



---

## ADDENDUM #2

Request for Proposals  
Grounds Pick-up and Janitorial Services for Resident-Owned Businesses  
Solicitation No. 2019-1005

Originally Issued March 28, 2019

### Addendum 2 – Issued April 18, 2019

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

---

### QUESTIONS:

1. Litter Control was in the last Resident Owned Business Solicitation and stood alone as its own solicitation. It is now incorporated into the Grounds Pick-Up and Janitorial Solicitation. Will you please enlighten us why? **In an effort to make the process easier for the Resident-Owned Businesses, the solicitations for Grounds Pick-Up and Janitorial Services were combined. This was discussed between the residents and CMHA during a meeting earlier this year. The content and responses between the two scopes of work are similar. By combining the solicitations, contractors interested in providing both services can respond with one proposal rather than two with most of the information duplicated. This simplifies the process for Resident-Owned Businesses. However, due to the more detailed scope of work and the several attachments specific to the services, CMHA determined that combining Vacancy Prep also would be more difficult and would also be confusing to the contractors.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: [www.cintimha.com](http://www.cintimha.com)

Equal Opportunity Employer, Equal Housing Opportunities

2. In the Litter Control section of this same solicitation the three sites; Findlater Gardens, Millvale, and Winton Terrace were included as sites to be bid on. The Millvale site had been awarded to one of our ROBs from the last solicitation. Now it is back on the table. Was that an oversight on your part and only Findlater and Winton Terrace should be in the solicitation? If so, will an addendum be added to reflect the correction? **The contract for solicitation 2018-1020 Grounds Litter Control Services for Resident Owned Businesses started on December 1, 2019, and will continue for one year unless terminated sooner. In both the prior solicitation and this solicitation, CMHA reserved the right to award a pool of contractors.**
3. In our last Resident Owned Business conversation with procurement and Mr. Johnson, it was decided from the discussion that the following requirements in writing would not be included in the solicitation to better prevent an adversarial relationship with the residents and the contractor being artificially developed. It was also agreed that ROBs should not be put at risk while performing their litter control duties! Was that conversation simply disregarded? Can it be brought back and other options discussed?

2.1.2 “Contractor will utilize a digital camera (with the date/time setting on) to take photographs of lease violation situations. For example, for improperly stored trash cans, take a photo before you move the can to its proper place. Leave a violation notice on the resident’s door and submit the lease violation and photo to Property Manager. All abandoned and/or distressed vehicles will be photographed and turned into the Property Manager. (Note: all photographs may be emailed to the Property Manager.)”

**A potential conflict between residents and the resident-owned business was discussed in a meeting with resident-owned businesses as a risk of having a business. However, the paragraph above was taken from the prior solicitation which was posted after the meeting. See RFP 2018-1010 Section 2.1:**

**Additionally, contractor will be responsible for issuing lease violation notices related to litter control (as needed) and report abandoned and/or distressed vehicles to the Property Manager. Contractor will**

also report any other issues of concern to the Property Manager, such as vandalism.

Contractor will utilize a digital camera (with the date/time setting on) to take photographs of lease violation situations. For example, for improperly stored trash cans, take a photo before you move the can to its proper place. Leave a violation notice on the resident's door and submit the lease violation and photo to Property Manager. All abandoned and/or distressed vehicles will be photographed and turned into the Property Manager. (Note: all photographs may be emailed to the Property Manager.)

Trash cans will be labeled by the contractor. Contractor will clean trash cans quarterly.

The contractor who is picking up the trash from the grounds will be able to observe the issues noted above due to the time required walking the property to pick up litter.

It was suggested during the pre-proposal workshop for this solicitation that the contractor would do the duties above but they should not be in writing in the RFP. However, a written contract supersedes any verbal agreements; to be part of the contract the duties above must be written in the scope of work.

4. Many of your contract requirements appear to be those for an employee, not an independent contractor. Where there are areas there you show appreciation for the Resident Owned Businesses (ROBs), there are also other areas where ROBs seem to be treated as second class citizens. Will discussions continue directly with the ROBs in order to bridge the equity gap between the Housing Authority and their ROBs? **The scope of work and contract requirements are not any more extensive than those for other independent contractors (such as including the number of hours worked for hourly charges, not charging for travel time) and represents the work that needs to be performed to ensure the cleanliness of the property and/or structures. CMHA must be fiscally responsible in the**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: [www.cintimha.com](http://www.cintimha.com)

Equal Opportunity Employer, Equal Housing Opportunities

**engagement of contractors whether they are Resident-Owned Businesses or other contractors. Businesses must be able to do the work, provide reasonable fees, and invoice properly.**

- **CMHA has published solicitations solely for resident-owned businesses to respond and be awarded, however, there have not been many responses.**
- **CMHA scheduled a workshop to assist the Resident-Owned Businesses prepare and assemble their proposals, however no Resident-Owned Businesses attended the workshop. The only attendee did not qualify as a resident-owned business.**
- **CMHA has held individual meetings with businesses to help them understand the scoring of their responses and the unreasonableness of their fees in an effort to award ROBs a contract. CMHA has made concessions for ROB such as decreasing the insurance requirements and accelerating payment schedules for completed work.**

**CMHA values its residents and has made efforts to support Resident Owned Business.**