

## Memphis Housing Authority

Capital Improvements Department

700 Adams Street, Room 107

Memphis, Tennessee 38105-5029

### ADDENDUM NO. 2

ISSUED: October 14, 2016

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

**Solicitation #CI 17-B-00351**

**For William Foote Homes Board-UP Services**

### 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 taken into account in preparing your proposals.

In order to ensure that all firms are given an equal opportunity to submit a competitive proposal, a copy of this subject document Addendum # 2, including a copy of the Pre-Bid Conference meeting minutes, vendor questions and responses regarding Solicitation #CI 17-B-00351: For Board-UP Services at the William Foote Homes Development TN1-2.

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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Memphis Housing Authority  
Capital Improvements Department

**PRE-BID CONFERENCE AGENDA**

Solicitation, # CI 17- B-00351  
Board-UP Services for William Foote Homes Development TN1-2  
Thursday, October 6, 2016; at 9:30 a.m.  
700 Adams Ave, Memphis, TN

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- Attendees Sign-in
- Welcome and Introductions
- Review of Mandatory Submittals
- Review of Bid Process
- Review of Bid Format
- Review of Scope of Work
- **Questions & Answers Shall be forthcoming via Addendum # 2**

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**Vendor Questions and MHA Responses:**

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*All QUESTIONS & ANSWERS ARE INCLUDED IN ADDENDUM #2*

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October 14, 2016      Addendum # 2

## **Clarification and Corrections:**

PLEASE DELETE THE INITIAL SITE MAP WITH BUILDING ELEVATIONS of A, B, C and D bldgs. AND REPLACE WITH THE FOLLOW:

- Please see Exhibit-A1, A2, A3 and A4 that depicts revised elevations of the window and door location/bldg.- type.
- Please Note: Number of buildings and windows and doors must be field verified by contractor.

PLEASE NOTE, THE REVISED BOARD-UP SCOPE IS AS FOLLOWS:

- All First floor windows and doors are to be boarded up
- The (Only) second floor windows to be boarded --UP are the ones above the front and rear entry canopies (see attached building elevations).

PLEASE NOTE: Material Changes:

- Delete the use of 5/8" plywood and replace with 1/2" (inch) Plywood instead:
- PLEASE NOTE HARDWARE CHANGES: Delete all reference to lag-bolts as a fastener; DELETE THE 3" TAMPERPROOF Screw and replace with the following:
- Use 2 1/2" (inch) Tamperproof Screws instead
- Use Lag- bolts only if it's necessary to drill into the masonry

## **Changes:**

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*The Bid Opening Date shall be extended until 3:30pm. CST Friday, October 21, 2016*

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## **Revised Anticipated Schedule For Phases A1 & A2:**

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*Addendum # 2 Release Date                      Friday, October 14, 2016*

*Revised Bid Opening Date                      Friday, October 21, 2016,*

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MEETING MINUTES

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**MEMPHIS HOUSING AUTHORITY  
CAPITAL IMPROVEMENTS**

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TO: File

FROM: Frank Barnes  
Senior Project Manager

RE: **Pre-Bid Conference FOR BOARD- UP SERVICES AT FOOTE HOMES TN 1-2**  
CI-17-B-00351

DATE: October 6, 2016.

CC: Interested Bidders

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On Thursday, October 6, 2016, the MHA Capital Improvements Department held a Pre-Bid Conference in Asset Mgmt.'s Conference Room to clarify the Bid Proposal for the Construction Board- UP- Services for the Foote Homes development TN 1-2.

**Participants:**

See Attached Sign- Sheet

**Introduction by Frank Barnes, Senior Project Manager**

The Following item was discussed:

**Explanation Scope of Work:**

1. Where to Board- UP
2. Board- UP Material to use
3. Timeframe of 2-3 hours once unit is unoccupied

**Discussions:**

1. Phase- 1 area is circled on the hand-out map
2. Phase- 2 is just below that.

Material used is 5/8" Plywood- Addendum # 2 will be published to override that to 1/2" plywood.  
FB asked all in attendance to hold all questions until end, to get through the program faster.  
The type of hardware shall be tamperproof screws- a min of 3 inches in length. A Window & Door schedule is attached for your use that shows the building types, windows sizes door sizes etc. All

quantities and sizes shall be field verified by the Contractor. We have attached a building profile sheet for your use to identify building types. Contractor is to field verify all numbers. The unit prices are used for Additions/ Deductions of windows and doors/size. This information is reflected on the bid form.

**FB,** Per Addendum # 2 some of the windows and doors will be deleted from the scope of work. Also, windows on the second floor above the exterior canopies of all buildings are the (only) ones that will require boarding up. Corrections via Addendum # 2 will override the number of windows on the initial bid package; the existing exterior security bars must be taken in consideration. The unit prices given on bid sheet shall be used as payment for any additional windows or doors to be boarded up.

