



State of Vermont
Contract Administration
219 North Main Street, Suite 105
Barre, VT 05641
<http://vtrans.vermont.gov/>

Agency of Transportation
Finance & Administration
[phone] 802-622-1281

ADDENDUM #1
January 3, 2020

Re: Request for Proposals – **Job Order Contract (JOC) On-Ramp #JC002**

The Request for Proposal (RFP) for the above referenced matter has been modified to clarify the RFP by addressing the following questions:

1. **Attachment F** - Subcontractor Reporting Form has been updated to reflect the correct address for the Vermont Agency of Transportation Contract Administration: 219 North Main Street, Suite 105, Barre, VT 05641.

Contractor Questions and Answers

1. We have a JOC in place that expires after two years (April 30, 2021). Is this a different JOC or am I all set?

If you currently hold a Job Order Contract (JOC), you do not need to take any further action. Contractors that currently have JOCs will remain JOC holders. This RFP is only to add additional contractors to JOC.

2. I did not see a way to put our name in to be considered for any of the work that may be required, nor the specifics on such work. Is there any more information?

Please follow the direct link to obtain all the information necessary to submit a proposal at:

RFP On-Ramp Job Order Contracts

#JC002: <https://vtrans.vermont.gov/sites/aot/files/JOC%20RFP%20JC002.pdf>

This Job Order Contract RFP On-Ramp is to provide an additional opportunity for contractors to contract with the Agency of Transportation for equipment rental, personnel (operators, laborers), and necessary materials for small transportation-related maintenance and repair needs.

This RFP On-Ramp will result in the award of multiple Job Order Contracts, which the Agency of Transportation will have the ability to utilize when requesting individual Job Orders as a need arises.

For general information about the JOC Request for Proposals (RFP) process: <https://vtrans.vermont.gov/contract-admin/bids-requests/job-order-contracting>

Bidders seeking assistance in preparing a proposal can contact the Procurement and Technical Assistance Center (PTAC). PTAC specializes in helping small businesses navigate the documentation associated with State and Federal procurement. Visit PTAC website at: <https://accd.vermont.gov/economic-development/programs/ptac>

3. Is the Contractor allowed to adjust their rates for Davis-Bacon jobs?

No. Hourly rates should be the same for all districts and prices will remain fixed for the initial two years of the contract.

4. If the Railroad is supplying the flagger, what are the prices?

Individual Job Orders will indicate railroad specific rates.

5. Can you please clarify what attachments and how many pages total we are supposed to submit for the JOC Proposal?

Please refer to the Request for Proposal pages 5-6 for the required attachments and total pages.

6. On attachment I it asks for the Hourly Rate (Labor). Is this the Hourly Rate for the Operator of the Equipment?

Yes.

7. Do we need to submit a Certificate of Insurance with our Proposal?

No, but if awarded a contract, it must be submitted prior to execution of the contract. Please see page 7 in the Proposal for Required Insurance.

8. Is there a specific area where we are supposed to write that we are Not willing to rent out our equipment WITHOUT our own operator?

No, but if it is one or two pieces of equipment, please mark the equipment in the Equipment Description with an asterisk (*) and note at the bottom of the Rate Table / Bid Sheet. If all equipment includes an operator, please note it at the bottom of the Rate Table / Bid Sheet.

9. Are jobs bid out like MRA CAT I were previously?

Job Orders are bid out to at least three (3) contractors when it is lump sum or materials are involved.

10. Is utilizing hourly rate vs lump sum at the Project Manager's discretion?

Yes, if only hourly rates apply. If a project includes materials or is lump sum, it must go out to a minimum of three (3) contractors for bids.

11. Is it only based on hourly rates or is it based on best value/experience?

Job Orders will be assigned to the contractor that represents the best value to the State, considering such factors as, but are not limited to; price, quality, past performance, and availability. Price will always be considered, however.

12. Are 5 copies and a USB is required?

Yes.

13. Is the Climate Change Form to be completed even if not applicable?

Yes, if Not Applicable, note as N/A on the form, sign, and submit it with your proposal.

14. Should subcontractors be listed on a Job Order if you are using them (ie. Railroad flaggers?)

Please refer to page 4 of the RFP, Job Order Assignment Procedure, Subcontracting. Also refer to page 18, Attachment D – Other Provisions, Item 6.

15. Is there a current contractor list?

Yes, it is posted on the VTrans website at: <https://vtrans.vermont.gov/contract-admin/results-awards/job-order-contracting>

16. Why was there not an invitation regarding the RFP sent to all contractors, one was sent last year?

It was sent last year as it was a transition from CAT I MRA as a courtesy. It is only done when a major contracting change is undertaken. Registering with PTAC to be on automated bid opportunities is encouraged.

17. Can you have an IDIQ and JOC contract?

Yes.

18. If we have an excavator, we have an attachment shredder, how do we list it on the Rate Sheet?

Please list on 2 lines, Line 1 - Excavator only rate, Line 2 - Excavator with shredder attachment rate, please list any other attachments you may have on additional lines and their accompanying rates.

19. If using for one day, is it chargeable if it sitting before being used?

The Project Manager will provide a start date and time on the Job Order, which defines when charges on the equipment would commence.

20. Can I have two different rates depending on region?

No. Hourly rates should be the same for all districts and prices will remain fixed for the initial two years of the contract.

21. What if there is equipment you have access to, but haven't listed all on your Rate Sheet?

You must list all equipment you plan to make available for VTrans Job Orders under the JOC contract.

22. Are minimum hours allowed to be put on Rate Sheet?

Yes.

23. How does Mobilization work?

The contractor should list on the bid sheet any equipment that may be used as part of mobilization and indicate an hourly rate. The contractor would then charge by the hour the time required to move the equipment and personnel to and from the job site. The maximum reimbursement for mobilization will be for the time required to move equipment and personnel from the Contractor's location where equipment is usually housed, to the job site, and back, one time.

Example:

Equipment type	Equipment description	Hourly rate equipment	Hourly rate labor	District
17	Make, Model loader	\$140.00	\$40.00	1,2
17	Make, model, excavator with drill	\$145.00	\$40.00	1,2
80	Pickup truck-supervisor	\$75.00	\$35.00	1,2
72	24 ft long trailer make, model	\$120.00	N/A	1, 2

Example calculation: Hourly mobilization rate would be \$415.00 for a Job Order needing:

- the pickup truck- \$75.00
- a supervisor driver of the truck- \$35.00
- the excavator with drill - \$145.00
- the trailer to move the excavator with drill- \$120.00
- excavator operator - \$40.00

24. Should mobilization be listed on Attachment J?

See answer to Question #23 above.

25. Do I need to do a separate listing for the equipment mobilization?

No, see answer to Question #23 above.

26. Attachment I, for example, say I have a hammer attachment, do I list an hourly rate for labor?

It is at vendor's discretion if they will rent equipment with or without an operator.