



Addendum #1
to
Spotsylvania County
RFP #17-16-TV
for
Facility Improvement, Maintenance & Repair Services
November 7, 2016

Addendum #1 to Request for Proposal #17-16-TV is issued in accordance with the RFP Terms & Conditions and is intended to provide additional information and clarification to Offerors.

Addendum #1 consists two (2) items which are listed below, attached hereto and made a part hereof to RFP #17-16-TV.

Item 1 – RFP DUE DATE:

CHANGE RFP Due Date **FROM** November 15, 2016 @ 2:00 p.m. **TO November 22, 2016 @ 2:00 p.m.**

Item 2 – QUESTIONS AND ANSWERS:

1. **QUESTION:** It is stated you allow up to ten percent on equipment that you do not supply, would that pertain to parts as well?
ANSWER: Yes
2. **QUESTION:** Do we need to send in Pick Tickets with each invoice?
ANSWER: Yes
3. **QUESTION:** Do you allow for travel?
ANSWER: Travel cost should be included in the hourly rate. Rates should also include mobilization, overhead, profit, vehicles, tools and equipment - everything necessary to provide services.
4. **QUESTION:** The description of work for each category mentions “maintenance” or “routine maintenance”. Does this include regularly scheduled preventative maintenance? If not, is there a different company doing preventative maintenance?
ANSWER: It is not intended that contracts resulting from this RFP will be used to address regularly scheduled preventive maintenance. The County does not have one

specific contract for preventive maintenance. There are several in place for different services.

5. **QUESTION:** The RFP's scope of work says "Contractors must be capable of responding to requests for services by 4:00 pm on the day following contact by the County to establish a meeting date with the designated County representative". I interpret this statement as saying the awarded contractor will not be asked to do emergency or same day service work. Is this a correct interpretation? If not, how does the County envision using the awarded contractor for daily work orders or emergency work orders?
ANSWER: *The majority of activity under this contract will be for planned tasks. The bid sheet requests emergency rates for listed personnel. In the event of emergency services being needed these rates would apply. In the event of emergency services being needed the County reserves the right to contract for services as necessary to meet the best interest of the County should the need arise.*

6. **QUESTION:** [We] are a maintenance company that employs a variety of skilled workers. We perform as much work with our staff as we can and then use subcontractors when a specific job calls for skills not available in-house. The RFP asks for job title and hourly rates. Is it your intention for Attachment C to include not only our in-house employees rates but to also list our subcontractors hourly rates? Per section A of the Terms and Conditions, it mentions paying our subcontractors, so the expectation is that subcontractors would be used as appropriate.
ANSWER: *It is the intent of this RFP that the County contract with individual contractors within the specified trade fields. It is not the intent to have the typical General Contractor arrangement wherein the County would be subject to the general contractors mark –up of the sub contractor's services. The County however does not prohibit subcontractors/vendors as may be necessary to deliver the specified services. Attachment C should include all hourly rate for anyone who will be doing work for the County.*

7. **QUESTION:** Does the County have an annual budget for each of the service categories (Carpentry, Painting, Interiors, Electrical, HVAC, Plumbing)? This question is to help clarify how many employees (or Full Time Equivalent – FTE's) would be required to properly service the County. With over 800,000 sf of buildings, these contracts could keep multiple people busy full time doing maintenance and repairs if the County uses the contractor for the majority of the work. But if the County has a full complement of employees doing maintenance and this RFP is to only cover those jobs the staff doesn't have time to do or can't do, then the commitment would be much smaller.
ANSWER: *Funding for this work is as allocated in the various County Operational Budgets and the Facilities Asset Management Program. The intent of this RFP is to provide services to augment the County staff and existing resources. The level of work fluctuates based on funding, scheduled maintenance and small project requests. It should not be anticipated that contracts issued would result in daily work assignment*

to any contractor.

8. **QUESTION:** Do you have a map or a list with addresses of the buildings that are included in the RFP?

ANSWER: *The majority of the facility square footage is centralized around the Spotsylvania Courthouse Area and northeastern quadrant of the County. Remaining facilities are dispersed throughout the County – Fire Stations, Community Centers, Utilities Facilities etc. Attached is a map and listing of County facilities with addresses.*

Offeror shall acknowledge receipt of this addendum on the RFP cover page.

