



August 27, 2026

**Resident Home Support Initiative
RFP #550-26-26
ADDENDUM NO. 1**

This addendum issued August 27, 2026, becomes in its entirety a part of the Request for Proposals RFP #550-26-26 as is fully set forth herein:

Item 1: Q: How many visits should the contractor anticipate for each resident/unit? Is the 2–4-hour timeframe intended to cover only the hands-on cleaning demonstration, or does it include the initial assessment, cleaning-plan development, and follow-up?

A: **The contractor should anticipate at least 2 visits. The 1st visit should cover assessment, cleaning demonstration and development and the 2nd visit will be a follow-up. The goal is to have the contractor follow-up with the second visit within 14 - 45 days (for more severe cases) before the follow-up inspection. Each case varies depending on the severity of the home.**

Item 2: Q: What is the expected timeframe for the follow-up visit?

A: **The follow up visit should be no more than 2 hours. During the follow up visit the contractor would conduct a walkthrough and address any questions and concerns. Follow up visits**

Item 3: Q: Are the 135 units expected to be distributed evenly throughout the 12-month period, or should the contractor anticipate periods of higher referral volume?

A: **Housing inspections are conducted throughout the year. It is possible that the contractors can expect high referral volumes at various times, but due to this being a new service there isn't sufficient data to document a specific timeframe in which referrals can spike.**

Item 4: Q: Will the 135 units be located across all HACP properties, and can HACP provide the anticipated properties/communities or geographic distribution?

A: **Yes, across all HACP Properties See below.**

Community	Address/Location	Housing Unit Type
Allegheny Dwellings	1710 Belleau Drive	FAMILY
Arlington Heights	3123 Cordell Place	FAMILY
Bedford Dwellings	2305 Bedford Avenue	FAMILY
Caliguiri Plaza	803 E. Warrington Avenue	SENIORS
Carrick Regency	2129 Brownsville Road	SENIORS
Finello Pavilion	3206 Niagara Street	SENIORS



Gualtieri Manor	2125 Los Angeles Street	SENIORS
Homewood North	10 Albertice Street	FAMILY
Manchester Commons/ Scattered Sites	Multiple Addresses	FAMILY
Mazza Pavilion	920 Brookline Boulevard	SENIORS
Morse Gardens	2416 Sarah Street	SENIORS
Northview Heights	533 Mt. Pleasant Rd	FAMILY/ SENIORS
Pennsylvania Bidwell	1014 Sheffield Street	SENIORS
Pressley Street	601 Pressley Street	SENIORS
St. Mary Manor	330 46th St.	SENIORS

Item 5: Q: Should travel time and mileage between HACP properties be incorporated into the proposed fee, or may travel/mileage be invoiced separately?

A: All costs necessary and incidental to furnishing the services requested in this RFP must be reflected in the Offeror's price proposal as shown on Attachment K. The contractor shall pass through to HACP any and all discounts, markdowns, price cuts, rebates, concessions, and fee/tax waivers received by the contractor in connection with the proposed contract during the contract term. The contractor agrees to amend the contract price or fees charged by the contract to reflect the reduction resulting from such discounts, markdowns, price cuts, rebates, concessions, and fee/tax waivers.

Item 6: Q: What cleaning supplies and equipment is the contractor expected to provide? Would it be supplies such as vacuums, mops, buckets, PPE, trash bags, cleaning chemicals, organizational supplies, and other equipment?

A: The contractor is expected to arrive at the residents' home with the basic supplies they will need for a cleaning demonstration. Those supplies will be determined by the initial assessment with the resident. The contractor should be prepared with the basics mop, broom, bucket, PPE, trash bags, cleaning chemicals and some organizational supplies.

Item 7: Q: Are cleaning supplies intended only for use during the demonstration, or is the contractor expected to leave cleaning products or organizational materials with the resident afterward?

A: The contractor would be expected to use materials that the resident could afford, so they can continue to purchase the same materials used in the demonstration in the future.

Item 8: Q: Does HACP have an approved or prohibited list of cleaning chemicals/products for use in resident units? Is a Safety Data Sheets (SDS) needed for submission?

