

ADDENDUM
covering
CLARIFICATIONS AND/OR CHANGES

Date Issued: February 23, 2011

Addendum No.: 1

RFP Number: 11-24-054-00 (Elevator Maintenance, Inspection and Repair Services)

Procurement Administrator: Matt Wallace

INTENT

1. This addendum is issued to provide for clarifications and/or changes to RFP No. 11-24-054-00. Acknowledgment of this addendum shall be made in the Proposal Letter (see RFP Appendix E) required as a part of each proposer's submittal.
2. Appendix 'H' Proposal Pricing Form is hereby deleted in its entirety and is superseded by Appendix 'H' (Rev. 1) Proposal Pricing Form included herein as Attachment "A".
3. The meeting minutes/summary for the scheduled non-mandatory job walk/pre-proposal conference held on February 17, 2011 in support of RFP No. 11-24-054-00 are included herein as Attachment "B".
4. The Commission's responses to questions and requests for clarifications received from proposers are included herein as Attachment "C".
5. The Commission does hereby modify and amend RFP No. 11-24-054-00.

A. Modify Appendix A – Statement of Work, paragraph 2.1 as follows:

CHANGE FROM:

"MAINTENANCE SERVICES (Regular Systematic Service)"

CHANGE TO:

"MONTHLY MAINTENANCE SERVICES"

B. Modify Appendix A – Statement of Work, paragraph 2.1.3 as follows (underline denotes addition ~~striketrough~~ denotes deletion):

CONTRACTOR shall examine and make necessary adjustments or repair to the following accessory equipment including ~~revamping~~ relamping of signal equipment: hall lanterns car and corridor position indicators, car stations, traffic director station, electric door operators, intercom systems, interlocks, door hangers, and safety edges.

C. Modify Appendix A – Statement of Work paragraph 2.2 as follows:

CHANGE FROM:

2.2 ON-CALL REPAIR SERVICES

2.2.1 Perform on-call services for each station including, but not limited to:

2.2.1.1 Replace/repair elevator equipment not included under regular maintenance services;

2.2.1.2 Relocate equipment as directed;

2.2.1.3 Contractor shall maintain a trouble ticket tracking system. Each Trouble Report shall be logged with originator's name, date and time reported, location, nature of problem, action taken and date and time the report was cleared.

2.2.1.4 Provide cost proposal recommendation for special assignments.

2.2.2 Unless otherwise specified by the Commission:

2.2.2.1 Replace/repair elevator equipment within 48 hours of notification and otherwise as practicable.

2.2.2.2 Complete all repair work Monday thru Friday (8:00am-5:00pm). If necessary and approved by the Commission, overtime will be billed at the overtime rate listed in Appendix H.

CHANGE TO:

2.2 ON-CALL SERVICES

2.2.1 CONTRACTOR'S performance of Overtime work, Holiday work, or Emergency on-call services- including repairs arising from misuse, vandalism, and so-called "acts of God"- shall be billed at the rates listed in Appendix 'H' (Rev.1)

2.2.2 CONTRACTOR'S performance of Overtime work must be approved in writing by the Commission prior to the Contractor's initiation of those services.

2.2.3 CONTRACTOR shall create and maintain a trouble ticket tracking system. Each ticket shall be logged with originator's name, date and time reported, location, nature of problem, action taken, date and time the report was cleared.

2.2.4 CONTRACTOR shall provide a cost proposal recommendation for on-call services and/or special assignments.

D. Add Appendix K- Wage Determination to RFP No. 11-24-054-00 (Elevator Maintenance, Inspection and Repair Services). See Attachment 'D' herein.

6. The proposal deadline remains Thursday, March 10, 2011 at 2:00 p.m.

7. All other terms and conditions of the RFP will remain the same.

Issued by:



Matt Wallace
Procurement and Assets Administrator

ATTACHMENT "A"

**APPENDIX 'H' (Rev. 1) - PROPOSAL PRICING FORM
REQUEST FOR PROPOSALS NO. 11-24-054-00**

1. Monthly Maintenance Services (Fixed Fee)

The Commission has eight total elevators, two at each location. Enter the maintenance cost per year to maintain both elevators at each location for each year of the contract.

