

# NORTHERN KENTUCKY PORT AUTHORITY

## Addendum #1

**RFP Title:** Property Management Services for the OneNKY Center and SparkHaus

**Date of Addendum #1:** March 17, 2025

Below are responses to the questions received by the Northern Kentucky Port Authority during the building tours and via email:

- 1. Please confirm that the NKY Port will be handling all lease administration, rent collection, expense payments, and CAM reconciliation.**

That is correct.

- 2. What level of participation will the Property Manager have in the annual property budgets?**

The NKY Port will seek the Property Manager's input and estimates on suggested services and maintenance for the coming year.

- 3. What level of participation will the Property Manager have in the annual CAM Reconciliation?**

The NKY Port will manage the CAM reconciliation.

- 4. Will the Property Manager approve expenses through the Port's accounting system?**

The Property Manager will not have approval authority through the NKY Port's accounting system.

- 5. Could we obtain a copy of the MEP drawings or an equipment schedule for OneNKY and SparkHaus?**

The equipment schedule for the OneNKY Center and the MEP drawings for SparkHaus can found at this link:

[https://www.dropbox.com/scl/fo/sg5cz4o09szfiuzyveect/ACfLbKKUkd\\_QsLimXoo\\_WbM?rlkey=n87i40m7uc0b9duvakd81j74p&dl=0](https://www.dropbox.com/scl/fo/sg5cz4o09szfiuzyveect/ACfLbKKUkd_QsLimXoo_WbM?rlkey=n87i40m7uc0b9duvakd81j74p&dl=0)

- 6. Please confirm that you are only looking for night cleaning and no day porter services.**

That is correct. We are only looking for night cleaning.

7. **Do the properties have washers and dryers for the janitorial team to clean microfiber towels?**

There are no washer or dryer facilities in either building.
8. **Do both buildings have areas for the cleaning team to store supplies and access water?**

The OneNKY Building has janitorial closets on each floor with access to water.  
SparkHaus has janitorial closets on the basement level and the first floor, both with access to water.
9. **What cleaning is required in the Life Sciences Lab in the OneNKY Center and will it be Monday-Friday only?**

The janitorial team will be responsible for office/breakroom trash, mopping the floors, and cleaning bathrooms. In addition to coordinating with the Property Manager, the Lab will provide site-specific training for the janitorial team. Minimal PPE, provided by the Lab, will be required to be worn when cleaning the Lab.
10. **Is the Property Manager responsible for cleaning the first-floor Café space in SparkHaus? If so, is this just Monday-Friday or weekends as well?**

The Property Manager is responsible for mopping the floor in the Café space; the Café operator will manage all other cleaning. Café cleaning is Monday-Friday.
11. **Will the Fitness Center in SparkHaus be Monday-Friday cleaning or weekends as well?**

Fitness Center cleaning will be Monday-Friday.
12. **Will the Property Manager need to launder towels from the Fitness Center?**

No. The Fitness Center is not providing towels.
13. **Will the Port need to approve emergency response prior to dispatching a technician or will that be left to the Manager's judgement?**

The NKY Port encourages the Property Manager to contact us if at all possible, but in a true emergency, we understand that reaching us may not be possible or practical so the Property Manager will have authority to dispatch a technician.
14. **Will either property need priority 1 snow removal service (hospital style, around the clock, zero tolerance) or will they both take business priority service to ensure lots and walks are totally cleared for business hours but with some tolerance for overnight hours?**

Neither property needs priority 1 snow removal.
15. **Is the Life Science Lab in the OneNKY Center responsible for tenant-specific equipment such as dehumidification, lab plumbing systems, supplemental HVAC, etc.?**

Yes.

16. **Will the Property Manager be responsible for resource management of the Meeting Rooms (e.g., scheduling times for tenant use, space setup etc.)?**  
No.
17. **Will the Property Manager be responsible for managing supplies, mail, internet, phone etc. for the co-working membership spaces in SparkHaus?**  
No.
18. **Will the Property Manager be responsible for managing the building access control systems and issuing keycards at either building?**  
No.
19. **Will the Property Manager be responsible for the security camera systems at each property and be the point for obtaining footage if needed?**  
No.
20. **Are there generators at either building? If yes, will the Property Manager assume maintenance duties (testing, fueling, etc.)?**  
There will be a generator at the OneNKY Center that services the Life Science Lab. The Property Manager will not be responsible for maintenance.
21. **Will the Property Manager be responsible for pest control?**  
Yes.
22. **Will the janitorial team be responsible for loading, running, and/or unloading dishwashers?**  
No.
23. **Will the Property Manager be responsible for cleaning the outside patios at the OneNKY Center?**  
Yes. We will rely on the Property Manager for the suggested frequency.
24. **What is the preferred approach to invoicing and payments?**  
The NKY Port would prefer to receive a single invoice for each building. However, we are open to paying subcontractors directly if there is an associated cost savings.
25. **Is the purchase of cleaning supplies and paper goods the responsibility of the Property Manager?**  
The NKY Port would prefer that the Property Manager purchase cleaning supplies and paper goods, however, we are open to alternate arrangements. In your RFP response, please identify the company(ies) that you typically order from and whether there would be any cost savings if the NKY Port ordered from them directly.