

DCAM-20-NC-RFP-0013
On-Call Facility Maintenance and Repair Services
Addenda No. 2 - EXHIBIT B

NO.	RFP SECTION	QUESTIONS	ANSWER
1	L.2.1	May we use a font size smaller than 12 points for graphics? For example a 10 point font?	Per Section L.2.1 all typewritten response shall be in 12-point font size. It is the responsibility of the Offeror to ensure that your proposal is visually clear and concise.
2	C.3.1.37	Section C.3.1.37 page 15 specifies that the Contractor's hours of operation "...shall not extend beyond the timeframe of 7 a.m. and 8:00 p.m. EST ". Please confirm that responses to emergencies may require the Contractor to operate outside of these hours.	Yes, emergency responses most likely will be outside of normal working hours.
3	C.5.2.3	Section C.5.2.3 page 22 states that "The Contractor shall be paid the applicable firm-fixed hourly labor rates as identified in <i>Attachment J.12</i> based on the actual number of hours worked." Please confirm that the Contractor will be paid for actual hours worked, whether they deviate either up or down from the hours in the Quote.	Yes, Contractors will be paid for actual documented number of hours worked.
4	L.7.1.1	Since there was a federal holiday, Martin Luther King Day, occurring during the proposal preparation time and when most staff are off, we respectfully request an extension of the due date until February 14, 2020.	Please see Addendum No. 02, Line Item No. 1
6	Attachment J.12	There is no line item for supervision under the price schedule. Can a category of Superintendent be added?	Please see Addendum No. 02, Line Item No. 2.
7	B.2.1	Section B.2.1 state that cost of all Materials and Supplies shall be furnished to the District "at cost". Will material pick up be recognized on hourly rate?	Yes, Contractors will be allowed to cover the cost for material pick under the Contractor's hourly rates.
8	Attachment J.12	The billing rates doesn't include overtime hourly rates, can they be added on the spreadsheet attachment J.12?	Per Attachment J.12 Price Schedule- The Offeror shall provide rates for Standard Response Time and Emergency Response Time. This contract does not require overtime service hours.
9		Is there any administrative fee allowance to be accepted within the proposals?	An administrative fee will only be considered when a Task Order is issued in an amount of \$100,000 or more requiring and payment and performance bond. This fee shall be a line item on the Contractor's cost proposal related to individual Task Orders.
10		What is the equipment markup allowance?	It is the expectation of the District that the proposed Contractor have the necessary equipment to perform the required services for which the Offeror submits a proposal. The District will not subsidize Contractor owned and or rented equipment required to provide services; there is not a mark-up allowance for equipment.
11	Attachment J.12	Project Manager is missing from Group G - Auxiliary Maintenance on the price schedule	See Addendum No. 02, Line Item No. 2- Revised on February 7, 2020 Attachment J.12

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12	B.3.1.1	Per section B.3.1.1, all max budgets and minimum and maximum ordering limits are non-guaranteed. If the part or fee to perform the replacement or repair costs are more than the minimum cost, who will be responsible for purchasing the part or excavation as these items usually are greater than the \$250.00 minimum limit? (Question is per each trade)	This contract is Task Order driven and as such the Contractor shall be required to provide a cost proposal prior to any task orders being issued. The District contemplates any such Task Orders issued will exceed the guaranteed minimum of \$250.00; however, will not exceed the non-guaranteed maximum values identified for each Aggregate Award Group.
13	B.3.1.1	Please confirm in section B.3.1.1 that the maximum service amounts per each group are annual?	The Non-guaranteed Maximum ordering limits per Aggregate Award Group are annual.
14	B.3.1.1	Will the Contractor be reimbursed for the cost of any major repairs that exceeds the minimum limit of \$250.00? Will the Contractor be reimbursed for any parts that exceed the minimum budget limits for parts and materials?	This contract is Task Order driven and as such the Contractor shall be required to provide a cost proposal prior to any task orders being issued. The District contemplates any such Task Orders issued will exceed the guaranteed minimum of \$250.00; however, will not exceed the non-guaranteed maximum values identified for each Aggregate Award Group.
15	B.2	What will be the reimbursement process for parts and repair fees with DGS? Would the contractor add reimbursement costs to each task order invoice? And will our reimbursement cost be paid within net 30 days.	Per Section B.2, This is a Time and Materials Contract. There is no cost reimbursement component, each Task Order will be based on the Contractor's quote which will include hourly rates and materials at cost.
16	G.1	Will DGS pay the vendor invoices in net 30 days or net 60 days?	Per Section G.1 Invoice Payment, the District will pay net 30 with receipt of a proper invoices.
17	H.12.9.2	What are the bonding requirements for the entire maintenance contract?	Payment and Performance Bonds shall be required on Task Orders and not the entire maintenance contract. Per Section H.12.9.2 - For each Task Order valued at One Hundred Thousand Dollars (\$100,000.00) or more as applicable, the Contractor shall, at the time the Task Order, as applicable is executed, provide to the Department a payment bond and performance bond, each with a penal sum equal to the Contract Sum of the Task Order, as applicable.
18	C.1.4	Section C.1.4 states that the typical work activities include, but is not limited to, the installation and plumbing repairs at contractor cost. Please provide clarification on the installation cost, as it requires plumbing fixtures which would cost more than the minimum limit. Will the contractor be reimbursed the cost of the plumbing fixtures which exceed the \$250.00 minimum for parts? (Question is per each trade).	This contract is Task Order driven and as such the Contractor shall be required to provide a cost proposal prior to any task orders being issued. The District contemplates any such Task Orders issued will exceed the guaranteed minimum of \$250.00; however, will not exceed the non-guaranteed maximum values identified for each Aggregate Award Group.
19	B.4	If the installation cost is more than 25% of the allocated budget for any tradesman, will the District absorb the cost of the installation?	The District does not understand the vendors question. However, for clarity, the resulting Contracts will be Task Order driven and each Task Order will include all service related cost to complete the requested work (e.g. Labor, parts, materials, installation) as stated in Section B.4.
20		Will extra time be allotted for multiple task orders with different locations as it relates to the 24 hour response time?	It is the District's expectation, that the Contractor have the capacity to provide services when submitting proposals for multiple projects.

