



Date: November 17, 2021

RE: Addendum #1: RFP# 11022021-O Unit Turn Services

To All Bidders:

Thank you for your interest in proposing this Stark Metropolitan Housing Authority project. The following question have been submitted for the above named contract.

Q1. Is there a maximum and minimum amount per unit type?

A. No, there is not a maximum or minimum amount per unit type.

Q2. Presentations- does this include allowing the bidders to inspect unit types? If so, can this be schedule now?

A. If presentations are necessary, SMHA does not plan to include unit inspections. SMHA is not scheduling unit inspections at this time.

Q3. Section 10.9 states Proposer may not use any subcontractors to accomplish any portion of the services. Does this include the cleaning/janitorial services?

A. The use of subcontractors for any portion of the services must be approved by SMHA in writing prior to any work being completed by a subcontractor. Cleaning and janitorial services may be subcontracted as long as written approval from SMHA is received prior to any work being performed by the subcontractor.

Q4. In section 10.20, is there any other supporting documents required related to payroll etc. to accompany the invoice?

A. This project will not require payroll reporting.

HUD Maintenance Wage Rate Determination (MWRD): HUD has determined, that for non-construction maintenance work (work not covered by Davis Bacon requirements), the Housing Authority (HA) must ensure that contractors do not pay its employees that perform such work for the HA at a rate less than the rates listed on the HUD MWRD. Therefore, by submitting a proposal, each proposer is thereby agreeing to and verifying that he/she will not pay his/her employees at a rate less than detailed within Section 10.10 of HUD Procurement Handbook 7460.8 REV 2 (most specifically within Section 10.10.E therein), the contractor will not be required to submit certified payrolls; however, the contractor must make its payroll records, paystubs and any other pertinent information developed from this contract to be readily available for inspection by either the Housing Authority (HA) and or HUD upon request, and failure on the part of the contractor to comply with this requirement will be the sole responsibility of the contractor, including any ensuing penalties, court costs, or wages due to employees as a result of the contractor's failure to comply.

Classification	HUD-Determination Rate
General Maintenance Worker Unit Turn	\$18.98

Q5. Section 11.0 as a new proposer if successful and pricing needs adjustment the earliest in the contract period is the 3rd renewal?

A. The Contract resulting from this RFP will have a term of one (1) year with four (4) one year options to renew. If the successful proposer(s) is unable to provide the services at the proposed prices, SMHA will not force the successful proposer to renew the Contract after the first year. There will not be an opportunity to adjust the prices over the life of the Contract.

Q6. In section 12.0 cleaning is listed as the first phase, does this indicate a pre-clean?

A. No. A pre-clean will not be required.

Q7. Sealing the floor for VCT tile only?

A. Yes, only VCT tile will require sealing.

Q8. Is there carpet in any of the units?

A. Yes, some units have carpet.

Q9. Do you anticipate any removal of personal belongings otherwise referred to as a clean-out?

A. No. SMHA will remove any contents left in the unit by the former tenant(s) prior to the unit turn start date.

Q10. In section 12.0 cleaning there are a few maintenance items such as caulking, replacing blinds. Can we price these items as maintenance items?

A. SMHA will supply all blinds. The Contractor will supply any required caulking and should consider it when computing its pricing as any other supply, i.e., a cleaning supply.

Q11. How should we address pricing the power washing the concrete and exterior areas?

A. If power washing is required, it will be included in the individual scope of work for that particular unit. The extent of power washing involved might affect the level of rehabilitation required. Therefore, the pricing for power washing should be incorporated in the pricing for the various levels of rehabilitation required.

Q12. Appliance repair and replacement in Section 12.0; II please elaborate the expectation?

A. The Contractor will be required to make any necessary repairs to the appliances and any parts will be supplied by SMHA. If an appliance cannot be repaired and replacement is required, SMHA will provide the appliance. SMHA will be responsible for disposal of the old appliance and delivery of the new appliance to the unit.

Q13. Acceptance of the unit- Is there a master key or is the use of cores an option?

A. SMHA will provide a core key.

Q14. Is there a possible list of acceptable cleaning supplies, to price cleaning cost, need to anticipate cost of chemicals?

A. SMHA expects the Contractor to use effective cleaning supplies that will not damage the surfaces on which they are used. As long as the product is effective, safe for use, and does not cause damage, the Contractor may use cleaning products customarily used. A list of cleaning supplies will not be provided.

Q15. Is there a range of square foot for typical units available?

A. The typical range of square feet by bedroom size is as follows:

0-1 bedroom- 360 to 990 square feet

2 bedroom- 900 square feet

3 bedroom- 972 square feet

4 bedroom- 1,226 square feet

5 bedroom- 1,528 square feet

Q16. Are all the documents required initially?

A. The documents that are included in the RFP must be submitted as part of the proposal. There will be additional forms; for example, a current Vendor Registration Packet with all the necessary documentation must be submitted if SMHA does not already have one on file.

Q17. If this is the first time is the vendor registration required? Can you confirm if it has been received and is already on file with SMHA?

A. If a Contractor is selected to move forward in this process, SMHA will notify the Contractor if an updated Vendor Registration Packet is needed at that time.

Q18. What determines the differences in the pricing structure of:

- Light unit turn
- Moderate unit turn
- Extensive unit turn

Please explain what each of these specifically consists of so we are able to put a reliable price structure together. Who determines which category each unit goes in and where it falls within the price range?

A. The Director of Maintenance or the Senior Facilities Manager will develop a Scope of Work for each unit prior to contacting the Contractor. The Director of Maintenance or the Senior Facilities Manager will meet with the Contractor at the unit and will agree upon the appropriate level and where the unit falls within the range given for the level and unit size.

The following are examples of what a typical unit turn will consist of for the three levels of Unit Turn Rehabilitation and is not an all-inclusive listing of what every Light, Moderate, and/or Extensive Unit Turn might entail:

Light Unit Turn Rehabilitation - a unit that would only require painting, cleaning, window blind replacement, minor repairs, carpet cleaning and/or strip & wax VCT tile. 3-4 days with 2-3 workers.

Moderate Unit Turn Rehabilitation – a unit that would require painting, wall damage repair, flooring replacement, window repair, basement cleaning, carpet cleaning and/or strip & wax VCT tile. 5-6 days with 2-3 workers.

Extensive Unit Turn Rehabilitation – a unit that would require painting, wall damage repair, flooring replacement, kitchen cabinet replacement, tub surround installation, window damage repair, carpet cleaning and/or strip & wax VCT tile. 7-8 days with 2-3 workers.

Q19. Are we only given a one day notice on the units or is that only once that we receive the key? Will contractor cores be used on the locks?

A. Once the Contractor receives the core key, the Contractor will be expected to start the work the following day.

Please remember to acknowledge Addendum# 1, in your proposal submittal!



Charity Rysak, BA

Procurement & Contract Specialist