



December 18, 2014

ADDENDUM # 1

Invitation to Bid – “On-call, as-needed maintenance, repair, software upgrades, and phone system administration services to Teltronics PBX Telephone Systems” PIN 072201514MIS

Dear Prospective Bidder:

Pursuant to §3-02(i) of the Procurement Policy Board (PPB) Rules, the Department Correction (DOC) is issuing Addendum # 1 to the solicitation for “On-call, as-needed maintenance, repair, software upgrades, and phone system administration services.” PIN 072201514MIS.

BID DUE DATE

Please be advised that the Bid Due Date for the above referenced procurement remains **December 24, 2014 at 11:00AM**

DEADLINE FOR QUESTIONS

The deadline for questions and/or clarifications is **December 19, 2014** at close of business. The Department will endeavor to answer any questions received after this date, but there may not be sufficient time for replies to be received before the bid due date.

ATTACHMENTS

Revised Bid sheets

REVISIONS/ADDITIONS

1. Section 31(E)(3) of Part A shall be revised as follows:
Documentation that the Bidder is able to provide specially trained and qualified technicians to maintain and repair telephone systems; Documentation of evidencing Teltronics certification.
2. Section 1.00 of Part C. The word “all” shall be removed from the 1st sentence of the 2nd paragraph. The following sentence shall be added after the 1st sentence of the 2nd paragraph: The Department may provide parts and materials and require that the Contractor provide only labor.

QUESTIONS

1. In the bidders conference the prevailing wage title mentioned was Telephone Technician. In the prevailing wage schedule of labor rates we can only find the title Telecommunications Worker. Can you please verify which prevailing wage title it should be under?

Response: The appropriate prevailing wage titles are TELECOMMUNICATIONS WORKER and ELECTRICIAN (various). The TELECOMMUNICATIONS WORKER title shall be used for all non-electrical powered systems. The ELECTRICIAN title shall be used for all electrical power based systems (computer wiring, VOIP, etc.). See attached revised Bid sheets.

2. how many copies of the response should we be providing?

Response: Please submit a single copy with original signature(s).

3. Are there any other documents besides all of section "B" that should be included in our response?

Response: **The complete section B is required along with a signed acknowledgement (see below) of this and any other Addendum.** No other documents are required at the time of the bid. Other documents or information will be requested as necessary from the apparent low bidder.

Please sign below in acknowledgment of this addendum.

***Submit this addendum with your bid.**


Deputy ACCO

I Acknowledge Receipt of this Addendum.

Bidder/Company Name (Print)

Authorized Representative (Print Name)

Authorized Representative (Signature)

Date

BID SHEET
PIN 072201514MIS

Provision of labor and materials **PART I: BID FOR LABOR**

This contract shall be awarded in an amount not to exceed \$190,000.00. The Department does not guarantee a minimum or maximum quantity of services or deliverables under this agreement. The quantities stated herein are for bid comparison purposes only.

PART I: BID FOR LABOR

Please indicate the hourly rate for each of the trades listed below. This hourly rate shall include the actual cost of labor, overhead, profit, insurance and all other costs with the exception of parts. The hours are estimates only, more or fewer may be required

Trade (1)	Quantity Hours (2)	Trade Hourly Rate \$ (3)	Total (4)
1. Technician	300		
2. Weekend and non-holiday premium hours for Technician	30		
3. Holiday premium hours for Technician	20		
4. Electrician A (Regular Day)	10		
5. Electrician A (Regular Day Overtime)	10		
6. Electrician A (Day Shift)	10		
7. Electrician A (Day Shift Overtime after 8 hrs.)	10		
8. Electrician A (Swing Shift)	10		
9. Electrician A (Swing Shift Overtime after 7.5 hrs.)	10		
10. Electrician A (Graveyard Shift)	10		
11. Electrician A (Graveyard Shift Overtime after 7 hrs.)	10		
12. Electrician M (First 8 hrs.)	10		
Part I. Total Bid for Labor (Items 1+ 2+ 3+ 4+ 5+ 6+ 7+ 8+ 9+ 10+ 11+ 12)			

BID SHEET
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PART II: BID FOR PARTS

For the sole purpose of identifying a low bidder, the Department of Correction has estimated and assigned a dollar value to the cumulative value of parts anticipated to be used at all Department facilities, during the course of the Contract term. The results of such will be reflected in the discount percentage bid amount, and in your extended mathematical calculations.

