

ADDENDUM NUMBER TWO

THE UNIVERSITY OF NEW MEXICO HOSPITALS

Purchasing Department
933 Bradbury Dr. SE Ste 3165
Albuquerque, New Mexico 87106

Date: November 7, 2017

Proposal Number: P377-17

Name of Procurement Specialist: Tarah Santana

Due Date: November 9, 2017, 2:00 pm MDT

Notice to all respondents:

Amend the Proposal: P377-17 UNMH Life Safety Drawings

This **addendum** becomes part of the Proposal Documents and **modifies**, as noted below, the original Bidding Documents.

NOTE: The due date is extended to November 15, 2017 @ 2:00 pm MDT.

Question 1: How much time should be allotted for the EOC Training and can vendor personnel with a UNMH badge escort other vendor personnel when on-site?

UNMH Response to Question 1: The course material for the EC training is available online. Testing is onsite and the test takes approximately 1 hour. All contracted vendors working onsite will need to get an ID badge. A vendor employee with an ID badge cannot escort or walk with a vendor without an ID.

Question 2: What level of effort should be expected to submit and obtain CYFD certification?

UNMH Response to Question 2: If vendor is awarded the site UNMH Children's Psychiatric Center (CPC), a CYFD clearance will be required. However, other sites may be expected to obtain a CYFD certification per UNMH's discretion. If submitting for CYFD, vendor personnel will submit personal information to CYFD.

Question 3: Will the Life Safety Code Analysis Report have the same review cycle as the drawings (review copy, 95%, and 100%)?

UNMH Response to Question 3: Yes, the review cycle is the same.

Question 4: Is there a page limitation to the RFP?

UNMH Response to Question 4: There is not a page limit.

Question 5: Page 15 – 3.4 Price Proposal 3.4.2 Please clarify the following: “UNMH is seeking and all-inclusive price per visit... in this RFP.” Exhibit G is requesting a rate per hour. Please clarify.

UNMH Response to Question 5: If additional costs are required, please fill out 23-36 in Exhibit G.

Question 6: Regarding Exhibit G which column are you looking to be filled in? The Per Hour Rate?

UNMH Response to Question 6: Columns (C-H) need to be filled in. If additional costs are required please fill in lines 23-36.

Question 7: Will there be a pre-proposal meeting? If so, please provide date, time and location, and whether the pre-proposal meeting is mandatory or not.

UNMH Response to Question 7: No, there will not be pre-proposal meeting, at this time.

Question 8: Section II No. 2.1: Will proposal format be written only (and on electronic media), and not submitted via on-line bid process?

UNMH Response to Question 8: Please view 2.1.2

2.1.2 Proposal - One (1) ORIGINAL, FOUR (4) HARD COPIES, and FIVE (5) ELECTRONIC COPY of the proposal; ORIGINAL and COPY shall be in separate labeled binders. The proposal can NOT be emailed.

Proposals must be mailed to the following by the deadline.

The University of New Mexico Hospitals
Purchasing Department
933 Bradbury Dr. SE, Suite 3165
Albuquerque, NM 87106

Question 9: Section III No. 3.3.7: Can you provide a clarification for the statement: “If your approaches are not incumbent...” Has this happened before?

UNMH Response to Question 9: The vendor may provide an alternative approach for UNMH to review.

Question 10: Section IV No 4.10: Is the period of Contract an initial term of three or four years?

UNMH Response to Question 10: The intention is for the term of the agreement to be a four-year term.

Question 11: Is there a schedule for deliverables?

UNMH Response to Question 11: Schedule of work will be UNMH's discretion upon award and contract.

Question 12: Clarification on Section 1 Scope of Work & Evaluation Criteria 3.4. The scope of work section includes update and modifications to existing architectural drawings as well as UNMH Life Safety Drawings (1.III.a). The scope of work further includes development of a comprehensive deficiency report. These items constitute a major portion of the scope of work and, therefore, of the proposed fees. Further, 45 points are assigned under Section 3 Evaluation Criteria to Price Proposal. In order to provide the most responsible and cost-effective response to Section 3.4, it will be important to understand existing information. Additionally, Section 3.3.7 alludes to 'incumbent' approach to processes and practices. Response to this item will also require a good grasp of existing (incumbent) practices and processes?

UNMH Response to Question 12: Offerors are not required to respond to all components but are encouraged to submit responses as their ability to furnish products and services. Once awarded vendor will provide a schedule of values for desired services for each building. UNMH is requesting that Exhibit G be filled out by the Offerors.

Question 13: Please provide clarification of intent on the following items ;Section 3.3.10 Company's problem resolution process. Is this for technical problems encountered during actual services or is this for 'conflict resolutions'

UNMH Response to Question 13: Please illustrate how your company resolves problems. Please provide a general outline showing how your company systematically solves problems.

Question 14: Section 3.3.11 "Detail the structure of your account team..." Please clarify the intent of this item beyond basic invoicing, accounts payable and accounts receivable.

UNMH Response to Question 14: UNMH would like a basic outline of the vendor's accounting process to include the invoicing process.

Acknowledge receipt of this Addendum in the space provided in Exhibit A. Failure to do so may subject Offeror to disqualification.

All other provisions of the Proposal Documents shall remain unchanged. This addendum is hereby made a part of the Proposal Documents to the same extent as those provisions contained in the original documents and all itemized listing thereof.