



REQUEST FOR PROPOSAL
RFP 2012-001A and 2012-001B

ADDENDUM NO. 3

To: Prospective Bidders

From: Steven Holdman
Cooperative Educational Services

Date: October 10, 2011

Cooperative Educational Services (CES) has received the following questions regarding RFP 2012-001A and 2012-001B by email. Because this addendum contains questions relative to both RFP's, it is to be submitted with both RFP 2012-001A and 2012-001B.

Question Submitted by: Jacqui Naab
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Received October 6, 2011

Question 1:

A definition of "unit price" is not included in the RFP's "Listing of General Terms and Conditions". Please provide a definition of what is to be included in the "unit price".

Background:

Reference to *Listing of General Terms and Conditions* beginning on page 12 of RFP 2012-001A and page 14 of RFP 2012-001B.

CES Response:

In reference to the Gordian and R.S. Means pricing methods, unit price is defined on page 60 of the Categorical Definitions in RFP 2012-001A and page 65 of RFP 2012-001B as follows:

Unit Price: *The price published in the Gordian Construction Task Catalog®/R.S. Means for a specific construction or construction-related task. Each unit price is comprised of the labor, equipment and material costs to accomplish that specific task.*

As used in Quotes and Proposals on page 46 of RFP 2012-001A and page 51 of RFP 2012-001B:

4. *Other Pricing Methodologies*

- a. *Quotes and cost proposals submitted based on a discount of manufacturer's/distributor's/supplier's/provider's published/printed retail price lists (MSRP).*
- 1) *Must be presented by line items indicating the catalog/product number, description, quantity, unit of measure, retail unit price, CES discount, CES unit price and CES extended price.*

Unit price is the price for a single unit of measure, such as the price for a product in a catalog or on a retail price list.

Question 2:

A definition of "multiplier" is not included in the "Listing of General Terms and Conditions". Please provide a definition of what is to be included in the "multiplier" (i.e., labor burden, overhead).

Background:

Reference to *Listing of General Terms and Conditions* beginning on page 12 of RFP 2012-001A and page 14 of RFP 2012-001B.

CES Response:

As used in RFP 2012-001A and RFP 2012-001B, multiplier and factor are used interchangeably. They indicate a number by which another number is multiplied. As used in the Gordian and R.S. Means pricing methodologies the multiplier/factor is applied to the total Gordian or R.S. Means unit costs. The multiplier reflects the additional contractor's costs to prepare for, mobilize, take possession of, secure and take control of the construction site, and to manage, supervise and complete all activities required by the project and the CES one percent (1%) administrative fee.

As stated in the Price and Cost Submittal on pages 51 and 52 of RFP 2012-001A and page 56 of RFP 2012-001B, the multiplier is to include:

- 4) *The multiplier/factor must include all costs relating to the following, and the listed items are provided as examples only:*
- a) *General cost such as home office overhead; all types of insurance, fringe benefits, payroll taxes, worker's compensation, etc.; site visits; project meetings and owner support services; project development; project office staff supplies, equipment and paperwork; inspection and testing fees; training; supervision; project mobilization and close-out; and other related costs.*
- b) *Subcontractor's overhead and profit such as project development; project oversight and supervision; project mobilization, meetings, close-out; all types of insurance, fringe benefits, payroll taxes, worker's compensation, etc.; subcontractors bond, if applicable; administrative and other related cost.*

- c) *Construction-related cost such as developing, preparing, modifying and submitting paperwork relating to project proposals, sketches, drawings, NMPSFA documents, change order submittal, as-built drawings, preparing and submitting close-out documents; provide project information electronically; safety and protection equipment, supplies, materials and signage; vehicles such as pickup trucks, vans, utility trucks, service trucks, office trailers and portable toilets, for contractor's use; storage devices/containers supplies; tools, equipment and materials, etc.; and temporary utilities.*
- d) *Other project costs such as transporting of workers to and from the job site; housing workers while on the project; transporting supplies, materials and equipment to and from the job site; and differences in project size, complexity, location; etc.*

For R.S. Means, the Offeror is instructed to identify a separate multiplier/factor to be applied for projects located 150 miles (round trip) from the contractor's home and a separate multiplier/factor to use with the Alternate Pricing Methodology.

Question 3:

Referencing Form D, page 88 of 123 of the RFP, please clarify what the "Discount" applies to.

Background:

Taken from Form D; page 88 of RFP 2012-001A and page 171 of RFP 2012-001B.

