



**Notice of Addendum
IFB No. 20-61, Public Housing Vacant Unit
Turnovers/Renovations**

Addendum No. 1

Date: March 29, 2021

Notices are provided for clarification and/or change.

Submittal Date: **April 20, 2021 @ 4:00 P.M.**

Receipt of addendums are to be acknowledged in the returned proposal package on the **Respondents CHECK LIST FOR PROPOSAL SUBMISSION**

1. Changes and Clarifications:

Attached to and made part of this addendum:

A. Replace Section I: Scope of Work

- a. Please disregard the initial scope of work in the bid document which had numbering errors.

B. Revised Bid Form.

- a. Please disregard the initial Bid Form and use the New Bid Form when submitting your bids. If you do not use the new bid form, you may be disqualified from the process.

End of Addendum No 1



**REVISION: Replaces Section I: Scope of Work
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SECTION I: SCOPE OF WORK

The Housing Authority of the City of Fort Myers (HACFM) develops, owns, and manages public and affordable housing. The Authority is responsible for the administration/management of 570 units of low rent Public Housing (PH), 200 Section 8 Project Based Units, and 2,214 total vouchers under its authority. The Southwest Florida Affordable Housing Choice Foundation, Inc., an affiliate nonprofit 501(c)(3) corporation of the HACFM formed in 2006 and manages 142 affordable housing units on behalf of the HACFM. Housing units and/or future sites may be added, and it is understood that no work is guaranteed.

1. The intent of this IFB is to create a pool of small contractors for unit turnovers and will be used on an as needed basis. The actual number of small contractors chosen will depend on the number of anticipated units to be turned and availability of in-house staff. Contractors should limit their proposal to the services for which they are qualified and competent to complete.
2. Contractors selected to participate in the pool will be assigned work at the discretion of the Authority based on quality of work, availability, manpower and timeliness. HACFM will attempt to match each assignment to the contractor best suited for a given task (i.e. When the Authority has a need for minor renovations such as kitchens/baths, a contractor with proven experience in renovations may be selected over a contractor that has more experience with painting and little renovation experience.) HACFM shall also be the determining factor on the number of units any contractor may be assigned.
3. As tenants move out the requirement for turnover must happen swiftly and contractors must be available upon call. Time is of the essence and quick turnover on vacant units is critical for operations to provide affordable housing. Unit turnaround time will depend on the number of bedrooms, how many phases are required and the extent of work within the phases required. From past history, turn-arounds are typically done in 3 – 5 days. The number of turnarounds annually depends on tenant status and is difficult to estimate.
4. Contractors selected may be issued a blanket purchase order per the terms, conditions and cost associated with the contract. Once a unit is ready for service, a contractor will be contacted by HACFM for availability.
 - 4.1 HACFM will review the project site and go over the scope of work with the contractor. The contractor shall then provide a proposal based on their contract pricing and any other items that may be outside the scope of services. Proposal must be detailed showing all services being performed. Any allowable charges for material must be shown on separate line items, clearly described on the proposal and marked up only by the percentage provided in the contract.



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Allowable materials shall be invoiced to HACFM at Contractor's cost plus the percentage for profit and handling listed on the Bid Form. HACFM reserves the right to request proof of cost and contractor shall provide such proof within three (3) business days of request or HACFM shall not be obligated to pay for the part.

Items such as replacing cabinets, appliances and/or other items within the unit are infrequent, however, may be requested. These costs will be part of the contractor's proposal however, outside the cost of the contract. HACFM may be required to obtain more than one proposal from contractors within the pool.

- 4.2 Projects in excess of \$2,000 in labor costs shall be in compliance with Davis Bacon Wage Determination No. 2015-4529 Date of last revision 12/21/2020. Wage Determination Rates may update periodically, and it is the contractor's responsibility to keep apprised of rates associated with the work.

Davis Bacon Wage Determination number 2015-4529
Service Contract / Florida, Lee County Link:

https://beta.sam.gov/search?index=wd&keywords=&is_active=true&sort=-modifiedDate&date_filter_index=0&date_rad_selection=date&wdType=sca&state=FL&county=16535&page=1

- 4.3 If approved for the work by HACFM, the contractor shall be provided a Work Assignment/Notice to Proceed against a standing purchase order for the fiscal year. The contractor is to start the unit turnover within a minimum of 2 business days and complete on an agreed upon time between HACFM and the contractor. Business Days consists of Monday – Friday 7:00 a.m. – 6:00 p.m.
- 4.4 Work assignments/Notice to Proceed may be issued at any time during the term of the contract and the assignment of work projects will be made solely at the discretion of HACFM. Should a contractor accept more than one work assignment at any given time for more than one site, the Contractor is still responsible for completing each within the agreed upon timeframe and not in addition to. For example, if a contractor has one three-bedroom unit to turn around and accepts another three-bedroom unit on the same day, and the agreed upon time is 3-5 days per unit, both units will be completed in 3 to 5 business days.

