

ORD 21-014

**AN ORDINANCE TO AUTHORIZE AND APPROVE THREE ONE-YEAR EXTENSIONS OF CONTRACT 21001PDPS BETWEEN THE CITY OF WILMINGTON AND ASSET MANAGEMENT ALLIANCE FOR PROFESSIONAL SERVICE BUILDING MANAGEMENT AT THE PUBLIC SAFETY BUILDING**

#0033

Sponsor:

Council  
Member  
Walsh

WHEREAS, pursuant to Section 2-308 and Section 8-200 of the City Charter, the City of Wilmington is authorized to enter into contracts for the supply of personal property or the rendering of services for a period of more than one year if approved by City Council by ordinance; and

WHEREAS, the City publicly advertised a request for proposals for Contract 21001PDPS "Professional Service Building Management at the Public Safety Building" (the "Contract"), and subsequently awarded the Contract, a copy of which, in substantial form, is attached hereto and incorporated by reference herein as Exhibit "A", to Asset Management Alliance, the highest ranked proposal; and

WHEREAS, the primary purpose of the Contract is to provide professional building management services for the City's Public Safety building; and

WHEREAS, the term of the Contract is for the period from July 1, 2020 through June 30, 2021, at an estimated price of Three Hundred Three Thousand, Three Hundred Thirty-Nine Dollars and Sixty-Five Cents (\$303,339.65), with the possibility of three (3) extensions of one (1) year thereafter on the same terms and conditions, at the option of the City, subject to budget appropriations; and

WHEREAS, it is the recommendation of the Police Department that Council authorize the City to exercise the options to extend the Contract for three (3) additional periods of one (1) year.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF WILMINGTON  
HEREBY ORDAINS:**

**SECTION 1.** The three (3) one-year extension options to Contract 21001PDPS “Professional Service Building Management at the Public Safety Building” between the City of Wilmington and Asset Management Alliance, a copy of which Contract, in substantial form, is attached hereto as Exhibit “A”, at an estimated price of Three Hundred Three Thousand, Three Hundred Thirty-Nine Dollars and Sixty-Five Cents (\$303,339.65) for each extension period, are hereby approved, and the Mayor, or his designee, is hereby authorized to exercise the City’s options, as well as to take all additional undertakings related thereto, as may be necessary.

**SECTION 2.** This Ordinance shall become effective upon its passage by City Council and approval by the Mayor.

First Reading..... February 18, 2021  
Second Reading..... February 18, 2021  
Third Reading.....

Passed by City Council,

\_\_\_\_\_  
President of City Council

ATTEST: \_\_\_\_\_  
City Clerk

Approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

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Mayor

**SYNOPSIS:** This Ordinance authorizes the City to exercise three (3) one-year extension options to extend Contract 21001PDPS “Professional Service Building Management at the Public Safety Building” between the City of Wilmington and Asset Management Alliance.

**FISCAL IMPACT STATEMENT:** The fiscal impact of this Ordinance is three (3) one-year contract extensions at an estimated price of Three Hundred Three Thousand, Three Hundred Thirty-Nine Dollars and Sixty-Five Cents (\$303,339.65) per extension.

W0113295

# **EXHIBIT A**



**Classified Ad Receipt**  
(For Info Only - NOT A BILL)

**Customer:** SD CITY WILM PURCHASING DIV  
**Address:** 800 N FRENCH ST FL 5  
WILMINGTON DE 19801  
USA

**Ad No.:** 0004019342  
**Pymt Method** Invoice  
**Net Amt:** \$269.76

**Run Times:** 2

**No. of Affidavits:** 1

**Run Dates:** 01/28/20, 02/04/20

**Text of Ad:**

The City of Wilmington will receive sealed proposals at the Div. of Procurement & Records, 5th Fl., Louis L. Redding Bldg., 800 French St., Wilm., DE 19801 for:

**21001PDPS – PROFESSIONAL SERVICE FOR BUILDING MANAGEMENT  
AT THE  
PUBLIC SAFETY BUILDING**

**Pre-Proposal Meeting:** Thursday, February 6, 2020, at 2:00 p.m., in the Louis L. Redding, City / County Building, Fifth Floor Atrium Conference Room, 800 French Street, Wilmington, DE 19801.

**Proposals are due on THURSDAY, FEBRUARY 20, 2020, at the close of business, 4:30 p.m.**

Scope of Services may be obtained at the above address.

Phil Ceresini  
Purchasing Agent II  
Department of Finance  
Division of Procurement and Records  
1/28, 2/4-NJ

0004019342-01

## REQUESTS FOR PROPOSALS

1. Proposals on City Contract 21001PDPS – PROFESSIONAL SERVICE FOR BUILDING MANAGEMENT at the PUBLIC SAFETY BUILDING will be received in the Division of Procurement and Records, 5<sup>th</sup> Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware, on THURSDAY, FEBRUARY 20, 2020, at the close of business, 4:30 p.m.

2. Proposals must be an original and three (3) paper copies, along with 1 flash drive containing a PDF file of the proposal sealed in an envelope, and the envelope endorsed "Proposal for City Contract 21001PDPS – PROFESSIONAL SERVICE FOR BUILDING MANAGEMENT at the PUBLIC SAFETY BUILDING" and addressed to the Department of Finance, Division of Procurement and Records, 5<sup>th</sup> Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware.

3. Any proposal may be withdrawn prior to the schedule time for opening of proposals or authorized postponement thereof. No proposal may be withdrawn within sixty (60) calendar days after the actual opening thereof.

4. The successful proposer will be required to have or obtain an appropriate business license from the Department of Finance, Revenue Division, City of Wilmington, in order to be awarded the contract. Before obtaining a City of Wilmington Business License, all applicants must show proof of a current State of Delaware Business License.

5. The successful proposer will be required to withhold City of Wilmington Wage Tax from their employees and withheld taxes paid to the City of Wilmington pursuant to the provisions of the Wilmington Wage Tax Law. This law applies to people living and/or working in the City of Wilmington.

6. The U.S. Department of Commerce monitors Procurement transaction made to minority business enterprises by the City of Wilmington. The Minority Business Developments Agency's District Office reserves the right to contact the successful minority proposer and/or subcontractor to confirm any participation in the Procurement process.

7. The successful bidder certifies that they are not listed on the Federal Governmental, Excluded Parties List System ([www.sam.gov](http://www.sam.gov)). This will be verified by the City of Wilmington and if listed may be grounds for rejection of the bid or proposal.

### 8. Award and Execution of Contract

- A. **Consideration of Proposals.** Before awarding the contract, a proposer may be required to show that he/she has the ability, experience, necessary equipment, experienced personnel, and financial resources to successfully carry out the work required by the contract.

The right is reserved to reject any and/or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if in the judgement of the department the best interest of the City will be promoted thereby.

- B. **Award of Contract.** The award of the contract, if it be awarded, must be within sixty (60) calendar days after the opening of proposals to the qualified proposer whose proposal complies with all the requirements prescribed. The successful bidder will be notified by letter mailed to the address shown on his proposal that his proposal has been accepted and has been awarded the contract.

C. **Cancellation of Award.** The City reserves the right to cancel the award of any contract at any time before the execution of said contract by all parties without any liability against the City.

9. Any person doing business or seeking to do business with the City shall abide by the following Global Sullivan Principles:

- A. Support universal human rights and particularly, those of employees, the communities within which you operate, and parties with whom you do business.
- B. Promote equal opportunity for employees at all levels of the company with respect to issues such as color, race, gender, age, ethnicity, or religious beliefs, and operate without unacceptable worker treatment such as the exploitation of children, physical punishment, female abuse, involuntary servitude, or other forms of abuse.
- C. Respect employee's voluntary freedom of association.
- D. Compensate employees to enable them to meet at least their basic needs and provide the opportunity to improve their skill and capability in order to raise their social and economic opportunities.
- E. Provide a safe and healthy workplace; protect human health and the environment; and promote sustainable development.
- F. Promote fair competition including respect for intellectual and other property rights, and not offer, pay, or accept bribes.
- G. Work with governments and communities in which you do business to improve the quality of life in those communities -- their educational, cultural, economic, and social well-being -- and seek to provide training and opportunities for workers from disadvantaged backgrounds.
- H. Promote the application of these principles by those with whom you do business.

**Pre-Proposal Meeting:** Thursday, February 6, 2020, at 2:00 p.m., in the Louis L. Redding, City / County Building, Fifth Floor Atrium Conference Room, 800 French Street, Wilmington, DE 19801.

**PUBLIC SAFETY BUILDING**  
**ONE SAFETY SQUARE**  
**300 NORTH WALNUT STREET**  
**WILMINGTON, DELAWARE**

**PROFESSIONAL SERVICES FOR BUILDING MANAGEMENT**

**21001PDPS**

**INTRODUCTION**

The site, which is the subject of this agreement, is physically located at 300 North Walnut Street, at the intersection of Fourth and Walnut Streets in the City of Wilmington, Delaware. It is presently known as the Public Safety Building and houses the Wilmington Department of Police, the Communications Division, and JP Court 20.

The following items should be considered by all vendors submitting proposals.

1. The facility, known as the Public Safety Building, consists of a square structure with three floors that contain a total of 72,000 square feet equally distributed on each of the three floors. There is partial parking on the first level of the building.
2. The site houses the Wilmington Department of Police and JP Court 20, therefore, parts of the building will remain open to the public seven (7) days per week on a 24-hour basis. That is, certain personnel will be in the building working at all times.
3. The building contains detention cells for persons detained by the police for various reasons which may require vendor personnel to be in proximity of such persons.
4. This is a Request for Proposals and the award will not be solely determined by price. The Procurement Division will review all proposals received and make responsiveness determinations relative to timeliness, signatures or other submission related issues of the proposal(s). A non-responsive submittal will be eliminated from further consideration. Upon completion of the responsiveness review, an evaluation committee will review each of the proposals, and will evaluate the proposals in accordance with the criteria indicated below. The firms submitting the most highly rated proposals may be invited for interviews to further elaborate on their proposals prior to final selection; however, the City reserves the right to select the most highly rated firm based on the contents of the proposal. If an interview is requested by the City, the proposed project manager will represent the firm at the interview. The City also reserves the right to negotiate with any or all of the proposers.



5. The evaluation committee will be comprised of personnel from the Police Department and Procurement Department.
6. The Proposals will be rated and scored based on the following criteria:
  - a. Firm's previous experience, including key management personnel, in meeting or exceeding the 5 year minimum requirement in building management of facilities totaling at least 72,000 square feet. This will be based on information provided with the proposal and the results of any reference checks.
  - b. Experience and knowledge of proposed building superintendent.
  - c. DBE Participation.
  - d. Cost of services.

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## SPECIFICATIONS

### PROFESSIONAL SERVICES TO BE PROVIDED BY THE VENDOR

A. General

This is a contract for Professional Services and intended to be awarded to the vendor who the City determines can best fulfill the City's needs. The price of the Contractor's services will be an important factor, but will not necessarily be determinative of the successful vendor. The City reserves the right to negotiate with any or all vendors after the proposals have been received and opened by the City. The City also reserves the right to request additional information and/or to interview any or all of the vendors.

