

Job Order Contract JC003 RFP
Addendum #2
Questions & Answers
February 8, 2022

1. Question: Is this RFP also for a company that would like to rent equipment to AOT with no operator?
2. Question: We are interested in being considered for rental of equipment only and aren't sure if this is the way to accomplish this.
3. Question: We are interested in being considered for rental of equipment only and aren't sure if this is the way to accomplish this. We rent man lifts and telehandlers as bare machines with no operators.

Answer (Questions 1-3): Yes, we are seeking both equipment with operators and rental-only equipment providers.

4. Question: Does any company that currently has a JOC with AOT need to apply for this new JOC because their current JOC will not be renewed?
5. Question: I noticed that VTrans advertised an RFP for new JOC contracts on December 22, 2021... Is this something that I need to submit a bid for or will VTrans be extending JOCs for one more year?

Answer (Questions 4 and 5): See Addendum # 1 – Yes, all current JOC contracts will expire on April 30, 2022. In order to continue participation in Job Order Contracting, you will need to submit a new RFP proposal.

A= under \$50,000 or JOC
B= \$50,000 to \$150,000 or IDIQ (IDIQ might go higher than this)
C= \$150,000 to \$250,000
D= \$250,000, to \$500,000
E = \$500,000 to 1 Mill
F= 1 mill to 2.5 mill
G = 2.5 Mill to 5 Mill
H = 5 Mill to 10 mill
I = 10 mill +

Answer: Thank you for your suggestion, AOT will take this under advisement for both JOC & IDIQ future enhancements.

7. Question: What prices does the state want? Our best price OR worst-case scenario price?
8. Question: Is the rule still that you can negotiate prices down but never up?

Answer (Questions 7 and 8): VTrans is seeking competitive pricing that will be locked in for a period of two years. Your proposal should include pricing that you can honor for that duration. After a period of two years, pricing may be adjusted—either up or down—during the optional extension amendments, per the RFP.

9. **Question:** Providing a suggestion to have an item for lodging and food, just like a mobilization, that way the pricing can fit the scenario.

Answer: *The majority of JOC projects will be short-term, low-complexity projects that will not require lodging and food. Should we find this to be a need that arises frequently, we will take this into consideration in future procurements.*

10. **Question:** I may be reading this wrong, but will there be projects with BOTH a lump sum and items?

11. **Question:** A bid is EITHER lump sum OR items not BOTH correct?

Answer (Questions 10 and 11): *Projects will require either Hourly Rate services or Lump Sum pricing, which will include materials. Price sheets must be utilized for both methods.*

12. **Question:** Can you send us what we submitted the last time we did this?

13. **Question:** If we have submitted a proposal before, can we have previous JOC contract sent back to us so we can change dates and resubmit it?

Answer (Question 12 and 13): *Should you be unable to find a previously executed contract, please reach out to Contract Administration. If you need any further information beyond a copy of your contract, please contact AOT Public Records at AOT.PublicRecordsManager@vermont.gov. We urge contractors to keep copies of all submitted proposals in their files.*

14. **Question:** Is this process Macintosh Compliant?

Answer: *The process currently utilizes email, Adobe PDF forms and/or Microsoft Word. All companies should ensure that their operating system can support these standard functions in order to participate in the process.*

15. **Question:** Is there a list of jobs out there that we can access?

16. **Question:** Is there a list of anticipated JOC projects?

17. **Question:** Is there a list for potential JOC contracts (jobs) for this year or the next 2 years?

Answer (Questions 15-17): *No.*

18. **Question:** I do not see the state insurance requirements.

Answer: *Please reference Page 6 of the RFP as well as Attachment C starting on page 15 of the RFP for insurance requirements.*

19. **Question:** Do the required attachments to the JOC proposal, J, L, N, and Q count towards the 20-page maximum proposal length?

Answer: *Attachments J, L, Q & T will NOT count towards the twenty-page limit, however N will be included toward the page count.*

20. Question: Can we propose different rates per maintenance district?
21. Question: If we submit rates for different districts can that be used to capture lodging needs?

Answer (Questions 20 and 21): No. Rates must remain constant across all Districts. Mobilization pricing will vary based on the travel time, which is how distance is accounted for in the JOC process. For the issue of lodging, please see Question 9.

22. Question: How will the following be handled: Asphalt price adjustment? Fuel cost adjustment?

Answer: JOC projects are intended to be short-term/smaller maintenance projects. Asphalt or fuel adjustments will not apply.

23. Question: The world is a very volatile place right now with supply chain and covid issues. If we bid and then costs skyrocket how will VTrans handle this?

Answer: VTrans complies with the current COVID-19 protocols and supply chain issues will be addressed on a case-by-case basis.

24. Question: Since our firms are evaluated on performance etc... it would only seem fair that the VTrans representative to be evaluated. Can this happen?

25. Question: You talked about contractors getting evaluated. Is there a function to evaluate the VTRANS people they deal with?

Answer (Questions 24 and 25): We will take this under advisement for future process improvements. In the meantime, should you have any feedback, please direct those to the appropriate VTrans representative.

26. Question: Are we expected to show Invoices for asphalt?

27. Question: You talked about 10% markup maximum. In the asphalt industry we have never been asked for an invoice is that changing?

Answer (Question 26 and 27): Yes. As stated in the RFP, invoice backup is required for all materials.

28. Question: What if we need to rent a piece of equipment that is not listed on our price sheet? Like a material handler for asphalt or a laser for a grader?

Answer: Administrative Adjustments can be made to include job-specific, unlisted pieces of equipment. Please contact Contract Admin if the need for an administrative adjustment arises.

