

**ADDENDUM 1/RFP UCPUMW 23-1412**

8 July 2022

**ADDENDUM NO. 1 TO ALL OFFERORS:**

Reference – Request for Proposals: UMW UCPUMW 23-1412  
Date Issued: 10 June 2022  
For Delivery to: University of Mary Washington, Commonwealth of Virginia  
Proposal Due Date: 14 July 2022, 2PM

This addendum consists of three (3) pages.

**SEE ATTACHED LIST OF SUBMITTED QUESTIONS AND ANSWERS. NOTE THERE HAS BEEN NO EXTENSION TO THE INITIAL 14 JULY 2022, 2PM DEADLINE FOR RECEIPT OF PROPOSALS.**

**END OF ADDENDUM NO. 1**

Patricia A. Canciglia  
Senior Contract Officer  
Buyer Specialist  
Procurement Services  
University of Mary Washington  
Phone: (540)654-1237

RFP UCPUMW 23-1412 **Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.**

NAME OF OFFERING FIRM: \_\_\_\_\_

NAME OF OFFEROR REPRESENTATIVE: \_\_\_\_\_

OFFEROR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

1. The current rates included in the RFP only allow for "Plumber" and "Assistant Plumber". "Plumber" is defined in the RFP as needing to hold a Master's Plumbers License. Within our Plumbing Department, we have Master Plumbers, Journeyman Plumbers, and Plumbing Apprentice's/Assistant Plumbers. Much of the work described in the RFP for plumbing services needed can be supported by Journeyman Level Plumbers, and the Master Level Plumbers can be available for true Master Level work.

➤ Will Journeyman Level Plumbers be accepted to be utilized when necessary and applicable?

Journeyman Level Plumbers may be used subject to UMW review and approval, but must be appropriately supervised by Vendor licensed plumbers. Master plumbers should be available to review work of journeymen as requested.

➤ Are we able to submit rates for a Journeyman Plumber?

Yes, you can add a line item for Journeyman Plumber, but as stated above, use of a Journeyman Plumber must be with UMW pre-approval and with appropriate Vendor supervision proposed.

2. What/Who defines what is considered a "Project" versus an "Emergency Call".

A project is usually a long term pre-planned event, an emergency call is a situation that cannot wait and must be responded to expeditiously. UMW defines.

In some case emergency work may be needed to assist other UMW trade shops and other contractors, and may not always require a 2 hour response time, in these cases response time will be determined by UMW staff. Please see answer to question 4.

3. The RFP defines on page 11 of 32, under "Procedures for Project Work" that within one (1) workday of receipt of a request, the contractor must make a site visit, and within one (1) day of the site visit, a quote and proposed work schedule must be submitted. Often times, scheduling a site visit, surveying the work, and simply getting quotes from vendors may exceed this timeframe. If communicated with UMW Staff, will it be acceptable to exceed this timeframe if outside factors do not allow for the contractor to meet these deadlines?

Yes.

4. The RFP states that it is desired that the contractor have a plumber onsite within two (2) hours of receiving a service call. Would the university be open to discussing expected response times when the service call is placed? For example, if the call is not an emergency and can wait until the following day, will this be acceptable? Another example would be if our call volume for a given day is significant, are we able to work with the university on a response time that would be mutually agreeable at the time the service call is placed?

Discussions are anticipated; however, it is important to note that this is an on-demand contract and as such, UMW expects priority when dealing with an emergency situation.

5. Are we able to submit along with this RFP Response, a table that defines what our tool use fees will be for utilizing plumbing specific equipment? Examples – Jetter, Sewer Machine, Locators, Sewer Camera, etc.

Yes. This would be helpful in determining cost up front.

6. Is there the ability to provide mark-up for parts or subcontractors? The Pricing table gives a line for "Parts & Materials Discount". We do not operate off of list prices, however could provide a cost plus mark-up%, which would also allow for a lower labor rate scenario.

No mark-ups on subcontractor or material costs are permitted.

7. On larger plumbing projects, is there an ability to have a rate for a Project Manager that would oversee the project? 8. Will contractors be allowed.

Yes

8. Will contractors be allowed to park in designated areas for specific buildings or will the contractor have to purchase a parking pass?

At this time, there is no fee for parking, but you cannot park in designated reserved spots or visitor spots. Typically, when we have contractors on Campus for project work we notify our Parking Management staff and let them know where they will be parking. In addition, contractor on campus can use Service Vehicle parking, located in close proximity to most all building locations.

9. Is the fully loaded labor rate a flat rate? Does that include material? My concern is over charging you for material that is not needed.

It's a fully loaded labor rate – materials are not included. The labor rate should include what you pay the individuals who work for you, including fringe benefits, your G&A and profit and normal tools required to do the job, and travel costs to and from the job. Materials would be a separate line item based on what the job entails. Any material receipt / invoices will be required documentation, and need for process invoice for payment.

10. Can you elaborate on Parts and material discounted at %

If you had to buy parts and materials for a job you were doing for us, would you discount them at all (i.e., 10% discount), if yes, include the discount in the spreadsheet.

11. Will you be submitting work orders that need to be signed after job is completed? We currently use Housecall Pro and QuickBooks and just want to make that is a format approved by the university.

You would do the work, send us an invoice (Pro and Quick Books is adequate for invoicing) and we would approve and pay. All work must be inspected.

12. We 1099 our techs and wanted to make sure that wasn't going to be an issue

No, just factor that into your labor rate and spell out the process. Make sure we have resumes for the individuals you are proposing to do the work. See answer to question #1 above

13. Attachment A page 28, we are a LLC company and not sure how to complete this page.

Are your registered with State Corporation Commission? If so, just submit that information.