A. BASE YEARS

Address	MANUFACTURER	STATE NUMBER	YEAR 1	YEAR 2	YEAR 3
<u>Downtown Riverside</u> 4066 Vine Street Riverside, CA 92507	Motion Control	114665 114666	\$ _____ /yr	\$ _____ /yr	\$ _____ /yr
<u>La Sierra</u> 10901 Indiana Ave. Riverside, CA 92503	Motion Control	128604 128605	\$ _____ /yr	\$ _____ /yr	\$ _____ /yr
<u>West Corona</u> 155 S. Auto Center Dr. Corona, CA 92880	Motion Control	119149 128589	\$ _____ /yr	\$ _____ /yr	\$ _____ /yr
<u>North Main Corona</u> 250 E. Blaine Street Corona, CA 92879	Schindler	131655 131656	\$ _____ /yr	\$ _____ /yr	\$ _____ /yr
TOTAL			\$ _____	\$ _____	\$ _____

B. OPTION YEARS 4 AND 5

Address	MANUFACTURER	STATE NUMBER	YEAR 4 (Option 1)	YEAR 5 (Option 2)
<u>Downtown Riverside</u> 4066 Vine Street Riverside, CA 92507	Motion Control	114665 114666	\$ _____ /yr	\$ _____ /yr
<u>La Sierra</u> 10901 Indiana Ave. Riverside, CA 92503	Motion Control	128604 128605	\$ _____ /yr	\$ _____ /yr
<u>West Corona</u> 155 S. Auto Center Dr. Corona, CA 92880	Motion Control	119149 128589	\$ _____ /yr	\$ _____ /yr
<u>North Main Corona</u> 250 E. Blaine Street Corona, CA 92879	Schindler	131655 131656	\$ _____ /yr	\$ _____ /yr
TOTAL			\$ _____	\$ _____

2. Testing - List the cost per elevator to cover all testing required by the State Inspector.

Group 3 – Annual Testing (category 1) \$_____per elevator
 Group 2 – Five Year Test \$_____per elevator

3. Labor Rates(s) for On-Call Services

	Regular Rate	Overtime Rate	Holiday Rate
Year 1	_____/hr	\$_____/hr	\$_____/hr
Year 2	_____/hr	\$_____/hr	\$_____/hr
Year 3	_____/hr	\$_____/hr	\$_____/hr
Year 4	_____/hr	\$_____/hr	\$_____/hr
Year 5	_____/hr	\$_____/hr	\$_____/hr

The fully burdened hourly rates quoted above shall include all direct and indirect costs, including labor charges in accordance with the established general prevailing wage rate requirements, trucks, equipment, tools, overhead, travel, depreciation, all other expense and profit. Labor hours shall be charged on the basis of actual time spend on each job, not on a portal-to-portal basis, and shall be computed to the nearest one-quarter (1/4) hour.

4. Materials/ New Equipment Mark-Up

Proposed Markup on Materials/ Equipment	Year 1-Year 5
	_____%

Company Name: _____

Authorized Signature: _____

Print Name/Title: _____

Date: _____

ATTACHMENT “B”

PRE-PROPOSAL MEETING MINUTES/SUMMARY REQUEST FOR PROPOSAL (RFP) NO 11-24-054-00 FOR ELEVATOR MAINTENANCE, INSPECTION AND REPAIR SERVICES FEBRUARY 17, 2011

Under this Attachment ‘B,’ the Commission does hereby provide a summary of the various issues discussed at the subject pre-proposal meeting. This information is a summary of that meeting and is provided for your information and convenience. In some instances, and for purposes of clarification, the Commission reserves the right to include additional information regarding the project that may not have been covered at the pre-proposal meeting.

Greetings/Introductions (Matt Wallace)

The purpose of this meeting is to describe RCTC’s requirements, to introduce you to the project team, and to field any questions you might have about the solicitation process.

