

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: February 24, 2020

RFP# 2020-002

TO ALL BIDDERS:

The specifications are hereby amended and supplemented by this addendum, which forms a part of the contract documents and should be considered in preparation of bid.

ADDENDUM # 1

1. Who is the Relocation Consultant for this project?
 - a. Rosetta Brown, RH Brown & Company
2. How many vendors will be selected for this Moving Services project?
 - a. Multiple
 - b. It is up to CMHA's discretion
3. How will the moves be assigned to Moving companies?
 - a. They will be based on availability
4. Please clarify page 2, paragraph 3
 - a. The time frame has been increased to (5) five days
 - b. Once the relocation consultant contacts your company the move must be scheduled to be completed within five days
5. How does CMHA handle tenants that hoard who are required to move?
 - a. If a tenant is not prepared to move, this can be considered a Dry Run
6. How does CMHA handle tenants that have bed bugs who are required to move?
 - a. Tenants units will be treated to eliminate the infestation
7. Are these units being treated for other pest before moves are schedules?
 - a. Yes
 - b. CMHA has a preventive pest control at each property to eliminate infestation
8. How does CMHA handle units having excessive trash in the units?
 - a. This should be handled by the management company
9. Will the moving company be working with a construction schedule?
 - a. Commonly all moves are complete ahead of the construction schedule
10. Who are the contacts for each property?
 - a. Rosewind
 - i. Wallick Communities
 - ii. Property Manager – Chris Gregory
 - iii. 614-421-6357
 - iv. Moving Services providers are required to contact relocation consultant
 - b. Thornwood Commons
 - i. Wallick Communities
 - ii. Property Manager – Chris Gregory

- iii. 614-421-6357
 - c. Country Ridge Apartments
 - i. Oberer Companies
 - ii. Property Manager Maria Estevez
 - iii. 614-771-7893
 - d. Relocation Company
 - i. RH Brown & Company
 - ii. Rosetta Brown
 - iii. 614-475-6333
- 11. Will there be an average amount of moves each day?
 - a. CMHA cannot give an average number of moves pre-day
 - b. Moves will vary based on tenant occupancy
- 12. Do all units have wash and dryer hook ups?
 - a. Yes
- 13. Will movers be moving appliances?
 - a. Only tenant owned items
 - b. Most appliances are owned by CMHA
- 14. Should Movers BID units based on price for each move?
 - a. CMHA can not advise vendors on how to BID services
 - b. The fee structure has been provided on page 4.
 - c. Your BID should be based on your business practices
- 15. Can there be other fee structure options added to the provided fee street, such as moves based on number of moves assigned or minimums?
 - a. No
- 16. The Dry Run fee is commonly billed based on multiple moves; can an additional option be made available to BID?
 - a. No
 - b. There should be a flat fee rate provided on the provided line.
- 17. Please clarify the difference between Dry Run and Cancelation fee?
 - a. The Dry Run fee is when a contractor goes to move the unit and it is not ready once the contractor arrives (Tenant Readiness)
 - b. Cancelation Fee is if CMHA or a Representative of CMHA cancels the move the day of the scheduled move. (CMHA or Representative Readiness)
- 18. Are all of the moves full pack and move?
 - a. Most of the tenants pack themselves
- 19. Should the BID be vendors BID full pack and unpack?
 - a. Most of the tenants will pack themselves
 - b. There will be special circumstances where full pack is required
- 20. We each unit be pre-inspected for readiness?
 - a. The management companies are required to inspect the units for readiness 48 hours before the move
- 21. Who will the moving supplies be provided to?
 - a. All packing materials should be provided to the relocation consultant for distribution
- 22. Are they relocation dates on the IFB exact dates for moves?
 - a. All date provided are estimates
 - b. Rosewind estimated dates are very close and will begin early to mid-April 2020
- 23. What are the unit styles of each property?
 - a. Rosewind

- i. Single Family homes
 - ii. Townhomes
 - iii. Flat Units
 - b. Thornwood Commons
 - i. Townhomes
 - c. County Ridge Apartments
 - i. Townhomes
 - ii. Gardens
- 24. Please clarify submission requirements.
 - a. All submissions must be bound (Binder/Staple/Clips)
 - b. There must be 4 copies of the submission, which includes one original
 - c. Ensure that the Fee sheet is separate and available for the Bid opening
- 25. Can tab 8 & 9 be left blank?
 - a. These tabs are optional
 - b. Section 3 is a self-certification form and not required
- 26. Please clarify tab 4?
 - a. Proposed Services
 - b. State what your agency will do to perform the services
- 27. Please clarify tab 5?
 - a. Capacity, Viability, Resumes
 - b. Capacity can be an organization chart
 - c. Viability can be an income statement
 - d. Resumes of your staff
- 28. Please clarify tab 7?
 - a. Equal Employment Opportunity Statement - Do you have a statement, please include it
- 29. Please clarify tab 6?
 - a. Client Information – Reference page
- 30. Please clarify the number of boxes required for packing material.
 - a. 1 bedroom - 10 boxes 2 tape rolls
 - b. 2 bedroom - 15-20 Boxes 2 tape rolls
 - c. 3 bedroom - 15-25 boxes 2 tape rolls
 - d. 4 bedroom - 20-25 boxes 3 tape rolls
 - e. 2 bedroom w/basement - 20-25 Boxes 3 tape rolls
 - f. 3 bedroom w/basement - 20-30 boxes 3 tape rolls
 - g. 4 bedroom w/basement - 25-35 boxes 3 tape rolls