

## **Addendum No. 2**

Avenue Plaza (KY 1-14)  
Halls & Corridor Painting  
Louisville Metro Housing Authority

Proposal No. 1493

To: All Plan Holders

From: Michael Lyall, Construction Manger  
Louisville Metro Housing Authority  
420 South Eighth Street  
Louisville, Kentucky 40203

Date: May 30, 2019

The purpose of this Addendum is to clarify the requirements of the specifications and plans.

The bidders are governed by the information in this Addendum as if included in the plans and specifications.

This Addendum does hereby become a part of this Contract Documents.

Each bidder shall acknowledge receipt of this Addendum in the space provided in the Bid Form.

This Addendum consists of Ten (10) pages (8-1/2" x 11").

**This Addendum is being available to all plan holders through online Housing Agency Market Place**

### **A. PRE-BID MEETING MINUTES**

1. On Tuesday, May 21, 2019 at 10:00 a.m. a Pre-Bid meeting was held at the Louisville Metro Housing Authority Purchasing Department, 3223 South Seventh Street Road, Louisville, Kentucky 40216. Minutes of that meeting are attached herein, and thereby incorporated into Contract Documents

END OF ADDENDUM

## PRE-BID MEETING MINUTES

RE: Avenue Plaza (KY 1-14) Halls & Corridor Painting  
Proposal No. 1493  
Louisville Metro Housing Authority

DATE: May 21, 2019

TIME: 10:00 A.M.

PRESENT: See attached sign-in sheet

On this date, the pre-bid meeting for the referenced project was held at LMHA Purchasing Department, 3223 South Seventh Street Road. Below is a summarization of items discussed.

### 1. Introduction

- a. Mr. Webb, LMHA Purchasing, opened the meeting and informed all present the bid opening date and time is **June 4, 2019 at 10:00 a.m.** by the clock in the "Purchasing Department Conference Room" (where this meeting is taking place).

Bids are to be received in triplicate; one original and two copies.

- b. Mr. Webb introduced the project team:
- Mrs. Norma Ward, LMHA Director of Capital Improvements Department
  - Mr. Mike Lyall, LMHA
  - Mrs. Jill Schloemer, LMHA
  - Mr. Phil Stepteau, LMHA Section M
  - Mr. Dade Lockett, Lockett & Associates, Architects and Engineers

### 2. Clarifications and Addendum

- a. All items discussed today will become part of the Pre-Bid Meeting Minutes, which will be incorporated into Addendum No. 1.
- b. Last Addendum will be issued **May 28, 2019 (Tuesday After Memorial Day)**.

- c. Any questions regarding the solicitation procedures are to be directed to **Mr. Lyall at [lyall@lmha1.org](mailto:lyall@lmha1.org)**, any questions regarding the technical documents are to be directed to **Mr. Dade Lockett I**, in writing, [Dade@Lockett.US](mailto:Dade@Lockett.US) by **May 28, 2019 (Tuesday) by noon**. (E-mail or Fax), for the Addendum. After this date and time, through the bid opening and bid award process, all communication must be directed to Mr. Steve Webb at 569-6693, or email [webb@lmha1.org](mailto:webb@lmha1.org).

Bidders may visit all the sites at any time.

### 3. Contract Documents – Scope of Work

- a. A brief overview of the project includes, but is not limited to the following.
1. The project consists of, but not limited to;
    - **Repair drywall to like new condition.**
    - **Remove and re-adhere existing cove base if needed for drywall repair.**
    - **Painting walls, sprinkler pipes, door and frames, radiators.**
- b. A job site office trailer is optional.
- c. Work hours are 8:00 am – 4:00 pm. Monday through Friday. No overtime work will be allowed.
- d. General Contractor is responsible for weekly payroll reports, including their subcontractors. Payroll reports are to be submitted every (2) weeks to LMHA. Do not submit payroll reports to the Architect.
- e. LMHA will not accept 1099, for General Contractor, or Subcontractor. There will be no contract labor.
- f. Contractor is responsible for permitting, coordinating with Utility Companies, etc.

### 4. Contract Documents – Bid Documents

- a. CHANGES TO LMHA's PROTOCOLS:

**Plans and Specifications (P&S) and the Official Bidding Docs** are now available from LMHA's e-Procurement Website (access is thru [LMHA1.org](http://LMHA1.org)), **FREE OF CHARGE.**

Bidder are **REQUIRED** to sign-up on the Marketplace to have access to the site. There is no fee to sign up. LMHA has provided tablets for bidders to sign up as they leave this meeting.

Bid Documents can be reviewed by bidders online. The documents can be downloaded and printed by the bidders at any location providing printing services.

As an alternative, any bidder with membership to Builders' Exchange of Louisville or any of the plan rooms listed on Section A can have access to the P&S.

The Prebid meeting minutes and any addendums will be posted on the marketplace.

