



SOLICITATION ADDENDUM

Date: **9-8-17**
Subject: **Vendor Sign-In Sheet, Questions and Answers**
Solicitation Number: **6100043382**
Due Date/Time: **9-14-17/2:00PM**
Addendum Number: **1**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

**Vendor Sign-In Sheet
Questions and Answers (1 through 43)**

Type of Solicitation: Electronic Bid (SRM) - Review the Questions section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: Russ Ilgenfritz
Title: Administrative Officer
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Vendor Sign In Sheet

RFQ #6100043382	Date: 8-30-17	Vendor Sign In Sheet	
Name	Company Name	Address	Phone
SOSAN Nredbalk	FTBA LLC Aenron/Elect	419 Sandy Hill Rd	412-802-3842
Joel Stewart	EMCOR Scalise	108 Commerce Blvd. Lawrence, PA 15055	724-809-5686
Jeremie Robinson	CG-L	795 E Lenier Ave Fayetteville GA 30214	717-809-3723
Josh Eckemrode	LMI	1 Rutgers Rd. Pittsburgh, PA 15205	412-920-1330
BRENDA HENNING	HENDON ELECTRICAL FTRA	419 SANDY HILL RD VALKENBURG PA 16059	724-991-7469
Ron Bellowich	MCKAMISH	50-55TH ST. Pgh PA 15201	412-751-6262
JOE OSBORN			
PHIL Brennaman	PIM Brennaman SERVICES	345 Menicus Mill Rd Littlesburg, PA 17340	717-485-1058

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RFQ #6100043382

SCI-Pittsburgh Maintenance Services

Questions and Answers

(1 through 43)

1. Is the facility currently under contract? **Yes**. If so with whom?
PM Brenneman holds the current maintenance and security contracts.
2. Is the contract currently in place unionized labor? **N/A**
3. How many mechanics, electricians, maintenance staff are currently working on site? Are the current shifts as outlined in the RFP?
Contract does not indicate number of staff required, only what work must be done. Current staffing levels are not available. Currently maintenance & security is working the following shifts: 0700-1500, 1500-2300, 2300-0700.
4. What other contracted services are currently being used?
Security and Maintenance contracts are held by PM Brenneman.
5. Are there as-built drawings available? **All drawings available are located in drawing room. Exact contents of drawing room is unknown.**
6. Are there any protection systems in place? Is security 24/7?
No cameras. Fire alarm and fire suppression systems are currently operational in some buildings. Security contractor coverage is 24/7.
7. When was the last boiler inspection? **September/October 2016**. And by Whom? **Boiler's inspected by: The Hartford Steam Boiler Inspection and Insurance Company, 900 Fifth Avenue, Suite 300, Pittsburgh, PA 15219, 412-854-0994, James Hubert**

8. When were the roof tops last inspected? **Unknown when roofs last inspected.** Is a report available? Are any under warranty? **No reports available and none under warranty.**
9. Was a site inspection performed prior vacating the facility? **No.**
10. Are contracts in place for fire protection systems? **No.** If so with whom?
11. Are contracts in place for security and janitorial services – If with whom? **PM Brenneman has security contract. Maintenance contractor performs janitorial services. Each contractor and all DOC staff on site shall remove their own trash.**
12. Are security services 24/7? Do they perform roving duties? **Security services are 24/7 and they perform roving duties.**
13. How many fire extinguishers will remain in place? **53 fire extinguishers remain with 14 spares.**
14. When can exterior lighting be observed? Is lighting system on a photocell type program? **Exterior lighting can be observed at night. Most lighting is photocell controlled.**
15. Is there a patrol system or watch-guard or barcode system in place? **Security contractor has their own system. Maintenance contractor does not need one.**
16. Who maintains snow removal services now – Is there a contract? **The maintenance contractor provides snow removal services.**
17. Who maintains landscaping services now – Is there a contract in place? **The maintenance contractor provides landscaping services.**

