



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT OR TASK ORDER

1. Amendment Modification No. A002	2. Effective Date 6/23/2016	3. REQUISITION/PURCHASE REQ. NO. PR1133-128-16
4. ISSUED BY Norfolk Redevelopment and Housing Authority Purchasing Services Office 201 Granby Street, 7th Floor Norfolk, VA 23510		5. ADDRESS OFFER TO (if other than item 6)
6. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		7A. AMENDMENT OF SOLICITATION/CONTRACT NO. PR1133-128-16
		7B. DATED (SEE ITEM 8) 6/06/2016

8. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 11. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 6 and 12, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

9. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 10.

CHECK ONE <input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 11 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 7A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 11, PURSUANT TO THE AUTHORITY OF VPPA § 2.2-4309.
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

10. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by section headings, including solicitation/contract subject matter where feasible.)

PR1133-128-16 Curb Appeal for Communities is hereby amended:

1. Proposal due date is extended to July 15, 2015 at 3:00 p.m .
2. Questions and Answers: See Attachment:
3. Revised Pricing Schedule for Attachment E.

All other solicitation terms and conditions remain unchanged

Except as provided herein, all terms and conditions of the document referenced in Item 7A, as heretofore changed, remains unchanged and in full force and effect.

11A. NAME AND TITLE OF CONTRACTOR (Type or print)		12A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Kathleen Mosley, CPPO, VCO, Director of Admin Services	
11B. CONTRACTOR/OFFEROR	11C. DATE SIGNED	12B. NRHA CONTRACTING OFFICER	12C. DATE SIGNED
		Rachel Whitby, CPPO	6/23/16
(Signature of person authorized to sign)		(Signature of person authorized to sign)	

PR1133-128-16 Curb Appeal for Communities

Answers and Questions

1. The work specs state, "All work shall be accomplished daily; six (6) days a week between the hours of 7:00 am and 1:00 pm." Does this mean that we have to work those five (5) hours or does it mean we have to work as long as it takes to complete the job as long as it is completed within those hours? Similarly, does it mean we have to work all six (6) days or just as long as it takes to complete the job as long as it is within those days?

Answer: It means that at each community, the work hours are Monday through Saturday from 7:00 am to 1:00 pm for a total of 6 hours per day for the crew. The hours are fixed.

2. The work specs state, "The Contractor shall place all trash containers alongside curb on Tuesday mornings before 8:00 am." I just want to be clear that this means we physically place the trash containers at the curbside at each of the six communities by this time but that we are responsible for disposing of the waste we collect during the week at each of the communities?

Answer: Tuesday is trash day. The tenants are responsible for getting the trashcans to the designated spot to be dumped. Sometimes the tenants don't place the trashcans exactly where they need to be. The contractor's responsibility will be to make sure that the trashcans are where they are supposed to be for city dumping. It could be as simple as pulling the trashcan off the sidewalk onto the curb. The contractor will be responsible for cleaning any trash that is left after the city dumps the trashcans. The contractor will not be responsible for pulling trashcans out of the tenants yards and putting them curbside. The contractor is responsible for disposing the waste that it's crew picks up during service hours.

3. I have seen NRHA workers picking up trash at these communities. I have also seen the contractors maintaining the landscaping at these properties cleaning up the trash and debris. It says C&C Landscapes is the current contractor. Does this contract replace the work currently being done by NRHA and the landscaping contractors or is it in collaboration with NRHA workers and other landscaping contractors?

Answer: This solicitation for services only replaces the curb appeal duties (cleaning up trash and debris) held by the last contractor. The last contractor only serviced one community as far as cleaning trash and debris. We are now looking to have several communities serviced for curb appeal. C&C Landscapes no longer does landscaping (grass cutting) for NRHA. Until a new contract is awarded for landscaping, the service is currently performed by NRHA's Housing Operations Division. There will be a separate solicitation for landscaping services at a later date.

4. What is the contract amount for the last fiscal year for this contract?

Answer: \$15,564.96. Note: The cost is for one location and the service requirements have been modified since the last contract.

5. After you addressed my question about the hours, I understand the hours are fixed at 6 hours per day, 6 days per week. Some of the maps provided show the areas to be covered and the days to which they are covered. Some have 5 days of work, some 4, etc. Should we disregard the writing on the maps and use the fixed 6 hours per day rule?

Answer: YES, please do. I am not sure why there are assigned days on the maps.

6. Is there a recommended amount of manpower for each community (1, 2, 3, 4 employees)? The bid sheet doesn't specify a quantity of employees for each community and I didn't know if there is a minimum at each community.

Answer: We are not able to recommend the amount of manpower needed. That will be up to the contractor.

As a note, NRHA intends to award a contract to multiple contractors. A contractor may or may not have more than one location to service. It will depend on NRHA's budget and the pricing submitted.

Amendment A002
Attachment E - Pricing Schedule
PR1133-128-16
“Curb Appeal for Communities”

Company Name: _____

Note: Bidders must ensure that the bid price includes all necessary hours, equipment, transportation and materials to meet all performance standards required in this solicitation.