29. Question: If we decide not to bid JOC projects, is this a strike against us?

Answer: No. Contractors may decide to bid or not bid on any given project.

30. Question: Your equipment list only has hours. There is equipment that you rent out by the day. Like a large cold planer (asphalt mill) or a large excavator. Your day rate would most likely be LESS than the hourly rate multiplied. Please add a day rate.
31. Question: We offer a line of contractor's rental equipment; these are all rented on a daily rate so not sure how to indicate this on your rate sheet which is based on an hourly rate.

Answer (Question 30 & 31): Currently, we are only offering projects with hourly rates or lump sum pricing. We will consider the feasibility of daily/weekly rates for future procurements. If you currently have daily rates, please convert to hourly rates for the purpose of this RFP.

32. Question: Why are there limits on font size?

Answer: VTrans strives to ensure equal and fair consideration for contractors by setting standards for all proposals.

33. Question: We rent man lifts and telehandlers as bare machines with no operators. There is also a requirement for insurance coverage for damage on rented equipment. Would the State furnish this, or should we add for the cost for us to include the insurance?

Answer: We are currently researching this question and will address shortly in a separate addendum.

34. Question: I have a newly formed small business that offers custom-made hydraulic hoses for a variety of equipment. Can you provide any further insight into whether this is the appropriate platform for me to submitting an application?

Answer: JOC is for rental equipment and associated labor. It is not utilized for purchase of equipment and parts. Building & General Services (BGS), handles all commodity purchases.

35. Question: Can JOC wage rates be increased at time of contract if prevailing wage rates for that job are higher?
36. Question: Do we have to put in man/labor hours on wage sheet, but should we list prevailing wage as place holder on bid sheet?

Answer (Question 35 and 36): The majority of JOC Projects are state-funded projects only, which do not utilize prevailing wage rates. Should a JOC project require prevailing wage rates, contractors will be notified at the time of solicitation, and prevailing wage rates will be provided in the Job Order Form information.

37. Question: If a non-state customer (example: university) is requesting services through the JOC process and they require additional insurance, where can we include that additional expense?

Answer: This will be addressed on a case-by-case basis in the Job Order Form.

38. Question: If the JOC contract is extended, is the \$500,000 still the cap or will that increase?

Answer: *Please see Page 2 of the RFP (Maximum Limiting Amount) for contract amounts. Regarding the extension of JOC contracts, please see Questions 4 and 5.*

39. Question: What if we have specialized equipment that needs to be garaged each night? How does that impact mobilization?

40. Question: If you are contracted for a weeks' worth of work, you brought the equipment and they need to return each night to duty station and to job each day, their travel back and forth will or will not be incorporated anywhere since teams travel back and forth multiple days, since that is labor rates not mobilization?

Answer (Questions 39 and 40): *Should an individual job have this need, please address this circumstance in the Q&A for that project to address the question with the relevant project manager.*

41. Question: In past performance, can VTRANS engineers be referenced as the contract or whomever the project manager was?

Answer: *To help us identify projects, please provide project name as well as any additional information available.*

42. Question: Does everyone need to complete past performance forms, even if they previously held a prior JOC Contract?

Answer: *Yes.*

43. Question: In the past, rail equipment has been kept in a separate section – now are we putting by equipment type then separating by rail or non-rail?

Answer: *VTrans does not have a preference regarding separating rail/non-rail equipment.*

44. Question: The equipment that I use is not listed. Should I put 37 “other” and describe the equipment in the description box?

Answer: *Yes.*

45. Question: What do you suggest if we need to fill out more than one of these equipment forms?

Answer: *Save the form on your computer. You may fill out multiple copies and save each as a separate PDF document, then combine into your proposal.*

46. **Question:** When we do MASS DOT jobs we get a report card at the end of each job, how well we performed, how well we filed Davis Bacon forms through portal it is reviewed and graded, is that something you recommend we put into this package we are submitting to AOT?

Answer: *You may include this information in your Past Experience and References, Attachment N, so long as the proposal is within the specified page limit. For more information on which forms count toward your page count, please see Question 19.*

47. **Question:** You have fillable forms in the RFP, are we obligated to use those?

Answer: *Yes, additional information can be included up to the page limit specified in the RFP.*

48. **Question:** The minimum hours for equipment and labor, how do you capture if you have a 4-hour minimum to capture that?

Answer: *You may put this in the equipment description on the rate sheet. ex. (4 hour minimum).*

49. **Question:** I am noticing that some forms are fillable, and some are not. I am guessing that the idea is to print out and fill out as needed and print out fillable forms. then scan them all in. _Is getting multiple email messages ok? I am not sure my email service will be able to get all these pages into 1 scan.

Answer: *Yes. Please be sure to indicate in the subject line the number of parts to your submission. For example, your subject line should state “(Contractor Name) JC003 Proposal, Part 1 of 3”.*

50. **Question:** Are we able to save fillable forms?

Answer: *Yes, you should be able to save them to your PC and add any information.*

51. **Question:** I am working on listing our past projects. The issue is that you demand a reference and a phone #. That reference has passed away. Any thoughts on how to proceed or just use a project that was not as innovative?

Answer: *Should you not be able to provide contact information for a prior Project Manager, you may still use that project. Please provide any information available to identify a project, as detailed in Question 41.*

52. **Question:** It appears that there was a Contractor’s Experience Questionnaire and Financial Statement Form available in the past. Is such a form available or should the RFP be ‘free style’? I read through the information on the website, but do not see specific details about formatting.

Answer: *No financial statement form is required for JOC proposals. Please reference page 4 and page 5 of the RFP where you will find information regarding Technical Capability and Experience as well as Past Performance and References, Attachment N.*