

ADDENDUM NO. 1

**RFP ON-CALL APARTMENT MAINTENANCE AND REPAIR SERVICES
JOB NO. 230304
RELEASE DATE: MARCH 14, 2023**

The Project Manual has been revised to include the following items.:

1. ADD

The use of the term "Contractor" does not obligate CHA to enter into a contract with the bidder.

2. DELETE

GENERAL INFORMATION

CONTRACT TERM/CONTRACT COST

This is an as-needed contract. CHA does not guarantee a minimum dollar value. Any resulting contract will begin on the date specified in the contractor's contract with CHA and work will begin according to the date on the Notice to Proceed issued by CHA. Each contract will be for a one (1) year term OR a maximum amount of \$ 100,000.00 whichever occurs first with three (3) options to renew at CHA's discretion.

ADD

GENERAL INFORMATION

CONTRACT TERM/CONTRACT COST

This is an as-needed contract. CHA does not guarantee a minimum dollar value. Any resulting contract will begin on the date specified in the contractor's contract with CHA and work will begin according to the date on the Notice to Proceed issued by CHA. Each contract will be for a one (1) year term OR a maximum amount of \$ 100,000.00 whichever occurs first with ONE (1) option to renew at CHA's discretion.

3. DELETE:

COST PROPOSAL HAS TWO MAJOR SECTIONS

The cost proposal sheet shall be completed for the services each contractor is qualified to provide and wish to be considered.

ADD:

COST PROPOSAL HAS FOUR MAJOR SECTIONS

The cost proposal sheet shall be completed for the services each contractor is qualified to provide and wish to be considered.

- a. Cleaning – Complete the Cleaning Cost Form
- b. Floor- Complete the Floor Cost Form

4. ADD:

CHA MINIMUM CLEANING SCOPE OF SERVICES

This list is not all inclusive. It is being provided so that the contractor may have an idea of the type of work CHA is expecting. Contractor should include any additional services and information that may assist CHA with its evaluation.

Surfaces

All surfaces must be wiped off or wash-cleaned. This includes, but is not limited to, food, grease, webs, dust, dirt, insects, and feces. The contractor shall provide all labor, materials and equipment to perform cleaning services.

Doors

Interior and Exterior Doors must be cleaned both on the inside and outside.

Bathroom

Non-abrasive cleaners must be used to remove soap scum, mildew, Calcium deposits from tubs, commodes showers sinks, and ceramic tile, etc. Clean and disinfect all bathroom fixtures (faucets, sink, toilet, bathtub, handles, knobs, etc.), Mirror, medicine cabinet, counter, vanity, exhaust fan, and all other surfaces must be cleaned. Cabinets, drawers, and hinges must be cleaned and free of debris.

Floors/Stair Treads and Rails

Clean flooring including stair treads and rails with natural, soft, or neutral detergents.

Fixtures & Globes

Clean all interior and exterior light fixtures, light shades, globes, switch plates, and switches. Fixtures must be free of fingerprints, marks, dust, dirt, and insects.

Windows, Frames, and Screens

Clean all windows, doors, frames, and seals, including front and back storm doors, and including handles, and knobs. All screens must be cleaned.

Blinds

All blinds must be cleaned.

Walls

Kitchen walls must be cleaned for excessive smoke or grease damage. The area behind the range must be cleaned as well.

Range and Range Hood

Clean the entire outside and inside of the Range. Use the degreaser or all-purpose cleaner on the knobs and handles. Use oven cleaner for the inside of the oven door, and clean the broiler, the pan, and the oven interior. Clean drip pans and vent filters. Pull the range out and clean behind and under the range. Clean the range hood and the range filters.

Refrigerators

Clean the entire interior and exterior of the refrigerator using an all-purpose cleaner or any other cleaner that does not harm coating or gaskets. Clean excess dust from the bottom and rear coil of the refrigerator. Pull the Refrigerator out and clean behind the refrigerator. Defrost clean and dry the refrigerator.

Cabinets/Sinks/Countertops

Clean all cabinets inside and outside. Clean sink and countertops. Cabinets, drawers, and hinges must be cleaned and free of debris.

5. **ADD:**
FLOOR-STRIPPING, WAXING, OR REFINISHING SCOPE OF SERVICES

The Stripping, Waxing, or Refinishing of Floors will only be done in vacant units. The contractor must furnish all necessary equipment and materials/supplies to perform floor services. The machine method is to be used.

