University of Colorado Denver
Department of Facilities Management
Small Construction Purchase Program

Request for Proposal
Project Number: 18-154261

Monday, April 9, 2018

ADDENDUM 2

1. **POINT OF CLARIFICATION** – The email address for Kim Griffin needs to be corrected to Kimberly.griffin@ucdenver.edu

2. **QUESTIONS AND ANSWERS:**

   This addendum is to respond to questions from contractors through 2:00 P.M. April 5, 2018:

   **QUESTION:** Is it preferred to have three ring binders for the 5 copies or if you prefer something sleeker like a sealed bound proposal?

   **ANSWER:** No official preference but, it IS easier to review, from a page turning and staying open perspective, if it’s in a 3 ringed binder.

   **QUESTION:** On the Acknowledgement and Attestation Form for a Corporation, who signs for the “Secretary”.

   **ANSWER:** The Secretary of the Corporation within your organization.

   **QUESTION:** Ben had mentioned yesterday that if there was a job that required mechanical or plumbing we needed to use one of the approved subcontractors through this program or get our subcontractor approved? I was hoping for clarification on this as it was a little confusing yesterday. Should we use these pre-approved subcontractors for every time we have a plumbing or mechanical need on a project? Will a contact list for these MEPs be provided?
**ANSWER:** If you are selected for the program and you bid a job through the program and wish to use a contractor **NOT** on the list, you would need to submit a prequalification form on that contractor and receive approval from us before you submit your bid. See Appendix L. This would be the form you would use. And yes, a contact list will be provided of ALL SCPP members to all new members selected this year and it will be updated across subsequent years and distributed.

**QUESTION:** Will prevailing wage ever be necessary? If so, will we know prior to bidding?

**ANSWER:** Prevailing wage requirements will likely never come into play. However, if they do, you would be notified of such in the project RFP.

**QUESTION:** How will individual projects be listed? Ben had stated that projects under certain monetary value, you may just call certain contractors to bid. What about the other projects? Will they be an open-bid solicitation among the approved vendors?

**ANSWER:** We are allowed to procure, without solicitation, projects with a value of less than $25,000. Generally speaking we would go to our SCPP list and reach out to contractor on that list. That selection is at the discretion of the PM assigned to the project. Projects over $25,000 but under $500,000, we must go through a solicitation process. All solicitations will be posted on our Facilities website. We would send out an email to all SCPP members to notify of the solicitation.

**QUESTION:** In Appendix A, are you looking for signatures or yes/no for the receipt of addenda no(s) is acknowledged and acknowledgement & attestation signed?

**ANSWER:** For “Receipt of Addenda No(s) is acknowledged” put the number of addenda you have received. That suffices as acknowledgement that you’ve received any and all addenda (provided you put the correct number in!) For “Acknowledgement and Attestation Signed” you may just put “yes”

**QUESTION:** In Appendix A – who should sign for the “Signature of Responsible Individual”

**ANSWER:** Have the person listed on the form for “Name of Individual to whom the University should send Notices to Bid” sign it.

**QUESTION:** In Appendix B, is this a document that is to be notarized or just filled in and with a corporate seal? Also, we do not have secretaries here, who should sign that line?
ANSWER: The form needs to be notarized or it is invalid. Be sure to use the form that is applicable to your company’s legal status (Joint Venture, Partnership, Corporation, or Sole Proprietorship). Specific to the statement “…we do not have secretaries here, who should sign that line” a corporation is supposed to have a Board of Directors and Secretary is one of the positions on that Board. Again, make sure you’re using the proper form for your Company’s legal status.

QUESTION: There’s a statement in Section V(2)(A) of the RFP that says “All sub-contractors that are to be pre-qualified must submit their qualifications on a ‘University of Colorado Contractor’s Statement of Experience form (Appendix L), yet much of the request information is redundant in appendixes A through K; Therefore, is Appendix L required to be part of this RFP response? If required which tab should it go under?

ANSWER: The Appendix L document is to be used if you are bidding a job and want to get a subcontractor NOT on the SCPP list to perform a scope of work on the project you are bidding. It is included in this RFP for your information and does NOT need to be included in your submission.

QUESTION: We do not find a link or form for Appendixes H, I and J. Are these for our review and acceptance by our legal? Or is a response required? If so which tab should they go under?

ANSWER: Appendixes H and I are for your information and review. Appendix J informs you of our insurance requirements. In Tab 1, item e, is where you would insert your Certificate of Insurance that reflects you carry the coverages that Appendix J calls out.

QUESTION: Which tab should Appendix K go under or should it be included under an attachments tab?

ANSWER: Please complete the form and place it in Tab 1 after h.

QUESTION: Some confusion on our end in regards to Tab 01 item C: A completed CU-W-9 form – Just making sure that you only want a copy of your current w-9 and there is nothing on our end that we would need to do.

ANSWER: If you are already registered, a copy of your current W-9 will suffice.
END OF ADDENDUM #2