



## ADDENDUM NO. 2

PROJECT: Exterior Site Light Improvement, IFB 20-BESLR  
ISSUE DATE: August 10, 2020  
BY: The Housing Authority of East St. Louis  
700 North 20<sup>th</sup> Street  
East St. Louis Illinois 62205  
DOCUMENT DATE: September 03, 2020  
BID DUE DATE: September 15, 2020 at 10:00 am

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The following revisions, modifications, and/or clarifications shall apply to the Documents for this project.

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The Bid Due Date:

Remains the Same

Has Been Rescheduled

This addendum is issued before the execution of the contract to inform Contractors of revisions to the IFB documents referenced above. This addendum is hereby made a part of the IFB documents and shall be included in the contract.

The requirements contained in the IFB documents shall apply to this addendum. The work called for in this addendum shall be the same as set forth in the applicable portions of the IFB documents unless otherwise specified in this addendum. All incidental work necessitated by this addendum, as required to properly complete the work, shall be included in the IFB even though not specifically stated in this addendum.

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A site visit is scheduled for Friday, September 4, 2020 at 9:00 am.

Site Information:

Villa Griffin  
2630 Lincoln Avenue  
East St. Louis, IL

Attachments

Pre-bid meeting minutes  
Attendance Sheet  
Pre-bid meeting agenda

**END OF ADDENDUM**



August 25, 2020

## **PRE-BID MEETING MINUTES**

RE: Exterior Site Lighting Improvements  
ESLHA Project No. IFB 20-BESLR

MEETING DATE: August 25, 2020 9:00 a.m. CST

PRESENT: See attached sign-in sheet.

On this date, a Pre-Bid meeting was held as a Zoom Meeting by the East St. Louis Housing Authority. The following items were noted.

## **INTRODUCTION**

1. The ESLHA Staff and Consultants that will be involved with the project were introduced to the attendees. A list of all attendees is attached.

## **GENERAL**

The East St. Louis Housing Authority (SLHA) is soliciting bids from qualified contractors to perform the repair to three apartment units at Forest avenue. The project consists of but is not limited to rewire the entire site lighting system in accordance with the design documents and specifications, provide new fixtures and devices where indicated or required and verify that all fixtures, fixture shields, lenses, lamps, posts, and all associated devices are in place and working as designed.

1. Tom Taylor provided a summary of the Solicitation Specifics which are as follows:

**Bid Opening Date:** Tuesday, September 15, 2020 at 3:00 p.m.  
**Bids shall be delivered to:** East St Louis Housing Authority  
1<sup>st</sup> Floor Conference room  
700 North 20<sup>th</sup> Street.  
East St Louis, IL 62205

Procedures for questions: All questions shall be in writing and addressed to: Lynn Clanton – [lclanton@eslha.org](mailto:lclanton@eslha.org)  
Or Melisa Burnett – [mburnett@eslha.org](mailto:mburnett@eslha.org)

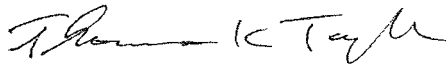
Addendums: Questions submitted in writing shall be addressed in an addendum. Questions that are submitted within seven (7) days prior to bid opening will not be addressed. Questions must be received by the ESLHA before 4:30PM (CST) on September 4, 2020 to be included in an addendum.

