Addendum #1
Window Replacements at [4] Buildings
Desoto Bass Court, OH5-2A, AMP 7
IFB #13-02

May 6, 2013

Greater Dayton Premier Management
400 Wayne Ave.
Dayton, Ohio 45410

This Addendum modifies and shall become a part of the original Contract Documents and is hereby made part of the Bidding Documents for the referenced project.

All bidders shall indicate in their bid/proposal that this Addendum has been received and considered in their bid proposal.

The Addendum items are intended to supplement, clarify or correct parts of the bid proposal package. Items in the addendum shall take precedence over items corrected and shall be of equal value with items supplemented or clarified. Any questions in reference to this addendum must be directed, in writing, to:

Jonathan Schaaf
RDA Group Architects
7945 Washington Woods Drive
Dayton, Ohio 45459
937.610.3440
937.610.3441 Fax
jrs@rda-group.com

Addendum Items:
1. Pre-Bid Meeting: Pre-Bid Meeting Minutes and sign-in have been attached to this addendum.

2. The window air conditioners at this area of the site are resident owned. The residents shall remove their window A/C prior to window replacement and resident shall reinstall window A/C after acceptance of the work by the project team.

3. It was noted during the site walk thru that the existing sills in some units may be wood not solid surface. Remove existing wood window sills where they exist and replace with solid surface per the base bid specifications. All new solid surface window sills shall be dog eared [approximately 3"] each end to match existing configuration.

End of Addendum #1.
Pre Bid Conference  
Window Replacements at [4] Buildings  
Desoto Bass Court, OH5-2A, AMP 7  
IFB #13-02  

May 2, 2013  

Meeting Minutes Compiled by Jonathan Schaaf, RDA Group Architects  

A. Sign In.  
1. Meeting was brought to order at 10:00 am by Roderick Long of GDPM.  
2. Attendees signed in.  

B. Introductions  
1. Individual attendees made introductions.  

C. Purpose of Pre-Bid Conference  
1. Review bidding process  
2. Review bidder requirements  
3. Review project scope  

D. Discussion of Bidding Process  
1. Bidders shall submit all forms and exhibits required in the bidder’s packet. Be sure to notarize any forms that are noted as such. All forms shall be COMPLETELY filled out / completed.  
2. Refer to exhibits for specific requirements for MBE/DBE/Section 3 participation.  
   a. Rod Long reviewed the Section 3 and MBE participation requirements for the contract. Follow forms and information provided in the bid documents.  
   b. Refer any questions regarding requirements to GDPM.  
3. Schedule:  
   a. Questions from Contractors – May 7, 2013  
   c. **Bid Opening – May 21, 2013 at 3 pm at GDPM Central Office.**  
   e. Notice to Proceed issued – June / July 2013  
4. Contractors shall check the GDPM and MRC Reprographics [mrcrepro.com] website for any addendums and/or clarifications. All must be acknowledged on the bid form.  
   a. MRC will notify all registered plan holders by email of any addenda, etc.  
   b. It is the responsibility of the bidder to confirm addenda.  
5. Bid Documents are available at MRC Reprographics and at mrcrepro.com  
6. MRC Reprographics is holding the plan holders list and will distribute any addendums.  

E. Discussion of the plans and specifications  
   a. Work of the Project includes the replacement of approximately 232 windows in existing openings located in 4 buildings at the Desoto Bass Court Housing Site. Unless otherwise directed, all units are currently occupied and work will be completed during occupancy of the units.  
      1. Removal of the existing aluminum window units including storm windows.  
      2. Removal and reinstallation of existing security screens at first floor windows.  
      3. Preparation of the rough openings.  
      4. Repair or replacement of any deteriorated/damaged framing or finishes [see project allowances]  
      5. Installation of new vinyl window units sized to fit existing rough openings.  
      6. Installation of new aluminum cladding and flashing as required/detailed.  
      7. Installation of new sealant at the interior and exterior perimeter.
8. Removal and reinstallan of existing roller shades.
10. Installation of new solid surface window sill at all windows.
11. Installation of new solid surface jamb and sill at windows located in bathroom areas.
12. Painting of existing wood jambs and casing/trim.
13. Cleaning of work area, window unit, and glazing.