As stated above, this is a Professional Services Contract also known as a Request For Proposal (RFP). It is incumbent upon all vendors / bidders to supply sufficient information to allow the City of Wilmington to fully evaluate your ability to perform the services required. In addition to completing the proposal form, bidders must supply references and any other pertinent information such as staff biographies, resumes, certifications, etc.

Vendor shall be capable of providing sufficient staff and management personnel to provide professional services and meet the specified needs of the City of Wilmington Public Safety Building. The contractor shall furnish all supervision, labor, materials, supplies, and operating expenses necessary and required for the safe and proper provision of the services listed below. This will include preventative maintenance, routine service, inspections, repairs, etc. The manufacturers recommended maintenance and repair specifications and intervals and all Federal, State, or Local governmental regulations, laws standards and codes will be followed at all times. A specific staff individual shall be identified and charged with the responsibility for conducting all of the services herein stated. This individual should be identified with the proposal and qualifications clearly stated with a short bio. The management company and its personnel, must have a minimum of five (5) years experience in the management and maintenance of office buildings which are a minimum of 72,000 square feet in size. All proposers are required to furnish proof of this experience, along with a list of references. Vendor shall supply all maintenance equipment and tools necessary to carry out the terms of this agreement. The City of Wilmington will not reimburse for tools or equipment under this agreement. All preventative and routine maintenance shall be covered by this agreement. In the case of a minor repair that is outside of the specific scope of this agreement, the City may request that the contractor handle the repair either by using internal labor or a sub-contractor. This type of work will be limited to a maximum of \$1,000.00 per incident and \$3,000.00 per month. This will be the only thing that is to be reimbursable and will require receipts or invoices that will be invoiced to the City of Wilmington at cost. Any repairs that exceed this threshold will be handled through a separate purchase order following all City of Wilmington purchasing guidelines. Occasionally, the City may require the Superintendent to obtain written quotations to assist in this process.

B. Building Superintendent

Prior to the awarding of this contract, the vendor shall furnish the Chief of Police with the identity and resume of the proposed building superintendent. As the building superintendent may have access to strategic or sensitive areas of the building, the proposed superintendent shall be subject to a pre-employment screening examination (including substance abuse testing) to be performed by or on behalf of the management company, the results of which shall be submitted to the Wilmington Department of Police and shall be subject to its approval. The management company shall inform the prospective superintendent prior to taking such pre-employment screening examination that the results will be forwarded to the Wilmington Department of Police for its review.

A copy of an executed contract and a Certificate of Insurance for all contracted services shall be maintained in the Building Superintendent's Office located in the Public Safety Building and shall be available for inspection upon reasonable notice by the City. Additionally, a copy of the City of Wilmington Business License for the successful vendor and any subcontractors will also be maintained in the Building Superintendent's Office.

The vendor shall provide a building superintendent on site eight (8) hours each day, Monday through Friday, who shall be responsible for the overall management and maintenance of the building including but not limited to; the replacement of light bulbs and lamps throughout the building, unstopping toilets and urinals, minor repairs or painting as needed or requested. Such individual shall be knowledgeable of the various mechanical and electrical systems which are installed in the building. He/she shall meet on a regular basis with the designated City personnel to discuss the operation and maintenance of the building. He/she shall be responsible for coordinating all of the services to be rendered under this agreement and for maintaining records of same.

In addition to the times that the superintendent shall be on duty at the building location, he/she shall be on call on a 24-hour basis or the vendor will provide equally competent support staff. No additional charges shall be made to the City of Wilmington for the superintendent or support staff for this 24-hour on-call service.

C. Heating, Ventilating, and Air Conditioning

1. Vendor shall ensure that the individual selected as the Building Superintendent is knowledgeable of the mechanical system installed in the building. There shall be developed a regular service interval for the primary unit located in the penthouse and the various satellite units installed in the ceilings throughout the building. The units shall be serviced in accordance with this regular schedule and documented.

2. The mechanical system installed in the building is a chilled water heat pump configuration. It requires regular routine maintenance at the primary site and the satellite locations. This maintenance will be performed at least once every four (4) months, and will include the replacement of pleated heat pump filters and any other materials needed. This maintenance including the filters and any required routine water treatment, chemicals, etc., will be included in the cost of this contract and should be included in the price listed on the proposal form section C.

D. Electrical, Security, and Monitoring Systems

1. The building is equipped with a card access security system that is controlled by various computer sites. Vendor shall become familiar with this system. Additionally, vendor shall take the necessary steps to ensure that only designated individuals have access to the computer control sites.
2. Vendor shall provide the City with a list of all employees or contractors who may have access to this system for security checks. The City retains the right to reject any individual or contractor access to this system with or without cause.
3. Vendor shall familiarize themselves and their staff with the electrical configuration of the building and the various control mechanisms. He shall ensure that all mechanisms are maintained in proper working order and serviced at the appropriate intervals. (All routine maintenance and testing, including once yearly infrared inspection of all switchgear and breaker panels are to be included.) It shall be the vendors responsibility to supply and change all bulbs and lamps as necessary.
4. The building is equipped with a security visual monitoring system in addition to the other systems. Vendor shall ensure that he becomes familiar with the mechanics of such system and that it is properly serviced and maintained.

E. Exterior Window Cleaning

Vendor shall procure the services of a window-cleaning firm or shall provide such services with its staff. Such services are to be rendered in a first-class manner in accordance with the specifications herein provided. However, the City reserves the right to reject the window-cleaning firm if the services provided are not in accordance with acceptable standards by giving such notice to the Building Superintendent in writing. Such notice shall be effective upon receipt unless otherwise stated herein.

The inside of all regular exterior windows shall be washed semi-annually. The outside of all regular windows shall be washed quarterly. The skylight at the 4th Street entrance shall be washed monthly.

F. Grounds, Site Maintenance (including parking lot on southeast corner of East 4th Street and Poplar Street)

1. Vendor shall provide personnel to police the grounds on a regular basis. This shall include clearing any debris, litter, or trash that should be found on or in and around the premises.
2. The grounds shall be policed on Mondays, Wednesdays, and Fridays of each week.
3. The vendor shall provide personnel to cut the grass areas on the grounds once a week during the growing season.
4. The vendor shall provide personnel to remove snow from areas of employee and public access to the Public Safety Building. (This shall be billed separately as listed on the proposal form).
5. Vendor shall provide lawn services as follows:

a. Spring Clean-Up – Late March:

Clean all bed areas to remove accumulated leaves, debris, and any old weed growth. Spring clean-up is to occur prior to mulch application. Some fill might be necessary in these areas.

b. Mulching:

Mulch all bed areas once per year, following spring clean-up with a minimum of two inch depth of hardwood mulch.

c. Weed Control:

Apply pre-emergent weed control such as Treflan as per labeled directions. Application to be applied as needed, minimum of onetime per year, dependent on weather conditions and product residual.

d. Bed Care:

Weed, edge and/or cultivate bed areas a minimum of every three weeks to maintain a consistently neat, clean bed area.

e. Trimming and Pruning:

Trim and prune all ornamental trees, shrubs, and ground covers according to standard horticultural practice and timing consistent with specific tree, shrub, and ground cover varieties.

Trimming shall consist of removal of excessive seasonal growth to all hedge rows or sheared plant material. Trimming will be done a minimum

of three times per year.

Pruning shall consist of removal of winter kill and damage due to wind and ice, removal of dead and crossing branching, rejuvenation of pruning to encourage new branching from base of deciduous shrubs, removal of excessive suckering shoot growth from the base of trees, and removal of weakened insect and diseased damaged wood.

Care shall be given to maintain natural plant form, flowering wood and buds shall not be removed prior to flowering state of plant growth.

f. Spraying:

Spray all trees and shrubs as required to control insect and disease damage, a minimum of three times per year. Spray applications would be targeted to control peak populations of insects and disease organisms.

g. Flower Installation:

Install annual flowers spring and late summer.

h. Replacement of Trees/Plants:

Replace any damaged trees or plants.

G. Elevator

Elevators are to be inspected and serviced in accordance with the manufacturer's standards and the applicable building code. Vendor is to establish a maintenance and inspection log that shall clearly indicate that the required level of service is performed. These documents shall be maintained in the Building Superintendent's Office located in the Public Safety Building, and be available for inspection upon reasonable notice by the City.

H. Sprinkler

The building is equipped with a basic sprinkler system that protects the entire structure. In addition, the Police Communications area is equipped with a Halon fire suppression system to provide enhanced protection for the computer and communications equipment. Additionally, the building is equipped with a fire alarm system and fire extinguishers.

Vendor shall provide regular service, testing and maintenance on the sprinkler system, the Halon system, fire alarm systems and fire extinguishers. Vendor shall document the existence of such service and maintenance. These documents shall be maintained in the Building Superintendent's Office, located in the Public Safety Building, and be available for inspection upon reasonable notice by the City.

I. Emergency Generator

The building has installed an emergency generator to provide electrical power to various areas in the event of a power failure from the local electrical source. Vendor shall maintain and test the generator in accordance with the manufacturer's specifications. A log of the service and maintenance intervals shall be maintained in the Building Superintendent's Office at the Public Safety Building. These documents shall be available for inspection by the City upon reasonable notice.

J. Exterminating

Vendor shall exterminate for insects as needed based upon a quarterly inspection, provided that the detention cell area, the Records Division, and the evidence storage areas shall be exterminated every month without a need for inspection.

K. Janitorial Services

1. General

The Public Safety Building is to be cleaned in a first-class manner. General specifications must be adhered to.

2. Cost

The cost for this part of the contract is to be developed on a per square foot basis for cleaning all areas including corridors, rest rooms, elevators, lobbies, cell detention areas, and all other building space that normally needs janitorial services. Cleanable square footage is defined as all tenant and public space measured from inside wall, including floor space taken by furniture, internal walls, columns, etc. All cleaning supplies, plastic trash bags, paper towels, toilet paper, soap, sanitary napkins, deodorant blocks, etc. will be furnished by the contractor without any additional charges to the City of Wilmington.

3. Work Hours

Janitorial services, as outlined herein, shall be provided five days a week, Monday through Friday, after 6:00 PM. One person is to work five days a week, Monday through Friday, 8:00 AM to 5:00 PM. The evening work person shall be required to clean specified areas to be later identified which include the restrooms and

public areas, cell block area, House Sergeant area, and the Radio Room area. Additionally, such services shall be performed for a period of four (4) hours on Sundays in the cell block area, House Sergeant area, the Radio Room area, and JP Court 20.

4. Administration

The City of Wilmington reserves the right to reject the cleaning contract, prior to selection by the contractor and at any time during the duration of this agreement. The same rules shall be applicable for any replacement of such contractor. The Building Superintendent will meet with the janitorial contractor prior to the start of work under this agreement to review the contract and expectations. Notification shall be given to the City prior to any changes in cleaning contractor.