18. Who performs extermination/pest control services now? Is there a contract in place? **The maintenance contractor provides extermination/pest control services.**
19. Who maintains elevator systems? Is there a contract in place?
Elevator systems are shutdown.
20. When will contract be awarded? **October**
21. Will you provide the most recent Arc Flash study?
Arc flash study not available.
22. When was the switchgear last exercised? NFPA 70 requirement?
April/May 2017.
23. Are there any oil transformers? When was last testing? Are any PCB based transformers? **There are oil transformers, but exact quantity and date of last testing is unknown. Unknown if there are transformers with PCB's.**
24. Are there any plumbing issues that should be brought to our attention?
No known plumbing issues.
25. When were valves exercised – are maintenance reports available for review? **Unknown when valves were last exercised, and no maintenance reports available for review.**
26. How often has the emergency generators been exercised? Was there ever a full load test performed? Is there a report available? **Generators are tested once a month with the whole institution switching over from utility to generators. A report is available for the contractor who is awarded the contract.**

27. The RFP states in Attachment 2, I. Scope of work, A. Utility Plant Operations paragraph one, “*Maintain 24/7 on-site coverage by a PA L&I licensed boiler operator...*” During the mandatory site visit, it was stated that only ONE (1) boiler operator had to be working and available which is in direct contrast to the verbiage in the RFP. So, is the requirement to have one licensed boiler operator on site 24/7, as per the RFP or is it to have one person with a license available 24/7 as verbally stated in the walkthrough? **The vendor must provide boiler operator coverage as per the statement of work. In accordance with the statement of work, a PA L&I Licensed boiler operator must be onsite 24/7. There must be an operator with both an L&I and City of Pittsburgh certified boiler operator license onsite for at least 1 shift seven days a week. Additionally, a City of Pittsburgh certified operator must be available 24/7 either onsite, on call or in any combination thereof.**

28. “...24/7 on-site coverage by a PA L&I licensed boiler operator...” would require a minimum of five (5) PA licensed and insured boilers operators to adequately staff without incurring overtime and to meet requirements written in the RFP. Further, “at least one boiler operator, who possesses a current license from the ‘City’..” would have to be in the five according to *Attachment 2, I. Scope of Work, A. Utility Plant Operations, Paragraph three*. On the other hand, Paragraph four of the same indicates “...A City certified licensed boiler operator to be on call and available to the boiler plant to address any boiler operating conditions as needed on a 24/7 basis”. The required number of licensed operators as well as the time those licensed persons have to be physically on site is very ambiguous. Can you clarify which one is the actual intent of the PA DOC and requirements of the RFP? **The intent is to have a PA L&I Licensed boiler operator onsite 24/7. There must be an operator with both a L&I and City of Pittsburgh certified boiler operator license onsite for at least 1 shift seven days a week. Additionally, a City of Pittsburgh certified operator must be available 24/7 either onsite, on call, or any combination thereof.**

29. Attachment 2, I. Scope of work, A. Utility Plant Operations, Paragraph Five, would require one to "...include the City of Pittsburgh License with their bid submittal. If the vendor does not have a valid license at the time of bid submittal, the awarded vendor must be able to present required licenses within one week of Notice to Award". The wording would imply that licenses for all five boiler operators are produced upon notice of award or within one week. It is doubtful that any company can reasonably fulfill this RFP clause requiring five licensed boiler operators in seven days. Can an extension for 30 days be granted to fulfill this qualification or is only one license required? **All required licenses, PA L&I and City licenses, of all boiler operators must be submitted either with the bid or within one week of Notice of the Award. No extension will be granted.**
30. Attachment 2, I. Scope of work, A. Utility Plant Operations, Paragraph Three, states a "City" licensed operator must "... Be on-site for one shift a minimum of seven days/week". The RFP defines a shift in Attachment 2, I. Scope of work, A. Utility Plant Operations, Paragraph Eight, defines a shift for the Plant Mechanic as "...one (8) hour shift/weekday for a total of (5) shifts/week". Can you define the expectation and requirement 'shift' as it is stated in Paragraph Three? **A shift for a boiler operator is defined as one (8) hour period minimum.**
31. Are all shifts defined as eight consecutive hours or more or can shifts times and durations be left to the contractor? (i.e., Can a contractor simply call a site visit or a one-hour time slot a shift?) **A shift is defined as one (8) hour period minimum.**
32. If all shifts are defined as 8 consecutive hours or more and the PA DOC enforces the RFP requirement of Attachment 2, I. Scope of work, A. Utility Plant Operations, Paragraph Three to "Maintain at least one boiler operator, who possesses a current license from the City, to be on-site for one shift a minimum of seven days/week", this will require at least two (2) City of Pittsburgh Licensed operators on the payroll if no overtime is accrued. Is it the intent of the RFP to define a shift for the

position of City of Pittsburgh Licensed Boiler Operator as eight (8) or more hours of consecutive work? **Yes**

