ADDENDUM #2
RFP 17-09-273 Bus Shelter and Sign Maintenance and Installation

September 18, 2017

To: All Vendors of Record

RE: Addendum #1

All vendors are to accept the information contained herein as the official response of IPTC.

TO ALL BIDDERS OF RECORD AND TO WHOM IT MAY CONCERN:

This Addendum is being issued prior to the due date for receiving proposals.

This Addendum forms a part of the Contract Documents and modifies the original Request of Proposal as noted below and shall be incorporated into the Contract Documents. All other provisions of the RFP released September 6, 2017 with the exception of changes below, shall remain unchanged.

This Addendum is issued in accordance with the provisions of Section 2 of the Request for Proposal document. All Proposals shall be based upon work as modified by this Addendum.

Acknowledged receipt of this Addendum on the Acknowledgement of Addendum Form is required. Failure to do so may result in disqualification of the Bidder.

This addendum addresses written questions received before the due date and time concerning RFP 17-09-273 Bus Shelter and Sign Maintenance and Installation.

1) Does IndyGo have storage requirements for the material they provide (i.e. shelters, signs, benches, bike racks, etc.) such as inside a secured building?
   Response: Storing materials inside is our first choice but if not then all inventory must be stored in a secured lot that the contractor will be responsible for.

2) What is the average value of the inventory of the IndyGo-provided material the contractor will be storing, for insurance purposes in case of theft or loss?
   Response: $60k to $75k
3) Because work under this contract will be on an as-needed basis, how can MBE/WBE/VBE/DOBE participation percentages be estimated?
Response: Minority participation is based on an estimated total amount of a contract. Even though the work is performed on an as needed basis, a percentage of the total amount of estimated work must be performed by a certified minority-, women-, veteran-, or disability-owned business.

4) If a prime bidder is a certified minority, will they still need to subcontract work to meet the goals for the other certified minority classifications and/or show good faith effort to meet those other goals?
Response: No. If the prime bidder is a certified minority their participation will be counted towards the overall goals.

5) Will MBE/WBE/VBE’s certified by the State of Indiana, Dept. of Administration, be recognized toward meeting the goals for this contract?
Response: No. Only MBE, WBE, VBE, and DOBEs certified by the City of Indianapolis will be recognized.

6) Since this is not a federally-funded contract, will DBE’s certified by INDOT or the federal government be recognized toward meeting the goals for this contract?
Response: DBEs can still participate in this solicitation, but their utilization will not be recognized toward meeting the goals for this contract unless they are dual certified. (ex: DBE + MBE/WBE)

7) Based on information given in the pre-bid meeting, are photos of equipment being used in the work of this contract to be included in the bid package?
Response: Yes any equipment that you have now that will be used in this contract will require photos, and any equipment that you may not have needs to be on a list in the bid package. The photos and or list needs to include but not limited to, trucks, generators, gas powered post drivers, trailers, lifting equipment for shelters, core drilling equipment for setting signs in concrete, any other equipment that the contractor might plan on using other than normal hand tools needed.

8) In the RFQ, it says the evaluation committee will consider references and financial condition of the respondents. Should financial statements be included in the bid package?
Response: YES

9) Does IndyGo put any value (i.e. cost savings and time efficiency by cleaning and making needed repairs at the same time while on site) for one contractor performing both the cleaning contract and the maintenance/installation contract?
Response: IPTC will review proposals for contractors to perform both services concurrently. A revised Bid Cost Offer Form is attached to this addendum for those who wish to show value in performing all services.
10) Are background checks required for this contract for prime and subcontracted workers?  
Response: Yes, IPTC will provide background check paperwork for those contractors and subcontractors after contract has been awarded.

11) Do bidders need to show proof of a drug testing program, per I.C. 4-13-18, and include it in their bid package?  
Response: Yes, please provide documentation of a drug testing program at time of contract kickoff meeting.

12) Section 3 “IPTC Professional Services Agreement”, Article 8, Paragraph 8.7.: Is it required that any/all subcontractors to the Contractor also maintain Professional Liability Insurance in the limits described in paragraph 8.7?  
Response: The terms and conditions of the Professional Services Agreement are negotiable upon award of the contract.