2. Tom Taylor provided a review of the Pre-Bid Conference Agenda. (See Attached Agenda)
3. Tom Taylor stated that all bid related documents must be received in the form of a hard copy. The required bid documents are included in the attachment section of the bid packages.
4. Tom Taylor stated that the following documents will need to be completed and submitted with the Contractors bid for the bid to be considered responsive. Omitting these forms shall be grounds for rejection of the bids.
  - A. Completed Check List - (One Signed Copy)
  - B. Solicitation, Offer and Award Form – (One Signed Copy)
  - C. Bid Bond
  - D. HUD 2530 – Previous Participation Certificate – (One Signed Copy)
  - E. W-9 Request for Tax Payers Identification – (One Signed Copy)
  - F. Bidder’s Qualification
  - G. Letter of intent for Subcontractor
  - H. 5369a Certification and Representation
  - I. Section 3 Self Certification Form
  - J. Section 3 Plan – (To be provided by Contractor)
  - K. Three current references (to be provided by contractor)
  - L. Debarment Certification
  - M. Non-Collusive Affidavit – (One Signed and Notarized Copy)
5. This project will be a prevailing wage project.
6. Tom Taylor stated that all questions must be submitted in writing to Lynn Clanton at [lclanton@eslha.org](mailto:lclanton@eslha.org) or Melisa Burnett at [mburnett@eslha.org](mailto:mburnett@eslha.org).
7. Lynn Clanton provided a summary of the Section 3 requirements for the project. (See the attached “Section 3 Bidding Requirements” sheet)
8. Tom Taylor stated that the project duration will be **90 (ninety)** days from the notice to proceed.

9. Liquidated Damages shall be in the amount of **\$550.00** per calendar day for failure to achieve substantial completion by the established date, subject to change by duly approved and executed change orders.
10. Jeff Call provided a review of the scope of work as described in the contract documents.
11. The project is occupied. The ESLHA requires a 72-hour notice to notify the residents of any interruptions to the utilities or site parking that will inconvenience the residents.
12. The minority participation goal for the project is 20%
13. A walk through will be scheduled by the ESLHA.
14. The drawings and specifications are available at the ESLHA website or at the ESLHA Contracts Department.

End of meeting minutes. If anyone has any questions or comments concerning the above, please contact this office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas K. Taylor". The signature is written in a cursive style with a large, stylized initial "T".

Thomas K. Taylor

**IFB 20-BESLR  
Exterior Site Light Improvement Pre-bid Attendance  
8/25/2020**

**Guarantee Electrical Construction**

1 Scott Eugea  
314.772.5400 618.452.6122

**Lowry Electric**

2 Gary Bland  
618.343.4200

**Ogni Group**

3 Swayam Hassan  
4 Bobby Max  
630.222.7260

**CVR**

5 Barry Klein  
6 Gordon Sprewell  
305.428.2654

**Sherman Carter Barnhart**

7 Kevin Matthews  
8 Tom Taylor  
9 Jeff Call  
859.224.1351

**East St. Louis Housing Authority**

10 Lynn Clanton  
11 Melissa Burnett  
618.646.7211

**Pre-Bid Conference Agenda**  
**EXTERIOR SITE LIGHT IMPROVEMENT PROJECT**  
**IFB No. IFB 20-BESLR**  
**August 25, 2020**

**1. Description of Project**

The East St. Louis Housing Authority (ESLHA) is soliciting bids from qualified contractors to rewire the entire site lighting system in accordance with the design documents and specifications, provide new fixtures and devices where indicated or required and verify that all fixtures, fixture shields, lenses, lamps, posts, and all associated devices are in place and working as designed.

**2. Contract Requirements**

**A. INVITATION FOR BIDS**

1. Sealed Bids will be received until:

Closing Time: 3:00 p.m. (CST)

Closing Date: Tuesday, September 15, 2020

Where: East St. Louis Housing Authority  
1<sup>st</sup> Floor Conference Room  
700 North 20<sup>th</sup> Street  
East St Louis, Il 62205

2. A bid guaranty in the amount of five percent of the total base bid price shall be submitted with the bid in order to be considered for award.
3. Bids shall be submitted in sealed envelopes on forms furnished by the Authority. The envelope shall be clearly marked "Bid Documents" and show the project name and solicitation number, name of the bidder and the date and time of the bid opening on the cover of the envelope.
4. The ESLHA reserves the right to reject any and all bids, to waive informalities or irregularities in any bid, to advertise for new bids, or to proceed to do the work by other means, as may be determined to be in the best interest of the Authority.
5. The ESLHA intends to award the lowest, responsive and responsible bidder a fixed price contract for furnishing all materials, equipment, labor, and supervision required to complete the work set out in this solicitation and the Contract Documents.

