

Questions & Answers for RFP MHA-001-2011 Maintenance & Repair Services

Q1: I'm having trouble downloading the RFP package from the website can you email me an attachment or is there another website?

A1: Please contact Jeannie Slusher at jslusher@MarinHousing.org if you are having trouble and we will send out a hardcopy or one can be picked up at the MHA main office at 4020 Civic Center Drive, San Rafael.

Q2: We do not qualify under Section 3, what else do we need to submit other than the 4 page proposal form, Attachment 1?

A2: Please complete and return the 4 –page proposal form covering pricing and company information. In addition, please include the following forms:

Section 3 Subcontracting Plan (1 page): List any subcontractors you will use for the work. If you are not subcontracting the work, fill in the top of this form with your company name and enter "none" where it asks for the list of subcontractors.

Section 3 Labor Plan (1 page): First, list your list current employees by job title (e.g. 4 glaziers), state the number qualified as low-income under Section 3 (if any). Then list the number employees you plan to hire if awarded a contract and how many may qualify low-income under Section 3 (if any). Enter "none" if you are not planning to hire any new employees.

HUD Form 5369-C "Certifications and Representations of Offerors" (2 pages): Check the boxes that apply, sign and return with the proposal form.