



# Housing Authority of the City of Pittsburgh

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**March 9, 2018**  
**Just-In-Time Inventory Suppliers**  
**RFP #850-10-18**  
**ADDENDUM NO. 8**

This addendum issued March 9, 2018 becomes in its entirety a part of the Request for Proposals RFP #850-10-18 as is fully set forth herein:

**Item 1:**       Q:     Will the questions from the Prebid meeting be posted as an addendum, if so when?  
                  A:     **HACP can only answer questions that have been submitted in writing to HACP.**

**Item 2:**       Q:     Section 3 - We do have a need to hire and we are a virtual company, but are nonresidents of the Commonwealth of Pennsylvania or the city Pittsburgh, will that precluded our ability to participate in the program?  
                  A:     **No.**

**Item 3:**       Q:     Attachment A: Under Compensation: "however, the compensation of costs for services not to exceed fee of \$ \_\_\_\_\_." Is the answer to the to this statement the total value of contract?  
                  A:     **HACP will fill out that portion of the contract prior to execution, please leave it blank.**

**Item 4:**       Q:     As a contractor are we required to submit monthly invoices or upon delivery of the products? This appears to reference a professional service contract with billable hours of versus delivery of commodities.  
                  A:     **Invoices should be submitted upon delivery of product. Contractors will not be billing hourly.**

**Item 5:**       Q:     In an effort to fill out section three opportunities plan, If we attempt to participate in the program and have a need to add additional staff, and we are unable to fulfill of requirements, how should we proceed?  
                  A:     **You must select a Tier on the Section 3 opportunities Plan , if that tier cannot be fulfilled you must contact Lloyd C. Wilson, Jr., Section 3 Liaison, by e-mail at [Lloyd.Wilson@HACP.org](mailto:Lloyd.Wilson@HACP.org) or by contacting him at Housing Authority of the City of Pittsburgh, Bedford Hope Center 2305 Bedford Avenue, Pittsburgh PA 15219, telephone (412) 456-5000 ext. 1048.**

**Item 6:** Q: Insurance requirements - the synopsis of the solicitation, mentions the necessary insurance included a malpractice liability and workers' compensation, and the contract stated workers' compensation and liability insurance. please advise which insurance is required.

"Offeror must have and maintain all necessary insurance to cover malpractice liability and workers' compensation and submit proof of it with their proposal submission."

"Insurance. Contractor will obtain and maintain (a) workers' compensation insurance in accordance with State Workers' Compensation Law; and (b) liability insurance with a combined single limit of not less than \$100,000 per occurrence with insurers reasonably acceptable to the Authority. Authority will be named as an additional insured on each of such liability policies and such coverage shall be on a primary and non-contributory basis. Contractor will deliver to Authority certificates evidencing such policies prior to the commencement of the Services, and will deliver evidence of the renewal or replacement of such policies at least 30 days prior to the expiration thereof. Each of such policies will contain a waiver of the insurer's rights of subrogation against Authority."

**A: Contractor will obtain and maintain (a) workers' compensation insurance in accordance with State Workers' Compensation Law; and (b) liability insurance with a combined single limit of not less than \$100,000 per occurrence with insurers reasonably acceptable to the Authority. Authority will be named as an additional insured on each of such liability policies and such coverage shall be on a primary and non-contributory basis. Contractor will deliver to Authority certificates evidencing such policies prior to the commencement of the Services, and will deliver evidence of the renewal or replacement of such policies at least 30 days prior to the expiration thereof. Each of such policies will contain a waiver of the insurer's rights of subrogation against Authority.**

**Item 7:** Q: The RFP requires Offerors to submit 2 separate packages to HACP:

*Pkg. 1a* containing:

one original plus three (3) paper copies of the technical proposal and one (1) electronic copy in .PDF format on a CD or USB drive.

*Pkg. 1b* containing:

one (1) original paper, one (1) paper copy and (1) electronic copy in .PDF format of the fee proposal. Can you please confirm which of the two packages should Attachment A, HACP Redline Agreement, on CD should be submitted?

**A: Please include it with your Technical Proposal.**

**Item 8:** Q: Can you please confirm which pages need be submitted for the bid.

**A: Please see SECTION IV CONTENT OF RESPONSE DOCUMENTS on pages 6-9 for an outline of all required documentation.**

**Item 9:** The proposal due date is changed to March 16, 2018, time and location remain unchanged at 11:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 8**



Mr. Kim Detrick

Procurement Director/Chief Contracting Officer

3-9-18

Date