13) Section 3 “IPTC Professional Services Agreement”, Article 8, Paragraph 8.7.: Please review the second to last sentence in paragraph 8.7. Does the Prime Contractor and/or any subcontractor(s) need to maintain the Professional Liability Insurance or (4) years after completion of the work?  
Response: The terms and conditions of the Professional Services Agreement are negotiable upon award of the contract.

14) Will IndyGo be providing any shelter plexiglass panels and/or gasket material in addition to the glass panels for shelter repairs?  
Response: NO that will be supplied by contractor and then put on the monthly invoice to IndyGo

15) The larger shelters downtown have glass panels that are substantially different from the other shelters. They have larger panes of glass. Will the Contractor for this RFP be responsible for the labor to replace the glass in these shelters?  
Response: YES

16) Will IndyGo provide cam locks for advertising cabinet repairs?  
Response: That is not a material supplied by IPTC.

17) Do letters of commitment for XBE firms need to be submitted on the XBE firms’ letterhead?  
Response: Yes, XBE certifications and letters of commitment from XBE firms will need to be included in your proposal(s). The letters of commitment from XBE firms must be on their letterhead.
18) Should the Contractor involved in the 17-09-272 RFP not clean up or wash a shelter, what action(s), if any, are required by the Contractor in 17-09-273 RFP?
   Response: The Contractor for RFP17-09-272 is the cleaning RFP to clean all shelters, if the question is does the repair contractor of RFP 17-09-273 have to clean up shelters. The repair contractors WILL clean up any repair mess created such as broken glass broken parts taken a part or any debris left. Then they will also pickup any trash around the shelter and or stop and empty the trash can if there is one so the site is ready to go again for our passengers at which time they will notify and send pictures to IndyGo immediately.

19) On Page 5, Item A – Please define “clean up around stop”. Is this incidental cleaning only (i.e.: debris directly created during repairs, handprints from installing glass, spoils from sign installation) and/or general cleaning?
   Response: the repair contractor will cleanup any debris/mess created by any repairs or replacements and general cleanup/trash pickup around the site and empty the trash can if there is one, so the sight is officially ready again for our customers.

20) Will the Contractor for this RFP 17-09-273 be required to perform any of the following: empty trash cans; pressure wash; cut grass/weeds; sweep for anything other than repair incidentals; removal of gum or graffiti; removal of snow; or removal of bio materials? Or, is the Contractor only required to notify IndyGo of the above cleaning items within 24 hours so that the Cleaning Contractor can be dispatched in the similar manner that the Contractor of RFP 17-09-272 is required to notify IndyGo when the Repair Contractor needs to be dispatched?
   Response: As stated in question 21 the contractor is to cleanup any mess created and then pickup around the site and empty trash can if there is one, if major clean up is needed then yes they are to report this to IndyGo Facility Team

21) If a window is broken in a shelter, what action(s) are required by the Contractor in this RFP beyond gasket and window replacement? (i.e. sweeping up the broken glass, washing the replaced window, etc)
   Response: The repair Contractor will clean up any broken glass at the scene, and make sure the site is save and trash picked up around the site and empty the trash can if there is one. The new glass replaced is to be cleaned also before leaving.

22) In a situation where a shelter is hit, destroyed or greatly vandalized, will there ever be a time IndyGo would dispatch both Contractors from RFP 17-09-272 and 17-09-273 to clean up and secure the scene?
   Response: Yes, there are occasions where both contractors will be necessary. Communication of those circumstances will be coordinated by IPTC.

23) How many shelters, benches or crates are typically stored at a given time? How much area is typically needed for storage of the stock amenities?
   Response: 6 to 8 assembled shelters – 6 to 8 disassembled shelters in large wood crates – up to 20 benches of different sizes, up to 40 to 50 trash cans in boxes at a time – up to 300 bus stop signs at a time, 50 to 60 glass panels at a time, and a small assortment of bike racks,
simme seats, special amenities, also salvage parts of shelters that have been hit or damaged but still have good parts that can be used to repair other shelters. Also, please keep in mind you will need some type of fork lift or lull, to unload all these items as they will be shipped directly to your site when ordered.

