ADDENDUM #1

Purchasing Department
Jennifer Horner, CPPB, Purchasing Agent
ph. 410-809-6044
Jennifer.Horner@hcps.org

Bid #20-JHS-039
Fire Alarm, Sprinkler and Life Safety Systems Inspections
and On-Call Services (Re-Bid)

TO: ALL BIDDERS
FROM: Jennifer Horner, CPPB, Purchasing Agent
DATE: February 25, 2020

This Addendum is issued in response to prospective bidder’s inquiries and to add/clarify verbiage in the request for quote document.

1. **DELETE:**
   
   Page 32, Section 7.5.2.6 - Check “Index Number” for No. 7.

   Page 32, Section 7.5.3 - For each option year of this contract, hourly wage rates may be adjusted by the percentage change in the Employment Cost Index by following the steps above, from Quarter 4 of the prior year to Quarter 4 of the current year.

   Page 32, 7.5.3.1 - To compute the percentage increase, divide the index number for the most recent “Qtr 4” by the index number for the prior “Qtr 4” to determine the percentage increase. Multiply the percentage increase by the base labor cost to determine the escalated labor cost.

   **ADD:**
   
   Page 32, Section 7.5.2.6 - Check “12-month percentage change” for No. 7.

   Page 32, Section 7.5.2.9 - Use the ‘12 Months Percent Change’ chart. Adjustment shall be based on the most recently published quarter percentage change (under the “Estimate Value” column).

   Page 32, Section 7.5.2.10 - Multiply the percentage change by the base labor cost to determine the escalated labor cost.

2. **QUESTION:** Regarding the bid form on page 58, if a school does not have a sprinkler system, how should bidders complete the bid form for quarterly sprinkler inspections? Insert a zero?

   **ANSWER:** Yes, insert a zero in those areas that do not need quarterly sprinkler inspections.

3. **QUESTION:** Item #11.40 states….”Any lift equipment used provided by the Awarded Bidder to access smoke detection devices…” Which of the schools have smoke detection devices in the Gymnasiums which would require a lift?
**ANSWER:** HCPS does not have a list of locations where a lift may be needed. Most of the locations do have devices where a lift would be needed to access them. There are other areas besides the gyms that may require a lift as well.

4. **QUESTION:** Regarding Item 11.32 – it states “At the completion of the inspection, the Awarded Bidder shall place a copy of the Inspection Report and additional NFPA forms in the binder at each HCPS facility…”.

The report is not handwritten by techs in the field. The techs use handheld scanners while testing and document their results electronically and upload to a server off site. The reports are generated and posted to a secure server for retrieval using an encrypted Logon. HCPS staff, with the proper credential can retrieve reports at any time thru a web browser. Or, we can email the reports to the HCPS assistant Supervisor of Mechanical Systems and the Assistant Supervisor of Automated Building Systems/HVAC. Is this acceptable?

**ANSWER:** Yes, this is acceptable.

5. **QUESTION:** Regarding travel time for the sprinkler and fire alarm technician, is their travel time billable?

**ANSWER:** Refer to Section 12.9, page 42.

6. **QUESTION:** When does the hourly rate billable time start? When the tech starts their travel to the site? When the tech arrives at the site?

**ANSWER:** Billable time starts when the technician arrives to the school.

7. **QUESTION:** When does billable time stop? Upon departure from the site?

**ANSWER:** Billable time stops when they complete the scheduled job.

8. **QUESTION:** What was the awarded price of last contract and was it the same scope?

**ANSWER:** The contract value for fiscal year 2019 for all services was approximately $60,000. The previous scope of work did not include quarterly sprinkler inspections.

9. **QUESTION:** Who is the incumbent?

**ANSWER:** Advanced Fire Protection Systems

10. **QUESTION:** Is elevator recall included in this scope.

**ANSWER:** Elevator recall should be included for testing. HCPS will provide the elevator contractor for the testing of the fire alarm devises.

11. **QUESTION:** Can you provide last inspection reports so we can see device counts?

**ANSWER:** Refer to Page 39, Section 11.25.

12. **QUESTION:** Will we need a lift for any locations

**ANSWER:** Yes, refer to Question #2.

13. **QUESTION:** Inspections done on normal hours?

**ANSWER:** Refer to Section 2.4, page 27.
14. **QUESTION:** When do the schools need to be completed by?

   **ANSWER:** Refer to Section 11.1.1.5, page 35.

15. **QUESTION:** Is Harford County responsible of an elevator technician to be on site for the elevator portion of the contract? Or is the awarded bidder responsible for the additional cost of having the elevator company present for the fire alarm elevator recall test?

   **ANSWER:** HCPS will cover the cost of the elevator technician.

I hereby acknowledge receipt of Addendum #1 dated February 25, 2020, to Bid #20-JHS-039 Fire Alarm, Sprinkler and Life Safety Systems Inspections and On-Call Services (Re-Bid).

__________________________________________________________________________
Company                                                                         Name (Print or Type)
__________________________________________________________________________
Authorized Signature                                                            Date

**Note:** Bidder shall sign and submit Addendum with bid submission. The same person signing Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your bid as non-responsive.