



MCB INITIAL INSPECTION SERVICES RFP

DESCRIPTION OF SERVICES

The purpose of this solicitation is to provide MCB with Initial 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 Initial 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 initial 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 contract 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 initial 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.

CONTRACTOR TIMELINESS

(a) All initial 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.

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.

Initial 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 initial inspection is for the Subcontractor to evaluate the needs of all premises and to identify problem areas, equipment, and structural features.

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 within 24 hours of assignment. Report to be forwarded electronically in PDF or Microsoft Word format to MCB within 48 hours of assignment.

At the time of inspection, home inspector will install Approved HUD Locking System with key codes specific to state/contract areas (see attachment) to be provided by inspector, and post MCB required signage (Notice of Management and Contractor Sign in Sheet- provided by MCB); and perform systems check and winterization when applicable (see attached).

The subcontractor shall contact MCB via telephone or email notification of issues that require 24 hour responses; health/safety hazards and securing from the property.

Inspection Specifications. As part of the initial 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.
- **INSULATION AND VENTILATION** including insulation vapor barriers, ventilation of attic and foundation, kitchen, bathroom and laundry venting systems and the operation of any readily accessible attic ventilation fan when temperature permits.
- **BUILT-IN KITCHEN APPLIANCES** including estimate of age, make, model and observation of operation of dishwasher, range, trash compactor, garbage disposal, ventilation equipment, permanently installed oven and microwave oven.
- **REPAIRS REQUIRED AND ESTIMATED COSTS** for routine maintenance, janitorial, landscaping, and other health and safety issues needed to prepare property for marketing.
- **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.
- **UTILITY COMPANIES** to be identified at the time of inspection and included in the report. Meter readings and identification numbers are to be included.
- **WELL AND SEPTIC** to be identified at the time of inspection and included in the report.

- **HOA/CONDO MANAGEMENT COMPANIES** to be identified at the time of inspection and full name and address is to be included in report.
- **MOBILE HOMES** to be identified at the time of inspection and serial numbers included in initial inspection report.
- **DIGITAL PHOTOGRAPHS** including front of house with address, all elevations, roof from street view, all appliances, posted signage, draining of hot water tank and winterization processes, 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 its entirety.
- (c) Property address and case number are required on each page of the report.

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. 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.