



St. Johns River Water Management District

Ann B. Shortelle, Ph.D., Executive Director

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On the Internet at www.sjrwmd.com.

DATE: November 6, 2018
TO: Prospective Respondents
FROM: Pam Paulk, Sr. Procurement Specialist
SUBJECT: Addendum #2 to Invitation for Bids, IFB #33595 CIVIL WORKS ANNUAL CONSTRUCTION

As a result of inquiries, the following is for your information.

QUESTION and ANSWER:

- Q.1 When ongoing WO is on hold or delayed not to contractor's fault does the District pay for standby time on equipment?
- A.1 No, the contractor is only paid for the time the equipment is working and not during idle times, with one exception, if equipment is not on the rate schedule list and is rented, the District will pay the rental rate with the specified markup. Refer to section 9, Work Orders Item (f), Hourly Rates, Category 1 Equipment (operator not included).
- Q.2 During extended periods of rain and/or during major weather events is the contractor allowed for any reimbursement for equipment sitting at the job site?
- A.2 Refer to Answer A.1. above
- Q.3 If contractor is using all machines that he owns at another WO and has to rent an additional equipment listed on the Cost Schedule can the rent be charged to SJRWMD?
- A.3 No, however, the contractor will be reimbursed at the hourly rate listed in their Hourly Rate Cost Schedule. Refer Section 9, Work Orders of the agreement, paragraph (d)(ii) Equipment Substitution, which states that renting or leasing the same piece of equipment will be paid at the unit cost stated in the Agreement. Additionally, the District will work with the contractor's to minimize conflicts.
- Q.4 If contractor does not own one of the machines listed on the Hourly Rate Cost Schedule can he rent this machine and charge the rent to SJRWMD?
- A.4 Refer to A.3. above
- Q.5 If a WO is issued with 120 hours for large excavator allocated, are these 120 large excavators' hours minimum guaranteed hours on this WO?
- A.5 No, all hours in the work order are estimates of the time required to complete the work. Only actual hours worked shall be recorded and paid for. However, for Type 2 work orders, the work is a lump sum and equipment hours are solely used for cost estimating purposes.
- Q.6 Does the district pay for hotels or meals?
- A.6 No, this is considered overhead and is the responsibility of the contractor. Refer to Section 7, Payment of Invoices, item (e) of the Agreement, Travel Expenses. If travel expenses are not included in the cost schedule, they are a cost of providing the service that is borne by Contractor and are only compensable when specifically approved by the District as an authorized District traveler.

- Q.7. When an operator multifunction on a smaller job and works as an operator and sometimes as a labor can we charge him as an operator full time even though he was not running any machine?
- A.7. No, the operator rate is charged when the person is operating equipment and the Category 3 Labor Rate is charged when the person is not operating equipment as specified in Section 9 Work Orders, paragraph f, Hourly Rates. For a Type 1 Work Order, operator hours must match equipment hours on the daily log
- Q.8. Are bidders required to show ownership of a minimum number of machines to bid this job?
- A.8. No
- Q.9. When a contractor works more than 40 hours in a week, is he allowed to automatically charge over time rates?
- A.9. No, overtime is only charged when the District requests that overtime be incorporated to complete a project within a certain timeframe and is typically included in the work order. A contractor may choose to work more than 40 hours per week but this is at their own discretion, the District will not compensate the contractor for this overtime.
- Q.10. Are there normal working hours required? Are we allowed to work Saturday and/or Sunday and if we go over 40h/week charge the overtime rate?
- A.10. Normal working hours for the District are typically 10 hour days Monday through Thursday, however the contractor may work Friday to offset any time lost during the week. The contractor may also work 8 hour days Monday – Friday as long as the work on Friday is approved by District personnel. Any work on Saturday or Sunday also requires pre-approval by District personnel. The District does not reimburse for overtime for hours work above 40 hours unless this is work is requested by the District and/or indicated in the work order. Otherwise any time worked above 40 hours is at the discretion of the contractor. Refer to Section 9(m) Work Schedule of the agreement.
- Q.11. Does SJWMD field personnel work on Friday? If not, is the contractor allowed to work on Friday?
- A.11. Refer to A.10. above
- Q.12. On Contractor's Hourly Rate Cost Schedule item 3.9 the District is asking for an hourly rate for "Office Personnel" but on page 30 "Contractor's Office Personnel" it states that "costs associated with these duties work are considered to be incorporated in the rates on the Contractor's Hourly Rate". Please clarify.
- A.12. Any work performed by the Contractor's Office Personnel shall be considered overhead as stated Section 9 Work Orders, (f) Hourly Rates, of the Agreement. However, the Contractor may charge up to 8 hours for obtaining and assembling quotes when materials requiring three quotes is required to be purchased. Again, this time is only when three quotes are required, all other time spent on this contract is considered overhead.

NOTE: The Bid Opening remains the same, November 27, 2018 at 2:00 PM.

Please acknowledge receipt of this Addendum on the BID FORM provided in the bid package.

If you have any questions, please call me at (386) 329-4469 or e-mail ppaulk@sjrwmd.com.