



**MAKE READY / VACANT UNIT TURNOVER
Request For Proposal RFP #24-0318**

ADDENDUM #1

Issue Date: April 9, 2024

This Addendum is hereby made a part of the Request for Proposal to the same extent as if it was originally included therein and is intended to modify and/or interpret the proposal documents by additions, deletions, clarifications, or corrections. The Bidder shall acknowledge in the proposal the receipt of this Addendum.

General Information

The Proposal Submission Due Date is **Friday, April 19th 2024 by 4:00 p.m. Central time.**

Section 3, item 7 Build America – Buy America is removed/not required for this contract service.

- 1. Question:** Are the pricing sheets able to be updated to include the wall square footage alongside the ceiling square footage since this will vary by location and the table doesn't include any average for houses/duplexes?

Answer: *The pricing is to be filled in for the square footage indicated on each line item. A separate overall line item of per additional square footage price can also be indicated in your submitted pricing. This would be applied to any field verified sq. foot increase with property manager at time of service.*

- 2. Question:** If the wall square footage cannot be provided for each location, are we able to submit pricing as a "price per square foot" on each line item instead of submitting unit total prices?

Answer: *See answer to question 1.*

- 3. Question:** Do we have to submit wage reports for Make Readies?

Answer: *Per Section 3, item 10. Prevailing Wage - by submitting a quote, each quoter is thereby agreeing to and verifying that he/she will not pay his/her employees at rates less than detailed*

within Attachment A, attached hereto. The Contractor may not be required to submit certified payrolls; however, the Contractor must make its payroll records available to either the Agency or HUD on request, and failure on the part of the Contractor to comply with this requirement will be the sole responsibility of the Contractor.

- 4. Question:** The average number of doors and windows are included in Table 1 of page 14. Are we able to have that information listed on the pricing forms as well?

Answer: The Table 1 shown on page 14 is average size and example of associated windows and doors per sizes. This information can be used as a guide in correlation to the price form of unit size and general factors.

- 5. Question:** The proposal mentions that the contract is for 3 years, with % increases for years 4 and 5 if renewed. However, on page 21, it asks for % increases for years 3 and 4 with renewal. Can you clarify which years we should provide % increases for?

Answer: The term of the contract service is for 3 years at firm fixed pricing (Years 1, 2, and 3). The % of increase is for the optional renewal periods of Year 4 and Year 5 only. Please see updated Proposal Pricing Form (attached, page 4 of addenda)

- 6. Question:** For Section 3: Unit Minor Repairs, if there are items, we do not feel comfortable performing (such as Item No. 78 - Install new tub surround/shower base), do we leave those blanks? Do we have to submit pricing for each Minor Repair line item?

Answer: Please indicate N/A for any line items that you do not wish to offer service/bid. Pricing for the minor repair items is to be priced by the each or unit of measure indicated on the Section 3: Unit Minor Repairs Price Form.

- 7. Question:** On page 34 it asks for a copy of Insurance to be attached. It's my understanding that we are required to meet the insurance needs at time of contract signing and not necessarily beforehand. Should we attach a copy of our current insurance to the RFP?

Answer: The Certificate of Insurance for this requirement is due prior to a contract award once a company has been selected. It is not required with proposal submission.

- 8. Question:** On page 34 it asks if we're certified by any other agencies. Can you provide some examples of what other certifications?

Answer: N/A – can disregard, not required.

- 9. Question:** Page 5 states that we need to include a list of proposed subcontractors. Is there a standardized form to fill out for this portion of the RFP?

Answer: Please fill out the attached form (page 5 of addenda) for a list of any sub-contractors that you plan to utilize for this scope of work.

Addendum #1
Make Ready / Vacant Unit Turnover
Page 2

This written response is being submitted to the Housing Authority of Kansas City, Missouri in conjunction with the Request for Proposal RFP #24-0318.

I hereby represent that I am a duly authorized agent for the company identified below, AND THAT I HAVE RECEIVED THE ADDENDUM #1.

Company: _____

Authorized Signatory: _____
Printed Name

Title: _____

Signature: _____

Date: _____

Page 2 of Proposal Pricing Form(s)
RFP-24-0318

Contractors can submit pricing based on any or all services.

Section 1: Unit Painting Services

Section 2: Unit Cleaning Services

Section 3: Minor Unit Repairs

Note: All prices will be firm fixed through the original agreement term.

A percentage of increase for the renewal periods of contract Year 3 and Year 4 is to be provide with submitted pricing.

Year **4** Renewal Period % of Increase = _____%

Year **5** Renewal Period % of Increase = _____%

** Please indicate in your price proposal if there is a discount of _____% on invoices paid within 15 days receipt of invoice.*

