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Addendum # 1 Housing Inspection Services

Date of Addendum: 7/28/2025

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Proposal Documents for the above-referenced Project are modified as set forth in this Addendum. The original Proposal Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Proposal Documents. Vendors will take this Addendum into consideration when preparing and submitting a Proposal and shall acknowledge receipt of this Addendum in the space provided in the Proposal Documents.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal time has not been changed.

1.0 – ATTACHMENTS

Item	Description
1.1	Draw Request Form
1.2	Change Order Form
1.3	Certification of Completion Form

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Proposal Documents.

Item	Questions and Answers
2.1	<p>Q. Would you be able to provide us with copies of the forms that are to be used in the execution of this contract that will be provided by the county?</p> <ul style="list-style-type: none">Initial cost estimation form - This is prepared by the inspector using their estimating software.Draw request form - AttachedChange Order form - AttachedCertificate of completion form - AttachedCode certification and compliance form - This was left in the RFP in error. Please strike Item H.4 from the list of requirements. <p>A. See above and attached.</p>
2.2	<p>Q. Is a MHIC license required for inspectors? (This is normally for construction contractors and not inspectors)</p> <p>A. Yes, an MHIC number is mandated by the State of Maryland for inspection services associated with this program.</p>
2.3	<p>Q. What is the average number of properties that enter the rehabilitation program monthly and annually?</p> <p>A. On average, we process three renovation projects monthly (est. 3 inspections per project). We process eight new home construction projects annually (est. 10 inspections per project).</p>

END OF ADDENDUM

CHANGE ORDER # _____

**WORCESTER COUNTY
HOUSING REHABILITATION PROGRAM**

PROJECT: _____

DATE: _____

PROPOSED CHANGES:

INSPECTOR APPROVAL: _____ YES _____ NO
IF NO, PLEASE GIVE EXPLANATION:

Inspector Signature

Original contract price	\$ _____
(Increase) (Decrease) in contract price	\$ _____
Previous change orders	\$ _____
New contract total	\$ _____

I AGREE TO PERFORM THE PROPOSED CHANGES AT THE ABOVE PRICE.

Contractor Signature

**I HEREBY ACCEPT THE ABOVE CHANGE ORDER PROPOSAL AND NEW
CONTRACT TOTAL AS SHOWN ABOVE AND RELEASE THE
CONTRACTOR TO BEGIN WORK ON THE APPROVED CHANGES.**

Program Administrator

Owner

Co-owner(s)



CERTIFICATE OF COMPLETION / FINAL INSPECTION/RELEASE AND WAIVER OF LIENS

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT SPECIAL LOAN PROGRAMS 7800 Harkins Road, Lanham, MD 20706	
Loan/Grant No.:	
1.	Local Administrator:
2.	Borrower/Owner:
3.	Borrower's/Owner's Address:
4.	Address of Rehabilitation Property
5.	<p>I, _____ (Contractor's Name) certify that the work on the property identified above has been completed in accordance with the contract. For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned Contractor hereby warrants that all laborers employed by them upon the aforesaid premises have been fully paid, and that none of such laborers have any claim, demand or lien against said premises and thereby the undersigned Contractor waives, discharges, and releases any and all liens, claims, and rights to liens against the above-mentioned project.</p> <p>Final inspection has been made of the rehabilitation work at the property identified above, and all work has been completed in accordance with the MARYLAND BUILDING PERFORMANCE STANDARDS, all local codes, the contract documents and the governing Regulations.</p>
6.	<p>I, the Borrower/Owner hereby agree that the work on this property has been fulfilled in accordance with the contract and that I have received all required warranties and guarantees and all supplemental information needed to honor such warranties and guarantees.</p>

Contractor's Signature _____

Date: _____

Owner's Signature _____

Date: _____

I certify all items included in the rehabilitation contract and work write up at the property identified above, have been inspected and completed. I hereby request release of the final check

Inspector's Signature _____

Date: _____