

ADDENDUM #1

Request for Proposals
Work Order Services
Solicitation No. TP26-1010

Originally Issued April 21, 2026

Addendum 1 – Issued April 30, 2026

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. The fee form states that “Hourly wage must match or exceed the applicable rate in the maintenance wage rate recommendation attached herein. Ensure the basic rate and fringe are added together for total rate”. With that statement which job title are we referencing for general routine handyman repairs? Do we use General Maintenance Worker, Maintenance Aide, or Senior Maintenance Worker as they all have different wages and we would like to make sure we are referencing the correct minimum hourly rate?

See Attached Revised Fee Submittal Form with the minimum rate listed.

2. Is there a maximum rate for the general handyman referenced above?

See #1.

3. **Wage Classification Alignment for Handyman Services**

The Maintenance Wage Rate Recommendation provides classifications such as:

- Maintenance Aide
- General Maintenance Worker

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

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

Equal Opportunity Employer, Equal Housing Opportunities

- Senior Maintenance Worker
However, there are no specific wage classifications provided for carpentry, electrical, or plumbing work, while the Fee Submission Form includes these services under general handyman scope.

Questions:

1. Please confirm that carpentry, minor electrical, and minor plumbing services performed under “General Routine Handyman Repairs” should be classified under:
 - General Maintenance Worker, or
 - Senior Maintenance Worker (based on complexity)
2. For multi-trade work orders, should vendors:
 - Use a single maintenance classification, or
 - Apply the highest applicable maintenance classification?

See #1.

4. Scope Clarification – Insulation Services

“Insulation Services” is listed on the Fee Submission Form; however, we were unable to locate any corresponding scope, specifications, or performance requirements within the RFP.

Questions:

1. Please clarify what is included under “Insulation Services” for this contract.
2. Does this refer to:
 - Minor repair/patching, or
 - Full insulation installation/replacement?
3. Are vendors permitted to exclude this service if it falls outside their scope of work?

Insulation services description: Full insulation completely fills the cavity and creates a continuous thermal barrier, maximizing energy efficiency and improving overall insulation effectiveness. Minor repairs and patching are excluded unless the insulation was damaged or deemed to be hazardous.

Yes, the work may be excluded if it falls outside of their scope of work. Per the fee submittal form, vendor should “place a check mark or X next to the work you can perform.”

5. Scope Clarification – Glass / Board-Up Services

The Fee Submission Form includes “Glass Window and Door Repair / Board-Up.”

Questions:

1. Can vendors elect to provide board-up services only (e.g., securing vacant or damaged units), without performing full glass repair or replacement?
2. Will limiting scope to board-up only impact proposal evaluation?

Vendors should be able to provide both services.

6. Firm Fixed Hourly Rates – Maximum Allowable Rates

The Fee Submission Form requires fully burdened firm fixed hourly rates but does not provide any maximum or not-to-exceed thresholds.

Questions:

1. Does CMHA/TPS have maximum allowable hourly rates for the applicable service categories?
2. If so, please provide the maximum hourly rate thresholds.
3. If not, can CMHA provide:
 - o Prior contract rate sheets, or
 - o Historical pricing benchmarks?

See #1. Rates should be in accordance with the Maintenance Wage Rate Recommendation.

7. Emergency / Non-Standard Hours Pricing Clarification

The Fee Submission Form requires a firm fixed hourly rate for emergency services during non-standard hours, but does not distinguish between:

- Weekday after-hours
- Weekend
- Holiday work

Questions:

1. Should vendors provide a single blended emergency rate, or differentiate between:
 - Weekday after-hours
 - Weekend
 - Holiday rates?
2. If only one rate is permitted, should it be assumed that the rate must cover all non-standard conditions?

Weekday after hours and weekend rates will not be separated. Please place an additional line for Holiday Rates so they can place a different rate. Holidays are considered

- **New Year's Day:**
- **MLK Jr. Day:**
- **Presidents' Day:**
- **Memorial Day:**
- **Juneteenth Day:**
- **Independence Day**
- **Labor Day**
- **Veterans Day**
- **Thanksgiving Day**
- **Christmas Day**

8. Work Order Assignment (Vendor Pool)

As this contract is structured as a vendor pool:

Questions:

1. How will work orders be assigned among vendors?
2. Will assignment be based on:
 - Pricing
 - Availability
 - Performance
 - Geographic proximity
3. Are vendors permitted to accept or decline work orders based on scope and availability?

