



MCB BIMONTHLY INSPECTION SERVICES RFP

DESCRIPTION OF SERVICES

The purpose of this solicitation is to provide MCB with bimonthly inspection services at a competitive rate for all properties for the term of one year and any renewal periods agreed upon. MCB is contracted with HUD to inspect all properties in the following States: Colorado, Montana, Wyoming, and Utah. The following description of services details the scope and content of services as it will apply to HUD properties for MCB.

Bidders should read the entire set of specifications carefully, as these will form the basis of the Contractual Agreement with MCB. Failure to comply with the specifications may provide grounds to nullify the Subcontract Agreement. Bids should reflect only the expected cost to MCB associated with inspection reports congruent to the specifications listed herein.

REQUIREMENTS

Subcontractor Qualifications. During the period of this Agreement, Subcontractor agrees that it will utilize inspectors for the performance of duties pursuant to this Agreement that meet the following qualifications:

- (a) All Subcontractors must be experienced in performing Bimonthly Inspection Services.
- (b) It is preferred that the Subcontractor be capable of covering the entire state; however, this is not a bid requirement; It is required that bidders give their geographic coverage by county and zipcode.

Subcontractor Technical Requirements. During the period of this Agreement, Subcontractor agrees that it will maintain, at a minimum, the following performance and technical capabilities:

- (a) Subcontractor shall maintain an e-mail capability sufficient to handle the work capacity covered by this Agreement, and must be able to receive bimonthly inspection orders and order-related communications via email on a 24-hour basis.

(b) Subcontractor shall have facsimile equipment sufficient to handle the work capacity covered by this Agreement, and must be able to receive inspection orders and order-related communications via facsimile on a 24-hour basis.

(c) Subcontractor shall be familiar with, and meet all computer security requirements mandated by the applicable provisions of federal law and regulations, and the HUD/MCB M&M prime contract.

(d) Subcontractor shall have digital camera equipment sufficient to handle the capacity covered by this Agreement.

(e) Subcontractor shall maintain proof of certifications and licenses required for each inspector used in performance of this Subcontract Agreement, and for all States specific requirements.

(f) Subcontractor shall maintain insurance(s) that meets or exceeds the MCB Insurance Requirements. If multiple states are covered, the Subcontractor shall maintain insurance coverage in all specific states meeting or exceeding MCB requirements. Subcontractor shall provide evidence of coverage to MCB every six months from the start of any Subcontract award and will advise MCB of any changes of coverage; failure to do so would be grounds for revocation of your Agreement.

(g) Subcontractor hereby warrants that no current employee, consultant or Subcontractor, has been convicted of a felony charge, either in State or Federal court, nor is any misdemeanor or felony charge stemming from facts relative to issues of fraud or moral turpitude, pending in any jurisdiction or before any tribunal.

(h) Subcontractor shall ensure that sufficient personnel are maintained and available for Subcontractor to perform bimonthly inspection services required by the scope of this Agreement.

(i) Subcontractor shall have identification badges for all employees who provide services at HUD owned assets. The badges must have Subcontractor name and address as well as the employee name and photograph. Badges must be worn outside of clothing so that they are visible.

SUBCONTRACTOR TIMELINESS

(a) All bimonthly reports must reach MCB within 48 hours of request. In extreme cases where 48 hours are not enough time MCB must be notified within 24 hours of assignment.

(b) MCB must receive the original "hard" copy of the bimonthly inspection within 5 calendar days of inspection. The original must be signed by the inspector in **blue ink**.

GENERAL SUBCONTRACTOR RESPONSIBILITIES

Work Order Process. MCB will send work orders electronically to Subcontractor. Upon receipt of a work order, Subcontractor will accept the work order in MCB's Homesviewer.net system. Upon completion of the work assigned, Subcontractor must sign certification of completion on the work order and enter the completion and photographs into the MCB Homesviewer.net system before submission of an invoice.

Bimonthly Inspection of Homes. On a Work Order basis, the Subcontractor shall conduct a thorough visual inspection and systems evaluation of conditions in readily accessible areas existing at the time of inspection. Generally accepted professional inspection standards and methods shall be used. The purpose of the bimonthly inspection is for the Subcontractor to evaluate the needs of all premises and to identify problem areas.

