

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**Addendum No. 1**

**SOLICITATION NO.: 20-ITB-002-WM**

**SOLICITATION TITLE: Manufactured/ Mobile Home Manufacturers for CDBG-DR Program**

**OPENING DATE: 04/07/2020**

**DATE: 03/31/2020**

**As of the date of posting of this Addendum, DEO's offices are closed to the public. Any change to building access regarding this Solicitation will be posted on the Vendor Bid System.**

Please be advised that the following changes are applicable to the original specifications of the above referenced ITB:

Additions to the Specifications are indicated by underscore, deletions are indicated by a ~~strikethrough~~.

**B.6 Calendar of Events**

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If DEO finds it necessary to change any of these dates/times, it will be accomplished by addendum. Time is stated in terms of local time in Tallahassee, Florida.

-	Estimated Calendar of Events	Date and Time
1.	Date of Issuance and published on the Florida Vendor Bid System website at: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>	03/06/2020
2.	Technical Questions due from prospective Respondents (Only email inquiries will be accepted.)	03/20/2020 @ 5:00 PM
3.	Anticipated Posting of Questions and Answers to the Florida Vendor Bid System website (via addendum) at: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>	03/27/2020
4.	Bids Due and Opened 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399. <b>THE BID OPENING WILL BE AVAILABLE TO THE PUBLIC VIA CONFERENCE CALL ONLY: CONFERENCE CALL NUMBER: 1-888-585-9008 CONFERENCE ROOM NUMBER: 952-708-568</b>	04/07/2020 @ 3:00 PM
5.	Anticipated Posting of Notice of Intent to Award	04/14/2020

**Invitation to Bid 20-ITB-002-WM  
Manufactured / Mobile Home for CDBG-DR Program  
Technical Questions and Answers**

Please note that the Department's responses are not **final, official or binding**. Violation of section 287.057(23) of the Florida Statutes, by a respondent to a solicitation, or persons acting on their behalf, may be grounds for rejecting a response. The Department's responses to timely submitted questions are provided below:

Question Number	Page Number, Section	Question	Answers
1		With the coronavirus advisories and regulations, will electronic/ emailed bid be accepted for ITB-20-ITB-002-WM?	No, bids are to be submitted in a sealed package with the solicitation number and opening date and time identified on the outside. Bids may be sent by U.S. Mail or Courier <b>BIDS SUBMITTED ELECTRONICALLY OR BY FACSIMILE WILL BE REJECTED.</b>
2		Is it anticipated an extension will be issued for 20-ITB-002-WM, Manufactured/ Mobile Home for CDBG-DR Program?	No, currently we do not anticipate granting an extension.
3	Pg. 15, Sub 1	Does the respondent need to have the Hazardous Waste Generator Identification Number from DEP prior to submittal if the work anticipated does not include exceeding the thresholds of DEP?	Yes, it is a requirement of the Florida Department of Environmental Protection that a generator of hazardous waste materials that exceeds a certain threshold must have a valid and current Hazardous Waste Generator Identification Number. This identification number shall be submitted as part of the respondent's explanation of its company's hazardous waste plan and shall explain in detail its handling and disposal of waste.
4	Pg., 15 Sub 3 & 4	If the products that Respondent will use from Pride and Respect have not changed; is it permissible to use written proof in the form of letters from 2019?	No, respondents proposing the use of PRIDE and/or RESPECT as a subcontractor shall <b>be required to provide written proof of a subcontractor agreement for this solicitation</b> with PRIDE and/or RESPECT with their bid. The written documentation shall be a one (1) page letter supplied by the subcontractor on its letterhead stationery, clearly identifying the DEO Solicitation Number, the project title, and the contractor with whom the firm intends to subcontract.
5	Pgs. 17, 18 & 19	Bonding each individual home will become difficult to manage for both the Contractor, DEO and the surety companies. If DEO is going to bundle 10 Manufactured Home replacements together and the maximum per home is \$150,000; would DEO, consider just requiring an annual Performance Bond of \$1,500,000.00 in this manner all work	All bonding requirements will be on an individual project basis since the projects will be bundled but will be recorded individually in our system of record.

