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## NOTICE TO OFFEROR

### ADDENDUM NO. 1

Solicitation Number 20-01

Request for Competitive Sealed Proposal (“RFCSP”)  
by Region 4 Education Service Center (“ESC”)  
for Job Order Contracting Services

This Addendum No. 1 amends the Request for Competitive Sealed Proposals (RFCSP) for Job Order Contracting Services 20-01 (“Addendum”). To the extent of any discrepancy between the original RFCSP and this Addendum, this Addendum shall prevail.

Region 4 Education Service Center (“Region 4 ESC”) requests proposals from qualified suppliers with the intent to enter into a Job Order Contracting Services. Addendum No. 1 is hereby issued as follows:

#### **CLARIFICATIONS**

1. The paragraph under number 5 on page 8 of the RFCSP regarding Envelope 1 (or box) is being replaced in Changes to the RFCSP #1 of this Addendum to remove the signed proposal certification pages reference.
2. The Bid Guarantee is deleted in Changes to the RFCSP #2 of this Addendum because it was duplicated in Binder Tabs for Envelope 1 (or box) under number 6 on page 8 of the RFCSP. The Bid Guarantee is still required, it just only needs to be provided in Envelope 1 (or box).
3. A paragraph under Offeror’s Experience and Reputation on page 15 of the RFCSP is being replaced in Changes to the RFCSP #3 of this Addendum to provide more flexibility on project references submitted. Offeror’s are now able to submit contracts that have not been completed and able to submit completed individual job orders. Be advised there are restrictions as outlined in Changes to the RFCSP #3. It is also advised that Offeror’s are to submit their best contracts/job orders most closely aligned to this contract and show their true experience and reputation.

## **QUESTIONS AND ANSWERS**

1. Question: I have a question regarding eligibility to be selected for the Region 4 ESC JOC Program. During today's pre-submittal conference, it was mentioned that in order to be selected, a Contractor must be licensed to do business in the State of Texas and have their primary business operations located in Texas. Can you clarify exactly what the parameters are surrounding eligibility with regard to licensure and business operations?

*Answer: Per Section I. Scope of Work, awarded Contractor(s) shall perform the work outlined in this solicitation in the State of Texas as well as additional states Contractor(s) are able to perform work. In addition, a Contractor does not necessarily need to have their primary business operations located in Texas but due to the type of service, would need to have any and all applicable licenses and any other requirements as deemed by the State of Texas.*

2. Question: A history of the company is requested in two places : item xii, page 15 and item 3.1.A, Page 6 of 55. Do you want the information in both places or would you prefer to eliminate one of those?

*Answer: Submit in both places.*

3. Question: Item b.xv, page 15; item c.i, page 15; and the Questionnaire, Appendix C, Doc 6, line 3 all ask for specific information on subcontractors – names, MWBE certificates, resumes, amount of work to be given to them , etc. Since this is an IDIQ-type contract with no specific scope of work at this time, it impossible to know what subcontractors in what states will be used and how much work they will be given. Even if it could be known, that would amount to hundreds of subcontractors, certificates, resumes, etc. This will only be known at the task order level when/if OMNIA Members assign projects. Therefore, we respectfully request that at this time, all specific information on subcontractors be allowed to be answered with "TBD."

*Answer: It is allowable for Offerors to answer with TBD but it is preferred if a sample of subcontractors could be provided especially as it relates to FEMA.*

4. Question: "Bid Guarantee" on page 5 requests a 5% Bid Bond. On what dollar amount would ESC 4 and OMNIA require the 5% be based?

*Answer: The bid bond is based off the maximum aggregate contract price of \$50,000,000.00. The 5% amount of not less than five percent (5%) of the total bid is a requirement of FEMA.*

5. Question: A “transition plan” is requested both at item viii, page 14 and item C, page 9 of 55. Do you want the information in both places or would you prefer to eliminate one of those?

