

QUESTIONS AND ANSWERS
RFP FOR COMMUNITY PROPERTY MAINTENANCE SERVICE
JUNE 17, 2009

Question

On page 14 under Content of Proposal, it is stated that "Proposals should be limited to five pages with one inch margins, excluding cover letter (limited to 2 pages)." It also requires that the proposal contain 16 tabbed sections containing a series of documents. Does this mean the Methodology section should be five pages describing the technical proposal for all five Asset Management Properties (AMP), or is the Methodology limited to five pages per AMP for a total of 25 pages for the Methodology Section? Please clarify the page limitation.

Answer:

See Q&A posted on IHA website on June 11, 2009. Answer is on page 3; first question & answer

Question

In lieu of an audited statement, would a letter from the Offeror's outside CPA firm be acceptable, confirming the Offeror has an approved government accounting system?

Answer:

If responder has an audited financial statement it must be provided. If not, responder can submit a letter from its CPA firm.

Question.

What are IHA's policies and procedures regarding work-orders? Is there a limited dollar amount for work-orders prior to repair arrangements? For example, if a work order exceeds \$10,000, does the Contractor need to notify IHA before performing the work?

- a. How much is the minimum dollar amount per work order that requires approval from HA?
- b. Can a copy of the Policies and Procedures for work orders be provided?
- c. What are the ages of each property?

Answer:

See Q &A to posted on IHA website on June 11, 2009. Answer is on page 1; third question and answer

The age of each property has been provided in the RFP.

Question

In the RFP, it states that IHA can provide the materials and supplies for work orders. But in another section, the RFP states that the materials and supplies can be outsourced to another vendor. Please clarify further.

Answer:

See Q&A posted on IHA website June 11, 2009. Answer is on page 1, second question & answer.

Question

What is the time expectancy for supply delivery after the Contractor sends notification of materials needed? Is it a "just in time"? How are supplies delivered – daily, weekly, on an as needed basis, etc.?

Answer: Ordering of supplies is controlled by the director of the development.

Question

Where are supplies stored? Is there a secured storage location at each community AMP?

Answer:

Each site has a secure location for supplies.

Question

What is the timeframe for the schedule of work versus the receipt of the supplies?

Answer:

The timeframes provided in the Craft Standards document contemplate that supplies are in possession of staff performing the work.

Question

Is there a facility/office space/maintenance shop on-site for the maintenance staff or will the contractor be required to furnish a site for the maintenance staff?

Answer:

Each site has a maintenance shop

Question:

When was the plumbing for each property last assessed?

Answer:

This information is contained in IHA's Five Year Plan, which is available on the IHA website under "Annual Plan"

Question

Can IHA provide the dates of roof replacements for all properties?

Answer:

All roofs have been replaced within the last six (6) years

Question

What type of heating/air conditioning units on each property? and what is the average age?

Answer

The average age of the heating units is 20 years and the average age of the air conditioning (where applicable) is 15 years. Twin Hills, Lugar and Barton Tower and Annex have boilers. Blackburn, Laurelwood, Rowney, Hawthorne, and Beechwood have forced air. Lugar and Barton Tower have chillers. Hawthorne, Blackburn and Twin Hills have central air.

Question

Is there a laundry facility room in each building or does each apartment have its own washers/dryers in the unit?

Answer Family sites have a washer/dryer hook-up in each unit. The high-rise buildings have laundry rooms.

Question

Is Offeror expected to include in the budget the replacement of roofs, washers and dryers?

Answer: No

Question

Are the building codes and permits up to date?

Answer:

Yes

Question

- A. What are the policies for high-cost issues, such as mold and asbestos?
- B. Is there a maximum expense where the cost of repair is assumed by IHA? For example, if a repair to multiple units exceeds \$200,000, is the Offeror or IHA responsible? If so, what is the maximum expense amount?
- C. Will this amount be the responsibility of IHA or the Contractor?

Answer:

- A. Mold and Asbestos removal and other high-cost work are not contemplated in this RFP.
- B. As a part of the negotiated terms with the successful bidder, the issue regarding "maximum expense" obligations will be addressed.
- C. See answer to B.

Question

How are previously unpaid invoices and bills handled? Who pays for late and/or old invoices that occurred prior to this contract?

Answer All invoices that are the responsibility of IHA will be paid by IHA.

Question : Can you please let us know what are the turn over rates of the individual apartments are at an average base?

Answer: See Q &A posted on IHA website on June 11, 2009.. Question and answer is on page 1, third question & answer.

Question We were planning to put together the Proposal booklet and we would like to verify if we are to provide two separate submission packages, one is to be in a list order of 1-14 as requested and indicated on IHA's RFP sheet page 6&7; and one is a list in order of 1-16 as requested and indicated on IHA's RFP page 9?

Answer See Q&A posted on IHA website on June 11, 2009..Question and answer is on page 3, first question & answer.

Question Which portion of the proposal package; in other words, which item of the proposal is required not to exceed five pages in total volume?

Answer: See Q &A posted on IHA website on June 11, 2009. Question and answer is on page 3; first question & answer.

Question Is the pricing proposal required to be held 90 days or 180 after the Proposal submittal? Both options are currently indicated on the RFP request.

Answer: Pricing is required to be held for 180 days after proposal submittal

Question Is it possible to obtain a contract renewal for one year after the completed original Contract Terms of two years, or will the contract be possibly able to be extended three times one year? Both options are currently indicated in the proposal.

Answer Contract renewals will be executed at the discretion of IHA and are subject to Board of Commissioner Approval.

Question Is the E & O insurance truly required for this/these contracts?

Answer See Q&A posted on IHA website on June 11, 2009. Question and answer; page 1, last question and answer.

Question Are there lead base paint certificates available for these facilities?

Answer Certificates are not available at this time.

Question Is it possible to receive a record of the history on the actual amount of work orders, which have been issued, processed on the individual facilities?

Answer See Q&A posted on IHA website on June 11, 2009. Question and answer is on page 1, third question and answer.

Question Is it possible to obtain the amount, type and scope of work of the currently scheduled and future planed renovation projects in these facilities, so that we can consider them in our proposal approach?

Answer A review of IHA's Five Year Plan should provide sufficient information regarding IHA's planned renovations. The Five Year Plan is available on the IHA website under "Annual Plan". Please be aware, however, that the plans are subject to modification. Therefore, proposals should not be contingent upon certain renovations occurring at IHA's respective communities.