



# PROCUREMENT SERVICES

## ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

SOLICITATION NAME: ITN No. N227423DO – Fuel Pump – Maintenance, Repair and Replacement

DATE OF ISSUE: September 14, 2022

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The following information shall be included in the ITN documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

NOTE: Questions from Vendors are posted exactly as they were received.

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### Proposers' questions/issues and District answers (District answers are italicized):

**In reference to: Section= General Conditions= Page 5= Number 17 Warranty/Guarantee** It states that "During the warranty period, the contractor must repair and/or replace the unit without cost to the district with the understanding that all replacements shall carry the same guarantee or warranty as the original equipment"

**Q1:** When replacing parts, the manufacturers only offer warranty on parts they do not pay for labor warranty, the only time they cover parts and labor warranty is when you purchase new equipment and they typically come with a 1-year parts and labor warranty, however parts replacement only comes with a parts warranty and does not come with labor warranty or shipping charges. In the event we need to replace a part that still has warranty Is the district willing to pay for labor and shipping charges to replace the part?

**A1:** Labor and shipping will be paid by the District. Labor rates will be billed at one-hour travel time and no more than 2 hours regular time.

**In reference to: Section=General Conditions= Page 10= Number 44 Part C** states The District utilizes an ePayables Program through the MASTERCARD network. Accordingly, Proposers must presently have the ability to accept these credit cards for payment, or take steps necessary to implement this ability before the start of the contract term, or contract award by the District. The District reserves the right to revise this program as necessary.

**Q2:** We do accept credit cards, however are we allowed to charge credit card fees in addition to the invoice total?

**A2:** Credit card fees must be included in your labor rate. As a reminder all fees must be all inclusive.



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**In reference to: Section= General Conditions=Page 22 Number 2** For repair service calls, the awarded contractor will be paid based on the hourly rate with the time beginning upon arrival on site, and ending upon departure. Therefore, if the repair is able to be accomplished within the first hour of the repair service call, no additional labor costs shall be incurred by the District. The following shall be provided to the facility's point of contact on the attached list of tank locations prior to repairs being authorized if a repair service call is expected to exceed one hour:

- A detailed estimate of the labor requiring more than one technician or multiple visits to the site showing hours, cost per hour for trades other than a PC/fuel service technician.
- Cost of materials and freight when applicable.

**Q3:** We invoice all service calls to include labor, travel time (port to port), plus parts which will exceed 1 hour plus parts to come up with a total labor plus parts. Are we not allowed to invoice for travel time? And knowing that most repairs will exceed 1 hour, are you requesting a time and material estimated quote for all service calls?

**A3:** No, travel and repair time should all be included in the labor rate. And no, a quote will not be requested for all service calls.

**In reference to: Section= General Conditions= Page 22=Number 4** \_The awarded contractor shall not charge the District for travel time under any circumstance. The cost of parts shall be at a discount from the manufacturer's published retail price list. The contractor will not be permitted to charge the District for an additional service call if the contractor fails to have the necessary routine maintenance parts on the service vehicle and another trip is necessary to perform routine maintenance.

**Q4:** Here it states that the district will not pay for travel time and it also states that the district will not pay for not having routine parts hand to make another trip to complete repairs. We pay pour technicians for travel time; how can we cover that in the proposal? And as far as "Routine Parts on Hand", we carry typical nozzles, hoses, swivels, breakaway valves, these items are typically the consumables we normally carry, and a few other parts, however we do not carry parts for everything which will require a minimum of a second trip, can you please specify what you consider "Routine Parts"?

**A4:** Travel and repair time should all be included in the labor rate. If a second call is needed to complete the job, travel and labor should all be included in the labor rate.



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**In reference to: Section= General Conditions= Page 23 = Number 6** In connection with the work to be performed, the Contractor, at his expense shall procure all necessary permits and licenses and agrees to comply with all laws, ordinances, codes and regulations applicable to the performance of this agreement.

**Q5:** This is a Fuel Pump Maintenance repair replacement INT; these types of repairs typically do not require a permit. However, permits are required when replacing a fuel tank or more than 25% of underground fuel piping. In the event a system replacement is required will include permit costs on a time and material estimate to the district, is this the correct interpretation?

**A5:** This is handled by the District maintenance department on the fuel tank bid N187345DG.

**In reference to: Section= General Conditions=Page 23= Number 8** Normal response time shall be within a twenty-four to forty-eight-hour period. However, when there is downtime to a District fuel pump system as a result of the need for repair or there is an emergency situation, then the response time shall be within a one to four-hour period. In the event of an emergency, District fuel sites are utilized by emergency vehicles, and the contractor shall provide priority service to the District as needed in emergencies to ensure public safety.

**Q6:** If we receive an emergency call after hours are we going to have access to the electrical power panel to shut down power to the fuel system while repairs are completed?

**A6:** If there is an emergency, a District representative will be present.

**In reference to: Section= General Conditions=Page 24= Letter D** Before performing any work to be completed beyond normal working hours, Contractor must obtain proper authorization from the District.

**Q7:** What are your normal working hours? Is overtime billable in other than "normal hours", weekends and holidays? What does the district consider Holidays?

**A7:** Operating hours are 4:00am to 7:30pm at all locations, except the Central location, their hours are 6:00am-4:30pm. District holidays are New Year's Day, Labor Day, Presidents Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Good Friday, Thanksgiving, and Christmas.

**In reference to: Section=General Conditions=Page26= Letter b** Contractor(s) must notify the Transportation Department designee of job completion within 24 hours so a final walk-through can be performed.

**Q8:** Are you requiring a walk through for every service call completed?

**A8:** No, this would be for major tank replacements or repairs over \$25,000.00.



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**In reference to: Section= General Conditions=Page 26= Invoicing=Letter A** A list of materials, including rental equipment, and shall be invoiced at the actual cost plus the contracted percentage surcharge and invoices shall show quantities and unit costs. Copies of the Contractor's own material invoices shall be made available to the District upon request. Contractor shall provide supporting documents and upcharge on rental equipment, when needed, and upcharge shall not exceed 5%  
**Q9:** Is the 5% upcharge based on the total invoice of the rental equipment?

**A9:** Yes

**In reference to: Section= REQUIRED SUBMITTAL CHECKLIST FORM=Page 11= ATTACHMENT H– GUARANTEE / WARRANTY FORM**

**Q10:** Replacement Parts do not come with a labor warranty; will the district accept a 1-year warranty on parts only?

**A10:** Yes, that is acceptable.

**In reference to: Section= Proposal Response Form=Page 1= Item#7 = Parts – Mark-up Over Invoice, Not to Exceed 5%. All Invoices Must be Submitted for Parts.**

**Q11:** On section General Conditions= Page 22=Number 4 it states that the awarded contractor shall not charge the District for travel time under any circumstance. **The cost of parts shall be at a discount from the manufacturer's published retail price list.** So, are we supposed to invoice at a Discount of the retail price or not to exceed 5% over cost? Please keep in mind that you are asking us to accept credit cards for payment which they charge between 3-5% fee for all credit card transaction processing.

**A11:** Parts are to be invoiced at a 5% discount from the published retail price list.

There are no other changes/notifications at this time. Please acknowledge this addendum via: N227423DO - Fillable Forms - Attachment B, Addenda Acknowledgement Form, in your submittal.

**Thank you for your interest in The School District of Lee County.**

**Derek Ochoa**  
**Procurement Agent**