#### **SCOPE OF WORK CONTINUE:**

- 1. Boarding windows and doors on all un-occupied buildings**
- 2. Board –up front door and rear door for accessibility at a later time.**
- 3. Team to go on site either today or tomorrow to see configuration of windows and doors.**

❖ Reviewed of IFB Process

#### **Review of the Bid Format & Procurement Schedule:**

- ❖ Reviewed the Bid Package
- ❖ Discussed General Information

#### **VENDOR'S QUESTIONS & ANSWERS BY MHA**

**Question:** Should all hardware be tamperproof? - using metal screw with (star-bit) without washers even though the specs calls for washers

**Answer:** Send in all questions in writing so that they can be adequately addressed.

**Question:** When will the project start?

**Answer:** The project is scheduled to start 4- 5 days after the bid opening. The Project duration will probably extend through the duration of the demolition scope.

**Question:** How much wood to extend beyond the window?

**Answer:** The windows are recessed- go within the frame- Bick to Brick; Anchor into the brick with lag-bolts-3inches in length. The Plywood must extend a minimum of 3 inches beyond the window frame (at each opening).

**Question:** Are the bids to be per unit or per windows?

**Answer:** Per building is the requirement  
(As a Tenant moves out, the contractor will follow up with board-up services)

**Question:** Are double windows counted as one or two?

**Answer:** No, they are counted as Two.

(Per Addendum # 2 we will send a picture depicting the type of fastener to use for the board –up attachment).

**FB,** Board-Up Services are on an as needed basic.

**FB,** An NTP to be issued around the 20<sup>th</sup> of October 2016.

Please read the documents, and submit your Bid Bond which is 5% of the bid amount.

❖ Review of Mandatory Submittals (see below) All Mandatory Submittal are required to be notarized and signed.

**Mandatory Submittals:**

- A. HUD 5370-General Terms and Conditions
- B. HUD 5369-Certifications
- C. Previous Participation Certification
- D. Non-Collusive Affidavit
- E. Debarment and Suspension Certification
- F. Equal Opportunity
- G. Drug Free Workplace
- H. Section 3 Plan
- I MBE/WBE Certifications

The Question & Answer period is through Tuesday, October 11, 2016 a 100% performance Bond is required upon award of the bid.

**Question:** How are the bids evaluated, lowest bid or best bid?

**Answer:** MHA's procurement requires for justification and a letter to HUD and MHA's board approval if after the investigation the lowest bidder is not the best.

**Question:** Are certified payrolls required?

**Answer:** Not required, but you will have to maintain them for three years for your record under the Davis- Bacon Wage Rates.

**MHA'S Expectations:**

MHA expects high quality of workmanship. Products specified will be required and cannot be substituted without written consent from the OWNER. The safety of the residents is the biggest concern of the OWNER; the contractor is required to follow all guidelines dictated by OSHA, construction code enforcement, MHA and any other agency involved in the execution of this task.

Contractors may need to apply for permits as required by Memphis and Shelby County Construction Code Enforcement. This is solely the responsibility of the contractor and/or contractors.

Again, all Questions are due in writing by 3:00 PM Tuesday, October 11, 2016 Only written responses to questions will be considered binding. This concludes the meeting.

END OF ADDENDUM # 2

10/14/2016  
Addendum #2  
Type of Hardware to be  
used on this project

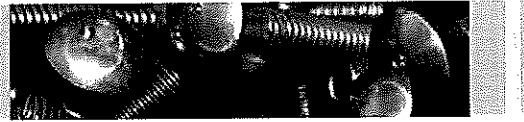
*[Handwritten signature]*

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Products



**SNAKE EYES® SPANNER**

The original Snake Eyes® Spanner requires matching driver bit reducing the chances of unauthorized removal. Available in 18-8 stainless steel. Som...[more](#)



**METRIC SNAKE EYES®**

...[more](#)



**PHILLIPS PIN-HEAD**

Traditional Phillips drive with tamper-resistant pin added for security. Easy to drive & remove with matching tool. (Cannot be removed with Phillips S...[more](#)



**SOCKET PIN-HEAD**

Engineered for a high degree of tamper-resistance offering positive engaging, high torque transmission while resisting cam-out and tool wear. Availabl...[more](#)



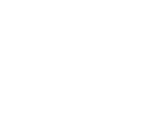
**METRIC SOCKET SECURITY**

...[more](#)



**TORX® PIN-HEAD**

Maximum torque transfer & positive tool engagement means easier drive installation with less pressure & slippage....[more](#)



**METRIC TORX®**

...[more](#)



**TRI-WING®**

Economical Tri-Wing® tamper-resistant screws are the common choice for high volume assembly operations while offering a minimal degree of security...[more](#)



**OPSIT REVERSE THREAD**

Opsit™ is a reverse thread sheet metal screw that installs counter-clockwise, thus, *tightens* if removal is attempted....[more](#)

**ONE WAY SEX BOLT**

One Way Sex Bolts are only available as 10-24 Truss Heads in 18-8 Stainless Steel only. They may be ordered as a complete set, consisting of a male an...[more](#)

ANY OF THE  
FOLLOWING IS  
ACCEPTABLE.

