

<b><u>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</u></b>			Page of Page(s) 1	
1. <u>Amendment/Modification No.</u> <b>A00001</b>	2. Effective Date See Block 15c	3. Requisition/Purchase Order No.	4. Project No. (if applicable)	
5. ISSUED BY Housing Authority of the City of El Paso, Texas Procurement Department 5300 E. Paisano Dr. El Paso, TX 79905-2931 Juan Pulido, Procurement Manager		6. ADMINISTERED BY (if other than Item 5) Housing Authority of the City of El Paso, Texas Public Housing Department 5300 E. Paisano Dr. El Paso, TX 79905-2931		
7. NAME AND ADDRESS OF CONTRACTOR (No., Street Name, County, State & Zip Code)		8a. Amendment of Solicitation No. OPS 18-R-0001		
		8b. Dated (see item 10)		
		9a. Modification of Contract No.		
		9b. Dated (see item 12)		
<b>10. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATION</b>				
The above numbered solicitation is amended as set forth in Item 13. The hour and date specified for receipt of Offers is: <input type="checkbox"/> is extended <input type="checkbox"/> is not extended.  Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 7 & 14, and returning _____ copy (ies) of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such a change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
<b>11. ACCOUNTING AND APPROPRIATION DATE (if required) PHA</b>				
<b>12. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT IT MODIFIES THE CONTRACT NO. DESCRIBED IN ITEM 13.</b>				
<input type="checkbox"/>	A. This change order is issued pursuant to (Specify Authority) The changes set forth in Item 13 are made in the Contract No. in Item 9a.			
<input type="checkbox"/>	B. The above numbered contract is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc). Set forth in Item 13 pursuant to the authority of FAR 43.103 (b).			
<input type="checkbox"/>	C. This supplemental agreement is entered into pursuant to the authority of: MUTUAL AGREEMENT OF BOTH PARTIES			
<input type="checkbox"/>	D. Other (Specify type of modification and authority)			
E. <b>IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return <u>ALL</u> copies to the issuing office.				
13. Description of <u>amendment/modification</u> : A00001 Agenda, Q&A's and Attendance List.  <i>Except as provided herein, all terms and conditions of the documents referenced in Item 8a. or 9a., remains unchanged and in full force and effect.</i>				
14a. NAME AND TITLE OF SIGNER (Type or print)		15a. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>Gerald Cichon, Chief Executive Officer</b>		
14b. OFFEROR/CONTRACTOR	14c. Date Signed	15b.	15c. Date Signed	
_____ (Signature of Authorized Person)		_____ (Signature of Contracting Officer)		
APPROVED AS TO FORM: _____ HACEP Legal Counsel		DATE: _____ HACEP Form 001		

**DATE:**            **October 17, 2017 @ 2:00 P.M.**

**SUBJECT:**        **Pre-Proposal Conference; OPS 18-R-0001**

***Pest Control Services and Bed Bugs Inspection, Treatment and Eradication***

Schedule of Events

*I.            Chronology*

**A meeting was held Tuesday, October 20, 2017, in reference to the above-mentioned subject.**

Meeting began at 2:00 P.M.  
Location: Conference Room 217  
Attendees: **See Attachment A**

*II.          Minutes of the Meeting*

Ms. Lourdes Gomez, Contract Specialist continued the Pre-Proposal agenda

**1. INTRODUCTION**

- Taping of the Meeting
- Introduction of Staff
- Purpose of the Meeting

**2. INTENT OF THE ACQUISITION**

- Description of the acquisition – Methodology – Competitive Proposal process
- Evaluation Criteria
- Contract Type
- Terms and Conditions, HUD Form 5370-C
- Proposal Closing Date/Time; October 27, 2017 at 2:00 P.M., local time
- Attachments to be submitted (bank letter, etc.)
- Electronic Signatures; new method of signing contracts; opportunity to opt out

**3. STATEMENT OF WORK – Overview of the intent of the acquisition.**

**4. NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL**

**OFFERORS – Deadline to submit questions in writing is October 19, 2017 at 5:00 P.M.**

**5. QUESTIONS AND ANSWERS**

*Question:* Is this for all the properties or just El Paso County, El Paso City? *Response:* This is for HACEP's whole portfolio, for all the city.

*Question:* Is there a total of units? *Response:* There is a list in the RFP which also has the addresses. The properties are listed in pages 40-43.

