



# **Memphis Housing Authority**

## **Public Housing Operations**

700 Adams Street, Room 107

Memphis, Tennessee 38105-5029

### **ADDENDUM NO. 1**

**Issued: April 25, 2018**

This addendum shall become and form a part of the following solicitation:

**Solicitation #HM 18-B-00404**

## **Gutter Cleaning, Replacement and Installation Project at Various MHA Developments, Memphis, TN**

### **TO ALL POTENTIAL OFFERORS:**

This Addendum, including all articles and corrections listed below, shall become a part of the original solicitation package, and shall be considered in preparing your proposals.

To ensure that all firms are given an equal opportunity to submit a competitive bid, copies of the Pre- Bid Conference meeting minutes, vendor's questions and responses and clarifications regarding Solicitation # HM 18-B-00404; Gutter Cleaning, Replacement and Installation Project at Various MHA Developments, Memphis, TN are included herein.

**Please acknowledge receipt of this addendum by signing, dating, and including a copy of this addendum cover sheet in your proposal.**

Name of Firm:

\_\_\_\_\_

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

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

Title: \_\_\_\_\_

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# MEETING MINUTES

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Date: April 19, 2018

**To: All Potential Offerors & Meeting Attendees (as listed below)**

From: Kelitia M. Crowder, MHA Public Housing Operations

**RE: Pre-Bid Conference**

Solicitation # HM 18-B-00404: Gutter Cleaning, Replacement and Installation Project at Various MHA Developments, Memphis, TN.

CC: Kelitia Crowder, **KC** Senior Project Manager, MHA  
Michael Swindle  
David Walker

A Pre- Bid Meeting was held at the Memphis Housing Authority Central Office in room 216 on Thursday, April 19, 2018 at 10:30 A.M. regarding Solicitation No. HM 18-B-00404 for the Gutter Cleaning, Replacement and Installation Project at Various MHA Developments, Memphis, TN.

**KC** instructed all attendees to sign the meeting attendance sheet.

Meeting Attendees were as follows:

Kelitia Crowder	MHA
Steve Moore	Arthur Perry III Construction Company, LLC

*See the Attached Attendees List*

**The following items were discussed in the Pre-Bid and are listed as follows:**

1. **Introduction of MHA Representatives**
  - a. **KC** introduced herself as the senior Project Manager and MHA's Project Management team for the referenced project.
2. **Review of Solicitation**
  - a. **KC** reviewed the anticipated schedule and discussed work hours. The project duration will be 30 days from the Notice to Proceed.
  - b. **KC** explained that the contractor is responsible for making site visits to ensure that he is thoroughly familiar with the existing conditions.
  - c. **KC** explained the Scope of Work
    - Cleaning the existing gutter systems

- Replacing any missing or damaged components to match existing conditions at Askew and GE Patterson Pointe
- Painting all replaced components to match existing conditions.
- Install new gutters at Montgomery Plaza and three scattered homes at Askew Place.
- The contractor may submit an equal gutter product for review and approval.

**3. Review of Bid Form**

- a. **KC** explained that the contractor shall provide costs for each line item listed and to list the total dollar amount in the space indicated.
- b. **KC** explained that contractor shall also provide unit costs for each biddable item in the designated spaces on the bid form

**4. Questions from Potential Bidders**

- a. **Question:** We use only subcontractors and do not carry workers compensation. We have workers compensation exemption. Are we still allowed to bid? Is worker's compensation exemption acceptable?  
**Response:** The contractor and/or his subcontractor must carry worker's compensation insurance. If the worker's compensation is carried by the subcontractor, the prime contractor must attach his worker's compensation exemption form to the subcontractor's proof of worker's compensation.
- b. **Question:** Do you have a certified payroll form?  
**Response:** Yes. They are available online at [www.dol.gov](http://www.dol.gov), Wage and Hour Division, Form WH-347
- c. **Question:** Can we use a lift?  
**Response:** No. Using a lift will damage the lawns.

**5. Vendor's Questions and MHA's Responses**

- a. NONE

**6. Site Visit**

- a. **KC** explained that the contractor can go visit the site at his leisure.

The meeting adjourned at 11:15 a.m.

END OF ADDENDUM

**SOLICITATION NO. HM 18 B 00404**  
**GUTTER CLEANING REPAIR AND INSTALLATION AT ASKEW**  
**PLACE, G.E. PATTERSON POINTE AND MONTGOMERY PLAZA**  
**PRE-BID MEETING**  
**MHA BOARDROOM, 10:30 AM**  
**SIGN IN SHEET**

April 19, 2018

Print Name (DO NOT SIGN)	Name of Firm	Email Address	Phone
Kelitia Crowder	MHA	kcrowder@mhanewday.com	901.544.1311
STEVE MUGHE	ARTHUR PERRY THE THIRD <del>ARTHUR PERRY</del> CONSTRUCTION COMPANY, LLC	arthur.perry.the.third@gmail.com	901 785-7857