

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

September 18, 2020

ADDENDUM NO. 01

Your reference is directed to Solicitation Number 3000015633 for the Request for Proposal (RFP) for Elevator Inspection and Test Witnessing Services for the Office of Risk Management, which is scheduled to open at 10:00 A.M. (CT) on September 24, 2020.

The following changes are to be made to the referenced solicitation:

Refer to RFP Section 1.6 Schedule of Events, 3. Deadline to answer written inquiries
Changed to read: Deadline to answer written inquiries to be September 18, 2020.

Refer to RFP Section 1.6 Schedule of Events, 4. Proposal Opening Date (Proposal Submission Deadline)
Changed to read: Proposal Opening Date (Proposal Submission Deadline) to be October 8, 2020 at 10:00 AM CT.

Refer to RFP Attachment B: Price Schedule Form, page 43.
Delete in its entirety and replace with Revised Attachment B dated 9/16/2020 beginning on page 3 of this Addendum No.1.

The Proposer's written inquiries received by the inquiry deadline date of September 9, 2020 and the State's responses are included on the attached pages 5 - 6.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery to: 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an acknowledgement shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, and indicate the file number and the proposal opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmission other than by fax are not being accepted at this time.

Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision: _____

For: _____ By: _____

By: Jared Alexis
Office of State Procurement
Telephone No. 225-342-8020
Email: jared.alexis@la.gov

REVISED ATTACHMENT B: PRICE SCHEDULE FORM 9/16/2020

Proposer Name: _____

The information provided in response to this Attachment will be used in a sealed cost model to calculate each Proposer's Total Cost.

PART A - Maximum Annual Cost

MAXIMUM ANNUAL COST SHALL INCLUDE: TRAVEL, EXPENSES, AND ADMINISTRATION.

The Proposer shall provide the maximum annual cost to be charged, regardless of which services or number of services listed in **Attachment A, Scope of Services** the Proposer is providing in any annual period. The Proposer must agree to provide all services required under the contract resulting from this RFP at the Proposer's risk, despite reaching the maximum annual cost.

Maximum Annual Cost: _____

Authorized Signature: _____

Printed Name and Title: _____

Part B - Itemized Fixed Rate and/or Hourly Billing

- Unless specified otherwise, handicap, dumbwaiter, or other devices will be included in either hydraulic or traction pricing.

FIXED RATE ITEMS

1) Price per unit for inspections (annual):

Hydraulic \$ _____ Traction \$ _____ Escalator \$ _____

2) Price per unit for inspections (routine):

Hydraulic \$ _____ Traction \$ _____ Escalator \$ _____

3) Price per unit for ninety (90) calendar day re-inspections as set forth in **Attachment A: Scope of Services** of this RFP (where requested by ORM, agency, or Contractor):
\$ _____

HOURLY ITEMS

4) Witnessing of testing¹ during normal working hours (M-F 7:00 a.m.- 5:00 p.m. CT): Per Hour
\$ _____

5) Witnessing of testing outside normal working hours where specifically requested by ORM:
Per Hour \$ _____

6) Onsite services² based on 100 hours per year where specifically requested by ORM:
Per Hour \$ _____

¹ Actual testing to be performed by the Agency's contracted elevator maintenance service provider only and is not part of this RFP or resulting contract.

² Does not include plan review and/or guideline specifications, neither of which are covered by this RFP or the resulting contract.

WRITTEN INQUIRIES
RFP FOR ELEVATOR INSPECTION AND TEST WITNESSING SERVICES
SOLICITATION NUMBER 3000015633

Question 1. Regarding the Proposers base cost score, are you using an extended cost or non-extended cost in your calculation? For example, is the Total Cost of Proposer being evaluated based on the number of each type of elevator/escalator multiplied by the price for each type? If so, how will Reinspections and Hourly items be incorporated? If not, how will Total Cost of Proposer be calculated?

Answer: A sealed cost model will be used to determine Total Cost of Each Proposer (PC). The sealed cost model will use the information provided in response to Revised Attachment B: Price Schedule. No further information regarding the content of the sealed cost model will be provided prior to the issuance of the Intent to Award.

Question 2. Are there background check requirements to enter any of the state buildings?

Answer: Yes, some State facilities, such as correctional facilities, require background checks before allowing entry.

Question 3. Would it be a disqualifier for the Proposer, if, when submitting the proposal, they don't have the state licensed established through the Office of State Fire Marshall, however, are in the process of obtaining it and will have it prior to the execution of the Contract?

Answer: Yes, the Proposer shall be licensed by the Office of the State Fire Marshal prior to submission of a proposal. If the Proposer does not meet this mandatory qualification, the proposal cannot be considered.

Question 4. Please clarify what is meant by 'pay inspection fees.'

Answer: The referenced RFP section is in the Sample Generic Contract attached to the RFP. The exact language included in certain sections of the Sample Generic Contract may be inapplicable to the services contemplated in this RFP. The intent of the Licenses and Permits section is to indicate that the Contractor is responsible for securing any needed licenses, permits, or other similar items that may be needed to perform the work contemplated in this RFP.

Question 5. I need to confirm that online submission (as opposed to sealed envelope submission) is required for this bid?

Answer: Online submission of the response is not required. The Proposer may submit a proposal either online or a hard copy may be delivered to the Office of State Procurement at the Proposer's option. Refer to RFP Section 1.7 Proposal Submittal.

Question 6. Will value-add proposals be accepted for additional related consulting and VTE pandemic risk mitigation/hygiene services?

Answer: Value added services included in a proposal for the scope contemplated by this RFP may be considered as innovative concepts by the evaluation committee.

Question 7. Regarding quarterly meetings and impromptu meetings. Historically, how often have these meetings been held in-person vs. conference call and who's required to attend these meetings?

Answer: Historically, the initial meeting(s) are held in person and then future meetings, including the quarterly meetings, are held through conference call and/or through a web based service. If there is a need for an in person meeting to discuss a particular issue with the Contractor, then it is expected that the Contractor will comply with that request. Historically, the meetings have been conducted with the Contractor's lead contact person.