

ADDENDUM #4 UT CHATTANOOGA BID ID 4511 / EVENT 2158123 ELECTRICAL TIME & MATERIAL RFQ-
Addendum to publish the Pre-Bid Meeting Minutes, Sign in Sheet, including all Q&A's from the Meeting

Pre-Bid Meeting (Electrical Time & Material)
10-13-2020

Mandatory Pre-Bid Meeting – 1:00 (UTC Administrative Building Lunch Room)

Attendance:

- Donnie Hodge, Amanda Winesburgh, Victor Howell, Kim Au, Danny West, Joey Chestnut
- Contractors / Vendors: Listed on Sign-In Sheet

Introduction: Kim Au, and Victor Howell, UTC Procurement Dept: All were welcomed, and advised to reference their power point print out's regarding procedures moving forward with their bids through ESM. Please email all questions to Victor Howell, or Kim Au in Purchasing with any questions.

This is a formal invitation to bid the electrical time & material contract with an agreement for five years, with one option to renew for an additional year if agreed upon by vendor and UTC.

Important Dates:

- Closing Time for Agreement for Bid responses through ESM Bid System: October 29th 5pm Eastern Standard Time
- Technical Questions Closing Date: October 20th by 5pm – Please email these questions and submit them in the subject line notating that this is for the Electrical T&M Bid. The technical contact will respond to these questions in blue and be published by an addendum by October 27th

Notes Regarding ESM and State Requirements

- All questions from today's meeting will be published as well via ESM. You will receive an email that an addendum has been published when changes are made.
- Today's sign in sheet will be included in the meeting notes as well.
- State of TN requires a successful vendor purchase and maintain all necessary insurances
- Please attach contractor's license as required by State of TN
- Performance Bond is not required
- References (page 6 of 20 on bid document) each bidder must provide five references that includes first and last name phone number with area code, and a current email address for these references.
- This bid requires four attachments (Respondent information, resume of bidder, sample invoice, copy of contractor's license)
- Award is not awarded on price alone
- It is the bidder's responsibility to continue to check the ESM platform as additional information is uploaded
- All active bids are on the UTC procurement web page
- Any other questions regarding purchasing are on the UTC web site
- The Supplier diversity program is also listed on the UTC purchasing web site, and this site is used to search for new vendors / suppliers frequently.

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COVID 19 Policy: –Mask are required at all times while on campus regardless of social distancing, there is a dash board available to anyone on the UTC web site. There is a zero tolerance policy on the mask requirement. You will be asked to leave if you are not wearing your mask. Regardless of the county mask requirements UTC will still enforce requirement of wearing mask in accordance with University policy.

Notes from Danny West & Donnie Hodge:

Danny West: Reviewed average amount spent with current supplier as one million a year, we utilize this contract for small construction projects as well on an as needed basis. We cannot guarantee this amount of work in the future, as IT could find another source for low voltage data, they are not required to use this contract, nor is housing. There are no guarantees, the information we are providing on the dollar amounts was collected over the past five years.

Donnie Hodge: Discussed what UTC considers Holidays regarding time sheets and days off. Please see the University Holiday calendar, these are the only days that will observed as holidays.
<https://hr.tennessee.edu/benefits/holiday-schedule/>

Danny West: We don't pay for mileage, or fuel in vehicles however we will in service equipment, such as a lift. Since we do not pay for tools, this contract requires that you provide your own tools.

Donnie: We do not pay for consumables (weather gear, rags, drill bits, etc.). You are required to provide these on you own.

Danny: Project work will not require you to give us an estimate back in two days, this is more for the critical service side work.

Danny: Vendor passes are sold, these are only for your service vehicles, not private vehicles. These vendor passes are limited so at times you may need to share these. All vendor parking will be coordinated by UTC Facilities.

Danny: Section C – Self Explanatory, bucket truck will be needed, UTC will not loan any tools or vehicles per policy. You are allowed to bill for equipment during time of use, however not while it is parked. All times sheets will be signed weekly, you will be met on site by a UTC employee to sign these time sheets and review any discrepancies. Invoices will be reviewed as well to ensure that all information is accurate for both labor and material charges. Any material left over at the end of the job is required to be turned over to UTC or returned and not charged for.

Danny: We will require multiple prices on certain equipment to ensure that we are getting competitive pricing. We will reimburse for one general foreman and based off project size, multiple superintendents if needed. We expect these hours to be minimal, most of what is expected is journeyman rates and apprentice rates. Operator rates are not typical on this contract as most of these charges are subbed out. Regular time and premium time is defined as anything over eight hours. Section B mandatory requirements is where you list what is considered regular working hours.

