

Addendum 1

2018-3-1

Question and Answers

Q: Who is responsible for ensuring the storage units are empty and ready for the work to be performed?

A. The Housing Authority. The contractor must communicate with the Housing Authority to ensure adequate time is provided for the tenant to empty the unit after receiving the notification.

It is expected that:

- The contractor will work first on any garages that are empty at the time that the Notice to Proceed is issued. The Housing Authority will provide the contractor with a list.
- The contractor will provide a list of conversions in the order in which the work will be conducted.
- The contractor shall give the Housing Authority a 5 day minimum notice before beginning work on a unit.
- The Housing Authority will notify the tenant to empty the unit and follow up to ensure it is emptied.