6. Required Bid Documents

**The following documents shall be completed by the bidder and submitted with the bid to be considered responsive. All forms are included in the bid package unless noted otherwise.**

1. Completed Check List - (One Signed Copy)
2. Solicitation, Offer and Award Form – (One Signed Copy)
3. Bid Bond
4. HUD 2530 – Previous Participation Certificate – (One Signed Copy)
5. W-9 Request for Tax payers Identification – (One signed Copy)
6. Bidder's Qualification
7. Letter of Intent for Subcontractor
8. 5369a Certification and Representation
9. Section 3 Self Certification Form
10. Section 3 Plan – (To be provided by Contractor)
11. Three current references (to be provided by contractor)
12. Debarment Certification
13. Non-Collusive Affidavit – (One Signed and Notarized Copy)

**B INSTRUCTIONS TO BIDDERS FOR CONTRACTS**

**1. Explanations and Interpretations to Prospective Bidders**

- A. Any prospective bidder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least 7 days before the scheduled time before bid opening. The last day to receive questions is September 4, 2020. Request must be in writing. All questions should be sent to Lynn Clanton at [lclanton@eslha.org](mailto:lclanton@eslha.org) or Melissa Burnett at [mburnett@eslha.org](mailto:mburnett@eslha.org)
- B. After (7) seven days prior to bid date, no addenda issues will be addressed.

**2. Amendments to Invitations for Bids**

- A. Bids which fail to acknowledge the bidder's receipt of any addendum (s) will result in the rejection of bid if the addendum (s) contained information which changed the ESLHA's requirements.
- B. All addenda shall be acknowledged on the Solicitation, Offer and Award form.

### **3. Responsibility of Prospective Contractor**

- A. The ESLHA will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a bidder, the ESLHA will consider such matters as the bidder's:
  - (1) Compliance with public policy;
  - (2) Record of past performance; and
  - (3) Financial and technical resources (including construction and technical equipment).
- B. Before a bid is considered for award, the bidder may be requested by the ESLHA to submit a statement or other documentation regarding any of the items in paragraph (a) above. Failure by the bidder to provide such additional information shall render the bidder non-responsible and ineligible for award.

### **4. Contract Award**

- A. The ESLHA will evaluate bids in response to this solicitation without discussions and will award a contract to the most responsive and responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the ESLHA considering only price and any price-related factors specified in the solicitation.
- B. The ESLHA may reject any and all bids, and waive informalities or minor irregularities in bids received, in accordance with the ESLHA's written policy and procedures.

### **5. Assurance of Completion**

- A. Unless otherwise provided in State law, the successful bidder shall furnish an assurance of completion prior to the execution of any contract under this solicitation. This assurance may be:
  - A performance and payment bond in a penal sum of 100 percent of the contract price; or, as may be required or permitted by State Law.
- B. Failure by the successful bidder to obtain the required assurance of completion within the times specified, or within such extended period as the ESLHA may grant based upon reasons determined adequate by the ESLHA, shall render the bidder ineligible for award. The ESLHA may then either award the contract to the next lowest responsible bidder or solicit new bids. The ESLHA may retain the ineligible bidder's bid guarantee.
- C. If the bidder proposes to furnish an irrevocable letter of credit, the ESLHA must review the letter to see if it meets the ESLHA's satisfaction.



## C. GENERAL CONDITIONS OF THE CONTRACT

### 1. Administrative Requirements

- A. Contract Period: The contractor shall complete all work required under this contract within **90 calendar days** of the effective date of this contract, or within the time schedule established in the notice to proceed issued by the Contracting Officer.
- B. The Housing Authority will utilize HUD forms. If the successful bidder proposes to use forms other than HUD documents, they are to receive approval from the Housing Authority.