In accordance with Section V, Pricing Schedule, the following costs are hereby submitted:

Base Year: July, 2016 through June, 2017

Curb Appeal Services – Calvert Square

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
A001	Curb Appeal Services			

Curb Appeal Services – Tidewater Gardens

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
A002	Curb Appeal Services			

Curb Appeal Services – Diggs Town

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
A003	Curb Appeal Services			

Curb Appeal Services – Young Terrace

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
A004	Curb Appeal Services			

Curb Appeal Services – Oakleaf Forest

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
A005	Curb Appeal Services			

Curb Appeal Services – Grandy Village

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
A006	Curb Appeal Services			

Additional Services As Needed

Note - Figures used in the below pricing schedule are estimates only and shall not be construed as specifying, implying and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period.

CLIN	Description	Estimated Hourly Use	Hourly Cost	Total Cost
A007	Additional Services for Special Events	10		

Total Cost of Base Year (CLINS A001-A007): \$ _____

Option Year One: July, 2017 through June, 2018

Curb Appeal Services – Calvert Square

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
B001	Curb Appeal Services			

Curb Appeal Services – Tidewater Gardens

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
B002	Curb Appeal Services			

Curb Appeal Services – Diggs Town

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
B003	Curb Appeal Services			

Curb Appeal Services – Young Terrace

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
B004	Curb Appeal Services			

Curb Appeal Services – Oakleaf Forest

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
B005	Curb Appeal Services			

Curb Appeal Services – Grandy Village

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
B006	Curb Appeal Services			

Additional Services As Needed

Note - Figures used in the below pricing schedule are estimates only and shall not be construed as specifying, implying and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period.

CLIN	Description	Estimated Hourly Use	Hourly Cost	Total Cost
B007	Additional Services for Special Events	10		

Total Cost of Option Year One (CLINS B001-B007: \$ _____

Option Year Two: July, 2018 through June, 2019

Curb Appeal Services – Calvert Square

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
C001	Curb Appeal Services			

Curb Appeal Services – Tidewater Gardens

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
C002	Curb Appeal Services			

Curb Appeal Services – Diggs Town

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
C003	Curb Appeal Services			

Curb Appeal Services – Young Terrace

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
C004	Curb Appeal Services			

Curb Appeal Services – Oakleaf Forest

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
C005	Curb Appeal Services			

Curb Appeal Services – Grandy Village

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
C006	Curb Appeal Services			

Additional Services As Needed

Note - Figures used in the below pricing schedule are estimates only and shall not be construed as specifying, implying and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period.

CLIN	Description	Estimated Hourly Use	Hourly Cost	Total Cost
C007	Additional Services for Special Events	10		

Total Cost of Option Year Two (CLINS C001-C007): \$ _____

Option Year Three: July, 2019 through June, 2020

Curb Appeal Services – Calvert Square

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
D001	Curb Appeal Services			

Curb Appeal Services – Tidewater Gardens

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
D002	Curb Appeal Services			

Curb Appeal Services – Diggs Town

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
D003	Curb Appeal Services			

Curb Appeal Services – Young Terrace

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
D004	Curb Appeal Services			

Curb Appeal Services – Oakleaf Forest

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
D005	Curb Appeal Services			

Curb Appeal Services – Grandy Village

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
D006	Curb Appeal Services			

Additional Services As Needed

Note - Figures used in the below pricing schedule are estimates only and shall not be construed as specifying, implying and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period.

CLIN	Description	Estimated Hourly Use	Hourly Cost	Total Cost
D007	Additional Services for Special Events	10		

Total Cost of Option Year Three (CLINS D001-D007): \$ _____

Option Year Four: July, 2020 through June, 2021

Curb Appeal Services – Calvert Square

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
E001	Curb Appeal Services			

Curb Appeal Services – Tidewater Gardens

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
E002	Curb Appeal Services			

Curb Appeal Services – Diggs Town

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
E003	Curb Appeal Services			

Curb Appeal Services – Young Terrace

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
E004	Curb Appeal Services			

Curb Appeal Services – Oakleaf Forest

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
E005	Curb Appeal Services			

Curb Appeal Services – Grandy Village

CLIN	Description	Number Employees	Monthly Cost	Annual Cost
E006	Curb Appeal Services			

Additional Services As Needed

Note - Figures used in the below pricing schedule are estimates only and shall not be construed as specifying, implying and/or guaranteeing any specific quantity of additional service requests during the estimated five (5) year contract period.

CLIN	Description	Estimated Hourly Use	Hourly Cost	Total Cost
E007	Additional Services for Special Events	10		

Total Cost of Option Year Four (CLINS E001-E007): \$ _____

Total Cost of all Years (Base through Option Year 4):\$ _____

Pricing shall be all inclusive of labor, travel, overhead, G&A, and fee. No other charges are applicable to the resultant contract and thus disapproved on all invoices.

The Offeror hereby agrees to provide all material, equipment, transportation and incidentals in accordance with the conditions of the bid and specifications for location listed below.

ALL DEVIATIONS FROM THE SPECIFICATIONS ARE TO BE NOTED IN THE BID RESPONSE.

(*CASH DISCOUNT FOR PROMPT PAYMENT ____% 10 DAYS/ NET ____ DAYS)
(*See Section VII. Evaluation Factors and Award)

Offeror Name: _____ Date: _____

Offeror Signature: _____