

ADDENDUM NO. 2
April 21, 2023

RE: 099.23.B3 – HVAC Systems Cleaning Services

FROM: Purchasing Office
Howard County Public Schools
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6723
(410) 313-6789 fax

TO: APPROVED PROSPECTIVE BIDDERS

This addendum forms a part of the Contract Documents and modifies the solicitation as noted below. Bidders should acknowledge receipt of this Addendum on the Bid Price Sheet/Form of Proposal. Failure to do so may subject the Bidder to disqualification. This Addendum consists of one (1) page.

QUESTIONS AND RESPONSES:

Question 1.) On Page 19 section MM. Working Hours states normal working hours are Monday Friday 6:30 am to 11:00pm and Saturday 6:30 am to 6:00pm. Please clarify Premium hours? If we are performing a project for HCPS and the schedule requires a six day work week, Saturday will be overtime, once an employee exceeds 40 hours Federal law requires employers to pay at time and half.

Answer: Monday-Friday, 6:30 a.m. to 11:00 p.m. should be considered normal working hours. All other hours, including Saturday, should be considered premium hours.

Question 2.) Can you please provide the annual dollar amount HCPS has spent on the previous HVAC systems cleaning on call contract?

Answer: FY21 \$57,075.00
FY22 \$35,486.26
FY23 \$55,480.50

Questions 3.) Are Bid bonds required?

Answer: No

Question 4.) On page 13 section S. Procurement Card. It states payment may be paid through a Visa/ Mastercard, as you know these cards charge the vendor a 3.5% fee for the total amount charged. On small projects this is minimal however on large projects this fee could be quite substantial. Can a line item be added to the bid form to cover these costs?

Answer: Only purchases up to \$5,000 can be made using our procurement cards.

Question 5.) Do you intend to award the project to one contractor or multiple contractors?

Answer: As per Section I.O. of the bid, it states, HCPSS reserves the right to award in full, make multiple awards, partial awards, or to make no award at all.