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**Addendum #2**  
**ITB #45-24, Mechanical, Electrical, Plumbing (MEP) & Specialty Services**  
**5/23/2024**

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**NOTICE IS HEREBY GIVEN** that the following addendum serves to provide clarification and to answer the questions received on ITB #45-24, Mechanical, Electrical, Plumbing (MEP) & Specialty Services.

Question 1: Within attachment 45-24-exhibit-a-bid-pricing, on tab Sheet2; Column D is requesting rates for Electrical. However, within the document itb-4-4-and-specialty-services, under part A of the general requirements section, under the section marked Electrical, you spell out part of the electrical scope to include "sports lighting" and "Equipment control panels." Since the rates for these services differ greatly from a standard service technician, can you please clarify if we should break-out the different rates for each discipline, or include a blended rate to include control systems engineers, sports lighting technicians, and standard service technicians' rates.

**Answer to Question 1: Vendor(s) shall provide pricing for a standard service technician. Any alternative licensed positions offered for each category can be provided on a separate document breaking out the hourly rates for each type of service under that category.**

Question 2: Under part A of the general requirements section, under the section marked Electrical, you spell out part of the electrical scope to include Sports Lighting and Parking Lot Lighting repairs and maintenance. Can you please clarify if the supplied rate is to include a lift, or if the lift will be billed separately?

**Answer to Question 2: If applicable, the lift shall be provided by the contractor and billed as a separate line item on the invoice.**

Question 3: Within attachment 45-24-exhibit-a-bid-pricing, on tab Sheet2; Row 15 requests a markup % for material (assuming you are combining overhead and profit). Can you please clarify if this is for material mark-up only? Also, please clarify how we should breakout the different mark-ups for materials, equipment, shipping, and subcontractors.

**Answer to Question 3: The markup percentage is for materials only. If applicable, shipping and equipment can be billed as a separate line on the invoice. Reference STANDARD TERMS AND CONDITIONS, S.3 SUBCONTRACING, page 7 of the solicitation regarding the use of subcontractors.**

Question 4: Please clarify what the defining criteria is between a "helper" and a "laborer."

**Answer to Question 4: For the purpose of this bid, helper shall be defined as an assistant. A laborer shall be defined as the skilled worker performing the services.**

Question 5: Are annual inspections of UPS and battery systems required in addition to quarterly and semi-annual?

**Answer to Question 5: Annual inspections are required for all systems. Quarterly and semi-annual inspections are based on Original Equipment Manufacturer (OEM) specifications.**



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Question 6: In regard to UPS and EV charger installation and maintenance, will a list of equipment be provided and include all associated equipment along with make and model i.e batteries, static switches bypass cabinets etc?

**Answer to Question 6: A current list of equipment is not available. Once available, a list will be provided to the awarded vendor(s).**

Question 7: Will a building location list be provided for the critical power equipment?

**Answer to Question 7: Building locations will be provided when services are requested.**

Question 8: Will Contractors be allowed to invoice for travel time to and from City site, in addition to the on-site time, at the proposed T&M Rates or should Contractor's price a "Trip Charge" to cover this travel to and from site?

**Answer to Question 8: No, travel shall be included in the labor rates.**

Question 9: Due to electrical safety requirements, more than one field tech may be needed to respond and/or perform certain work. Please confirm the T&M Rates are a per technician rate.

**Answer to Question 9: The Time & Material (T&M) rate are per technician.**

Question 10: In the event awarded Contractor has to call in the OEM as a subcontractor, will Contractor be allowed to markup cost + for those services (i.e. UPS or EV Chargers)?

**Answer to Question 10: No. Reference Answer to Question 3 above regarding subcontractors.**

Question 11: Will City perform such background checks on Contractor Personnel at City expense or at Contractor's expense? If the later what is the estimated expense Contractor's should budget for each of its Contractor's personnel background checks?

**Answer to Question 11: Per STANDARD TERMS AND CONDITIONS, s.15 BACKGROUND CHECK page 10 of the solicitation, the city may conduct background checks. If one is required, the City will work with the awarded vendor(s) to facilitate this at City's expense.**

Question 12: In the event City requires background checks of awarded contractor's personnel, will City accept certifications of contractor's standard background checks performed at time of hire?

**Answer to Question 12: Reference Answer to Question 11 above.**

Question 13: Will City perform such Security clearance checks, at City expense or Contractor's expense? If the later what is the estimated expense Contractor's should budget for each of it's Contractor's personnel security checks?

**Answer to Question 13: Per STANDARD TERMS AND CONDITIONS, s. 16 SECURITY CLEARANCE AND REMOVAL OF CONTRACTOR PERSONNEL page 10 of the solicitation, if required, the City will work with the awarded vendor(s) to facilitate this at City's expense.**



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**Question 14:** Considering large corporation insurance policies are procured annually to cover all its business operations, it is not practical for large corporation to reduce or eliminate such policy deductibles. Alternatively, will City allow awarded contractor to provide evidence of it's ability to financially cover it's own deductibles, via a certification letter or some other alternate method?

**Answer to Question 14:** *Any exceptions to the terms of this solicitation shall be noted on the EXCEPTIONS/ADDITIONAL INFORMATION/ADDENDA Form, page 23 of the solicitation in order to be considered. Deductibles and Self-Insured Retention (SIR) adjustments are by request.*

**Question 15:** Will City alternatively accept review of Contractor's blanket additional insured endorsements detailing such applicable policies coverages in lieu of Contractor having to provide certified copies of its applicable policies? And if this is not an alternative, would City be willing to travel to/visit Contractor's corporate Risk Management office to review such policies in person in lieu of having to mail such certified copies of applicable insurance policies and enter into a mutual NDA?

**Answer to Question 15:** *Any exceptions to the terms of this solicitation shall be noted on the EXCEPTIONS/ADDITIONAL INFORMATION/ADDENDA Form, page 23 of the solicitation in order to be considered. Proof of Insurance is required per the solicitation and the policy information shall be available upon request.*

**Please note:** The ten (10) day deadline for submitting questions is now closed and no further questions will be responded to.

*End of Questions and Answers*

*End of Addenda*