



## ADDENDUM NO. 3

DATE: August 4, 2017  
INVITATION FOR BID: IFB T170018406 – Operation and Maintenance of a Compressed Natural Gas Facility  
DATED: July 11, 2017  
**RECEIPT DATE: August 16, 2017; 11:00 A.M. (CHANGED)**  
**OPENING DATE: August 16, 2017; 11:00 A.M. (CHANGED)**  
SUBJECT: Clarifications and Revisions

Ladies/Gentlemen:

Please take note of the following:

1. Reference Part I, Specifications, Paragraph 2, II A. Minimum Qualifications. The City will evaluate Contractor's equivalent experience on other CNG compression equipment to determine.
2. Reference Part I, Specifications, Paragraph 4, City Requirements. Add paragraph D "The City will provide a telephone for contractor use."
3. Reference Part I, Specifications, Paragraph 2, III Definitions: Add "E. Unplanned Work: Repairs or maintenance that is not of a routine nature but is required for proper equipment function. Unplanned Work will be assigned by the Contract Administrator." and "F. Basic Maintenance: All necessary, routine and normal work required to operate and maintain the facility at peak efficiency, including in-scope emergency repairs."
4. Reference Part I, Specifications, Paragraph 3, Statement of Work, II Requirements and Deliverables, C. After the word "materials" add "generated by the CNG site".
5. No additional time for questions is provided.

The attached questions and answers are provided for reference purposes only.

Vendor must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Bid Book or your bid may not be considered.

Sincerely,

*Theresa L. Harris*

Theresa L. Harris, CPPB, CPPO, VCO  
Contract Specialist  
804.646.5040

## BID FORM

Item No.	Description	U/M	Unit Price	Quantity	Total Extended Price
1	Basic Maintenance <sup>(1)</sup>	DGE		12,000	\$
2	Technician Straight Time <sup>(2)</sup>	\$/hr		1	\$
3	Technician Overtime Rate	\$/hr			
4	Contractor materials, Unplanned Work, discounted from MSRP <sup>(3)</sup>	%			
TOTAL PRICE					\$

<sup>(1)</sup>Based on assumption of throughput of 143,000 ccf per year and includes planned/routine/ preventive and emergency labor.

<sup>(2)</sup>Hourly rates are to include labor, overhead, profit, travel, supervision, tools and equipment and are based on major overhauls and Unplanned Work.

<sup>(3)</sup>Consumable materials and parts such as oil, filters, belts, hardware, etc. shall be included in Basic Maintenance fee. The City may choose to pre-purchase an inventory of spare parts for use by the contractor.

Prompt Payment Discount: The City's standard payment terms are net 45 days after receipt of invoice or delivery of good or services, whichever is later. If the contractor would like to offer a prompt payment discount for payments made sooner than 45 days, please note the prompt payment discount percentage and number of days, e.g., 2% 10 days, in the following blank: \_\_\_\_\_. Offering a prompt payment discount will not be considered in determining the lowest responsive and responsible bidder. Additionally, if the City either chooses to not take the prompt payment discount offered or does not meet the payment timeframe for taking the discount, the payment terms will default to the City's standard net 45 days payment terms.



IFB T170018406, Operation and Maintenance of a CNG Facility

1. The following questions were received:

- Q: The bid documents specify 2 years of Greenfield experience. Greenfield is an uncommon product in Virginia market place. If possible can the 2 year Greenfield experience requirement be waved?
- A: The City will consider equivalent experience based on the bid submission per Part II, Instructions to Bidders, paragraph 21C.
  
- Q: The ITB language regarding the provision of spare parts conflicts in a few sections. Can you please clarify:
  - a. Will the City provide any parts inventory for the Contractor's use? If so, please specify the items and quantity.
  - b. If the Contractor is to provide the required parts, please clarify whether the City will purchase all remaining parts from Contractor's inventory at the end of the contract.
- A: The contractor is to provide the required parts and the City will purchase remaining unused parts at cost that were purchased by contractor over the last year of the contract
  
- Q: Please confirm that the City will provide the phone line for remote access to the compressors at its own cost for the Contractor's use.
- A: The City will provide the phone line.
  
- Q: It was noted that some of the pressure relief devices at the station are out of compliance with regulations. Will these be replaced before the start of the new contract?
- A: The pressure relief devices that are out of compliance will be replaced before the start of the new contract. If not replaced, the City will schedule replacement as unplanned work.
  
- Q: Have there been any reliability issues at the site?
- A: No
  
- Q: What type of compressor oil is used at the site?
- A: Royco 889 synthetic oil
  
- Q: Has the City noticed any oil carry over issues?
- A: There was a slight uptick in reported carryover by the fleet maintenance in the winter months, but recent report did not indicate a continuing carryover problem. The City intends to add an additional oil filter (Unplanned Work) on the fuel post platform.
  
- Q: Please confirm that major upgrades and repair work (such as overhauls and SCADA installation) are excluded from the base service price.

- A: Major overhauls and SCADA are excluded from the Basic Maintenance service and should be considered separately.
- Q: Please confirm that if the City elects to proceed with major upgrades and repair work in the future, it will be performed using the Time and Material rates quoted by the Contractor in the ITB.
- A: If the City elects to proceed with major upgrades or repair work, it will be performed using the rates quoted by the Contractor as Unplanned Work.
- Q: Will the City please insert the following underlined words to clarify the requirement in Section 3. Statement of Work. II. Requirements and Deliverables. C Hazardous Waste Disposal.
  - a) The Contractor is responsible for collecting and disposing of any hazardous materials generated by the CNG site such as dryer condensate, desiccant, oils, etc. The disposal must adhere to lawful environmental procedures.
- A: Agreed
- Q: Please provide the hours on each of the compressor units
- A: As of July 16, 2017: Unit #1 = 4465; Unit #2 = 3957
- Q: Please provide the date and hours of the most recent equipment overhaul
- A: Equipment manufacturer recommended maintenance every 3,000 hours or once yearly completed (see attached plan). Equipment overhaul planned at 10,000 hours per manufacturer's maintenance recommendation
- Q: Can three months of maintenance records be provided?
- A: Provided as a separate link on the website. See "Records".
- Q: Does the City want an All-Inclusive O&M Services Program including routine/preventative, unscheduled, emergency call outs and repairs? Or does the City just want a routine/preventative maintenance service program with all unscheduled emergency call outs and repairs billed at T&M?
- A: The City requires a program to support Basic Maintenance, Emergency Repair and Unplanned Work.
- Q: Does the City want cost associated with compressor rebuilds/overhauls to be included in the total O&M price or separate?
- A: Rebuilds and overhauls will be deemed Unplanned Work.
- Q: Does the City want cost associated with the SCADA System included in the total O&M price or separate?
- A: SCADA priced separately. Rebuilds and overhauls will be deemed Unplanned Work.

2. Nothing contained herein should be construed to change the terms and conditions of the bid documents unless specifically amended through a formal addendum.