

## SECTION 1: INTRODUCTION

### 1.1 Methuen Housing Authority

The Methuen Housing Authority (hereinafter, "Authority" or "Owner" or "LHA") is a public entity that provides subsidized housing and housing assistance to low-income families, within the Town of Methuen, MA. The Authority is headed by an Executive director and is governed by a board of commissioners and subject to the requirements of Title 24 of the Code of Federal Regulations, Mass General Law, and the Authority's procurement policy.

The Authority is requesting quotes from qualified, licensed, and insured Contractors to provide ( Flooring Installation ) as specified in the enclosed documents. The successful bidder will be required to sign a contract with the Authority for a period of one-year beginning 10/1/2022 through 9/30/2023 , with the option to renew for two (2) additional one-year periods, for a maximum total of three years. The renewal of any consecutive year is at the sole discretion of the Authority. The contract price for each year is a fixed price equal to the pricing for recurring services established on the attached Form for Quote as well as an estimate for repairs based on the hourly pricing provided on the bid submitted.

### 1.2 Public Notification

#### PUBLIC NOTIFICATION FOR WRITTEN QUOTES

The Methuen Housing Authority invites written quotes from Contractors for Flooring Installation: labor and materials in accordance with the documents herein.

The estimated one (1) year value of this contract is \$ 20,000 and is not to exceed \$50,000.

All quotes are subject to applicable bidding laws including but not limited to M.G.L.c.149§44A-H, M.G.L. c.30, and applicable federal procurement laws. To the extent there are inconsistencies between state and federal procurement laws, the more stringent standard will be followed for purposes of this Request for Quotes.

Written quotes will be received until 1:00 PM on 9/19/2022 .

All quotes should be submitted via email to [mwilkie@methuenhousing.org](mailto:mwilkie@methuenhousing.org) or delivered to the Methuen Housing Authority, 24 Mystic St. Methuen, MA 01844 and received no later than the time and date specified above. Quotes may be emailed, hand delivered, or mailed.

Contract Documents will be available for pick-up at the Methuen Housing Authority, 24 Mystic St. Methuen, MA 01844 after 11:00 AM on 9/7/2022 .

There will be a recommended, but non-mandatory, pre-bid conference held on n/a shown upon request .

All questions and requests for interpretation must be submitted in writing to Michael Wilkie at [mwilkie@methuenhousing.org](mailto:mwilkie@methuenhousing.org) no later than 9/14/2022 .

Questions and requests for interpretations may be responded to via addendum as determined by the Owner.

END OF PUBLIC NOTIFICATION FOR WRITTEN QUOTES