33. Attachment 2, I. Scope of work, A. Utility Plant Operations, Paragraph Six states "... The awarded vendor must be able to present required licenses within one week of Notice to Award". Does this include all five boiler operators even the ones licensed in PA but not the City of Pittsburgh? **See answer to question #29.**
34. Attachment 2, I. Scope of work, A. Utility Plant Operations, Paragraph Six, says "Contractor must include the City of Pittsburgh License with their bid submittal." Is this the only license required at the time of submission? **See answer to question #29.**
35. From the question above, 'If the City of Pittsburgh Licensed Operator has to be on site one shift seven days a week, as stated in the RFP and the shift is an 8 hour or more, it will require more than one City of Pittsburgh licensed operator without paying overtime?' In this case, do both licenses for the City of Pittsburgh have to be submitted with the bid proposal? **See answer to question #29.**
36. Understanding some people could have a maintenance skill set and be working security, can security personnel be used for both the security contract and the maintenance contract at the same time? **This bid is for the maintenance contract. DOC will not provide specific direction on how staffing requirements are to be managed.**
37. Can security personnel only experienced in security work be used for both the security contract and the maintenance contract? **This bid is for the maintenance contract. DOC will not provide specific direction on how staffing requirements are to be managed.**

38. Attachment 2, I. Scope of work, A. Utility Plant Operations, Paragraph Five, reads “Any assigned personnel for these tasks must be able to demonstrate technical proficiency and experience in working in a utility plant environment.” Will there be testing or evaluation done and if so, when will the technical proficiency testing and evaluation be done? **Technical proficiency testing and evaluation of vendor personnel will be at the sole discretion of DOC.**
39. Who or what quality control measures will be used at the site by the awarded contractor to satisfy the requirement of only utilizing qualified staffing are used? Resumes shall be provided upon request. **DOC will monitor staffing in its sole discretion.**
40. Attachment 2, I. Scope of work, A. Utility Plant Operations, Paragraph Eight, requires “a qualified and skilled” Electrician and plumber to be “present and maintain on-call 24/7”. What criteria will be used to determine the qualifications of these staff? **It’s the responsibility of the vendor to provide personnel capable of performing the required duties necessary for this contract. The intent is that licensed journeyman tradesmen are to be performing the work indicated in the work statement.**
41. The RFP, Attachment 2, III. Contractor Tasks – Maintenance Services, D. Buildings and Grounds, 8. Grass and Brush Control, says “Provide grass and brush trimming services for the entire site in accordance with local zoning ordinances. The length of the lawn shall not exceed 6 inches, and the contractor must mow a minimum of once every two weeks during the growing season”. During the walkthrough on Wednesday, August 30th, 2017, it was observed that the grass in front was freshly cut and within the 6” as required by the RFP but, many areas around back and near the transformers were beyond the limits stated in the RFP. Can you clarify if this is acceptable to comply with the RFP or if one will be required to perform exactly as the RFP describes “once every two weeks

during the growing season” and “the entire site... The length of the lawn shall not exceed 6 inches”? **All the requirements in the statement of work must be performed by the vendor.**

42. Attachment 2, I. Scope of work, A. Utility Plant Operations, Paragraph Two, refers to “City Code.” The only code we are aware of is the Home Rule Chapter of the City of Pittsburgh, Pennsylvania, Title Seven – Business Licensing, Article V – Trade Occupations, where 745.07 Only Licensees to Operate Equipment, outlines the requirements. Can you provide us the exact code for reference to ensure compliance?

Please see attached Power Engineer Ordinance.

43. For SCI Pittsburgh, were any of the maintenance/engineering/boiler operators union? **All SCI Pittsburgh’s Utility Plant Operators are currently in a Union.** Are any of them available to interview? **This information is not available.**