Project Team:

George Salas	Facilities Manager – Bechtel/RCTC
Rosemarie Stevens	Project Administrator – Bechtel/RCTC
Matt Wallace	Procurement and Assets Administrator - RCTC

PROCUREMENT ISSUES (Matt Wallace)

At this time we are going to briefly cover some of the purchasing particulars for this RFP.

Section 4.7 - Requests for Clarifications:

All requests for clarifications, changes, exceptions or deviations to the Statement of Work must be submitted in writing to Matt Wallace via fax at (951)787-7906, via email at mwallace@rctc.org, or via regular mail to the address indicated in the RFP. The cutoff date/time for all questions is 4:00 p.m. on Thursday, February 24, 2011. Answers to questions received by the Commission prior to the request for clarification deadline will be posted on the RCTC website (www.rctc.org).

A sample contract is included in this RFP. The Commission plans to use the sample contract as the contract resulting from this RFP. Therefore, all proposers are encouraged to familiarize themselves with the sample contract form. Again, any questions or concerns you may have regarding the sample contract will also be due by 4:00 p.m. on Thursday, February 24, 2011.

Section 4.6 – Addenda:

Any changes made to the RFP will be issued in the form of an Addendum, which will be posted on the RCTC website. Firms must acknowledge the receipt of Addenda in their proposal letters. Failure to acknowledge receipt of all Addenda may render that proposal non-responsive.

Section 4.14 – Communication Requirements:

All communications shall run through Matt Wallace. Please do not contact any other proposers or any other RCTC staff members. Violation may result in disqualification of the contractor even after the contract has been awarded.

Section 5.0 – Insurance Requirements:

Insurance requirements are listed in the sample contract attached to the RFP Package. They consist of general liability limit of \$2 million, automobile liability limit of \$1 million, and worker's compensation limit of \$1 million.

Prevailing Wage Rate:

This is a prevailing wage rate project. The contractor is required to pay prevailing wage rates. See Section 3.30 of the Sample Contract for further information regarding this issue.

Section 7.0 Submittal Requirements

The Submittal Requirements listed in section 7.0 of the RFP provide a useful summary and checklist of the proposal preparation and submission requirements. Please reference this section when assembling your respective proposals.

Non-cost proposals and cost proposals (Appendix 'H' [Rev. 1]) shall be submitted in separate, sealed envelopes. Envelopes containing the non-cost proposals should be clearly marked "**RFP No. 11-24-054-00, Elevator Maintenance Services**" and cost proposals envelopes shall be marked "**Cost Proposals.**"

Minimum Qualifications:

- Contractor must be a responsible firm that has been in continuous existence and has provided continuous services for the relevant requirements contained in the RFP for at least five (5) years. Less than the minimum required experience will eliminate that proposer from further consideration.
- Contractor shall be a California State Certified Qualified Conveyance Company (CQCC) at the time of award and throughout the full term of the agreement, if awarded.
- Each mechanic performing elevator maintenance services shall hold a Certified Competent Conveyance Mechanic (CCCM) license at the time of award and throughout the full term of the agreement, if awarded.
- Contractor shall hold a valid C-11 (Elevator Contractor) or General A (Engineering Contractor) license, issued by the California State Contractors License Board at the time the contract is awarded and throughout the full term of this the agreement, if awarded.

Section 8.3 - Evaluation Criteria:

The respective offeror's proposal will be evaluated based upon the evaluation criteria set forth in paragraph 8.3. All sub-criteria shall be equally weighted by the evaluation committee.

The evaluation criteria consists of the following elements:

- Qualifications of Firm (25 points max.)
- Qualifications of Personnel (20 points max.)
- Approach and Understanding (15 points max.)
- Cost (40 points max.)

Period of Performance: The contract term or period of performance shall be for a three (3) year base period with two (2) single year options to extend the agreement for a total period of performance of up to five (5) years. The option term may be exercised by the Commission, at its sole discretion, with prior written notice to the Contractor.