Tamperproof  
Screw Co., Inc.

30 Laurel Street  
Hicksville, NY 11801

Phone: 516-931-1616  
Fax: 516-931-1654





**PRE- BID SIGN - IN SHEET FOR ALL PARTICIPANT'S  
FOR SOLICITATION # CI 17-B-00351 BOARD-UP SERVICES**

**Project:** William Foote Homes Board- UP Services  
**Date:** Thursday, October 6, 2016  
**Time:** 9:30AM CST  
**Place:** 700 Adams Street, MHA's Asset Mgmt. 1stfloor RM  
 Memphis, TN 38105

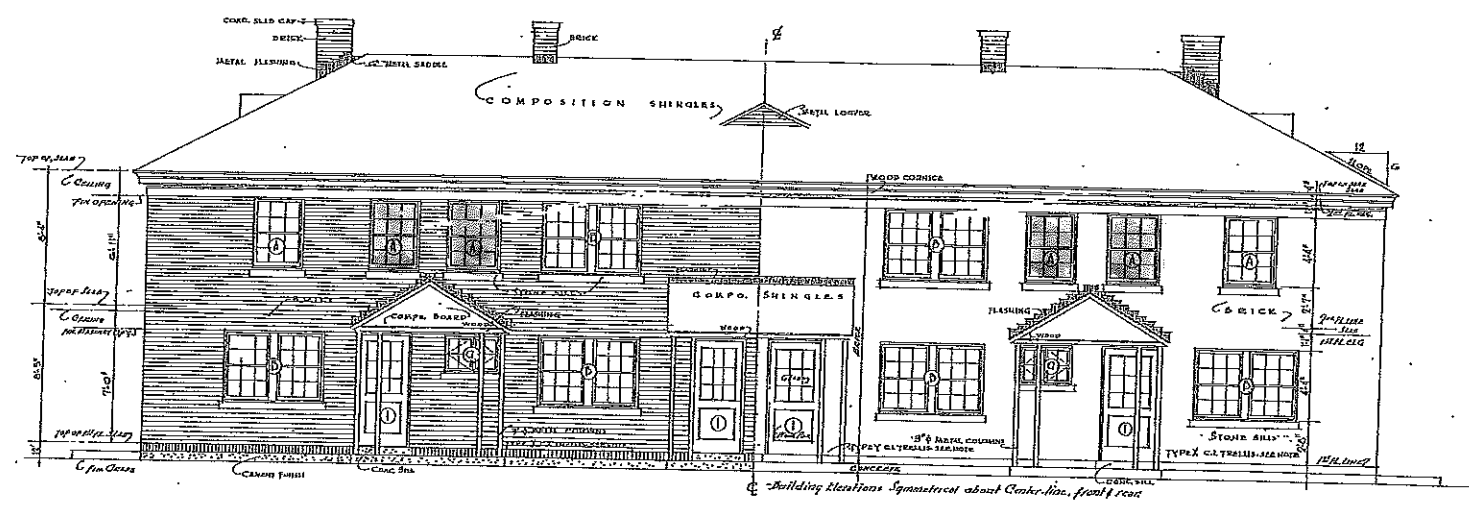
Print Name (DO NOT SIGN)	Name of Business	Phone	Fax	Email Address
Frank Barnes	MHA	544-1148	544-1535	<a href="mailto:fbarnes@mhanewday.com">fbarnes@mhanewday.com</a>
Michael Swindle	MHA	544-1804	544-1535	<a href="mailto:mswindle@mhanewday.com">mswindle@mhanewday.com</a>
Kelitia Crowder	MHA	544-1311	544-1335	<a href="mailto:kcrowder@mhanewday.com">kcrowder@mhanewday.com</a>
David Walker	MHA	544-1298	544-1147	<a href="mailto:dwalker@mhanewday.com">dwalker@mhanewday.com</a>
Janet Young	MHA	544-1295	544-1147	<a href="mailto:jyoung@mhanewday.com">jyoung@mhanewday.com</a>
ARTHUR PERDUE III STEVE MOORE	ARTHUR PERDUE III CONSTRUCTION CO.	(901) 785-7857	(901) 785-8769	<a href="mailto:ARTHURPERDUEIII@GMAIL.COM">ARTHURPERDUEIII@GMAIL.COM</a>
SERENIA CURTIS	CURTIS' CONSTRUCTION	901-949-5062	870-733-1353	<a href="mailto:CURTISCONSTRUCTION@YMAIL.COM">CURTISCONSTRUCTION@YMAIL.COM</a>
Carlo Foster	C. Foster Construction	901-550-8249	901-509-2715	<a href="mailto:cfoster04@comcast.net">cfoster04@comcast.net</a>
Ozeil Gwinn	Genesis Prep	901-218-9886	901-372-8007	<a href="mailto:OZEIL@ATT.NET">OZEIL@ATT.NET</a>

A-Bldg.

