

MAINTENANCE RFP QUESTIONS & ANSWERS

INDIANAPOLIS HOUSING AGENCY RFP PROPERTY MAINTENANCE QUESTIONS AND ANSWERS JUNE 10, 2009

Question: Regarding the technician staffing pattern per project(s) located on the web site; is this a historic representation of what has been used or is it what is required by the city per project? In other words, if we deem any or all projects to be under/overstaffed, can we modify staffing if awarded the contract?

Answer: This is an individual vendor business decision

Question: What exactly is the firm that is awarded the contract responsible for supplying with regard to materials other than normal maintenance items such as screws, drywall mud, touchup paint, caulk, normal plumbing and HVAC components, etc.? In a hypothetical scenario, if a big-ticket maintenance item were to come forth such as having to replace cabinets, appliances, doors, carpet, etc., would these materials be requested and approved through the IHA and billed back with us supplying labor as budgeted for in the contract based upon the maintenance craft standards? Or are these aforementioned items things we have to take into account prior to submitting the proposal?

Answer: The successful contractor will be required to provide staffing and labor in accordance with the RFP. However there is a provision for alternate pricing of supplies. See page 5, Submission requirement # 14

Question: Can you disclose information pertaining to average tenant/unit turn rate per project/AMP and daily and/or monthly maintenance request rate per project/AMP?

Answer: The unit turn rate shall be in compliance with HUD's standards. See reference 24 CFR901.10. Additional information regarding the times to complete specific tasks are contained in the Task Standards at the end of the RFP.

Question: Are the IHA Maintenance Employees (for the purpose of this bid) required to provide the following RFP requirements as posted on page 9 of the RFP:

MBE/WBE/DBE certification

Answer: RFP states "where applicable."

Copies of State License

Answer: RFP states "where applicable."

Copies of current insurance showing errors and omissions, general and vehicular liability and workers' insurance.

Answer: Responder must provide copies of insurance coverage at time of response or must provide prior to contract execution.

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Completed Section 3 Plan

Answer: Responder shall provide a completed section 3 Plan

Copy of most recent audited financial statement in a sealed, stamped envelope for the last 3 years.

Answer: If responder has an audited financial statement, it must be provided.

Question: The 2008 total maintenance parts and materials costs for AMP's 1-5 are \$515,465.00. What are the parts and materials costs per individual AMP.

Answer: 2008 Maintenance Parts and Materials Costs for AMP's

AMP 1	67,117
AMP 2	67,460
AMP 3	124,699
AMP 4	130,033
AMP 5	<u>119,734</u>
	<u>\$509,043.00 *</u>

* This number has been corrected from the \$515,465.00 listed on the web titled: IHA 2008 Maintenance Costs for AMPS 1-5

Question: Please provide copies of the contracts for AMP6 AMP7 AMP8 AMP9 (the private contracted communities) to include both Management and Maintenance

Answer: The communities are not covered in the RFP so the contracts are not relevant and will not be provided.

Request for Copies of 3rd party Contractors contracts referred to in the maintenance RFR (sic)

Answer: The scopes of work (SOW) and the unit costs/rates sheets for lawn mowing, vacant unit cleaning and painting, and snow plowing are posted on the web.

Please provide copies of current property management contracts awarded to Flaherty and Collins for total management of Concord/Eaglecreek and Georgetown Family Communities, Van Rooy Property management of Red Maple Grove Community

Answer: The listed communities are not covered in the RFP so the contracts are not relevant and will not be provided

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Question: Located on pages 6 (Proposal Requirements section) and 9 (Content of Proposal section) of the document are two different outlines stating what content is required and how it is to be organized when the proposal is presented. Which one is accurate, or do you require two different outlines? Most of the information is included in both outlines but it is worded or formatted differently.

Answer: There are some duplicate requests for information. It is the responder's responsibility to ensure all required documents are submitted and format is followed.

Question: Within the request is the requirement of submitting and adhering to the Section 3 guidelines. Can information be provided stating whether or not any current maintenance employees of the IHA meet the Section 3 criteria?

Answer: This information is not available

Request for IHA and Community AMP Budgets

Answer: 2009 Salary Budget and 2008 actual Maintenance Cost by AMP are posted on web

Request for Employee Wage Control Report with hire dates

Answer: Salaries and wages for AMPs are provided on the web site. Hire dates and individual wage rates will not be provided.

End of Questions and Answers

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Revised 6/10/09