

June 3, 2009

ADDENDUM NO 4. TO RRHA-RFP-2009-08

Elevator Maintenance, Power Line Distribution, Roof Replacement, Demolition, Fire Sprinkler Inspection, Fires Extinguisher Inspection and Other Construction and Maintenance Related Services.

Commodity: Elevator Maintenance, Power Line Distribution, Roof Replacement, Demolition, Fire Sprinkler Inspection, Fires Extinguisher Inspection and Other Construction and Maintenance Related Services

Initial Issue Date: April 12, 2009

Bid Due Date: (INITIAL) May 18, 2009 11:00 AM Eastern Standard Time

The above solicitation is hereby modified as follows:

Item #1: “Close Date/Due Date”

Various sections including Cover Page of the RFP refer to a “Closing Date” or a “Due Date”. The RFP is hereby modified to **change the date and time** of the “Proposal Due Date (Closing Date) and Time” to **June 9, 2009 2:00 PM** (Eastern Standard Time).

Item # 2: “Minority Business and Section III Participation Commitment Form “

Replace attachment H (Minority Business and Section III Participation Form) with the attached form.

Item # 3: “Statement of Needs”

B. Specific Requirements section

Item number 13 is duplication, it is hereby requested to delete.

Note: A signed acknowledgement of this Addendum must be received at the submission location indicated on the RFP either prior to the proposal due date and hour or attached to your bid.

Very truly yours,

Dalton Fonville
Contract Officer
Phone: 804-780-6184

Name of Firm

Signature / Title

Date

**Minority Business and Section III
Participation Commitment Form**

Project Name:

Elevator Maintenance, Power Line Distribution, Roof Replacement, Demolition, Fence Replacement, and Installation, Fire Sprinkler Inspection, Fire Extinguisher Inspection and other Construction and Maintenance Related Services.

It is the policy of Richmond Redevelopment and Housing Authority (“RRHA”) to encourage Minority and Section III participation in all contracts. To implement this policy, RRHA shall encourage Minority and Section III participation through **subcontracting**, or other methods in contracting. You must complete this form, indicating the percentage of this Contract that **will be subcontracted to Minority and Section III Businesses and Section III Individuals**.

Minority Participation:

For the purpose of this commitment, the term “Minority Business” means a business at least 50 percent of which is owned and controlled by minority group members or, in the case of a publicly-owned business, at least 51 percent of the stock of which is minority owned, and the business is controlled by minority group members. For the purpose of the preceding sentence, “Minority Group Members” are citizens of the United States who are African-American, Hispanics, Asians, Pacific Islanders, and American Indians.

Please indicate the percentage of minority business participation for this project. This refers to the percentage of the total dollar value of the Contract that will be subcontracted to minority firms.

_____ **Percent ***

To be considered a “minority business”, the business must be so certified by the Commonwealth of Virginia Department of Minority Business Enterprise, City of Richmond or a federal agency that certifies business as a minority business.

Section III Participation:

For the purpose of this commitment, the term “Section III” refers to Section III businesses and Section III individuals based on the definitions below:

Definitions:

Low Income Person as used above means a **resident of the Richmond Metropolitan Area** at or below 80% of medium income as shown in the Income Table below.

Economic Opportunities as used above means contracts with (a) businesses owned 51% or more by residents of Richmond metropolitan area at or below 80% of medium income or (b) business whose full-time employees are made up of at least 30% residents of Richmond metropolitan area at or below 80% of medium income. Such businesses are referred to as *Section III Business*.

Income Table

This table shows 80% of median income for Richmond Metropolitan Area for the designated number of persons in a family.

<u>1 person</u> \$38,800	<u>2 persons</u> \$43,950	<u>3 persons</u> \$49,900	<u>4 persons</u> \$55,450
<u>5 persons</u> \$59,900	<u>6 persons</u> \$64,300	<u>7 persons</u> \$68,750	<u>8 persons</u> \$73,200

To be considered a “Section III business or Section III individual”; the business must provide documentation supporting the income level of the employees and individuals.

Please indicate the percentage of Section III participation for this project. This refers to the percentage of the total dollar value of the Contract that will be available for Section III opportunities.

_____ **Percent ***

*RRHA will consider Minority and Section III participation in awarding this Contract. RRHA reserves the right to approve or disapprove any subcontractor list or individual.

FAILURE TO COMPLETE THIS FORM MAY RESULT IN YOUR BID/OFFEROR BEING DECLARED NON-RESPONSIVE THUS ELIMINATING YOUR FIRM FROM CONSIDERATION FOR THIS PROJECT.

The undersigned hereby certifies that he or she has read the terms of this commitment form and is authorized to bind the prospective bidder/offeror to the commitment herein set forth.

Firm’s Name

Name of Authorized Officer – printed

Date

Name of Authorized Officer – signed