Toni P Vaughan

Toni Vaughan
Procurement Officer II

November 7, 2016

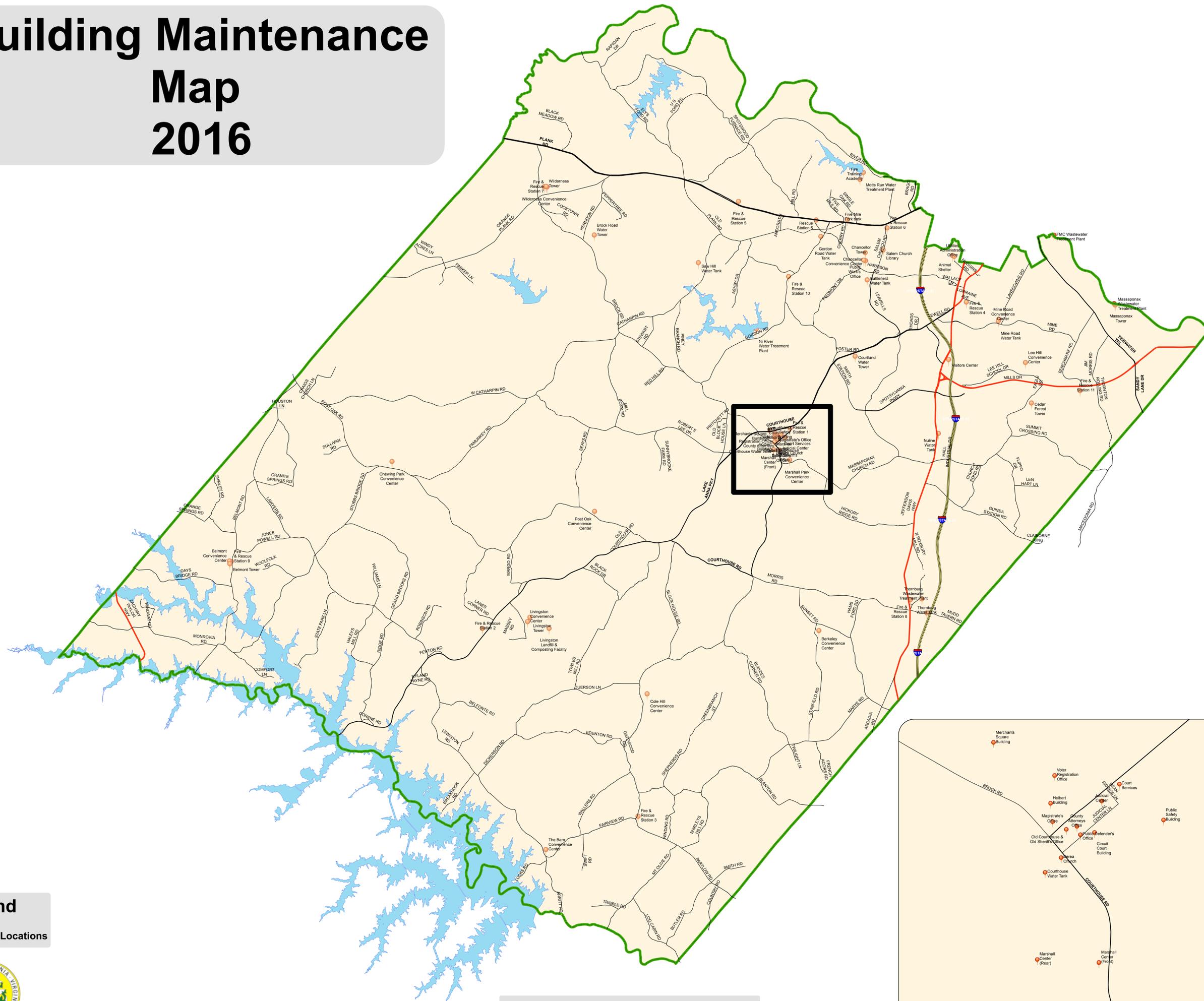
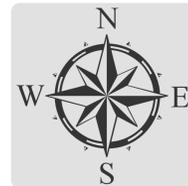
Date

