

**Call for Offer**  
**Property Management Services for Mānoa Innovation Center**  
**University Response to Questions**

1. What is the role/scope of work for the UH Building Manager? Will there be any overlap in services that CONTRACTOR will be providing?

The UH Building Manager is responsible to be the UH presence for the Mānoa Innovation Center. They will work closely with the Property Manager and the Office of the VP for Research and Innovation of any issues that arise for the building.

There should not be any overlap in services.

2. There are conference rooms within the building, how are these reserved and utilized by tenants?

Currently a software program is used for the reservations for the conference rooms. The Property Manager is responsible to obtain a software reservation system.

The tenants utilize the rooms for meetings.

3. Access card system is in place, who will be responsible for programming cards?

Card programming will be the responsibility of the Property Manager.

4. There are interior cluster mailboxes, how is the mail distributed? By CONTRACTOR or USPS?

Mail is currently being distributed by USPS for tenants. For Virtual Tenants, the Property Manager will work with the UH Building Manager in the distribution of mail.