HOUSING AUTHORITY OF THE CITY OF SALEM

205 Seventh Street, Salem, NJ 08079

Telephone: (856) 935-5022 Fax: (856) 935-5290

Web Site: salemhousingauthority.org

Q & A Inspection Services

1. Inspection quantities: Section 32.3 identifies three residential buildings/complexes totaling 180 units. Are all 180 units expected to receive annual NSPIRE inspections? Please identify the anticipated number and frequency of initial, annual/biennial, HCV/PBV, quality-control, complaint, special, and reinspection assignments, and whether any inspection volume is guaranteed.
Answer: Yes, all units will be inspected. To identify the frequency of inspections cannot be determined at this time.

2. Subcontracting: Section 12 (page 10) permits subconsultants, while the Inspection Services section (page 22) states that all work must be performed by the bidding firm and no subcontracting is permitted. Does the latter prohibition apply to Section 32.3, including backup inspection personnel?

Answer: The subcontracting applies to Independent Public Audit Services and General Counsel Legal Services. No subcontracting for Inspection Services.

3. Inspector licensure/certifications: The RFP requires applicable New Jersey licensure. Please clarify which specific state licenses or HUD inspector certifications, if any, are required for the inspection services in Section 32.3.

Answer: HUD/NSPIRE inspection certification along with state or local housing/building inspector credentials.

4. Insurance: Please confirm whether the stated Errors and Omissions requirement of $1,000,000 per occurrence and $2,000,000 aggregate applies

HOUSING AUTHORITY OF THE CITY OF SALEM

205 Seventh Street, Salem, NJ 08079
Telephone: (856) 935-5022 Fax: (856) 935-5290
Web Site: salemhousingauthority.org

in full to Section 32.3, as well as whether the separate professional liability/malpractice provision applies to inspection firms.

Answer: Does not apply however you are required to have Commercial General Liability, Professional Liability, Workman Compensation and Commercial Auto Insurance.

5. EEO documentation: The submission checklist appears to call for the State Certificate of Employee Information Report with the response, whereas other sections describe permissible affirmative-action evidence to be supplied following award and prior to contract execution. Please confirm what is mandatory at proposal submission for Section 32.3.

Answer: Yes, upon submission

6. Reporting and response expectations: Is there an established deadline for entering inspection reports into the Authority's software and a required turnaround for initial, complaint, emergency, and follow-up inspections?

Answer: Initial inspections are to be completed within 7 calendar days of receipt of Request for Tenancy (RFTA) for all moves or change of units for each Section 8 program participant and any new port ins from other jurisdictions during the calendar year.

Complaint inspections are to be conducted within 24 hours of receipt if emergency or life threatening. Routine complaints within 2 days.

(Agency shall provide a listing monthly of inspections due and any initial inspections or complaint inspections.)

HOUSING AUTHORITY OF THE CITY OF SALEM

205 Seventh Street, Salem, NJ 08079

Telephone: (856) 935-5022 Fax: (856) 935-5290

Web Site: salemhousingauthority.org

ADDENDA NO. 1

Inspection Services

RFP #26-002

November 24, 2026

This addenda SHALL hereby be made part of the proposal or it will be deemed non-responsive.

1. *Below is the proposal page for Inspection Services #26-002, Section 32.3*

Initial Inspection and all associated correspondence and records	$_____
Annual Inspection and all associated correspondence and records	$_____
Complaint Inspection and all associated correspondence and records	$_____
Re-Inspection and all associated correspondence and records	$_____
No-Show and all associated correspondence and records	$_____

Please visit the website salemhousingauthority.org for more information

All other terms and conditions of original RFP remain the same