



## **Memphis Housing Authority**

### **Capital Improvements Department**

700 Adams Avenue, Room 107  
Memphis, Tennessee 38105-5029

### **ADDENDUM NO. 1**

**Issued: Friday, August 14, 2015**

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

**Solicitation #: CI 15-B-00326**

### **Construction Services for Exterior Repairs And Renovations At Jefferson Square, Memphis, TN**

#### **TO ALL POTENTIAL BIDDERS:**

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

In order to ensure that all bidders are given an equal opportunity to submit a competitive bid, attached is a copy of the Pre-Bid Conference meeting minutes and vendor questions and responses regarding Solicitation #: CI 15-B-00326: Construction Service for Exterior Repairs And Renovations At Jefferson Square, Memphis, TN.

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

Name of Firm: \_\_\_\_\_

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

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

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# MEETING MINUTES

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Date: August 14, 2015

To: All Potential Offers

From: Roger Folk, Project Manager, MHA Capital Improvements

RE: Questions from Pre-Bid meeting and site visits.  
Solicitation #: CI 15-B-00326: Construction Services for Exterior Repairs And Renovations At Jefferson Square, Memphis, TN

CC: Greg Perry                      Alternate Contracting Officer  
David Walker                      Procurement Specialist

A Pre-Bid Conference was held at the Memphis Housing Authority Central Office in the Board Room on August 4 & 6, 2015 at 10:00 a.m. CST regarding Solicitation Exterior Repairs And Renovations At Jefferson Square, Memphis, TN. Meeting attendees were as follow.

Bruce Chapple (BC)	M & C Construction	8/04/15
Otto Moore (OM)	M & C Construction	8/04/15
Derick Forrest (DF)	Access Builders Construction	8/04/15
Delinor Smith (DS)	Access Builders Construction	8/04/15
David Walker (DW)	MHA – Procurement Specialist	8/04/15
Wayne Legget (WL)	A & B Construction Co.	8/06/15
Gary Foglesong (GF)	Ambassador Construction	8/06/15
David Sanders (DS)	SMS Contractors.	8/06/15
Roger Folk (RF)	MHA – Capital Improvements	8/04 & 8/06/15

1. RF – Instructed meeting attendee to sign the meeting attendance sheet.
2. RF – Provided a review of the solicitation package.
3. RF – Provide a review of the Scope of Work.
4. RF – Stated all questions should be submitted in writing and also stated that any answers provided during the Pre-Bid Conference are non-binding.
5. RF – Went over the MBE/WBE Participation and the Davis Bacon Wage Determination & Rates.
6. RF – Stated that a site visit would follow immediately after pre-bid meeting.
7. RF – The deadline for the receipt of questions in Tuesday, August 11, 2015 at 4:00 p.m. CST. Bids are due on Thursday, August 27, 2015 at 2:00 p.m. CST. Based upon review and acceptance, we anticipate the bid will be awarded on Thursday, October 01, 2015.
8. RF – We anticipated to issue a Notice To Proceed on Thursday, October 08, 2015.
9. RF – This meeting is now concluded, any additional questions may be e-mailed or faxed to the attention of David Bradford; [dbradford@ssr-inc.com](mailto:dbradford@ssr-inc.com) and fax [901] 683-3900. Please CC Roger Folk at [rfolk@mhanewday.com](mailto:rfolk@mhanewday.com)

This addendum consists of **0** attachments:

**Changes to Invitation for Bid:**

**Several questions have arisen that needed to be addressed and in response to those questions we have changed the due dates to this invitation for bid.**

1. Questions regarding this Invitation for Bid should be directed in writing by 5:00 p.m. Central Time on **Wednesday, August 19, 2015** to David Bradford by fax [901] 683-3900 or via email [dbradford@ssr-inc.com](mailto:dbradford@ssr-inc.com) . Please CC Roger Folk at [rfolk@mahnewday.com](mailto:rfolk@mahnewday.com)
2. Responses to inquiries will be made in the form of written addenda to the invitation for Bid by **Monday, August 24, 2015**.
3. Bids will be received until 2:00 p.m. Central Time on **Thursday, September 03, 2015** at the office of the Memphis Housing Authority, Capital Improvements Department, 700 Adams Avenue, Room 107, Memphis, Tennessee 38105, at which time and place all bids will be publicly opened and read aloud.

**Clarifications**

1. All prospective bidders are reminded that they shall acknowledge receipt of all addenda by signing, dating and including a copy of the addenda cover page in their bid.

**END OF ADDENDUM**