

**ADDENDUM #2**  
**FOR**  
**M19137 OFFICE SERVICES**  
**ISSUE DATE: 01/22/2020**

Notice is hereby given that the following revisions, additions, and modifications are hereby incorporated into the INVITATION FOR BID Documents. **Each Bidder must acknowledge receipt of this Addendum using Bid Form 1.**

**VOLUME 1 – CONTRACT DOCUMENTS**

**SECTION – APPENDICES**

1. This is regards to Bid Form 1- Schedule of Quantities and Prices, Contractor Information: **Option Year 4 states** "Unscheduled Repairs" rather than "Lead and Installer" labor. Please refer to screenshot below for clarification. In addition, revised Bid Form 1 is attached. Please use the following Bid Form 1 to for your bid submittal.

Office Space & Cubicle Maintenance, Moving Services, & Furniture Systems Purchases  
 CONTRACT M19137

Item	Reference	Description	Est. Qty.	Unit Price	Total
<b>OPTION YEAR 4</b>					
<b>A. MATERIALS AND LABOR</b>					
A	Technical Specifications	Materials - All repair materials for all facilities. Dollar amount is estimate only including current Santa Clara County sales tax			
1A	12 59 16	Materials		Mark-up will not exceed 15% Fixed Price	\$30,387.66
2A	12 59 16	Unscheduled repairs – standard working hours from 6:00 AM to 5:00 PM (PST) (Monday – Friday)	1000	Hours	
3A	12 59 16	Unscheduled repairs – overtime / weekends/holiday/emergency calls.	200	Hours	
4A	Appendix D	Track allocation training allowance – Background Checks		Fixed Bid	\$8,508.54
5A	Special Conditions	Bonding & Insurance		Minimum Bid \$2000	
<b>TOTAL OPTION YEAR 4</b>					<b>\$</b>

This is being replaced to "Lead and Installer Labor - standard working hours from 6:00 AM to 5:00 PM (PST) (Monday-Friday)"

This is being replaced to "Lead and Installer Labor overtime/ weekends/holiday/emergency calls."

**Approved By:**



Navie Kaur  
 Senior Construction Contracts Administrator

**BID FORM 1**  
**BID FOR CONTRACT M19137**

This form must be submitted with the Bid.

FROM: \_\_\_\_\_  
(BIDDER'S NAME)

TO: THE SANTA CLARA VALLEY TRANSPORTATION AUTHORITY  
STATE OF CALIFORNIA

In compliance with your Invitation for Bid for this project, the undersigned Bidder, being thoroughly familiar with the terms and conditions of the Contract Documents, hereby proposes and agrees to perform fully the Work within the time stated and in strict accordance with the Contract Documents.

The Bidder hereby acknowledges receipt of the following addenda to the Contract Documents:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE. BIDDER CERTIFIES THAT IT HAS READ AND UNDERSTANDS THE CONTRACT DOCUMENTS AND ADDENDA AND THE MEAING, PURPOSE AND INTENT OF EVERY PROVISION THEREIN.

Bidder hereby incorporates by reference all provisions of the Contract Documents.

**BID FORM 1 (continued)**

**Schedule of Quantities and Prices**

The prices quoted below include all applicable taxes, fees, permits, delivery and other charges as required.

If the Contract includes cleanup, please note that there is no separate payment item for "Cleanup"; therefore, Bidder shall consider and include this in the various items of Work on the Schedule of Quantities and Prices.

<b>BIDDER'S NAME:</b>	
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Item	Reference	Description	Est. Qty.	Unit Price	Total
<b>BASE YEAR – YEAR 1</b>					
<b>A. MATERIALS AND LABOR</b>					
C	Technical Specifications	Materials - All repair materials for all facilities. Dollar amount is estimate only including current Santa Clara County sales tax			
1A	12 59 16	Materials	Allowance (Mark-up will not exceed 15% Fixed Price)		<b>\$25,000.00</b>
2A	12 59 16	Lead and Installer Labor – standard working hours from 6:00 AM to 5:00 PM (PST) (Monday – Friday)	1000 Hours		
3A	12 59 16	Lead and Installer Labor – overtime/weekends/holiday/emergency calls.	200 Hours		
4A	Appendix D	Track allocation training allowance – Background Checks	Allowance		<b>\$7,000.00</b>
5A	Special Conditions	Bonding & Insurance	Minimum Bid of <b>\$2,000</b>		
<b>TOTAL BASE YEAR – YEAR 1</b>					<b>\$</b>

