

Solicitation Addendum Form

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| **Solicitation Number:** 24-05-03 | **Title:** HUB Expansion Services |
| Issuing Officer: Matt Shiver | Solicitation Type: RFP |
| eMail Address: matthew.shiver@bwwb.org | Telephone: 205-244-4302 |
| Addendum Number: Two | Date: 2/2/2024 |

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Please let us know of any questions.

Cordially,

*Matt Shiver*

Item A: Question and Answers

1. What products & services have HUB vendors provided to the BWWB in last 5 years?
	1. BWW receives services such as but not limited to construction services, landscaping, custodial services, consulting services, architectural and engineering services, pest control, security team, and multi-product procurements.
2. What has been the average dollar value of those contracts?
	1. We currently do not have an average value figure to provide; however, please see the attached Excel spreadsheet as an example of service and product-related services we are currently utilizing.
3. What has been the average duration of those contracts?
	1. Most of BWW’s contracts are for yearly contracts that have the possibility to be extended for a total of three years.
4. The majority of HUB vendors awarded contracts have come from what cities and states?
	1. Most suppliers have their business headquarters or a satellite office in Alabama. The majority of our public works contractors are located in the Birmingham, AL area.
5. Who is the incumbent for this contract effort?
	1. The BWW purchasing department is currently reviewing HUB-affiliated documentation. The previous supplier utilized was the Birmingham Construction Industry Authority.
6. Please confirm that BCIA, as a respondent to this RFP, is considered a “supplier”?
	1. Yes, per Section 1.5
7. Will there be an Offerors Conference? If not, will you delete this reference and acknowledgment?
	1. BWW will not have an Offeror’s Conference. Before the award, BWW may request a presentation from any responding supplier before submitting the potential awardee to the board of directors for final approval.
8. Does Section 2.1.1 include attendance at Regular BWW Board and Committee meetings?
	1. A supplier may attend regular BWW Board and Committee meetings; however, they cannot discuss Event# 24-05-03 unless directed through written approval by the BWW Purchasing Department.
9. Will the Offers Conference information item/paragraph from 2.1.2 be deleted?
	1. No, this is boilerplate language.
10. Does this reference to BCIA need to be made in Section 1.5?
	1. This information has been removed from the main document.
11. What is the process for getting a sub-consultant approved?
	1. This process will be determined on a case-by-case scenario with the awarded supplier.
12. What is the process to determine supplier performance?
	1. The contract that the BWW expects to award as a result of this RFP will be based upon the RFP, the successful supplier’s final response as accepted by the BWW, and the contract terms and conditions.
13. Workmen’s Compensation Insurance is not required by Alabama statute for less than five (5) employees. Is this required by BWW, regardless of the state statute?
	1. Concerning this specific line, BWW shall comply with state law.
14. No Conflict of Interest Form was attached to the emails that we received. Please provide.
	1. This item has been submitted.
15. Are “Appendix A”, listed in Section 10, paragraph 1, page 9 of 9, as Item “C”, and “Appendix One”, attached to the BWW email dated 1/23/24, the same documents?
	1. Yes, they have been updated.
16. May suppliers use BWWB as a reference from working on the BWW Compliance Program?
	1. Concerning Event# 24-05-03, a supplier cannot utilize BWW as a reference in their response to Event# 24-05-03.
17. Are all potential vendors to this RFP required to complete all HUB forms included?
	1. No, BWW will not require suppliers to fill out the HUB forms. They are used as an example of representation of our current program documentation.
18. Is the “Receipt of Forms”, listed in Section 10, paragraph 1, page 9 of 9, as Item “L”, the same as the “Receipt of Bid Package” form, attached to the BWW email dated 1/23/24?
	1. Yes, they are the same.
19. The form “Receipt of Bid Package” in the package was for “Bid Name: Double Meter Loops (Coppersetters) Bid No: 23-05-42”. Should we strike or remove this information, or will another form be issued?
	1. This document has been updated and attached.

2. Potential Supplier(s)- Please review all attached documents for any updates.

**A signed acknowledgment of this addendum (this page) should be attached to your**

**solicitation response.**

Supplier’s Name

Signature

Printed Name and Title

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