approved budget. But please note that the City reserves the ability to add more cleaning (washing) not otherwise specified in this contract under Section 5.10 .
6	Please clarify what would define a hazard to the public in the parking garage and who would incur the cost to clean.	See this Addendum's Section I (Solicitation Modifications), Subsection G above, which addresses cleaning of hazards.
7	Exhibit B Item #5 Parking Lots & Driveways "Is this line item referring to the parking garage or the alley? Please clarify service intervals - Exhibit B states every 2 weeks in Parking Lots and Driveways Scope of Work - page 19 - 3.4.1.E. states weekly at alley and page 20 - 3.5.1.J. states annually in parking garage"	See this Addendum's Section I (Solicitation Modifications), Subsection H above, which amends service frequencies for cleaning. Please note that Section 4 of Exhibit B refers to the parking garage, while Section 5 of Exhibit B refers to the surface parking lots and driveways/alleys.
8	Could you provide a comprehensive list of internal systems, software solutions, services, and third-party providers that Manager will need to oversee and incorporate into our management structure/systems?	The City's only internal system required for use by the Contractor is the City's MPulse software, which is used for identifying work orders. The Contractor must propose their own internal management structures, including but not limited to accounting systems, for performing the scope of work.
9	Are there any current vendors or services (including parking & security) for which we will need to go out to bid? If so, please provide a list of those services or vendors. Are there any existing vendors or services you would prefer to replace entirely?	No. The City has no preferences for vendors. The Contractor's proposal must identify subcontractors to be assigned to this contract. See Section 4, evaluation criterion 3, and Section 9.2, tab 3. However, the reimbursable costs and expenses for any work not included in the proposal (e.g., one-time services, new subcontractor services, etc.) must be quoted with a minimum of three quotes and reviewed and approved by the City prior to processing payment, pursuant to Section 6.2 .
10	If there are internal software systems or solutions we will be required to adopt, incorporate, and maintain, please provide a comprehensive list. Include any associated expenses, technical requirements for accessing these systems, and the type(s) of training that will be provided or required during the transition period.	See answer to Question No. 8. All training for the use of MPulse software will be provided to the Contractor by the City.



SOLICITATION ADDENDUM #1

RFP PTD25-001

Title: Property Management Services

Addendum Issuance Date: January 21, 2025

Offer Due Date: January 28, 2025 at 2:00 pm

City of Phoenix
Public Transit Department
302 North 1st Ave.
Suite 900
Phoenix, AZ 85003

PTDProcurement@phoenix.gov

11	Building Details: Are there unique architectural features or modifications that could impact emergency procedures?	No.
12	Building Footprint: Do you have detailed, up-to-date floor plans for all areas, including floors, parking structures, as-built offices, stairwells, handicap ramps (if applicable), fire safety equipment, first aid stations, restrooms, common areas, and exits?	See this Addendum's Section I (Solicitation Modifications) , Subsection I above, which provides a new exhibit containing available floor plans. Although these available floor plans are not entirely up-to-date, they do contain the relevant features for the building.
13	Public Address & Communication: Is there a public address system in the building? If so, how and where is it accessed? Do you use any other mass notification software that we will need to license? How is communication between the management company and property owner currently handled?	<p>Communications with the City (Property Owner) under the existing contract are conducted between the current contractor and the City's Public Transit Contractor Monitor/Manager.</p> <p>There is no public address system available in the building for the Contractor and no mass notification software that the Contractor will need to license. For mass notifications, the Contractor will be communicating with the City's Contract Monitor/Manager and any Tenant Representatives, who will each relay building information/announcements to their respective offices.</p>
14	Occupant Information: What is the current occupancy rate, and are there tenants or employees with special needs requiring assistance during evacuations?	<p>The current occupancy for the building includes the Maricopa Association of Governments (MAG), the City's Public Transit Department (PTD), and a vacant 6th Floor. MAG currently uses approximately 44% of the building's space.</p> <p>There is no existing list of tenants/employees with special needs requiring assistance during evacuations.</p>
15	Existing Plans: Are there current emergency response plans, evacuation procedures, or records of past drills or incidents that you can share? How many fire or evacuation drills are required annually?	<p>Such records will be shared with the Contractor after award of the Contract.</p> <p>One fire/evacuation drill is required annually.</p>
16	Safety Systems: What fire protection and life safety systems (e.g., sprinklers, alarms, emergency lighting) are currently in place?	Sprinklers, alarms, and emergency lighting are currently in place.
17	Previous Incidents: Have there been past emergencies or safety concerns? If so, how were they addressed? Are reports available?	There have been no previous emergency incidents or safety concerns.
18	Local Regulations: Are there any specific guidelines or restrictions imposed by the City that the ERP must comply with?	There are no specific guidelines or restrictions for emergency response plans. Proposers should exercise their own due diligence in tailoring such plans in support of property management services.