5. Inspection and Review

Monthly reviews will be made with the Building Superintendent to determine that all required services outlined herein are being provided. The inspections shall be at the discretion of the appropriate City personnel. In addition to the monthly review with the contractor, the Building Superintendent will make daily tours of the building observing general maintenance. A daily log will be maintained of all cleaning requests and/or complaints. This log will be reviewed daily by the Building Superintendent. Major discrepancies between contract provisions and contractor's performance that cannot be settled by the Building Superintendent and the Janitorial Project Manager shall be taken up by the appropriate City officials with management personnel of the cleaning contractor. The Building Management Contractor agrees to provide a monthly report to the Chief of Police listing the dates of all monthly, bi-monthly, and quarterly janitorial services. It should be noted that the frequencies shown in these specifications are designed to provide a satisfactory degree of cleanliness under normal conditions. In the case of inclement weather or other unforeseen circumstances, it may become necessary to change the frequency of cleaning in some areas to maintain satisfactory cleaning standards.

6. Daily for Vendor

- a. Empty wastebaskets, wash as needed, replace liners.
- b. Dust mop all resilient floors with treated dust mop.
- c. Vacuum all carpeting daily; use crevice tool for all hard to clean objects and areas.
- d. Wet mop entire lobby floor; vacuum entrance lobbies on floors.
- e. Clean and wipe countertops, stoves, walls, and appliances in the third level kitchen area. Vacuum kitchen carpeting.
- f. Clean all glass doors.
- g. Clean and sanitize all drinking fountains.
- h. Clean and police all passenger elevators; vacuum elevator floors and tracks; wipe elevator walls and door edges; remove all trash from floors and ceiling screens, including freight elevator.



- i. Thoroughly clean all male and female locker areas and rest room fixtures, sinks, hoppers, and urinals with germicidal disinfectant (Tergisyl or approved equal). Chrome shall be polished and doors, dispensers, window sills, ledges, and mirrors shall be cleaned. Rest rooms, all locker room floors, and the detention cells shall be mopped with germicidal disinfectant (Tergisyl or approved equal).
- j. Replace all rest room supplies; i.e., hand towels, toilet tissue, toilet seat covers, sanitary supplies, deodorant blocks in both men's and women's rest rooms, and hand soap as needed. In addition, spray air fresheners and deodorizers will be applied by the janitorial attendant as needed.
- k. Sweep stairwells and landings.
- l. Remove trash and all obvious debris; i.e., trash around vending machines. Also clean microwave oven(s).

7. Weekly for Vendor

- a. Dust all furniture, window sills, filing cabinets, wall hangings, etc., with treated cloths.
- b. Spot clean crevices between carpet and wall wherever necessary, such as around power poles and electrical outlets.
- c. Remove all marks and smudges from doors, doorjamb, light fixtures, ceilings, and walls.
- d. Thoroughly clean all male and female locker areas to include all fixtures, floors, and walls with germicidal disinfectant. Dust the tops of all locker areas.
- e. Wash all male, juvenile, and female cells with germicidal disinfectant. This shall include all wall and floor areas.

8. Monthly for Vendor

- a. Remove cobwebs from ceilings, shelving, etc.
- b. Wash rest room stall doors and stall walls with germicidal disinfectant (Tergisyl or approved equal). Wash kitchen walls on the third level.
- c. Vacuum elevator ceilings and fans.
- d. Dust all blinds.
- e. Scrub rest room floors and all locker rooms.
- f. Remove all insects trapped in fluorescent lights in corridors, lobbies, all office areas, and executive suites.
- g. Clean all interior glass surfaces including glass door inserts, walls and interior windows throughout the building.

9. Quarterly for Vendor

- a. Clean light diffusers. Clean ceiling tiles around air vents as needed.
- b. Vacuum drapes.
- c. Vacuum upholstered furniture.
- d. Strip, rewax, and buff all tile floors.
- e. Wash rest room walls with germicidal disinfectant (Tergisyl or approved equal).
- f. Mop stairways and landings. Wash walls and doors as needed.

10. Yearly for Vendor

All carpeted areas of the Public Safety Building will be cleaned and shampooed at least once a year.

11. Added Conditions for Janitorial Personnel

- a. All personnel shall have picture identification cards or badges provided by the Building Superintendent or City of Wilmington.
- b. All heavy cleaning (e.g., floor mopping, etc.) shall be performed on a five-day week, Monday through Friday, after 6:00 PM.
- c. One person is to work as a day worker five days a week, Monday through Friday, 8:00 AM to 5:00 PM. The day worker shall be required to clean specified areas to be later identified. The evening work person shall be required to clean specified areas to be later identified which include the restrooms and public areas, cell block area, House Sergeant area, and the Radio Room area. Additionally, such services shall be performed for a period of four (4) hours on Sundays in the cell block area, House Sergeant's area, Radio Room area, and JP Court area.
- d. The Wilmington Department of Police has the right to demand removal from its premises of any employee of the contractor for whatever reason may be deemed sufficient.
- e. Damage and/or pilferage by employees of the contractor shall be the contractor's responsibility, and the owner's loss will be reimbursed.
- f. The contractor shall, at his expense, correct unsatisfactory work as directed.
- g. The contractor shall take every precaution for the safety of employees and tenants.
- h. All custodians are to enter and/or leave the building by the House Sergeant's desk, located in the lower level of the building.
- i. Any custodian leaving the building with bags, boxes, etc., where the contents are not visible to police personnel, will not be able to leave until the supervisor, in the presence of a police officer, surveys the contents.
- j. Custodians shall not eat in any office area.

- k. Any custodian that wants to leave the building during their shift will only be allowed to leave when cleared by their supervisor through security and he must leave through the House Sergeant's area.
- l. The custodial sign-in sheet will indicate where the custodian is assigned. Any changes during the shift must be communicated to the City.
- m. **All telephones in the building are off-limits.** In the event of an emergency, the telephone at the House Sergeant's desk may be used. This is for local calls only, no long distance calls. There is a public telephone in that area.
- n. Custodians are responsible for turning off any light switches that are accessible to them when they clean an area.

## GENERAL CONDITIONS

### A. Hold Harmless

Contractor agrees to defend, indemnify, and hold harmless the City of Wilmington from and against any and all claims for injury to or loss of life or damage to or loss of use of property cause or alleged to be caused by acts or omissions of the contractor, the contractor's employees and any subcontractors.

### B. Laws to be Observed

Contractor shall at all times observe and comply with all Federal, State, local and municipal laws, ordinances, rules and regulations that may apply to the services to be rendered under this agreement and shall defend, indemnify, and save harmless the City and all its officers, agents and servants against any claim or liability arising from such based upon the violation of any such law, ordinance, rule, regulation, order or degree.

### C. Damage by Employees

Contractor, his subcontractors, agents, assignees, servants, and employees shall be responsible for any damage done to the property of the City that may occur during the rendering of services under this agreement. Contractor shall replace or compensate the City for the damage caused by such person(s) to property of the City.

### D. Insurance

The contractor will be required to provide insurance of the prescribed types and minimum amounts as set forth herein. Evidence of such insurance shall be furnished to the City ten (10) days after contractor is given notice of award of contract. Such evidence shall be in the form of insurance certificates that shall contain a provision that provides that coverage afforded under the policies shall not be canceled until at least thirty (30) days prior written notice has been given to the City. All insurance contracts must name the City of Wilmington as an additional insured.

Minimum requirements of insurance to be carried by the contractor shall be as follows:

1. Workers' Compensation Insurance - statutory as required by the Workers' Compensation Law of Delaware. Employer's liability coverage must be provided with limit of \$100,000.00.
2. Comprehensive General Liability Insurance, including broad form property damage and contractual liability insurance - bodily injury and property damage liability with a combined single limit of \$2,000,000.00 for all damages because of bodily injury and property damage suffered by one or more persons or organizations as a result of any one occurrence. For all those parts of the work to be performed under this agreement by subcontractors, contractor shall require

them to carry such insurance coverage specified herein and name the City of Wilmington as an additional insured.

3. Comprehensive Automobile Liability Insurance (to provide coverage for all owned and rented vehicle) - bodily injury and property damage liability with a combined single limit of \$500,000.00 for all damages because of bodily injury and property damage suffered by one or more person(s) as a result of one or more accidents.

E. Licenses

All licenses required by State and/or City shall be obtained by the contractor. Contractor and all sub-contractors shall withhold City of Wilmington Wage Tax for all employees and withheld taxes shall be paid to the City of Wilmington pursuant to the provisions of the Wilmington Wage Tax Law. No agreement will be executed until evidence is presented of having obtained all necessary licenses and having applied for wage tax withholding. Corrective action will be taken against any Sub-contractors that do not remain in compliance with all City of Wilmington tax codes.

F. Cancellation

The provisions outlined in these specifications are the absolute basic and minimum requirements. The City of Wilmington must be satisfied with the services rendered hereunder before invoices are paid. Failure to meet these requirements as determined by the Chief of Police shall result in cancellation of this agreement upon seven (7) days notice to contractor and/or a reduction in the contractor's invoice for payment. Additionally, the City of Wilmington reserves the right to reject any individual or sub-contractor with or without cause at any time.

G. Payment of Services

Contractor shall submit a single invoice monthly for 1/12 of the total fixed cost plus any pre-approved reimbursable expenses (subject to the limits disclosed in section "A" of the specifications). Supporting documentation (copies of invoices, work orders, etc.) will be required for the reimbursable expenses

Where there is a dispute regarding the performance of unsatisfactory service, immediate notification shall be given of omissions of work or unsatisfactory performance of work. Failure to timely correct unsatisfactory work shall result in an appropriate deduction. Such deduction shall be determined exclusively by the Chief of Police in the exercise of good faith judgment regarding the contractor's performance.

### LENGTH OF SERVICE

The initial term of this contract shall be from April 1<sup>st</sup>, 2020 or as soon as possible thereafter until March 31<sup>st</sup> 2021. Following the initial term and at the sole discretion of the City of Wilmington the contract may be extended for up to three (3), one (1) year periods. Should the City exercise any of its renewal options, all terms and conditions shall remain the same.

Questions can be directed to Phil Ceresini, Purchasing Agent at [pceresini@wilmingtonde.gov](mailto:pceresini@wilmingtonde.gov), 302-576-2421. Questions will not be accepted within 1 week of proposal due date.

**PROPOSAL FORM**

DATE: \_\_\_\_\_

CONTRACT NO: **21001PDPS**

City of Wilmington Business License Number is \_\_\_\_\_

This proposal is submitted with the knowledge that the Department of Finance, Division of Procurement and Records, reserves the right to reject any and all proposals, when in its judgment, it is in the best interest of the City of Wilmington to do so.

We, the undersigned, hereby agree to furnish and deliver, per specifications, the item(s) listed below to the City of Wilmington, Office of Public Safety, Wilmington Department of Police, 300 North Walnut Street, Wilmington, Delaware 19801.

Building Management services from one year after signing contract.

