



Invitations for Bid (IFB)

AGENCY-WIDE
APARTMENT TURN SERVICES
(PRE-LEASE UNIT PREPARATION)

MULTIPLE AWARD CONTRACTOR POOL

#07022026-01

AMENDMENT #1

*ALL BIDS ARE DUE NO LATER THAN August 13, 2026 AT 4:00PM EST.

The following Addendum consists of the questions received from potential contractors and HACG answers regarding IFB – Agency-Wide Apartment Turn Services 07022026-01.

Question and Answer Log	
Question: Noticed this form [E-Verify] is dated for 2018.	Answer: I updated the date on the year on the attached version. If you use the original document you can cross out and initial the new year. *the updated form is also included in this addendum. HACG will accept either E-Verify form version so long as it is notarized with the correct year*
Question: Hi Jessica , I noticed that priming units for smoke damage is in the contract , do you have a separate pricing form for the bid for that service ? That would be an additional charge per unit depending on unit size, a regular turn price would be completely different from one that needs to be primed ,as that would require 2 coats of primer and 2 coats of paint ,please let me know , thanks	Answer: There is not a separate bid form as this IFB scope is for a firm fixed price. If other potential contractors inquire about a per unit service pricing, then we can consider rescinding the IFB and reissue under a new pricing term.
Question: The cover page states bids are due August 13, 2026 , while Section VI (Submission Process) states bids are due July 22, 2026 . Which submission deadline is correct?	Answer: August 13, 2026 at 4:00PM EST is the correct submission deadline.
Question: The IFB states there is no pre-bid meeting. Will site visits be available upon request to view representative unit conditions before bidding?	Answer: Yes, potential contractors may request a site visit. HACG will assess the availability of vacant units for viewing at that time. Please note that, due to the variety of unit types, it will not be feasible to view every unit configuration in our portfolio.
Question: Approximately how many apartment turns does HACG complete annually?	Answer: The number of apartment turns varies based on move-outs and agency needs. There is no guaranteed minimum or maximum number of units assigned.
Question:	Approximately \$220,000/year.

What has been the average annual dollar amount spent on apartment turn services over the past three years?	
Question: How many contractors does HACG anticipate awarding to the contractor pool?	Answer: HACG intends to award at least two contractors to ensure adequate coverage. However, final awards will be based on responsive and responsible bids and agency needs.
Question: How will work assignments be distributed among awarded contractors?	Answer: Assignments will be communicated via email and issued through individual purchase orders.
Question: Will work be rotated among contractors, or assigned strictly based on availability, pricing, and performance?	Answer: Assignments will be made at HACG's sole discretion, with consideration given to availability, pricing, and performance.
Question: What is the average condition of units at turnover (light, moderate, or heavy rehabilitation)?	Answer: Unit conditions vary (light, moderate, or heavy). The condition will be noted in the purchase order email.
Question: Will each unit require the full scope of work listed in the IFB, or will work orders identify only the tasks required for that specific unit?	Answer: All units must meet the full scope requirements upon completion; however, not all elements may be required in every unit. Specific task lists will not be provided.
Question: Will contractors receive an inspection checklist or scope sheet for each unit before beginning work?	Answer: No. HACG will complete any work outside the contract scope prior to turnover. Units will be provided "as-is," and contractors are responsible for ensuring compliance with the full scope.
Question: Is there an estimated percentage of units requiring painting versus cleaning only?	Answer: No, all units will require painting.
Question: Is carpet cleaning included anywhere under this contract?	Answer: No carpet in the units.
Question:	Answer:

Are pressure washing services ever required under this contract?	No pressure washing services.
Question: Are exterior repairs ever included, or is work limited to the immediate entry area described in the solicitation?	Answer: No, work is limited to to the solicitation scope of work.
Question: Are pest-infested units treated by HACG before contractors begin work?	Answer: Yes. HACG makes every effort to treat infestations prior to turnover. However, some residual or dead pests may remain.
Question: Approximately how many units are typically assigned to one contractor at a time?	Answer: There is no minimum or maximum number of units assigned at any given time.
Question: Will multiple units be issued under a single purchase order?	Answer: No, while we may give the contractor multiple units, each will have their own purchase order.
Question: Are emergency or expedited apartment turns anticipated?	Answer: No, the allotted work times in the IFB will not change.
Question: Are contractors permitted to work weekends and holidays to meet completion deadlines?	Answer: Yes, the allotted work times are still in effective during weekends and holidays.
Question: Are work hours restricted?	Answer: No, however, some units are neighboring occupied units so consideration should be given if working at night.
Question: Besides paint, primer, flooring materials, blinds, and approved replacement items, are any additional materials furnished by HACG?	Answer: No, only the materials listed in the IFB are provided.
Question: Will contractor-furnished materials require prior approval?	Answer: No
Question: Will replacement flooring materials always be available when requested?	Answer: Yes. Materials will be placed in the unit prior to turnover. HACG will not supply additional materials due to contractor negligence
Question: Where will contractor-supplied and HACG-supplied materials be stored?	Answer: HACG-supplied materials will be placed in the unit. Contractors may store their materials in the unit while it is assigned to them. HACG

