

Addendum # 2

DESCRIPTION OF ADDENDUM.

Enclosed herein are the minutes from the Pre-Bid Conference

**IFB 21-0819 HAWS
INVITATION FOR BID
VACANT UNIT PAINTING, CLEANING AND REPAIRS**

September 1, 2021

I. Call to order

LaKeisha Crump called to order the regular meeting of the Pre-Bid Conference IFB 21-0819 HAWS at 10:13 AM on September 1, 2021 at the Loewy Building, 500 West Fourth Street, Suite 300, Winston-Salem, NC 27101.

II. Roll Call

LaKeisha Crump conducted roll call. The following person were present from HAWS: **LaKeisha Crump**/ Procurement Officer, **Johnathan Tolliver**/ Maintenance Supervisor- Cleveland Avenue Homes/ Camden Station

Guests:

Victor Williams/ Williams Construction
Nikki Evans/Mace Investments, Inc.
Antoine Fowler/ Bernard Construction
Christina Walker & Charles Moore/Moore Enterprises Total Maintenance Plus
Isaiah Waddell/ J's Clean sweep Co. LLC
Mike Dalton/ Dalton's Quality Concrete
Darryl Miles/ Total Tree/Roofing

III. Introduction & Agenda Overview
LaKeisha Crump

- a) This bid is to select a pool of qualified contractors to perform renovation, repair, replacement, painting and cleaning for vacant units owned and managed by the HA. Qualified contractors will provide all labor, materials and equipment, and perform work necessary according to the scope of work, contract plans and documents as prepared for the HA.
- b) The Authority reserves the right and in their sole discretion to award work to one (1) or several contractors meeting the requirements of this request of pricing.

- c) We encourage all Minority and Women Owned Business Enterprises (MWBE) business to apply.

IV. Scope of work - John Tolliver

- a) Reviewed minimum requirements under Section 1.4 on page 9; there is a 10-day turnaround to complete unit. Time begins on first day contractor receives keys. This includes completing the punch list at day 8.
- b) Reviewed Attachment A pg.38 bid pricing form- Must understand the C1, C2 & C3 of the bid price sheet. Pricing should be provided based on category, painting, maintenance, and cleaning. We will hold contractor to the prices submitted on bid form. Please be sure not leave any pricing lines blank.
- c) Reviewed # 16 under section 2.3 for Windows- Blinds are the contractor's responsibility to replace. Camden and Oaks have two (2) inch blinds and may cost more than the other properties.
- d) Reviewed Flooring under Section 2.5- Some units have hardwood floors and require sanding. We clean them and apply a coat of wax. We require 3 coats of wax after unit is complete. Do not wax laminate flooring.
- e) Reviewed Section 2.6 Completion and Punch List- Please note there will be liquidated damages assessed at a rate of \$25.00 per day for each day exceeding the (10) business days allotted for each renovation job. Any extensive jobs that require additional work above the normal renovations must be approved by the Maintenance Supervisor and will be given more time by the Maintenance Supervisor.
- f) Reviewed Section 2.4 # 7 under Painting- Contractor will need to prime with 2 coats of paint. Some units are one color in the entire units. Some require two (2) or more paints.
- g) Explained that HAWS has a Quality Control division; this person may inspect the unit after the Maintenance Supervisor and request additional work to be completed within the unit. This will supersede what the Maintenance Supervisor deemed as complete.
- h) Reviewed Section 2.5 General cleaning

V. Overview of Bid Response Instructions
LaKeisha Crump

- All questions and concerns about the bid must be submitted in writing to only LaKeisha Crump. Contact information is listed on page 2.
- The important deadlines are listed on page 2 and recapped on the solicitation schedule on page 29. The last day to submit questions is Wednesday, September 8 at 5:00pm. The final Q&A

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will be released in an addendum to be issued on Tuesday, September 14. Any and all changes will be issued in an addendum posted to the HAWS website.

