


Vendor: _____

		City of Rocky Mount Addendum 1
Refer <u>ALL</u> Inquiries regarding this RFQ to: Tracy Johnson Purchasing Associate I	RFP #320-200123TJ	
	RFP Due Date: 2/15/2023	
	Contract Type: Professional Services	

Schedule Reminder

Event	Responsibility	Date and Time
Issue RFP	City	Monday 1/30/2023
Submit Written Questions	Vendor	Friday 2/3/2022
Provide Response to Questions/Addendum	City	Wednesday 2/8/2022
Submit Proposals	Vendor	Wednesday 2/15/2023 2:00 pm
Award Contract	City	TBD

Question and Answer

Question: To rephrase this point, would it be equivocal to say that we should submit one original proposal response and one photocopied duplicate of our response in our submission?

Answer: Submit one (1) signed, original executed proposal responses.

Question: If we do not use any subcontractors to complete the scope of work involved in the RFP, do we need to provide anything showing that this section is not applicable to our work?

Answer: No

Question: Would these monthly safety trainings be all 6 divisions combined or 6 different trainings each month?

Answer: The subject matter will be the same, the locations and times will be different.

Question: If the trainings are separated by division, would each training be different depending on the division or the same topic?

Answer: Minor differences in the application of the subject matter. For example, respiratory protection would be a bigger deal in one division over another as they may deploy into confined spaces.

Question: How many people can be expected to attend each monthly training class?

Answer: As little as 15 to as many as 40

Question: How much advanced notice would be given for each of these trainings?

Answer: The schedule is already confirmed. All divisions have been informed.

Question: Would the 10-12 trainings happen in addition to the monthly safety trainings, or is this to say that the monthly safety trainings should be held for at least 10 months of the year?

Answer: The latter option. There may be opportunities for additional training as requested by the individual divisions.

Question: If these trainings are in addition to the monthly safety training, would the 10-12 represent the trainings to be held over the initial period of 2 years or each year or each month?

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Answer: 10-12 training sessions x 4 divisions per year

Question: Will the items in this checklist (the training content, itemized price list, ad-hoc pricing sheet, instructor credentials) need to be provided as a part of the proposal response packet, or should we just have them available when asked?

Answer: Yes, provide it as part of the proposal.

Question: We have 5 safety training instructors who can provide training on these various subjects, so would you need credential information and demonstrations from all 5?

Answer: Yes.

Question: Is the unit price meant to show our typical price for the trainings and the extended price meant to show the discount extended to the City of Rocky Mount.

Answer: Please see the attached revised pricing sheet.

Question: Or, the unit price meant to show our base price – say, x amount for 20 people – and the extended price to be the additional price for each additional participant?

Answer: Please see the attached revised pricing sheet.

Question: Please define the "Extended Price" column and explain how it should be calculated.

Answer: Please see the attached revised pricing sheet.

Question: Please define the material / topics that should be included in the "Emergency Response / First Responder" training session and how long this training session historically runs.

Answer: Focus more on the emergency response planning and less on the first responder part. You should be able to complete this class in about an hour.

Question: Page # 9 - 5.1 a. General Scope of Work - This section of the RFP contains a comprehensive list of topics that may need to be supported. Many of the topics listed on page #9 are not listed on page 11 Attachment A Pricing. Are you looking for unit pricing information on page 11 Attachment A - Pricing for each of the potential training topics listed on page #9?

Answer: Yes, Page 11, Attachment A only.

Question: Is this the first year Rocky Mount has published this RFP to support safety training or have these safety training services been supported by vendors in the past?

Answer: No

Question: If this safety training has been supported by vendors in the past, who is the current vendor and how long have these services to Rocky Mount?

Answer: Cintas, 1 year.

Question: Would the city be receptive to receiving proposals that present alternatives to the "per class Unit Pricing" option to support the City's safety training needs?

Answer: Yes

Question: If we have concerns about any terms or conditions outlined in this contract, is it possible to list general terms or conditions in our RFP response and perhaps negotiate language acceptable to both parties.

Answer: It depends on what the concerns are.

Questions: Will these classes need to be taught only virtually or should I calculate on-site time? If so, how much is on-site versus virtually?

Answer: In person to facilitate questions and answers, exercises, post training quizzes.

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Question: Is this a renewal of an existing contract? If so, can you provide the incumbent name and amount of the contract?

Answer: Yes, contract is currently with Cintas. \$12,787.72

Question: The scope of work indicates that a "...a variety of instruction techniques and formats such as simulations, team exercises, group discussions, videos, online services, and lecture..." may be used for the training. Please clarify who will select the format and type of training to be provided.

Answer: The awarded vendor.

Question: The scope of work says "...provide monthly safety training to six stakeholder divisions." Does this mean between 10 and 12 safety classes are required each month for each of six stakeholder divisions? This RFP appears to be asking for 10 classes to 12 classes x 6 divisions x 12 months = 720 to 864 classes per year.

Answer: Some divisions may be combined; as in the Sports Complex, the Senior Center, Parks Maintenance and Cemetery Maintenance will be combined into one class.

Question: Does each stakeholder division require a separate class? Or will attendees in each class be from all divisions?

Answer: There will be four classes held per month.

Question: If each division requires separate classes, can the same material be used for each class?

Answer: In most cases yes

Question: Please provide more detail about the requirement to provide a free demonstration to stakeholder division representatives. When will this be scheduled (pre or post award)? What will be the subject to be presented? Will we know in advance what the subject will be? Will we provide our own training material or will we be provided material to present? Can the demonstration be provided via online meetings, e.g., Microsoft Teams, Zoom, or other webinar formats?

Answer: The demonstration will be live, same as monthly training sessions. The vendor will select the subject as long as it is an OSHA topic.

Question: Attachment A: Pricing lists 11 specific class topics. Are these the primary subjects to be taught? What are the ad-hoc training topics for which you are also requesting a quote?

Answer: Yes, the divisions will make requests for ad-hoc training.

Question: Will the City provide equipment, such as but not limited to respirators and fall harnesses, to their employees to be used in their PPE training?

Answer: We would prefer the awarded vendor supply training materials for demonstrations and visual aids.

Question: Will the Vendor be able to use onsite Powered Industrial Trucks for employee training?

Answer: Yes

Question: Will the City furnish onsite facilities for any onsite training?

Answer: Classrooms, training rooms and/or breakrooms will be available for the classes by the divisions.

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ATTACHMENT A: PRICING

The bidder, proposes and agrees if this proposal is accepted to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the work described in these documents in full and complete in accordance with the scope of work, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

Item #	Description	UOM per Class
1	Hazard Communication	\$
2	Respiratory Protection	\$
3	Personal Protective Equipment	\$
4	Emergency Response / First Responder	\$
5	Heat Stress	\$
6	Bloodborne Pathogens	\$
7	Noise/Hearing Conservation	\$
8	Powered hand tool safety	\$
9	Ladder Safety	\$
10	Fire Extinguisher	\$
11	Cold Stress	\$