

**HOUSING AUTHORITY OF BALTIMORE CITY
INVITATION FOR BIDS
B-1891-19
GROUNDS CLEANING SERVICES AT VARIOUS HABC DEVELOPMENTS**

ADDENDUM No. 1

Addendum Issue Date: Friday, April 26, 2019
Submission Due Date/Time: Thursday, May 2, 2019 by 2:00 p.m. Eastern Time

To: PROSPECTIVE BIDDERS:


The Housing Authority of Baltimore City ("HABC") is issuing this Addendum No. 1 to Invitation for Bids ("IFB") No. B-1891-19. This Addendum No. 1 consists of this document, **Exhibit A: HABC Responses to Questions Received**, and **Exhibit B: Revised Bid Sheet**.

The changes in the IFB are set forth in the matrix hereunder. **Unless expressly set forth hereunder, no other changes to the terms and conditions of IFB No. B-1991-19 are authorized by HABC.** Accordingly, all other terms, conditions and attachments of IFB No. B-1891-19 shall remain the same.

Revision Number	Location In IFB	Change Required
1	N/A	Add: Exhibit A: HABC Responses to Questions Received.
2	Attachment 1 Bid Sheet Pages 50 - 53	Delete: Attachment 1 Bid Sheet Pages 50 – 53 in its entirety. Replace with: Exhibit B: Revised Bid Sheet

END OF ADDENDUM No. 1

**HOUSING AUTHORITY OF BALTIMORE CITY
BY:**



 Steve Suit 4-26-19
 Director of Procurement and Contracting Date

ADDENDUM NO. 1

IFB NUMBER: B-1891-19

CERTIFICATION OF RECEIPT

(Please sign acknowledging your receipt of this Addendum and return with your bid.)

I HEREBY CERTIFY on this _____ day of _____, 2019 that I received the ADDENDUM NO. 1 to IFB No. B-1891-19 on behalf of the prospective Bidder named below.

Name of Prospective Bidder

Signature of Authorized Representative Date

Authorized Representative's Printed Name and Title

Exhibit A: HABC Responses to Questions Received

April 26, 2019

TO: All parties that obtained the Housing Authority of Baltimore City (“HABC”) Invitation for Bids (“IFB”) B-1891-19 Grounds Cleaning Services at Various HABC Developments

RE: HABC Responses to Questions

HABC is sending this letter to provide responses to questions received regarding the subject IFB B-1891-19 Grounds Cleaning Services at Various HABC Developments as follows:

1. Q. Is the contractor responsible for the removal of collected trash from the property?
A. No. The contractor will place all collected trash in the dumpsters located at the property.
2. Q. Is the supervisor considered a worker as defined in the required number of workers per site or as an additional position?
A. The workers listed on the Bid Sheet will perform the grounds cleaning work. The contractor is responsible for supervision of the workers listed on the Bid Sheet.
3. Q. Are workers required to clean the interior of management offices at the property sites?
A. No.
4. Q. Is there a specific uniform standard required?
A. No. HABC staff and residents must be able to identify each worker as a representative of the contractor. This can be accomplished by the worker wearing a T-Shirt, smock or pull-over with the contractors logo on it.
5. Q. Is the 4 hours per day a minimum work day per employee provided the worker reports and is On-Time, willing, able and prepared to work?
A. Workers are expected to be on-time, willing, and prepared to work the number of hours listed on the bid sheet. Occasionally, workers may be requested to work additional hours due to special events being held at the development. The contractor will be paid for the actual number of hours the workers are on site.

6. Q. How long after the Bid submission deadline will the contract start?

A. 30 - 45 calendar days.

If you have any questions regarding the information provided above, please contact John Airey, Senior Contract Manager by email at john.airey@habc.org.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steve Suit', is written over the printed name.

Steve Suit,
Director of Procurement and Contracting

HOUSING AUTHORITY OF BALTIMORE CITY
 INVITATION FOR BIDS
 GROUNDS CLEANING SERVICES AT VARIOUS HABC DEVELOPMENTS
 HABC IFB NUMBER: B-1891-19

EXHIBIT B :

Revised Bid Sheet

1. Provide supervised, uniformed crew, materials and equipment to remove trash, debris, and glass from development site, as directed by the Housing Manager or Maintenance Supervisor. Clean lawns, common areas, playground, parking lots, driveways, walkways, curbs, all common areas, management offices, streets, parking areas and dumpster stations. The work area shall include all exterior areas only.
2. The Contractor shall furnish all necessary equipment and materials (gloves, cleaning rags, cleaning chemicals and solutions) to perform the work. All materials furnished by the Contractor shall be non-hazardous.
3. The Contractor's workers assigned to each development must sign the daily sign-in and sign-out logs maintained at the Security Monitor Booth or Management office. The Contractor shall not be paid for any worker who fails to sign the daily sign-in and sign-out logs.
4. The Contractor will **not be** responsible for removal of bulk trash, potentially hazardous materials, chemical containers and medical waste.
5. Assist HABC with spreading salt prior to and during snow events.
6. All workers engaged in the work covered under this contract shall be paid in accordance with Attachment 9 – Wage Determination No.: 2015-4265, Revision No.: 9, dated 12/26/2018, Occupation Code 11210 Laborer, Grounds Maintenance: \$ 14.14 per hour + Health & Welfare: \$ 4.48 per hour = \$ 18.62 per hour.
7. Workers are to be present at each development listed below five (5) days per week, Monday through Friday. All workers shall report to the developments at 8:00 a.m.