24) What information will IndyGo provide the Contractor in the requests for repair? Will time for site investigation into a report need to be included in the Contractor’s time of repairs?
Response: No times for site investigation will be accepted as we have 7 different sign packages which will be given to you for new installs and you should know from the description and location what sign type it is when repairing. Same with shelters.

25) Should any repairs to additional stop amenities, expected with the addition of the Red, Blue & Purple Lines, be included in this proposal submission?
Response: any signs needed for the Red Line will be one of the 7 – types of installs A thru G and many will be just remove sign only and replace. Also there will be shelter glass, bike racks possibly, any abnormal repairs would come under hourly repair cost price you quote.

26) The RFP states the signs will be provided. Will the stickers necessary for sign construction also be provided?
Response YES – Stickers and Numbers

27) RFP 17-09-273, Page 12, Item 1.4 XBE requirements are quite different from RFP 17-09-272, Page 10, Item1.4. Please clarify.
Response: Page 10 on RFP 17-09-272 of XBE requirements is the correct version. RFP 17-09-273 should be as follows: 1.4 DIVERSITY PARTICIPATION

It is the policy of the Indianapolis Public Transportation Corporation (IPTC) that Business Enterprises certified by the Division of Minority and Women’s Business Development (DMWBD) as MBE, WBE, VBE, DOBE shall have the maximum feasible opportunity to participate in the performance of contracts.

Consequently, the Owner has established the following percentage goals for Diversity participation on non-federally funded projects, based on the Contract Price as awarded to the successful Bidder:

- MBE: fifteen percent (15%);
- WBE: eight percent (8%);
- VBE: three percent (3%);
- DOBE: one percent (1%)

28) Page 37: Please clarify Part C. There appears to be some duplications in information. The information is not clear in these sentences.
Response: Part C is a duplicate of part A. Please disregard part C and part B. We will correct these forms.
Combination Bid Cost Offer Form  
RFP 17-09-272 and RFP 17-09-273  

____________________________ submits the following fees in response to both  
Company Name                  RFP 17-09-272 and RFP 17-09-273  

Base Bid for all-inclusive cleaning and first echelon maintenance per month $___________  

Sum of 1st Years Prices: 2017/18 $___________  
Sum of 2nd Years Prices: 2018/19 $___________  
Sum of 3rd Years Prices: 2019/20 $___________  
Sum of Extended Years Prices: Option Year #1 2020/21 $___________  

Four Year Total with ALL Option Years $___________  

Please fill in proposed cost for additional items with Bike Racks, Benches, Shelters, Shelter Panels, sign stickers and associated parts provided by IPTC except for sign poles. Cost of poles should be included in Sign Types C-G below.  
See Attachment A for detailed installation instructions.  

<table>
<thead>
<tr>
<th>INSTALL</th>
<th>REMOVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Type A (Banding)</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Sign Type B (Banding)</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Sign Type C (Grass/Dirt)</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Sign Type D (Grass/Dirt)</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Sign Type E (Grass/Dirt)</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Sign Type F (Concrete)</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Sign Type G (Conditions Vary)</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Sign Post Removal</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Bench, Bike Rack, Shelter, Trash Assembly/ Installation</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Bench Only Install</td>
<td>Bid: $__________________</td>
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<tr>
<td>Shelter Assembly &amp; Installation Small</td>
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<td>Shelter Installation Small</td>
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</tr>
<tr>
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<tr>
<td>Bike Rack Only Install</td>
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<tr>
<td>Trash Can Only Install</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Replace Glass (per panel)</td>
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</tr>
<tr>
<td>Labor Rate per sq. ft. (Refinish / Touch-up painting)</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Special Circumstance Repairs(Foreman)</td>
<td>Bid: $__________________</td>
</tr>
<tr>
<td>Special Circumstance Repairs(laborer)</td>
<td>Bid: $__________________</td>
</tr>
</tbody>
</table>

(Signature of Company Officer or Agent) (Date)  
(Printed Name)