

HAGERSTOWN HOUSING AUTHORITY
HAGERSTOWN, MARYLAND

ADDENDUM NO. 1
REQUEST FOR QUOTES – DATED AUGUST 15, 2023
CFP 521-10
CFP 521

September 12, 2023

To: All prime Contractors and all others to whom this Request for Quote has been issued.

Acknowledge receipt of this Addendum by inserting its number and date on the Quote Form. This addendum forms a part of the Contract Agreement Documents.

Revised Invitation for Bid
(typo)

ITEM NO. 1.01: The Invitation for Bid page 3, under section #8, last paragraph. Correction to the date. Original states Monday September 11, 2023.

CLARIFICATION: Bid date is Thursday, September 28th, 2023 @ 2PM (as stated in paragraph #1 – Sealed bids)

END OF ADDENDUM NO. 1

INVITATION FOR BID

August 15, 2023

1. **SEALED BIDS**

The Housing Authority of the City of Hagerstown, Maryland will receive bids until 2:00 PM current time, Thursday, September 28, 2023, at the Maintenance Office at Potomac Towers South, 11 West Baltimore Street, Hagerstown, Maryland 21740 at which time and place all bids will be opened publicly.

2. **SCOPE OF WORK**

CFP 521-10 – Potomac Towers Sliding Door Replacement, 11 West Baltimore Street, Hagerstown, Maryland 21740. Scope of work includes but is not limited to: Removal of old doors and installation of new doors in its entirety. Miscellaneous general construction, etc., as indicated on the plans and in the specs as required for complete installation and ready for continuous use.

Drawings, Technical Specifications and Construction Oversight by Owner's Representative:

MSB Architects
21 West Franklin Street
Hagerstown, MD 21740
301-791-7935
www.msbarchitects.com

3. **DOCUMENTS**

Bonafide, qualified and responsible contractors may receive one (1) complete set of specifications and drawings from the owner beginning August 15, 2023, at no cost to the contractor. Interested contractors may contact Dawn Bragunier, Modernization Coordinator, Email: dbragunier@hagerstownha.com, Phone: 301-733-6911, Ext. 168 to receive a solicitation package. Solicitation will be electronically submitted to contractors upon request.

Bonafide Contractors must be licensed by the State of Maryland.

Copies of the solicitation are available for examination at:

- A. Hagerstown Housing Authority
11 W. Baltimore Street
Hagerstown, MD 21740
Maintenance Office, Maintenance Training Room
HHA Website: www.hagerstownha.org

4. **BID – FORMS REQUIRED TO BE SUBMITTED WITH BID**

- A. Bid Guarantee or Bid Bond in the amount of five percent (5%) of the bid amount shall be submitted with bid. The successful bidder will be required to furnish satisfactory Performance and Payment Bonds in accordance with the specifications.
- B. HHA Bid Form
- C. Qualification/Experience Packet
- D. Non-Collusive Affidavit
- E. Certification for Contracts, Grants, Loans and Cooperative Agreements
- F. Representations, Certifications and Other Statements of Bidders, Public and Indian Housing Programs

Also refer to “Supplement to the Instruction to Bidders and Bid Requirements.

The Housing Authority of the City of Hagerstown, Maryland, reserves the right to reject any or all bids or to waive informalities of the bid process. No bid shall be withdrawn for a period of ninety (90) days subsequent to the opening of the bids without the consent of the Housing Authority.

All Contractors shall insure that they and their subcontractors are not excluded from participating in federal contract work with HUD. Any contractor, or subcontractor, who is suspended or debarred by HUD, shall not be eligible for Contract or Purchase Order award.

5. **QUALIFICATIONS**

To be considered a qualified, responsible contractor to perform this work, contractors must be able to satisfactorily document, in writing, past satisfactory performance in similar type work with similar time constraints. References will be checked by the Authority. Submit completed Contractor’s Qualification Form with Bid Package.

The Authority has the exclusive right to determine if the contractor meets the qualification criteria. In the event the contractor is determined by the Authority to not be qualified, the contractor’s bid bond shall be returned without penalty. The Authority shall then consider the qualifications of the next lowest bidder.

6. **CONSTRUCTION PERIOD AND LIQUIDATED DAMAGES**

- A. Anticipate Contract Award and Notice to Proceed by mid-October 2023.
- B. Construction period shall not exceed ninety (90) calendar days.
- C. Actual construction period and Notice to Proceed shall be established by mutually agreed between the owner and the contractor.
- D. This construction work shall comply with warranty and temperature requirements for products and materials.
- E. Liquidated Damages, as described in the specifications apply and will be enforced.
Liquidated damages are:
 - a) \$500/day for work in excess of ninety (90) calendar days.
- F. Work shall be completed once a contract has been awarded and Contractor and owner can mutually agree upon a completion date.

7. **REQUIRED MINIMUM WAGE RATES**

This work is subject to the payment of minimum hourly wage rates as established by HUD and the Department of Labor. A copy of the minimum hourly wage rates for worker trades is included herein.

8. **SPECIAL CONSIDERATIONS**

PRE-BID CONFERENCE and SITE INSPECTION (weather permitting) will be held at the date and time noted below at the Maintenance Training Room, 11 West Baltimore Street, Hagerstown, Maryland (Potomac Towers South, east side, enter through the Maintenance Department):

Thursday, September 7, 2023 @ 11:00 AM

Contractors unable to attend the Pre-Bid Conference and Site Inspection on the day listed above may schedule a site inspection, by contacting the undersigned to schedule an appointment.

All Contractors are required to be familiar with the work and existing conditions prior to submitting a bid. Email or Fax (301-745-4893) questions to the undersigned (owner) or Architect prior to 2PM, Thursday September 28,2023. An addendum will be issued, if required.

The Housing Authority of the
City of Hagerstown, Maryland

Chris Howlett
Director of Properties
E.O.E.
Email: chowlett@hagerstownha.com
Phone: 301-733-6911, Ext. 160
Fax: 301-745-4893

/dmb
2/15/2022