**ADDENDUM NO. 1**

**SOLICITATION NO. O-855-00**

**BEDBUG INSPECTION, TREATMENT, & CONTROL AUTHORITY-WIDE**

**November 13, 2019**

**CHATTANOOGA HOUSING AUTHORITY**

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Upon review and in response to discussions/questions during the Presubmission Conference, the Chattanooga Housing Authority (CHA, or the HA) hereby issues Addendum No. 1 to the above project to provide further details or clarification. This Addendum consists of the following:

**CORRECTION**

**4.1 Page 12**

Evaluation Factor “35” should read just “5”.

**DISCUSSED OR EMPHASIZED AT THE PRESUBMISSION CONFERENCE ON NOVEMBER 12**

1. Proposals are required to be submitted on [www.venndorregistry.com](http://www.venndorregistry.com). At the bottom of the initial page of the website there is a selection for Tutorials which might be helpful. Contractors should visit the website before the day proposals are due. I will add your names to Vendor Registry to be notified of the RFP, and the followup communications from them may provide more information. Debbie Chadwick will be on vacation next week when proposals are due, so communicate with Kristine Seaman at 423-752-4862 or [kseaman@chahousing.org](mailto:kseaman@chahousing.org%20if) if you are having problems.

2. If possible, the technical proposal should be 1 complete PDF document and 1 Fixed Fee Schedule as a separate PDF document. Original signature hard copies of the proposals and Fixed Fee Schedule will be required from awardees.

3. RFP gives guidelines for the order, format, and content of the proposal to be submitted. It should include the materials required to be submitted in the Scope of Work, Section 2.0, and as described in Section 3.0, as well address the Evaluation Factors given in Section 4.1 for evaluation purposes.

4. This is not a low-bid solicitation. After evaluation, prices and terms can be negotiated.

5. CHA may decide to request full-building inspections periodically at the highrise developments with a report.

6. Regular reports on all services should be in a format that we can use and keep track of - an electronic report.

7. Use of pitfalls should be part of the post-treatment monitoring.

8. Mary Walker Towers seems to have more bedbugs than Gateway Towers. It is brick/masonry construction.

9. For heat treatments, resident should leave wheelchair, oxygen equipment (not oxygen) and everything possible in the unit to receive the treatment, too. Candles, medicines, etc. can be put in the refrigerator. Heat treatment usually takes from 6 to 8 hours and is dependent upon the construction of the room, how much clutter, the environmental temperature, etc.

10. Warranty period should begin after the final regular followup included in treatment price or after unit is cleared (free of bedbugs for 1 week, even after heat treatments). Proposers to provide their warranty offer in their proposal.

11. Residents will be given a prep sheet provided by the Contractor. If the resident has not properly prepped, Contractor will treat anyway. A price has been requested if the Contractor has to assist with the prep. We will not offer that to all residents up front or they would all want us to pay for it. Our case managers may be able to help determine when help might be needed. It may be decided for the Contractor to go ahead and help with the prep at the time of the initial inspection.

12. It is a lease violation if a resident does not cooperate with CHA’s pest control plan.

13. Section 3 requirements were discussed. Our webmaster is on vacation, so we have attached the Section 3 Information & Forms that has been updated with the new income limits for qualification.

14. We might also want to consider treating vehicles and check furniture moving in/out of the building.

15. Invoices should be issued per site to that site. Can be an emailed original (not scanned or faxed) or a hard copy mailed. Most sites prefer a hard copy.

16. All work will be assigned by task orders. Contractors prefer a separate task order for each unit for easier followup.

**ADDITIONAL INFORMATION - HUD REAC INSPECTION GUIDELINES**

HUD inspectors inspect HA units, buildings, systems, and grounds annually. CHA strives to get scores of 90 or above per site to gain additional benefits from HUD, including not inspecting that location every year, but maybe on a frequency of every 2 or 3 years. The guidelines below show the points that are deducted (starting from 100) from the site’s score when the noted signs of infestation are found during an inspection. The deducted points are per unit or common area. It doesn’t take much for several points to be deducted and lower our scores significantly for our multi-unit sites.

Bedbugs witnessed (-0.7)

**Attachment: Section 3 Information & Forms**

**There are no other changes.**

**The signed acknowledgment form must be returned immediately by fax to 423-752-4192 or email to** [**dchadwick@chahousing.org**](mailto:dchadwick@chahousing.org) **and submitted with your proposal.**

**DATED: November 13, 2019**

**END OF ADDENDUM NO. 1**

ACKNOWLEDGMENT

I acknowledge receipt of ADDENDUM NO. 1 to Solicitation #O-855-00, Request for Proposals for Bedbug Inspection, Treatment, & Control Authority-Wide.

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