

Town of Madison, Connecticut



**MADISON BOARD OF EDUCATION
TOWN OF MADISON, CONNECTICUT**

FACILITIES OFFICE

William H. McMinn
Director of Facilities



Request for Proposal:
Maintenance / Repair on Call Services
For Municipal and School Facilities
Issue Date: May 10, 2023

Addendum No. 2 – May 25, 2023

To: Prospective Proposers:

Prospective Proposers shall acknowledge receipt of the addendum and submit with their bid. Failure to do so may subject the Bid Proposers to disqualification.

The Town of Madison is issuing this Addendum to the Request for Proposals named-above (the "RFP") to provide clarifications to questions received.

Proposals will be received **until 2:00 p.m. on June 1, 2023 at the Facilities Department** located at Facilities Office, 284 Green Hill Road, Madison, Connecticut 06443.

Question(s):

Proposer Question: *Under Preparation of Proposals second paragraph, last line states - "and shall not remove the forms bound in the contract documents". Please provided clarification if the complete 30-page RFQ is required to be resubmitted back to the town as part of the bid with supporting documentation or is this a typo form a previous project that is to be disregarded?*

Answer: Yes, please complete the required documents contained in the RFP.

Proposer Question: *Bid Bond - the RFQ references the use of a bid bond, but due to the nature of a T&M rate RFQ will a bid bond be required? in the amount of how much?*

Answer: No, a bid bond is not required for this RFP.

Proposer Question: *Page 10 Permits - Will the town require permits? RFQ states on page 10 that the permits will be obtained and paid for by the contract at no cost to the town. However due to the fact that this is an IDIQ service request there is no way for us to pre-determine the*

dollar costs of the work performed therefore an estimated permit cost based on total project cost cannot be included in the proposal, so will the town be waiving the permit fees for this service and maint work?

Can a blanket maint permit be issued one time and projects logged as we have done in other towns and costs be submitted as a lump sum invoice?

Should an allowance be stated to be carried per service call to account for obtaining a permit? Please provide direction and clarification.

Answer: If the job requires any permit fees, the Town will reimburse.

Proposer Question: *The RFQ states that a copy of the sample contract was reviewed, but a sample was not provided. Could you provide a copy of the proposed contract for review if required to consider as part of the RFQ?*

Answer: No sample contract is available at this time.

Proposer Question: *Page 21 - Contractor Pre-qual Document, the third Q&A section references info from section items #8 & #9. However, none of the sections ins the Pre-qual document are numbered. Could you please provide clarification as to which section this additional info is being requested on?*

Answer: This information is being requested for the prior two questions on the projects listed.

Proposer Question: *Page 24 Notice of Award firs paragraph under bid acceptance \$_____ states Bonds - Are P&P bonds required for this project on T&M or is this to be disregarded?*

Answer: please disregard, bid bonds are not required for this RFP.

Proposer Question: *Page 25 Agreement second full paragraph states all work is to start within (7) calendar days after the Notice to Proceed and be completed within (60) days. Are we to assume that this does not apply to this RFQ due to the nature of T&M on Call service and Maint work as well as possible lead time supply chain issues on procuring replacement or new parts for older systems that may be existing?*

Answer: if needed, we expect all work to start within 7 calendar days and completed within 60 days from the requested date.

Proposer Question: *Page 30 Is there an equipment list available for the buildings listed and shown?*

Answer: No.

Proposer Question: *I saw in the documents you are requesting a Bid Bond, but I will need a few pieces of information in order to have it processed:*

- *What is the required Bid Bond percentage? (ie: 5%, 10%)*
- *Is there a Retainage or Liquidated Damage? (I'm guessing no but the bond company is requiring me to ask)*
- *Who would you like me to list as the Obligee – The Town of Madison or the Madison Board of Education?*
- *What address would you like me to use for the Obligee – the Facilities Office (284 Green Hill Rd.) or the Board of Education (10 Campus Drive)?*

Answer: a bid bond is not required for this RFP.

Proposer Question: *Can you please provide some clarification? The Bid Documents indicate the contractors required hours of operation are Monday through Saturday 7am-4pm. Is this correct?*

Answer: Yes.

End of Addendum # 2