

# ADDENDUM NUMBER 8

November 8, 2021

RFP No. 2021-104\_Property Maintenance & Janitorial 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. 8 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 Tuesday, November 16, 2021 at 2:00pm to Wednesday, December 15, 2021 at 2:00pm**

**QUESTION 1:**

Is Bid Bond still required?

**HAPGC Response:**

No, bid bond will not be required for this solicitation, however, applicable Certificate of Insurance will be required from selected contractor and/or sub-contractors for duration of contract terms.

**QUESTION 2:**

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

**HAPGC Response:**

Yes, hand deliveries can be accepted at the location listed in RFP- HAPGC 's Administration Building, however, for any hand deliveries a flash drive, and one (1) original proposal will be the required documents for vendors submission. See attached form for electronic submission listed



in Addendums 6 & 7 also. All vendors are required to register their firm in the new portal for all communication purposes for this RFP.

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**QUESTION 3:**

How many days after award does the payment and performance bonds have to be submitted to the Housing Authority?

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**HAPGC Response:**

No Payment and Performance Bond will be required for this project.

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**QUESTION 4:**

What are the on-site work hours?

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**HAPGC Response:**

8:30am – 5:00pm as listed in Section 3.2 “Contractor Responsibilities”

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**QUESTION 5:**

Does the Housing Authority provide ID cards for the site contractor workers?

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**HAPGC Response:**

No

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**QUESTION 6:**

Is it possible to subcontract with another contractor on this project?

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**HAPGC Response:**

Yes, if a vendor/respondent would like to reach out to other potential respondents for a request for any subcontracting opportunities for this project, it is recommended. Respondents can send a request for the pre-proposal meetings sign-in sheet(s) also to [hapgcprocurement@co.pg.md.us](mailto:hapgcprocurement@co.pg.md.us) to communicate with those potential respondents

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**QUESTION 7:**

I don't know what Pg. 7 number 2.8 means? Can you please explain that to me.

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**HAPGC Response:**

[Section 3 - Economic Opportunities | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

Please click the link above to familiarize your firm with HUD's Section 3 Program, as stated in Section 2.8



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**QUESTION 8:**

Are there any particular affidavits, certifications, and affirmations I must have?

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**HAPGC Response:**

Please see Exhibit 1 - Documents Checklist in RFP, which list documents to be submitted in proposal(s) submission. (see items that may require notarization also) Respondents should have the applicable documentation to do business for local, state and federal entities (ex: insurance, business registration/license etc..) See Exhibits 2 & 3 in RFP applicable documents regarding response to - Question No. 8 also.

– See excerpts below from RFP highlighted.

The Offeror’s personnel must have the experience and, to the extent applicable, licenses to perform the required work. Toward that end, Offerors should include within the proposal a description of the staff available to perform this work and their qualifications. The positions listed below are key personnel “Key Personnel.”

Possess current certification in training and safety including the proper use of equipment and adherence to all safety rules and regulations and shall not create any hazardous or unsafe conditions while performing work under the contract.

The Contractor shall be responsible for obtaining all licenses and permits of its employees and those of its subcontractors unless otherwise stated herein necessary for the performance of this Contract.

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**QUESTION 9:**

Do I need to submit my employees information with the proposal?

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**HAPGC Response:**

Please submit all necessary information for the evaluation of your firm’s proposal, please see Section 3.2 “Contractors Responsibilities”.

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**QUESTION 10:**

How long does it usually take to get paid after submitting invoices?

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**HAPGC Response:**

HAPGC is N/30 of invoice submission and approval

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**QUESTION 11:**

What does technical proposal mean?



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**HAPGC Response:**

The technical expertise a respondent/contractor has to perform the duties as listed in the RFP, see Section III: Scope & Requirements

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**QUESTION 12:**

When do you anticipate the winner will be announced?

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**HAPGC Response:**

No timeline on contract date until after evaluation process has been completed by HAPGC staff, which will require due diligence during this process, see [Section 5.7: Final Ranking & Selection](#)

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**QUESTION 13:**

How long after winner is announced will it take to start the project?

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**HAPGC Response:**

Project will start after a contract is signed by both parties, no timeline for a contract start date but evaluation process will require due diligence thereafter, approval of contract award by HAPGC.

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**QUESTION 14:**

I have already submitted my proposal, based on the previous information received. Can I just submit the new amendment as an attachment to my proposal. This is my second submission and it very costly to prepare the packages.

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**HAPGC Response:**

All respondents are responsible for all addendums as listed on the website and on the eProcurement Portal, prior to final RFP due date and time to be considered for consideration or your proposal submission maybe deemed non-responsive/responsible. See [Section 2.1: Economy of Preparation/Incurred Expenses](#)

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**NOTICE:** All communication for project from HAPGC is via the eProcurement Portal, addendums, etc all vendors required to register regardless of a proposal being submitted to date.

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\*\*\*\*\*END OF ADDENDUM NO. 8\*\*\*\*\*

HAPGC PROCUREMENT DEPT.

Attachment: eProcurement Registration



Dear Vendor(s),

**The Housing Authority of Prince George's County (HAPGC)** has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to **HAPGC** digitally.

Vendors are requested to visit the **HAPGC** procurement portal at <https://hapgcprocurement.bonfirehub.com/>, then follow the link to the Bonfire vendor registration page to register your company.

Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at [support@goonfire.com](mailto:support@goonfire.com).

**HAPGC** is excited about the changes we are making to streamline our electronic bid process and we look forward to continuing our good relationship with you and appreciate your interest.

Should you have any questions, please contact the **Procurement at** [hapgcprocurement@co.pg.md.us](mailto:hapgcprocurement@co.pg.md.us).

Thank you for your interest in doing business with **HAPGC**