SOLICITATION ADDENDUM #1

RFP PTD25-001

Title: Property Management Services

Addendum Issuance Date: January 21, 2025

Offer Due Date: January 28, 2025 at 2:00 pm

City of Phoenix
Public Transit Department
302 North 1st Ave.
Suite 900
Phoenix, AZ 85003

PTDProcurement@phoenix.gov

19	How are tenant and property work orders currently submitted to the management company? Is there a tenant or owner portal system in place? Will we have access to it, or will a new solution need to be implemented?	See answers to Question Nos. 8 and 10. Work orders are to be submitted by the Contractor in the City's system using MPulse software, which the Contractor will access after receiving software training from the City.
20	The RFP notes that the City reserves the right to purchase and install an automated parking garage access control system. Can you provide: <input type="checkbox"/> A more specific timeframe for this purchase and installation? <input type="checkbox"/> How much involvement would this require of the manager from procurement to installation and how might this affect the budget? <input type="checkbox"/> Anticipated costs for the transition and whether they need to be accounted for in the budget proposal?	There are no specific timeframes or anticipated costs for an automated parking garage access control system at this time. The City would ultimately install this system as a capital improvement project, with coordination and management of the system conducted by the City. If this system is implemented during the term of this Contract, the approved budget would be adjusted accordingly.
21	Transition Costs: Are there funds allocated in the City's budget for transition costs, and how will these costs be allocated to the new manager, if at all?	There are no funds allocated for transition costs. All costs associated with the transition should be accounted for in the proposers' property management fees.
22	Can you provide a rent roll and prior year financial statement?	See this Addendum's Section I (Solicitation Modifications) , Subsection J above, which provides a new exhibit containing budget summaries that provide financial information for the building.
23	Can you clarify how the notice of default will be communicated to the manager? Will the manager have an opportunity to respond to the notice before the City takes further action?	A 30-day notice of default (termination for cause) would be issued as a letter to the Contractor under Section 5.8 . The City generally affords its contractors with an opportunity to cure all defaults within that 30-day period before contract termination.
24	Regarding the responsibility for determining whether contract workers are disqualified based on background checks, can you confirm which party is ultimately responsible for making the final decision?	The Contractor is responsible for performing all background screening under Sections 6.26 to 6.30 . Although the Contractor is responsible for determining whether contract workers are disqualified from performing work for the City (see Section 6.30(A)), all background checks are still subject to review by the City, who will ultimately determine whether any individuals should be disqualified from performing work under the Contract—and that decision is final (see Section 6.30(F) and (I)).
25	What property management agreement (PMA) form will be used for the assignment, and is the City open to using a 3rd party PMA?	The prevailing proposal and the solicitation, with its offer and acceptance pages, will become the Contract for property



SOLICITATION ADDENDUM #1

RFP PTD25-001

Title: Property Management Services

Addendum Issuance Date: January 21, 2025

Offer Due Date: January 28, 2025 at 2:00 pm

City of Phoenix
Public Transit Department
302 North 1st Ave.
Suite 900
Phoenix, AZ 85003

PTDProcurement@phoenix.gov

	If not, can we review a draft of the required form?	management services. Please note that all leases are prepared through the City.
26	Are any tenant leases leased by the United States General Services Administration (GSA) and using their lease forms?	Not at this time.
27	Is the labor and cost to provide interior plant maintenance services for plans (3.5 Interior Maintenance Subsection H) included in the monthly management service fee?	No. These are subcontracted costs that are paid through the approved budget.
28	Is the labor and cost to perform the scope of work in Section 3.4 Exterior Maintenance and Section 3.5 Interior Maintenance (i.e., Janitorial and Window cleaning contracts) expected to be included in the monthly management service fee? Are janitorial cleaning supplies and restroom supplies also included in the service fee?	No. These are subcontracted costs that are paid through the approved budget. Janitorial supplies and restroom supplies are also paid through the approved budget.
29	Is hot water cleaning equipment provided by the building, or is it to be provided by the property manager?	Equipment is to be provided by the Contractor or its subcontractors.
30	Clarify that building mechanical systems repairs, and maintenance are not included in the scope of work.	Such repairs and maintenance are not included in the Contract's scope of work.
31	Are site walks of the property available before the solicitation deadline?	A site walk of the property was already completed on October 18, 2024. No further site walks will be made available.

III. Remainder. The balance of the RFP specifications and instructions remain the same. Offerors must acknowledge receipt and acceptance of all addenda by signing the Addenda Certification (**Attachment F**) and submitting that form with their proposals.

(Revised) Exhibit B Custodial Specifications

EXHIBIT B**Custodial Specifications -**

Contractor is required to provide a schedule of services by 30 days of the start of contract and quarterly at anniversary of contract

Item	PERFORMANCE REQUIREMENTS	STANDARD/FREQUENCY
1.	Offices Common Areas/Reception Spaces/Kitchen/Breakrooms	
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners and spot clean	Daily or as needed to clear locations of debris and sanitize
	Spot clean walls, doors and door frames, vents/registers blinds and interior windows	Daily or as needed to clear locations of debris and marks
	Vacuum carpeted areas	Daily or as needed to clear locations of debris
	Spot clean minor carpet stains	Daily or as needed to clear locations of stains
	Dust floor and mop floor with disinfectant	Daily or as needed to clear locations of stains and debris
	Police and spot clean outdoor furniture and trash cans	Daily or as needed to clear locations of stains and debris
	Sanitize and polish drinking fountains and sinks	Daily or as needed to keep required locations clear of debris and sanitized
	Clean lunchroom countertops, tabletops, sinks, inside cabinets, cabinet fronts and hardware.	Daily or as needed to clear locations of debris and sanitize
2.	Elevator & Landings/Stairway/Stockroom Maintenance:	
	Dust floor, and damp mop floor with approved cleaner	Service weekly or as needed to clear locations of debris and marks
	Spot clean walls, doors and door frames	Service weekly or as needed to clear locations of debris and marks

