



36739 S.R. 52, Suite 108, Dade City Florida 33525

# ADDENDUM NO.1

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## PCHA Request for Proposals 2019-02 Housing Quality Standards Inspection Services

Date: August 5, 2019

The following changes, additions, and/or deletions are hereby made a part of the Documents for the above noted Request for Proposals, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Request for Proposals, remain unchanged.

This addendum must be acknowledged in the space provided on the Schedule of Addenda.

### Housing Quality Standards Inspection Services Questions

1. Are interims the same as re-inspections? If so, what is the annual breakdown of re-inspections and special inspections?

Answer: Interim inspections are completed annually once the unit has passed the initial inspection. A re-inspection is only completed if the interim inspection failed. Special inspections may be done at any time at the request of the owner or tenant.

Approximate estimate of annual re-inspections: 451 inspections. Special inspections cannot be determined as they are completed upon request.

2. What is the average monthly number of "no show/not at home" inspections?

Answer: Approximate average is 13.

3. Will the Contractor be permitted to charge for "no show/not at home" inspections?

Answer: No.

4. Should the proposer submit a price quote for quality control (QC) inspections?

Answer: Yes, the quality control (QC) inspections are a percentage of random inspections conducted by the inspection company annually to satisfy a SEMAP indicator.



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5. Is the successful vendor required to use the Lindsey HCV inspection Software? If yes, is vendor responsible for any hardware, software, and maintenance costs?

Answer: Yes, the vendor will be required to utilize Lindsey Housing Software as well as be responsible for any hardware, software, and maintenance costs on their end.

6. Can the organization use their own inspection management system?

Answer: No.

7. Which vendor(s) is currently performing inspection services?

Answer: Landmark Inspection Services, LLC.

8. How many staff, inspectors and support staff are assigned to the inspection services listed in the RFP?

Answer: 1 Inspector, 2 Supervisors, 1 Contract Manager, and 1 Clerical position.

9. Are any of the staff unionized? If yes, please provide the union name and bargaining agreements.

Answer: No.

10. What is the expected contract award date?

Answer: September 2019

11. What is the expected go live date:

Answer: November 1, 2019

12. When does the existing Vendor contract expire?

Answer: October 30, 2019

13. Are there any issues with the current vendor?

Answer: No.



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14. Please provide inspection pricing for the existing contract.

Answer: \$28.00 per Inspection, \$17.50 for re-inspection, and \$5.00 no-adult/no-access/no show.

15. Can you provide the insurance coverage(s) you require for this service? What is the minimum limit necessary?

Answer: Workers' Compensation Insurance shall be provided for all employees engaged in the work under this Agreement in accordance with the laws of the State of Florida. The amount of the employers' liability insurance shall not be less than \$100,000.00 each accident, \$500,000.00 disease aggregate, and \$100,000.00 disease each employee.

Commercial General Liability- \$1,000,000.00 each occurrence. Such policy shall include the Housing Authority as an additional insured and shall cover liability accepting any policy exclusions arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and liability assumed under this Agreement. Completed operations liability coverage shall be maintained for a minimum of one-year following completion of the work.

Automobile Liability Insurance shall be maintained in accordance with the laws of the State of Florida as to the ownership, maintenance, and use of all owned, non-owned, or hired vehicles used in connection with this Agreement. The minimum limit shall be \$500,000.00 bodily injury and property damage combined single limit each accident.

16. Can you confirm the due date?

Answer: August 16, 2019 2:00pm EST

17. Please provide more information on the Independent Contractor Liability Insurance listed on the insurance coverage checklist

Answer: The Insurance Coverage Checklist is a form to mark which insurances the proposer carries, not all insurances may apply.

18. On the Certificate of Compliance-Section 3, under C. Can the "NHRA" be changed to PCHA?

Answer: PCHA has attached a corrected form to be completed.

19. May we use our own reference form?

Answer: Yes, it must contain the same information as the one contained in the RFP.

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20. If we are not claiming Section 3 preference, are we required to fill out the Section 3 forms of the RFP?

Answer: All proposers are required to comply with Section 3 therefore, the Certification of Compliance -Section 3 must be completed.  
The Certification for Business Concerns Seeking Section 3 Business Preference is to be completed if applicable.

## Certificate of Compliance – Section 3

Certification of Compliance with Regulations to Section 3 of Housing and Urban Development Act of 1968 as required for participate in: \_\_\_\_\_

### PURPOSE, AUTHORITY AND RESPONSIBILITY

**Section 3** is a provision of the Housing and Urban Development (HUD) Act of 1968 that promotes local economic development, neighborhood economic improvement, and individual self-sufficiency.

**Section 3** requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents, particularly persons who are recipients of HUD assistance for housing.

\_\_\_\_\_ (hereinafter called the Company), **CERTIFIES** that upon being awarded a contract to \_\_\_\_\_, that the Company:

- a) is under no contractual or other impediment that would prevent it from complying with requirements of Section 3 as set forth in 24 CFR part 135; and
- b) will comply with HUD's regulations in 24 CFR Part 135; and
- c) will submit to PCHA a Section 3 Work Plan (see Section 3 Appendix), before a "Notice to Proceed" is issued or start date projected. The developer or prime contractors will require all subcontractors to submit a Section 3 Work Plan prior to proceeding with their respective scope of work.
- d) will send to each labor organization or representative of workers with which the Company has a collective bargaining agreement or other understanding, a notice advising the labor organization or the representative or workers of the Company's commitments under Section 3; and
- e) will include this Section 3 Certification of Compliance in every subcontract subject to compliance with the regulations found in 24 CR Park 135 and further agrees to take the appropriate action pursuant to those regulations in the event the subcontractor is found to be in violation of 24 CFR Part 135; and
- f) will not subcontract with any subcontractor where the Company has notice or knowledge that the subcontractor has been found in violation of any provision of 24 CFR Part 135; and
- g) will not fill any vacant employment positions, including training positions, (1) after the Company is selected but before the contract is executed, and (2) with persons other than those to whom the regulations in 24 CFR Part 135 require employment opportunities to be directed, to circumvent the Company's obligations under 24 CFR Part 135; and
- h) will, to the extent feasible, make a good faith effort to utilize the services of businesses located in or substantially owned by persons who live within the project boundaries.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date