*Question:* This is the proposal right, we should submit everything back to you? *Response:* Yes.

*Question:* You are going to keep your current vendors that are currently in place and this is an addition to? *Response:* No, this is a new solicitation, the contract that we currently have expires in December, we have a company named Hirby Pest Control and we are required to re-bid. As you saw on the specs, we have the routine maintenance and now we want the bed bug treatment incorporated.

*Question:* You are asking for fixed prices on things, I understand as far as maintenance and pest control that is easy to get done. Bed bugs is a whole different deal and you are asking for a flat rate on bed bugs? *Response:* This is an RFP, we can modify it. – *Please enter your Company's pricing for Bed Bugs (Inspection, Eradication and Callback).*

*Question:* Is there anything in the RFP that talks about from the initial inspection that incurs to the start time for the treatment is there a timeline once the inspection occurs that they can start treatment within 24 hours? *Response:* They ask for one week notice within the RFP. There is some language on the specifications which says that we want to plan this, especially for the regular service, but on the bed bugs we can modify that, we believe you folks would need to prepare. There is a minimal of two days preparation this is not something you can do in 48 hours. That should be part of your response, feel free to tell us what you need.

*Question:* There is a thing about Section 3 in here and hiring people living in housing, in the event that we were awarded the bid, I would have to add a couple extra people and I am really not clear on what kicks in the Section 3 policy? *Response:* We can propose that we have a department that handles all that. Send in your question in writing so we can provide a specific answer.

## **Meeting concluded**

Attachments:

**A – Attendance Sheet**

**B – Pre-Proposal Conference Agenda**

**HACEP**  
**PRE – PROPOSAL CONFERENCE AGENDA**

ATTACHMENT B

**Solicitation Number:** OPS 18-R-0001

**Solicitation Name:** Pest Control Services and Bed Bugs Inspection,  
Treatment and Eradication

**Date:** October 17, 2017

1. INTRODUCTION:

- Taping of the meeting (Yes or No)
- Introduction of staff
- Purpose of the meeting – improve understanding of HACEP requirements and allowing potential offerors the opportunity to judge whether or how they can satisfy the requirements
- Nothing said at this conference will change any of the terms of the RFP unless a subsequent written amendment to the solicitation is issued.

2. INTENT OF THE ACQUISITION:

- Description of the acquisition – methodology - Competitive
- Proposals Process that will use several criteria to evaluate the proposals.
- Evaluation criteria
- Contract type
- Terms and Conditions
- Proposal Closing Date and Time is October 27, 2017 at 2:00 p.m. The proposal must be received by Contract Compliance at that time.
- Attachments to be submitted (bank letter, etc.)
- Electronic Signatures; new method of signing contracts; opportunity to opt out

3.  STATEMENT OF WORK – Overview of the intent of the acquisition

4.  NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS

5.  **Be advised that during the solicitation process, the Contract Specialist is the only point of contact. Any form of contact by a offeror or potential offeror with Commissioners of the Housing Authority of the City of El Paso, Texas, any person employed by HACEP or HACEP contracted consultant will constitute grounds for rejection of their proposal.**

6.  REMINDER – Proposers must submit (1) original proposal and (4) copies of the proposal

7.  ALL QUESTIONS – Must be submitted in writing no later than 10/19/2017



ATTACHMENT A

HACEP

PRE-PROPOSAL CONFERENCE

SOLICITATION NO: OPS 18-R-0001; Pest Control Services and Bed Bugs Inspection, Treatment and Eradication

DATE: October 17, 2017

NAME OF ATTENDEE	COMPANY NAME OR HACEP DEPARTMENT	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
GEORGE CAZEL	WATSON PEST MGT	915-585-1183 727-7444	584-6008	GCAZEL@WATSONPEST.COM
SIMON FORLEY	EL PASO PEST MGT	(915) 329 2609		Robles.SimonA2@egmpt.com
MARJORIE KROPP	KPC	915-596-9902	596-9907	MICKS.PP@SURRELL.NET
Lourdes Leomez	HACEP-Procurement	X 3785	X 386 X	lgomez@hucep.org
GERARDO NAVARRO	HACEP	849-3838		gnavarro@hucep.org
Turn Pulido	HACEP	(915) 849-3695		JPulido@hucep.org