Regular communication with the property managers and/or maintenance supervisors is critical to the contractor's success. Contractors should never assume anything and should never begin work on a unit until they receive an executed Work Assignment/Notice to Proceed.



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- 4.5 HACFM for example only, will inspect the work prior the 5th day and create a punch list. Punch list items shall be completed within 1-day and/or a reasonable time agreed upon between HACFM and the contractor prior to the final walk-thru and inspection.
- 4.6 Payments will not be made until all punch list items and any Notice to Owner/Construction Liens are satisfied.
5. The services being requested are broken out in phases. The work listed below is a typical list of all work associated with a complete turnover; however, may not be required for all units. HACFM may select one or more phases or all services to be performed by the contractor(s). Contractor(s) shall supply all equipment, supplies, labor, and materials for unit turnovers.

All work associated with the phases is described below. Note that the description of the work will be applicable to the phases chosen for each project. Any replacement items (i.e.: flooring, fixtures, water heaters) shall be determined by HACFM and at the option of HACFM may be furnished and/or installed by others.

- a. **Phases included in a complete make ready are as follows:**
 - i. **Trash Removal**
 - ii. **Deep Clean**
 - iii. **Maintenance**
 - iv. **Painting**

1. Trash Removal:

- a. Trash removal is simply the removal of all designated trash from the site which may include paper, items inside cabinets and closets. Trash may be disposed of in the on-site dumpsters except for regulated items such as fluorescent bulbs, computer equipment, or large/heavy furniture items etc. Regulated items must be disposed removed from HACFM property and legally disposed of at an authorized facility.
- b. Heavy Furniture/non-working appliances/etc. will typically be removed and disposed of by HACFM, however, in the event the contractor is responsible for removal of heavy furniture and/or appliances the contract will be told prior to submission of a proposal for said site.
- c. Contractor shall furnish trash bags, truck(s), trailer(s) and/or other supplies for the project. Contractors shall legally dispose of all materials removed from HACFM site and are cautioned to not overfill



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vehicles and properly tie down all items being removed from the location. The removal of trash shall be done in a safe manner to not cause damage to property (i.e.: dragging furniture over floors and carpet, etc.)

2. Deep Cleaning:

- a. Contractor to take special care in selecting cleaning agents that will not damage and/or harm coatings/gaskets on and in appliances and other delicate materials.
- b. Clean and sanitize the entire unit. All surfaces shall be washed down and degreased including but not limited to food, grease, webs, dust, dirt, insects, insect eggs, and feces.
- c. Removal of soap scum, mildew, calcium deposits from tub, shower, toilets, sinks and ceramic tile. Clean and disinfect the entire bathroom including fixtures (faucets, sink, toilets, bathtub, shower, handles knobs pulls inside and outside of any cabinets and closets.)
- d. Clean all interior and exterior light fixtures, light shades, globes, and switch plants and switches.
- e. Removal of dust and clean all A/C vents panels/pulls/louvers.
- f. Clean all windows, doors, frames, and seals including knobs / handles. Remove any damaged hardware remaining from previous blinds, etc. All remaining blinds if any shall all be cleaned.
- g. Clean/degrease inside and outside of microwave, stove and refrigerator, stove hood/fan and broiler. Clean/degrease walls, floorboards, behind stove and refrigerator, clean excessive dust from under/back of stove and refrigerator.
- h. Clean inside and outside of kitchen cabinets, drawers, sink, countertops, drawer pulls, knobs and hinges.
- i. Clean windows/sliders, window/slider tracks, doors and door tracks, knobs and pulls.
- j. Sweep down webs, dust and clean mechanical closet and laundry room spaces. Wipe down hot water heater, and other equipment located in this area. Clean inside and out of washer and dryer, sweep behind, under and around to capture all dust and webs. Clean floor, walls, and baseboards.
- k. Special attention to corners/edges to get out dirt/dust.
- l. May require stripping and waxing of flooring, replacement of flooring and/or carpet.