EXHIBIT B

Custodial Specifications -

Contractor is required to provide a schedule of services by 30 days of the start of contract and quarterly at anniversary of contract

	Clean railings	Service weekly or as needed to clear locations of debris and marks
3.	Restroom Cleaning	
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners and spot clean	Daily or as needed to keep required locations clear of debris and sanitized
	Clean and disinfect all toilet bowls, toilet seats and urinals. Install/Maintain urinal screens for larger debris	Daily or as needed to keep required locations clear of debris and sanitized
	Clean and disinfect counters, wash basins and walls	Daily or as needed to keep required locations clear of debris and sanitized
	Clean and polish mirrors and dispensers and polish chrome fixtures and soap and towel dispensers	Daily or as needed to keep required locations clear of debris and sanitized
	Remove gum, hair and other foreign substances from floor surfaces mop and disinfect floors	Daily or as needed to keep required locations clear of debris and sanitized
	Fill all toilet paper, paper towel, seat covers and soap Dispensers	Check daily and maintain products level for proper sanitation
4.	Parking Garage	
	Police and treat with absorbent the parking spaces for oils and fluids	Treat as observed. Remove and properly dispose of debris and foreign substances (vehicle fluids, gum, graffiti, soda spills, food, bodily fluids etc.)
	Clean all levels of parking garage with mechanical sweeper	Monthly or as needed to clear locations of debris and marks
	Remove gum, hair, oil stains and other foreign substances from concrete surfaces with hot water at 180F	Annual basis. Provide additional hot water cleaning (180°F) and as requested