The Project Manual for all jobs has been updated (mostly trimmed out). The biggest change by far is on Section M (Section 3/ pre-con meeting; and new "waiver Request from"). MR. Stepteau will address this in detail.

Bidders are responsible to review the updated Project Manual. LMHA will respond any questions regarding these updates.

The updated protocol for submitting bids is located on Section C, page 7. It's still a 2-day process. Make sure you have reviewed it and understand what needs to be submitted on the first day. If you are the apparent low bidder, you will receive a call from MR. Webb to submit the 2-day paperwork.

- b. EVERYTHING ELSE REMAINS THE SAME:
- c. Both the "numerical" and "written" descriptions of the bid total must match. The Housing Authority will have to make a ruling on such a situation if it develops.
- d. The contractor is responsible to read, examine and understand all sections of the Project Manual.
- e. All bid proposals should be submitted in triplicate, using the "Official Bidding Documents", which contain the following components:
  - Section B "Form of HUD 5369-A"
  - Section D "Form of Bid".
  - Section E "Supplemental Bid Information".
  - Section M (pages 15-22 ) "MBE Section".
  - 5% Bid Bond must be submitted with the Bid, and the Bonding Company must be an approved Bonding Company (See HUD-5369 page 3 of 4 - #10 for instructions on lists of accepted Bonding Companies).
- d. Prior to submitting the "Official Bidding Documents" bidders are to verify that the inserted forms are for this project. Bidders are to confirm that all pages for all sections are included; if there is a missing page, immediately contact **Mr. Lyall at (502) 569-4044**.
- e. Instructions for submitting the bid proposal are included in Sections B, C, D, and E of the Project Manual ("Front End").
- f. SECTION C (Supplemental Instructions to Bidders):
  - Refer to Items IV and XII to determine being a responsive and responsible bidder.

- Contractors are directed to Section “C”, pages 1-7 especially page 7 of 7. If apparent low bidder, second day bid documents must be submitted by 2:00 pm the following day.
- g. SECTION F (Form of Contract)
- h. SECTION G (Form of Material/ Labor Payment Bond)
- i. SECTION H (Form of Performance Bond):
  - Will only be completed by the successful bidder; however, it is highly recommended all prospective bidders read these sections.
  - Liquidated Damages will be **\$1,000.00** per calendar day.
- j. SECTION I (General Conditions) Suggest all Contractors read the General Conditions.
  - Contractors are encouraged to read numeral #39 regarding EEO and numeral #40 regarding Section 3 Program
- k. SECTION J (Supplemental General Conditions):
  - Carefully read all instructions.
  - The definition of “sub-contractors” may be obtained in SECTION I, page 13, #37.
  - All conditions of the project manual apply to the contractor and all sub-contractors.
  - Contractor and Subcontractor must have an Insurance Certificate, and must be kept in force for the duration of contract.
- l. SECTION K (Federal Davis-Bacon General Wage Decision): the wage determination for the project is, as described in SECTION K.
- m. SECTION L (Special Conditions):
  - Carefully examine all “Special Conditions”.
  - Project completion time is listed in this section.

5. **Contract Documents – SECTION M**

- a. Mr. Stepteau stressed the importance of complying with all the requirements in SECTION M, stating compliance with SECTION M is mandatory for consideration of the contractors bid.
- b. Mr. Stepteau reviewed SECTION M; recommended all prospective bidders thoroughly read SECTION M complete and encouraged all potential bidders to call him with any questions regarding the intent of SECTION M, if not fully understood.
- c. Mr. Stepteau’s contact information is:
  - Office phone number: (502) 569-4922
  - Office fax number: (502) 569-3459

- Email address: [stepteau@lmha1.org](mailto:stepteau@lmha1.org)
  - Mailing address: 420 S. 8<sup>th</sup> St., Louisville, KY 40203.
  - Office days are Tuesday, Wednesday and Thursday.
- d. Mr. Stepteau discussed the MBE, FBE & DBE participation goals for this project. The MBE goals are 25%, The FBE goals are 10% and the DBE goals are 0.5%. Mr. Stepteau explained that any partial or full "Waiver Request" must be sent to him prior to bid opening date, and shall be made in compliance with SECTION M, Part I. H.
- e. If a bidder does not intend to use sub-contractors on the project, the MBE, FBE and DBE Participation Goals do not apply.
- f. If a bidder intends to use sub-contractors on the project, MBE, FBE and DBE Participation Goals apply; and the bidder must list all proposed subcontractors in the space provided in the "Official Bid Documents" forms.
- g. **IN ORDER TO BE CONSIDERED RESPONSIVE**, a bidder must either meet the goals (if applicable) or provide evidence conclusively demonstrating that it made a strenuous, albeit unsuccessful, good faith effort to meet the goals. Failure to aggressively respond to these requirements is grounds for rejection of bid as non-responsive. Waivers must be included with the Bid.
- h. If a bidder does not intend to use sub-contractors, state as such.
- i. Bidders are responsible for making sure the Demographics are correct for the employees listed. If you are unsure, list all employees.
- j. Minorities must be certified and must provide a certificate that is in force and must be in force for the duration of the project.
- k. The deadline for requesting a "Waiver" for the MBE, FBE, DBE goals **May 28, 2019 by noon**. Example of a waiver is included in Section M. Be advised the bidder will not receive a response if the waiver is not submitted correctly. Separate waivers are required for each MBE, FBE or DBE goal.
- l. If a bidder requests a partial waiver, the (%) of the waiver must be stated.
- m. Make sure all forms are legible and that forms do not contradict each other.