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3. Maintenance:

- a. Units must function as intended and be ready for occupancy. Maintenance may include but not be limited to ensuring all windows and doors are operable and able to be locked, replacement of light bulbs and/or fixtures, making necessary repairs and/or replacement of cabinets, cabinet fixtures, hardware, faucets, toilets, and drains.
- b. All doors (interior, exterior, closets and cabinets) must be able to open and close properly without any missing hardware.
- c. Replace or repair wheels, tracks, hardware, doorknobs, etc. so that doors are operable and function properly.
- d. Check door sweeps and weather stripping; replace where needed.
- e. Replace / install door stops throughout unit.
- f. Broken doors will be replaced (i.e.: holes, cracks veneer coming off – beyond repair). HACFM will be the final say if a door needs to be replaced.
- g. Switch, receptacle and/or cable cover plates may need to be replaced. Do not paint cover plates.
- h. Ensure there are no leaking and/or broken faucets, toilet is working properly, and drains are working operational and there are no leaking pipes/lines. Faucets/fixtures may at time require replacement. Fixtures shall be determined by HACFM.
- i. Flooring that requires replacement, shall be determined by HACFM. Inspect to ensure there are no tripping hazards.
- j. All smoke alarms/detectors should be properly installed and working.
- k. Replace any green board behind tile, tile, caulk, grout, as necessary.
- l. Check thermostat to ensure it is working.
- m. Stove burners are in working order, gaskets seal properly, refrigerator in working order and gaskets seal properly range drip pans are cleaned or replaced. Range hood is working properly.
- n. Closet poles and shelves are installed.
- o. Sinks have stopper/strainers installed and works properly.
- p. Fixtures in place such as towel bars, medicine cabinets, shelves.
- q. Seal any openings, cracks, voids conduit/pipes where necessary.
- r. Caulk where needed on counter tops, window frames, door frames, base walls, etc.



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4. Prepare and Paint entire unit:

- a. All paintable surfaces shall be washed down and degreased including but not limited to food, grease, webs, dust, dirt, insects, insect eggs, feces, etc.
- b. Contractor shall scrape off all flaking and/or loose paint from ceiling, walls and trim, interior and exterior doors, and exterior windowsill surfaces. Where chipped paint exists, sanding maybe performed by use of various grades of sandpaper to featheredge chipped areas to allow a smooth flow of paint and prevent further chipping.
- c. Contractor shall perform surface preparation throughout unit on all walls and paintable surfaces.
- d. Remove and nails, screws, hooks, and brackets. Repair holes with paintable a paintable filler and/or caulk where necessary and make sure materials are floated flush with existing surfaces.
- e. Contractor to properly prep/tape off and use paint drop cloths/plastic. Improper use could be cause for termination and liable for cost associated with restoring/replacing floors, stairs, tile cabinets.
- f. Tape drywall and/or replace drywall where required.
- g. Paint all painted walls, ceilings, and surfaces throughout the unit.
- h. Exterior doors may require painting.
- i. Paint cabinets inside and out.



**REVISION: Replaces Bid Form, pages 17 & 18
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Bid Form

Pricing in the table below to be based on the following.

1. Trash Removal – Page 9, Items a. and c.
 - Do not include item b. Heavy Furniture.
2. Deep Clean – Page 10, Items a. through k.
 - Do not include item l. stripping and waxing of flooring, replacement of flooring and/or carpet.
3. Maintenance – Page 11, Items a. through r. including caulking and any testing equipment.
 - Do not include any replacement cost such as broken doors, hinges, cabinet hardware, switch plates, etc.
4. Painting – Page 12, Items a. through i., including all prep materials.
 - Do not include Paint and/or Primer.
5. Attachment A: Estimated Square Footage:
 - One Bedroom
 - Two Bedroom
 - Three Bedroom

	Trash Removal	Deep Clean	Maintenance	Paint	Second Coat of Paint at HACFM Request
One Bedroom	\$	\$	\$	\$	\$
Two Bedroom	\$	\$	\$	\$	\$
Three Bedroom	\$	\$	\$	\$	\$

Due to COVID-19, respondents may send Submittals electronically by emailing them to Laurie@hacfm.org.

IMPORTANT: Please be sure to label the email Subject Line as follows: “IFB No. 20-61, Public Housing Vacant Unit Turnovers/Renovations)”



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The undersigned, herein referred to as the Proposer, has familiarized themselves with the IFB in its entirety and the local conditions under which the work is to be performed and is satisfied with the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees, if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be one hundred eighty (180) calendar days.

By submitting a proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's or the State of Florida's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the HACFM. Failure to do so may result in terminating this contract for default.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this IFB package.

By signing this document I, an authorized representative of the Proposer, certify that my company has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Proposal; that the Proposal we have submitted for this IFB has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that our Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

Failure to sign and return this form will result in the rejection of the entire proposal.

Company Name

Authorized Signature

Date