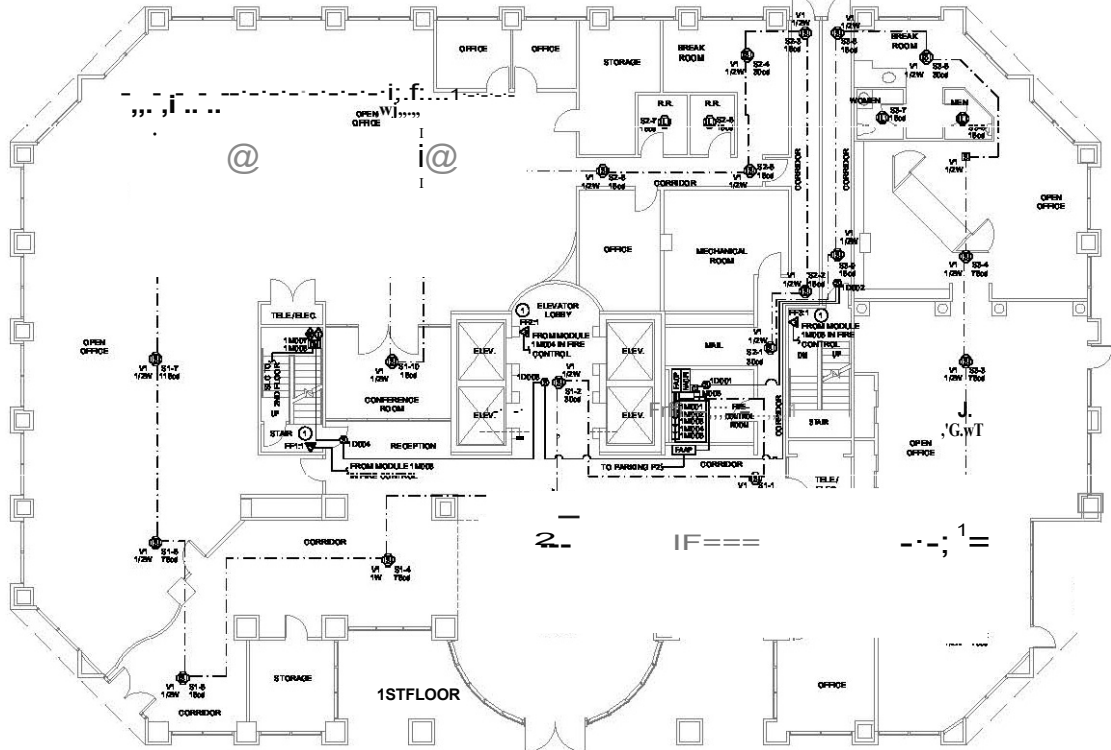
EXHIBIT B

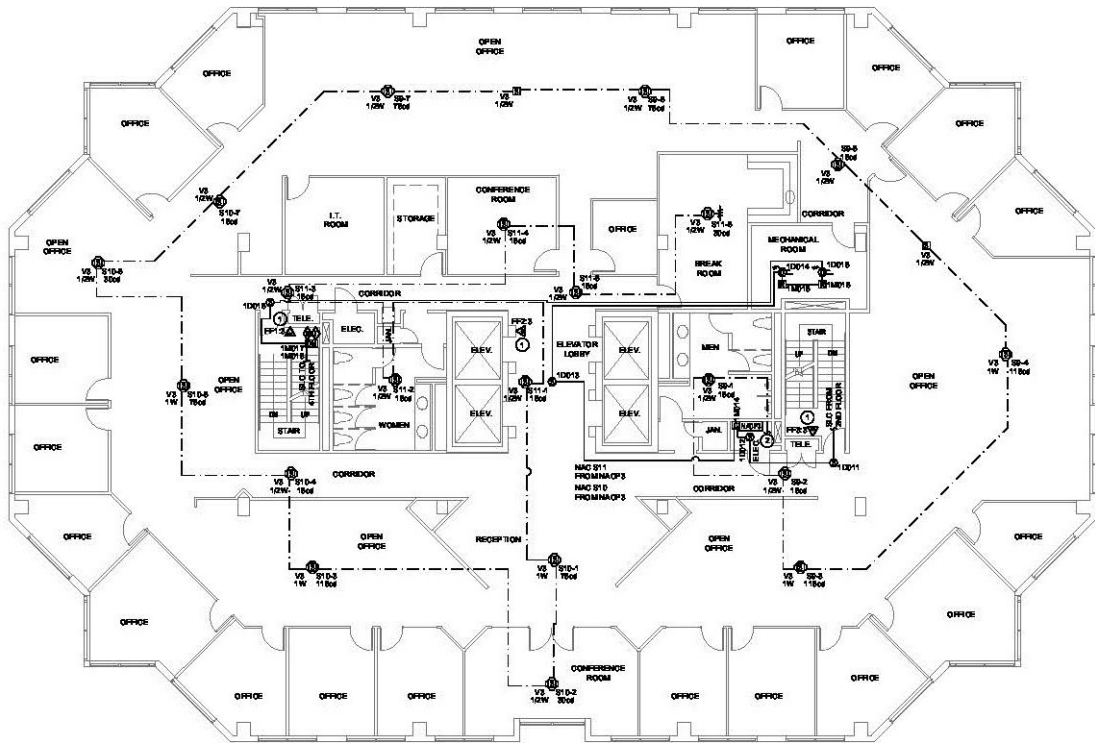
Custodial Specifications -

Contractor is required to provide a schedule of services by 30 days of the start of contract and quarterly at anniversary of contract

5.	Surface Parking Lots and Driveways/Alleys Clean fluid stains with pressure washer, recover and dispose through environmentally approved method.	Monthly and as needed to remove stains Weekly pressure-washer cleaning of 20-foot area around dumpsters in back alley
6.	Floor Care -Carpets Steam clean with commercial cleaning equipment.	Annually- 12 Months apart and as needed when stained/soiled
7.	Floor Care -Vinyl Strip, seal and wax all Vinyl tiled floors.	Semi Annually- 6 Months Apart and as needed
8.	Walls - Removal of dust, debris, and foreign mater. Care to be taken not to damage wall coverings or impact electrical or mechanical devices.	Semi Annually- 6 months apart and as needed
9.	Window Washing	
	Wash the exterior windows	As requested
	Wash the interior windows	Annually
	Spot clean interior windows and glass on floors with glass doors, interior windows, inside elevators and at building entrances	Daily or as needed