Subcontractor is required to inspect all premises to be covered in the contract. The Subcontractor shall furnish all supervision, labor, materials, and equipment necessary to accomplish the inspection.

The inspection to be completed bimonthly (every 14 to 16 days). Reports are to be forwarded electronically in PDF or Microsoft Word format to MCB within 48 hours of assignment. The Subcontractor will immediately contact MCB via telephone or email notification of issues that require 24 hour responses; health/safety hazards and securing from location.

Inspection Specifications. As part of the bimonthly inspection the inspector will report on the following areas:

- **STRUCTURAL COMPONENTS** including foundation, floors, walls, columns, ceilings, and roofs.
- **EXTERIOR OF STRUCTURE** including wall claddings, entryway doors, decks, steps, eaves, driveways and a representative number of windows.
- **ROOFING** including roof coverings, roof drainage systems, flashing, skylights and chimneys.
- **PLUMBING** including interior water supply and distribution system, interior drains waste and vent system, hot water system, fuel storage and distribution system, and sump pump.
- **ELECTRICAL** including service entrance conductors, service equipment, main distribution panels, voltage ratings, a representative number of installed

ceiling fans, lighting fixtures, switches and receptacles, ground fault circuit interrupters, and smoke detectors.

- **SYSTEM HEATING** including permanently installed heating system and its controls, chimneys, heat distribution system, including fans, pumps, and ducts, and automatic safety controls.
- **CENTRAL AIR CONDITIONING** including normal operating control of the central air conditioning system and the distribution system.
- **INTERIOR** including walls, ceilings, floors, steps, a representative number of cabinets and a representative number of doors and windows.
- **KITCHEN APPLIANCES** are to be documented (inventoried) noting condition. Include estimate of age, make, model, and observation of operation of stove, refrigerator, dishwasher, range, trash compactor, garbage disposal, ventilation equipment, permanently installed oven and microwave oven. Subcontractor must notify MCB within 24 hours of any missing or stolen appliance.
- **REPAIRS REQUIRED** for routine maintenance, janitorial, landscaping, and other health and safety issues are to be included in the report.
- **DEFECTIVE & DETRIORATED PAINT SURFACES** to be identified at the time of inspection by visual assessment of all interior and exterior surfaces to include all attached/detached garages and outbuildings.
- **UTILITIES** to be identified at the time of inspection and status (on/off) included in the report. Meter readings are also to be included in the report.
- **DIGITAL PHOTOGRAPHS** including front of house with address, posted signage to include sign in sheet, deficient conditions, and required repairs.
- **ADDITIONAL COMMENTS** that will be helpful to MCB.

HUD PROPERTY INSPECTION REPORT FORM REQUIREMENTS

- (a) HUD Property Inspection Report form is mandatory for all inspections. **(form to be provided after contract award)**
- (b) HUD Property Inspection Report is to be completed in accordance with the HUD directive relating specifically to bimonthly inspections.

- (c) Property address and case number are required on each page of the report.
- (d) The original copy of the report must be signed by the inspector utilizing blue ink.

RESPONSE TO RFP

As time is of the essence all bids must be received by 5:00 p.m. PST, November 4, 2004.

Bids may be faxed, mailed or emailed; to the attention of the Vendor Manager, Michaelson, Connor & Boul, Inc., 5312 Bolsa Ave. Huntington Beach, California 92649. Fax: 208-474-6610; E-mail: initialrfp@mcbreo.com.

All bids must be submitted by the deadline on company stationery and include the State(s), Counties (if entire county is covered) and Zip-codes of proposed coverage area.

The following documentation must be submitted at the time of your bid in one complete package:

- Completed Vendor Application
- Completed W-9 or Federal Tax Identification Certificate
- Liability Insurance Certificate meeting MCB requirements
- Workers Compensation Certificate meeting MCB requirements (we do not accept exemptions)

The Vendor Application, W-9, and our insurance requirements, can be found on our website at www.mcbreo.com.