



ADDENDUM #1

Request for Proposals
Work Order Services
Solicitation No. 2022-1007 and TP22-1013

Originally Issued April 25 and 26, 2016

Addendum 1 – Issued May 3, 2022

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.

ANNOUNCEMENT:

A PREPROPOSAL MEETING HAS BEEN SCHEDULED FOR THURSDAY, MAY 5, 2022 AT 11:00 A.M. VIA ZOOM.

ZOOM LINK:

<https://cintimha.zoom.us/j/88622218953?pwd=aHpjYUI1OE1temZrSlllVUpqZFN1UT09>

QUESTIONS:

- 1. Several contractors are confused on how to bid this solicitation. It is difficult to estimate a work order without seeing what the problem is. If we quote a price and then get to the problem and its more than quoted then we have to do a work order that costs more than what is being paid per the contract. Can we not quote prices for each specific item and only give an hourly price for related services? **The fee submittal form lists several specific tasks to quote. If there are other items, an additional services hourly rate may be used; however, the Contractor MUST include the start and start time on their invoice and must receive approval of the****

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property manager prior to using an hourly rate for something not covered by the lists of specific tasks.

2. **Will there be a meeting with the contractors prior to the submission date to get an understanding of what exactly CMHA/TPS is asking with this solicitation? See above Pre-Proposal Meeting announcement.**
3. **Are there any amount limits or cap on hourly rates? There is no cap; however, if a rate is considerably outside the competitive range of a task that task may not be assigned to the contractor. For example, if the price quoted among the proposers to fix a stove ranges from \$50-\$150 and one proposer quotes \$500 to fix a stove, the likelihood is that proposer will not be selected for the task (the competitive range is \$50-\$150).**
4. **How will this process work? Will the Property Managers have to go through the work orders, pick the specific services needed, add those together, then ask the contractor if they can do the work? Property Managers will review and assign work orders to the contractor using Vendor Café. They will be aware of the pricing in making their decisions. The contractor will be responsible for ensuring the accuracy of their invoices.**
5. **If a larger issue is discovered after the PO is issued to the Contractor, will the Contractor have to wait until another PO is issued to complete the work? A change order that adds the additional work may be made to a PO and must be approved prior to commencing that work. In most cases specific tasks are being requested with set fees for each task. Contractors are prohibited from exceeding the value of the purchase order (except for life and safety events).**

END OF ADDENDUM TO DATE 5/3/22