



Macon-Bibb County Government

Procurement Department

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Laura Hardwick
Director of Procurement

October 6, 2026

ADDENDUM # 2

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. Minimum Experience Requirement

The Responsibility section states "Ten (5) years of experience." Please clarify whether the minimum requirement is five years or ten years. Please also confirm whether the requirement may be satisfied through the documented relevant experience of the firm's principal, broker, and key personnel, including experience gained before the current legal entity was formed, or whether the submitting legal entity itself must have operated for the full required period

Answer: The minimum requirement of experience is five years. The requirement can be satisfied through documented relevant experience of the firm's principal, broker and key personnel prior to the legal entity itself having been formed.

2. Five Similar Projects

For the requirement to provide at least five projects of similar scope and size, may the proposer include comparable residential property management engagements that were not government contracts? May projects completed by the firm's principal or key personnel before formation of the current entity be included if clearly identified as such?

Answer: Yes, comparable residential property management engagements may include non-governmental entities. Projects completed by the firm's principal or key personnel before formation of the current entity may be included if clearly identified as such.

3. Meaning of "Licensed to Do Business in Georgia"

Please clarify what documentation satisfies the requirement that the firm be licensed to do business in the State of Georgia. Is active Georgia Secretary of State registration sufficient in addition to the required real estate broker license, or is a separate local occupational or business license required with the proposal?

Answer: The following should be provided to satisfy the license to do business in Georgia, but not limited to the Georgia Secretary of State, business license/permit, and all certifications required in the solicitation.

PRICING, BONDING AND INSURANCE

4. Price Proposal Form

The Responsiveness section lists a Price Proposal Form, but no separate Price Proposal Form appears in Attachment A. Will the County issue a form, or should respondents create their own pricing schedule that follows the pricing instructions in the RFP?

Answer: Respondent to the solicitation will provide the Price Proposal Form.

5. Monthly Fee Basis and Portfolio Growth

The portfolio begins with two single-family homes and is expected to add 11 units in 2027, with possible future growth. Should the requested monthly management fee be a flat monthly fee regardless of unit count, a per-unit fee, or another structure? If a flat monthly fee is required, should respondents' price anticipate portfolio growth into each contract year?

Answer: The respondent may use the fee structure of their choosing, but consideration should be given to the growing portfolio. If a flat fee is given, then provide the fees at various levels. If a per-unit fee or percentage is given, application reviewers will determine cost based on expected portfolio growth.

6. Five Percent Bid Security Calculation

The RFP requires bid security of at least five percent of the total base bid. Because the Price Proposal requests monthly fees for an initial year plus four optional extension years, please define "total base bid" for purposes of calculating the five percent bid bond, cashier's check, or certified check.

Answer: The bid bond should be based on the total bid base price for the year.

7. Performance and Payment Bonds

The Surety section states that if the anticipated contracted price exceeds \$25,000, the successful bidder must provide 100 percent Payment and Performance Bonds. Please confirm that both bonds apply to this property management services contract and explain how the contract price should be calculated for bond purposes, including whether optional renewal years are included.

Answer: Payment and Performance must be 100 percent of the contracted price.

8. Insurance and Fidelity Bond Limits

The RFP requires satisfactory liability insurance and a fidelity bond but does not state the coverage limits. Please provide the required liability insurance limits, fidelity bond amount, any workers' compensation or automobile requirements, and any required additional-insured or certificate language.

Answer: Please see the minimum insurance requirements below. In reference to bid bond amount and fidelity bonds, please refer to questions # 7.

Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance companies with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

9. Local Preference

The Local Preference section refers to an award to a County business whose bid is within five percent of the lowest responsive and responsible bid, while this RFP is scored on a 100-point evaluation system and awarded to the highest-scoring respondent. Please confirm whether local preference applies to RFP 27-014-LH and, if so, how it will be applied to the evaluation.

Answer: The local preference will be evaluated and calculated based on the culmination of the highest technical and cost scores.

SUBMISSION AND CONTRACT STRUCTURE

10. Technical and Cost Proposal Packaging

Please confirm the required packaging. Does “original plus five copies and Flash Drive” apply separately to both the Technical Proposal and the Cost Proposal? Should the Technical and Cost Proposals each be sealed in separate inner envelopes within one outer package, and should the flash drive contain both proposals as separate files?

Answer: Original and 5 copies of the solicitations and flash drive must be submitted with bid response. In addition, Technical and Cost Proposal must be submitted in separate envelopes within one package. 1 Flash drive must have all required content mentioned.

11. Flash Drive File Requirements

Are there required file names, formats, folder structure, or electronic separation requirements for the flash drive? If the Cost Proposal must remain separate, should it be stored in a separate electronic file or folder from the Technical Proposal?

Answer: Flash Drive must contain technical folder content and Cost Proposal folder content and all required documentation required in the solicitation of the vendor’s bid submission must be saved on the flash drive.

12. Contracting Entity and Standard Agreement

The RFP defines the Owner as Macon-Bibb County, while the project description identifies Macon-Bibb County Affordable Housing Fund, Inc. as the organization seeking property management services. Please confirm the legal contracting entity and payor. If available, please provide the standard or proposed property management agreement that will govern the award.

