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2640 Fountain View Drive, Houston, Texas 77057 | 713.260.0600 | David A. Northern, Sr., **President & CEO**  
**Houston Housing Authority Board of Commissioners:** LaRence Snowden, *Chair* | Kristy M. Kirkendoll, *Vice Chair*  
Dr. Max Miller, Jr. | Stephanie Ballard | Andrea Hillard Cooksey | Kris Thomas | Guillermo "Will" Hernandez

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The Houston Housing Authority ("HHA"), has issued this Amendment No. 1 to IFB 23-41 Installation of A/C Units at Cuney Homes, Irvinton Village and Kelly Village for the purpose of:

1. Revising:
  - 1.1 Item 7.1 of the solicitation to read as follows: "HHA intends to contract with multiple qualified, responsive, and responsible businesses that can perform the work as outlined in Exhibit B and Exhibit C. "
  - 1.2 Item 8.2.10.1 of the solicitation to read as follows: "Complete Exhibit D Price Sheet."
2. Incorporating Exhibit F Pre-Bid Conference Sign-in Sheet.
3. Answering the following Questions submitted to HHA in writing by the specified due date.

**Question 1:** Project requires revised Scope of Work to include wood, aluminum sheet, and painting if included as part of installation?

**Answer 1:** Please review the drawings provided w/ this solicitation.

**Question 2:** Project requires refined drawings to show location of each unit to be installed or a list for each unit with each location defined.

**Answer 2:** All 1bd apartments will receive one (1) window AC unit and all 2bd+ apartments will receive two (2) window AC units. The quantity of window AC units (per property and combined) was provided in this solicitation.

**Question 3:** Is a/c unit installation location at the discretion of the contractor?

**Answer 3:** No. Each apartment has a designated window(s) where the window AC unit will be installed. See photo below;



**Question 4:** Manufacturer documentation for window units state “Use of extension cords could cause serious injury or death – Do not use extension cord with this window air conditioner; Do not use surge protectors or multi-outlet adapters with this window air conditioner”. According to project SOW, it is requesting extension cords. Is the contractor to exclude this portion from their SOW as it does not meet manufacturer requirements?

**Answer 4:** No extension cords are to be used in the installation of window AC units.

**Question 5:** Has the electrical plug at each location been verified as working and confirmed to support window unit?

**Answer 5:** For bidding purposes, assume outlets are in working condition.

**Question 6:** What about the breakers?

**Answer 6:** For bidding purposes, assume breakers are in working condition.

**Question 7:** Are all window units 115volts?

**Answer 7:** Please see spec section 23 81 00.

**Question 8:** What windows units are 220volts?

**Answer 8:** Please see spec section 23 81 00.

**Question 9:** If additional electrical work is required for a/c unit to operate, how will that be handled?

**Answer 9:** All work outside of scope will be issued as a Change Order.

**Question 10:** Will the HHA have an electrician perform this work or is the contractor responsible for this?

**Answer 10:** Contractors are responsible for notifying owner (HHA) of additional work and submitting a Change Order Request for approval.

**Question 11:** If the contractor is responsible, will permits be required?

**Answer 11:** Requirements and logistics will be discussed if / when additional work is determined to be necessary.

**Question 12:** If so, is this a change order?

**Answer 12:** Please see Answer #9.

**Question 13:** Are change orders allowed for additional work required to complete installation?

**Answer 13:** Change orders will be reviewed / approved on case-by-case basis.

**Question 14:** Are the units allowed to be offset and not centered?

**Answer 14:** Please review the drawings included w/ this solicitation.

**Question 15:** If the existing window unit is owned by occupant, instead of removing it, can new window unit be installed in another window?

**Answer 15:** No. If resident has an existing window AC unit in the designated window, the existing window AC unit has to be removed.

**Question 16:** If the existing window unit is owned by occupant, can the occupant and/or HHA remove existing?

**Answer 16:** No. Contractor is responsible for removal of existing window AC units.

**Question 17:** Concern is if unit is not working/leaking, etc and contractor removes, occupant could hold contractor liable for damages. How will this be mitigated?

**Answer 17:** Contractor is to use care and caution in removal of existing window AC units. If damages occur during removal of existing or installation of new, contractor is responsible for repairs.

**Question 18:** If the prime contractor is an MBE, are they required to meet Section 3 requirements if they are not a Section 3 business?

**Answer 18:** Yes, Section 3 is required by law under the Housing and Urban Development Act of 1968.

**Question 19:** What is the priority concern to meet, Section 3 or M/WBE?

**Answer 19:** Section 3 is a legal requirement under the Housing and Urban Development Act of 1968. Our M/WBE requirements are in agency goal and if you are subcontracting, we request that you attempt to meet this goal and provide documentation of these attempts.