**6. Bidders are reminded of important dates for the project:**

- Deadline for submitting MBE, FBE, and DBE questions or waiver request to Mr. Stepteau is **TUESDAY, May 28, 2019 by noon**.
- Deadline for submitting questions regarding the solicitation procedures is **May 28, 2019 by noon**. (E-mail or fax).
- Deadline for submitting questions regarding the technical specs is **May 28, 2019 by noon**. (E-mail or fax).

- Bid opening date and time is **June 4, 2019, at 10:00 a.m.**

**7. Comments**

- a. Question: No questions or comments

**END OF PRE-BID MEETING MINUTES**

**Attachments:**

- Sign-in Sheet – Pre-bid meeting
- Sign-in Sheet – Site Visit No. 1
- Sign-in Sheet – Site Visit No. 2



**SIGN-IN SHEET FOR: Avenue Plaza (KY 1-14) Halls and Corridor Painting**

**Proposal No. 1493**

**Pre-Bid Meeting**

**DATE:** Tuesday, May 21, 2019  
**TIME:** 10:00 a.m.

|    | <u>NAME</u>    | <u>DEPARTMENT/COMPANY</u> | <u>TELEPHONE/FAX</u> | <u>EMAIL</u>   |
|----|----------------|---------------------------|----------------------|--|
| 1  | Mike Lyall     | LMHA                      | 569-4044 / 569-1348  | <a href="mailto:lyall@lmha1.org">lyall@lmha1.org</a>         |
| 2  | Jill Schloemer | LMHA                      | 502-569-4505         | <a href="mailto:schloemer@lmha1.org">schloemer@lmha1.org</a> |
| 3  | Phil Steptzel  | LMHA                      | 502-569-4922         | <a href="mailto:steptzel@lmha1.org">steptzel@lmha1.org</a>   |
| 4  | Fred Frempong  | Marsh Construction        | 375-3701             | <a href="mailto:joe@marshinc.com">joe@marshinc.com</a>       |
| 5  | DADE WICKET    | Wicket & Ass. Eng         | 584-6048             |  |
| 6  |                |                           |                      |  |
| 7  |                |                           |                      |  |
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**SIGN-IN SHEET FOR: Avenue Plaza (KY 1-14) Halls and Corridor Painting**

**Proposal No. 1493**

**Site Visit**

**DATE:** Tuesday, May 21, 2019  
**TIME:** 1:00 pm – 2:00 pm

|    | <u>NAME</u>  | <u>DEPARTMENT/COMPANY</u> | <u>TELEPHONE/FAX</u> | <u>EMAIL</u>       |
|----|--------------|---------------------------|----------------------|--------------------|
| 1  | Mike Lyall   | LMHA                      | 569-4044 / 569-1348  | lyall@lmha1.org    |
| 2  | Fred Frempoy | Machin Cont               | 375-3701             | jcf@machincont.com |
| 3  | DADÉ WELCH   | Wichita HSS. & Env.       | 584-6048             |                    |
| 4  |              |                           |                      |                    |
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| 14 |              |                           |                      |                    |



SIGN-IN SHEET FOR: 2<sup>ND</sup> Site Visit

Proposal No. 1491

Halls and Corridors Painting at Avenue Plaza

DATE: Tuesday, May 28, 2019  
 TIME: 1:00 p.m.

|    | <u>NAME</u>       | <u>DEPARTMENT/COMPANY</u> | <u>TELEPHONE/FAX</u> | <u>EMAIL</u>             |
|----|-------------------|---------------------------|----------------------|--------------------------|
| 1  | Mike Lyall        | LMHA                      | 569-4044 / 569-1348  | lyall@lmha1.org          |
| 2  | MARK BYRNAS       | Howell Construction       | 502-775-3701         | MARKBYRNAS@HOWELLCON.COM |
| 3  | ALBERT WHITEHOUSE | Howell Construction       | 502-491-7985         |                          |
| 4  | John Jacobs       | Howell Construction       | 710 9242             |                          |
| 5  |                   |                           |                      |                          |
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