

## **EXHIBIT A**

### Pre-Bid Teleconference Information

**Date: January 7, 2022**

**Time: 11 AM Central Standard Time (“CST”)**

**You are encouraged to send an e-mail  
to [Purchasing@housingforhouston.com](mailto:Purchasing@housingforhouston.com)  
that you attended the Pre-Bid Teleconference  
associated with IFB 21-50**

**Step 1: Using a phone Dial 1-346-248-7799**

**Step 2: When prompted enter code 890 0873 9580**

**Step 3: Press # a second time to enter the meeting**

**Step 4: When prompted enter Passcode 885967**

### **Meeting Instructions**

- Your phone will be automatically muted when you access the meeting and will stay muted until HHA’s meeting facilitator has unmuted it.
- Press \*9 on your phone during the meeting to ask a question.
- Questions will be acknowledged by HHA’s meeting facilitator in the order they are received.
- You will be allowed to ask your question (which will be heard by all attendees), once HHA’s meeting facilitator identifies you by the last four (4) numbers of your phone number.
- After you have asked your question, HHA’s meeting facilitator will re-mute your phone.
- There will be a slight pause between the Sections of the solicitation that are being discussed to allow bidders to ask questions.
- Any statements made by HHA during the pre-bid conference, and during any site visits are not binding unless they are incorporated into the above-referenced solicitation via an Amendment.

## **PRE-BID TELECONFERENCE AGENDA**

### **IFB 21-50 Furnish and Install Gutters and Downspouts at Kelly Village Apartments**

**Time and Date: 11 A.M. Central Standard Time (“CST”) January 7, 2022**

1. Welcome
2. Introductions
3. General
  - 3.1 Please send an email to [purchasing@housingforhouston.com](mailto:purchasing@housingforhouston.com) stating that you attended this meeting.
  - 3.2 Please review Exhibit A of the solicitation for instructions and call-in information for the Zoom Meeting.
  - 3.3 This Teleconference is being recorded.
  - 3.4 Note that this meeting utilizes the Zoom Software and that we may experience technical difficulties beyond our control. If you miss something or cannot hear something being said please hit \*9 or the hand icon to request clarification.
4. Pre-Bid Format
  - 4.1 Oral statements made by HHA, or anyone else is not binding unless they are incorporated into the above solicitation via an Amendment.
  - 4.2 Monitor HHA’s website for Amendments to the above solicitation.
5. Review Solicitation
  - 5.1 Overview of Administrative / Submittal Requirements
    - Questions must be sent to [Purchasing@housingforhouston.com](mailto:Purchasing@housingforhouston.com)
    - Pay attention to Section 4.0 Procurement Schedule, and Section 7.0 Submittals
  - 5.2 Overview of Project / Technical Requirements
6. Recap Procurement Schedule
7. Adjourn