



**ADDENDUM  
INVITATION FOR BID  
GENERATOR INSPECTION, MAINTENANCE, AND REPAIR SERVICES  
CITY OF AUSTIN, TEXAS**

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**IFB: JRD0030**

**Addendum No: 1**

**Date of Addendum: June 27, 2016**

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This addendum is to incorporate the following changes to the above-referenced solicitation.

- 1.0 Clarifications: Replace Attachment A with **Attachment A - UPDATED 06272016**
- 2.0 Delete Paragraph 16. CONTRACT MANAGER in Section 0400 – Supplemental Purchase Provisions email contact for the Building Services Department and replace with the following:

Department: Building Services Department

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Contact: Don Pearson

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Phone: (512) 974-3971, Page: (512) 802-9594

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Email: [Don.Pearson@austintexas.gov](mailto:Don.Pearson@austintexas.gov)

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- 3.0 Questions and Answers.

(Q1) Is the pre-bid meeting mandatory?

(A1) **No, the pre-bid meeting was not mandatory to attend.**

(Q2) Under the PURPOSE section of Section 0500 – Scope of Work, how do we price out the services omitted from the scope of work?

(A2) **If the City has omitted major services that have were not included in the solicitation document, please let us know at your earliest convenience. This statement is intended to cover the normal operations of inspection, maintenance and repair services and allows for adaptability to changes in the generator service environment. You can list additional parts and services your company offers in Section 0600 – Bid Sheet, Section 4 – Non-Specified Items. Include additional sheets if necessary.**

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(Q3) Under the Service Level lines that say to replace as necessary, is that part able to be billed under a quoted item in Section 0600 – Line 18?

(A3) **Yes, for materials not specifically stated to replace under the Service Level lines, those items may be billed as a quoted item under Section 0600 – Bid Sheet, Line 18.**

(Q4) In regards to the Load Bank Testing, are you able to let us know if we can park directly next to the generator? Are there any units on a rough, over 50 feet away from the closest parking?

(A4) **Attachment A has been updated to notate generators that are harder to reach.**



(Q5) Is there a time when we are not able to run Load Bank Tests on any generators?

(A5) Attachment A has been updated to notate the generators that will have restricted Load Bank Testing times. The City Hall generator Load Bank testing shall be tested afterhours.

(Q6) Will Load Bank Testing be performed every year?

(A6) No, Load Bank Testing shall be performed under Service Level 3, which should happen every three (3) years.

(Q7) Can you provide where the generators are in their Service Level cycle?

(A7) Attachment A has been updated to notate where the department generators are in their Service Level cycle.

(Q8) At what load will the Load Bank Testing need to be tested at?

(A8) Load Bank Testing should be tested at 110% of capacity.

(Q9) For the emergency response, do we need to arrive on site within two hours of the notification, or after contact is made with the City?

(A9) The Contractor should arrive at the requested location for an emergency request within two (2) hours of the original notification by the City, not from the time the Contractor initially responds to the request.

(Q10) Is the Interested Parties Disclosure form 1295 required with the bid submittal or after contract award?

(A10) The 1295 Form should not need to be submitted with your bid package, it will be requested at the time of contract award.

(Q11) Are the insurance certificates required to submit with the bid submittal or after contract award?

(A11) The insurance forms should not need to be submitted with your bid package, it will be requested at the time of contract award.

(A12) If I wanted to subcontract some of the tasks to other vendors, how would we do that?

(A12) As soon as you determine you would like to subcontract services, you should contact the City's Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. SMBR will provide the steps to complete the Good Faith Effort process.

(Q13) I am not sure if I need to subcontract right now, can I decide to subcontract after the contract award?

(A13) Yes, if you decide you want to subcontract after the contract is award, you can contact SMBR at (512) 974-7600 and follow the Good Faith Efforts at that time.



4.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

A handwritten signature in blue ink, appearing to be "Jonathan Dalchau", written over a horizontal line.

Jonathan Dalchau, Senior Buyer Specialist  
Purchasing Office

6/27/2016  
Date

ACKNOWLEDGED BY:

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN A COPY OF THIS ADDENDUM**  
**to the Purchasing Office, City of Austin, Texas *with your bid.***  
**Failure to do so may constitute grounds for rejection of your bid.**