10/14/2016  
Addendum #2

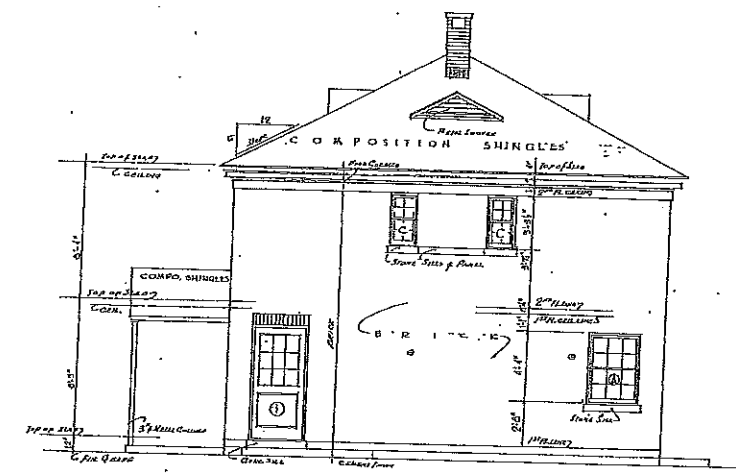
LEGEND:

☐ upstairs windows to be Boarded-up (ONLY)



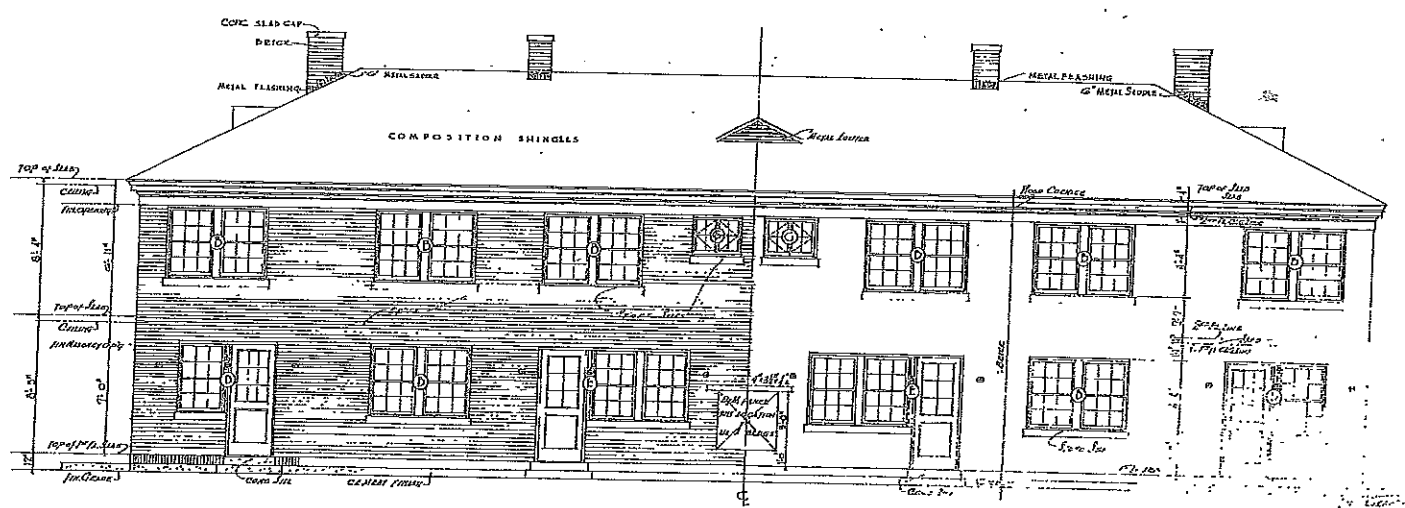
FRONT ELEVATION TYPE A BUILDING

Scale 1/4" = 1'-0"  
NOTE: SEE ALTERNATE ELEVATIONS OF TYPE A BUILDING FOR GABLED ROOFS AND CAST IRON PORCHES ON BUILDINGS No. A-1, 2, 3, 4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 22.