	will not enter the unit during this time.
Question: How soon after contractor notification will HACG inspect completed units?	Answer: HACG will inspect units the same or next business day after notification. Inspection time does not count toward contract completion timelines.
Question: If inspection is delayed by HACG, does the contractor remain responsible for liquidated damages?	Answer: No, The time it takes us to inspect it will not count towards the allotted time period.
Question: How many reinspections are allowed if punch-list items are identified?	Answer: One reinspection should be sufficient. Timely and complete performance is expected.
Question: Is there a standard inspection checklist contractors can receive before bidding?	Answer: No. Inspections are based on the scope of work outlined in the IFB.
Question: Does HACG require background checks for contractor personnel?	Answer: No, the contractor is responsible for their staff and subcontractors.
Question: Does HACG require contractor employees to wear uniforms or company-branded clothing?	Answer: No, but consistent identification of personnel is encouraged, especially if staffing changes frequently.
Question: Will temporary badges or identification be required for contractor personnel?	Answer: No, but identifiable personnel is recommended.
Question: Are there any resident interaction policies beyond those listed in the solicitation?	Answer: Units are vacant; therefore, interaction is minimal. Any resident inquiries should be directed to HACG staff.
Question: Will invoices be submitted electronically?	Answer: Invoices can be submitted electronically.
Question: Is one invoice required per purchase order, or may multiple purchase orders be combined?	Answer: HACG requests an invoice per purchase order. Each property has its own budget.
Question: Are partial payments allowed if multiple units are listed on one purchase order?	Answer: Not sure that we understand this question. HACG will not pay partial payments.
Question: Is retainage withheld under this contract?	Answer: No, this is not a construction contract.
Question: Is there a sample invoice available?	Answer: No, contractor invoices HACG.

Question: Will the Maintenance Wage Rate schedule apply to every task performed under this contract?	Answer: Yes, it is a requirement.
Question: Is certified payroll required even if subcontractors are used?	Answer: Yes, certified payrolls are required for sub contractors.
Question: Are payroll certifications required weekly or only with each invoice?	Answer: Each invoice.
Question: Will HACG provide a Section 3 reporting template?	Answer: It is included in the IFB documents.
Question: What are the expected response times from receipt of a purchase order to mobilization?	Answer: The allotted times by unit bedroom size in the IFB is what is expected. Contractor can wait until the final day for mobilization if they choose to do so.
Question: Will contractors have access to historical unit turnover data?	Answer: No, however, if you are more specific on the type of data you would like to see we consider it.
Question: Are there seasonal periods with significantly higher apartment turnover volume?	Answer: Spring/tax time there can be an increase in turnover. However, there is no time period in which there is guaranteed increase in turnover.
Question: Will there be an incumbent contractor, and if so, will the previous contract pricing be made available after award?	Answer: The current contract to set to expire in August. The incumbent contractor must also submit a bid.
Question: Are contractors permitted to subcontract portions of the work?	Answer: Yes.
Question: Will there be a formal kickoff meeting after contract award?	Answer: Yes, there will be a kickoff meeting to go over the contract and confirm procedural expectations from both parties.
Question: Is there an estimated contract value or annual budget available for this procurement?	Answer: We do have a budget for apartment turnover; however, this is an operational need that must be done to operate the public housing program.
Question: Are there any performance metrics or KPIs used beyond completion time and inspection acceptance?	Answer: No.

Question: Can HACG provide clarification regarding the conflicting bid due dates to ensure all bidders submit by the correct deadline?	Answer: Bids are due August 13, 2026 at 4:00PM EST.
Question: Are you guys providing the caulk for the baseboards or are we required to ?	Answer: HACG will not provide this material.
Question: Are you guys supplying the wood filler or repair compound for the doors or are we required to ?	Answer: HACG will not provide this material.
Question: Are you guys supplying the door stoppers or are we required to ?	Answer: HACG will not provide this material.
Question: Granite sealer ?	Answer: HACG will not provide this material.
Question: Approximately how many units do you currently have that need to be turned?	Answer: The number of apartment turns varies based on move-outs and agency needs. There is no guaranteed minimum or maximum number of units assigned.
Question: Approximately how many apartment turns does HACG complete in a typical year?	Answer: The number of apartment turns varies based on move-outs and agency needs. There is no guaranteed minimum or maximum number of units assigned.
Question: Is there an estimated annual volume of work anticipated under this contract, or is there any historical information from previous years regarding the number of unit turns that could be shared?	Answer: Approximately \$220,000/year.