### 2. Payments

- A. The ESLHA shall pay the Contractor the price as provided in this contract. (for further explanation please review project manual/general conditions)

### 3. Liquidated Damages shall be in the amount of **\$550.00 per calendar day for failure to achieve substantial completion by the established date, subject to change by duly approved and executed change orders.**

### 4. Subcontracts

- A. The Contractor shall not enter into any subcontracts with any subcontractor who has been temporarily denied participation in a HUD program or who has been suspended or debarred from participating in contracting programs by any agency of the United States Government or the state in which the work under this contract is to be performed.
- B. The Contractor shall be as fully responsible for the acts or omissions of its subcontractors and of the persons either directly or indirectly employed by the Contractor.
- C. The contractor shall insert appropriate clauses in all subcontracts to bind all subcontractors to the terms and conditions of this contract Including Section 3 and MBE requirements insofar as they are applicable to the work of subcontractors.
- D. The ESLHA will perform a review for debarment to verify if the prime or the sub is included on the list.
- E. All subs are to be approved by the ESLHA before starting work.

### 5. A **wage determination classification** has been included in the Project Manual and will be utilized for this project.

- A. All laborers and mechanics employed or working upon the site of work will be paid unconditionally not less often than once a week, and without subsequent deduction or rebate on any account. Such laborers and mechanics shall be paid not

less than the appropriate wage rate and fringe benefits in the wage determination for the classification of work actually performed, without regard to skill. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5 (a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen and read by the workers.

## **6. Payrolls and basic records**

- A. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.
- B. The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirements for submission of the "Statement of Compliance" required by subparagraph c (2)(ii) of clause 46 of the General Conditions (HUD-5370, 01/2013)
- C. Weekly payroll reports are required to be submitted.
- D. If a workman is involved in different trades, the distinction needs to be reported on the payroll reports.
- E. If a classification is not listed in the wage determination, report this to the ESLHA to obtain a rate classification.

## **7. Apprentices**

- A. Apprentices are allowed along as the Apprentice Program is recognized by the Department of Labor.

## **D. ADDITIONAL GENERAL CONDITIONS**

### **1. Existing Construction and Equipment**

- A. The Authority's existing facilities may not be used by the Contractor unless permission is granted in writing by the Authority.
- B. The Contractor will endeavor at all times to protect existing construction and equipment from damage, theft or vandalism due to his contract operations. Except for the removal or installation as required by Contract Documents, existing items, equipment, structures, facilities, etc., that are damaged or removed due to required construction work, shall be patched, repaired or replaced and be left in their original state or repaired by the Contractor, to the satisfaction of the Authority.
- C. The Contractor will endeavor at all times to protect all existing construction, building systems and equipment from damaging effects or extreme heat or cold, providing repair or replacement of such construction, building system or equipment is part of the contract work or is under the sole supervision of the Contractor

- D. The contractors are to cooperate in keeping conditions acceptable such as trash removal on a daily basis, and keeping utility downtime to a minimum.

**2. Insurance – Please review Project manual for insurance requirements**

**3. Minority Business Enterprises Utilization Commitment**

- A. It is the goal of the Authority that twenty (20%) of the dollar amount of all purchases/contracts shall be awarded to minority owned businesses.

**4. MBE/WBE and Workforce Content Goals**

- A. It is the goal of the Authority that 20% of the workforce, on all contracts excess of \$25,000.00 be minority workers.
- B. On a monthly basis, the ESLHA will require the general contractor to provide percentages of work force participation.

**5. Section 3**

- A. Section 3 Resident, is a public housing resident or a low or very low-income person who resides in the service area in which Section 3 covered assistance is expended.
- B. Section 3 Business Concern has three components.
  - (1) 51 percent or more owned by Section 3 residents.
  - (2) Whose permanent, full-time employees included person, at least 30% of whom are currently Section 3 residents, or were Section 3 residents within 3 years of the date of first employment with the business concern.
  - (3) That provides evidence of a commitment to subcontract in excess of 25 % of the total bid/proposal price awarded to business concerns that meet the qualification set forth.
- C. Section 3 Service Area, the geographical area in which the persons benefiting from the Section 3 covered project reside. The service area shall not extend beyond the unit of general local government which the Section 3 covered assistance is expended (the City of East St. Louis).

**E. Miscellaneous Items**

- A. The work hours for the project are 8:00AM to 5:00 PM.
- B. Project safety and security are the Contractor's responsibility.
- C. Bidders are reminded this is an occupied site.