Danny: Escalation rates can be listed as the example in your packet, these rates are for labor only.

Donnie: There are times where this contract will be working in conjunction with our industrial HVAC contract as needed, these are not done in house.

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Danny: We have a GIS map where our police department indicates when lights are out, you will be expected to look at this, repair the light and change it back in the program to normal using software that we will give you access to.

Q&A

Q – When projects come up will they require quotes?

- All projects will need to be quoted, as not to exceed the time and material contract. This estimate is so there is a scope of the project needs, but a range we can go by and modify if needed if the project has unforeseen issues arise. These will not be quoted prices, however are more of an estimate for a project total guideline, a way to offer a budget for UTC, then make adjustments as needed.

Q- page 4 – Emergency provision – When is this typically invoked?

- This is typically if there is a cable failure between switches and transformers. We would not ask for pricing on this, we will ask for immediate assistance. What our expectations are is that you are able to respond with a full crew within two hours only if needed. If we tell you there is failure somewhere we do expect that you have a crew qualified to handle this.

Q. Break out on page 11 & 12 – what taxes would be applied?

- Anything that you as the company has purchased that has sales tax included can be invoiced to us along with your labor for that project, any materials that would be tax exempt would be purchased directly through the University.

Q. Travel (page 11&12) – What needs to be entered here regarding travel charges?

- This section can be left blank as there is no travel that will be paid through this contract.

Q. When do you start to charge time for an emergency call?

- When you receive an emergency call your time will start once you have arrived on site in response to the call.

Q. If there anything type of transportation provided by UTC for contractors to use to get from one location to another on campus.

- No, this is typically done via service van, UTC does not provide any type of transportation.

Q. Are there any type of special permits needed?

- We only permit through the state and we do not pull local city permits, there could be an exception if Housing asked you to work on the south end of campus, then you would need a city permit but that will not be part of this contract. If there is additional permits required, those can be billed and listed on the invoice separately.

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Q. Where is the medium voltage located?

- It's all buried in conduit, there is no overhead that belongs to UTC. All medium voltage is encased in concrete. You will see these as you drive around campus. All of the UTC systems are underground. All of our distribution is underground. If we ever go to our secondary feed, EPB would come to handle this.

Q. What lighting is 50 ft. high that would require a lift?

- Parking lots, lighting on buildings, and intermural fields (stadium lights) Stadium lights are also part of the Challenger center parking lights.

Q. A million per year is the average?

- Yes, this is the average per year, however we cannot guarantee this. Typically, in the winter there is a 3-4 person crew here, however in the summer there could at times be up to 30. Summer is our extremely busy time, as well as the Winter break, however summer is the peak time for our needs based off projects.

Q. Are the Engel stadium lights accessible with a bucket truck?

- Most you can get to from the perimeter, without having to go to the field. They are led lights that were put in two years ago

Q. Are they on the old light stands at Engel?

- Currently we have not used these, but it could be something we had to address down the road.

Q. Data work – how much of this work is data? Are there any certifications needed on the resume for this?

- No, approximately 30-40% of this annual work has been data work but that is always subject to change and cannot be guaranteed.

Q. GIS system and I pads, are these systems monitored by the contractor, is this the contractor's responsibility?

- Yes, we will train you on this and give you the log in info to our site. You don't indicate that lights are out but you will be the person who indicates that the lights are fixed. You are not responsible for reporting this, but you will be responsible for marking them as fixed. You will need this software to see which lights are out. You will be responsible for having equipment (I pad, phone, lap top) that this software will be compatible with.

Q. Background checks, if they are done when the employee is hired do they need to do an additional back ground check?

- No as long as these background checks meet UTC guidelines.

Q. Do you maintain maps of the electrical system?

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- Yes we have one lines that we keep updated for your reference.

Q. What streets are the distributions at?

- Main is on 4th street, and secondary is the corner of oak and Houston

Q. What other entities would be using this price?

- Auxiliary departments such as Housing and IT, you will invoice them directly and not have it go through facilities. This will be all local, the only exception would be at property owned on Hwy 58 around VW that may require work. We also have the Jones Observatory on Brainerd Rd that may need serviced on rare occasions.

Victor – Thank you for attending, we will post an addendum as soon as possible in the next few days that includes meeting minutes and all questions and answers. Please email any questions to Victor-Howell@utc.edu or Kimberly-Au@utc.edu.