2. Bid Form/Submission:
   a. Bidders need to fill out the bid form in its ENTIRETY. The project will be awarded to one contractor based upon the total base bid with consideration of the alternates identified.
   b. Bidder shall fill out appropriate unit costs, overhead & profit, and completion information requested. Failure to include the unit costs on the bid form may deem the bid non-responsive.
   c. Refer to the bid form and specifications for the alternates identified for the project.
   d. Bid submissions shall be stapled or clipped with a binder clip. Please do not bind them.
3. The time of completion for the project is 120 days. Refer to the breakdown of the contract period to ensure that there is adequate time for Punchlist and project closeout.
4. Project schedule: All units will be occupied for the duration of the project.
   a. Bidders shall take the appropriate action for protection of work, protection of residents / furnishings, etc. when completing work.
5. Substitutions need to be submitted by the general contractor no later than May 7 for review by the architect. After this date, RDA Group Architects will expect to see the products specified in the contract documents during shop drawing review. If a product is submitted that was not included in the contract documents, RDA Group Architects has the right to reject that submittal.
6. All project questions and substitution requests shall be directed to RDA Group Architects.
7. Products: Contractors shall utilize American Products to the extent possible.
8. Temporary utilities: by GPDM
9. Contractor shall provide a portable toilet for contractor use.
10. Contractor shall provide all required safety measures while working on the buildings to maintain safe ingress and egress from the units and around the project site.
11. The project site will have a strict NO SMOKING policy.
12. All change orders must be fully executed prior to completing any additional work. GDPM will try to process the change order as quickly as possible, typically within 3 days after receipt of the contractors proposal.
13. Wage Rates: This is a Davis Bacon prevailing wage project. Refer to the wage rates included in the bid documents. The contractor will be required to submit payroll reports for the project.
14. Submittals shall be electronic, PDF.

F. Questions [will be noted in the addendum]
G. Closing
   1. Addendums will be issued as necessary to clarify the work of the project. Acknowledge receipt of addenda on the Bid Form.
   2. MRC Reprographics is maintaining the plan-holders list for the project.
H. The meeting adjourned.
**BID OPENING SIGN-IN**
**IFB #13-02**

**PROJECT:** Window Replacements at 4 Buildings - Desoto Bass Courts, OH5-2A, AMP 7, Dayton, Ohio 45417

**DATE:** 5/2/2013  **TIME:** 10:00 a.m.

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>PHONE NUMBER/E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ken Young</td>
<td>DPM</td>
<td>910-763-7605</td>
</tr>
<tr>
<td>2. Charles R. Turner</td>
<td>GDDPM</td>
<td>937-1712</td>
</tr>
<tr>
<td>4. Josh Mumpower</td>
<td>Greater Dayton Construction Ltd, DBA</td>
<td>Gower Thompson Company</td>
</tr>
<tr>
<td>5. Jeff York</td>
<td>C&amp;N Contractors</td>
<td>937-222-7371</td>
</tr>
<tr>
<td>6. Tom Ayers</td>
<td>Arcon Builders</td>
<td>937-643-3301</td>
</tr>
<tr>
<td>7. Aaron Michael</td>
<td>F.A.B. Construction</td>
<td>937-298-2448</td>
</tr>
<tr>
<td>8. Jonathan Schaff</td>
<td>RDA Group Architects</td>
<td>937-610-7440</td>
</tr>
<tr>
<td>9. Jeff Bragg</td>
<td>GDDPM</td>
<td>937-875-1717</td>
</tr>
<tr>
<td>10. Roderick Long</td>
<td>GDDPM</td>
<td>910-763-7605</td>
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</tbody>
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11. 
12. 
13. 
14. 
15. 
DAYTON METROPOLITAN HOUSING AUTHORITY dba
GREATER DAYTON PREMIER MANAGEMENT (GDPM)
PRE-BID AGENDA

IFB #13-02
Window Replacements at 4 Buildings
Desoto Bass Court, OH5-2A, AMP 7
Dayton, Ohio 45417

PRE-BID DATE / TIME:
May 2, 2013 @ 10:00 a.m.

