



Macon-Bibb County Government

Procurement Department

City Hall

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Laura Hardwick
Director of Procurement

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ADDENDUM # 1

To: ALL PROSPECTIVE FIRMS

Re: INVITATION FOR BIDS: 27-014-LH, Property Management Services for Macon-Bibb County Affordable Housing Fund

The Invitation for Bids, referenced above, is modified as follows:

1. What is the portfolio size under management?

Answer: MBCAHF is constructing 2 rental units expected to be complete in November 2026. One is a fully furnished unit, and the other is not furnished. MBCAHF has received grant funding to construct 8 more units over the next 2 years, has additional grants pending for 11 more units and is under negotiation for 8 units.

2. What will expected as the occupancy count at this time of award?

Answer: 0, all units are new and will need to be filled.

3. How many units are down or under turn?

Answer: At time of award, all units are new and vacant.

4. Are there any units in eviction status?

Answer: No.

5. Do you have an inspection plan for existing residents?

Answer: No.

6. Who is the current contractor under contract?

Answer: None, this is the first contract awarded.

7. What is the minimum number of homes under management by a potential bidder?

Answer: The initial portfolio size is 2 units and MBCAHF has plans to add between 8 and 30 units over the next two years.

8. Is there preference for a broker vs a property management company, that is not brokered?

Answer: A brokered company is preferred as leasing contracts and rent collection is an essential part of the duties.

9. Could the property management firm subcontract a broker to meet the ideal requirement for holding a valid broker's license?

Answer: Yes, as long as all essential functions required to manage the property are met.

10. Who is the current incumbent contractor?

Answer: Refer to question #6.

Please incorporate this change into the Invitation for Bid and acknowledge receipt of this addendum on your bid form.

Sincerely,

Laura Hardwick