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21	G.2.1	If a task order invoice is not paid within 30 days, is the vendor allowed to add any interest?	Please refer to Section G.2.1 as it relates to invoice payment processing and procedures.
22	Attachment J.12	Please clarify where you would like us to put labor rate costs for a Dispatcher.	Offeror's hourly rate shall be loaded to include all General & Administrative factors related to the day to day operations for doing business under this contract which, would also include the Contractors dispatch type functions. There will be no Dispatch labor category added to Attachment J.12.
23	Attachment J.16	The Past Performance Evaluations from to be completed by the Offeror's client roster substantially in the form of Attachment J.16. is not listed in the website under the attachments.	See Addendum No. 01, dated January 28, 2020
24	L.2.1	Do we have to submit separate technical and cost proposals for each Group? If we want to apply for six (6) groups do we need to submit a technical and cost proposal individually? Meaning 1 original proposal and 4 copies for each group?	Yes, a separate proposal shall be submitted for each aggregate award group an Offeror(s) wishes to be considered for award.
25	I.14	Do we need to submit copies of the COI with the proposal or will this be submitted after award?	No, the Certificate of Insurance (COI) is not required to be submitted with an Offeror(s) proposals. A COI will be required with each awarded Task Order. Please be sure to review and be in compliance with Section I.14
26	H.9.1.3	As a CBE/SBE/Local Certified business, as the Prime, please confirm we do not have any subcontracting requirements if we are going to self perform 100% of the work.	Correct, a prime Contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of Sections [H.9.1.1] and [H.9.1.2] ; however, if the Prime intends to sub-contract a portion of the work the subcontracting provisions are required.
27		Can a reference letter include different groups? or does it has to be specifically for one trade per reference letter. Considering we have clients we have worked with in different areas.	A reference letter for multiple disciplines may be accepted, should clearly speak to each discipline and be included as part of each of the individual proposal packages.
28	B.6	On the DGS solicitation website under the column SBE Set-aside, it has NO listed. In Section B.6 of the RFP, it states that this RFP is designated for the Small Business Set-aside Market Only. Please clarify?	This solicitation is in the SBE set-aside market.
29	C.5.2.3/C.5.3.4	Section C.5.2.3 states to include costs of permits in our firm fixed hourly labor rates. In Section C.5.3.4, it states that permit fees shall be submitted with Task Order Quote. Please clarify which method is correct?	See Addendum No. 02, Line Item No. 3
30	L.2.1	If we want to be considered in multiple aggregate award groups, do we really have to submit 6 separate proposals? What is the rationale behind the decision to have separate proposals as that is an incredible amount of work to complete in a short period of time?	Yes, separate proposals are required for each Aggregate Award Group. Each Aggregate Award Group is for very specific, different types of services and as such can not be fully evaluated in combination. Failure to submit individual proposal packages for individual Aggregate Award Groups may result in a Proposal being deemed Non-Responsive and removed from further evaluation relative to award.

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31		Do we need 3 separate Past Performance Evaluations (PPEs) per aggregate award group? If we are going after 6 aggregate award groups, do we have to submit 18 PPEs?	Yes, a separate proposal shall be submitted for each aggregate award group an Offeror(s) wish to be considered for award to include all required submittals.
32	B.2.1	What's the approved markup for material costs?	Per Section B.2.1a(ii) - Cost of material. All Materials and Supplies shall be furnished to the District "at cost". The District will not grant or accept any mark-up on parts, materials and or supplies related to providing the required services.
33	M.3.1.1/M.3.1.2	For past experience, are we able to use employee work history or company experience only?	Both, the Contractor's proposal shall provide both relative experience and past performance of the Contractor and its Team as well as Relevant experience of the Contractor's proposed key personnel and staffing. Please review Sections [M.3.1.1] and [M.3.1.2] for guidance.
34	M.3.1.1	The Offeror shall include with its Proposal a minimum of three (3) Past Performance Evaluations from the Offeror's client roster substantially in the form of Attachment J.16. Also Section J – lists Attachment J.16 as an Attachment. However, Attachment J.16 is not post as one the RFP attachments. Do you plan to post Attachment J.16?	See Addendum No. 01, dated January 28, 2020
35	C.5.3.3	Section C.5.3.3 page 22 states that the cost of materials and supplies may include “the cost of transportation and handling.” May the contractor apply a handling charge?	Yes, all materials, supplies and or parts provided to the District pursuant to a Task Order issued in accordance with the Ordering Clause Section [G.10], shall be furnished to the District at cost, net of trade discounts, on all materials , products, supplies and equipment incorporated into the trade work, including , without limitation, costs of transportation and handling. All Material and Supplies shall be furnished to the District at Contractor cost; the District will not accept any markup on the purchase of such materials and supplies.