This list is not all-inclusive. It is being provided so that the contractor may have an idea of the type of work CHA is expecting. The contractor should include any additional services and information that may assist CHA with its evaluation.

a. VCT TILE

Dust mop floor to remove excess dirt and small trash; Strip floor using Machine method; Clean all corners, under and/or around heat registers and vents. Clean baseboards and cove base throughout the unit. Repaint any damage to newly painted baseboards. After stripping of floors, apply two (2) coats of sealer and two (2) coats of wax to the floors. High-speed polish.

b. HARDWOOD FLOOR

Dust mop floor to remove excess dirt and small trash; Strip floor using Machine method; Clean all corners, under and/or around heat registers and vents. Clean baseboards and cove base throughout the unit. Repaint any damage to newly painted baseboards. After stripping of floors, apply two (2) coats of sealer and two (2) coats of wax to the floors. High-speed polish.

c. LAMINATE FLOORS

Dust mop floor to remove excess dirt and small trash; Clean floor according to manufacturer's recommendations. Clean under and/or around heat registers and vents. Clean baseboards and cove base throughout the unit. Repaint any damage to newly painted baseboards.

d. WORKER QUALIFICATIONS:

Worker Qualifications: Provide services performed by experienced staff specializing in stripping and waxing of tile, or similar types of flooring. Provide services performed by workers trained in the proper use of chemicals and equipment utilized in this process.

6. DELETE:

COST PROPOSAL FORM

ADD:

REVISED COST PROPOSAL FORM

REVISED
PROPOSAL COST FORM

RFP ON-CALL APARTMENT MAINTENANCE AND REPAIR SERVICES
JOB NO. 230304

TO: Housing Authority of the City of Charleston

550 Meeting Street, Charleston, SC 29403

Attn: Priscilla M. Waring, Procurement & Contracts Manager

By submitting a response, the Contractor represents that it is financially solvent; experienced, and competent to perform the job; Contractor can furnish the personnel, plans, materials, supplies, and equipment to perform the job; Contractor is familiar with all federal, state, municipal and county laws, ordinances and regulations, which may affect the work of those employed therein, including but not limited to any special acts relating to the work or to the project of which it is a part; and Contractor acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

PROPOSAL COST HOLDING TIME AND CONTRACT ACCEPTANCE

The undersigned hereby agrees that this Quote may not be revoked or withdrawn after the date of submission, but shall remain open for acceptance for a period of sixty (60) days following such a time. In case the undersigned be notified in writing by mail, telegraphy, or delivery of the acceptance of this Quote within sixty (60) days after the time set for opening of Quotes, contractor agrees to execute a contract (and furnish Insurance Certificate with Housing Authority of the City of Charleston listed as additional Certificate holder.

PROPOSAL COST AND CONTRACT PAYMENT AND PERFORMANCE SECURITY

This is a service contract. PROPOSAL Security and Payment and Performance Security are not Required. The contractor will only be paid for services completed according to the standards, specifications, and requirements of this contract.

PAINTING

HOUSING AUTHORITY OF THE CITY OF CHARLESTON WILL PROVIDE THE PAINT AND PRIMER (IF NEEDED) ONLY. THE CONTRACTOR MUST SUPPLY ALL OTHER PAINT MATERIALS AND SUPPLIES. DO NOT INCLUDE THE COST OF PAINT AND/OR PRIMER IN YOUR COST.

Floor Plans: Units vary in the floor plans to include but are not limited to traditional; studios; interior walk-ups, (some with painted stairs); lofts, and traditional two-story. All floor plans are considered within the listed square feet. No additional fees will be paid.

Color Scheme: Units vary in color schemes to include but are not limited to the same color and sheen throughout units; multiple colors and sheens throughout units; ceiling and trim may have a different color and scheme. All units are to be repainted to match the existing color scheme. No additional fees will be paid.

Overall square feet, CHA did not deduct for windows, doors, or any other area of non-paint. CHA has included interior stairwells and stair treads in the overall measurements. No additional fees will be paid.

CONTRACTOR COST INCLUDES SERVICES; EQUIPMENT; ASSETS; LABOR; AND MATERIALS TO COMPLETE ALL WORK ACCORDING TO INDUSTRY STANDARDS.

PERCENT OF UNITS	*AVERAGE SQUARE FEET	BEDROOMS PER UNIT	UNIT COST PER APARTMENT	NUMBER OF DAYS TO COMPLETE UNIT PAINTING
5 %	650	ZERO		
35 %	850	ONE		
35 %	1000	TWO		
20 %	1200	THREE		
4 %	1400	FOUR		
1%	1600	FIVE		

TRADE CATEGORY	MINIMUM CHA/HUD MAINTENANCE WAGE RATE CHARLESTON COUNTY	MINIMUM DAVIS BACON WAGE RATE RESIDENTIAL CHARLESTON COUNTY	CONTRACTOR RATE PAID TO EMPLOYEE
PAINTER	\$16.50	16.02	

CLEANING

THE CONTRACTOR MAY SUBMIT CLEANING COSTS BASED ON THE UNIT SQUARE FEET. THE CONTRACTOR MUST ALSO LIST THE EMPLOYEE WAGE RATE FOR EACH CATEGORY OF EMPLOYEE THAT WILL PERFORM THE SERVICES.