*Answer: Submit in both places.*

6. Question: Regarding “statement to the Company’s insurability” in item v, page 16, would you prefer a letter from the insurer indicating insurability or a Certificate of Insurance showing the coverage amounts?

*Answer: For the proposal response, either a letter or a Certificate is acceptable. Awarded Contractor's would need to provide a certificate of coverage as outlined on page 5 of the RFCSP under Insurance.*

7. Question: Is this RFP only for General Contractors?

*Answer: No, if Offerors can provide the coefficient and applicable information, they can submit a proposal.*

8. Question: We provide Plumbing, Mechanical and Automation Services. Is this also an opportunity for Contractors that provide direct in house Services?

*Answer: Yes, see Answer to Question #7.*

9. Question: We understand that RS means estimating soft wear does not have unit prices to estimate environmental services (Indoor Air Quality, asbestos, lead based paint investigation and remediation). What estimating soft wear do you recommend to use for these services? Or can awarded contractor shall use their own price list.

*Answer: Items that are not found in the UPB will be listed as “non-pre-priced”. See page 4 of the RFCSP under Project Description and Budget for how those items may be priced.*

10. Question: Please confirm that a bid bond/guarantee is required to be included in both Envelope 1 and 2.

*Answer: See Clarification #2 and Changes to RFCSP #2.*

11. Question: Appendix C, Doc #7 Bid Guarantee was not provided with the RFCSP. Can that document be provided?

*Answer: If the Bid Guarantee is in the form of a bid bond, it is to come from a Surety who is providing authority to execute the bid bond documents. The alternative is a Certified or Cashier's Check as indicated on page 5 of the RFCSP under Bid Guarantee.*

12. Question: Appendix E, Exhibit A, section 3.3 has duplicate bullets I and M. Should offerors use the labeling as shown or renumber to be consecutive?

*Answer: It is allowable for Offerors to renumber to be consecutive however, the other information must remain.*

13. Question: Confirm offerors are NOT required to complete, sign and submit Appendix E, Exhibit C and D with proposal responses.

*Answer: Yes, Exhibit C – MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE and Exhibit D – PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE located in Appendix E REQUIREMENTS FOR NATIONAL COOPERATIVE CONTRACT TO BE ADMINISTERED BY OMNIA PARTNERS, PUBLIC SECTOR are only for informational purposes for the Offeror; however, be aware that there are other documents outside of these two exhibits that require signatures as part of the solicitation.*

14. Question: What signed proposal certifications pages should be included in Envelope 1, Tab 2 since Envelope 2, Tab 1 and Tab 5 seem to include all other required forms?

*Answer: See Changes to the RFCSP #1.*

15. Question: I do not see the answer for below question?

*Answer: All answers to questions are done via Addendum and cannot be answered on an individual basis.*

16. Question: Page 15, Item b., xvi. “No more than 2 of the 5 contracts are to have been performed by subcontractors proposed as part of the response to this solicitation.” Please explain the intent of this requirement. It would seem that ESC Region 4/OMNIA Partners would want contractors to demonstrate success with a subcontracting team, rather than restrict it. Also, since this is an IDIQ-type contract with no specific scope of work at this time, it impossible to know what subcontractors in what states will be used. We respectfully request that this requirement be removed.

*Answer: The intent is not for Offerors to demonstrate success with a subcontracting team. The intent of this section is to allow Offerors the ability to submit experience through both themselves as primaries as well as their subcontractors if they choose however, Offerors are not required to submit their subcontractors experience. But be informed that whether it is through an Offeror's direct experience or a combination of their subcontractors and their experience, 5 successfully completed projects must be included. This reference will not be removed in order to be as unrestrictive as possible for FEMA purposes.*

17. Question: In what Binder/Box is the Bid Bond/Bid Guarantee to be included? It is currently listed in both, under Tab 3 for Envelope 1 and under Tab 5.G in Envelope 2.

