



March 4, 2021

## ADDENDUM NO. 1 TO ALL OFFERORS

Request for Proposal: RFP# 2021-02

Description: Supervisory Control & Data Acquisition System Master Station Upgrade

RFP Date: February 22, 2021

Opening Date: March 31, 2021

Opening Time: 3:00 PM EST

1. Page 1, Para I.C

Question: please confirm there is no Bid Bond requirement, but there will be a 100 percent Performance Bond required if awarded the project. **There will be a 100 percent Performance Bond requirement.**

2. Page 5, Para.3., The Contractor shall include, as an Option, in the Proposal an itemized list of spare equipment for any and all parts that are included in the design and not redundant as a part of the SCADA Master Station design

Question 1: Does this apply to Servers, workstations, and monitors? Or just any device that is not redundant? **Applies to any device which is redundant.**

3. Page 5, Para.4., The Contractor shall include, as an Option, five (5) days of factory training. This could be substituted with by the Purchaser for five (5) days of onsite training which shall include travel and living expenses by the Contractor.

Page 10, Sec 3., One week of factory training shall be included in the base bid. This could be substituted with one week of on-site training including travel and living expenses.

Question 2.1: Clarify if five (5) days of factory to be included as an option or in the base bid? **Whether factory or onsite training is selected by the Contractor, the choice should be clearly stated and the method of pricing should be included in the base bid.**

Question 2.2: Page 47, Bidders Proposal has limited space to include options and other services requested by the RFP, can supplier include other documents like a detailed list of deliverables in TAB1? **Yes**

4. Page 5, states an Option of five (5) days commissioning including contractors T&E. On Page 7, Para D.g it notes a site acceptance test responsibility suggesting it is a baseline



requirement as also stated on Page 10, Para 3. Please clarify whether this is a baseline offering, or an option in the proposal. **This is mandatory but shall be shown separately in the bid.**

5. Page 5. Para.6., Three (3) years of attendance for two (2) people at the Contractor's User's Conference, if any, shall be included in the base bid.  
Page 10. Sec 3., Five years of attendance at the Contractor's User's Conference shall be included in the base bid for four people.

Question 3.1: How many years, and how many people to include? **Three years, two people.**

Question 3.2: Who is responsible for travel and living expenses during User's Conference? **The Contractor**

6. Page 6. Sec 3. How many monitors required for each workstation? **One**
7. Page 7. 1.j. under Contractor's Responsibilities, the RFP requests that vendors provide a detailed description of the proposed system architecture and features. However, it does not appear that the response structure and page limits described in Section J on page. 38-41 allow for this to be included. **Needs to be included.**

Question 6.1: May we place this information in Tab 7 (Appendices) and be permitted to exceed the 10-page limit for that section of our response? **Yes**

8. Page 7, Responsibilities, can you please clarify who will be responsible for the following;

Question: Who will create the RTU files in the upgraded RTU hardware. **Vendor**

Questions: Who will install and wire the upgraded hardware in the RTU. **City**

9. Page 8. Sec E.1., The Contractor shall be responsible for converting the Purchaser's existing database both at the Master and RTU levels to meet the requirements....  
Page 30 Sec 4.3., Subsequent to order entry, the selected Contractor shall provide the Purchaser with PC based software to allow the Purchaser to create database point data and operator interface screens on the Purchaser's local PC. The resulting database will subsequently be furnished to the Contractor for data entry and verification.

Question 7.1: please clarify how is responsible to create database point and operators interface screens if different than the existing? **Contractor will take existing database and convert it to the new platforms, if required, such that when the system shows up it**

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will be ready to go into service.

10. Page 37 Sec., J.6 Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the Proposal and designated as additional material.

Question 8.1: Is there a page limit for this additional material section. **No**

Question 8.2: Should this section to be added into Tab 7 or create a new Tab (8)? **Create a tab.**

11. Page 46. Item #6: Please confirm City of Franklin is not tax exempt. **City is tax exempt.**

12. Page 41, Para III.A.c.

Question: Is BPOL Tax required?

Question: Is there a contact Name and Number if we should we have further questions

**All questions regarding BPOL should be directed to Brenda Rickman, Commissioner of Revenue, 757-562-8548.**

13. Page 48. Exceptions / Clarification, may we place this information in Tab 7 (Appendices), and be permitted to exceed the 10-page limit for that section of our response if needed? **Yes**

14. The submission of the proposal is limited to the number of pages to include for each section, is double sided page considered a single page? **No. It is considered two pages.**

Very truly yours,

*Tracy Spence, Purchasing Manager*  
207 West 2<sup>nd</sup> Avenue  
Franklin VA 23851  
Phone: (757) 562-8535

**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:**

**RECEIPT OF ADDENDUM A IS ACKNOWLEDGED.**

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Name of Firm

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Signature/Title

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Date

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