

Rochester Schools Modernization Program

Rochester, New York

ADDENDUM # 1

Security Services RFP James P.B. Duffy School #12

Request for Proposals dated September 9, 2014, amended, clarified, and modified as follows:

ITEM 1-1 **NOTE TO ALL BIDDERS**

IT MUST BE ACKNOWLEDGED ON THE BID FORM THAT EACH ADDENDUM WAS RECEIVED

ITEM 1-2 **Requests for Information (“RFI”) - Questions and Answers**

The following list represents the RFI questions that were received by the Executive Director as of the date stipulated in the Request for Proposals.

Q1 – “The liability requirements are one million per occurrence two million aggregate with an additional five million umbrella. Our company has a two million per occurrence four million aggregate with an additional two million umbrella. Would we able to submit this policy for the new bid or do we need to change the policy.”

A1 – “Your current insurance coverage would be acceptable.”

Q2 – “Page 2 of the RFP indicates that a Bid Bond is required, but we found nothing further in the RFP re: a Bid Bond. We please need to know today whether a Bid Bond is required, and if so, how much?”

A2 – “We are not aware of a reference to a Bid Bond in the RFP”

Q3 – “Does pre-veiling wage apply to this contract, if so, what adjustments will be allowed every July 1st.”

A3 – “No prevailing wage requirement.”

Q4 – “Is there a vehicle requirement or preference?”

A4 – “Prefer to have a vehicle on site (with company signage). No preference SUV vs. car.”

Q5 – “Please clarify the payment timeline process upon receipt of our monthly invoice, (can we expect payment net 30 from billing date).”

A5 – “The invoice is due by the 3rd of the month for the work performed in the previous month. Checks are usually issued by the Trustee by the end of that month or the first week of the following month. We strive for 30 days from the time the invoice is received. It has not ever been more than 45 days. (Assuming that the invoice is complete and accurate).”

Q6 – “Would you please confirm that Prevailing Wage applies?”

A6 – “No prevailing wage requirement.”

ITEM 1-3

Please refer to the attached “Instruction on Completion of the Monthly Employment Utilization Form (DP 3)” and the attached DP-3 Form

The attached DP-3 form is to be used on a monthly basis to report workforce participation as a part of the Diversity program for the project. It shall be submitted to the Independent Compliance Officer, Baker Tilly, in parallel with submission of the monthly invoice.

END OF ADDENDUM #1

**Instructions on Completion of the
Monthly Employment Utilization Form (DP-3)**

1. *Project:* - name of Project "that this form submission is applicable to.
2. *Reporting Period (MMM/YYYY) ____/____:* indicate the monthly period reporting on, i.e. JUL 2012. Hours reported on this report shall include all hours on the first day of the month through and including the last day of the applicable month.
3. *Reporting contractor Name/Address/Phone No./Fax No. –* name/address/phone/fax of reporting entity.
- 4a. *Reporting contractor is a () 1st Tier -or- () Lower Tier contractor:* the reporting entity is to either.
- 4b. *Only if a lower tier contractor, indicate to whom you are a subcontractor:* only if the reporting entity is other than a first tier contractor, indicate what company/firm you have a direct contractual agreement with relative to this 1st tier Project contract. If you are a first tier contractor leave blank or indicate N/A.
5. *Construction Trade Class. –* indicate in the space(s) provided below this title, the applicable trade classification group, i.e. Electrician, Carpenter, Mason, Laborer, etc, which the reporting entity utilized during this reporting period.
6. (a) *Total All Hours by Trade M (Male) F (Female) –* under the 6a. M - column, infill the total number of male hours for each trade/grade classification listed, subtotaling at after each trade, for this reporting period. Under the 6a. F - column, infill the total number of female hours for each trade/grade classification listed, subtotaling at after each trade, for this reporting period.

(b – e) *Minority Hours by Trade M (Male) F (Female) –* under each M – column, infill the total number of male hours for each trade/grade classification and each minority category listed, subtotaling at after each trade, for this reporting period. Under each F – column, infill the total number of female hours for each trade/grade classification and each minority category listed, subtotaling at after each trade, for this reporting period.
7. *Minority % of Total Hours – the percentage of total minority hours of all hours worked, the sum of columns 6b.- 6e. divided by the sum of column 6a. Only one figure for each trade classification. ie $((6b.M + 6b.F + 6c.M + 6c.F + 6d.M + 6d.F + 6e.M + 6e.F) / (6a.M + 6a.F))$.*

8. *Female % of Total Hours* – the percentage of total female hours of all hours worked, the total number reported in 6a.F divided by the sum of total numbers reported in 6a. M and 6a.F. Only one figure for each trade classification. ie $(6a.F)/(6a.M + 6a.F)$.
Individuals that qualify in both a minority category and the female category should not be counted in both the minority and female percentage figures, as the above percentage calculation will generate (items 9. & 10.)
9. *Total Number of Employees* – total number of male and total number of female employees utilized in each trade and grade classification, subtotalling at after each trade, for this reporting period.
10. *Total Number of Minority Employees* – total number of male minority and total number of female minority employees utilized in each trade and grade classification, subtotalling at after each trade, for this reporting period.
11. *Reporting Company Official's Printed Name and Title* - reporting company official's printed name/ title.
12. *Reporting Company Official's Signature* – reporting company official's original signature. By signing this form, this individual is certifying that the information provided on the MWP-3 has been reviewed prior to its submission and is accurate to the best of his/her knowledge.
13. *Date Signed:* - indicate date signed by reporting company official.
14. *Page:* - indicate page number and total number of pages submitted. Attached as many pages as necessary.

**End of Instructions on Completion of the
Monthly Employment Utilization Form (DP-3)**

