



State of Tennessee
SWC #700 Electrical, HVAC, Plumbing, Boiler, & Chiller Maintenance and Repair

Summary of Changes Since RFI Event #32101-11708 & RFX Event #32110-11717

- The bid question concerning comparable jobs has been edited. Please see question number 20.
- The bid question concerning the evaluation model/bid pricing document has been edited for clarity, replacing the phrase evaluation model with Cost Proposal.
- Attachment C Certifications has been revised with the parenthetical under Issuing Agency removed. Please note that the licenses and certifications listed in Attachment C are required with bid submission.
- The Respondent's Diversity Utilization Plan from the Terms and Conditions been uploaded as a separate attachment to the event for ease of completion.
- Attachment C Certifications has been revised to add licensing requirements for the Boiler Maintenance & Repair Job Category.
- Specification's Section A.4. and H on Boiler Maintenance and Repair and Boiler Preventative Maintenance has been slightly edited to require work with a "R-stamp," edited the boiler refractory inspection to include cement, brick, and insulation, added the requirement of NOx emission testing and carbon monoxide testing. See specification's section A4 and H for the full list of requirements under the job scope.
- Specification's Section C.2 on Contract Exclusions - the R-Stamp is no longer listed as a contract exclusion.

Comments, Questions and Answers

Number	Question/Comment	Answer
1	To clarify on the larger projects (\$50,000 and up) that require performance bonds. Will these projects not be quoted outside of the normal T&M agreement and more of a sporadic occurrence?	Jobs that are \$50,000 and up will be quoted following the details outlined in Section D.3. of the Contract Specifications - "Non-Emergency Jobs \$10,000 and over." An Authorized User will solicit firm quotes from all of the vendors awarded a contract in the county in which the Facility and job is located. The job will be awarded to the Contractor with the lowest firm quote. Jobs that are over \$100,000 will not be performed under this contract unless otherwise approved by the State Building Commission. Historical job data shows that jobs over \$50,000 occur infrequently.
2	Will HVAC and Plumbing be required to carry the \$1 million per occurrence pollution insurance coverage? I'm asking because that is quite a large policy coverage amount for HVAC and Plumbing, and we have never been required to carry that much coverage as an HVAC/Plumbing company in 26 years.	Yes, all awarded Contractors will be required to furnish insurance for all types required by Terms and Conditions Section 7.38. Pollution liability insurance protects against liability from damage caused from hazardous waste materials (including jobsite pollution, natural resource damage, mold, fungus, costs of emergency remediation and cleanup costs). These types of policies cover bodily injury and property damage claims, along with clean-up and remedial costs caused by contamination. This insurance covers the Contractor while on the job, as well as after completion of the job. Most reputable insurance companies offer Pollution Liability insurance policies at a reasonable premium cost. This coverage can be purchased as a standalone policy or included as an endorsement to the Contractor's Commercial General Liability ("CGL") insurance policy.
3	Is there specific chemicals listed for the insurance needed for chemical clean up and pollution and does that apply to the HVAC field?	Please see the answer to question 2 regarding insurance requirements with the pollution insurance coverage. Awarded contractors should speak with their insurance agent or broker about this required insurance coverage.
4	Is the \$1 Million Pollution requirement one that can be lowered or is it set in stone?	See the response to question 2 above.
5	Do we need to provide individual EPA certifications for all technicians in respect to the HVAC / chiller work?	Only the person/s handling the refrigerant/s are required to be licensed for the applicable task. Helpers can work/support under the direction of the licensed technician.
6	Are all the insurances required for the HVAC portion of the contract?	Yes. Please see the response to question 2.
7	We look like we are covered on everything but the pollution liability coverage. Do you know if that is set in stone?	Yes. Please see the response to question 2.