(New) Exhibit D – Available Floor Plans

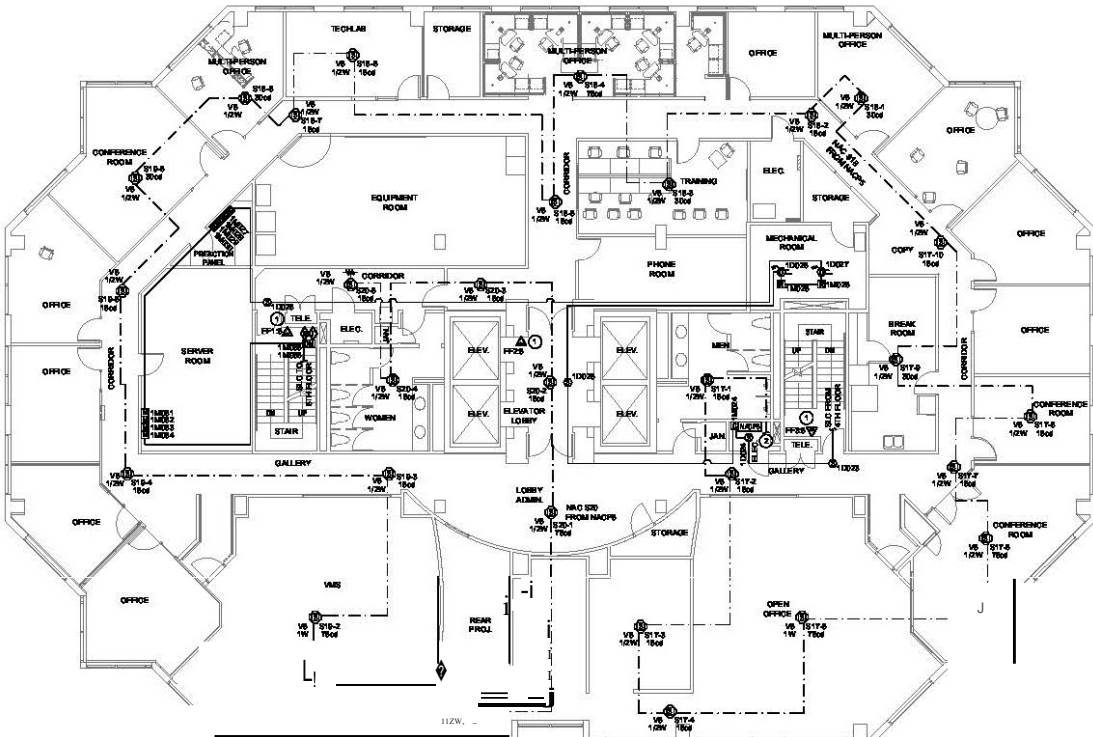




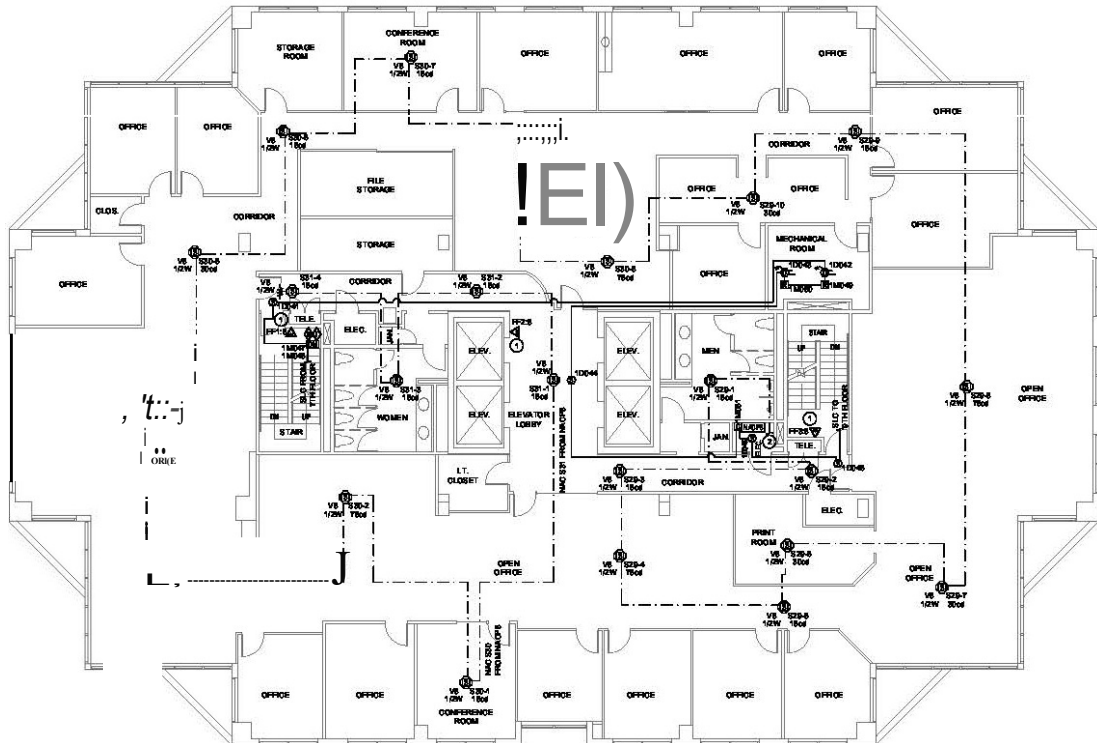
3RD FLOOR

FIRE ALARM DEVICE LOCATION PLAN

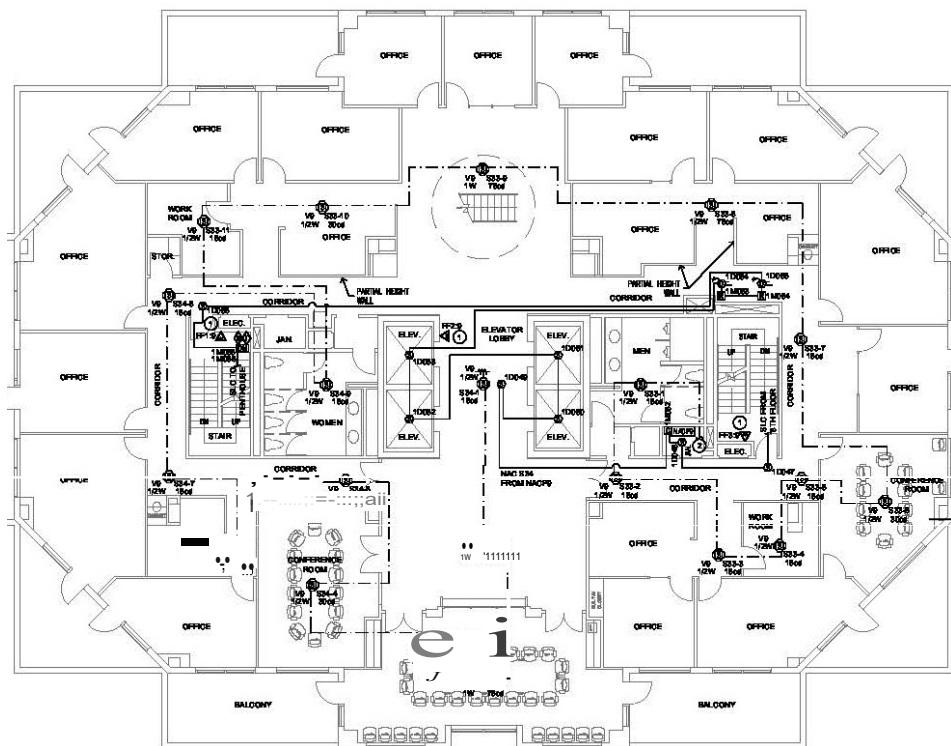




5TH FLOOR

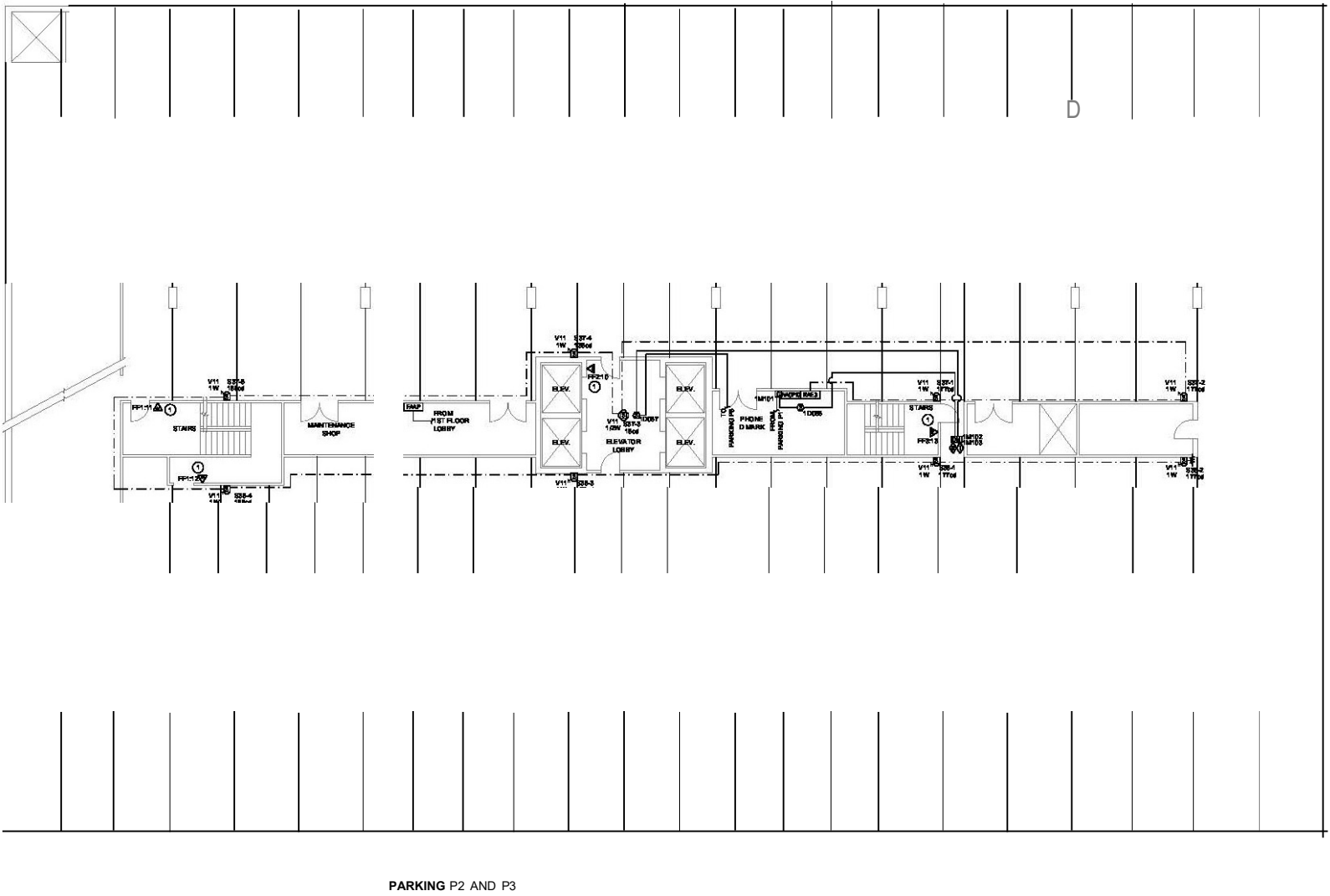


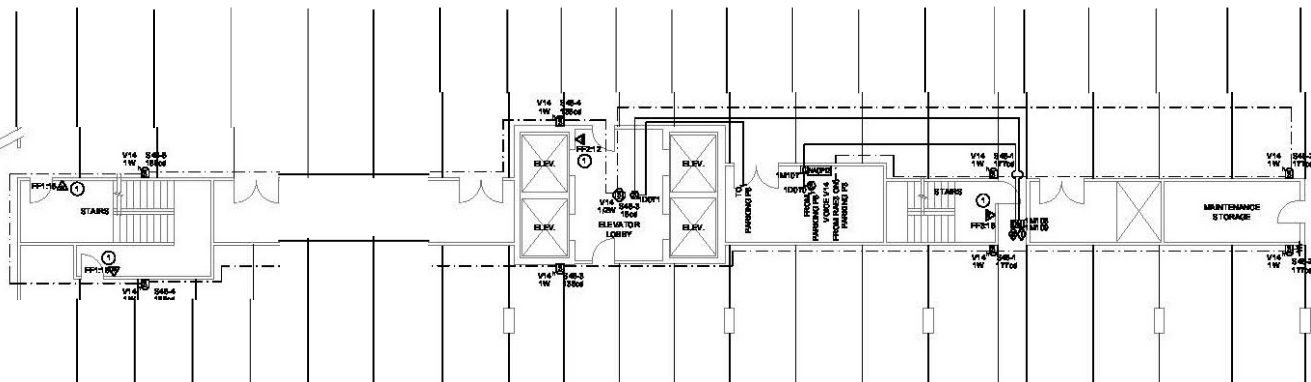
8TH FLOOR

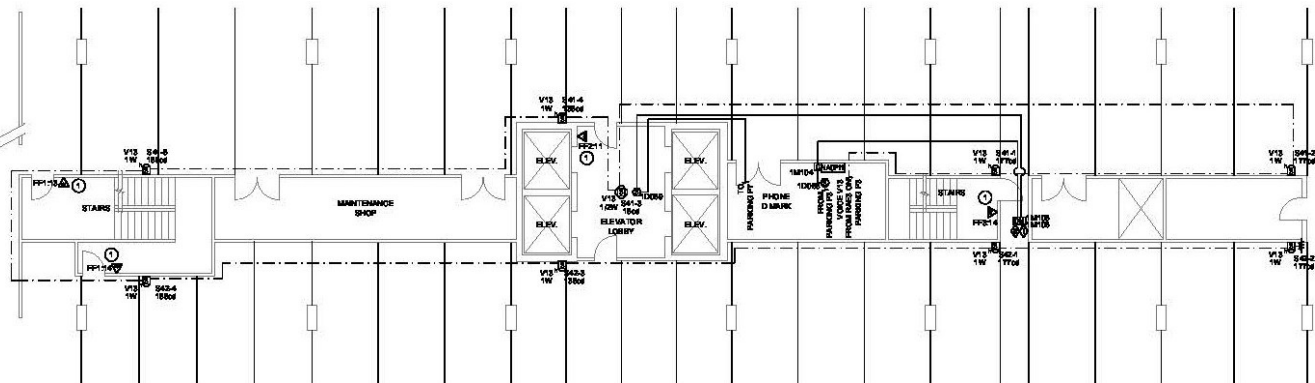


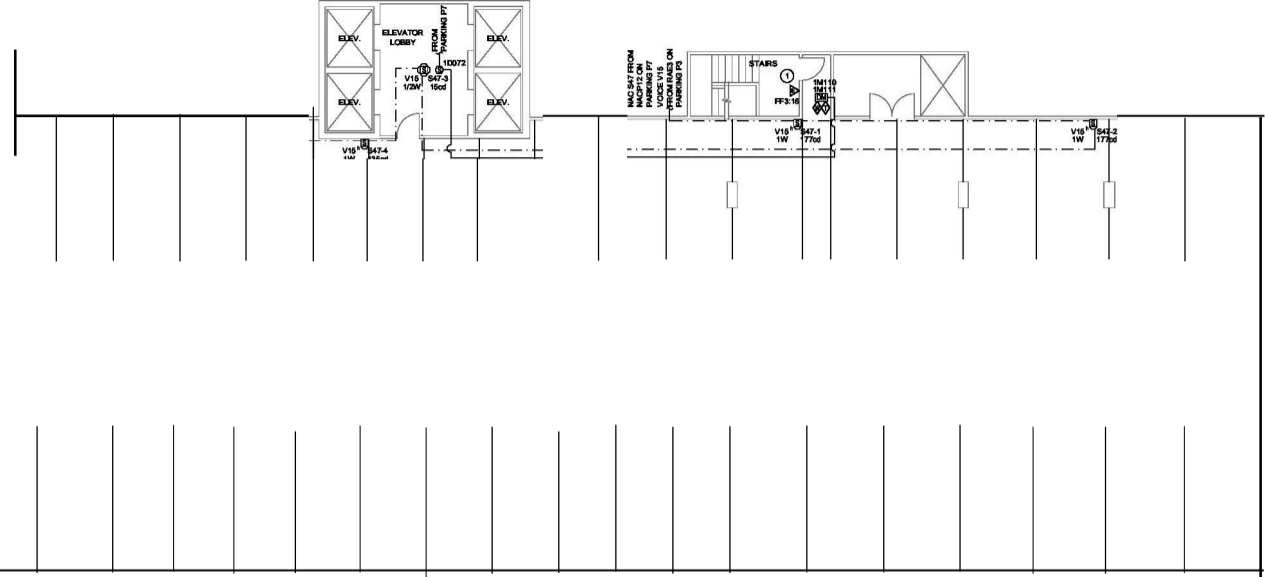
11'H FLOOR











(New) Exhibit E – 302 Budget Summary

302 North 1st Avenue - City of Phoenix Transit Building-Year to Year Comparisons- 2024/2025 BUDGET

Square Footage:		107,949									
		23/24 Budget	psf	23/24 Proj	psf	24/25 Budget	psf	'23/24 Proj. vs '23/24 Budget		'24/25 Budget vs. '23/24 Proj.	
INCOME								\$	%	\$	%
40120	Base Rent - Office	\$ 1,049,542	9.72	1,062,667	9.84	1,073,070	9.94	\$ 13,125	1.25%	\$ 10,403	0.98%
40461	Free Rent - Office										
41120	Operating Expense Recovery -	\$ 174,528	1.62	195,920	1.81	240,914	2.23	\$ 21,392	12.26%	\$ 44,994	22.97%
41630	Metered Electric	\$ 22,829	0.21	20,268	0.19	24,939	0.23	\$ (2,561)	(11.22%)	\$ 4,671	23.04%