Category		Monthly Billing is Annual Total Divided by 12	Annual Total
A. Management Fee		\$	\$
B. Building Superintendent		\$	\$
C. Heating Ventilation & Air Conditioning		\$	\$
D. Electrical, Security, Monitoring		\$	\$
E. Exterior Window Cleaning		\$	\$
F. Grounds Landscaping		\$	\$
G. Elevator		\$	\$
H. Sprinkler, Halon, Extinguishers		\$	\$
I. Emergency Generator		\$	\$
J. Exterminating		\$	\$
K. Janitorial		\$	\$
<b>Total Fixed Costs</b>			\$
Reimbursable (Maximum)		\$3,000.00	\$36,000.00
Snow Shoveling (as needed) 50 Hours Est.	50 Hours	\$ / hour	
<b>GRAND TOTAL</b>			\$

FIRM: \_\_\_\_\_  
Corporation, Partnership, Individual

PER: \_\_\_\_\_  
Name (Type or Printed)

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FEDERAL ID NUMBER: \_\_\_\_\_

Signature: \_\_\_\_\_

**SUBCONTRACTORS**

To be used under the conditions of this agreement. Nature of their services and their names and addresses are as follows (Proposer to fill in):

Nature of Service	Name and Address
C. Heating, Ventilating, Air Condition Services, including Chiller	_____ _____
D. Electrical, Security, Monitoring	_____ _____
E. Exterior Window Cleaning	_____ _____
F. Grounds Landscaping	_____ _____
G. Elevator	_____ _____
H. Sprinkler Maintenance	_____ _____
I. Emergency Generator	_____ _____
J. Exterminating	_____ _____
K. Janitorial	_____ _____
	_____ _____
	_____ _____
	_____ _____



Please list your company's previous five (5) years experience in the management and maintenance of office buildings, which are a minimum of 70,000 square feet in size. Also, list all references (use additional pages if necessary). Please include email address for references to facilitate verification.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
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8. \_\_\_\_\_  
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9. \_\_\_\_\_  
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10. \_\_\_\_\_  
\_\_\_\_\_
11. \_\_\_\_\_  
\_\_\_\_\_
12. \_\_\_\_\_  
\_\_\_\_\_



# City of Wilmington DBE Program and Bidders Requirements

## **DBE PROCUREMENT PROGRAM**

Responsibilities of the Equal Opportunity/Contract Compliance Office (EO/CCO) are assumed by the City of Wilmington's Small, Minority Business Enterprise Office (SMBEO) in the Mayor's Office of Economic Development. The City of Wilmington has established laws and procedures to increase accessibility of contracting opportunities for small and minority businesses. The EO/CCO authority derives from Chapter 35, Article IV of the Wilmington City Code. This section of the Code addresses Equal Opportunity in Employment and City Contracts.

Mayor's Office of Economic Development/SMBEO  
800 North French Street, 3<sup>rd</sup> Floor, Wilmington, DE 19801  
(302) 576-2121 (Office) • (302) 571-4326 (Fax)  
[www.wilmingtonde.gov](http://www.wilmingtonde.gov)

## **DISADVANTAGED BUSINESS PROGRAM**

In the performance of this contract, the contractor agrees to provide the information as described herein and to make its best efforts to include one or more types of disadvantaged businesses as subcontractors.

A Disadvantaged Business Enterprise means a business that is at least fifty-one percent (51%) owned and controlled by one or more socially disadvantaged individuals who, in fact, control the management and daily business operations of the business.

"Disadvantaged Individuals" are those who have been actual victims of discriminatory practices or individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not so disadvantaged.

In determining the degree of diminished credit and capital opportunities, the City may consider, but shall not be limited to, reviewing the assets and net worth of disadvantaged individuals and disadvantaged businesses.

For purposes of determining the disadvantage in competing for City contracts, there shall be a presumption of economic disadvantage if an individual's net worth, exclusive of up to one hundred and fifty thousand dollars (\$150,000.00) of equity in his or her primary residence, is less than five hundred thousand dollars (\$500,000.00). The City may, in the administration of its programs, direct its assistance toward those economically disadvantaged individuals who are among the chronically unemployed and may identify demographic subgroups of disadvantaged individuals identified by race or national origin whenever current, verifiable local statistics confirm the existence of unemployment rates among such individuals that are more than fifty (50) percent above the prevailing overall unemployment rate statewide.

All contractors doing business with the City shall show good faith efforts to obtain minority and other disadvantaged subcontracting businesses' participation. Good faith efforts shall be evidenced by listing each disadvantaged business enterprise (DBEs) contacted, showing the name and address of each, the names of contact persons, telephone numbers, sources used to identify DBEs, methods used to make contact, dates firms were contacted, responses, dates responses were received, type of subcontract, reasons for rejection if the firm is not used, and estimated value of each subcontract, through completion of the City's Form DBE-1.

The federal set-aside program requirements for any applicable federally funded contract are fully applicable to the City of Wilmington, such that contractors will be subject to federal penalties of non-compliance if a contract or any subcontract awarded involves the federal set-aside program and the contractor fails to meet its requirements as to that program.

## GOAL STATEMENT PROVISION FOR DISADVANTAGED BUSINESS PARTICIPATION

In order to expand opportunities and insure fair participation for disadvantaged individuals and businesses in its construction, goods and services and professional service contracts, the City has set purchasing goals for its fiscal year 1991 in each of these three procurement categories. Except to the extent that the Director of the Minority Business Office determines otherwise, such as for utilities, telephone, etc., the City shall endeavor to achieve, and shall require evidence of good faith efforts by bidders and contractors to achieve the goals of contracting with disadvantaged individuals or disadvantaged businesses for the following percentages of the total dollar amount of each contract in these three purchasing categories:

1. A goal of 20% for all construction contracts;
2. A goal of 10% for all professional service contracts; and
3. A goal of 5% for all goods and other contracts.

### Notes:

1. If the contractor customarily performs the work required in any subcontracting category by workers regularly employed by the contractor in his own organization, the contractor does not have to try to subcontract such work to others solely to comply with the DBE requirements. In such cases, however, the contractor shall clearly note this fact on the applicable DBE form(s), and the burden of proof shall be on the contractor to demonstrate the accuracy thereof upon inquiry by the City.
2. Female-owned businesses do not, per se, qualify as DBEs.
3. Questions regarding the DBE program and directory should be directed to the City's EEO/Contractor Compliance Office at (302) 576-2121.

## **ADDITIONAL GOOD FAITH EFFORT (CHANGES TO Chapter 35 of the City Code)**

Ordinance No. 09-057, effective December 1, 2009, requires the following DBE changes within the "Good Faith Efforts" in bidding regarding disadvantaged business enterprises (DBE's).

### **Subcontractors Listing**

Identify all subcontractors that the bidder plans to utilize as well as listing the amount of money that will be paid to each of the subcontractors as part of the contract

### **DBE Replacement**

Contractors are further required to make good faith efforts to replace any disadvantaged business enterprise ("DBE") that is terminated or has otherwise failed to complete its work on a contract. In such situations, the general contractor shall be required to notify immediately the City's DBE Office and provide reasonable documentation regarding any DBE's inability or unwillingness to perform the contracted work. The City's DBE Office shall require the general contractor to obtain prior approval for the DBE that will be used as a substitute, and the general contractor must provide copies of new or amended subcontracts along with documentation of the good faith efforts made in acquiring the substitute DBE.

### **DBE Payment**

General contractors shall pay all correct invoices for the completed work of any DBE subcontractor within 10 days of receipt by the prime contractor of payment by the City. Noncompliance with this section shall subject the general contractor to penalties as provided in Section 35-135(e).

The ordinance further provides administrative additional penalties for noncompliance in addition to the penalties already provided for in the Ordinance:

1. Suspension of contract;
2. Withholding of contract funds;
3. Termination of contract based on material breach;
4. Refusal to accept a future bid; and
5. Disqualification from eligibility for providing goods or services to the City for a period not to exceed 2 years.

## **DBE FORMS**

Contractors must file with the City, as applicable, the City's DBE Forms as follows:

1. **\*DBE-1:** A listing of the subcontractors included in the bid, by which a bidder acknowledges having read the DBE goal provisions in Attachment 1 and states that the bidder will expend a percentage of the dollar amount of the contract for DBE subcontractors, if any.
2. **\*DBE-2:** A listing of the subcontractors and other information to provide evidence of good faith efforts to include DBE's in subcontracts. This form must be completed and submitted with the bid, regardless of the level of DBE participation.
3. **\*DBE-3:** DBE verification form stating the ownership information regarding any business seeking to qualify as a City-certified DBE, if not listed in DBE Directory.
4. **DBE-4:** A DBE contract participation report requiring that the general contractor submit a report regarding DBE contract participation at the time the contract is entered into, when 50% and when 100% of each DBE subcontractor's portion of the construction project has been completed.
5. **\*DBE-5:** A listing of ***ALL subcontractors*** to be utilized on the contract. This form must be completed and submitted with the bid, regardless of the level of DBE participation.

### **FEDERAL Dollars involved in City Contracts:**

A DBE Utilization form(s), including reference to minority business enterprise participation if a federal program is involved, and an indication as to whether a disadvantaged business enterprise (DBE) status is claimed. These EPA (DBE Forms 6100-3 & 6100-4) forms are required by both the SRF and EPA Grant funding programs.

If you need additional information on the DBE Program or assistance completing the DBE Forms, please contact the office by one of the following methods:

Email: [smbeo@wilmingtonde.gov](mailto:smbeo@wilmingtonde.gov)

Phone: (302) 576-2121

Address: Small, Disadvantage Business Enterprise Office (SMBEO)  
Mayor's Office of Economic Development  
Louis L. Redding Building, 3<sup>rd</sup> Floor  
800 North French Street  
Wilmington, DE 19801  
[www.wilmingtonde.gov](http://www.wilmingtonde.gov)

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\*Mandatory to be submitted back with Bid Documents.

## **EFFORTS TO OBTAIN DBE SUBCONTRACTORS DBE FORM 1 – DBE FORM 2 EXPLANATION**

**[NOTE: DBE FORM-2 MUST BE COMPLETED BY ALL BIDDERS REGARDLESS OF THE LEVEL  
OF PARTICIPATION OF DBEs IN THE BID.]**

All contractors doing business with the City are required to show good faith efforts to obtain DBE subcontracting businesses' participation. The burden is on the bidder to evidence such good faith efforts by means of the information required on this page. Failure to complete this form and/or failure to make good faith efforts to obtain DBE participation are grounds for rejecting any bid. Further, bidders are expected to make such good faith efforts to obtain DBE participation in connection with each and every subcontract, if any. The City's goals for DBE participation are listed on Attachment 1 to this form. These goals are not set-aside requirements, but they are the overall goals which the City is endeavoring to achieve through the disadvantaged business program. Each person or firm who or which submits a bid for City contracts is expected to demonstrate good faith efforts by actively and aggressively seeking out DBE participation in the contract to the maximum extent, to meet the City's goals, given all relevant circumstances, and shall complete all forms and follow guidelines as required by the Minority Business Office. The following are examples of the kinds of efforts that may be taken but are not deemed to be exclusive or exhaustive and the City's Minority Business Office may consider other factors and types of efforts that may be relevant:

1. Efforts made to select part of the work to be performed by DBEs in order to increase the likelihood of achieving the City's goal for that type of contract. Selection of parts of the work should at least equal the City's goal for DBE participation in that type of contract.
2. Written notification, at least ten (10) days prior to the opening of a bid, soliciting individual DBEs interested in participation in the contract as a subcontractor and for specific items of work.
3. Efforts made to negotiate with DBEs for specific items of work as detailed below and whether initial contacts to solicit DBE participation were followed up to determine with certainty whether DBEs were interested. A description of information provided to DBEs regarding plans and specifications and estimated quantities for parts of the work to be performed. A statement of why additional agreements with DBEs were not reached. Documentation of each DBE contacted but rejected and the reasons for the rejection.
4. Documentation that DBEs are not available or not interested.
5. Advertisements in general circulation media, trade association publications, and DBE media of interest in utilizing DBEs and specific areas of interest.
  - a. Efforts to use effectively the services of organizations that provide assistance in recruitment and placement of DBEs.
  - b. Whether the bidder selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the bidder might otherwise perform these work items with its own forces.

