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## **ADDENDUM #1**

Request for Proposals  
Fire Alarm Services  
Solicitation No. 2023-1003  
Originally Issued December 5, 2022

### **Addendum 1 – Issued December 8, 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.

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### **CHANGES:**

**Due to the maintenance component included in the scope, the following changes are required. The below attachments have been replaced on the website:**

**Replaced Attachment D-INTENTIONALLY BLANK with Attacment D-Section 3 Forms.**

**Replaced Attachment C-CMHA and TPS General Terms with updated terms and conditions which include the HUD 5370 (Section II)**

**Replaced Attachment E-Contract Acceptance and Award (revised to include updated terms and conditions)**

**Replaced Attachment G-Form of Proposal (added Section 3 Forms)**

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**SOL 2023-1003 RFP updates (changes are highlighted)**

**PAGE 2:**

**Attachments:** It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

Attachment/Section		Description
A	Reference*	Scope of Work
B	Separate Electronic File	Fee Submission Form
C	Reference*	General Terms and Conditions including the Form HUD-5370-C1, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
D	Section 2	Section 3 Forms
E	Separate Electronic File	Contract Award and Acceptance Form. Include with the Fee Submission Form.
F	Reference*	The Authority's Instructions to Proposers (ITP)
G	Section 1	Form of Proposal
H	Section 1	HUD Form Packet
I	Section 4	Professional References
J	Separate Electronic File or via email	Vendor Registration Form (if not previously submitted or if updating)  If the proposer has not previously registered as a vendor with CMHA or if any information has changed, then the Vendor Registration Form ( <i>Attachment J</i> ) must be fully executed and submitted as part of the proposal submittal or prior to the submittal. If selected for award, these forms are required in order to process purchase orders for payment.

\*Do not include the reference attachments in your proposal.

**PAGE 4:**

Section	Form	Description
1	Form of Proposal: <u>Attachment G</u>	This 1-page Form must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal.
1	HUD Form Packet: <u>Attachment H</u>	The following forms must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal: <ul style="list-style-type: none"> <li>Form HUD 5369-C <i>Certifications and Representations of Proposers, Non-Construction Contract</i></li> <li>Form HUD 2922 <i>Certification Regarding Debarment and Suspension</i></li> </ul>

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		<ul style="list-style-type: none"> <li>• Form HUD 50071 <i>Certification of Payments to Influence Federal Transactions</i></li> <li>• Standard Form LLL <i>Disclosure Form to Report Lobbying (if required per HUD 50071)</i></li> </ul>
2	<b>Section 3 Forms</b>	Within Section 2, the proposer must complete and submit <i>Attachment D, Section 3 forms</i> and any applicable MBE/WBE/SBA certification.
3	<b>Proof of Insurance and Licensing</b>	<p>The proposer must provide current proof of insurance and licensing requirements. See Section 12 of the General Terms and Conditions (<i>Attachment C</i>). The proposer shall provide the following certificates evidencing the coverage amounts:</p> <ul style="list-style-type: none"> <li>• Workers Compensation &amp; Employer’s Liability</li> <li>• General Liability</li> <li>• Automobile</li> <li>• Professional Liability and/or Errors and Omissions</li> <li>• Registration with the State of Ohio and/or City of Cincinnati</li> <li>• If licensing is required for the service, include applicable licenses</li> </ul>
4	<b>Technical Proposal</b>	
4a	<b>Approach and Understanding of the Task</b>	Include a transmittal letter describing the consultant’s interest, understanding and commitment to the proposed contract.
4b	<b>Experience and Past Performance</b>	Demonstrated <b>RELEVANT EXPERIENCE AND PAST PERFORMANCE</b> of the firm in Fire Alarm Systems. Examples of the firm’s past history with inspection, testing, and monitoring of Fire Alarm Systems, as well as the length of time the firm has been providing the services as requested in this RFP.
	<b>Professional References</b> <i>Attachment I</i>	<p>The proposer shall submit a listing of 5 former or current professional references for which the proposer has performed similar or like services to those being proposed herein within the past year. You <b><i>must</i></b> reference any previous work performance for the Authority, however, CMHA should not be listed as more than one of your references. It is reasonable to assume the Authority will contact references. The listing shall, at a minimum, include:</p> <ul style="list-style-type: none"> <li>• The client’s name,</li> <li>• The client’s contact name,</li> <li>• The client’s address,</li> <li>• The client’s telephone number and email address,</li> <li>• The Client’s Business Name (if applicable), and</li> </ul> <p>A brief description and scope of the service(s) and the dates the services were provided. Do not use family members as references.</p>
4c	<b>Quality Plan</b>	The Proposer’s <b>QUALITY PLAN</b> or procedures to monitor employees and subcontractors during the contract period.
5	<b>Equal Employment Opportunity</b>	The proposer must submit under this Section a copy of its Equal Opportunity Employment Policy.

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6	<b>Subcontractor/Joint Venture Information (If Applicable):</b>	<p>The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding Sections must also be included for any major subcontractors (10% or more) or from any joint venture. At a minimum, the following forms must be submitted for the subcontractor:</p> <ul style="list-style-type: none"><li>• Contractor’s business name, contact name, address, email address, phone number</li><li>• HUD Packet of forms</li><li>• Section 3 forms</li><li>• Licensing and Insurance</li></ul> <p>Label forms clearly to indicate whether they are for the contractor or subcontractor.</p>
7	<b>Other Information (Optional)</b>	<p>The proposer may include hereunder any other general information that the proposer believes is appropriate to assist CMHA in its evaluation.</p>

\*\*\*END OF ADDENDUM TO DATE 12/08/22\*\*\*

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