City of MEMPHIS
HOUSING & COMMUNITY DEVELOPMENT

Development Services Department
Residential Accessibility Modification Program (RAMP)

NOTICE TO BIDDERS

November 5, 2026

Property Address: 1748 Boxtown, 38109
Property Number: 777412
Date Issue: November 5, 2026
Date Deadline November 9, 2026

The City of Memphis- Housing and Community Development (HCD), Residential Accessibility Modification Program (RAMP) will receive bids for **1 RAMP** bid opportunities on single family properties located in the City of Memphis. There will be bid openings for selected contractors (only) from the approved RAMP contractor's list for 2026

Scope of Work

Bids must address the attached Scope of Work and specifications. Contractors must include all labor, materials, equipment, permits, debris removal, and other costs necessary to complete the work. Proposed substitutions, exclusions, or deviations must be clearly identified for HCD review.

Site Visit

Coordinate property access through Pamela Johnson pamela.johnson@memphitn.gov or its designated representative.

Bid Submission

Submit bids through Pamela Johnson via email pamela.johnson@memphistn.gov or in person at 170 N. Main 3rd floor, Memphis TN 38103 by the deadline listed above.

Identify the submission as **RAMP Bid – 1748 Boxtown 38109-777412**

Each bid must include:

- Contractor's legal business name and contact information.
- Itemized pricing corresponding to the attached Scope of Work.
- Total proposed contract amount.
- Estimated start date and number of calendar days required for completion following written authorization to proceed.
- Any proposed exclusions, substitutions, or clarifications.
- Signature and date of the contractor's authorized representative.

Bid Review and Selection

Bids will be evaluated under the award criteria established in 2026-RAMP-001 and the City's approved procurement process. Review will include responsiveness to the Scope of Work, price, and contractor responsibility and capacity.

Authorization to Begin Work

This notice does not authorize construction, material purchases, or other project commitments. Work may begin only after required environmental clearance, execution of applicable project documents, and written authorization to proceed from the City.

Winning Bidders-

If you are the winning Contractor the following information will be need to be sent to the assigned Pamela Johnson Coordinator of your agreement in within 48 hours.

□ Current Business License

□ Current State of Tennessee Contractor License

□ Certificate of Insurance (COI) to include:

□General Liability Insurance policy must list the City of Memphis as the certificate holder, located at 170 North Main Street, Memphis, Tennessee 38103 with a minimum of $1,000,000 coverage.

□Comprehensive General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor's Liability, and Broad Form Property and Damage Liability Coverage.

□Current Automobile Liability with minimum limit of $1,000,000 per occurrence on all owned, hired, and non-owned autos.

□ Current National EPA RRP Firm/ Worker Certification

□ DUNS Registration (Must have an assigned DUNS Number to register on SAM.gov website)

□ SAM.gov registration (Must receive "active" status and be assigned a CAGE Code when verified)

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