

PURCHASING CARD SERVICES FOR  
for  
AKRON METROPOLITAN HOUSING AUTHORITY  
100 WEST CEDAR STREET, AKRON, OHIO 44307

## AMENDMENT NO. ONE (1)

This Amendment becomes a part of the Contract Documents and amends, modifies or clarifies the original proposal to the extent and nature as described herein. **THE PROPOSER SHALL ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PURSUANT TO THE INSTRUCTIONS TO OFFERORS, PARAGRAPH 3. FAILURE TO DO SO MAY SUBJECT THE PROPOSAL TO DISQUALIFICATIONS.**

### QUESTIONS FROM PROPOSERS:

1. **Attachment 1 – Instructions to Offerors – HUD – 5369-B**

A. Subsection 1.b Preparation of Offers:

1. Regarding signing each page “on which it makes an entry,” does this include signing each page of the body of the RFP in response to the Questionnaire in section VII?

*Response: No. Only the cover sheet and any documents that expressly request a signature (i.e., HUD 5369-C Certifications and Representations of Offerors) need to be signed.*

2. What “evidence of the agent’s authority” is considered acceptable?

*Response: Providing the title and contact information for the person signing the proposal is acceptable.*

3. Given social distancing requirements due to COVID-19 the majority of our workforce is working remotely. As a result, will the Authority accept electronic signatures?

*Response: Electronic signatures are acceptable. Electronic submissions of proposals are not accepted, as stated in RFP Section V “Proposal Submission Deadline”.*

B. Subsection 6.a-h Late Submissions, Modifications, and Withdrawal of Offers:

1. Please confirm, do all statements regarding the U.S. Post Office also apply to other express delivery services such as FedEx, UPS or other couriers? Or does the Authority require shipments be sent via the U.S. Postal Service?

*Response: No, the statements made by HUD referring to the U.S. Postal Service only apply to the U.S. Postal Service. Other delivery methods may be used (FedEx, UPS, etc.), but they are not granted the same considerations as the U.S. or Canadian Postal Service as specified in this section. Proposals are also allowed to be delivered to AMHA’s Administration Building at 100 West Cedar Street, Akron, Ohio 44307 in person by the deadline provided in the RFP.*

2. **Attachment 2 – Supplement to form HUD-5369-B**

A. Subsection 11 AMHA Twenty Percent Minority/Women Business Enterprise (MBE/WBE) Utilization Commitment

1. Please confirm that the MBE/WBE Data Form is only required upon contract execution, and that it is not required as part of the initial proposal submission process.

*Response: Correct. This form only needs to be completed and submitted by the vendor awarded a contract with AMHA.*

**3. Attachment 5 – Supplemental Conditions to form HUD-5370-C**

- A. Professional Liability: No limit has been specified for Professional Liability. Do you have a specific requirement in mind?

*Response: Proof of Professional Liability coverage is required in the same amounts stated for Commercial General Liability.*

- B. Commercial General Liability: It is unclear who “the PHA” is, appearing in the final paragraph of item 26, Insurance Requirements – who is this that is supposed to be protected by Contractor’s insurance? Akron Metropolitan Housing Authority can be included as an additional insured, under the terms of existing blanket endorsements that apply when we agree to provide additional insured status to others under a written agreement.

*Response: The phrase “the PHA” in this RFP is referring to the Akron Metropolitan Housing Authority.*

**4. RFP Questions**

- A. Due to the Pandemic can we email the final RFP or do we still have to mail?

*Response: Our agency requires paper submissions for RFP’s at this time. HUD’s procurement rules for competitive proposals require submissions to be timestamped and unopened until the due date and time have passed.*

- B. Are you interested in SUA = Single Use Account Electronic Payment?

*Response: Not at this time but possibly in the future.*

- C. Do you currently use Virtual Cards?

*Response: Not at this time but possibly in the future.*

- D. What is the volume of spend from the four (4) specific vendor cards?

*Response: The annual spend last year was \$968,886.00 for these four (4) vendors combined.*

- E. Which vendors do you pay with these four (4) cards?

*Response: Home Depot, Fastenal, HD Supply and Cintas.*

- F. Can you share why you want the rebate to address spend of \$1.3 million and \$3 million if annual spend is at \$3.4 million?

*Response: Last year’s spend was \$3.4 million. We averaged \$3.1 million per year over the past three (3) years. Our spending could fluctuate so we wanted this addressed to see the impact of the amount of rebate.*

- G. How do you determine which vendors pay by card?

*Response: This is determined by the acceptance of the card by the vendor, whether or not the vendor passes a fee on to the customer and the size of the purchase.*

- H. For card fees and transaction fees, did you want to know how much interchange MasterCard is charging your vendor?

*Response: Yes. Please include this in your RFP.*

- I. Is it the Housing Authority's intention to continually grow its card program or have you reached an ending point as far as paying vendors by card?

*Response: No, we have not reached an ending point. Our intention is to continually grow the card program.*

- J. Are there any particular processing issues you currently experience that we could specifically address?

*Response: Unfortunately we cannot provide that information. All we require of a vendor is stated in the RFP and you should address each aspect to the best of your ability.*

- K. What pain points are you experiencing with your existing program and what works well with your existing program.

*Response: See response to question J.*

- L. What billing structure are you using today?

*Response: See response to question L. However, a net 30 is preferable.*

- M. Will you be sharing a vendor file with us?

*Response: See Attachment 6*

The End  
Of  
Amendment No. One (1)  
July 8, 2020