



## **ADDENDUM NO. 1**

**This addendum consists of 2 pages**

**TO:** All RFP Packet Holders

**FROM:** City of Kenai Senior Center Department

**DATE:** September 22, 2021

**SUBJECT:** Invitation to Bid- RFP For a Resident (on-site) Maintenance Manager at Vintage Pointe, Congregate Housing

**DUE DATE:** September 24, 2021, by no later than 2:00 PM

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**Bidders must acknowledge receipt of this Addendum in the appropriate place on the Bid Form. Failure to do so may result in the disqualification or rejection of the bid.**

Note: Information in this addendum takes precedence over original information. All other provisions of the document remain unchanged.

**1. Plan Holders Question**

How should you submit letters of reference with bid packet? Should I list the names of the letters of references?

Response: Include with the complete bid packet.

**2. 01-01 Clarification-Specification for Agreement of Services – Attachment A**

Revised page 4 of 6 number 5 of Specification for Agreement of Services – Attachment 7 under title SPRING/SUMMER delete the word “Plant” and leave Maintain.

3. **01-02 Clarification**-Specification for Agreement of Services – Attachment A  
Revised page 4 of 6 number 7 of Specification for Agreement of Services – Attachment 7 under title SPRING/SUMMER delete the words “Purchase and Install” and add with “Place and maintain.”
4. **01-03 Clarification**-Specification for Agreement of Services – Attachment A  
Revised page 4 of 6 number 4 of Specification for Agreement of Services – Attachment 7 under title SPRING/SUMMER add “, as applicable” at the end of sentence.
5. **01-04 Clarification**-Specification for Agreement of Services – Attachment A  
Revised page 4 of 6 number 2 of Specification for Agreement of Services – Attachment 7 under title SPRING/SUMMER add “, as applicable” at the end of sentence.
6. **01-05 Clarification**-Specification for Agreement of Services – Attachment A  
Revised page 4 of 6 number 8 of Specification for Agreement of Services – Attachment 7 under title FALL/WINTER add “1<sup>st</sup> floor.”
7. **01-06 Clarification**- RFP Documents  
Modification to Section 3.0 -Scope of Work  
See attached page 9, addition of 3.5 Keyless Entry and Security System Management

**End of Addendum 1**

Landscaping/Exterior Maintenance	Store Equipment for winter						
	Drain & store hoses						
	Discard hanging baskets						
	Inspect Outside hose bibs						
	Store portable planters						
Administrative	Prepare and submit a report of work accomplished						
	Prepare and submit a report identifying tenants concerns and services provided to each tenant						
	Submit copies of tenant "Request for Maintenance" forms						

Each task should be performed in accordance with accepted practice and manufacturer's recommendations. Each proposer should include in their proposal this spreadsheet including the proposed frequency of performance for each of the identified tasks.

### 3.3 On-Call Services

The maintenance manager may be called upon to perform unscheduled and/or urgent-delivery services. The proposer will provide an hourly rate for such services. Any additional services performed by the maintenance manager shall be initiated by the Senior Center Director, or in the event of an emergency, approved by the Senior Center Director subsequent to the performance of additional services.

### 3.4 Maintenance Manager Residing at Vintage Pointe

The maintenance manager is required to reside at the Vintage Pointe facility. Contractor is required to rent apartment 106 within the facility for the term of the contract. Apartment 106 is a two-bedroom unit consisting of one bathroom, living area, kitchen with stove, refrigerator and dishwasher; stackable washer and dryer, basic television and internet, garbage service, and an office which adjoins the apartment which included cupboards, workspace, computer and copier. There is also a storage area on the first floor and an assigned parking space for the manager. The Maintenance Manager will be responsible for electricity and telephone.

Rent for the unit is listed in the City's Schedule of Rates, Charges and Fees and will be \$1,070.10, plus applicable sales tax, per month effective July 1, 2021. Rent is projected to increase or decrease annually by the lesser of \$35.00 or the percentage to increase or decrease in the Anchorage Consumer Price Index for the preceding year.

### 3.5 Keyless Entry and Security System Management

The maintenance manager is required to operate and manage the keyless entry and security for Vintage Pointe Manor's controlled access.