A. Sign-In
B. Introductions
C. Purpose of Pre-Bid Conference
D. Discussion of Bidding Process
E. Discussion of Drawings and Specifications:
F. Question Period
G. Closing

GDPM Contacts:
Kevin Arnold, Project Manager for Real Estate, Investment & Development,
karnold@gdpm.org (937) 910-7637 Fax: (937) 910-7627

Roderick Long, Contract Administrator, Compliance Department
rlong@gdpm.org (937) 910-7636 Fax: (937) 910-7628

Tera Bragg, Portfolio Manager, Asset Management Department
tbragg@gdpm.org (937) 222-2419

Carlos R. Turner, Assistant Portfolio Manager, Asset Management Department,
cturner@gdpm.org (937) 222-2419

Anthony Hughes, Maintenance Supervisor, Asset Management Department
ahughes@gdpm.org (937) 414-1716

A-E Contact:
Jonathan Schaaf, Registered Architect, RDA Group Architects, LLC
jrs@rda-group.com (937) 610-3440
INSTRUCTIONS
PLEASE READ THOROUGHLY

Visit: www.gdpm.org/doing-business-with-dmha/invitation-bids.html to check for Clarifications, Addendums, Response to Inquiries, Companies that Attended Pre-Bid, and Bid Results.

All bids packets must be delivered in a Scaled Envelope. All bid packets must be received on or before the date and time of the Bid Opening. If mailing a bid packet, ensure bid will arrive on time at the address below. Bid packets received late will not be accepted.

Mail bid packet to: Greater Dayton Premier Management
400 Wayne Avenue,
Dayton, Ohio 45410
Attn: Compliance Department/IFB #

The next page lists all of the forms that MUST be presented to submit a complete bid packet.

The entire IFB and Bid Form are available online for purchase at http://www.mrcrepro.com.

All bid packets must have exhibits in the order listed on the following page. The bidder must submit one (1) completed original bid packet that includes all of the exhibits. Bid packets do not need to be formally bound, but it is requested that documents be clipped together.

Please read bid documents carefully. If a company has questions, it is advised that a representative attend the Pre-Bid Conference.

Questions regarding exhibits and the submission of bids may be directed to:
Roderick Long
E-mail: rlong@gdpm.org.
Phone: 937-910-7636

Questions about the bid scope, specifications and requirements may be directed to:
Contact: Jonathan Schaaf, RA
E-mail: jrs@rda-group.com
Phone: 937.610.3440

Time Table:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 19, 2013</td>
<td>Date IFB was issued</td>
</tr>
<tr>
<td>May 2, 2013 @ 10:00 a.m.</td>
<td>Pre-Bid Conference @ Desoto Bass Community Room 811 Oldfield Ave.</td>
</tr>
<tr>
<td>May 7, 2013</td>
<td>Deadline for written questions from vendors</td>
</tr>
<tr>
<td>May 10, 2013</td>
<td>Deadline for question answers, addendums and/or clarifications to vendors</td>
</tr>
<tr>
<td>May 21, 2013 @ 3:00 p.m.</td>
<td>Public Bid Opening @ 400 Wayne Ave</td>
</tr>
<tr>
<td>June 19, 2013</td>
<td>Board Meeting – Approval to award contract(s)</td>
</tr>
<tr>
<td>June– July 2013</td>
<td>Notice to Proceed to be Issued</td>
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</tbody>
</table>

The next page lists all of the forms that MUST be presented to submit a complete bid packet.
EXHIBITS
These are the Exhibits that must be included when you are submitting a Sealed Bid for an IFB.

Exhibit 1 ............ Solicitation/Offer/Award Form (Complete Offer section)

Exhibit 2 ............ Bid Bond Form (5% of total Bid Amount is required)

Exhibit 3 ............ Bid Form (Be sure to fill in completely.)