Assignments are made using a best-value approach that considers cost, past performance, experience, skill, and capacity for the specific assignment. For this reason, an even distribution cannot be guaranteed. Property management input is included to support operational needs, but all decisions align with TPS SOPs and procurement standards to ensure fairness and consistency.

Proposers availability is the subject of a technical question in Section 4-Proposal Evaluation of the RFP.

*****END OF ADDENDUM TO DATE 4/30/26*****

**SOLICITATION TP26-1010
Work Order Services
FEE SUBMISSION FORM (REVISED)**

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services. If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services. **Touchstone Property Services include taxes for most properties. See Section 20.4 of the Terms and Conditions.** TPS reserves the right to add or delete services.

Work Order Services

(Contractors may submit pricing for all items or only select items.)

ATTENTION: THE MINIMUM RATE FOR THE GENERAL ROUTINE HANDY-MAN REPAIRS LISTED BELOW IS \$34.80 AS REPRESENTED IN THE ATTACHED HUD MAINTENANCE WATE RATE RECOMMENDATION FOR A GENERAL MAINTENANCE WORKER (\$20.84 BASIC WAGE + \$13.49 FRINGE BENEFITS). PROPOSERS MAY CHARGE A HIGHER RATE FOR SERVICES BUT NOT A LOWER RATE.

THE GENERAL MAINTENANCE WORKER IS EXPECTED TO BE ABLE TO PROVIDE ANY OR ALL OF THE LABOR LISTED BELOW (AS THE LABOR IS GENERAL ROUTINE LABOR AND WILL NOT REQUIRE ANY SPECIALIZED SKILLS OR LICENSING).

Description	Firm Fixed Hourly Rate	Firm Fixed Hourly Rate for Emergency Services during Non-Standard Hours
<p>General Routine Handy-Man Repairs including but not limited to (<u>place a check mark or X next to the work you can perform</u>):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plumbing (e.g., stoppages, leaking faucets/ pipes) <input type="checkbox"/> General Maintenance (e.g., screen repair, replace blinds, cleaning out gutters, replacing light bulbs, smoke detector replacement, gutter clean out) <input type="checkbox"/> Carpentry (e.g., Door/ Cabinet repair/ replacement, replace tile floors, reattach baseboards, installation of grab bars) <input type="checkbox"/> Painting (e.g., repair holes, paint interiors, exteriors, hallways and other common areas) <input type="checkbox"/> Basic Electrical (e.g., GFI replacement, repair/replace light fixtures) <input type="checkbox"/> Power Washing <input type="checkbox"/> Window Cleaning <input type="checkbox"/> Glass Window and Door Repair/ Board Up <input type="checkbox"/> Carpet Replacement <input type="checkbox"/> Insulation Services 	\$ _____	\$ _____



**SOLICITATION TP26-1010
Work Order Services
FEE SUBMISSION FORM (REVISED)**

Services beyond the scope of General Routine Handy-Man Repairs:		
NOTE: THE MINIMUM RATE PERMITTED IS LISTED IN BOLD. THESE RATES ARE FOR SKILLED OR LICENSED POSITIONS. THE EQUIVALENT HUD RATE IS ON THE HUD MAINTENANCE WAGE RECOMMENDATION.		
HVAC (Technician) (Trainee 2- \$35.63)	\$ _____	\$ _____
HVAC (Certified) (Technician - \$49.83)	\$ _____	\$ _____
Plumbing (Licensed) (Plumber - \$51.65)	\$ _____	\$ _____
Electrician (Licensed) (Electrician - \$49.81)	\$ _____	\$ _____
After Hours Services Lock Out (5 pm – 11pm)	\$ _____	\$ _____

Additional Services

Provide a firm fixed hourly rate for related services

Name/Position	Firm Fixed Hourly Rate
	\$ _____
	\$ _____
	\$ _____
	\$ _____

PARTS/SUPPLIES AND MATERIALS

Description	Percentage added to Contractor's wholesale cost
Supplies and Parts	_____ %
Equipment	_____ %
“On Shelf” Products	_____ %



**SOLICITATION TP26-1010
Work Order Services
FEE SUBMISSION FORM (REVISED)**

Does discount include drop ship items? ___ Yes ___ No

Notes and Exclusions:

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the RFP.

