



ADMINISTRATIVE SERVICES
Purchasing

1551 ROCK QUARRY ROAD
BUILDING F
RALEIGH, NORTH CAROLINA 27610
PHONE: 919.588.3444

WAKE COUNTY PUBLIC SCHOOLS

BID ADDENDUM UPDATE

BID Number: **251-25-61**

COMMODITY/SERVICE:

LOCKSMITH INSTALLATION & REPAIR

ADDENDUM NUMBER: **QA-1**

ADDENDUM NAME:

QUESTION-ANSWER

BUYER: Jim Jaeger

RFP DUE DATE/TIME:
APRIL 11, 2024 1:00 pm ET

INSTRUCTIONS: **ADDENDUM INCLUDES WCPSS RESPONSES TO ANY
VENDOR RFP QUESTIONS AND PRE-BID MEETING NOTES**

IMPORTANT NOTE: **WITH THE POSTING OF THIS ADDENDUM, THIS RFP
WILL BEGIN A "QUIET PERIOD" UNTIL IT IS OPENED**

NO NEW QUESTIONS CAN BE ANSWERED

March 21, 2024 9:00 am

Pre-Bid Meeting for Energy & Physical Plant (RFP's 251-25-28 to 251-25-67, 70)

Jim Jaeger

- Introduction
- This meeting is for the Energy and Physical Plant bids for the 2024-2025 school year contracts
- All communication goes through email to Jim Jaeger
- Welders – there are 3 welding bids for next year
- Fire Sprinkler Inspections are done by region (Five Bids 36-39,70)
- Please sign in at the front door
- Existing vendors we thank you and future vendors we appreciate your interest
- Contracts start July 1, 2024
- Watch page 2,3 for due dates – 2 due dates and times listed – due at 1:00 those days – Bid opening is public and no awards given that day
- You can request the opening day information after the opening is completed via email to Jim Jaeger

Debra Wallace

- Introduction
- Are there any new vendors? As we go through the bid process make sure you sign in on the sheet up front and list what you offer – we are creating a resource list
- This is a competitive bid process
- When submitting proposals we do not recommend using US Mail – our mail does not arrive until 3:00-5:00pm
- Fed ex is not reliable
- If you are local, it is best to hand deliver your submission
- Please ask questions today or by email to Jim Jaeger
- All communication goes through Jim Jaeger

Jim Jaeger

- We post our bids only to two websites: WCPSS and EVP
- Hub site automatically posts
- Make sure you monitor sites
- There is a strict period of time for questions – See schedule on page 3
- Addendums will be posted on the two sites
- Change in submission: 1 original copy and 1 electronic copy such as a thumb drive – no photocopy required
- All RFP's need to be fully executed – see page 2 – signature is required – we prefer a wet signature
- All other documents asking for initials or sign and quote section must be returned
- All bids need to be sealed – outer package needs to have bid #'s written on it – No emails or faxes
- Drop off Bids in person or courier to Purchasing Dept Bldg F Rock Quarry Rd
- Pages 2 and 3 have due dates – verify all your bid(s) due dates
- Bid openings will be in this same location, here at Purchasing Bldg. F
- We will date stamp bids – we do not issue receipts – you can take a picture of it stamped in or bring your own receipt for us to date stamp
- After Question and Answer there is a quiet period – No more new questions accepted, unless critical
- Recommend to not wait until last minute to submit if couriating your submission
- Last minute calls right before opening to ask if we received your package may go unanswered – Recommend to hand deliver if possible
- After today – review bids again – ask questions to Jim Jaeger by email by March 29th
- Will post addendums by April 2nd 5:00pm

- **Responses posted to only WCPSS & EVP as addendums**
- **No questions after Question and Answer period**
- **Terms and Conditions are not negotiable – read over before signing**
- **Required returned documents – Pages 2, 13, 14, 15, 16 and any Maintenance and Operations documents i.e. Form of Proposals, Exhibit A**
- **Most bids are asking for hourly rate – these need to be all inclusive rates – we can not predict what the scope of work will be for the future fiscal year**
- **If you are turning in a bid right before the opening – drop the bid off to the Purchasing front office first before due date/time and coming into bid opening room (same area as Pre-Bid for the public openings)**
- **Award process – after bids are open and read Purchasing will review, then Departments will review – they may ask for clarification – will come back to Purchasing for recommendation – Bid tabs will go to Departments to issue contracts**
- **If you ask for results, you can have the opening page results – final bid tab will not be available until after July 1, 2024 when the contract is completed and Purchase Order issued against that contract**

Nate Slavik

- **Introduction**
- **We appreciate all of your efforts**
- **We are soliciting service agreements and job order contracts**
- **It is best to provide individual pricing if asked**
- **We probably won't give all regions to one vendor – most likely choose multiple vendors**
- **Job order contracts – some are needed right away and some are scheduled out – we are asking for all inclusive hourly rate**
- **Job order contracts – we have a lot of work that we want to push out – we need vendors to be responsive**
- **Once vendor is awarded contract and Purchase Order – the Shop Supervisor will contact you and explain the process**
- **Please communicate with the Department on work status and such**
- **If you are new – we will talk about what the needs are for paperwork and invoicing**
- **When you drop off bids – they do not go to the shop – must be delivered to Purchasing and you must communicate through email to Jim Jaeger**

Q: Does the RFP list payment terms?

A: I don't know if the RFP does but it is in the contract and I believe it is 45 days

Q: Are there any access issues for generators?

A: No issues – will provided keys to locks if needed

Q: High voltage generators?

A: No.

Q: Is there a model list?

A: Email your request to Jim Jaeger and we will give to everyone

Q: Sprinklers – Are we responsible for uploading to BSI or other online databases (used by local municipalities)?

A: No, Wake County Fire Marshal's office does not utilize one of these databases.

Q: Elevator repair and maintenance – do you have a count of how many there are?

A: There are a couple 100 – Not for PM service – this is for repair service

Q: Crane Lifts – Safety list?

A: We do not necessarily have one, we would work with our successful vendor to determine what is safe.

Additional Note: The district will require vendors to meet or exceed all OSHA, local, state and federal regulations as it relates to the safe operation of all equipment.

Q: Fire Alarm Monitoring – running off phone or cell?

A: Phone lines & IP

Q: Do you require to monitor through Security Central or can we use our own?

A: You can use your own

Q: Water treatment – break down – is there a standard?

A: We do not have volumetric breakdown, treatment is per hour and per bucket of chemical added. - treatment price – open system not as much volume – submit detail questions in writing and we will respond.

Jim Jaeger

- **Follow up your questions with an email to Jim by 10am on March 29, 2024**