## **DBE FORM 3 – DBE FORM 4 – DBE FORM 5 EXPLANATION**

### **DBE FORM 3**

**DBE-3:** DBE verification form stating the ownership information regarding any business seeking to qualify as a City-certified DBE.

- This form must be submitted back with the bid when the contractor is working with a company who they believe to be eligible for the City of Wilmington's DBE Program. The SMBEO Office reserves the right to determine the eligibility and verification of eligibility for the firm listed on DBE Form 3.
- The burden is on the bidder to evidence such good faith efforts by means of providing the contact information for the DBE firm listed on the DBE Form 3. If a firm is determined to be an eligible DBE firm, the total dollar value of the participation by the DBE will be counted toward the contract requirement. The total dollar value of participation by a certified DBE will be based upon the value of work actually performed by the DBE and the actual payments to DBE firms by the Contractor.
- Failure to complete the DBE 3 form and/or failure to make good faith efforts to obtain DBE participation are grounds for rejecting any bid.

### **DBE FORM 4**

**DBE-4:** **DISADVANTAGED BUSINESS ENTERPRISE – CONTRACT PARTICIPATION REPORT**

- The Contractor shall provide the DBE Office with an accounting of payments made to Disadvantaged Business Enterprise firms, including material suppliers, contractors at all levels (prime, subcontractor, or second tier subcontractor). This accounting shall be furnished to the DBE Office when the contract is entered into by the general contractor and the subcontractor, when 50% and when 100% of each DBE subcontractor's portion of a project has been completed. Failure to submit this information accordingly may result in the following action or other action as deemed by the City:
  1. Withholding of money due in the next partial pay estimate; or
  2. Contractor may be disqualified from further bidding for a period as designated.

### **DBE FORM 5**

**DBE-5** **SUBCONTRACTORS' REPORT**

- The Contractor shall provide the DBE Office with a listing of ALL sub contractors to be entered into contract with this bid. DBE subcontractor'(s) are not to be listed on this form but on form DBE #1 (Ord. 09-057).
- Failure to complete the required Subcontractor's form (DBE Form 5) will be grounds for the disqualification of such bid as being a responsive bid.





**To Be Submitted with Bid**

CONTRACT: \_\_\_\_\_

**Failure to submit this completed form will be cause for rejection of your proposal**

DBE Firm Name/Address	Contact Person(s) Email or Phone Number	Dates Contacted Initially and In Follow Up; Methods Used	Type of Subcontractor, plus Estimated Value	Reason for Rejection (If Firm Not Used) (If Bid "To High" Also Indicate Value)
1.			\$	
2.			\$	
3.			\$	

Were advertisements placed in general circulation media, trade association publications, and DBE media interested in DBE participation? If so, state details of the advertisement. If not, state why not.

What efforts were made to use the services of organizations that provide assistance in recruitment and placement of DBEs?

The following are examples of actions that may not be used as justification by the contractor or bidder for failure to meet DBE participation goals:

1. Failure to contract with a DBE solely because the DBE was unable to provide performance and/or payment bonds.
2. Equipment idled by contract with DBE.
3. Rejection of a DBE because of its union or non-union status.

If more DBE firms have been contacted, please list with supplemental form(s) on additional pages.

**To Be Submitted with Bid if DBE is not listed in City DBE Directory**

CONTRACT: \_\_\_\_\_

FORM DBE-3  
(Rev. 10/09)

**Failure to submit this completed form will be cause for rejection of your proposal**

**CITY OF WILMINGTON  
DISADVANTAGED BUSINESS REGISTRATION VERIFICATION FORM**

1.	NAME:		
2.	ADDRESS:		
3.	PHONE:	PRODUCT OR SERVICE LINE:	
4.	TYPE OF FIRM: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other _____		
5.	EMAIL:		
6.	DATE OF ORIGATION OF FIRM:	EMAIL:	
7.	BUSINESS LICENSES HELD:	City:	State:      Other:
8.	DISADVANTAGED OWNERSHIP OF FIRM:		
	<b>NAME</b>	<b>OWNERSHIP % OF FIRM</b>	<b>DISADVANTAGED BUSINESS</b>
a.			
b.			
c.			
d.			
e.			
f.			
9.	NON-DISADVANTAGED OWNERSHIP OF FIRM:		
	<b>NAME</b>	<b>OWNERSHIP % OF FIRM</b>	
a.			
b.			
c.			
d.			
e.			
f.			
8.	I hereby certify that the information above is true and complete to the best of my knowledge and belief, and that I have been duly authorized to make this certification on behalf of the firm.		

NAME (printed) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

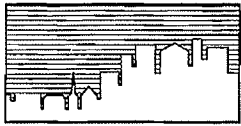
TITLE \_\_\_\_\_

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_  
DATE APPROVED: \_\_\_\_\_  
INFORMATION VERIFIED: \_\_\_\_\_







# ASSET MANAGEMENT ALLIANCE

Commercial Property Management

February 5, 2020

Department of Finance  
Division of Procurement & Records, 5<sup>th</sup> Floor  
Louis L. Redding City/County Building  
800 French Street  
Wilmington, DE 19801

REF: Proposal for City Contract 21001PDPS – “Professional Services for Building Management at the Public Safety Building

Dear Mr. Philip Ceresini:

We appreciate the opportunity for Asset Management Alliance (AMA) to provide a proposal for property management services at the Public Safety Building (PSB) in Wilmington DE. As you may be aware, AMA has been providing property management & maintenance services to the PBS for over 20 years. Attached you will find the details of our proposal which includes, property management and facility maintenance. Our proposal is comprehensive and includes all you will need to keep the PBS facility operating.

Sarah Ruane will continue to be your assigned Property Manager. Matt Sullivan will continue to be the assigned Building Superintendent. Both will be available to help your organization meet the buildings operational needs. Our goal is to continue to provide the professional & experienced service you have come to know. Let us take care of your building so you can take care of your business.

Our proposal accounts for all requirements under the RFP. Keep in mind our maintenance staff are AMA employees and not sub-contractors. We have the knowledge and experience with the PSB that will eliminate the transition to another vendor. Our organization has experienced maintenance personnel with reach-back capability who can provide additional expertise in any area. AMA is confident we can provide professional, valued service to the PSB.

Sincerely,

Nicholas Koski-Vacirca  
Director of Operations

**PROPOSAL FORM**

DATE: 2/20/2020

CONTRACT NO: 21001PDPS

City of Wilmington Business License Number is 017551

This proposal is submitted with the knowledge that the Department of Finance, Division of Procurement and Records, reserves the right to reject any and all proposals, when in its judgment, it is in the best interest of the City of Wilmington to do so.

We, the undersigned, hereby agree to furnish and deliver, per specifications, the item(s) listed below to the City of Wilmington, Office of Public Safety, Wilmington Department of Police, 300 North Walnut Street, Wilmington, Delaware 19801.

Building Management services from one year after signing contract.

Category		Monthly Billing is Annual Total Divided by 12	Annual Total
A. Management Fee		\$ 2,342.00	\$ 28,104.00
B. Building Superintendent		\$ 8,133.00	\$ 97,596.00
C. Heating Ventilation & Air Conditioning		\$ 875.00	\$ 10,500.00
D. Electrical, Security, Monitoring		\$ 466.66	\$ 5,000.00
E. Exterior Window Cleaning		\$ 609.50	\$ 7,314.00
F. Grounds Landscaping		\$ 525.53	\$ 6,306.41
G. Elevator		\$ 723.27	\$ 8,679.24
H. Sprinkler, Halon, Extinguishers		\$ 241.66	\$ 2,900.00
I. Emergency Generator		\$ 451.66	\$ 5,420.00
J. Exterminating		\$ 60.00	\$ 720.00
K. Janitorial		\$ 7,900.00	\$ 94,800.00
<b>Total Fixed Costs</b>			\$ 267,339.65
Reimbursable (Maximum)		\$3,000.00	\$36,000.00
Snow Shoveling (as needed) 50 Hours Est.	50 Hours	\$ 40.00 / hour	
<b>GRAND TOTAL</b>			\$ 303,339.65

FIRM: Asset Management Alliance  
Corporation, Partnership, Individual

PER: Nicholas Koski-Vacirca  
Name (Type or Printed)

TITLE: Director Of Operations


ADDRESS: 222 Delaware Avenue  
Wilmington, DE 19801

PHONE: 302-655-2100

FAX #: 302-655-3531

EMAIL ADDRESS: nvacirca@assetmanagementallaince.com

FEDERAL ID NUMBER: 51-0323626

Signature: 

**SUBCONTRACTORS**

To be used under the conditions of this agreement. Nature of their services and their names and addresses are as follows (Proposer to fill in):

Nature of Service	Name and Address
C. Heating, Ventilating, Air Condition Services, including Chiller	National HVAC 42-A Southgate Blvd. New Castle, DE 19720
D. Electrical, Security, Monitoring	Anchor Electric P.O Box 12591 Wilmington DE 19850
E. Exterior Window Cleaning	City Window Cleaning, Inc P.O Box 53 Wilmington, DE 19899
F. Grounds Landscaping	Green Acres Lawn & Landscaping P.O Box 5468 Wilmington, DE 19809
G. Elevator	Thyssenkrupp Elevator 250 King Manor Drive King of Prussia, PA 19406
H. Sprinkler Maintenance	Sobieski 1325 Old Cooch's Bridge Rd. Newark, DE 19713
I. Emergency Generator	Foley Power Systems 2975 Galloway Road Bensalem, PA 19020
J. Exterminating	P. Wilson Pest Control Co. P.O Box 9262 Wilmington, DE 19809
K. Janitorial	Dust Away Cleaning Services, Inc. P.O Box 346 Wilmington, DE 19899
	_____ _____
	_____ _____
	_____ _____



Please list your company's previous five (5) years experience in the management and maintenance of office buildings, which are a minimum of 70,000 square feet in size. Also, list all references (use additional pages if necessary). Please include email address for references to facilitate verification.

1. 824 Market Street - 231,000 SF
2. 4550 New Linden Hill Rd - 106,285 SF
3. Abby Medical - 75,000 SF
4. CSC Head Quarters - 143,800 SF
5. CSC Marvel - 84,000 SF
6. Highmark DE - 170,000 SF
7. OMEGA Professional - 99,150 SF
8. Louis L. Redding City/County Bldg. - 130,000SF
9. Wilmington Public Safety - 72,000 SF (Providing maintenance & management since 1991)
10. Wilmington Water Division
11.
12.