In accordance with Attachment 9 – Wage Determination, page 79, all workers shall receive the following ten (10) observed Holidays: May 27, 2019 (Memorial Day), July 4, 2019 (Independence Day), September 2, 2019 (Labor Day), October 14, 2019 (Columbus Day), November 11, 2019 (Veterans' Day), November 28, 2019 (Thanksgiving Day), December 25, 2019 (Christmas Day), January 1, 2020 (New Year's Day), January 20, 2020 (Martin Luther King Jr. Day), and February 17, 2020 (Washington's Birthday). These ten (10) observed Holidays are included in the numbers of days listed below.

1)	Douglass Homes – (May 1st, 2019 - October 31st, 2019)	
	4 workers x 4 hours a day x 132 days =	\$ _____
	Douglass Homes – (November 1st, 2019 – April 30th, 2020)	
	2 workers x 4 hours a day x 129 days =	\$ _____
	Subtotal Douglass Homes =	\$ _____

- 2) **Cherry Hill Homes – (May 1st, 2019 - October 31st, 2019)**
12 workers x 4 hours a day x 132 days = \$ _____
- Cherry Hill Homes – (November 1st, 2019 – April 30th, 2020)**
6 workers x 4 hours a day x 129 days = \$ _____
- Subtotal Cherry Hill Homes = \$ _____**
- 3) **Poe Homes – (May 1st, 2019 - October 31st, 2019)**
4 workers x 4 hours a day x 132 days = \$ _____
- Poe Homes – (November 1st, 2019 – April 30th, 2020)**
2 worker x 4 hours a day x 129 days = \$ _____
- Subtotal Poe Homes = \$ _____**
- 4) **McCulloh Homes Extension – (May 1st, 2019 - August 31st, 2019)**
4 workers x 4 hours a day x 88 days = \$ _____
- McCulloh Homes Extension – (September 1st, 2019 – April 30th, 2020)**
3 workers x 4 hours a day x 173 days = \$ _____
- Subtotal McCulloh Homes Extension = \$ _____**
- 5) **Brooklyn Homes – (May 1st, 2019 - August 31st, 2019)**
3 workers x 4 hours a day x 88 days = \$ _____
- Brooklyn Homes – (September 1st, 2019 – April 30th, 2020)**
3 workers x 4 hours a day x 173 days = \$ _____
- Subtotal Brooklyn Homes = \$ _____**
- 6) **Perkins Homes – (May 1st, 2019 - August 31st, 2019)**
3 workers x 4 hours a day x 88 days = \$ _____
- Perkins Homes – (September 1st, 2019 – April 30th, 2020)**
3 workers x 4 hours a day x 173 days = \$ _____
- Subtotal Perkins Homes = \$ _____**
- 7) **Gilmor Homes – (May 1st, 2019 - August 31st, 2019)**
5 workers x 4 hours a day x 88 days = \$ _____
- Gilmor Homes – (September 1st, 2019 – April 30th, 2020)**
3 workers x 4 hours a day x 173 days = \$ _____
- Subtotal Gilmor Homes = \$ _____**
- 8) **Rosemont/Dukeland – (May 1st, 2019 - August 31st, 2019)**
2 workers x 4 hours a day x 88 days = \$ _____
- Rosemont/Dukeland – (September 1st, 2019 – April 30th, 2020)**
2 workers x 4 hours a day x 173 days = \$ _____
- Subtotal Rosemont/Dukeland = \$ _____**

- 9) **Latrobe Homes – (May 1st, 2019 - August 31st, 2019)**
4 workers x 4 hours a day x 88 days = \$ _____
- Latrobe Homes – (September 1st, 2019 – April 30th, 2020)**
3 workers x 4 hours a day x 173 days = \$ _____
- Subtotal Latrobe Homes =** \$ _____
- 10) **O'Donnell Heights – (May 1st, 2019 - August 31st, 2019)**
4 workers x 4 hours a day x 88 days = \$ _____
- O'Donnell Heights – (September 1st, 2019 – April 30th, 2020)**
3 workers x 4 hours a day x 173 days = \$ _____
- Subtotal O'Donnell Heights =** \$ _____
- 11) **Westport Homes – (May 1st, 2019 – April 30, 2020)**
4 workers x 4 hours a day x 261 days = \$ _____
- Subtotal Westport Homes =** \$ _____
- Total Bid Amount (subtotals 1+2+3+4+5+6+7+8+9+10+11) =** \$ _____

It is HABC's intent to have the lowest responsive and responsible bidder provide the number of workers listed above. If for any reason HABC's available budget for the above services cannot support the lowest responsive and responsible bidder's total bid amount, HABC may elect to reduce the number of workers to be provided to the developments listed above. Please provide the hourly rate per work for such an adjustment in the space provided below.

Fully loaded Hourly Rate for a Uniformed, Supervised Worker: \$ _____

Notes:

1. The contract resulting from this solicitation will be a requirements contract. The Contractor will be compensated based on the actual number of hours worked by each worker assigned to the individual developments. HABC makes no guarantee or representation concerning the actual tasks and/or usages to be assigned to the Contractor.
2. The Bidder shall provide bids in accordance with the above scheduled unit prices. Such prices shall remain in effect for two (2) calendar years from the date of the contract.
 - a. After the initial two-year period, unit prices may be adjusted based on documented, substantiated labor costs increase.
 - b. Notification of the vendor's request for price increase for any subsequent one-year option period must be submitted and received at the HABC Procurement Department within sixty (60) days, but not more than ninety (90) days, prior to the ending date of the current contract year.

HABC reserves the right to accept or reject any such request for price adjustments.
3. Contractor must be in compliance with Attachment- 9 Wage Determinations:
 - Wage Determination No.: 2015-4265, Revision No.: 9, Date of Revision: 12/26/2018.

Name, Address and Telephone Number of Bidder

Printed Name and Title of Authorized Official of Bidder

Signature of Authorized Official of Bidder

Date

[End Exhibit B]