41311	RE Tax Recovery										#DIV/0!
40710	Rental Income - Parking	\$ 120,192	1.11	90,832	0.84	84,119	0.78	\$ (29,360)	(24.43%)	\$ (6,713)	(7.39%)
TOTAL INCOME		\$ 1,367,091	12.66	1,369,687	12.69	1,423,042	13.18	\$ 2,595	(22.14%)	\$ 53,355	3.90%
OPERATING EXPENSES (RECOVERABLE)											
CLEANING											
51251	Cleaning Contract	\$ 113,100	1.05	114,119	1.06	134,452	1.25	\$ 1,019	0.90%	\$ 20,333	17.82%
51255	Window Cleaning	\$ 4,630	0.04	2,630	0.02	5,820	0.05	\$ (2,000)	(43.20%)	\$ 3,190	121.29%
51256	Trash Removal	\$ 4,692	0.04	4,645	0.04	4,692	0.04	\$ (48)	(1.02%)	\$ 48	1.03%
51252	Cleaning Supplies/Equipment	\$ 18,000	0.17	17,500	0.16	18,900	0.18	\$ (500)	(2.78%)	\$ 1,400	8.00%
51299	Cleaning - Day Porter	\$ 51,565	0.48	49,822	0.46	51,068	0.47	\$ (1,743)	(3.38%)	\$ 1,246	2.50%
51254	Carpet Cleaning	\$ 16,000	0.15	12,106	0.11	12,000	0.11	\$ (3,894)	(24.34%)	\$ (106)	(0.88%)
TOTAL CLEANING		\$ 207,987	1.93	200,822	1.86	226,932	2.10	\$ (7,165)	(73.81%)	\$ 26,110	13.00%
LANDSCAPING											
51302	Landscape-Indoor	\$ 1,662	0.02	1,662	0.02	1,746	0.02	\$ -	0.00%	\$ 84	5.05%