"The Offeror's price submittal will include its multiplier(s) factor(s), to be applied to the Gordian's custom price book, the R.S. Means price books and/or Discounts applied to the Alternative Pricing Method."

CES Response:

The Discount applies to the Alternative Pricing Method. This is also referred to as the Alternative Method of Costing. See page 29-30 of RFP 2012-001A a page 33 of RFP 2012-001B.

Pricing-Alternative Method of Costing: *This method covers any product and service not covered by an established and approved pricing system (Gordian/R.S. Means), price list or is a custom design and manufactured to meet the requirements of an individual project or sole source. The alternative cost is calculated as follows:*

1. *The Offeror must prepare, issue and receive three written quotes from available suppliers and select the supplier that offers the products and services that meets the stipulated requirements and specifications and the most cost effective solution. All quotes must be made available upon request.*
2. *The Offeror must indicate the percent of overhead and/or markup as part of their response to be added to these costs to obtain the normal and customary retail price.*
3. *The Offeror must indicate the percent of discount offered to CES and its Members/Participating Entities on the normal and customary retail price.*

4. *The CES price is calculated by taking the product and services cost to the Offeror plus the indicated percent of profit/overhead to equal the normal and customary retail price. The Offeror will then subtract the approved CES discount to obtain the CES price. Example: item cost \$1,000; percent of profit/overhead of 20% equals retail price of \$1,200; less the CES discount of 10% or \$120 equals the CES price of \$1,080.*

Question 4:

Referencing page 11 of 123, under Tab 5, bullet #3, “Required Categorical Responses”, and referencing page 123 of 123, Form K, Submission Check-off Form, item 5.3, “Written narratives...”, our firm is submitting a response for Lot 1 only. Also referencing page 69 of 123, “Lot 1 Required Response, item B”, are five (5) examples of prior experience required for each of the regions to which we are responding or is a total of five (5) examples required overall?

Background:

Taken from RFP 2012-001A, Lot 1 Required Response, page 69-70:

The Offeror must, through written narratives and documentation, demonstrate its capacity and ability to provide and perform construction products and services solicited for by this Lot by providing five (5) examples of prior experience with public educational institutions and Participating Entities for whom you have performed work in each of the regions to which you are responding.

CES Response:

Although the question was asked specific to RFP 2012-001A, it is also applicable to RFP 2012-001B. The document states 5 examples from each region as the required response. Failure to provide 5 examples from each region will not disqualify the response, but may affect the scoring by the evaluators on that portion of the Offeror’s response. For scoring of this section, see pages 82 and 83 of RFP 2012-001A:

5. Responses to Specific Requests for each Category (Place after Tab 5)

Yes No	<i>Acceptance of Special Terms, Conditions and Specifications Categorical (Form E-1, page 90)</i>
Yes No	<i>Acceptance of Special Terms, Conditions and Specifications Lot 1</i>
Yes No	<i>Acceptance of Special Terms, Conditions and Specifications Lot 2</i>
Yes No	<i>Offeror’s listing of deviations and exceptions to Categorical Special Terms, Conditions and Specifications</i>
Yes No	<i>Offeror’s listing of deviations and exceptions to Lot 1 Special Terms, Conditions and Specifications</i>
Yes No	<i>Offeror’s listing of deviations and exceptions to Lot 2 Special Terms, Conditions and Specifications</i>
60 points	<i>Responses as to how well total proposed solution meets our request, as evidenced in timelines, product information and performance specifications, and requested presentations provided in Tabs 5, 8 and 10</i>
60 points	<i>Response to Lot required written responses</i>

40 points Responses to items related to customer and support services, warranty and assistance offered before, during and after-the-sale

Question 5:

Referencing page 11 of 123, under Tab 8, if our company is submitting a response for Lot 1 only, what additional information is CES looking for?

Background:

Taken from Part I. Technical Proposal, Tab 8, Page 11:

Tab 8: Additional Information

Note: If the Offeror is responding to more than one category/lot, sub-tabs/electronic folders must be set up to provide the following items for each category/lot.

- Additional information that you wish to include.
- Additional support pages requested in each specific category.

CES Response:

CES is not requiring any specific category information in this section. This section allows the Offeror to submit additional information that they feel would demonstrate their capability or capacity to perform the tasks identified in the RFP that are not otherwise included in the response.

If you have any questions regarding this Addendum, please contact my office.

By dating, signing and returning this page, the offeror acknowledges receipt of Addendum No. 3 (Please place behind Tab 1 of your response).

Date: _____

Company Name (Print): _____

Printed Name: _____

Signature: _____