

July 16, 2014

TO: ALL POTENTIAL OFFERORS

RE: ADDENDUM NO. 1 & 2 & 3 for Solicitation P-004400, "Moving & Storage Services for Evictions"

Dear Sir/Madam:

Attached is Addendum No. 1 dated July 07, 2014 and Addendum No. 2 dated July 14, 2014 and Addendum No. 3 dated July 16, 2014 in regard to the above referenced solicitation. This addendum shall be attached to the noted solicitation and take precedence over the same.

If you should have any questions, please contact Rovshan Safarov at (215) 684-4059.

Sincerely,
Philadelphia Housing Authority

Rovshan Safarov
Sourcing Manager - Procurement

Attachment: Addendum No. 1, 2, and 3

cc: File P-004400

THE PHILADELPHIA HOUSING AUTHORITY
3100 Penrose Ferry Road, Philadelphia, PA 19145
ADDENDUM NO. 2
Dated July 7 2014 for
Solicitation No. P-004400
“Moving & Storage Services for Evictions”

- 1) In response to your addendums to Solicitation P-004400 “Moving & Storage Services for Evictions”, I have a question regarding removal of all debris.

For the last 5-1/2 years we have provided the eviction services for PHA through Graebel Eastern Movers Inc. When removing the tenant’s belongings, i.e. furniture, clothing, appliances, etc., we wrapped, packed, loaded onto our trucks and stored for 30 days.

However there were many occasions that the site manager and our movers felt that some of the items in the tenant’s residence were deemed as trash and not something that should go into storage. Because of various reasons, i.e. animal/human urine and feces, rodent and bug infestation, blood stains on mattresses and good old American trash, these items were not taken.

Our services are for Moving and Storage, so my question is: are we responsible for the removal for the above mentioned items?

Thank you for your help in this matter.

Answer:

The Services as required in the Scope include not only the packing, moving and storage of appropriate items, but the removal of items that would not qualify for storage. Unless items are contaminated with bio or chemical hazards (in which case PHA must be contacted as previously stated), vendor is responsible for removal of items to curbside that will not go to storage such as, but not limited to, trash, odorous items, filthy mattresses, broken furniture, non-flea or non-bedbug infestation, etc..

In the event that flea or bedbug infestation is observed, work should cease immediately and PHA should be contacted to eliminate the infestation. In cases where infestation is cause for cancellation, the aforementioned cancellation fees would apply.

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1. How should cancellation charges be handled?

Vendors could state cancellation their own cancellation fees. In the past, PHA has had a price breakdown for 5-24 hour notice for cancellation and less than 5 hour notice for cancellation.

2. Weekend pricing with listed on the previous moving and storage solicitation. What about this solicitation?

Weekend pricing is not applicable to this bid because all eviction will be scheduled during the week. PHA only will do weekend moves for relocations.

3. What about boxes and packaging items?

Vendors should state their fees for packaging and boxing. Vendors will be responsible to box and pack loose possessions which include but not limited pack toys, clothing from drawers, personal items, etc.

THE PHILADELPHIA HOUSING AUTHORITY
3100 Penrose Ferry Road, Philadelphia, PA 19145
ADDENDUM NO. 1
Dated July 7 2014 for
Solicitation No. P-004400
“Moving & Storage Services for Evictions”

This addendum shall be attached to the noted solicitation and shall take precedence over the same and previous addenda. Any items not mentioned herein nor affected hereby shall be performed strictly in accordance with the original specifications, drawings, and previous addenda thereto.

ITEM 1: Frequently Asked Questions

1. When we arrive at the eviction and if the tenant goes to court that morning to get a stay order. We will be told not to leave until final clarification, either cancelled or moving forward. Could be up to eight hours, how do we charge for that?

Instructions will be given to the vendor upon arrival to the unit to either start the move or postpone/cancel the move. If the vendor started moving property and is instructed to move everything back, PHA would be charged the full amount of the move. If the vendor has not started moving any property and is informed of a postponement/cancellation, PHA will be charged with a cancellation fee.

2. If appliances in property belong to tenant, ex: gas dryer, do we need a technician to disconnect and cap gas lines? If electric dryer, disconnect and cap electric lines?

The vendor will be responsible to move all possessions, including appliances. The vendor will be responsible for disconnecting any appliances if necessary.

Philadelphia Housing Authority. Moving & Storage Services for Evictions P-004400. **Frequently Asked Questions.**

3. Do we empty property out, interior and exterior debris 100% including debris, storage charge and dump charge?

Yes, the vendor will be responsible for completely removing all content out the property, interior and exterior, including debris. All content will go to storage and will be included as part of storage charge.

4. If we come across hazardous material, including large amounts of oils, gasses and explosives. Do we remove and charge extra hazardous disposal costs?

The vendor will not be responsible for removing hazardous material. The vendor must notify PHA staff of the hazardous material and PHA will place a work order to have material(s) removed.

5. After eviction is completed and storage unit location is determined, do we place a fifteen day hold?. Do we place a posting on the property where personals will be held for fifteen days with the company information?

The evicted client will be given a list of items put in storage and vendor contact information during the move or from the Property Manager after the eviction. The client will need to schedule an appointment with the vendor/company to pick up their possessions.

6. Are we responsible to leave property in broom swept condition inside and out?

The vendor is responsible for removing all content from the property but will not be responsible to broom or vacuum.

7. Can you please give us previous eviction bid number or financial bid sheets?"

The previous Contract number for "Moving & Storage Services for Evictions" is 3767 A, B, C all information related to this contract can be obtained from:

Open Records/Right to Know

PHA's Open Records/Right to Know Officer is:

Ashley McGuire, Esq.

Email: RTK@pha.phila.gov

Voice: (215) 684-4132

End of Addendum