



Date: July 31, 2023
To: All Vendors
Subject: Addendum #1

REFERENCE: P057-23 Customer Service Inspection for BPUB Cross Connection Control and Backflow Prevention

This Addendum forms part of the contract and clarifies, corrects or modifies original proposal document.

Question 1: Is the vendor required to take pictures at each address while conducting the CSI?

Answer 1: Vendors discretion. The required form for payment is TCEQ -20699, Customer Service Inspection Certificate and Lead Swab for address.

Question 2: For non-compliant CSIs, is the vendor required to mail out Notice of Violations to the property owners?

Answer 2: Vendor's requirement is to perform CSIs and provides a copy to the customer. BPUB will contact customers regarding compliance status.

Question 3: Is the vendor required to provide informational fliers (example – door hangers) in Spanish and English to assist property owners in becoming compliant?

Answer 3: No information fliers are required by vendor.

Question 4: Is the vendor required to schedule inspections, knock door-to-door, or a combination of the two?

- a. If calls are to be made to schedule inspections, how many attempts should be made before knocking door-to-door?
- b. Is the vendor required to send notices (email or letters) to schedule inspections?

Answer 4: Vendors discretion to schedule inspections.

- a. Vendors discretion. Inspection certificate required for payment of service. PDF Format
- b. Vendors discretion to send notices.

Question 5: Is the vendor required to provide monthly status reports?

Answer 5: Yes, weekly updates are required to determine project status.

Question 6: Is the vendor required to provide periodic analytics to determine the status of the CSI program?

Answer 6: Vendor discretion.

Question 7: How is the vendor required to upload and separate inspection reports each week? These include:

- a. Compliant Inspections
- b. Non-Compliant Inspection
- c. Lead Positive Inspections
 - i. Compliant
 - ii. Non-compliant
 - iii. Weekly Summaries

Answer 7: Vendor discretion. Reports must contain below listed criteria. These include:

- a. Compliant Inspections
- b. Non-Compliant Inspection
- c. Lead Positive Inspections
 - i. Compliant
 - ii. Non-compliant
 - iii. [Daily Summaries required](#)

Question 8: Will BPUB provide an updated list of properties needing inspections?

Answer 8: BPUB will provide list on inspections to be performed. Vendor required to complete CSIs based on provided list.

Question 9: When assisting homeowners with HBVB's is the inspector to go beyond threading the HBVB?

a. What should inspector do if the faucet is permanently fused to faucet or corroded beyond handling?

Answer 9: Vendor discretion.

Question 10: How is vendor required to report HBVB inventory?

Answer 10: Inventory shall be kept in an updated inventory that address on-hand and issued HBVB for accountability purposes. BPUB will be supplying HBVB to Vendor.

Question 11: The RFP states that "the estimated goal is to complete 2,500 inspections annually for residential and commercial locations". Is 2,500 the minimum number of CSIs that need to be completed? Factoring refusals and no responses, will BPUB update the address list periodically to ensure a viable property list?

Answer 11: Number of inspections is based on awarded contract amount. 2,500 is an estimated volume of CSI's to be performed.

Question 12: How should refusals and no responses be handled?

Answer 12: Vendor discretion. Inspection certificate required for payment of service.

Question 13: What is the inspector to do if a home needs more than 2 HBVBs?

Answer 13: Vendor can provide additional HBVB. Vendor shall indicate in the CSI Certificate how many HBVB were provided at each site.

Question 14: How does BPUB intend to compensate the vendor if it takes more than one-hour to complete a commercial inspection?

Answer 14: Vendor needs to list all anticipated expenses in Proposal fee schedule.

Questions 15: How is the vendor to handle homeowner requests to only do an outside inspection?

Answer 15: Vendor discretion. Inspection certificate required for payment of service.

Question 16: Does the vendor also perform CSIs for builders' requests and new connections?

Answer 16: No, BPUB will provide list of inspections to be performed. Vendor responsible to perform said inspections.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. **Complete information below and return via e-mail to: nespinoza@brownsville-pub.com.**

I hereby acknowledge receipt of this addendum.

Company: _____

Agent Name: _____

Agent Signature: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail address:** _____

If you have any further questions about the proposal, call 956-983-6353.

BY: *Diane Solitaire*
Purchasing