

May 15, 2019



Bid #2019-17
City Wide Light Maintenance

Addendum #2

1. The Qualifications section includes: 5. Documented/audited internal control environment and 6. Proposer must have a business continuity plan. Please elaborate on the specific requirements of these qualifications.

This is a generic request. Proposers must have a business continuity plan in place.

2. Please confirm that the deadline to submit questions is May 16, 2019, as in the Scope of Services section, it lists April 15, 2019 @ 2pm.

The deadline to submit questions is May 16, 2019

3. Additional Conditions section states: "Further, experience with Quality Data Service, Inc. and Infinite Visions software is preferred." Why are these preferences? Does the Town currently use these?

Disregard.

4. Section 2 - Right to Amend or Terminate the RFP or Contract - states: "In the event that an insufficient number of qualified bids are received by the RFP Open Date, the Town may terminate and re-post the RFP if determined it is in the Town's best interest." How many qualified bids are required?

There is no set number of bids to be received. The Town has the right to reject any and all bids.

5. Section 4 - Proposal Submission Instructions, Section 2 - lists several questions regarding a proposer's work history and litigation. Will the answers to this section be kept confidential? Otherwise, it could harm private firms.

Once the bid is awarded and a contract signed, the bids become subject to the Connecticut Freedom of Information Act. The information about completion of work, etc.

is not proprietary. If it was financial info, we'd be able to protect it. The Town is subject to FOIA so if someone requests the info, the Town will have to disclose same.

6. Section 14, second to the last paragraph states: "...the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer." Is a bid bond required for this bid? If so, does the Town have a required Bid Bond Form it can provide?

We don't have a bid bond form. Bidders furnish bid bonds on their own.

7. The Liquidated Damages listed as \$500 "for each and every calendar day...that the Project remains incomplete" is not clear. Please clarify what the liquidated damages will be based on because this is an ongoing project with various response times.

Not applicable.

8. Performance and Payment Bonds are listed as required to be submitted with the bid package. Sureties only provide performance/payment bonds when a contractor has an executed contract - so these are available for bid packages. Is the Town suggesting that proposers submit Bid Bonds as part of the bid package? If so, please confirm and provide any required Bid Bond forms.

We're requiring a bid bond of 5%. Payment/Performance bonds are not required as part of the bid. However, it **will be required** of the awarded bidder.

9. The price form in the RFP has 9 lines/ spaces to fill out for itemized pricing. Our current price sheet with the Town of Berlin has 12 lines total (including a notes section that is also important to include). Can we add more spaces to more accurately reflect how we currently break out our pricing?

Please see addendum #3 which will include a list of items that we are asking for prices on. Additionally, if there is anything you would like to include in addition to what we are asking, feel free to include it on the bottom of the proposal form or on a separate sheet.

RETURN THIS FORM IMMEDIATELY!

**Acknowledgment: Receipt of Addendum #2 Document
Bid #2019-17**

REQUEST FOR PROPOSAL (RFP) FOR THE TOWN OF BERLIN
STREET LIGHT MAINTENANCE SERVICES
BERLIN, CONNECTICUT
BID #2019-17

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit qualifications.

Date issued: May 15, 2019
Date documents received: ____/____/____
Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company name: _____
Address: _____
City or Town: _____
Phone: _____
Fax: _____
Contact E-mail: _____
Received by: _____

**Note: Faxed acknowledgments are requested! FAX (860)828-7180
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX BIDS.
BIDS MUST BE SUBMITTED IN SEALED PACKAGES.**