



CITY OF HOUSTON

Administration and Regulatory Affairs Department
Strategic Purchasing Division

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Mayor

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Date: October 26, 2009

Subject: Letter of Clarification No. 1 for Emergency Relocation Services for Housing and Community Development Department

Reference: Bid Inv. No: S30-T23404

To: All Prospective Contractors:

This Letter of Clarification is issued for the following reasons:

1. **To add page 64A of 64 and**
2. **To answer questions asked by prospective proposers and**
3. **To delete pages 43 and 44 of 64 and replace with pages 43 and 44 marked revised October 26, 2009 and**
4. **To notify that the request for proposal due date has been changed from October 30, 2009 to November 6, 2009 at 2 pm.**

See attached pages "Questions and Answers".

When issued, Letters of Clarification shall automatically become a part of the bid documents and shall supersede any previous specification and/or provision in conflict with the Letter of Clarification. It is the responsibility of the bidders to ensure that it has obtained all such letters. By submitting a bid on this project, bidders shall be deemed to have received all Letters of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me at 832-393-8736.

Sincerely,


Richard Morris
Senior Procurement Specialist
832-393-8736

R **Attachments: 1) Page 64A of 64**
2) Questions and Answers
3) Pages 43 and 44 of 64 marked revised October 26, 2009

Partnering to better serve Houston

Emergency Relocation Services (T23404)
Questions and Answers

1. Question: Since our company has all subcontractors and no full time employees, do we still need to comply with item 17-1 Houston Pay or Play?

Answer: Yes.

2. Question: Regarding background checks: If a tenant does not pass a background check for the new apartment location, and therefore does not qualify for the new apartment, will this expense be allowed to be reimbursed?

Answer: No, reimbursement will be made only for services related to a relocated tenant.

3. Question: Can any peace officer be contracted to work security?

Answer: The Housing and Community Development (HHCD) will coordinate with the Houston Police Department (HPD) for support for every relocation event however; only recognized/bonded security agency personnel may be hired if HPD is unavailable. Only HHCD relocation services coordinator will determine and approve security services.

4. Question: What fees will our company need to “float” until payment is reimbursed by the City of Houston?

Answer: All fees and expenses associated with the entire relocation project.

Exhibit III

Price Sheet

Labor Price

Supervisor – per hour rate

Staff – per hour rate

Activity Price

Price per occupied unit for each **event** to include all security, supplies, materials, equipment, transportation, necessary to provide services as described in the scope of work. This price is to exclude any expenses listed in Section 2.12-that may be reimbursed. This price is to exclude any Labor charges.

Labor plus Activity charge will constitute the total compensation per event except items listed in Section 2.12.

TASK LIST

1. Within 24 hours of being notified, arrive on scene, identify and brief owner or on-site management regarding relocation operations (Per Event)
2. Coordinate with on-site management or owner to identify and set-up a work area to include laptops, cell phones, desks, chairs, photocopier, internet access, power supply (Per Event)
3. Coordinate on-site security through HCDD, HPD and other relevant agencies (Per Event)
4. Obtain a list of legitimate tenants from management or compile a list through outreach (Per Unit)
5. Inform tenants of available services through daily walk-through's, distributing flyers (Per Unit)
6. Identify tenants being serviced by other agencies such as FEMA, Houston Housing Authority, Harris County, DHAP and/or Section 8 and refer them to their respective case managers for services (Per Unit)
7. Communicate health and safety issues with City Officials such as HCDD, HPD and PWE (Per Event)
8. Conduct income and needs assessments (English/Spanish) and verify supporting documentation (Per Unit)
9. Follow up with tenants to obtain supporting documentation within specified deadlines (Per Unit)
10. Conduct inventory of various housing options within 10 square miles and ensure that they are safe, decent and sanitary for relocation (Per Unit)

11. Make alternative housing placements that minimize disruption of daily life to include access to family, education, medical, employment and transportation needs (Per Unit)
12. Coordinate tenant apartment referrals, site visits, selection and payment process for tenants (Per Unit)
13. Act on behalf of the City to negotiate fees, deposits, and other payments to apartment complexes, movers, utilities companies of up to \$50,000 or more on a reimbursement basis (Per Event)
14. Provide information and/or referrals for public and private service providers such as food banks, religious organizations, government agencies, etc. (Per Unit)
15. Coordinate with licensed, bonded private movers on moving services for each eligible unit (Per Unit)
16. Prepare daily reports documenting walk-through, contacts, assessments, placements, etc. (Per Unit)
17. Prepare final report documenting final outcomes for each tenant assessed (Per Event)
18. Prepare request for payment forms backed by supporting documentation such as proof of ID, income, residency, lease agreements, etc. (Per Event)
19. Coordinate with HCDD Director's designee for final approval of relocation assistance for tenants (Per Unit)
20. Break down and clean up temporary on-site work area (Per Event)
21. Submit all records of tenant assessments, supporting documentation and final disposition to HCDD (Per Event)