TOTAL LANDSCAPING		\$ 1,662	0.02	1,662	0.02	1,746	0.02	\$ -	0.00%	\$ 84	5.05%
PARKING LOT MAINTENANCE											
51420	Garage Expense	\$ 109,618	1.02	102,465	0.95	115,941	1.07	\$ (7,153)	(6.53%)	\$ 13,476	13.15%
51253	Pressure Cleaning	\$ 7,412	0.07	7,176	0.07	7,572	0.07	\$ (236)	(3.18%)	\$ 396	5.52%
TOTAL PARKING LOT MAINT.		\$ 117,030	1.08	109,641	1.02	123,513	1.14	\$ (7,389)	(6.31%)	\$ 13,872	12.65%
UTILITIES											
51013	Electric - Bldg.	\$ 252,694	2.34	\$ 246,661	2.28	\$ 270,629	2.51	\$ (6,033)	(2.39%)	\$ 23,968	9.72%
51034	Water/Sewer	\$ 24,000	0.22	\$ 18,892	0.18	\$ 20,698	0.19	\$ (5,108)	(21.28%)	\$ 1,806	9.56%
TOTAL UTILITIES		\$ 276,694	2.56	\$ 265,553	2.46	\$ 291,327	2.70	\$ (11,141)	(4.03%)	\$ 25,774	9.71%
MANAGEMENT FEES											
53110	Management Fees	\$ 48,064	0.45	48,064	0.45	49,746	0.46	\$ -	0.00%	\$ 1,682	3.50%
TOTAL MANAGEMENT FEES		\$ 48,064	0.45	48,064	0.45	49,746	0.46	\$ -	0.00%	\$ 1,682	3.50%
REPAIRS & MAINTENANCE											
51913	Signs and Directories	\$ 1,075	0.01	1,075	0.01	1,575	0.01	\$ -	0.00%	\$ 500	46.51%
GENERAL ADMINISTRATIVE											