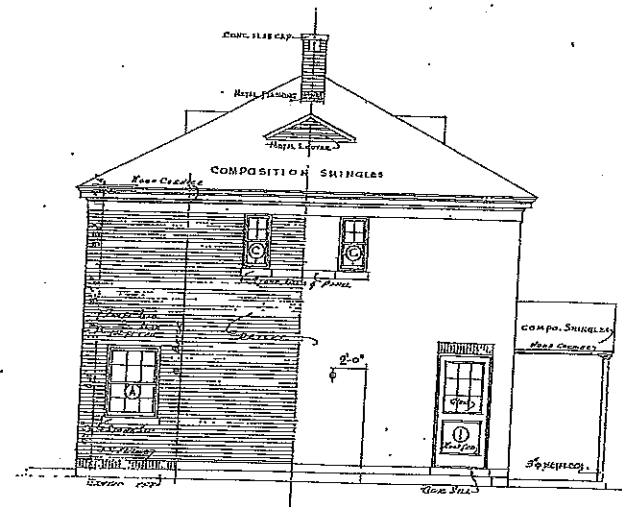
RIGHT SIDE ELEVATION

Scale 1/4" = 1'-0"



REAR ELEVATION TYPE A BUILDING

Scale 1/4" = 1'-0"  
NOTE: @ INDICATES CHIMNEY ROOF - SHOWN AS TYPICAL AS CORNER OF ROOF OF BLDG SEE ALSO PLAN, BEHIND WALLS AND ROOF.



LEFT SIDE ELEVATION

Scale 1/4" = 1'-0"

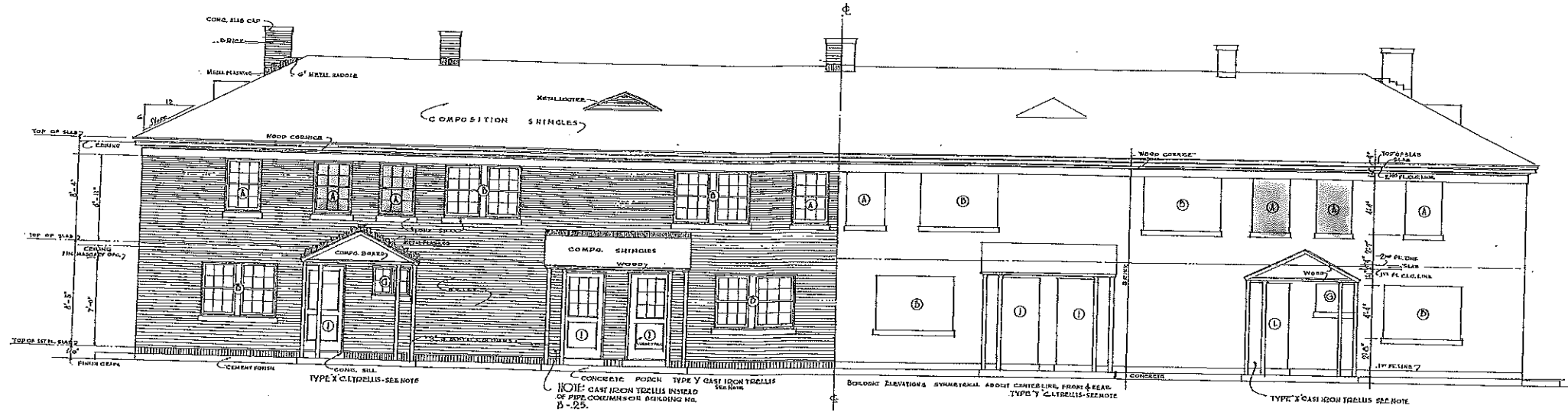
B-Bldg.

Exhibit - A2

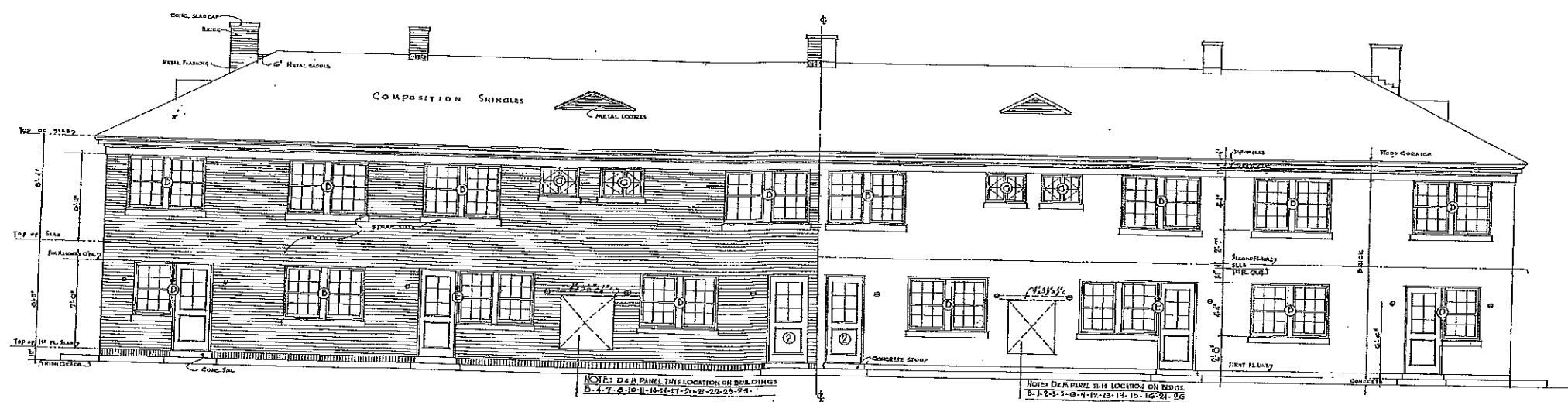
10/14/2016  
 Addendum #2 - NOTES:

