QUESTIONS and ANSWERS

All interested parties had the opportunity to submit questions in writing by email to Samol Hefley. The answers to the questions received are provided below and posted to the City’s website at www.TacomaPurchasing.org: Navigate to Current Contracting Opportunities / Services, and then click Questions and Answers for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Question 1: The Bid Form, with reference to Sales Tax, makes reference to Paragraph 1.13 of General Provisions. Where can I locate the General Provisions?
Answer 1: This has been included in Addendum #1.

Question 2: What is the applicable tax rate to be inserted on the bid form?
Answer 2: Please check the Department of Revenue website for tax requirements.

Question 3: The Bid Form, with reference to Sales Tax, makes reference to Paragraph 1.13 of General Provisions. Where can I locate the General Provisions?
Answer 3: This has been included in Addendum #1.

Question 4: Are the Addenda online? And, if so, could you provide the link?
Answer 4: Addendum #1 was just posted today, March 6, 2020.

Question 5: Is a bid bond required or not?
Answer 5: It is not.

Question 6: Can the bid be faxed in instead of mailed?
Answer 6: No, it must be delivered as a sealed solicitation.

Question 7: Should the total cost of the transportation and inspector expense be for 1 trip or 11 trips (11 stoplogs)?
Answer 7: As requested by the form, please enter the distance (miles) from the project office at 253 Hydro Lane, Silver Creek, WA to the bidder’s shop. Section 01025 Subsection 1.2 Proposal Items further clarifies this as the one-way mileage from the project office to the bidder’s shop. To further clarify - do not enter multiple trip or a single round trip mileage. We are only interested in the one-way distance from the office to the shop.
**Question 8:** Confirm tax on these item as specification says these items will not be paid

**Answer 8:** The City of Tacoma is **not** tax exempt. **Taxes are not considered bid items (items 1-5).** Please place your local tax rates in the section that states:“Sales Tax @______.” Please follow the instructions listed in **Section 01025 Subsection 1.2 Proposal Items** for exactly what should be considered when bidding the requested work as outlined in Items 1-5.

* Meeting Minutes attached
Project Pre-Bid Meeting was held on Wednesday, February 26, 2020 at 1:00 p.m. at the Mayfield Office Building, 253 Hydro Lane, Silver Creek, WA 98585

ATTENDEES

Sharon Roach, Tacoma Power 253-502-8847  
Craig Ferrell, Kodiak Industrial, 425-374-7005  
Dan Strunk, ABHE & SVOBODA INC, 360-620-0525  
Dan (SPUD) Wolfe, Wasser, 360-870-3513  
Justin Brunelle, Purcell Painting, 206-835-6878  
Matt North, ICU, 206-482-4889  
Chad Chalmers, TPU/Cowlitz, 253-779-7557  
Rich Travis, TPU/Cowlitz, 253-779-7575

ACTION ITEMS

Action item #1 – S. Roach will coordinate posting the Q&A, Meeting Agenda

UPCOMING ACTIVITIES

March 10, 2020- Anticipated Call Date

DISCUSSION ITEMS

S. Roach welcomed the group and began the Pre-Bid Meeting.  
1. Introduction and Sign In: The group took a moment to introduce themselves and reviewed agenda.
2. Summary of Project: The project components were discussed as detailed in the meeting agenda. This included the transportation of the Stoplogs, painting, inspection and the force account.
3. Bid Documents: S. Roach highlighted the need to place names and contact information on the bid and sign the bid. Bidders are encouraged to call Ms. Sam Hefley at 253-502-8249 with any questions.
4. SBE and LEAP Office: S. Roach highlighted that the goals for this project are 0% for SBE and 0% for LEAP participation. If a bidder has questions about either program, please call Mr. Clifford Armstrong at 253-591-5826.
5. Project Work Hours: S. Roach highlighted that the listed work hours are 7:00 a.m. to 3:30 p.m. This applies to shipping/receiving and inspection hours.

6. Drawings: The group has no questions or comments about the drawings.

7. Coordination with Others: S. Roach discussed need to coordinate with Tacoma Power for shipping/receiving and inspections. As mentioned in the bid documents, Tacoma Power will have the Stoplogs delivered and picked up from the successful bidder’s shop.

8. Site Visits: S. Roach went over the drive to the site. The group departed for the site after a short Q&A Period.

9. Questions & Comments: S. Roach requested comments from the Bidders. The following reflects both questions and answers that were asked at the pre-bid.

Q1. Can the stop logs be painted onsite (at Tacoma’s Facility) or at the painter’s facilities?
A1: Tacoma Power expects the painting to happen at the successful bidder’s own facility. Tacoma Power is not open to the successful bidder painting on Tacoma’s campuses.

Q2. How will the stop logs be loaded- crane/forklift?
A2: Tacoma Power will likely use a crane to load the pieces for shipping. However; the successful bidder has complete responsibility for unloading/loading the stop logs at their facility.

Q3. Can the bidder request specific loading orientation (pockets up/down) for picking?
A3: Tacoma Power will try to accommodate preferential picking orientation when loading the pieces at our location; however, Tacoma Power does not guarantee that we will be able to accommodate the successful bidder’s preferences.

Q4. What exactly is the painter (successful bidder) expected to do?
A4: Tacoma Power expects the successful bidder to receive the metal pieces at their own facility, unload the pieces from the truck with their own equipment, paint the pieces per the specification (allowing for inspection) than reload the metal pieces on our truck for return shipment.

Q4. Will the stop logs be stripped of the bolts, seals, clamp bars- do they need to be painted as well?
A4: Tacoma Power will strip the seals, bolts and clamp bars off of the stop logs prior to shipment. The clamp bars will accompany the stop logs and are expected to also be painted.

If any of the attendees feel that these minutes are incomplete or inaccurate, please contact Sharon Roach at 253-502-8847 within seven (7) calendar days so that a review and potential revisions can be made. Otherwise, these minutes will be placed in the project file and become part of the record.