SpotsylvaniaCounty Facility Locations

Animal Shelter	450 T V DRIVE
Battlefield Water Tank	11106 LEAVELLS ROAD
Belmont Convenience Center	7102 BELMONT ROAD
Belmont Tower	7100 BELMONT RD
Berea Church	8956 COURTHOUSE ROAD
Berkeley Convenience Center	6043 STANFIELD ROAD
Brock Road Water Tower	10201 BROCK ROAD
Cedar Forest Tower	3400 MASSAPONAX CHURCH ROAD
Chancellor Convenience Center	5917 HARRISON ROAD
Chancellor Tower	5917 HARRISON ROAD
Chewing Park Convenience Center	13001 POST OAK ROAD
Circuit Court Building	9107 JUDICIAL CENTER LANE
Cole Hill Convenience Center	5029 PARTLOW ROAD
County Attorneys Office	9105 COURTHOUSE ROAD
Court Services	9125 COURTHOUSE ROAD
Courthouse Water Tank	7400 CRESTAR DRIVE
Courtland Water Tower	6701 SMITH STATION ROAD
Fire & Rescue Station 1	7200 COURTHOUSE COMMONS BOULEVARD
Fire & Rescue Station 10	11201 GORDON ROAD
Fire & Rescue Station 11	9517 CROSSROADS PARKWAY
Fire & Rescue Station 2	11700 VOLUNTEER LANE
Fire & Rescue Station 3	3221 PARTLOW RD
Fire & Rescue Station 4	4084 BANCROFT ROAD
Fire & Rescue Station 5	5992 PLANK ROAD
Fire & Rescue Station 6	5700 GENERAL SEMMES ROAD
Fire & Rescue Station 7	10501 ORANGE PLANK ROAD
Fire & Rescue Station 8	6429 JEFFERSON DAVID HIGHWAY
Fire & Rescue Station 9	7100 BELMONT ROAD
Fire Training Academy	12901 TRENCH HILL LANE
Five Mile Fork Tank	11919 CHERRY ROAD
FMC Wastewater Treatment Plant	11801 CAPITAL LN
Gordon Road Water Tank	11815 GORDON ROAD
Holbert Building	9104 COURTHOUSE ROAD
Judicial Center	9115 COURTHOUSE ROAD
Lee Hill Convenience Center	9904 LEE HILL PARK DRIVE
Livingston Convenience Center	6241 MASSEY ROAD
Livingston Landfill & Composting Facility	6255 MASSEY RD
Livingston Tower	6241 MASSEY ROAD
Magistrate's Office	9102 COURTHOUSE ROAD
Marshall Center (Front)	8800 COURTHOUSE ROAD
Marshall Center (Rear)	8806A COURTHOUSE ROAD
Marshall Park Convenience Center	7114 MASSAPONAX CHURCH ROAD
Massaponax Tower	10900 H C C DR
Massaponax Wastewater Treatment Plant	10900 HCC DR
Merchants Square Building	9109 OLD BATTLEFIELD BOULEVARD
Mine Road Convenience Center	4010 MINE ROAD

Mine Road Water Tank	4012 MINE ROAD
Motts Run Water Treatment Plant	13000 TRENCH HILL LANE
Ni River Water Treatment Plant	10516 GORDON ROAD
Nuline Water Tank	4940 ONDURA DRIVE
Old Courthouse & Old Sheriff's Office	9101 COURTHOUSE ROAD
Post Oak Convenience Center	10020 POST OAK ROAD
Public Defender's Office	9105 AMERICAN LEGION DRIVE
Public Safety Building	9119 DEAN RIDINGS LANE
Public Work's Office	5917 HARRISON RD
Rescue Station 5	7030 HARRISON ROAD
Salem Church Library	2607 SALEM CHURCH ROAD
Saw Hill Water Tank	11540 CATHARPIN ROAD
The Barn Convenience Center	2805 LEWISTON ROAD
Thornburg Wastewater Treatment Plant	5225 MUDD TAVERN ROAD
Thornburg Water Tank	5118 MUDD TAVERN ROAD
Utilities Administration Office	600 HUDGINS ROAD
Visitors Center	4710 SOUTHPOINT PARKWAY
Voter Registration Office	9106A COURTHOUSE ROAD
Wilderness Convenience Center	10501 ORANGE PLANK ROAD
Wilderness Tower	10501 ORANGE PLANK ROAD

Building Maintenance Map 2016

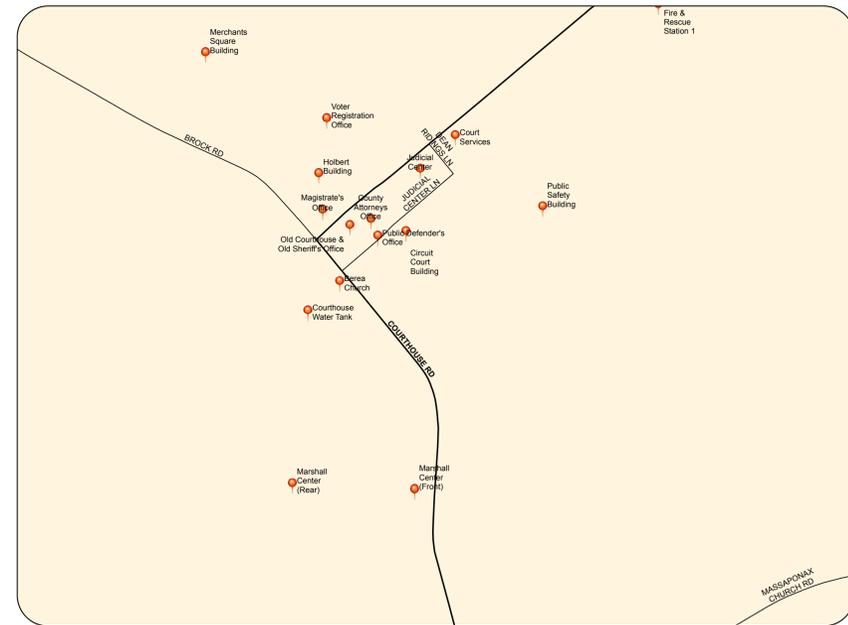


Legend
Locations



Date: 11/7/2016

1 in = 1 miles



MASSAPONAX CHURCH RD