Answer: Macon-Bibb County Legal Department will make the determination.

OPERATIONS AND COMPLIANCE

13. Maintenance Authorization and Expense Thresholds

Please clarify the property manager's authority to approve routine and emergency maintenance expenditures. Is there a dollar threshold requiring prior MBCAHF approval, and how should emergency work exceeding that threshold be handled? Please also clarify whether routine repair costs are paid directly from MBCAHF property accounts or reimbursed to the manager.

Answer: Property managers need to get approval for any cost over \$1,000 from their Regional Manager and the CEO’s approval for anything over \$5,000 for routine items. If it is an emergency, a text to a Regional Manager or Director will work with the appropriate paperwork being completed after the fact. All costs are drawn from individual property accounts.

14. Legal Actions and Court Costs

Scope Item 9 requires the manager to institute legal action in the name of MBCAHF and appear in court when necessary. Will MBCAHF provide or designate legal counsel, or is the property manager expected to retain counsel? Please clarify whether attorney fees, filing fees, service costs, and related legal expenses are included in the monthly fee or reimbursable separately.

Answer: Legal costs (evictions) are a separate operating cost and not part of any fees. A property manager may use counsel who they already use or MBCAHF can suggest known and experienced counsel. As far as court cases, the management company/manager is expected to testify as needed.

15. Separate Bank Account Requirement

Minimum Requirement 5 refers to separate bank accounts for each contracted client, and Scope Item 16 requires separate accounts for MBCAHF property finances. Please clarify whether MBCAHF expects one designated operating or trust account for the portfolio, separate accounts by property, or another account structure.

Answer: Some developments may require a designated trust account. Depending on the funding source to construct the units and requirements tied to the funding, units may be divided up by project.

16. MBE/WBE/DBE Participation

The RFP encourages MBE, WBE, DBE, and other disadvantaged business participation and Attachment A includes a Minority Participation Goal form, but no minimum percentage is stated. Is there a required participation percentage or numerical goal for this solicitation, or is participation encouraged without a mandatory minimum?

Answer: There is no required minimum percentage for Minority Participation Goal stated in the weight criteria.

17. Attachment A Form Corrections

Several Attachment A forms contain legacy or non-project-specific text, including date fields printed as 201____, a debarment form dated 2019, and a Non-Collusion Affidavit that lists “General Contracting” under Services Provided. Should respondents update those fields to reflect 2026 and Property Management Services while leaving the substantive certification language unchanged?

Answer: Make appropriate adjustments. Dates should reflect 2026.

18. Sub-Consultants vs. Sub-Contractors

Answer: Provide the “List of Sub-Consultants” on the Attachment A “List of Sub-Contractors” document.

19. Current Inventory Requirement

Minimum Requirement 3 states that the firm must maintain a current inventory of residential rental properties that meet habitability and code standards. Please clarify what evidence the County expects respondents to provide to demonstrate this requirement and whether confidential tenant or property information may be redacted.

Answer: The firm can provide a listing of properties owned/managed along with the addresses. No need for tenant information.

START-UP AND PROGRAM RESPONSIBILITIES

20. Anticipated Award and Service Start

Two homes are expected to become available in late October 2026. Please provide the anticipated award date, contract execution date, and expected property management commencement date, including any transition period the selected firm should plan for.

Answer: Anticipated award date, November 2, 2026; contract execution date, November 9, 2026, and expected property management commencement date, November 16, 2026.

21. Scope Item 19 - Surplus Property Sales

Scope Item 19 states that the property manager may assist with the sale of surplus public property. Should this work be included in the base monthly management fee, or may respondents identify a separate fee for this service? If available, please provide an estimated frequency or anticipated volume.

Answer: Respondents should identify a separate fee for this service. There are no properties being considered for sale.

22. Section 8 / HCV Administrative Responsibilities

For units supported by Section 8 Housing Choice Vouchers, please clarify the expected division of responsibilities for Housing Authority coordination, HAP documentation, inspections, rent reasonableness, income recertification, and other voucher compliance activities.

Answer: If a unit is occupied by an HCV holder, MHA is required to perform all the functions listed. The requirement of the manager/management company will be to keep the unit within NSPIRE inspection standards and to adhere to their portion of the lease and enforce the lease otherwise. Also, the manager/management company will be required to cooperate with MHA concerning the above as well as to adhere to the HAP contract between the management company and MHA.

23. Five Similar Projects

Would Macon-Bibb County consider prior residential property management engagements involving leasing, rent collection, tenant relations, maintenance coordination, inspections, accounting and reporting as qualifying similar projects, even if those properties were not specifically permanent supportive housing, Section 8 Housing Choice Voucher, or income-restricted properties?

Answer: Please refer to response to question #2.

24. Firm Experience

Additionally, may the experience of the firm's principal and key personnel be considered in meeting this requirement or must all five projects have been performed directly under the responding company/

Answer: Please refer to responses for question #1 and #2.

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

Sincerely,

Laura Hardwick

EXHIBIT A

Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance companies with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000