**Question 20:** Is the labor warranty two (2) years?

**Answer 20:** Yes (per specifications).

**Question 21:** If HHA is providing all material, is contractor to exclude any items listed under warranty that pertain to materials?

**Answer 21:** Correct.

**Question 22:** If HHA is providing all materials, is contractor to exclude material submittal requirements?

**Answer 22:** Correct.

**Question 23:** Section J of 01 11 00 – Maintenance of Existing Services- how does this apply to project if this is just an installation only project and does not require electricians or HVAC technicians?

**Answer 23:** The same set of specifications was provided in the Supply (IFB 23-40) and Install (IFB 23-41) solicitations. Some sections are for reference purposes only (ie if contractor is not disturbing any mechanical / electrical lines, no need to maintain).

**Question 24:** Section 01 33 00 1.02 B states that performance and payment bonds will be required, is this correct?

**Answer 24:** This will depend on the contractors bid price and the number of units awarded to the contractor. As of now, there are no bonding requirements.

**Question 25:** Section 01 33 00 1.03 Shop Drawings – is this a requirement of the project?

**Answer 25:** Shop drawings are not required.

**Question 26:** Is this excluded for all sections?

**Answer 26:** This question is not clear.

**Question 27:** Section 01 33 00 1.04 Product Data – is this requirement applicable since all material will be provided by HHA?

**Answer 27:** The same set of specifications was provided in the Supply (IFB 23-40) and Install (IFB 23-41) solicitations. Some sections are for reference purposes only (ie if contractor is not supplying material, no need to submit product data for approval).

**Question 28:** Section 01 35 16 1.02 D Maintenance of Existing Services – Is this excluded from project?

**Answer 28:** The same set of specifications was provided in the Supply (IFB 23-40) and Install (IFB 23-41) solicitations. Some sections are for reference purposes only (ie if contractor is not disturbing any mechanical / electrical lines, no need to maintain).

**Question 29:** Section 01 35 16 1.03 F Debris Item #3 – Are we required to submit a material storage and disposal plan?

**Answer 29:** See Answer #31.

**Question 30:** Section 01 43 39 Mock-Ups – What mock-ups are required?

**Answer 30:** One (1) mock-up installation of the window AC unit (per drawings / specs) for review / approval by owner (HHA) and engineer is required.

**Question 31:** Section 01 50 00 Temporary Facilities and Controls – Is each contractor required to provide temporary facilities for their own personnel or will there be one provided by HHA?

**Answer 31:** Owner (HHA) will provide storage, dumpster, and fencing of staging area. Contractor is not required to provide temporary facilities.

**Question 32:** Section 01 50 00 1.04 Temporary Electrical Service – What temporary electrical services need to be provided?

**Answer 32:** Temporary electrical service is not required.

**Question 33:** Is the owner providing dumpster for debris?

**Answer 33:** See Answer #31.

**Question 34:** Section 01 60 00 1.03 Manufacturer's Instructions Section A Item 2 – Are we required to submit something to a Consultant?

**Answer 34:** Please review Section 01 60 00 / 1.03 / A.

**Question 35:** At what stage are we to request Consultant and HHA inspection of work completed?

**Answer 35:** Logistics will be discussed with awarded contractor(s).

**Question 36:** Will an HHA representative be available for each unit installed to verify that it is operational?

**Answer 36:** Correct.

**Question 37:** Contractor will only be responsible only for any damage caused by their crew, existing damage to interior/exterior is excluded from bid or from removal of existing unit due to previous installation is not the responsibility of contractor. If existing damage to interior/exterior or from the removal of existing equipment due to previous installation, is contractor to assume damage and include in per unit price?

**Answer 37:** Contractor will only be responsible for damage caused by their crew.

**Question 38:** Section 02 07 20 3.04 Item B – Interior Finishes: Prime and paint repaired interior walls in exposed areas – Is this only if contractor damages or is this required if there is existing damage from previous installation or existing? If the contractor is required to repair, should contractor include cost in per unit price?

**Answer 38:** Only if damaged by contractor.

**Question 39:** Section 07 62 00 2.06 Fabricated Items – Is contractor responsible for fabrication of Window Infill Panel and Window Infill panel end cap? If so, please provide drawing?

**Answer 39:** Please review drawings provided w/ this solicitation.

**Question 40:** Is HHA providing adhesive for sheet metal to plywood?

**Answer 40:** All material is being provided by HHA (w/ another solicitation, IFB 23-40).

**Question 41:** Section 07 92 00 1.04 Submittals – What submittals are required for joint sealants if HHA is providing?

**Answer 41:** Not required.

**Question 42:** Is HHA providing touch-up paint for aluminum finish?

**Answer 42:** If needed, HHA will provide.

**Question 43:** Section 23 01 25 – since this is a labor only contract, are we to exclude this section in full?

**Answer 43:** Section 23 01 25 (Temporary Mechanical Disconnects) includes installation and testing of new equipment. It applies to this solicitation.

