



Memphis Housing Authority
Capital Improvements Department
700 Adams Avenue, Room 107
Memphis, Tennessee 38105-5029

ADDENDUM NO. 1
Issued: June 21, 2023

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

Solicitation #CI 23 B 00666

**Installation of Access Controls on Fire Exit Doors, Elevators, and
Laundry Rooms At Borda Tower and Dr. R.Q. Venson Center for
MHA, 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 # CI 23 B 00666 for Installation of Access Controls on Fire Exit Doors, Elevators, and Laundry Rooms at Borda Tower and Dr. R.Q. Venson for MHA, 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: _____

MEETING MINUTES

Dates: June 12, 2023,

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

From: Kevin Pilate, Senior Project Manager, MHA Capital Improvements

RE: Pre-Bid Conference

Solicitation # CI 23 B 00666: Installation of Access Controls on Fire Exit Doors, Elevators, and Laundry Rooms at Borda Tower and Dr. R. Q. Venson Center, Memphis TN.

CC: David Walker, DW	Contracting Officer, MHA
Kevin Pilate, KP	Senior Project Manager, MHA
Kelitia Dickson, KD	Director, MHA
Cory Lowery, CL	Architect of Record, Allen & Hoshall
Tim Edwards, TE	Sub-consultant, FLS

Pre- Bid Meeting was held at the Memphis Housing Authority Central Office in Board Room on Monday, June 12, 2023, and Tuesday June 20,2023 at 10:00 A.M. regarding Solicitation No. CI 23 B 00666 for the Installation of Access Controls on Fire Exit Doors, Elevators, and Laundry Rooms at Borda Tower and Dr. R. Q. Venson Center, Memphis TN.

Meeting Attendees were as follows:
See attached Attendee Sign in Sheets

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

KP: Instructed all attendees to sign the meeting attendance sheet.

KP: Welcome and Introductions

KP: Instructed attendees to sign the sign in sheet legibly.

KP: Instructed all attendees to hold questions till the end unless prompted for questions.

CL/TE: Scope of Work overview by Cory Lowery and Tim Edwards.

KP discussed and explained the MHA Bid Process to Attendees to include:

- State of Tn bid requirements.
- Items listed on the outside of the Bid envelope.

KP discussed and explained the bid form and answered questions from attendees regarding the bid form.

KP discussed mandatory submittals, required documents for bid submission.

- Legal Notice
- Invitation for Bid
- Bid Form
- Bid Bond

Representations, Certifications and Other Statements of Bidders
Previous Participation Certification
Qualifications Questionnaire.
Non collusion Affidavit Certification
Debarment or Suspension Certification
Equal Opportunity Employer Certification
Drug Free Workplace Certification

DW discussed and explained the HUD Section 3 Program

DW/KD discussed MHA's MBE/WBE Participation Program and Goals

KP discussed Non-Routine Maintenance wage rates and Requirements for Certified Payroll

KP discussed the HUD 5370 General Conditions for Construction Contracts

KP discussed the following.

- Form of Contract
- Special Conditions
- Weather Delays
- Davis Bacon Wage Rates
- HUD 51000 Documents for Payments
- Certified Payroll Requirements
- Special Conditions
 - Working hours
 - Weather delays

KP discussed the following project closeout documents.

Certificate and Release of Lien

Waiver and Release of Lien

KP reviewed and discussed the Division 1 Specifications.

Meeting adjourned at 10:56 a.m.

June 20, 2023, Pre -Bid Conference Meeting adjourned at 10:05 am

REVISION:

N/A

QUESTIONS FROM POTENTIAL BIDDERS:

N/A

END OF ADDENDUM #1

SIGN IN SHEET

Solicitation # CI 23 B 00666 Installation of Access Control on Fire Exit Doors, Elevators, and
Laundry room Doors at Borda Tower and Dr. R. Q. Venson Center for Memphis Housing
Authority

Monday, June 12, 2023 @ 10:00 a.m.

PLEASE WRITE LEGIBLY

Print Name (DO NOT SIGN)	Name of Business	Phone	Fax	Email Address
✓ Kevin B. Pilate	MHA	901-544-1882	901-544-1126	kpilate@memphisha.org
Kelitia M. Dickson	MHA	901-544-1334	901-544-1312	kdickson@memphisha.org
Moshe Cole	MHA	901-	901-	mcole@memphisha.org
Cory Lowenz	Allen + Hoshall	901-820-0820		clowenz@allenhoshall.com
Tim Edwards	TFL	901-303-3451		tim.edwards@flyinglocksmiths.com
Tom Lott	Wagner General	901-386-0060		tom@wagnergeneral.com

SIGN IN SHEET

Solicitation # CI 23 B 00666 Installation of Access Control on Fire Exit Doors, Elevators, and
Laundry room Doors at Borda Tower and Dr. R. Q. Venson Center for Memphis Housing
Authority

Monday, June 20, 2023 @ 10:00 a.m.

PLEASE WRITE LEGIBLY

Print Name (DO NOT SIGN)	Name of Business	Phone	Fax	Email Address
KEP Kevin B. Pilate	MHA	901-544-1882	901-544-1126	kpilate@memphisha.org
Kelitia M. Dickson	MHA	901-544-1334	901-544-1312	kdickson@memphisha.org
MC Moshe Cole	MHA	901-	901-	mcole@memphisha.org
Cory Lowery	Allm Hbshall	901-820-0820		clowery@allenhssthal.com
Tim Edwards	TFL	901-303-3451		Tim.edwards@ flyinglocksmithe.com
Tom Lott	Wagner General	901-386-0060		tom@wagnergeneral.com