

HPI I INC. ON BEHALF OF GOLDEN APARTMENTS SAN BERNARDINO, L.P. AND  
DESERT HAVEN VICTORVILLE, LP  
715 E. BRIER DRIVE, SAN BERNARDINO, CA 92408  
(909) 890-0644 FAX (909) 890-2349  
<http://www.hpiinc.org/procurement>

**ADDENDUM #3 FOR RFP PC#1020 – PROPERTY MANAGEMENT SERVICES –  
GOLDEN APARTMENTS – SAN BERNARDIO AND DESERT HAVEN –  
VICTORVILLE**

The following addendum to this Request for Proposal is hereby incorporated into the bid process.

1. Regarding the Professional Errors and Omissions Liability Insurance Requirement of \$1,000,000 combined single limit and \$3,000,000 aggregate (from Section XI.) – Would HPI I Inc. allow competitors that currently have Professional Errors and Omissions Liability Insurance in an amount of \$1,000,000 combined single limit and \$2,000,000 aggregate be acceptable as meeting the requirement?
  - Yes, we can for the E&O coverage only. Unfortunately we cannot lower our insurance requirements for the General Liability and other required coverages.
2. Regarding Exhibit B – Proposal Form – Please confirm that the Compensation for Pre-occupancy activities (\$X per dwelling unit) amount requested for Year 1 (2018-2019) is a dollar amount for ONE dwelling unit only, not the total for all units.
  - The request is for the cost to lease up all units initially. So it would be a cost per dwelling unit multiplied by the number of dwelling units. It should not include the cost for the onsite property manager's unit. This fee is not applicable after a unit has been leased for the first time after the property is brought online.
3. Regarding Exhibit B – Proposal Form – Please confirm that the monthly management fee (\$X per dwelling unit or X% of actual income received) amount requested for Year 1 (2018-2019), Year 2 (2020), Year 3 (2021) is a dollar amount for ONE dwelling unit (not the total for all units) for ONE month only.
  - The request is for the monthly management fee based on a \$ per dwelling unit fee multiplied by all dwelling units (do not include the property manager's unit) or a % of collected income for the month.

4. **Page 11 of 28 – Please confirm that proposer is required to provide written property reports within 10 days of the end of each month and this is not referring to financial reporting.**
  - **This request includes financial reporting such as a trial balance of all posted general ledger transactions. For more complex financial reporting a submission date can be negotiated but not later than the 20<sup>th</sup> of the month for the preceding month’s activities.**
  
5. **Page 12 of 28 – Please provide timely monthly operating report with invoice. Please confirm this means that the monthly financial statements need to be provided in a timely manner with a copy of a specific invoice when a question arises. Please confirm this is not requiring the proposer to provide a copy of numerous invoices each month.**
  - **All expenditure invoices do not need to be provided each month. However, any invoice should be readily available for review upon request.**