LEGEND:

UpstAIR Windows TO be Boarded - UP (ONLY)

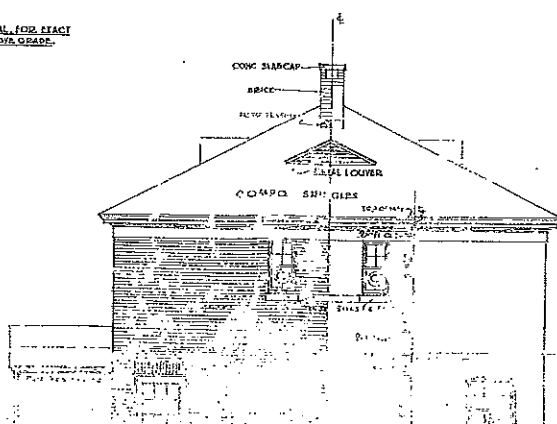
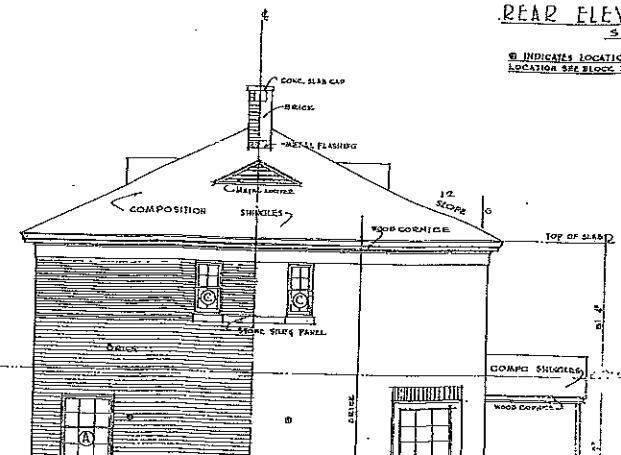


FRONT ELEVATION TYPE 'D' BUILDING  
 SCALE 1/2" = 1'-0"



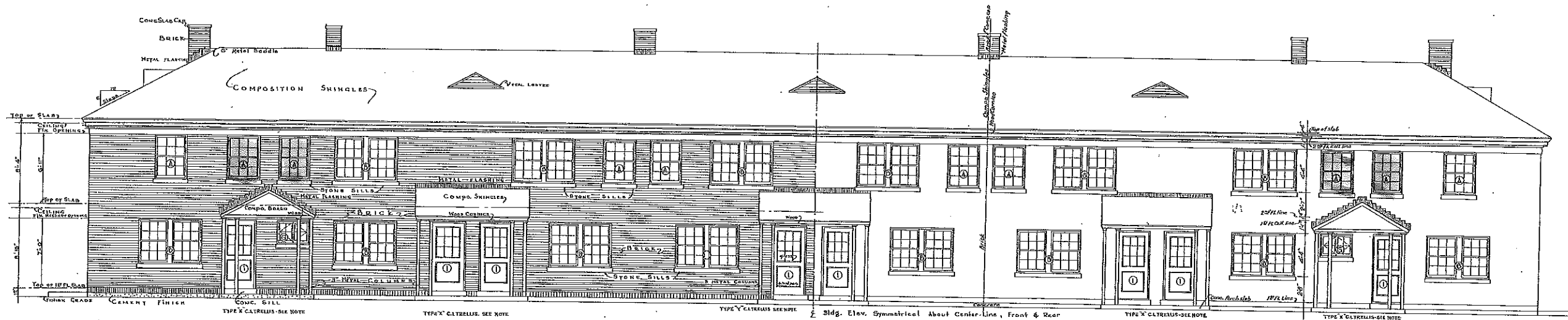
REAR ELEVATION TYPE 'D' BUILDING  
 SCALE 1/2" = 1'-0"

⊗ INDICATES LOCATION OF CHIMNEY. WORKS SHOWN AS TYPICAL. FOR EXACT LOCATION SEE BLOCK PLANS. HEIGHT TO FINISH WITH GRASS 6" ABOVE GRADE.