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8	It says that we are required to use either Internet Explorer or Mozilla to access Edison and to avoid Chrome. As Internet Explorer will become defunct soon to change to Edge, will that change to Edge? Also, it is absolutely required that we do not used Chrome to access Edison?	The CPO is unsure what the plans for Edison are concerning the phase out of Internet Explorer. Internet Explorer will still be available but it will not be supported by Microsoft. Firefox will still work with Edison and Edge appears to work with Edison as well. Utilizing Google Chrome in Edison is not recommended because some of the features of Edison are not compatible in Google Chrome.
10	Do we pay tax on goods and the state does not. So how does that work when I quote jobs that I am paying sales tax on for the products purchased to complete repairs?	Per Section E.9 of the Contract Specifications, contractors will be allowed a mark-up as specified in the Terms & Conditions Section 7.2 "Proof of Cost for Parts, Materials, Supplies, and Equipment." A copy of the original invoice(s) incurred with the procurement of parts, materials, and supplies shall be required as documentation for proof of cost. Section 7.2 of the Terms and Conditions allows for a 15% mark-up minus any sales tax. Contractors will mark-up the invoice of the parts, materials, and supplies 15% minus the sales tax. For an example, if a Contractor purchases parts at \$100 and pays sales tax of \$9.25 (9.25%) for a total invoice cost of \$109.25. The Contractor would charge the State the \$100 plus 15% for a total of \$115. The Contractor would not charge the State for the cost of the sales tax. The Contractor would provide proof of the invoice/receipt for the parts along with their invoice to the State.
11	I don't do retail sales, so I am not registered with the Department of Revenue. Do I just ignore this in the bid paperwork?	Being registered with the Department of Revenue is a material requirement for the award of the contract. If you are not registered with the State's Department of Revenue, your response may not be considered. If you need assistance in obtaining your Department of Revenue registration or exemption letter, please visit the supplier information tab on our website at TN.gov/generalservices , and see the job aid titled "Requirements of Registration with the Department of Revenue." If you do not do retail sales, then an exemption letter from the Department of Revenue will suffice as proper documentation.
12	What sales tax would I collect? I'm not allowed to charge the state sales tax that I would be charged on parts I purchase as I understand it.	See the response to Question 10 and 11 above.
13	What is the P payment card? How does it work Are there any fees associated with the P card	<p>A Purchasing Card (P Card) is a type of Commercial Card that allows organizations to take advantage of the existing credit card infrastructure to make electronic payments for a variety of business expenses (e.g., goods and services). In the simplest terms, a P-Card is a charge card, similar to a consumer credit card. However, the card-using organization must pay the card issuer in full each month, at a minimum. P-Cards are also known as Procurement Cards (ProCards), Payment Cards, Purchase Cards.</p> <p>Purchasing Cards (P-Cards) or non-plastic account numbers are issued to employees (i.e., cardholders) responsible for making purchases or payments on behalf of their employer; for example, cardholders can order and pay for office supplies via a supplier's website. Suppliers accept P-Cards for payment, utilizing the existing credit card infrastructure for payment processing. Transaction data is captured by a supplier's point-of-sale (POS) system and transmitted through the card network. The level of transmitted data depends on the supplier's process and technology systems.</p> <p>Yes. There are fees that make up the P-Card processing cost. The merchant incurs credit card processing fees from the merchant's bank and the card issuing bank known as discount fees that include interchange fees.</p>
14	I have a question about the P-Card. Our Accounting Program is not set up to take payments with that, is it required or will ACH Payment Method suffice?	It is not required to accept payment via the P-card. ACH payment will suffice.
15	What are the advantages and disadvantages to accepting the PCard?	See the response given to question 13.
16	What are the bid dates of the project, the RFI details have a finish time 12/09/2020, the SWC #700 has a response date of 1/7/2021.	Bids will be due at the date and time indicated on the final bid event posting. At this time bids are due on January 7, 2021 by 2:00 PM. Dates are subject to change and the CPO will notify vendors in the event a date is changed.
17	When are the bids actually due?	See the answer to question 9 above.