**Invitation to Bid 20-ITB-002-WM  
Manufactured / Mobile Home for CDBG-DR Program  
Technical Questions and Answers**

		would be covered, and it also will be another measure of financial stability.	
6	Pg.21	Is the Awardee or the Contractor responsible for removing the Awardee's personal belonging and personal property from the home before demolition?	The applicant will be responsible for removing their personal belongings and personal property from the home before demolition.
7	Pg. 20, 50% Inspection	Will the DEO mix rehab, elevations and replacements in a single bundle or will each of the categories be segregated? We would recommend keeping them separate to increase price competition.	At this time, we anticipate the bundles consisting of a mixture of project types depending on the individual applicant's current structure type.
8	Pg. 28 Performance Measures	Please explain how AIAG702 & AIAG703 forms are utilized on manufactured home replacement. Specifically, can the forms be left out of manufactured home replacement billing as they do not pertain to this type of transaction?	Program will provide format for invoicing on mobile/ manufactured home.
9	General	For issues beyond Contractor Control (such as prolonged weather delays, count/ city permitting or inspections delays, utility company connection delays, etc.) will DEO allow days to be added to the replacement.	DEO will handle such incidents on a case by case basis and all decisions will be provided in writing.
10	Pg. 29,2.C	Specifically, will installation instructions for each manufactured home provided by the manufacturer fulfill this requirement or will each factory be required to provide a complete set of engineered drawings for each home?	The Contractor is required to coordinate with the Awardee and Awardee's family and project manager and/or construction management staff from assignment to obtain a certificate of occupancy for closing. This includes but is not limited to providing architectural and house plan renderings. The contractor will be required to provide whatever documentation is acceptable to the local municipality to obtain the certificate of occupancy for closing.
11	Pg. 29 C.7	Will contractor be required to provide a Flood Elevation Certificates?	No, DEO will supply elevation certificates.
12	Pg.31	On replacement of manufactured homes electrical, plumbing and mechanical systems are connected by licensed subcontractors. Asking for a two-year warranty on these connected by licensed subcontractors. Asking for a two-year warranty on these connections is not industry standard and will increase cost and make subcontractors hard to hire. Will DEO consider changing to industry standard one-year warranty on connections? Equipment such as	Program requires all mechanical, electrical and plumbing systems to be warranted for 2 years.

**Invitation to Bid 20-ITB-002-WM  
Manufactured / Mobile Home for CDBG-DR Program  
Technical Questions and Answers**

		HVAC systems can carry a two-year warranty albeit for an extra cost.	
13	Pg.51	Licensing by the Department of Business Regulations (DBR) Licensing for manufactured home sales and installations in Florida is regulated by the Department of Highway Safety and Motor Vehicles (DHSMV). There is no license issued by DBR that would allow a person or entity to install a manufactured home. Will DEO change this requirement to DHSMV?	Yes, all contractors and subcontractors must provide proof of all appropriate licenses, credentials and certifications to demonstrate ability to complete job specific work and local requirements within each designated county.
14	Pg.30 Sub 3	Davis-Bacon Act-Complying with the this and providing payroll reports is no difficult for the Contractor but in the manufactured Housing industry it will be very difficult to get subcontractors to comply with this provision. FEMA discovered this years ago and changed to requiring Contactors to follow the Service Contract Act. This assures that contractors comply with local Federal Wages Determinations.	The program requires that all contractors and subcontractors will be required to comply with all applicable federal, state, and local wage regulations.
15	Pg. 6, Mandatory Requirements	Under Mandatory Requirements on pg. 6 there is no mention of a Redacted Copy of the Original. Further in the document there is mention of the Redacted version. Is a Redacted version required if no confidential information is cited?	Redacted copies of submissions are not required for a Respondent to be considered a responsive or responsible bidder.
16	Pg. 13, B.38, Cost Response	B.38 Dictates a cost be placed on Attachment B; however, Attachment B only provides for percentage of markup. Please clarify whether cost and/or markup should include here.	For Attachment B we are requiring that all respondents include a markup percentage.
17	Page 23, C.1, Purpose/Description	If the repairs are greater than \$15k will the home be replaced regardless of age or only homes less than 5 years old?	Mobile home units will be replaced if the unit is 5 years of age or older or the damage is estimated to be \$15k or greater.
18	Pg. 24, C.2 Background Overview	Will additional time be allowed for replacement based on circumstances such as weather, permitting, number of units in the project bundle, etc.	DEO will handle such incidents on a case by case basis.
19	Pg. 25, C.2 Background Overview	Will there be additional time allowed for pre- construction activities (45 days) if permitting, utility disconnects, etc. are delayed by municipal agency/board or utility company outside of the contractor's control?	DEO will handle such incidents on a case by case basis.
20	Pg. 40, Attachment B	Is this a cost-plus markup contract? As there is only a section for percentage of markup.	A fixed price Contract is proposed; however, DEO allows for the contractor to include overhead and profit not to