C. Bldg.

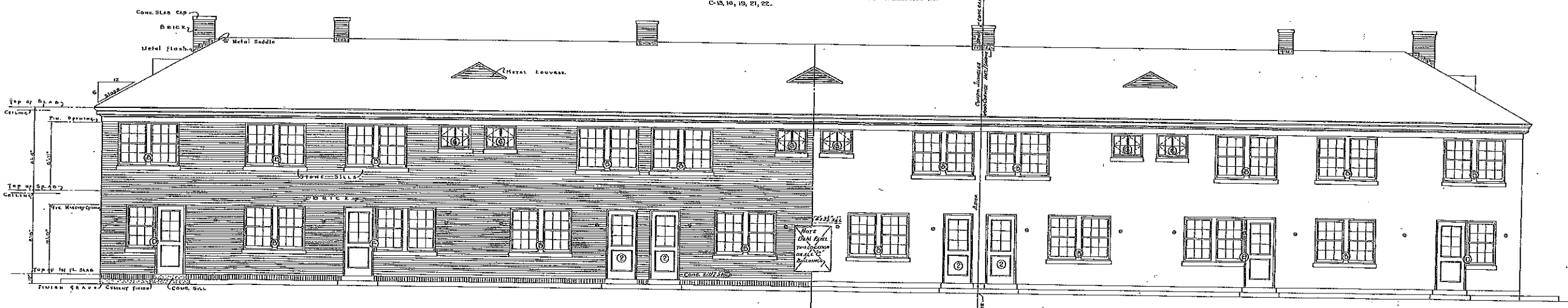
Exhibit - A-3



FRONT ELEVATION TYPE 'C' BUILDING

Scale 1/4" = 1'-0"

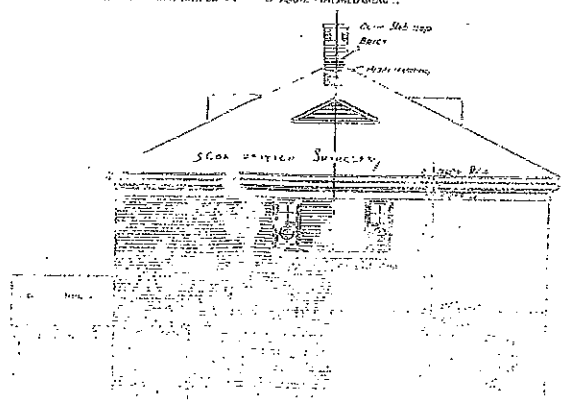
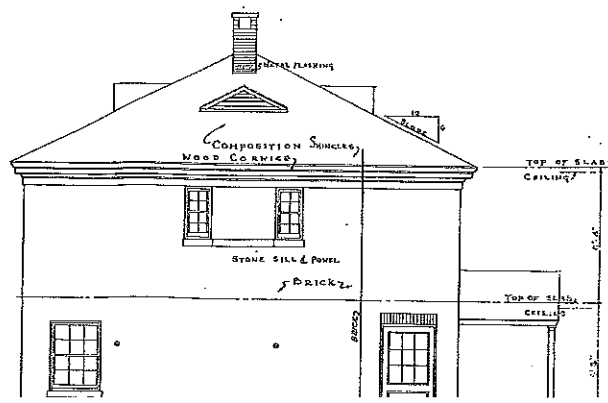
NOTE: CAST IRON TRILLS INSTEAD OF PIPE COLUMNS ON BUILDINGS NO. C-15, 16, 19, 21, 22.



REAR ELEVATION TYPE 'C' BUILDING

Scale 1/4" = 1'-0"

NOTE: O INDICATES CLOSETLINE WALL-TOP'S SHOWN IN FIGURAL FOR EXACT LOCATION SEE BLOCK PLANS. HEIGHT TO VARY WITH GRID. "O" IS FINISHED GRADE.