**Question 44:** Section 23 81 00 Section 1.05 E – What testing is required as these units are plug and play?

**Answer 44:** Please review Section 23 01 25 / 1.03.

**Question 45:** The window units come equipped with heatproof foam which improves the cooling capability of the air conditioner, is there a reason we are not utilizing material that comes equipped with air conditioner unit?

**Answer 45:** Yes.

**Question 46:** Section 28 31 00 Section 2.03 Miscellaneous Material – Please confirm this section is excluded from contractor since electrical work is not included, and all material is being provided by HHA.

**Answer 46:** Please see Answer #40.

**Question 47:** Is the contractor required to start up each unit in the presence of an Owner Representative as noted in Section 28 31 00 3.03 Item B.

**Answer 47:** Correct.

**Question 48:** Section 26 01 25 – Is this section excluded from the project as there is no electrical work being performed?

**Answer 48:** Correct.

**Question 49:** Is a bid bond required?

**Answer 49:** No.

**Question 50:** Under the Wage Determinations, what are the categories used for this project? i.e. Carpenter, HVAC, Sheetmetal worker excluding HVAC, Labor Common?

**Answer 50:** This is to be determined by contractor. If contractor hires laborers, that is the rate to be used, etc.

**Question 51:** What are we supposed to do with the existing window screens?

**Answer 51:** Unless hazardous, all debris must be placed in the dumpster. HHA will provide dumpsters for contractors to use.

**Question 52:** Do the Prime's have to be M/WBE Certified?

**Answer 52:** No.

**Question 53:** Do the subcontractors have to be M/WBE Certified?

**Answer 53:** No, but we do request that all Prime's attempt to meet the goals outlined in Amendment C.

**Question 54:** Can being in the process of certification be acceptable or do we have to be fully certified.

**Answer 54:** Certification is not necessary.

**Question 55:** Is Houston Housing Authority doing up to 80 units in the base bid of the window a/c job?

**Answer 55:** Depending on participation, contractors have the opportunity to be awarded up to 80 A/C installs, dependent on the bid price of per unit install. There is also a possibility that a contractor(s) can be awarded more than 80 A/C installs. The total number of units awarded to a contractor will be determined by the contractors submitted price per unit and the total number of bids received.

**Question 56:** Is this an indefinite quantity bid?

**Answer 56:** No, when the contract is prepared each contractor will know exactly how many units they have been awarded.

**All other terms and conditions in the solicitation shall remain the same.**

8-25-2023

**Date**

*Austin Crotts*

**Austin Crotts  
Procurement Manager  
Houston Housing Authority (HHA)**



*A Fair Housing and Equal Employment Opportunity Agency. For assistance: Individuals with disabilities may contact the 504/ADA Administrator at 713-260-0353, TTY 713-260-0547 or [504ADA@housingforhouston.com](mailto:504ADA@housingforhouston.com)*





Transforming Lives & Communities

**PRE-BID CONFERENCE SIGN-IN SHEET**

**IFB 23-41 INSTALLATION OF AC UNITS AT CUNEY HOMES, IRVINTON  
VILLAGE AND KELLY VILLAGE**

**Location: 2640 Fountain View Drive**

**Time and Date: 10:00 A.M. CDT August 14, 2023**

<b>Name of Company Representative</b>	<u>Arthur Dirden</u>
<b>Name of Company</b>	<u>A.D. Welding, Inc</u>
<b>E-Mail Address &amp; Phone Number</b>	<u>a.d.welding.18011c@mail.com</u>
<b>Name of Company Representative</b>	<u>ART THOMPSON</u>
<b>Name of Company</b>	<u>THOMPSON CONSTRUCTION</u>
<b>E-Mail Address &amp; Phone Number</b>	<u>artthomp@aol.com</u>
<b>Name of Company Representative</b>	<u>ART THOMPSON</u>
<b>Name of Company</b>	<u></u>
<b>E-Mail Address &amp; Phone Number</b>	<u>832-921-8912</u>

**PRE-BID CONFERENCE SIGN-IN SHEET**

**IFB 23-41 INSTALLATION OF AC UNITS AT CUNEY HOMES, IRVINTON  
VILLAGE AND KELLY VILLAGE**

Name of Company Representative Anatalia Gomez

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Name of Company Representative Dasac Mario Morales

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Name of Company Representative Keynan Dutton

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832 774 8100

  

Name of Company Representative Adrienne Henny Trans Teg Envir. <sup>832-690-8434</sup>

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**PRE-BID CONFERENCE SIGN-IN SHEET**

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**IFB 23-41 INSTALLATION OF AC UNITS AT CUNEY HOMES, IRVINTON  
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