CALENDAR OF EVENTS

Action	Schedule Date
Request for Proposal Issued	Thursday – February 10, 2011
Job Walk/Pre-Proposal Conference	Thursday – February 17, 2011
Request for Clarification Deadline	Thursday – February 24, 2011 by 4:00 p.m.
Proposal Deadline	Thursday, March 10, 2011 by 2:00 p.m.

STATEMENT OF WORK

It is the Commission's intention to enter into an agreement with one Contractor to provide elevator maintenance, inspection, and repair services. A detailed description of the required services is included in the Statement of Work (see RFP Appendix 'A'). George Salas, Bechtel/RCTC Facilities Manager, presented a brief overview of the Statement of Work. George indicated that the successful elevator contractor shall furnish all material, labor, supervision, tools, supplies, and other expenses necessary to provide full maintenance services, repairs, inspections, adjustments, tests and replacement of parts in accordance with relevant industry standards.

Maintenance under this contract shall provide a constant, high quality service to properly protect all elevator equipment from deterioration and to provide constant peak performance of all elevators, resulting in a minimum of down time for any portion of the system.

The successful contractor shall regularly and systematically examine, adjust, lubricate, clean and when conditions warrant, repair or replace the items listed in the Statement of Work.

ATTACHMENT “C”

ANSWERS TO PROPOSERS’ QUESTIONS: SET No. 1 REQUEST FOR PROPOSAL (RFP) NO 11-24-054-00 FOR ELEVATOR MAINTENANCE, INSPECTION AND REPAIR SERVICES

QUESTIONS AND ANSWERS:

Question No. 1:

Is a CD required as part of the submittal?

Answer No. 1:

Yes. An original, four (4) copies, and a CD of all materials are to be submitted by each Proposer.

Question No. 2:

Are the elevators at the North Main Corona Station parking structure included in the RFP?

Answer No. 2:

No. The North Main Corona Metrolink Station has four elevators. Maintenance services for the two elevators near the railroad tracks at the North Main Corona Metrolink Station are part of the services anticipated under this RFP. The two elevators in the parking structure, however, are NOT part of the scope of services under this RFP.

Question No. 3:

Should the fee for annual testing required by the State Inspector be included in the annual maintenance service fee?

Answer No. 3:

No. The annual maintenance service fee and the annual testing fee must be listed separately. The annual maintenance service fee shall be listed under Appendix ‘H’ (Rev. 1) #1 - “Monthly Maintenance Services (Fixed Fee)”, and annual testing required by the State Inspector shall be listed under Appendix ‘H’ (Rev. 1) #2 - “Testing”.

Question No. 4: How many on-call service calls are placed annually?

Answer No. 4:

Approximately eight (8) on-call service calls were placed during the prior calendar year. However, past performance may not be an accurate measure of the volume of future work.

Question No. 5: As a non-signatory company, can we meet the Apprenticeship Program requirements included in section 3.31 of the sample contract form by submitting award information to an applicable apprenticeship program.

Answer No. 5: The successful contractor shall be responsible for compliance with the relevant California Labor Code sections in regard to all apprenticeable occupations. Any contractor who employs workers in any apprenticeable craft or trade on this project shall apply to the joint apprenticeship council administering applicable standards for a

certificate approving the contractor for the employment and training of apprentices. Further information regarding Apprenticeship program requirements set forth under California Labor Code section 1777.5, journeyman prevailing wage rates, and training fund amounts may be found at www.dir.ca.gov, or your firm may contact the DIR Division of Apprenticeship Standards' district office in Los Angeles at (213) 576-7750.

Question No. 6: Has a wage determination issued by the California Director of Industrial Relations been included as part of this RFP? Will the successful contractor be required to submit certified payroll information?

Answer No. 6:

A general prevailing wage determination for the Elevator Constructor craft issued by the California Director of Industrial Relations on August 22, 2008 has been included as Attachment 'D' herein, and has been incorporated into the RFP as Appendix "K" under this Addendum No. 1 (see RFP modification 5(D) above). The successful contractor will be required to make certified payroll information available to the Commission upon request.

