

MEMORANDUM FOR RECORD

Date: November 2, 2017

Pre-bid Meeting

MHA Boardroom 216

SUBJECT: Solicitation No: HO 18-B-00407; Questions and Responses.

This posting will record questions and answers presented for the listed solicitation: Elevator Maintenance and Repairs from the pre-bid meeting.

1. Is attendance for this pre-bid mandatory in order to submit a bid? **Answer:** No.
2. How will future modernization plans work if I am awarded a maintenance contract? **Answer:** MHA plans to release a solicitation for the modernization of the elevators for its hi-rise buildings in December. Per this solicitation, the awarded contractor for elevator maintenance and repairs will only be responsible for the building(s) that are not being modernized. (Solicitation 1.2.3 Deductions(s)...)
3. Who will have the maintenance agreement when the modernization is done? **Answer:** Though the solicitation for modernization has not been released yet. It is anticipated when the modernization is completed for each building there will be a warranty period. After the period ends, MHA can solicit bids for the ongoing maintenance of the modernized elevators.
4. How long will this agreement last? **Answer:** This agreement can last 1-year with 2-one year options to extend or a total of 3-years. (Page 1)
 - Each bidder may submit a proposed fee for any work that the prospective bidder feels are required prior to beginning the maintenance services. This proposed fee must be presented as a separate line item from your bid. (1.2.26 Pre-maintenance Cost)
 - Though this agreement is expected to start in December, and based on MHA goals to modernize the elevators at its hi-rise buildings, this agreement could last up to 3-years.
 - If your firm is awarded this agreement your firm will also remain eligible to bid on the modernization contract.
 - This solicitation is for the maintenance and repairs for elevators at MHA Central Office, College Park Community Building and 4 hi-rise buildings.
 - A site visit will follow after the pre-bid meeting. It will start at the MHA Central Office.
 - Any new questions that are presented during the site visit will not become a part of the solicitation. All questions after this pre-bid meeting must be presented in writing to be part of the responses. You may fax or email your additional questions.

All questions presented before the deadline will be posted to the MHA website. Bids are due November 17 by 3 p.m. Please check the website for updates prior to submitting your bid.



David Walker
Contracting Officer