



Oakland Housing  
Authority

**RFP #20-035  
Tree Trimming Services**

**Addendum #2  
Issued and released January 6, 2021**

**Responses to Questions:**

The following questions were submitted by the deadline, but were missed. They are answered in this addendum:

Question #1: What is the anticipated frequency of services?

Answer #1: The frequency of services will be as needed.

Question #2: What is the current annual amount spent on tree trimming services?

Answer #2: The annual spend fluctuates with needs.

Question #3: In Section 3 Action Plan - Column A - # of current employees – Is this the number of current employees in the entire company or the number of current employees that will be assigned to this project?

Answer #3: It is asking for the number of employees in your company.

Question #4: In Profile and Certification Form, item (13) Vendor Diversity Outreach Requirements: Is there a list or directory of the Minority Business Enterprises and Woman Business Enterprises referred to in this section?

Answer #4: No, the Oakland Housing Authority does not maintain a list, but you can contact the following organizations for resources:

West Oakland Job Resource Center: [westoaklandjobresourcecenter@gmail.com](mailto:westoaklandjobresourcecenter@gmail.com)

Oakland Chamber of Commerce: [officemanager@oaklandchamber.com](mailto:officemanager@oaklandchamber.com)

African American Chamber of Commerce: [office@oaacc.org](mailto:office@oaacc.org)

Chinatown Chamber of Commerce: [chinatownchamber@gmail.com](mailto:chinatownchamber@gmail.com)

Oakland Small Local and Emerging Business (SLEB) List website:  
[https://apps.oaklandca.gov/contractcompliance/Contractors.aspx?\\_ga=2.77120917.164510681.1601928347-1580050041.1596643431](https://apps.oaklandca.gov/contractcompliance/Contractors.aspx?_ga=2.77120917.164510681.1601928347-1580050041.1596643431)

Question #5: If so, can that be provided to us?

Answer #5: Please refer to answer for question #4.

Question #6: Do they have to be certified Minority Business Enterprises and Woman Business Enterprises and certified by whom?

Answer #6: The Oakland Housing Authority does not certify MBE/WBE businesses, but you can be certified by the City of Oakland and County of Alameda as a Small Local and Emerging Business (SLEB). A certification application through the county is available at: <http://www.acgov.org/auditor/sleb/cert.htm>. A certification application is through the City of Oakland is available at <https://www.oaklandca.gov/services/local-business-certification>.

Question #7: Is there a list of the organizations that provide assistance in the recruitment and placement of MBE/WBE?

Answer #7: You can reach out to the resources outlined the answer to Question #4.

Question #8. On Profile and Certification Form, item (13) Vendor Diversity Outreach Requirements: Are there any Vendor Diversity Outreach goals for this project? If so, what are the goals?

Answer #8: OHA's larger goal is to promote the growth and development of small businesses (which includes minority, women-owned and veteran-owned firms). OHA is committed to having a diversified vendor base. Thus, OHA requires vendors to "undertake good faith efforts to ensure that Minority Business Enterprises and Woman Business Enterprises are provided opportunities to contract with the Authority for the delivery of goods and services." Please refer to the Profile and Certification form for further details.

Question #9. On Profile and Certification Form, item (13) Vendor Diversity Outreach Requirements: Is this a factor in the evaluation/rating of proposals and how so?

Answer #9: Please refer to Page 17 Section 4.5 in the RFP for the Evaluation Criteria.

Question #10: Under 4.5 Evaluation Criteria, No. 4 Proposed Cost: How are "administrative fees" and "chargeable expenses and services" defined in this RFP? Can you provide examples?

Answer #10: Administrative fees and chargeable expenses and services were just examples of potential costs to ensure that you are taking all aspects of cost into consideration. Costs will be evaluated based on the costs submitted in the Proposed Cost form.

Bidder hereby acknowledges this addendum:

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgement of this Addendum must be included with your response.**