End of Attachment 'C'

ATTACHMENT “D” – PREVAILING WAGE DETERMINATION
REQUEST FOR PROPOSALS NO. 11-24-054-00
ELEVATOR MAINTENANCE, INSPECTION AND REPAIR SERVICES

APPENDIX K - Wage Determination

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS
PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1
FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

CRAFT: # ELEVATOR CONSTRUCTOR

DETERMINATION: SC-62-X-999-2008-1

ISSUE DATE: August 22, 2008

EXPIRATION DATE OF DETERMINATION: September 30, 2008* Effective until superseded by a new determination issued by the Department of Industrial Relations. Contact the Division of Labor Statistics and Research at (415) 703-4774 for new rates after 10 days from the expiration date, if no subsequent determination is issued.

LOCALITY: All localities within Imperial, Los Angeles, Orange, Riverside, San Diego, Santa Barbara and Ventura counties. ^aPortions of Kern, San Bernardino and San Luis Obispo counties are detailed below.

Classification (Journey person)	Employer Payments						Straight-time		Overtime Hourly Rate		
	Basic Hourly Rate	Health and Welfare	Pension ^e	Vacation/ Holiday	Training	Other Payments	Hours	Total Hourly Rate	Daily ^d 1 ½X	Saturday ^d 1 ½X	Sunday ^b and Holiday
Mechanic	\$41.265	8.275	6.06	2.48	0.55	0.18	8	\$58.81	\$79.44	\$79.44	\$100.075
Mechanic (employed in industry more than 5 years)	\$41.265	8.275	6.06	3.30	0.55	0.18	8	\$59.63	\$80.26	\$80.26	\$100.895
Helper ^c	\$28.89	8.275	6.06	1.73	0.55	0.18	8	\$45.685	\$60.13	\$60.13	\$74.575
Helper (employed in industry more than 5 years) ^c	\$28.89	8.275	6.06	2.31	0.55	0.18	8	\$46.265	\$60.71	\$60.71	\$75.155

[#] Indicates an apprenticeable craft. Effective as of July 1, 2008, the issuance and publication of the prevailing wage apprentice schedules/apprentice wage rates have been reassigned by the Department of Industrial Relations from the Division of Labor Statistics and Research to the Division of Apprenticeship Standards. To obtain any apprentice schedules/apprentice wage rates, please contact the Division of Apprenticeship Standards or refer to the Division of Apprenticeship Standards' website at <http://www.dir.ca.gov/das/das.html>.

^a Applies to that portion of these counties south of the Tehachapi Line. For more information contact the Division of Labor Statistics and Research.

^b For paid holidays recognized in the collective bargaining agreement, employees are paid for 8 hours at straight time in addition to the Holiday rate for all hours worked.

^c Ratio: The total number of Helpers employed shall not exceed the number of Mechanics on any one job. For more information on the use of Helpers, contact the Division of Labor Statistics and Research.

^d For Contract Service work only. All other overtime is paid at the Sunday/Holiday rate.

^e Includes an amount for Annuity Trust Fund.

RECOGNIZED HOLIDAYS: Holidays upon which the general prevailing hourly wage rate for Holiday work shall be paid, shall be all holidays in the collective bargaining agreement, applicable to the particular craft, classification, or type of worker employed on the project, which is on file with the Director of Industrial Relations. If the prevailing rate is not based on a collectively bargained rate, the holidays upon which the prevailing rate shall be paid shall be as provided in Section 6700 of the Government Code. You may obtain the holiday provisions for the current determinations on the Internet at <http://www.dir.ca.gov/DLSR/PWD>. Holiday provisions for current or superseded determinations may be obtained by contacting the Prevailing Wage Unit at (415) 703-4774.

TRAVEL AND/OR SUBSISTENCE PAYMENT: In accordance with Labor Code Sections 1773.1 and 1773.9, contractors shall make travel and/or subsistence payments to each worker to execute the work. You may obtain the travel and subsistence provisions for the current determinations on the Internet at www.dir.ca.gov. Travel and/or subsistence requirements for the current or superseded determinations may be obtained by contacting the Prevailing Wage Unit at (415) 703-4774.