



ADDENDUM #1

Request for Proposals
Work Order Services
Solicitation No. 2025-1020

Originally Issued May 7, 2025

Addendum 1 – Issued May 22, 2025

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.

CHANGES:

On the Fee Submission Form, the maximum percentage that can be added to Contractor's wholesale cost for parts, supplies and materials not provided by the CMHA Warehouse is 15%.

Attachment A Scope of Work is revised as follows:

1.1.2 ~~Contractor must start work within 24 hours of receiving a Work Order/Purchase Order. If contractor is already working on a separate work order, contractor must advise Property Manager issuing the new order of the current work.~~ A contractor may only complete work orders when there is an approved purchase order, a life/Safety, or Director Purchase Order is issued. Upon receipt of the purchase order, Contractor must start work the assigned work orders within 24 hours.

QUESTIONS:

1. For the Firm Fixed Hourly Rate, will your proposal still be considered acceptable if it exceeds the maximum allowable rate? **Any rates exceeding the maximum rates will be stricken from an awarded contract. If all hourly rates exceed the maximum rates, then the proposal will be deemed non-responsive.**

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2. In previous work order solicitations, there was a form for bidding a fixed monthly cost by AMP. Will the solicitation be updated to include this form? If not, what process should be followed to submit the fixed monthly cost by AMP. **No, monthly costs will not be accepted. Proposals must be submitted using the pricing methods indicated on the Fee Submission Form.**

END OF ADDENDUM TO DATE 5/22/2025

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