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	Cost Response		exceed 30% to the scope of work.
21	Pg. 23. Regional Service Areas	Will individual contractors be awarded in multiple regions?	Yes, individual contractor may be awarded in multiple regions.
22	Pg. 29, C.7, Contractor's Responsibilities	Please clarify responsible for reactivation of utilities.	The MHU contractor/ dealer will have to provide services for the complete installation of all mechanical, electrical, and plumbing along with all associated costs for building permits and municipality inspections for full turn key transaction for applicants.
23	Pg. 30, C.7, Contractor's Responsibilities	Please clarify elevation over 3 feet is an additional line item.	The Program requires all replacement structures located in the 100-year flood zone to be elevated to base flood elevation plus two feet. If a replacement manufactured home installation exceeds three feet above grade, then the structure must be replaced with a modular home with a foundation system that achieves base flood elevation plus two feet. If the replacement is changed to an elevated modular home due to elevation, the project may be removed and re-assigned to a licensed State of Florida general contractor.
24	Pg. 30, C.7, Contractor's Responsibilities	Please clarify that historical renovations or coordination with Historical Florida Division, will or will not apply to Manufactured or Modular homes. If so, will this be an additional line item/change order?	The Program does not anticipate that manufactured homes or modular homes will be classified as historical, however, if a historical designation is determined an additional change order will be eligible.
25	Pg. 51, Attachment L, Florida Department of Bus	In the state of Florida, Manufactured Home Dealers are not required to be licensed by the DBPR but are instead licensed by the Department of Safety and Motor Vehicles. If the applicant is a licensed Manufactured Home dealer in the State of Florida, will this license suffice?	Yes, all contractors and subcontractors must provide proof of all appropriate licenses, credentials and certifications to demonstrate ability to complete job specific work and local requirements within each designated county.
26	Pg. 8-4 <sup>th</sup> paragraph	Is the \$150k per residence? If so are there single wide and double wide homes in this project? What is the breakdown?	Yes, the program limit per project is \$150k. The project types will vary with the individual applicant and their needs.

**Invitation to Bid 20-ITB-002-WM  
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27	Pg. 24-bottom of page #2	Similar project are 90-120 days, would you consider adjusting your timeline from 30 days to 90 to 120 days?	No.
28	Pg.31- middle of page # 17	The warranty described is one more closely aligned with stick-built homes not MHU- typically MHU's carry a 1-year warranty as mandated by the State of Florida, would you all consider an adjustment to the bid document to clarify this or amend it?	The Program requires a 1-year warranty on the manufactured home, and a 2-year warranty on any mechanical, electrical and plumbing work performed by the contractor, and a 10-year warranty on any structural work performed by the contractor.