

REQUEST FOR PROPOSALS (RFP)

Property Management Services

Main Street Corydon, Inc.
J.J. Bulleit Building
Corydon, Indiana

Introduction

Main Street Corydon, Inc. is soliciting proposals from qualified property management firms to provide comprehensive property management services for the historic J.J. Bulleit Building located in Downtown Corydon, Indiana.

The purpose of this Request for Proposals (RFP) is to identify a professional property management company that can effectively manage the building, oversee tenant relations, maintain the property, and provide financial and operational reporting to the Main Street Corydon Board of Directors.

Property Overview

Property Name: J.J. Bulleit Building
Location: Downtown Corydon, Indiana
Ownership: Main Street Corydon, Inc.
Property Type: Commercial/Mixed-Use Building
Current Occupancy: Multiple tenant spaces
Historic Property: Yes

Scope of Services

The selected property management company shall provide, at a minimum, the following services:

Tenant Relations & Lease Administration

- Serve as the primary point of contact for tenants.
- Collect monthly rent and other tenant charges.
- Maintain tenant records and lease files.
- Monitor lease compliance and notify ownership of any lease violations.
- Coordinate lease renewals and tenant communications.
- Assist with tenant turnover and occupancy management.

Financial Management

- Collect and deposit rental income.
- Pay approved operating expenses from designated property accounts.
- Maintain accurate accounting records.

- Prepare monthly financial statements including:
 - Rent Roll
 - Delinquency Report
- Assist with annual budget preparation.
- Coordinate with Main Street Corydon's accountant and auditors as needed.

Maintenance & Property Operations

- Coordinate routine maintenance and repairs.
- Obtain competitive bids for projects exceeding a predetermined threshold established by Main Street Corydon.
- Conduct periodic property inspections.
- Monitor vendor performance.
- Coordinate emergency maintenance responses.
- Ensure compliance with applicable building codes and safety requirements.

Board Communication

- Provide a monthly management report.
- Attend Board meetings as requested.
- Offer recommendations regarding building operations, maintenance, and capital improvements.
- Communicate significant issues promptly to designated board representatives.

Risk Management

- Maintain records related to insurance claims and incidents.
- Coordinate vendor certificates of insurance.
- Assist with property-related risk management matters.

Proposal Requirements

Interested firms should provide the following information:

Company Information

- Company name and address
- Primary contact person
- Years in business
- Description of services offered
- Number of properties currently managed
- Experience managing commercial and/or historic properties

Staffing

- Identification of the individual(s) who would be assigned to the property
- Relevant qualifications and experience

References

Provide at least three references for properties currently under management, including:

- Property name
- Contact person
- Phone number
- Email address

Fee Proposal

Please provide:

- Monthly management fee
- Leasing fees (if applicable)
- Project management fees (if applicable)
- Maintenance coordination fees (if applicable)
- Any additional charges not included in the base management fee

Insurance

Provide proof of:

- General Liability Insurance
- Professional Liability Insurance (if applicable)
- Workers' Compensation Insurance

Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Demonstrated ability to manage commercial properties
- Quality of references
- Proposed service approach
- Reporting capabilities
- Fee structure
- Responsiveness and communication practices

Main Street Corydon reserves the right to reject any or all proposals and to negotiate terms with the selected firm.

Submission Instructions

Proposals must be submitted electronically in PDF format to:

Main Street Corydon, Inc.

Attn: Board of Directors

info@mainstreetcorydon.org