50010	Prop Mgt Sal-Oper	\$ 58,785	0.54	58,785	0.54	60,842	0.56	\$ -	0.00%	\$ 2,057	3.50%
52030	Office Supplies	\$ 120	0.00	-	-	120	0.00	\$ (120)	(100.00%)	\$ 120	0.00%
52040	Postage and Related	\$ 132	0.00	121	0.00	146	0.00	\$ (11)	(8.33%)	\$ 25	20.66%
TOTAL GEN. ADMINISTRATIVE		\$ 59,037	0.55	58,906	0.55	61,108	0.57	\$ (131)	(0.22%)	\$ 2,202	3.74%
TOTAL OPERATING EXPENSES		\$ 710,474	6.58	684,647	6.34	755,947	6.99	(25,827)	\$ (0.84)	69,725	10.18%
TAXES - RECOVERABLE											
52090	Taxes-Other	\$ 13,350	0.12	12,830	0.12	12,830	0.12	\$ (520)	(3.89%)	\$ 0	0.00%
TOTAL TAXES - RECOVERABLE		\$ 13,350	0.12	12,830	0.12	12,830	0.12	\$ (520)	(3.89%)	\$ 0	0.00%
TOTAL EXPENSES		\$ 723,824	6.71	697,477	6.46	768,778	7.11	\$ (26,347)	(3.64%)	\$ 71,300	10.19%
NET OPERATING INCOME		\$ 643,267	5.96	672,209	6.23	654,264	6.06	\$ 28,942	4.50%	\$ (17,945)	(6.29%)
NON-OPERATING EXPENSES											
54515	Metered Electric - Expense	\$ 20,400	0.19	22,992	0.21	24,939	0.23	\$ 2,592	12.71%	\$ 1,947	8.47%
TOTAL NON-OPERATING EXPENSES		\$ 20,400	0.19	22,992	0.21	24,939	0.23	\$ 2,592	12.71%	\$ 1,947	8.47%