



CHAUTAUQUA COUNTY DEPARTMENT OF FINANCE

Becky Anderson
Purchasing Manager

Brandi McIntyre, NIGP-CPP
Purchasing Agent

Paul M. Wendel, Jr.
County Executive

Kitty Crow
Director of Finance

ADDENDUM #3

RFP-10-24 DMHDSS

Commercial Hotel/Motel Use

Issue Date: November 1, 2024

Proposals Due By: December 31, 2027

Addendum to answer questions presented.

1. Budget: Is there still funding available in the program budget for new contracted providers at this time, or is the program near capacity for this fiscal year? **Yes funding is still available.**
2. Room need: In coordinating with the City of Jamestown, do you have a sense of how many rooms/units are still needed to meet current placement demand — particularly for single adults and childless couples? **We currently have a need for 14 rooms for all populations (families and singles) countywide. This changes on a daily basis.**
3. Site control timing: Does the County require bidders to have full site control (ownership or an executed purchase agreement) at the time of bid submission, or can a bid be submitted contingent on a pending acquisition? **I would recommend not submitting a proposal until the sale is finalized**
4. Bid evaluation: Since this is on a continuous rolling recruitment basis through December 31, 2027, how are bids evaluated — is it first-come/qualified, or is there a periodic review/selection cycle? **Bids are reviewed/evaluated upon receipt.**
5. Inspection timing: When in the process does the initial inspection occur — before contract award, or after, as a condition of the first payment? **Inspections must take place within 5 business days of a placement. Inspections are also required every 6 months and upon receipt of a complaint.**
6. Rate structure: Is there a benchmark or historical range for the per-room/per-night reimbursement rate that most awarded contractors have landed on, to help me calibrate a competitive but sustainable sealed rate? **The average cost we are being charged is \$90 per night.**
7. Contract start flexibility: If awarded, is there flexibility on the start date to allow time to complete any final property improvements (e.g., lock upgrades, etc) required under the contract? **This can be flexible. If accepted the start date can be negotiated prior to contract processing.**
8. Population scope: Since my proposal is scoped to single adults and childless couples only, is that a viable standalone bid category, or does the County prefer/require providers to accommodate a broader population mix? **We would prefer both families and singles, however, this is not required.**

Thank you!

Please acknowledge receipt of Addendum Number (3) one by signing below and returning with your bid.

COMPANY _____

SIGNED _____

PRINT NAME OF SIGNER _____

TITLE _____

454 NORTH WORK STREET FALCONER, NY 14733, (716) 661-8213