PROPOSER’S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if TPS discovers that any information entered herein to be false, such shall entitle TPS to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply TPS with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

Date: _____

Company: _____

Address: _____

City, State, Zip _____

Phone(s): _____

Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

REQUEST FOR PROPOSALS (RFP) NO. TP26-1010

Maintenance Wage Rate Recommendation	U.S. Department of Housing and Urban Development Davis-Bacon & Labor Standards	HUD FORM 4750 OMB Approval Number 2501-0011 (Exp. 08/31/2022)
---	---	--

Agency: Cincinnati Metropolitan Housing Authority 1627 Western Avenue Cincinnati, Ohio 45214	Agency Contact: (Person most familiar with the recommendation and its bases.)	
	Name:	Lisa Thomas/Ashley Clericus
	Title:	Director of HR/Procurement
	Telephone:	513-977-5609/513-908-5095
	Email:	lisa.thomas@cintimha.com/procurement@cintimha.com

The following wage rates are recommended for maintenance laborers and mechanics engaged in the operation of the low-income or affordable housing developments of the above agency. I certify that this recommendation reflects the wage rates that prevail for maintenance work performed within the operating jurisdiction of this agency. Accordingly, I request that HUD issue the following wage rates for maintenance work performed beginning on: 7/1/2023 (insert agency fiscal year beginning date mm/dd/yyyy).

Executive Director/Designee (Type or print) Name: Gregory D. Johnson	Signature Gregory Johnson <small>Digitally signed by Gregory Johnson Date: 2023.12.20 13:05:51 -05'00'</small>
---	---

Title: Chief Executive Officer	Date:
---------------------------------------	--------------

Work Classification(s) / Job Title(s)	Hourly Wage Rates	
	Basic Wage	Fringe Benefits
Cement Finisher (Collective Bargaining Agreement effective until 09/25/21)	\$ N/A	\$ 0.00
Painter (Collective Bargaining Agreement effective until 09/25/21)	\$ 32.62	\$ 15.96
Carpenter (Collective Bargaining Agreement effective until 09/25/21)	\$ N/A	\$ 0.00
Electrician (Collective Bargaining Agreement effective until 09/25/21)	\$ 33.67	\$ 16.14
Glazier (Collective Bargaining Agreement effective until 09/25/21)	\$ 33.75	\$ 16.15
Plumber (Collective Bargaining Agreement effective until 09/25/21)	\$ 35.25	\$ 16.40
Master Plumber (Collective Bargaining Agreement effective until 09/25/21)	\$ N/A	\$ 0.00
	\$	\$
	\$	\$

(Use additional sheets, if necessary.)

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information collection facilitates the determination of prevailing maintenance wage rates pursuant to the U.S. Housing Act of 1937 and the Native American Housing Assistance and Self-Determination Act of 1996.

Previous Editions Obsolete	Form HUD-4750 (08/2019)
----------------------------	-------------------------

