

# ADDENDUM NUMBER 4

July 27, 2021

RFP No. 2021-104\_Property Maintenance Services

Housing Authority Prince George's County  
Department of Housing and Community Development  
9200 Basil Court, Suite 500  
Largo, MD 20744

Note: Proposals received are not publicly opened.

Receipt of this Addendum is to be acknowledged by the Respondent by signing, dating, and submitting with the proposal. Failure to do so may render the submission non-responsive.

The following revisions, clarifications, additions, and/or deletions are included in this Addendum No. 4 to the subject RFP and are to be fully incorporated into each Respondent's submission for work solicited therein.

Respondent acknowledges receipt of Addendum: \_\_\_\_\_  
Respondent's Signature Date

**Changing Proposal due date from Thursday, July 29, 2021 at 2:00pm to  
Wednesday, September 8, 2021 at 2:00pm**

**NOTE:** Please contact Chrystal Harris at [crharris@co.pg.md.us](mailto:crharris@co.pg.md.us) and/or Dante Clark at [dlclark@co.pg.md.us](mailto:dlclark@co.pg.md.us) for any site visit/walk thru;

**Notification must be 48 hours prior to any site visit at any site walk thru**

**Additional question(s) due date will be Thursday, August 12, 2021 at 2:00pm**

## QUESTION 1:

For the bid bond can you attach a copy of the form to be used or can a standard AIA be utilized?

## HAPGC Response:

Yes, standard AIA bond can be utilized.

## QUESTION 2:

Confirm if the main building entrance will be open to hand deliver original proposal on May 20, 2021; and/or if an electronic submission will be accepted?



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**HAPGC Response:**

Yes, hand deliveries can be accepted at the location listed in RFP- HAPGC 's Administration Building

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**QUESTION 3:**

Provide price page to be inserted into cost proposal or sample form the way the cost should be shown?

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**HAPGC Response:**

Services Price Schedules - fixed price for basic services and in accordance with the hourly rates established in the Reimbursable Services of the Hourly Rate Schedule

**CONTRACT ADMINISTRATION**

The County will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

The County will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

**INVOICE SUBMITTAL**

The Contractor shall create and submit payment requests in an electronic format through the HAPGC Vendor Portal, <https://vendorportal.pg.co.md.us>

The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section PAYMENT.

**PAYMENT****LUMP SUM PAYMENT**

The County will pay the full amount due the Contractor after:

- a) Completion and acceptance of all work; and
- b) Presentation of a properly executed invoice.

To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

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**QUESTION 4:**

How will on call calls be reimbursed? Is there time minimum per call?

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**HAPGC Response:**

Direct costs billing for after hours or during business hours operational support service shall be consistent with the Reimbursable Services price schedules; in this instance, mark-ups are not allowable.

**PAYMENT FOR REIMBURSABLE ITEMS AND SERVICES**

Payment for approved reimbursable items and services provided on an hourly labor rate basis will be made based on submitted, approved documentation, including verified timesheets and receipts. Hourly rates shall be computed by multiplying the appropriate hourly rates by the number of direct labor hours performed. Fractional parts of an hour shall be payable on a prorated basis. Fixed hourly



rates shall be fully loaded and include wages, overhead, general and administrative expenses and profit.

The County will reimburse the Contractor for all repairs to existing deficiencies in the following manner:

- a. The Contractor shall submit the appropriate estimate(s) to the (HAPGC Program Manager) within five (5) days of its submission of the Initial Deficiency List (IDL);
- b. The HAPGC Program Manager approves the estimated cost and authorizes the repair;
- c. The deficiency has been corrected; and
- d. The Contractor shall submit an invoice within thirty-(30) days of work completion

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**QUESTION 5:**

Will this project require the contractor to provide vehicles? If so, how many and will there a reimbursed cost for usage?

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**HAPGC Response:**

The Contractor shall provide all management, tools, supplies, equipment, storage, vehicles and labor necessary to perform the required services for up to 120-days.

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**QUESTION 6:**

Will the government require the contractor to provide mobile phones for all members of project? Should this cost be incorporated in the wage?

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**HAPGC Response:**

The Contractor shall arrange for the installation, at its expense, of private business telephones and mobile phones, and furnish the HAPGC Program Manager with a list of these numbers.

Employee Information, including the name, contact numbers (mobile and an alternate form of contact in case of an emergency) and current position of each employee (in the form of a roster) that will participate.

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**QUESTION 7:**

Will supplies/materials be provided by the government or will the contractor be responsible for providing them?

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**HAPGC Response:**

Supplies, Materials, and Equipment

Contractor shall furnish all supplies, materials, equipment, and vehicles necessary to provide the required services.



All equipment out of service shall be the Contractor's responsibility to return to service. The Contractor shall absorb all costs associated with returning seasonal equipment to service, including labor, supplies, materials, and parts.

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**QUESTION 8:**

What will be the cost threshold for repairs and damage before proposal will be required?

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**HAPGC Response:**

**Major Repairs:**

The Contractor shall perform major repairs as needed. The Contractor shall include direct labor valued at the labor rates set for the applicable Contract period of performance, subcontractor costs, and costs of parts (with no more than a 10% mark-up of cost passed on to the County). The cost of consumable parts and materials shall not be calculated as part of the Contractor's costs.

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**QUESTION 9:**

Will this contract have a reimbursable schedule for repairs and extra cost not mentioned in the RFP?

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**HAPGC Response:**

The Contractor shall include all Repairs performed as Emergency Service Calls in the Contractor's proposal and priced the same as other Repairs. If an act of God or something other than an equipment failure caused the emergency, where the COTR determines that the Contractor did everything in its power to prevent any catastrophic failure, such type of callback may be reimbursable if approved by the Contracting Officer within 30 days, as applicable.

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**QUESTION 10:**

Should the pricing be an all - inclusive rate the suggested personnel?

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**HAPGC Response:**

The price shall include the Contractor's hourly rate for Cost Reimbursement Services (as stipulated in and/or fee for repairs during and after Working Hours plus a reasonable cost for parts, General and Administrative (G&A) fees, and negotiated profit, not to exceed a total of ten percent (10%). There shall be only one (1) mark-up for profit, overhead, G&A, etc. (per repair/proposal) under the terms of this Contract. The County will confirm the Contractor's estimated price as fair and reasonable through an independent County estimate of the repair. The County will fund the costs of repairs that are estimated to exceed the established deductible threshold, if any.

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\*\*\*\*\* END OF ADDENDUM NO. 4 \*\*\*\*\*

Procurement Department

Attached: Sample AIA Bond