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18	When can we expect an award prior to Contract start date?	A notice of intent to award will tentatively go out on January 20, 2021. Dates are subject to change.
19	Do qualifying contractors need to be able to cover all SWC locations for an opportunity to bid on this contract?	Per Section 2.1 of the Contract's Terms and Conditions, SWC 700 is a multiple award contract. Respondents will supply responses to the category(ies) and county(ies) in which they are interested and capable of servicing. For example, if a Respondent is an HVAC Contractor that serves Madison County in Region 4, West TN, they can submit a response to just Madison County for the HVAC Job Group. If they are one of the lowest five responsive and responsible Respondents within Madison County then they can be awarded a contract for the Madison County HVAC Job Group.
20	Is completion of a comparable contract in the past a requirement for bidding on this contract?	The State has revised the bid question. Please see the revised bid question: "List the length of time respondent's company has been in business. A respondent must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested."
21	Is a shop on the property I live on acceptable as a place of business?	One of the bid questions of the solicitation states that "A Respondent must have occupied a bona fide place of business for at least one year with the suitable equipment, supplies and a trained staff capable of performing the services requested." If the location referred to meets these requirements then it could be acceptable.
22	We are a new small, in the process of being certified woman-owned, business in the HVAC arena, specifically specializing in air ventilation and purification. From a previous career I am familiar with the State bidding process and it can be a bit involved for a new company thus, I would like to ask: you anticipate any work resulting in the future of this contract that would apply to a specialty contractor such as my company that would provide only a piece of the typical HVAC requirement, the ventilation and purification portion?	Section A.2 and Section F of the Contract's Specifications covers the scope of the HVAC Job Group for the contract. Contractors must be able to service the full scope of the Job Group in order to be considered a responsible and responsive Respondent.
23	As far as the Payment Bonds and the Performance Bonds are concerned, are these bonds allowed to included as part of the quote (essentially passing the cost through to the State) or are they expected to be considered an administrative expense for the contractor?	Payment Bonds and Performance Bonds are only required for jobs over \$100,000 and \$50,000 respectively. Providing a quote for these jobs must follow the Contract Specification's Section D.3. Contractors could include any costs for obtaining the Payment Bond or Performance Bond in with their firm quote.
24	On the call trip charges for service calls were discussed however on 6.3 Travel Compensation it states, "The Contractor shall not be compensated or reimbursed for travel time, travel expenses, meals, or lodging." Can you please clarify? We understand no trip charges for gathering information related to free quotes and activities such as this but are we allowed to apply a trip charge when we send out a technician to perform reactive/preventative maintenance or include in the formal quote?	Trip charges are applicable per section E.4 of the Contract's Specifications. The Trip Charge rate will be per county as submitted in Respondent's SWC #700 ITB Cost Proposal, as applicable. The contract does not allow for expenses to be charged to the State as it relates to lodging, meals, or other travel expenses outside of those detailed in Section E.4 of the Contract's Specifications.
25	If an Authorized User solicits pricing from the SWC awarded vendors and one or more of the 5 respond, is the User obligated to use one of the SWC vendors? In the current contract we see users contracting with vendors not on the SWC when SWC awarded contractors have provided pricing.	Sections D.2.e, D.3.b, and D.4.f of the Contract's Specifications allow for an Authorized User to solicit pricing for a job from contract and non-contract vendors. State Agencies may not utilize a non-Contract vendor for a job without prior written authorization from the Central Procurement Office Contract Administrator.
26	The job log is in fact a physical document on site, not an electronic portal, correct?	Correct. The Job Log is Contract Attachment B. Authorized Users are instructed to have a printed copy of this job log at their job sites.

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27	When will I get notification of the solicitation or do I need to go to the Edison page and look for it on or about the 19th?	When the solicitation is released, suppliers who attended the prebid, who submitted questions, and other suppliers on the vendor invite list will be notified via email from the solicitation coordinator. Additionally, solicitations are posted on the CPO Website as they are released. Monitor your email and see the CPO Website at https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information/invitations-to-bid-itb-.html .