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36	I.15	Section I.15, page 61, states that “An award cannot be made to any Contractor who has not satisfied the equal employment requirements.” Attachment J.8, EEO Agreement Policy, requires the submission of “Subcontract Summary Form” and “Projected Goals and Timetables for Future Hiring”. Both of these forms require knowledge of the actual volume and timing of Task Orders. Because the volume and timing of Task Orders is unknown at this time, please clarify how this mandatory requirement is to be handled by the Offeror.	Offeror's shall complete Attachment J.8 EEO Agreement Policy in it's entirety as applicable.
37	L.2.1.b.v	Section L.2.1.b.v, page 68, requires the submission of Attachment J.7, DSLBD SubContracting Plan Form. This form requires the Offeror to identify its proposed subcontractors, together with the amount of each proposed subcontract. The amount of each subcontract, and the total amount to be subcontracted, will vary with each Task Order and is, of course, unknown at the time of submission of the proposal. Please clarify how this requirement should be handled by the Offeror.	The SBE Subcontracting Plan will be required on a Task Order basis and is not required to be presented with the Contractor's proposal(s).
38	L.22.2	Section L.22.2, page 74, states that the proposal must identify Key personnel and that “The hours that each will devote to the Contract shall be provided in total and broken down by task.” Because the volume and timing of Task Orders is unknown at this time, please clarify how this requirement is to be handled by the Offeror.	Please see Addendum No. 2, Line Item No. 4.
39	M.3.1.1	Section M.3.1.1 page 76, requires past performance be demonstrated with projects “...over the past two years”. Later in the same section, “..., recency is defined as active or completed efforts performed within the past three (3) years.” Please clarify this requirement	Please see Addendum No. 2, Line Item No. 6.
40	M.3.1.2.(i).b	Section M.3.1.2.(i).b, page 78 requires that the Offeror demonstrate how “...the Offeror's Key Personnel will manage and coordinate with the Department on all services requirements, but periodic and supplemental.” Please clarify this sentence – does it mean all services except periodic and supplemental?	Please see Addendum No. 2, Line Item No. 6.
41	B.4	Please let us know whether the Service Contract Act or the Davis Bacon Act takes precedence for this solicitation.	After careful consideration and further evaluation, the Department has removed the Davis Bacon Act requirement. Please see Addendum No. 02, Item No. 5.
42	L.2	I believe you said we need to do a Technical proposal for every trade we bid on along with Price proposal? Which means if we bid on 5 trades, we have 5 technical and 5 price proposals, Correct?	Yes, a separate proposal shall be submitted for each aggregate award group an Offeror(s) wish to be considered for award as described in Section L.2 Proposal Organization and Content.

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43		How much time is allotted once a Task Order is issued to produce a Payment and Performance (P&P) Bond?	The Department can not dictate the amount of time the surety company may take to issue bonds. It is our experience that bonding is provided within 5-7 business day. However, the Department will not execute a Task Order with out either the bonds or a letter from the surety company, on its letterhead, dated and signed stating that bonding is approved and forthcoming.
44		How are change orders (if any, due to "unforseens") handled?	When a Contractor has an unforeseen change order they should immediately contact the COTR and inform them of the circumstance and wait for further instructions before proceeding with any modification. In no event is the Contractor or Program authorized to modify services described in the executed Task Order without the dully expressed written consent of the Contracting Officer.
45	H.12.9.2.2	All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties. Please provide a listing or link.	https://fiscal.treasury.gov/surety-bonds/list-certified-companies.html
46		Is there an incumbent company performing the work? If so, please provide the name.	There is not an incumbent company. This is a new contract for the Department.
47		If there is an incumbent company, are there existing employees we would be required to hire for the new contract. What percentage of existing work force would need to be hired?	See Addendum No. 02, Question No. 46
48	H.8	Section H.8 sets forth a requirement that job applicants be notified - prior to being offered a job; that criminal background checks, traffic record checks and affirmations are rquired. Please confirm that the requirements in Section H.8 apply only to contractors that supply direct services to children and youth, as Section H.8 is titled.	Please see Addendum No. 2, Line Item No. 7.
		Will Contractor's be provided a copy of the District's Tax Exemption Certificate	Yes, Awarded Contractor's will be provided a copy of the District's Tax Exemption Certificate upon request.