- The bid submittal deadline is Tuesday, September 21 at 2:00pm. The bid must be sealed, labeled with the bid number, addressed to my attention and date/time-stamped when submitted. No late bids will be accepted. Bids will be publicly opened and read after 2:00pm.
- Bidders must be licensed by North Carolina to do the type of work in the project. An EPA (Environmental Protection Agency) Renovation, Repair and Painting Certification is required at the time of the contract execution (Detailed information can be found on pg. 76 of IFB documents).
- No bonds, including bid bonds and payment and performance bonds, are required for this bid or contract.
- The contract will be awarded to the lowest bidder if the company is responsive and responsible. Responsive means that the submitted bid includes all the required documents. To be deemed responsible, the company must be qualified to perform the contract and cannot be debarred by HUD.
- Under Section V Additional Terms and Conditions (Pg.33), the insurance requirements are listed.
- Section VI (pg. 34) lists the Bid Documents that must be returned in the bid submittal.
- Section VII (pg. 34) lists the Exhibits for Reference.
- Page 36-49 of the IFB document are the documents required for submittal.
- **Attachment A**-is the Bid Form with the first page providing a checklist of what forms must be submitted with the bid. The next page is the main bid price sheet which will be revised to include 2 & 3 Bedrooms sizes for the Oaks at Tenth, in an addendum. The following bid price sheet has also been revised to add an additional line item.
- **Attachment B**- is the profile of Firm Form. This form provides information about your company
- **Attachment C**- is the Contractor's Certification form which acknowledges that your company certification is good standing in the state of NC and is not listed as being debarred, suspended or ineligible.
- **Attachment D** is the Non-Collusive Affidavit (must be notarized) states you agree that your proposal is genuine and of truth, this bid was not done in interest or on behalf of another person and that you have not worked with any other competitor or company to create an unfair advantage over another company.
- **Attachment E**- is the Section 3 Contractor Certification statement is HUD mandated form which states even though you are not claiming Section 3 business preference that you would consider interviewing and/or potentially hire Section 3 persons (HAWS residents) if you have a

need to hire additional employees during the term of the contract.

- Review Exhibit E & F- Payroll Instructions and Payroll Form- (Pg. 69-75)- This contract is not subject to Davis Bacon, but it is subject to the HUD maintenance wage rate requirements. The minimum hourly wages are listed in Exhibit D (Maintenance Wage Rate Determination). The Contractor will use the Unit Turnaround (Excluding Painting) and Painter work classifications. If you need a different work classification that is not listed, let us know what so we can request the wage rate from HUD.
- Certified payroll forms must be filled out weekly and turned in to myself, LaKeisha Crump, even for non-work weeks. Exhibit F is the payroll form for your reference.
- Review Exhibit I-Section 3 Explanation and Submittal Form- explains that Section 3 is a program that requests contractors who provide services to a HUD-funded organization try to provide economic opportunities to low-income residents or to businesses that are owned by or employ low-income residents in the community.
- Complete the Section 3 Business Preference Submittal Form under Exhibit I, (Pgs. 127-129 of IFB document), if you are claiming Section 3 preference then complete the form in its entirety and submit. If you are NOT claiming Section 3 business preference then complete the first 3 lines and check “not claiming Section 3”; sign, date and submit. Whether you are claiming or not claiming Section Business preference, you should submit this form with required bid documents.
- Exhibit I -3.0 (p.119) shows a chart of incomes for review of employees that are tenants for the determination of low-income status. This is based on the income limits published by HUD for Forsyth County.
- Exhibit K is a HAWS sample contract form that the ensuing contract will be executed with.
- Once the contract has been awarded and if you are selected, you will be asked to provide a copy of your certificate of insurance, W-9 and EPA certificate verification.
- Discussed form of payment and invoice information if awarded contract.
- The amount of unit turns is not guaranteed, however it is very likely that there will be work based on historical needs

VI. Adjournment

LaKeisha Crump adjourned the meeting at 11:15a

Minutes submitted by: LaKeisha Crump

Thank you for your interest in doing business with our Agency and we look forward to receiving a proposal submittal from your firm.

LaKeisha Crump, Procurement Officer

Addendum No. Two

It is the responsibility of all proposers to acknowledge addendums. Failure on the part of any proposer to acknowledge this addendum by the deadline may, at the HA's discretion, deem that proposer as non-responsive and may eliminate such proposer from consideration for award. Please return this document with your qualification response.

ACKNOWLEDGED BY:

Signature	Date	Printed Name	Company
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