*Answer: See Answer to Question #10.*

18. Question: Under Tab 2 – Offeror’s Experience and Reputation, the RFP is asking us to provide five successfully completed contracts performed within the last five years. We have several JOC contracts that are ongoing that we have held for a couple of years. Are we allowed to use ongoing contracts or just completed contracts?

*Answer: See Clarifications #3 and Changes to RFCSP #3.*

19. Question: Under Tab 2 – Offeror’s Experience and Reputation, the RFP is asking us to provide five successfully completed contracts performed within the last five years. Are you looking for five projects completed under a JOC contract, or are you looking for five JOC programs?

*Answer: See Answer to Question #18.*

20. Question: The RFP requires a lot of forms and information in the proposal. Currently there is a two week turnaround from today, and a one-week turnaround from when responses to RFIs will be posted. Can you please extend the proposal due date by one or two weeks, which will allow us enough time to appropriately incorporate the RFI answers?

*Answer: The deadline cannot be extended due to the timeline for this to go to the board for approval.*

21. Has an addendum been issued for this solicitation per the pre-bid on Tuesday

*Answer: This is the Addendum issued discussed in the pre-bid and per Section II. Calendar of Events on page 6 of the RFCSP.*

22. What is the amount of the Bid Bond – 5% of \$50MM OR 5% of the Largest Project?

*Answer: See Answer to Question #4.*

23. Question: If awarded can the jobs be bonded individually?

*Answer: Yes if it is allowed by the Participating Public Agency.*

24. Question: Can [vendor] pick and choose which jobs to take OR do we have to take all jobs presented?

*Answer: Unless there is a reason an Awarded Contractor cannot perform the work, jobs should be taken as presented. If there are any general restrictions or limitations an Offeror has for why a job may not be accepted, it should be included in their proposal.*

25. Question: Is Region 4 Education Service Center a public or private entity?

*Answer: Public entity.*

### **CHANGES TO THE RFCSP**

1. Page 8 under number 5. Proposal Format:

Remove the Envelope 1 (or box) paragraph and replace with the following:

Envelope 1 (or box): Two (2) signed original copies of the price proposal (Appendix D), remaining items from price (if applicable), acknowledgement of addendas, and bid bond/cashier's check in a separate and sealed envelope. Two (2) electronic copies on flash drives shall be provided with the information provided in envelope 1 (or box).

All other items under 5. Proposal Format are to remain the same.

2. Page 9 under number 6, Binder Tabs for Envelope 2 (or box):

Delete letter g. Bid Guarantee under Tab 5 – Additional Required Documents (Appendix C) and re-letter the remaining items under this tab.

3. Page 15 under IV. Evaluation Process and Criteria section 2. b) Offeror's Experience and Reputation:

Remove paragraph number xvi. and replace with the following:

Provide 5 successful contracts **or completed individual job orders** performed within the last 5 years performing job order contracting services; indicate which, if any, were contracted with public agencies. No more than 2 of the 5 contracts/job orders are to have been performed by subcontractors proposed as part of the response to this solicitation. Contracts/job orders are to provide reference information that at a minimum includes: entity name who performed the contract (whether it was the Offer or a proposed subcontractor), contact name of the primary customer reference of the contract, contact's title, previously verified contact phone and email, location (city and state) of where the work was performed, description of services, start and end date of the contract, aggregate contract price, key employees, any safety issues, any change orders, and **whether the work is for a contract or completed individual job order**. **If Offeror chooses to submit a completed job order instead of a contract to show their experience, Offeror cannot choose more than 1 individual job order per contract. If Offeror chooses to submit a contract that has not been completed, contracts should be ongoing for at least 1 year. Offerors should not submit for an individual job order that has not been completed.**

**RECEIPT OF ADDENDUM NO. 1 ACKNOWLEDGEMENT**

Offeror shall acknowledge this addendum by signing below and include in their proposal response.

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

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Crystal Wallace  
Region 4 Education Service Center  
Business Operations Specialist