\*\*\* See attached spreadsheet with additional information on each property.

*To Be Submitted with Bid*

CONTRACT: 21001PDPS

FORM DBE-1  
(Rev. 10/09)

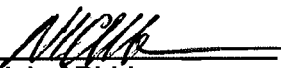
**Failure to submit this completed form will be cause for rejection of your proposal**

Bidder acknowledges that he has read the D.B.E. goal provisions of the City for this fiscal year and that bidder will expend the dollar amount of the contract for D.B.E. subcontractors through the use of the following disadvantaged business enterprises, subject to the certification by the City, as subcontractors and that Bidder has made good faith efforts\* as evidenced by its listing of disadvantaged businesses that were contacted as detailed herein and on the following pages. (Must be completely filled out.)

**CITY OF WILMINGTON  
DISADVANTAGED BUSINESS ENTERPRISE ("D.B.E.")  
SUBCONTRACTOR LISTING**

D.B.E. Firm Name IRS Numbers	Mailing Address & Contact Number	Type of Service	Dollar Amount of Contract
P. Wilson Pest Control Co. 51-0122399	P.O Box 9262 , Wilmington, DE 19809 302-655-0214	Exterminating	\$720.00
Dust Away Cleaning Services, Inc. 51-0416946	P.O Box 346, Wilmington, DE 19899 302-658-8803	Janitorial	\$94,800
Total Dollar Amount to be Expended for Disadvantaged Business Enterprises	\$95,520.00		
Total Amount of Contract	\$303,339.65		
Percentage of Contract used for D.B.E.	31.4%		

Nicholas Koski-Vacirca



Director Of Operations

Name of Authorized Official of Bidder

Title

Asset Management Alliance

**Company**

\*Good faith efforts shall be evidenced by listing each and every disadvantaged business enterprise (DBEs) contacted, showing the name and address of each, the names of contact persons, telephone numbers, sources used to identify DBEs, methods used to make contact, dates firms were contacted, responses, dates responses were received, type of subcontract, reasons for rejection, and estimated value of subcontract.

*To Be Submitted with Bid*

CONTRACT: 21001PDPS

*Failure to submit this completed form will be cause for rejection of your proposal*

DBE Firm Name/Address	Contact Person(s) Email or Phone Number	Dates Contacted Initially and In Follow Up; Methods Used	Type of Subcontractor, plus Estimated Value	Reason for Rejection (If Firm Not Used) (If Bid "To High" Also Indicate Value)
1. P. Wilson Pest Control Co. P.O Box 9262 Wilmington, DE 19809	Philip Wilson 302-655-0214	2/11/2020 Letter & Email	Exterminating \$ 720.00 Annual	Awarded
2. Dust Away Cleaning Services P.O Box 346 Wilmington, DE 19899	Carrie Dennis-Mayer 302-658-8803	2/11/2020 Letter & Email	Janitorial \$ 94,800.00 Annual	Awarded
3.			\$	

Were advertisements placed in general circulation media, trade association publications, and DBE media interested in DBE participation? If so, state details of the advertisement. If not, state why not.  
Existing DBE sub-contractors already working at PSB were invited to submit bids for new contracted work. Both bids were accepted.

What efforts were made to use the services of organizations that provide assistance in recruitment and placement of DBEs?  
None at this time. Contractors were already working at the PSB.

The following are examples of actions that may **not** be used as justification by the contractor or bidder for failure to meet DBE participation goals:

1. Failure to contract with a DBE solely because the DBE was unable to provide performance and/or payment bonds.
2. Equipment idled by contract with DBE.
3. Rejection of a DBE because of its union or non-union status.

If more DBE firms have been contacted, please list with supplemental form(s) on additional pages.

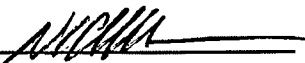
Mayor's Office of Economic Development -- SMBEO/DBE Office 12/2016      Page 8

*Failure to submit this completed form will be cause for rejection of your proposal*

**CITY OF WILMINGTON  
SUBCONTRACTOR LISTING  
(Do not include DBE Firms to be utilized)**

Subcontractor Name IRS Numbers	Mailing Address Contact Number or Email	Type of Service	Dollar Amount of Contract
25-1668388	National HVAC - 42-A Southgate Blvd. New Castle, DE 19720 302-563-5520	HVAC	\$10,500.00
51-0293240	City Window Cleaning, Inc. - P.O Box 53 Wilmington, DE 19899 302-633-0633	Window Cleaning	\$7,314.00
20-0753671	Green Acres Lawn & Landscaping Inc. P.O Box 5468, Wilmington DE 19809 302-322-8239	Grounds Landscaping	\$6,306.41
56-2303937	Sobieski 1325 Old Cooch's Bridge Road Newark, DE 19713 - 800-321-1332	Sprinkler	\$2,900.00
22-0917100	Foley Power Systems 2975 Galloway Road Bensalem, PA 19020 - 215-639-4300	Emergency Generator	\$5,420.00
20-2733944	Anchor Electric P.O Box 12591 Wilmington DE 19850	Electrical, Security, Monitoring	\$5,000.00
62-1211267	Thyssenkrupp Elevator 250 King Manor Drive King of Prussia, PA 19406	Elevator	\$8,679.24
Total Dollar Amount to Non-Disadvantaged Business Enterprises	\$46,119.65		
Total Amount of Contract	\$303,339.65		

Bidder acknowledges that he has identified all sub contractors that will be utilized as well as listing the amount of money that will be paid to each of the subcontractors as part of the contract (use additional pages if necessary).

Nicholas Koski-Vacirca 

Director Of Operations

**Name of Authorized Official of Bidder**

**Title**

Asset Management Alliance

2/20/2020

**Company**

**Date**

PORTFOLIO OF PROPERTIES.

**ASSET MANAGEMENT ALLIANCE**

Commercial Property Management

#	PROPERTY / ADDRESS	DATE	TYPE	SIZE	CONTACT
1	824 N. Market 824 Market Street Wilmington, DE 19801	2018	Commercial, Retail & Parking	231,000	Katie Meagher Ellington Management Group, LLC. kbraun@ellington.com
3	4550 Linden Hill Road 4550 Linden Hill Rd. Wilmington, DE 19808	2019	Commercial Office Building	106,285	Tamer El-Reyes tamer@contfinco.com
4	Abby Medical One Centurian Drive Newark, DE 19713	2006	Medical Office Condominium	75,000	Shane Malek - Primary Owner shanemalek@comcast.net
9	CSC - Corp. Services Co. (HQ) 251 Little Falls Dr. Wilmington, DE 19808	2018	Office	143,800	Judi Harbaugh - Head of Facilities judiharbough@csglobal.com
10	CSC - Marvel 251 Little Falls Dr. Wilmington, DE 19808	2018	Office	84,000	Judi Harbaugh - Head of Facilities judiharbough@csglobal.com
14	Highmark Delaware 800 Delaware Ave. Wilmington, DE 19801	2010	Office	170,000	David Peters - Head of Facilities BCBS david.peters@highmarkhealth.org
20	Omega Professional Center Omega Drive Newark, DE 19713	2007	Medical Office Condominium	99,150	5 Condominium Councils
24	Wilmington - City/County Bldg Louis L. Redding 800 N. French Street Wilmington, DE 19801	2011	Office	130,000	Vince Carrocia - Wilm Public Works Department vcarrocia@wilmingtonde.gov Bill Suiter - New Castle Coutny, Building Supervisor

**ASSET MANAGEMENT ALLIANCE**

Commercial Property Management

#	PROPERTY / ADDRESS	DATE	TYPE	SIZE	CONTACT
26	Wilmington Public Safety 300 N. Walnut Street Wilmington, DE 19801	1991	Police, Fire & Administrative Offices	72,000	Arthur Gliem - Lieutenant Cecilia Ashe - Inspector
27	Wilmington Water Division Wilmington, DE 19801	2017	Public Works sites	16 Sites	Joe Dellose - Public Works Cell 354-3128 Office 571-5461

# **NICHOLAS KOSKI-VACIRCA**

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## **PROFILE:**

An experienced and motivational leader with over 30 years of service in the public and private sectors, with emphasis on

- \* Results Oriented / Leadership Guidance
- \* Annual and Strategic Planning
- \* Operations/Facilities Leadership & Effectiveness

## **EXPERIENCE:**

**ASSET MANAGEMENT ALLIANCE** Wilmington, DE

*Director of Operations, July 2019 – Present*

Accountable for all aspects of day to day operations of the organization, 27 properties, 1.8 Million SF. Providing Maintenance, Property Management, Lease Administration. Oversight of all morale, discipline, training, legal, accounting & strategic planning for 20 person organization.

**CHRISTINA SCHOOL DISTRICT**, Bear, DE

*Manager, Facilities Services - Capital Projects, 2005 – June 2019*

Accountable for the Maintenance & Capital Improvement programs, \$4M annually, 2.9 Million SF. Bidding, Contract Negotiations, Purchase Orders and payments, Construction, 60-80 on-going projects. Custodial & Maintenance manpower (union) oversight & scheduling, 205 staff members. Strategic and long-range facility & district planning, 26 schools, 32 facilities, 600 acres. Lead on all school safety & security initiatives, annual system inspections.

**DELAWARE DEPARTMENT OF EDUCATION**, Dover, DE.

*Education Associate, School Planning and Maintenance, 1998 - 2005*

Accountable for Major and Minor Capital Improvement Programs, \$175M annually. Review of proposed legislation for school construction, maintain school plans and data. Set and track custodial training, for 19 school districts, asst. districts with school safety initiatives. Implemented nation's first web-based capital planning and assessment tool for public schools. Implemented the State's first school emergency response plans, trained district leadership on the same. Published 4 reports, 2 - school construction, 1 - school district boundaries, 1 - custodial training.

**NELSON & ASSOCIATES**, Phila., PA. - *Project Leader* , 1997 - 1998

**MIA FAMIGLIA ITALIAN TRATTORIA**, Middletown, DE. - *Owner/Operator*, 1994 - 1997

**ACORN DEVELOPMENT CORPORATION**, King of Prussia, PA. - *Project Leader*, 1987 - 1994

## **MILITARY:**

**U.S. AIR FORCE RESERVE**, Col - Retired

*Emergency Preparedness Liaison Officer/ FEMA Reg III – Delaware, 2007 – 2015*

DOD Liaison to FEMA Region III on all natural and man-made disaster response coordination, safety & security planning.

*Deputy Group Commander – 512<sup>th</sup> Maintenance Group, Dover AFB, Delaware, Sept 2003 – Nov 2007*

Assistant to the Group/CC on all aspects of aircraft maintenance, manpower (union, non-union, civilian & military), morale, welfare, discipline, training & strategic planning for 1200 member group.