FLOOR PLANS: UNITS VARY IN THE FLOOR PLANS TO INCLUDE BUT ARE NOT LIMITED TO TRADITIONAL; STUDIOS; INTERIOR WALK-UPS, LOFTS, AND TRADITIONAL TWO-STORY. ALL FLOOR PLANS ARE CONSIDERED WITHIN THE LISTED SQUARE FEET. NO ADDITIONAL FEES WILL BE PAID.

CONTRACTOR COST INCLUDES SERVICES; EQUIPMENT; ASSETS; LABOR; AND MATERIALS TO COMPLETE ALL WORK ACCORDING TO INDUSTRY STANDARDS.

CHA WILL NOT PAY THE CONTRACTOR FOR EQUIPMENT; MATERIALS, SUPPLIES, OR ADDITIONAL LABOR CHARGES FOR CLEANING SERVICES. THE CONTRACTOR COST SUBMITTED IS ALL-INCLUSIVE.

PERCENT OF UNITS	*AVERAGE SQUARE FEET	BEDROOMS PER UNIT <small>MINIMUM CHA/HUD MAINTENANCE WAGE RATE PER APARTMENT CHARLESTON COUNTY</small>	UNIT COST <small>PER APARTMENT</small>	NUMBER OF DAYS TO COMPLETE UNIT
TRADE CATEGORY			\$16.50	CLEANING
5 %	650	ZERO		
35 %	850	ONE		
35 %	1000	TWO		
20 %	1200	THREE		
4 %	1400	FOUR		
1%	1600	FIVE		

FLOORS

THE CONTRACTOR MAY SUBMIT FLOOR COST BASED ON THE UNIT SQUARE FEET. THE CONTRACTOR MUST ALSO LIST THE EMPLOYEE WAGE RATE FOR EACH CATEGORY OF EMPLOYEE THAT WILL PERFORM THE SERVICES.

FLOOR-TYPE: UNITS HAVE VCT TILE; LAMINATE TILE OR HARDWOOD FLOORS. OVERALL SQUARE FEET, CHA HAS INCLUDED INTERIOR STAIRWELLS AND STAIR TREADS IN THE OVERALL MEASUREMENTS. NO ADDITIONAL FEES WILL BE PAID.

FLOOR PLANS: UNITS VARY IN THE FLOOR PLANS TO INCLUDE BUT ARE NOT LIMITED TO TRADITIONAL; STUDIOS; INTERIOR WALK-UPS, LOFTS, AND TRADITIONAL TWO-STORY. ALL FLOOR PLANS ARE CONSIDERED WITHIN THE LISTED SQUARE FEET. NO ADDITIONAL FEES WILL BE PAID.

CONTRACTOR COST INCLUDES SERVICES; EQUIPMENT; ASSETS; LABOR; AND MATERIALS TO COMPLETE ALL WORK ACCORDING TO INDUSTRY STANDARDS. CHA WILL NOT PAY THE CONTRACTOR FOR MATERIALS, SUPPLIES, OR ADDITIONAL LABOR CHARGES FOR FLOOR SERVICES. THE CONTRACTOR COST SUBMITTED IS ALL-INCLUSIVE.

PERCENT OF UNITS	*AVERAGE SQUARE FEET	BEDROOMS PER UNIT	UNIT COST PER APARTMENT VCT TILE	UNIT COST PER APARTMENT WOOD FLOOR	UNIT COST PER APARTMENT LAMINATE FLOOR	NUMBER OF DAYS TO COMPLETE FLOORS
5 %	650	ZERO				
35 %	850	ONE				
35 %	1000	TWO				
20 %	1200	THREE				
4 %	1400	FOUR				
1%	1600	FIVE				

TRADE CATEGORY	MINIMUM CHA/HUD MAINTENANCE WAGE RATE CHARLESTON COUNTY	CONTRACTOR RATE PAID TO EMPLOYEE
FLOOR LAYER VCT FLOORS	\$16.50	
FLOOR TECHNICIAN STRIP AND WAX VCT	\$16.50	
FLOOR TECHNICIAN STRIP AND REFINISH WOOD	\$16.50	
LABORER CLEANER/JANITORIAL/CUSTODIAL	\$16.50	

