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Addendum

SOLICITATION NAME	Vacant Apartment Repair Service Q1812	ADDENDUM NUMBER	1	DATE	10-12-17
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This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	Is the information on the title page accurate?
	Yes-other than in the Solicitation Title field. That field should read "Vacant Apartment Repair Service Q1812."
Q2	Can the successful vendor work on Saturdays?
	Yes. However, KCDC's normal work hours are 7:30 a.m. to 4:00 p.m. Monday through Friday. The vendor may work past 4:00 and on Saturdays (by request to the property manager) but understand that KCDC staff will not be present outside the stated hours to provide any assistance.
Q3	Who cleans out/removes stuff already in an apartment?
	Should there be anything in an apartment the successful vendor will remove and properly dispose of it.
Q4	When may we have a walkthrough of the specific apartments?
	The walk through is scheduled for Friday October 13 at 8:00 a.m. Should a vendor not be able to stay to view all apartments and thus need to come back to finish the walk through on another day, coordinate with the continuation visit the property manager. The continuation visit will likely be self-guided. Note also if absolutely necessary, KCDC may be able to arrange one additional tour.
Q5	You mentioned that the vendor will handle any unknown/unforeseen damages. How does KCDC authorize and pay for the work?
	Once unknown/unforeseen damages are discovered, the vendor will discuss the situation with the Senior Asset Manager and/or the Supportive Maintenance Manager. KCDC will increase the purchase order to reflect the agreed to work and its cost. KCDC will not issue a formal "change order."
Q5	The list of apartments on pages 13 and 21 do not seem to agree. Please clarify.
	KCDC has corrected the apartment list-see the next page. The pages following the revised apartment listing has the Revised pricing section. Please use the revised pricing section to complete your bid.



Revised Apartment List

Apartment	Address	Number of Bedrooms	Vacancy Date
5	1117 Cook Drive	2	8/28/17
10	1121 Cook Drive	2	8/21/17
19	1125 Cook Drive	2	9/4/17
76	1122 Cook Drive	2	8/18/17
84	1209 Daylily Drive	3	7/25/17
93	1201 Daylily Drive	2	9/26/17
119	1128 Daylily Drive	5	9/18/17
137	1140 Daylily Drive	2	9/15/17
143	1144 Daylily Drive	4	8/21/17
185	4608 Joe Lewis Road	5	7/25/17
191	4612 Joe Lewis Road	3	8/8/17
243	4505 Joe Lewis Road	4	7/27/17
250	4509 Joe Lewis Road	2	9/15/17
275	1409 Daylily Drive	3	10/3/17
298	1421 Daylily Drive	2	9/15/17
333	1505 Daylily Drive	3	8/23/17
375	1512 Daylily Drive	1	9/22/17
426	1416 Daylily Drive	1	7/25/17
429	1412 Daylily Drive	2	9/15/17
430	1412 Daylily Drive	2	7/25/17

REVISED Vacant Apartment Repair Service Q1812

Solicitation Document B Costs Offered

Supplier: _____

Part I General Cost Offered	
Appliances	
Make sure that the oven rack is present	\$
Make sure that the refrigerator and stove gaskets are good	\$
Install new hood range vent if needed	\$
Clean the appliances (KCDC will replace appliances where necessary)	\$
Carpentry	
Inspect the cove base throughout the unit	\$
Replace/install cove base as needed throughout unit	\$
Inspection closet shelves	\$
Replace closet shelves as needed	\$
Inspect walls and ceilings for holes, cracks and other defects	\$
Repair holes, cracks and defects in walls and ceilings as necessary	\$
Skim room walls where needed for re-painting	\$
Plaster wall/ceiling repairs as needed - tape, skim	\$
Inspect window screens	\$
Repair or replace damaged window screens	\$
Inspect doors (including ensuring doors properly close and latch/lock)	\$
Repair damaged doors	\$
Replace damaged doors that are not repairable	\$
Inspect the screen doors (do they latch and are they bolted)	\$
Repair damaged screen doors	\$
Replace damaged screen doors that are not repairable	\$
Inspect door closers	\$
Replace faulty door closers	\$
Inspect the painting around screen doors	\$
Paint any raw wood around the doors	\$
Inspect the weather stripping on doors	\$
Replace damaged weather stripping as needed	\$
Inspect for door stops behind every door	\$
If door stops are not installed or if they are damaged, install new	\$
Remove existing and install approved closet door knobs	\$
Inspect the "Addresso" light cover on the front and rear porches	\$
Repair the "Addresso" light cover on the front and rear porches	\$
Replace the "Addresso" light cover on the front and rear porches	\$
Inspect the additional light surface mounted under the front porch	\$

REVISED Vacant Apartment Repair Service Q1812

Solicitation Document B Costs Offered-continued

Supplier: _____

Inspect the kitchen cabinets	\$
Repair kitchen cabinets as needed	\$
Replace kitchen cabinets as needed	\$
Inspect kitchen countertops	\$
Repair/replace kitchen countertop as needed	\$
Repair kitchen countertop as needed	\$
Replace kitchen countertop as needed	\$
Remove curtain and shade brackets throughout the unit/repair damages	\$
Remove the soap and toothbrush holders and repair walls	\$
Re-caulk tub and surround with white silicone	\$
Inspect light fixtures	\$
Remount light fixtures if needed	\$
Replace light fixtures if needed	\$
Inspect flooring	\$
Remove and replace gapped or damaged floor tile	\$
Inspect all windows (locks)	\$
Change the mailbox lock	\$
Determine that a valid fire extinguisher is present	\$
Paint all walls with double coat of KCDC beige paint (specs to be given)	\$
Paint unit and entry doors, stairs and handrails	\$
Use KILZ as appropriate	\$
Electrical	
Inspect light bulbs and fixtures for proper working condition	\$
Replace light bulbs and fixtures as needed	\$
Inspect and test smoke alarms	\$
Replace smoke alarm batteries or smoke alarms as necessary	\$
Inspect all outlet/switch plates to determine there are no cracks/breaks	\$
Replace damaged outlet/switch plates as needed	\$
Test all GFIs	\$
Replace GFI's that are not functional	\$
Check the breaker box for gaps	\$
Remediate breaker box gaps if needed	\$
Inspect the bath heaters and switches	\$
Bathroom the heater/switch and install block-off plates to both	\$
Remove breakable plug/switch covers and install non-breakable ones	\$
HVAC	
Clean AC unit(s) and filters	\$

Vacant Apartment Repair Service Q1812
Solicitation Document B Costs Offered-continued

Supplier: _____

Janitorial	
Clean the entire unit	\$
Clean out all cabinets	\$
Strip and wax the floors	\$
Plumbing	
Clean the toilet(s)/tubs	\$
Ensure that the toilet flushes properly and does not leak	\$
Repair/replace damaged or non-functional toilets	\$
Ensure the tub(s) and sink(s) drain	\$
If not, restore proper drainage	\$
Determine if the water heater has a cover	\$
If not, install one	\$
Install new kitchen faucets if needed	\$

Part II Apartment Specific Pricing

Apartment Number	Address	Cost
5	1117 Cook Drive	\$
10	1121 Cook Drive	\$
19	1125 Cook Drive	\$
76	1122 Cook Drive	\$
84	1209 Daylily Drive	\$
93	1201 Daylily Drive	\$
119	1128 Daylily Drive	\$
137	1140 Daylily Drive	\$
143	1144 Daylily Drive	\$
185	4608 Joe Lewis Road	\$
191	4612 Joe Lewis Road	\$
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333	1505 Daylily Drive	\$
375	1512 Daylily Drive	\$
426	1416 Daylily Drive	\$
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