



ADDENDUM ONE

DATE: April 29, 2021
TO: All Bidders
FROM: Sheila Brown, Procurement/Contract Administrator
RE: **ADDENDUM #1-Questions and Answers**

Question 1) In regards to the Form of Proposal: Page 1 (Item 2) Section 3 Statement business preference? This statement means if you are a participant with the "Section 3 Plan"? Correct?

MHA Response: Yes, that is correct.

This leads to....Section 3 Business Preference Documentation (I did not participate so I would just sign the documentation. Correct?

MHA Response: If you are referencing the Section 3 Business Preference Submittal Form then yes, that is correct. You will include it in your bid submission.

Question 2) Page 2 of the the Form of Proposal and (Item 4) given I have a professional relationship with Montgomery Housing Authority (MHA) will I just attached a full detailed explanation or would I state No?

MHA Response: This question is in reference to a personal or professional relationship with a member our of Board of Commissioners or Executive Department (i.e. CEO, Chief Operating Officer, Executive Vice President, etc.). If this is the case, you would answer yes and provide a detailed explanation. This is not for individuals/contractors how have performed services/work for MHA.

Question 3) Could please provide detailed information on the following items?

Item 4: Proposed Services (how to complete?)

MHA Response: You would use the section to input the cost/pricing under this tab. This is where the bid bond, bid proposal form and pricing, and the additional pricing and cost form would go. Please refer to Section 5 "Bid Format" and view the table.

Item 5: Managerial Capacity/Financial Viability (how to complete?)

MHA Response: This is where you would state your company's ability to perform the services in which you are bidding. Please refer to Section 5 "Bid Format" and view the table.

Item 6: Client Information would be Company Information Form

MHA Response: This is a listing of clients in which you have performed such services. This list must include the items listed in the table. Please refer to Section 5 “Bid Format” and view the table. You would complete the company information form as well.

Question 4: Where can I locate Subcontractor/Joint Venture Information (Item 8)

MHA Response: There isn’t an actual form, you would list the name, address and how you will utilize the subcontractor. If you are not utilizing a subcontractor, you would enter a sheet and state ‘not applicable’ or ‘none’.

We are grateful for your interest in doing business with our Agency and we look forward to receiving a proposal from your firm.