## **EDUCATION:**

**Doctoral Level Courses** (Leadership & Military Studies)

**Masters of Science in Management / Public Administration**, Wilmington College, Dover, DE, 2000

**Professional Military Education** (AWC, ACS, SOS Aircraft Maintenance/Leadership/Logistics)

**Bachelor of Science, Architectural Interior Design**, Drexel University, Phila., PA, 1985

## **ORGANIZATIONS:**

Trustee, Delaware Boys/Girls Club

Co-Chair, MOT Big Ball Marathon Committee

**KOSKI-VACIRCA, NICHOLAS**

**EMPLOYER NAME AND ADDRESS**

CHRISTINA SCHOOL DISTRICT

Bear, Delaware

**FROM:** NOVEMBER 2005 to PRESENT

**TITLE:** MANAGER, CAPITAL PROJECTS

**DUTIES AND ACCOMPLISHMENTS:**

Lead administrator for school district in determining new construction, maintenance and repair needs. Oversight of the Major & Minor Capital Improvement Programs and Budgets. Responsible for project oversight from preliminary design through construction. Prepare district and state required reports on project status and expenditures. Establish required Purchase Orders (PO), Payment Vouchers (PV), Encumbrance Adjustments (EA) and transfers. Oversight of Major & Minor Capital Construction budgets in excess of 100 million dollars/4 million annually. Provide monthly Local school board presentations on agenda items as well as proposed change orders (CO). Oversight of all facilities processes to include construction, operations, budgets, and custodial/maintenance initiatives. Responsible for all annual inspections to include, Elevators, Fire Alarm / Sprinklers, Playgrounds, Bleachers/Grandstands and all AHERA requirements. District point person on asbestos review & removal and indoor air quality issues (mold). Work closely scheduling grounds maintenance, vehicle scheduling & maintenance activities. Partnered with Transportation, Technology & Food Services to accomplish much needed projects throughout the district. Implemented construction & maintenance standards to improve construction and repair capabilities. Also provide referendum support at the district level making several presentations to the general public during the evenings. Facilities lead on the district calendar committee, school capacity calculations and safety & security initiatives (security, card access, CCTV). District liason between the State (Department of Education, Budget Office, and Office of State Planning) and Local governmental agencies on all construction related matters. Lead in strategic and long-range facility use planning.

**EMPLOYER NAME AND ADDRESS**

DELAWARE DEPARTMENT OF EDUCATION

Dover, Delaware

**FROM:** MARCH 1998 to OCTOBER 2005

**TITLE:** EDUCATION ASSOCIATE SCHOOL PLANT PLANNING & MAINTENANCE

**DUTIES AND ACCOMPLISHMENTS:**

Provided assistance to school districts in determining new construction, maintenance and repair needs. Prepare the annual Department of Education request for Major Capital Improvement Projects, and Minor Capital Improvement Projects budget averaging over \$175 million dollars annually. Administered the Minor and Major Capital Improvement Programs. Maintain school district custodial staffing allocations records. Administered the custodial training program. Chaired the first ever school custodial review committee. The committee reviewed and made recommendations for improvements to the school custodial training program. Developed, implemented and maintain the first Statewide Facility Condition Assessment database and website. Worked closely with school districts statewide on implementing a preventive maintenance and work order system that works in conjunction with the statewide facility assessment. Revised and issue the school construction technical assistance manual clarifying the separation of regulation and technical assistance. Chaired the school construction committee to evaluate current school construction formulas and implementation of Statewide school construction standards. Authored three reports, 2 on school construction, 1 on updated school district boundaries. Spearheaded the development and updating of GIS based school district maps. Working to develop district maps based on accurate parcel data for more efficient analysis of school planning issues. Spearheaded



the implementation of web based school floor plans directly linked to CCTV security systems, giving first responders real time knowledge of school crisis events. I provided leadership and assisted districts with pending environmental concerns such as IAQ, mold and the use of bio-diesel in school boilers. Completed the successful testing of bio-diesel and diesel fuel catalyst in school boilers in the Appoquinimink school district. Successfully accomplished the establishment of mobile classrooms on the State bid list. Initiated the change to increase the current cost per square foot for school construction allowing school construction to keep pace with current market trends. I established the School Construction Committee charged with reviewing market impacts on the cost per square foot for construction. Increased the Minor Capital Program limit to \$500,000 dollars. Considered the subject matter expert in the State for school construction and planning related issues. Consistently called upon by citizens and legislators for timely and accurate information pertaining to current school construction needs, initiatives, and regulatory clarification.

**EMPLOYER NAME AND ADDRESS**

AFNORTH / 1AF

Tyndall AFB, FL

**FROM:** AUGUST 2009 to November 2015

**TITLE:** EPLO (Emergency Preparedness Liaison Officer) / FEMA Region III

**NATIONAL RESPONSE COORDINATION CENTER, DC & DELAWARE**

**GRADE:** COLONEL

**DUTIES AND ACCOMPLISHMENTS:** DOD (Department of Defense) liaison to FEMA National & State of Delaware on all natural and manmade disaster coordination. The conduit between what the local government needs to manage disaster response, safety/security and what the DOD can provide.

**EMPLOYER NAME AND ADDRESS**

512 MAINTENANCE GROUP

512 AMW, Dover AFB, DE

**FROM:** AUGUST 2008 to OCTOBER 2009

**TITLE:** DEPUTY GROUP COMMANDER

**GRADE:** Lt. COLONEL

**DUTIES AND ACCOMPLISHMENTS:** Accountable for the leadership, discipline, morale and welfare of 3 squadrons, in 6 specialty areas and 27 assigned aircraft (1200 assigned personnel). I directed readiness activities, as well as the formulation and integration of all logistical functions as directed by the group & wing commanders. I provided squadron leadership with feedback from the group & wing. I worked with our active duty counterparts on unit strength and weaknesses on a monthly basis in support of the active duty mission. I established and directed readiness activities, as well as the formulation and integration of all logistical functions as directed by the group & wing commanders. I provided squadron leadership with feedback from the group & wing. I interviewed potential maintenance team leaders and team members, making sound decisions organizing the personnel into teams to achieve maximum mission/training requirements. I met with the squadron's key program personnel, such as Safety NCO, Unit Self Inspection Program NCO, and Career Advisor to insure all mandated and suggested cross tell information is directed to the correct individuals. I reviewed all training records on a consistent basis to insure compliance with all group directed policies, directly resulting in the squadron training process becoming a benchmark for the logistics group. I reviewed all work plans for assigned air reserve technicians, making sure the squadron was in compliance with the union contract and provided accurate work instructions for all technicians. Patience and understanding as well as the ability to motivate subordinates in a positive way, directly related to a 93% mission reliability rate. We continually benchmarked with our active duty counterpart and other 512th/AFRC units on all logistical support activities to achieve maximum participation and the establishment of a seamless operation. At the group level, we acted to eliminate all forms of harassment and discrimination following Air Force and AFRC guidance. Manpower documents were reviewed monthly ensuring all vacant positions were filled or needed adjustments were made. I chaired the

squadron Quality Councils initiatives to include the establishment of key products, key processes, customer requirements, mentoring process and metrics. I used meeting dynamics during supervisory meetings to ensure down time was at a minimum and leadership was returned to key positions in a timely manner.

# Sarah Ruane

302-655-2100 | sruane@assetmanagementalliance.com | 222 Delaware Ave Suite 109 Wilmington, DE 19801

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## Summary

Dynamic and eager professional with over 15 years' experience in the real estate and construction industries. Solid history of experience in all aspects of daily operating functions for property management of multi-million dollar properties including financing and budgeting, asset management and maintenance, marketing and leasing, development of strong tenant relationships, staff supervision and assurance of all applicable policies and regulations. Holds Delaware Real Estate Salesperson License.

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## Skills

Microsoft Office with Advanced Excel, QuickBooks, Interact & Sage 300 Applications, Communication, Contract Negotiations, Customer Retention, Time Management, Conflict Resolution, Organization, Budget Development, Report Generation, Team Leadership & Training

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## Experience

### **Asset Management Alliance**

*Property Manager, 2016-Present*

- Liaise for owner and tenant relations at multiple properties representing over 500,000 square feet of commercial real estate
- Schedule, supervise and track routine building inspections and maintenance programs
- Analyze contractor bids for provision of property services
- Preparation of annual budgets for owner approval
- Collection of rental fees, deposits and operating expenses in excess of \$500,000 monthly
- Management of all AR and AP accounts for sites with complete system of records
- Balancing of monthly budget including month end summaries with variance reports
- Tenant/Vendors payment tracking for minimal delinquencies
- Participate in multiple construction and building maintenance projects, delivering support to project contributors and owners

### **Long & Foster Real Estate Inc.**

*Realtor, 2017-Present*

- Complete real estate sales transaction management including drafting of sales contract, negotiating agreement terms, pre-sale property inspections, and document tracking with high regards to accuracy and strict deadline schedules

### **Advanced Solar**

*Administrative Assistant, 2010-2016*

- Primary liaison for inquiring and current customers
- Manage customer service program including scheduling of appointments with limited oversight
- Receive, review, and input technician's work orders into company data system for report generation
- Drafting formal contracts for customer proposal and distributing accordingly
- Accounts payable and receivable data entry and management
- Plan and schedule meetings, respond to various internal and external inquiries, and manage communication via email, phone calls, etc.
- Organize and accurately maintain filing system with regards to confidential information
- Periodic review, analysis, and report generation for expenditures
- Development and updating of marketing material

**Thornton Contracting**

*Manager/Bookkeeper, 2006-2009*

- Maintained detailed records of company acquisitions
- Managed customer service scheduling and requests
- Developed supply management and control system for startup business
- Administered personnel recordkeeping including payroll, scheduling, and subcontractor hours
- Managed and maintained accounting controls including daily ledger accounts
- Implemented file management solution to track invoices/receipts and ensure compliance with all licensing requirements

**Education**

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**Real Estate Institute of Delaware**

*Delaware Real Estate Sales License*

**Wilmington University 2016 (*Deans List and Honor Society*)**

*Associate of Arts*

**Schilling Douglas School of Hair Design 2001**

*Cosmetology License*

**St. Mark's High School 2000**

*Diploma*

# Matthew Sullivan

302-655-2100 | msullivan@assetmanagementalliance.com | 222 Delaware Ave Suite 109 Wilmington, DE 19801

## Summary

Highly motivated, ambitious, dependable, efficient individual with experience in the service and labor industries for over 9 years. Extensive history of customer service with added property maintenance skills. Responsibilities include initial troubleshooting for building electric, HVAC and plumbing repairs, supervision and tracking of routine building inspections and maintenance programs, coordination and completion of building maintenance repairs, monitoring repair costs in accordance with approved expense allocations and proactive inspections to ensure optimal building performance.

