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Addendum

SOLICITATION NAME	Window Glass Replacement Services at Western Heights Q1701	ADDENDUM NUMBER	1	DATE	07-13-16
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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	How much notice must be given to residents?
	HUD requires that unless an entry is due to emergency circumstances, we must give residents 48 hours advance notice. Typically, management will give the notices to residents on a Friday and the notice will state that work will occur during the next week.
Q2	How do we get into units?
	At first, you will obtain the keys from maintenance and maintenance will accompany you to the apartments. Once a familiarity is established, maintenance will not accompany you to the units.
Q3	What identification requirements exist?
	The vendor's employees will have proper identification displayed, at all times, while on KCDC property. All employees must wear a company uniform or have picture identification badges or other company identification at all times. Vendor vehicles are to have placards (on the doors or in the windshield) that identify the company name. If vendor's employee drive their vehicles to the work site, the vehicle identification requirements apply.
Q4	Must the vendor always lock the apartment door when leaving?
	Yes. This is critical.
Q5	Can the vendor really work until 5:30?
	Yes but understand that KCDC staff leaves at 4:00. We recommend you leave shortly thereafter but do not expect you to depart in the middle of an install.
Q6	Does KCDC want a price for a ballast and ballast replacement?
	Yes. Please enter a price for ballast replacement services (including the ballast) at the bottom of Solicitation Document A. Hand write it in please. This will be a price per ballast replacement.
Q7	Does KCDC want a price for plastic clip replacement "labor only"?
	Yes. Please enter a price for plastic clip replacement services at the bottom of Solicitation Document A. Hand write it in please. This will be a price per plastic clip replacement. KCDC will provide the clips

End of Addendum