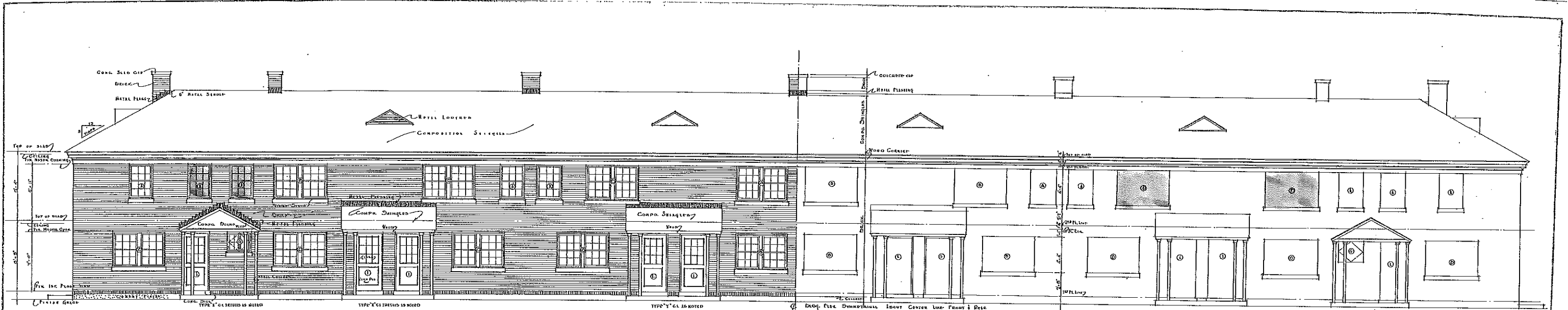
10/14/2016  
Addendum #2

LEGEND:

☐ UPSTAIRS WINDOWS TO BE BOARDED-UP (ONLY)

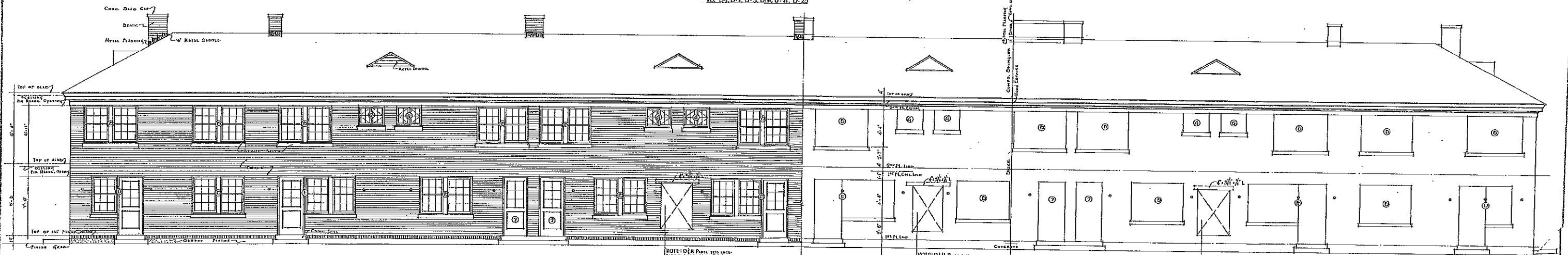
D - Bldg.

Exhibit-A-4



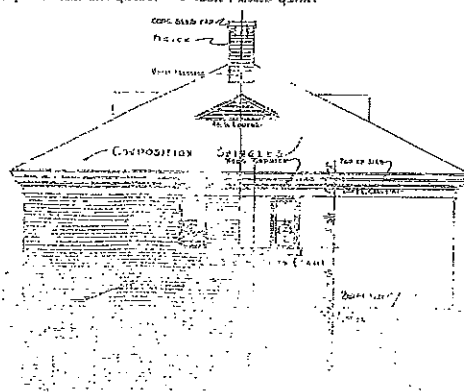
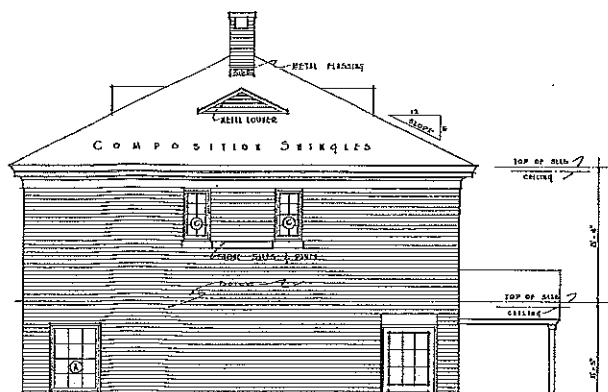
FRONT ELEVATION TYPE 'D' BUILDING

SCALE: 1/4" = 1'-0"  
NOTE: CAST IRON TIEBOLTS IS DETAIL INSIDE OF METAL COLUMNS OR BODYS  
NO. D-1, D-2, D-3, D-6, D-8, D-9, D-10, D-11, D-12




REAR ELEVATION TYPE 'D' BUILDING

SCALE: 1/4" = 1'-0"  
NOTE: 'X' INDICATES CLOSURE WALL DOORS - SHOWN IN TYPICAL FOR EXACT LOCATION ON BLACK PLANS. HEIGHTS TO RISE WITH GRADE. 4'-0" TYPICAL FINISHED GRADE.



10/14/2016  
Addendum #2

LEGEND:

 Upstairs windows to be Boarded - UP (ONLY)