



ADDENDUM #1

RFP # 1974-21 HQS Inspections

Original Notice of RFP Issued on: Thursday, October, 7, 2021

Response Due Date: Thursday, October 28, 2021 @ 2:00pm

October 18, 2021

To All Prospective Respondents:

The purpose of this addendum is to provide answers to questions raised by a potential respondent during the open Q & A as indicated on this RFP

Question 1. Backlog:

- a) Does the Housing Authority have a current backlog of inspections the contractor will be required to perform? **No**
- b) If so, how many inspections by type are backlogged?

Question 2. Software:

- a) Is the successful respondent required to use the Housing Authority inspection software? **Yes**

Question 3. Software:

- a) May the successful respondent use its own inspection management software? **No**
- b) If yes, does the Housing Authority allow for an Application Programming Interface (API)?

Question 4. Vendor: Which vendor(s) is currently performing inspection services for the Housing Authority? **Nan McKay Inspection Services**

Question 5. QC: a) Is the contractor expected to do the 5% QC inspections? **No**
b) If so, may we add the QC inspections to the fee sheet?

Question 6. Staffing: How many of each inspectors and support staff are currently assigned to perform the inspection services? **1 inspector**

Question 7. Travel: What is the average number of miles driven by each inspector on a monthly basis? **Approximately 1120 per month.**

Question 8. Union:

a) Are any of the staff unionized? **No**

b) If yes, please provide the union name and bargaining agreements.

Question 9. Vendor: Please provide the inspection pricing for the current Vendor's contract by inspection type.

Type	Rate
Annual	\$ 32.80
Initial	\$ 35.30
Re-Inspec	\$ 28.80
Special	\$ 32.80
No entry	\$ 19.80

Question 10. General: Please provide a report showing the unit distribution by Zip Code.

Count of Week Of:	Column Labels								
Row Labels	Annual - nmckay3	Annual - nmckay5	Annual - VSmall	Initial - nmckay3	Initial - nmckay5	Quality Control - hjohnson	Special - nmckay5	Special - VSmall	Grand Total
06051			1						1
06103		35			26	5			66
06105		516	1		69	9	84	1	680
06106		1284	3		170	7	83		1547
06112		511	2		133	5	44	1	696
06114		917	3		127	7	78		1132
06120	54	430	1	1	66	4	58	1	615
Grand Total	54	3694	10	1	591	37	347	3	4737

This contract would not include 37 QC inspections listed

Question 11. General: How many inspections are scheduled each day per inspector - on average? **Currently 20 but this is not ideal.**

Question 12. Notification: How does the authority maintain up-to-date email addresses for owners and participants to ensure that the inspection notices are sent accordingly? **Since COVID we are currently establishing email address in our software**

All other terms and conditions of the RFP remain the same.

Kim Cotharin, Contracting Officer
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