TO: Interested Parties

FROM: Rick T. Sogawa (sign)
Procurement Officer

SUBJECT: Request for Proposals No. CMB 2022-17, Addendum No. 4
Provision of Professional Elevator Consultant Services for the Hawaii
Public Housing Authority

This Addendum No. 4 is to 1) amend the RFP and 2) provide clarification as follows:

Part I – Amendments to the RFP:

1. **Delete** Amendment No. 2, 3 and 4 in Part I of Addendum No. 2 issued
   06/07/2022 in its entirety and revert to the original scope requirements as issued
   on page 21 and 22 of the RFP as follows:

   1. The Successful Offeror shall conduct field inspections of the repair and
      maintenance work semi-annually during the course of the Successful
      Offeror's Contract. Inspections beyond semi-annually will be considered
      Additional Services.

   2. During the course of the Maintenance Contract, the HPHA anticipates that
      the Elevator Maintenance Contractor may discover problems requiring
      repair that were not included in the original scope of repair work. If any of
      these situations arise, the Successful Offeror shall inspect the elevator(s)
      and make recommendations on the scope of the work and provide a
      written cost estimate for the proposed repairs. The HPHA shall determine
      what repairs will be completed, subject to the availability of funds. If
      required, these inspections will be considered Additional Services.

   4. When requested by HPHA, the Successful Offeror shall conduct Elevator
      Committee meetings with the HPHA Contract Administrator, the Property
      Manager and the Elevator Maintenance Contractor. The Successful
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Offeror shall present his/her evaluation of the maintenance services being provided, with recommendations for improvements of the maintenance work. Committee meeting will be considered additional services.

2. Amend Section II.B. Type of Contract, page 19 to add a new sub-paragraph 7 as follows:

7. The resulting Contract is based on an estimated number of hours. The HPHA reserves the right to request/require additional hours at the accepted hourly rate should the actual need for the services be greater than the anticipated quantities indicated in the RFP.

Part II – Clarification

1. For clarification purposes, the table on pages 23 -24 are the estimated number of hours for the original scope of services. The resulting Contract is based on an estimated number of hours. The HPHA reserves the right to request/require additional hours at the accepted hourly rate should the actual need for the services be greater than the anticipated quantities indicated in the RFP.

If you have any questions, please call contact Rick Sogawa, RFP Coordinator at (808) 832-6038. Thank you.