A. Systems, System Components, Parts and Materials for which there are available manufacturer's price lists shall be discounted off manufacturer's list price and such list prices shall be provided with invoices.

The Contractor shall include in his bid, provisions for manufacturer's parts and materials in the amount of \$50,000 (E1) discounted by a percentage factor. The percentage discount shall be included below as part of this Part II of the Bid Sheet. Markups are not allowed: therefore, a cost factor greater than 1.0 may result in a non-responsive determination and shall be considered grounds for rejection of the bid.

Sample calculations for three discount percentages, 0.0%, 5%, and 20% are as follows:

Sample Discount Percentage (F1)	Sample Discount Value on \$50,000 = \$50,000 times discount percentage (G1)	\$50,000 less discount value (E1) - (G1)	Bid Price for OEM Parts (H1)
0.0%	\$50,000 x 0.0 = 0.0	\$50,000 less 0.0	\$50,000
5 %	\$50,000 x 0.05 = \$5,000	\$50,000 less \$5,000	\$45,000
20%	\$50,000 x 0.20 = \$10,000	\$50,000 less \$10,000	\$40,000

II. A Assigned OEM parts value estimate (for bidding purpose only) is (E1) \$50,000

1. Discount Percentage (F1) _____ % x (E1) \$50,000 = Discount Value (G1) \$ _____

2. **Bid Price For OEM Parts Value II.A (E1) - (G1) =** (H1) \$ _____

B. Systems, System Components, Parts and Materials not found on any manufacturer's price list shall be the reasonable costs of the parts plus a contractor's mark-up of the total cost of the parts paid by the contractor.

The Contractor shall include in his bid, provisions for parts and materials not found on any manufacturer's price list in the amount of \$25,000 (I2) plus a markup. Sample calculations for the three markup percentages, 0.0%, 5% and 10% are as follows:

Sample Markup Percentage (J2)	Sample Markup Value on \$25,000 = \$25,000 times markup percentage (K2)	\$100,000 plus markup value (I2) + (K2)	Bid Price for OEM Parts (L2)
0.0%	\$25,000 x 0.0 = 0.0	\$25,000 + 0.0	\$25,000
5 %	\$25,000 x 0.05 = \$5,000	\$25,000 + \$1,250	\$26,250
10%	\$25,000 x 0.10 = \$10,000	\$25,000 + \$2,500	\$27,500

BID SHEET
PIN 072201514MIS

II. B Assigned parts value estimate (for bidding purpose only) is (I2) \$25,000

1. Markup Percentage (J2) _____% x (I2) \$25,000 = Markup Value (K2) \$ _____

2. Bid Price For Parts Value II.B = (I2)+(K2) = (L2) \$ _____

PART III: TOTAL BID AMOUNT

Please add Part I, Part II. A, and Part II. B. The number supplied in the box below will be used for the sole purpose of identifying a low bidder. Payment for all labor and material services rendered will be upon actual hours worked per trade title within the "work crew", the list price, less discount, or cost plus markup of the parts actually supplied.

GRAND TOTAL

Part I \$ _____ + Part IIA, \$ _____ + Part IIB, \$ _____ = \$ _____ (Grand Total/Bid Total)

Grand Total/Bid Total in words

_____ DOLLARS.

Note: the Department reserves the right to make corrections to mathematical errors.

The Estimate of Quantities included above is approximate only and is not to be considered as a binding feature of the Contract. Bidders are required to submit their bids upon the following express conditions which apply to and become part of every bid received. Bidders must satisfy themselves as to the accuracy of the foregoing estimate by personal examination of the location of the proposed work and surroundings thereof, and by such other means as they may prefer, and shall not, at any time after submission of their bids, dispute or complain of such estimate of Quantities of the Engineer's, nor assert that there was any misunderstanding in regard to quantity or kind of material to be furnished or work to be done. No error or misunderstanding of the Bidder shall affect the validity of the bid made or the Contract entered into hereunder.

The prices included in the bid sheets above are to be paid for the actual quantities of the several classes of Work covered in this Contract, and they cover the cost of all work, labor, material, tools, plant and appliances of every description necessary and required to complete the entire Work, as specified, and the removal of debris, temporary work and appliances. Should the dimensions of any part of the Work or the materials be less than those required by the Plans, the actual quantities only will be allowed for payment purposes.