REQUEST FOR PROPOSALS (RFP) NO. TP26-1010

Maintenance Wage Rate Recommendation	U.S. Department of Housing and Urban Development Davis-Bacon & Labor Standards	HUD FORM 4750 OMB Approval Number 2501-0011 (Exp. 08/31/2022)																														
Agency: Cincinnati Metropolitan Housing Authority 1627 Western Avenue Cincinnati, Ohio 45214		Agency Contact: (Person most familiar with the recommendation and its bases.) Name: Lisa Thomas/Ashley Clericus Title: Director of HR/Procurement Telephone: 513-977-5609/513-908-5095 Email: lisa.thomas@cintimha.com/procurement@cintimha.com																														
<p>The following wage rates are recommended for maintenance laborers and mechanics engaged in the operation of the low-income or affordable housing developments of the above agency. I certify that this recommendation reflects the wage rates that prevail for maintenance work performed within the operating jurisdiction of this agency. Accordingly, I request that HUD issue the following wage rates for maintenance work performed beginning on: <u>7/1/2023</u> (insert agency fiscal year beginning date mm/dd/yyyy).</p>																																
Executive Director/Designee (Type or print) Name: Gregory D. Johnson Title: Chief Executive Officer		Signature Gregory Johnson <small>Digitally signed by Gregory Johnson Date: 2024.01.30 08:21:08 -05'00'</small> Date:																														
Work Classification(s) / Job Title(s)		Hourly Wage Rates <table border="1"> <thead> <tr> <th></th> <th>Basic Wage</th> <th>Fringe Benefits</th> </tr> </thead> <tbody> <tr> <td>Exterminator I</td> <td>\$ 18.04</td> <td>\$ 13.49</td> </tr> <tr> <td>Grounds Specialist</td> <td>\$ 18.04</td> <td>\$ 13.49</td> </tr> <tr> <td>Maintenance Aide</td> <td>\$ 18.04</td> <td>\$ 13.49</td> </tr> <tr> <td>Exterminator II</td> <td>\$ 20.84</td> <td>\$ 13.96</td> </tr> <tr> <td>General Maintenance Worker</td> <td>\$ 20.84</td> <td>\$ 13.96</td> </tr> <tr> <td>Locksmith</td> <td>\$ 25.87</td> <td>\$ 14.82</td> </tr> <tr> <td>Senior Maintenance Worker</td> <td>\$ 25.87</td> <td>\$ 14.82</td> </tr> <tr> <td></td> <td>\$</td> <td>\$</td> </tr> <tr> <td></td> <td>\$</td> <td>\$</td> </tr> </tbody> </table>		Basic Wage	Fringe Benefits	Exterminator I	\$ 18.04	\$ 13.49	Grounds Specialist	\$ 18.04	\$ 13.49	Maintenance Aide	\$ 18.04	\$ 13.49	Exterminator II	\$ 20.84	\$ 13.96	General Maintenance Worker	\$ 20.84	\$ 13.96	Locksmith	\$ 25.87	\$ 14.82	Senior Maintenance Worker	\$ 25.87	\$ 14.82		\$	\$		\$	\$
	Basic Wage	Fringe Benefits																														
Exterminator I	\$ 18.04	\$ 13.49																														
Grounds Specialist	\$ 18.04	\$ 13.49																														
Maintenance Aide	\$ 18.04	\$ 13.49																														
Exterminator II	\$ 20.84	\$ 13.96																														
General Maintenance Worker	\$ 20.84	\$ 13.96																														
Locksmith	\$ 25.87	\$ 14.82																														
Senior Maintenance Worker	\$ 25.87	\$ 14.82																														
	\$	\$																														
	\$	\$																														

(Use additional sheets, if necessary.)

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information collection facilitates the determination of prevailing maintenance wage rates pursuant to the U.S. Housing Act of 1937 and the Native American Housing Assistance and Self-Determination Act of 1986.

Previous Editions Obsolete	Form HUD-4750 (08/2019)
----------------------------	-------------------------

REQUEST FOR PROPOSALS (RFP) NO. TP26-1010

Maintenance Wage Rate Recommendation	U.S. Department of Housing and Urban Development Davis-Bacon & Labor Standards	HUD FORM 4750 OMB Approval Number 2501-0011 (Exp. 08/31/2022)	
Agency: Cincinnati Metropolitan Housing Authority 1627 Western Avenue Cincinnati, Ohio 45214		Agency Contact: (Person most familiar with the recommendation and its bases.)	
		Name:	Lisa Thomas/Ashley Clericus
		Title:	Director of HR/Procurement
		Telephone:	513-977-5609/513-908-5095
		Email:	lisa.thomas@cintimha.com/procurement@cintimha.com
The following wage rates are recommended for maintenance laborers and mechanics engaged in the operation of the low-income or affordable housing developments of the above agency. I certify that this recommendation reflects the wage rates that prevail for maintenance work performed within the operating jurisdiction of this agency. Accordingly, I request that HUD issue the following wage rates for maintenance work performed beginning on: <u>7/1/2023</u> (insert agency fiscal year beginning date mm/dd/yyyy).			
Executive Director/Designee (Type or print)		Signature	
Name: Gregory D. Johnson		Gregory Johnson <small>Digitally signed by Gregory Johnson Date: 2024.01.30 08:21:18 -05'00'</small>	
Title: Chief Executive Officer		Date:	
Work Classification(s) / Job Title(s)		Hourly Wage Rates	
		Basic Wage	Fringe Benefits
Lead HVAC Technician		\$ N/A	\$ 0.00
HVAC Technician		\$ 33.69	\$ 16.14
HVAC Trainee 1		\$ 18.54	\$ 13.57
HVAC Trainee 2		\$ 21.55	\$ 14.08
HVAC Trainee 3		\$ 24.02	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

(Use additional sheets, if necessary.)

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information collection facilitates the determination of prevailing maintenance wage rates pursuant to the U.S. Housing Act of 1937 and the Native American Housing Assistance and Self-Determination Act of 1996.

Previous Editions Obsolete	Form HUD-4750 (08/2019)
----------------------------	-------------------------