MAINTENANCE REPAIRS BY TASK ORDER

CHA WILL ISSUE A TASK ORDER. THE CONTRACTOR WILL FIELD VERIFY REPAIRS AND SUBMIT A QUOTE TO CHA FOR EACH TASK ORDER. TASK ORDER COST MUST BE APPROVED BY CHA BEFORE THE CONTRACTOR STARTING THE WORK. CHA MAY DESIGNATE THE NUMBER OF DAYS ALLOWED FOR THE COMPLETION OF THE TASK ORDER. CHA MAY REQUEST A FEE SCHEDULE FOR ANY TRADES NOT LISTED BELOW ACCORDING TO THE TASK ORDERS REQUIRED. **CONTRACTOR TO COMPLETE INFORMATION FOR TRADES THAT IT IS QUALIFIED TO PERFORM. WRITE N/A FOR ANY TRADES CONTRACTOR IS NOT QUALIFIED TO PERFORM OR DOES NOT WISH TO PERFORM UNDER THIS CONTRACT. THE CONTRACTOR MAY ALSO INCLUDE ADDITIONAL DETAILED FEE INFORMATION.**

TRADE CATEGORY	MINIMUM DAVIS BACON WAGE RATE RESIDENTIAL CHARLESTON COUNTY	MINIMUM CHA/HUD MAINTENANCE WAGE RATE CHARLESTON COUNTY	*CONTRACTOR TOTAL FIXED HOURLY RATE	SUBCONTRACTOR SERVICES Yes/No
GENERAL LABORER		16.50		
PLUMBER	16.81	19.02		
ELECTRICIAN	16.55	19.02		
CARPENTER	16.02	16.50		
FLOOR LAYER VCT FLOORS		\$16.50		
FLOOR TECHNICIAN STRIP AND WAX VCT		\$16.50		
FLOOR TECHNICIAN STRIP AND REFINISH WOOD		\$16.50		
LABORER CLEANER/JANITORIAL/CUSTODIAL		\$16.50		
LABORER RE-GLAZE BATHTUB/SINK/TILE		\$16.50		

***CONTRACTOR FIXED HOURLY RATE DEFINITION:**

THE CONTRACT SHALL SPECIFY SEPARATE FIXED HOURLY RATES THAT INCLUDE WAGES, OVERHEAD, GENERAL AND ADMINISTRATIVE EXPENSES, AND PROFIT FOR EACH CATEGORY OF LABOR TO INCLUDE WORK PERFORMED BY THE CONTRACTOR; ITS SUBCONTRACTORS; OR TRANSFERRED BETWEEN DIVISIONS, SUBSIDIARIES, OR AFFILIATES OF THE CONTRACTOR UNDER A COMMON CONTROL

*DIRECT MATERIAL MARKUP PERCENTAGE	
_____ %	PERCENTAGE OF MARKUP OF DIRECT MATERIAL COST FOR MATERIAL HANDLING.

***DIRECT MATERIAL DEFINITION:**

THIS DOES NOT APPLY TO PAINTING; FLOOR OR CLEANING.

APPLIES ONLY TO MAINTENANCE REPAIRS TASK ORDERS PERFORMED IN CONJUNCTION WITH FIXED HOURLY RATE TASKS.

TIME-AND-MATERIALS CONTRACT DIRECT MATERIALS MEAN THOSE MATERIALS THAT ENTER DIRECTLY INTO THE END PRODUCT, OR THAT ARE USED OR CONSUMED DIRECTLY IN CONNECTION WITH THE FURNISHING OF THE END PRODUCT OR SERVICE INCLUDING SUPPLIES TRANSFERRED BETWEEN DIVISIONS, SUBSIDIARIES, OR AFFILIATES OF THE CONTRACTOR UNDER COMMON CONTROL.

PAYMENT FOR DIRECT MATERIALS:

THE CONTRACTOR MUST PROVIDE MATERIAL RECEIPT AND DETAIL OF COST MARKUP WITH THE PAYMENT REQUEST. PAYMENTS WILL NOT BE MADE IF RECEIPTS ARE NOT ATTACHED WITH AN EXPLANATION.

Respectfully submitted,

Name of Company: _____

Address: _____

Cell Phone: _____

Office Phone: _____

E-mail: (Please Print): _____

Name of Official Company Representative:

Title

Signature of Official Company Representative:
SEAL IF OFFEROR IS A CORPORATION

Date

ALL OTHER ITEMS REMAIN THE SAME
END OF ADDENDUM NO. 1.