## Skills

Customer Service & Communications, Building Maintenance, Client Relationship Management, Cost Containment, Independent Decision Making, Effective Communication, Rapid Learner

## Experience

**Asset Management Alliance** *Maintenance Mechanic, 2018-Present*

- Responsibilities: Primary point of contact for all day to day building operations tasks for 72,000 square foot facility

**Halligan Bar, Anejo Restaurant, James Street Tavern** *Bartender, 2016-Present*

- Responsibilities: Managing designated areas to include customer service request, inventory, regulation compliance, and high quality customer relationships to increase restaurant value

**Columbus Inn** *Bartender, 2010-2016*

- Responsibilities: Provide exceptional customer service skills to new and returning customers

**Chesapeake Inn Restaurant** *Bartender, 2013*

- Responsibilities: Provide exceptional customer service skills to new and returning customers

**1<sup>st</sup> Impressions Inc.** *Laborer, 2012*

- Responsibilities: Customer and client communications, exterior property maintenance as required at each site

**United Parcel Service** *Laborer, 2011*

- Responsibilities: Daily deliveries and customer service interaction while meeting time sensitive deadlines and providing accurate document verification of task completion

## Education

**University of Delaware** *General Studies*  
**Salesianum High School** *Diploma*

OFFICE OF PUBLIC SAFETY  
DEPARTMENT OF POLICE  
WILMINGTON, DELAWARE

Departmental Information

TO: Chief Robert J. Tracy



FROM: Lt. Arthur J. Gliem

DATE: 05 March 2020

RE: Professional Services for Building Management

Sir,

I'm submitting this departmental information regarding the attached contract proposal (Contract No: 21001PDPS). The bid proposal requests went out for public bid on January 28<sup>th</sup>, 2020 with results due by February 20<sup>th</sup>, 2020. Asset Management Alliance was the sole proposal received which totaled \$303,339.65. I have reviewed the proposal and recommend we award the contract to Asset Management. Your consideration is greatly appreciated.

Respectfully Submitted,



*Rec'd 3/5/20 Insp C. J. Tracy  
I recommend.  
Final approved by  
The Chief*

## CERTIFICATE OF AWARD OF CONTRACT

I hereby certify that Contract No. 21001PDPS is on this 5<sup>th</sup> of March 2020 awarded to Asset Management Alliance, in the amount of \$303,339.65 as per Proposal dated 2/8/2020 and that this award is made in compliance with Wilm. Code (Charter), Section 8-200, to wit: 20


1. Plans and specifications for the work, supplies, or materials were filed with the Department of Finance, Division of Procurement and Records for public inspection on 1/28/20.
2. The advertisement calling for sealed bids on this contract was published in the News Journal on 1/28/20 & 2/4/20 stated that proposals would be accepted 4:30 p.m. on 2/20/20
3. All proposals were received by the close of business in the office of the Department of Finance, Division of Procurement and Records, by 4:30 p.m. on 2/20/2020.
4. Proposals were submitted by the following:

<u>Contractor</u>	<u>Address</u>
Asset Management Alliance	Wilmington, DE

5. City License Number \_\_\_\_\_

6. Upon recommendation of Department of Police and after due consideration, I determined that the contractor to whom this award is made was the highest scored responsible bidder. In support of this determination I have received the following written recommendations, which are on file at my office:

<u>Author</u>	<u>Employment Position</u>	<u>Date</u>
Robert J. Tracy	Chief of Police	3/5/20

  
\_\_\_\_\_  
Department of Finance, Division of Procurement



# ASSET MANAGEMENT ALLIANCE

Commercial Property Management

## Certified Copy of Resolutions

I, the undersigned, President of Asset Management Alliance, a Delaware Corporation, hereby certify that the following Resolutions excepted from the Minutes of the Corporation were duly adopted by unanimous consent of the Board of Directors of the Corporation, on the 19th day of March 2020.

RESOLVED, that the President, Mathew A. Gehrke, of this Corporation hereby is authorized to execute and deliver on behalf of this Corporation a contract and other contract documents by and between this Corporation and the City of Wilmington, Delaware, Department of Finance, for the Contract Price of **\$303,339.65**; and


FURTHER RESOLVED, that the President of this Corporation be and hereby is authorized to attest to the said contract and other documents.

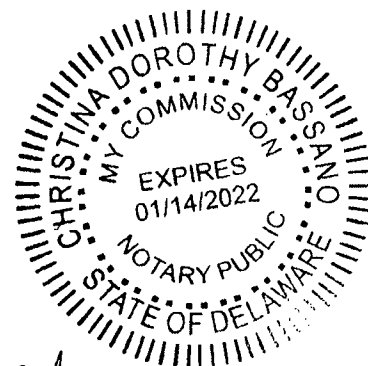
I further certify that the foregoing Resolutions have not been rescinded or modified and remain in full force and effect.

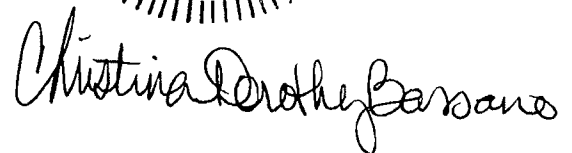
I further certify that the following are the names of all officers qualified to sign for the Corporation:

Director of Operations: Nicholas Koski-Vacirca

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Corporation  
this 19th day of March 2020 A.D.

  
Matthew Gehrke, President







# Delaware

Page 1

The First State

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "ASSET MANAGEMENT ALLIANCE LLC" IS DULY FORMED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE TWENTY-SEVENTH DAY OF MARCH, A.D. 2020.

AND I DO HEREBY FURTHER CERTIFY THAT THE SAID "ASSET MANAGEMENT ALLIANCE LLC" WAS FORMED ON THE NINTH DAY OF AUGUST, A.D. 2010.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL TAXES HAVE BEEN PAID TO DATE.



  
Jeffrey W. Bullock, Secretary of State

4858201 8300

SR# 20202366419

You may verify this certificate online at [corp.delaware.gov/authver.shtml](http://corp.delaware.gov/authver.shtml)

Authentication: 202669550

Date: 03-27-20



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/13/2010

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Clark Baffone and Matthews Ins Agency Inc 100 W. Commons Blvd, Ste 302 New Castle DE 19720	<b>CONTACT NAME:</b> Kathleen Coburn <b>PHONE (A/C No, Ext):</b> 302-322-2261 <b>E-MAIL ADDRESS:</b> kcoburn@cbmins.com		<b>FAX (A/C, No):</b> 302-322-8285
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> Asset Management Alliance, LLC 222 Delaware Avenue, Suite 109 Wilmington DE 19801	<b>INSURER A:</b> Cincinnati Insurance Company	<b>NAIC #</b> 10677	
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 1899485060 **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR   WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER. <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	Y	EPP0498193	8/1/2019	8/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		EPP0498193	8/1/2019	8/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	EPP0498193	8/1/2019	1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	EWC0498203	8/1/2019	8/1/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER F.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 City of Wilmington is an additional insured with respects to general liability when required by written contract with insured. Umbrella policy follows form.

<b>CERTIFICATE HOLDER</b> City of Wilmington 800 N French St Wilmington DE 19801	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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LICENSE NO. 1992100893		STATE OF DELAWARE		VALID	
POST CONSPICUOUSLY		DIVISION OF REVENUE		01/01/19 - 12/31/21 NOT TRANSFERABLE	
DLN: 18 95605 70	BUSINESS CODE GROUP CODE	099 007	LICENSED ACTIVITY	PROFESSIONAL AND/OR PRSL SRVCS-UNCLASSIFIED PROFESSIONAL AND/OR PERSONAL SERVICES	
DATE ISSUED: 12/19/18		**VALIDATED**		<b>2021</b>	
LICENSE FEE: \$ 225.00		<b>BUSINESS LICENSE</b>		BUSINESS LOCATION	
MAILING ADDRESS				ASSET MANAGEMENT ALLIANCE PO BOX 1909 WILMINGTON DE 19899-1909	
ASSET MANAGEMENT ALLIANCE PO BOX 1909 WILMINGTON DE 19899-1909				JENNIFER R. HUDSON DIRECTOR OF REVENUE	
<small>IS HEREBY LICENSED TO PRACTICE CONDUCT OR ENGAGE IN THE OCCUPATION OR BUSINESS ACTIVITY INDICATED ABOVE IN ACCORDANCE WITH THE LICENSE APPLICATION DULY FILED PURSUANT TO TITLE 30, DEL. CODE</small>					

<b>CITY OF WILMINGTON - BUSINESS LICENSE</b>			
ACCOUNT NO.	LICENSE NO.	CODE	FEE PAID
017551	1979	5020 MISCELLANEOUS	\$181.00
BUSINESS	ASSET MANAGEMENT ALLIANCE 909 DELAWARE AVE WILMINGTON, DE 19806-4701		Expires: 12/31/2020
			ISSUED BY
	ASSET MANAGEMENT ALLIANCE ASSET MANAGEMENT ALLIANCE 222 DELAWARE AVE SUITE 109 WILMINGTON, DE 19801		<i>Jeffrey J. Starkey</i> COMMISSIONER DEPARTMENT OF LICENSES & INSPECTIONS
THIS LICENSE MUST BE DISPLAYED IN A PROMINENT PLACE			

--- - - C O N T R A C T --- - -

**THIS AGREEMENT** made the \_\_\_\_\_ day of \_\_\_\_\_ in the year **Two Thousand Twenty** and between the City of Wilmington, a municipal corporation of the State of Delaware, acting through the agency of the Department of Finance, Division of Procurement and Records, party of the first part (hereinafter designated the Owner), and **Asset Management Alliance** party of the second part (hereinafter designated the Contractors)

**WITNESSETH**, that the Contractor, in consideration of agreements herein made by the Owner, agrees with the Owner as follows:

Article 1. The Contractor shall and will furnish and deliver per specifications, on contract **21001PDPS "Building Management Services"** for the **Department of Police** in accordance with Advertisement for Bids by the Department of Finance, Division of Procurement and Records date **1/28/20 & 2/4/20** and specifications identified as Contract No. **21001PDPS** and by the signatures of the parties hereto, are, together with the said Advertisement for Bids, Instructions to Bidders, Forms of Proposal, and/or other documents pertinent thereto, hereby acknowledge and incorporated into these presents and are to be taken as a part of this Contract.

Article 2. It is understood and agreed by and between the parties hereto that the amount of this Contract is in the amount of **Three Hundred Three Thousand, Three Hundred Thirty-Nine---Dollars and 65/100 Hundred (\$303,339.65)** as per Proposal dated 2/20/20 to the Department of Finance, Division of Procurement and Records. **The initial term of this contract shall be for one (1) year starting on July 1, 2020 and ending on June 30, 2021.** \*

*NICM 5/13/2020*

Article 3. In the performance of this Contract, the parties agree that they shall not discriminate or harass, or permit discrimination or harassment, against any person because of age, sex, marital status, race, religion, color, national origin or sexual orientation.

Article 4. This Agreement shall bind the heirs, executors, administrators, successors and assigns to the respective parties hereto.

In witness whereof the party of the first part has, by recommendation of the **Chief of Police**, caused the hand of **Michael S. Purzycki**, Mayor, and the corporate seal of the City of Wilmington, attested by the City Clerk, to be hereunto affixed; and the party of the second part has caused the hand of its' President, (or his authorized representative) and its' corporate seal, attested by the Secretary or assistant Secretary, to be hereunto affixed.

Dated the day and year first above written in the City of Wilmington, County of New Castle, State of Delaware.

Signed, Sealed and delivered  
in the presence of:

THE CITY OF WILMINGTON

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Michael S. Purzycki, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Asset Management Alliance

*Christina Basano*  
\_\_\_\_\_  
Witness

By: *[Signature]*  
\_\_\_\_\_  
~~President~~ (Seal)  
DIRECTOR OF OPERATIONS

ATTEST:  
*Stephanie Tidaback*  
\_\_\_\_\_  
~~Secretary~~  
CONTROLLER