A: A list of approved cleaning products does not exist. The contractor should utilize products that the resident can easily purchase in local stores in the future.

Item 9: Q: What level of cleaning is expected during the hands-on demonstration? Is the contractor expected to perform substantial cleaning alongside the resident, or is the primary purpose to teach and demonstrate techniques while the resident participates?

A: The primary focus is to demonstrate techniques while the residents participate when prompted

Item 10: Q: How should the contractor handle units requiring work beyond routine housekeeping, such as heavy clutter, hoarding conditions, pest infestation, biohazards, mold, animal waste, needles/sharps, or other unsafe conditions? Should those situations be stopped and referred back to HACP?

A: The contractor should have some experience with heavy clutter and hoarding, but if the contractor is unable to fulfill the obligations, they are to return the referral to HACP.

Item 11: Q: Will HACP provide the contractor with the failed inspection findings or specific housekeeping deficiencies before the initial assessment?

A: The contractor will be provided with a referral that gives a description/summary of the failed inspection and the reason why the resident failed.

Item 12: Q: Is the contractor expected to prepare residents specifically for a reinspection, and will HACP communicate the reinspection date to the contractor?

A: Yes, The contractor is expected to discuss a follow-up with the resident as it relates to the failed inspection, and schedule a follow-up.

Item 13: Q: Does HACP have a required template for the resident cleaning plan, maintenance task list, follow-up documentation, and summary submitted to the property manager, or may the contractor develop its own forms?

A: The contractor can submit an example form. The task will be based on the failed inspection information submitted by the property manager.

Item 14: Q: How should unsuccessful resident-contact attempts, cancellations, no-shows, or residents who later decline services be documented and billed?

A: All attempts, cancellations and no show should be submitted on the follow-up form that will be provided by HACP. The contractor can only bill if services are rendered.

Item 15: Q: How does HACP want Offerors to structure the Fee Sheet—per unit, per visit, hourly, or another basis—and should the proposed fee include supplies, administrative/documentation time, travel, and follow-up?

A: Please see Attachment K – Fee Sheet in the RFP documentation.

Item 16: Q: Is there an estimated annual budget or historical expenditure for the Resident Home Support Initiative that HACP can disclose?

A: This is a new service for HACP.

Item 17: Q: If a resident requires more than the anticipated 2–4 hours because of the condition or size of the unit, is prior authorization required for additional service time? If so, would HACP compensate for each employee's service hours?

A: **The goal of the contract is to complete an initial assessment and initiate a cleaning demonstration. The contractor should stay as close to allotted time as possible. If the contractor believes 4 hours is not enough time once initial assessment is completed, the contractor is to contact HACP staff.**

Item 18: Q: What background clearances, training, identification badges, or other onboarding requirements will HACP require for contractor employees entering resident homes?

A: **The contractor will follow the existing policies and procedures that exist with all HACP contracted providers. Contractors should have a badge, name tag, informative brochures, or some form identification with company name and logo. Contractors will need to complete and provide MOA regulatory requirements, clearances (ie. ACT 33/34), certificate of liability insurance, articles of incorporation, by-laws, subsistence certificate, and incumbency certificate**

Item 19: The due date, time, and location remain unchanged at September 3, 2026, at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6th Floor, Pittsburgh, PA 15219.

Item 20: The Housing Authority of the City of Pittsburgh will **only accept physical proposals dropped off in person from 8:00 AM until the closing time of 10:00 a.m. on September 3, 2026**, in the lobby of the One Stop Shop at 412 Boulevard of the Allies, Pittsburgh, PA 15219.

Proposals may still be submitted electronically via:
<https://www.dropbox.com/request/03fqmjvlzi64j7ic8se4>

Sealed proposals may still be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6th Floor - Procurement, Pittsburgh, PA 15219. All proposals must be received at the above address no later than September 3, 2026, at 10:00 a.m. regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 1



Mr. Brandon Havranek
Associate Director of Procurement/Contracting Officer

08/27/2026

Date