

STATE OF DELAWARE  
Office of Management and Budget  
Division of Facilities Management

March 17, 2020

ISSUED BY: COURTNEY MCCARTY  
GOVERNMENT SUPPORT SERVICES  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: **AWARD NOTICE – ADDENDUM 1 – EFFECTIVE 8/29/20**  
**CONTRACT NO. OMB18001-PROPERTY\_MGT**  
**Property Management Support**

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OF  
KEY CONTRACT INFORMATION**

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**KEY CONTRACT INFORMATION**

**1. OVERVIEW**

The State of Delaware Division of Facilities Management (DFM) has executed a contract with a vendor to provide property management support services. To review scope of work associated with the review, please refer to the original RFP solicitation.

**2. CONTRACT PERIOD**

The term of the initial contract shall be from August 29, 2018 through August 28, 2020. The Contract may be renewed for two (2) one (1) year periods through negotiation between the Vendor and Delaware. Extends contract one year, through August 28, 2021 under same terms, conditions and pricing.

**3. VENDORS**

Delaware Financial Group  
 110 South Poplar Street, Suite 101  
 Wilmington, DE 19801  
 POC: Andy Lubin  
 PH: 302-750-6400  
 EM: [alubin1946@gmail.com](mailto:alubin1946@gmail.com)  
 FSF: 0000025832

**4. PRICING**

Commission Rates		Hourly Rates																
<table border="1"> <thead> <tr> <th>Savings Realized</th> <th>Vendor's Commission</th> </tr> </thead> <tbody> <tr> <td>\$0 - \$50,000</td> <td>5.0%</td> </tr> <tr> <td>\$50,001 - \$100,000</td> <td>5.0%</td> </tr> <tr> <td>\$100,001 - \$250,000</td> <td>4.0%</td> </tr> <tr> <td>\$250,001 - \$500,000</td> <td>3.5%</td> </tr> <tr> <td>\$500,001 - \$750,000</td> <td>3.0%</td> </tr> <tr> <td>\$750,001 - \$1,000,000</td> <td>2.0%</td> </tr> <tr> <td>\$1,000,001 &gt;</td> <td>2.0%</td> </tr> </tbody> </table>		Savings Realized	Vendor's Commission	\$0 - \$50,000	5.0%	\$50,001 - \$100,000	5.0%	\$100,001 - \$250,000	4.0%	\$250,001 - \$500,000	3.5%	\$500,001 - \$750,000	3.0%	\$750,001 - \$1,000,000	2.0%	\$1,000,001 >	2.0%	Lease Administration - \$55/hour Real Estate/Property Management Services - \$80/hour Real Property Services - \$80/hour Strategic Property Management Oversight and Planning - \$125/hour Data Collection - \$55/hour Maintenance Worker - \$65/hour Facilities Management Consultant - \$95/hour
Savings Realized	Vendor's Commission																	
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\$750,001 - \$1,000,000	2.0%																	
\$1,000,001 >	2.0%																	

Prices will remain firm for the term of the contract year.

**5. DFM CONTACT**

Division of Facilities Management  
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 Dover, DE 19901  
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