Exhibit 4 ............ Minority Business Enterprise Utilization (MBE/WBE/DBE/SBE/VBE/Edge Cert.) (Be sure to fill in completely) (GDPM suggest 25% of Bid Amount)

Exhibit 5 ............ Equal Employment Opportunity Affirmative Action Statement

Exhibit 6 ............ Contractor's Certificate Concerning Equal Employment Opportunities (Be sure to fill in completely.)

Exhibit 7 ............ Section 3 Goals & Compliance, Self Certification, Sample Plan and Forms (Exhibit must be fully completed.)

Exhibit 8 ............ Certification for a Drug-Free Workplace (HUD Form 50070)

Exhibit 9 ............ Non-Collusive Affidavit and Full Disclosure Statement

Exhibit 10 ............ Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Exhibit 11 ............ Statement of Bidder's Qualifications

Exhibit 12 ............ Reference Release Forms (5) (Do not list any GDPM employee as a reference.)

Exhibit 13 ............ HUD Form 5369-A: Representations, Certifications, and Other Statements of Bidders (Public and Indian Housing Programs)

Exhibit 14 ............ Certification of Acceptance of the HUD Form 5370 General Conditions for Construction Contracts (Exhibit must be signed acknowledging that it has been read)

Exhibit 15 ............ Affidavit of Stored Material(s) (Exhibit must be fully completed if contractor plans to make draws on stored material or not)

Exhibit 16 ............ Certification as to Corporate Principal

Attached ............ Decline to Bid Form

Reference ............ Understanding HUD Construction Forms
SECTION 3

PURPOSE:
As a Section 3 recipient, GDPM has a great responsibility to maintain compliance within the agency, and ensure compliance within the operations of contractor and subcontractors. To that end the following are the responsibilities and Section 3 Compliance requirements that will dictate what must be done within contract administration.

RESPONSIBILITIES:
The Contractor has the responsibility in ensuring that employment and other economic opportunities, to the greatest extent feasible, be directed to persons who are Public housing residents; or an individual who resides in Montgomery County; and is low-income or very-low income person as defined by HUD.

SECTION 3 COMPLIANCE:
Exhibit 7 of the Bidder’s Packet must be complete, responsive and include a Section 3 Narrative Action Plan which indicates its commitment to meet GDPM’s resident hiring requirement. This plan shall be subject to GDPM’s approval and shall be a minimum of 30% of new hires. If a bidder fails to submit a Section 3 Narrative Action Plan and the related data, the bid will be deemed non-responsive.

GDPM will monitor contractor compliance monthly and cumulatively over the life of the contract as follows:

1. Businesses claiming Section 3 status based on ownership and/or workforce must meet the status at the time the bid is submitted GDPM and maintain that status over the life of the contract.
2. Anyone claiming to be a Section 3 business or resident shall provide evidence of each status.
   a. Firms that claim Section 3 status by subcontracting to other Section businesses must require that the subcontractor(s) provide such records to GDPM.
3. A copy of each subcontract when executed, with a cover sheet indicating dollar value of contract and whether or not the business is a certified Section 3 business;
4. A copy of each subcontract when executed including the necessary Section 3 clause;
5. Copies of written notifications to Section 3 contractors that their interest in the subcontract is being solicited;
6. Evidence of the contractor’s efforts made to divide the work into economically feasible units in order to increase the likelihood of achieving the stated participation;
7. Evidence of the contractor’s efforts made to negotiate with Section 3 contractors including, at a minimum:
   a. The names, address and telephone numbers of the Section 3 contractors who were contacted;
   b. A description of the information provided to Section 3 contractors regarding the plans and specification for portions of the work to be performed, and
   c. A statement of the reasons why additional agreements with Section 3 contractors were not reached.
   d. Written quotes solicited from all Section 3 contractors seeking subcontract work with prime contractors at the time of the bidding;
   e. Evidence that the bidder properly advertised the project and solicited Section 3 contractors.