

# *City of Charleston*

## *Procurement Division*

75 Calhoun Street, Suite 3500  
Charleston, SC 29401



### **ADDENDUM #1 Q&A**

T: (843) 724-7314

F: (843) 720-3872

**DATE:** April 21, 2020  
**TO:** All Bidders  
**FROM:** Robin B. Robinson  
**RE:** 20-P014R – Work Debris Monitoring

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This addendum #1 to the solicitation is being made for the following reasons:

**Q-1 Will the City also be issuing a Disaster Debris Removal RFP? If so, we would like to be included on the list to receive the RFP.**

**A-1** The City has already issues an RFP and has received proposals.

**Q-2 Is the City open to negotiate the terms and conditions at the contract stage with the awarded Proposer/Contractor?**

**A-2** The contract will be negotiated.

**Q-3 Should pricing be all inclusive or will any of the project expenses be billed to the City with no mark-up?**

**A-3** Prices should be all inclusive.

**Q-4 Page 6, Notice to Proceed: Could the City clarify if performance and payment bonds are required? They are mentioned in this section, but nowhere else in the solicitation.**

**A-4** The City is requiring a Performance Bond for this project from the awarded vendor.

**Q-5 Page 6, #28 – Insurance: Would the City be agreeable to have the final certificate of insurance issued 5 days after final contract is being negotiated? Would a conditional certificate be acceptable after the notice of award?**

**A-5** The City is agreeable to the final certificate of insurance being issued 5 days prior to the execution of the contract.

**Q-6 Page 7, #29 - Indemnification: Would the City be agreeable to negotiating this section?**

**A-6** No.

**Q-7 Page 13, #58 – Guarantees & Warranties: Would the City be agreeable to a 90-day warranty as that is consistent to the services being offered?**

**A-7** Yes.

**Q-8 Page 25, References: The RFP states that bidders must submit ten (10) references from SC for services that were provided during the last three (3) years. Would the City be amenable to allowing bidders to provide references from outside SC?**

**A-8** That is a typo. You are required to submit five (5) references. They do not have to be all in SC.

**Q-9 Page 39, Vendor Checklist: The Vendor Checklist mentions Pricing Sheets; however, there are no pricing sheets included in the RFP. Is there a formatted price schedule for all vendors to use or should we create our own as we see fit to address the needs of the scope?**

**A-9** Pricing Sheet has been prepared and will be on our website.

**Q-10 You have requested a notary for three forms and nine hard copies to be provided by the April 29<sup>th</sup> due date. As we are following the President's and various Governors' Directives and keeping our people safe by working from home, we request that you eliminate the required for obtaining a notary and hard-copy delivery at this time for the proposal. I appreciate your attention to this matter during this national crisis.**

**A-10** We can delay receipt of the forms being notarized; however, we will not accept electronic copies of the proposals. Hard copies are required per our policy.

**Q-11 The RFP shows a list of scoring criteria; however, no weights or points are allocated for each. Would the City please provide the weighted value of each criteria listed on page 30, in order to clarify how proposals will be scored?**

**A-11** The weight values will not be provided.

**Q-12 Cost of Services is listed on page 30 as a scoring criteria. Would the City please provide a standardized hourly rate form, so that cost may be scored fairly across proposers?**

**A-12** See A-9

**Q-13** Given the growing concerns with COVID-19 and the uncertainty of whether delivery services will be available in the coming weeks, we would like to ask whether the City would consider allowing proposals in response to this RFP to be submitted electronically, instead of hard copies? Additionally, the safety of both our employees and of those we serve are of upmost concern and we would like to minimize incoming/outgoing packages that may present a heightened risk of exposure to COVID-19.

**A-13** The City will not accept electronic proposals. The City is open and we are using precautions accepting all packages that come in to the City.

**Q-14** Given the current National Emergency addressing the COVID-19 pandemic, we request that the City consider the option of proposals to be delivered by means of electronic submission via the City’s preferred digital delivery method. Many offices across the country, under which normal circumstances hard-copy production would take place, are mandated closed at this time.

**A-14** See A-13.

**Q-15** Page 39, Vendor’s Checklist, Item 6 asks if pricing sheets have been included yet there are none provided in the RFP package. Does the City intend to furnish a rate sheet?

**A-15** See A-9.

If you have any questions, please feel free to call 843-724-7312 or 724-7314. Thank you in advance for your cooperation.

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Signature of Acknowledgement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name