Office Space & Cubicle Maintenance, Moving Services, & Furniture Systems Purchases  
 CONTRACT M19137  
 REVISED BID FORM 1, PER ADDENDA 2

Item	Reference	Description	Est. Qty.	Unit Price	Total
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<b>OPTION YEAR 1</b>					
<b>A. MATERIALS AND LABOR</b>					
A	Technical Specifications	Materials - All repair materials for all facilities. Dollar amount is estimate only including current Santa Clara County sales tax			
1A	12 59 16	Materials	Mark-up will not exceed 15% Fixed Price		<b>\$26,250.00</b>
2A	12 59 16	Lead and Installer Labor – standard working hours from 6:00 AM to 5:00 PM (PST) (Monday – Friday)	1000 Hours		
3A	12 59 16	Lead and Installer Labor – overtime/weekends/holiday/emergency calls.	200 Hours		
4A	Appendix D	Track allocation training allowance – Background Checks	Fixed Bid		<b>\$7,350.00</b>
5A	Special Conditions	Bonding & Insurance	Minimum Bid <b>\$2000</b>		
<b>TOTAL OPTION YEAR 1</b>					<b>\$</b>

Office Space & Cubicle Maintenance, Moving Services, & Furniture Systems Purchases  
 CONTRACT M19137  
 REVISED BID FORM 1, PER ADDENDA 2

Item	Reference	Description	Est. Qty.	Unit Price	Total
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<b>OPTION YEAR 2</b>					
<b>A. MATERIALS AND LABOR</b>					
A	Technical Specifications	Materials - All repair materials for all facilities. Dollar amount is estimate only including current Santa Clara County sales tax			
1A	12 59 16	Materials	Mark-up will not exceed 15% Fixed Price		<b>\$27,562.50</b>
2A	12 59 16	Lead and Installer Labor – standard working hours from 6:00 AM to 5:00 PM (PST) (Monday – Friday)	1000 Hours		
3A	12 59 16	Lead and Installer Labor – overtime/weekends/holiday/emergency calls.	200 Hours		
4A	Appendix D	Track allocation training allowance – Background Checks	Fixed Bid		<b>\$7,717.50</b>
5A	Special Conditions	Bonding & Insurance	Minimum Bid <b>\$2000</b>		
<b>TOTAL OPTION YEAR 2</b>					<b>\$</b>

<b>OPTION YEAR 3</b>					
<b>A. MATERIALS AND LABOR</b>					
A	Technical Specifications	Materials - All repair materials for all facilities. Dollar amount is estimate only including current Santa Clara County sales tax			
1A	12 59 16	Materials	Mark-up will not exceed 15% Fixed Price		<b>\$28,940.63</b>
2A	12 59 16	Lead and Installer Labor – standard working hours from 6:00 AM to 5:00 PM (PST) (Monday – Friday)	1000 Hours		
3A	12 59 16	Lead and Installer Labor – overtime/weekends/holiday/emergency calls.	200 Hours		
4A	Appendix D	Track allocation training allowance – Background Checks	Fixed Bid		<b>\$8,103.38</b>
5A	Special Conditions	Bonding & Insurance	Minimum Bid <b>\$2000</b>		

Office Space & Cubicle Maintenance, Moving Services, & Furniture Systems Purchases  
 CONTRACT M19137  
 REVISED BID FORM 1, PER ADDENDA 2

Item	Reference	Description	Est. Qty.	Unit Price	Total
<b>TOTAL OPTION YEAR 3</b>				<b>\$</b>	

<b>OPTION YEAR 4</b>					
<b>A. MATERIALS AND LABOR</b>					
A	Technical Specifications	Materials - All repair materials for all facilities. Dollar amount is estimate only including current Santa Clara County sales tax			
1A	12 59 16	Materials	Mark-up will not exceed 15% Fixed Price		<b>\$30,387.66</b>
2A	12 59 16	Lead and Installer Labor – standard working hours from 6:00 AM to 5:00 PM (PST) (Monday – Friday)	1000 Hours		
3A	12 59 16	Lead and Installer Labor – overtime/weekends/holiday/emergency calls.	200 Hours		
4A	Appendix D	Track allocation training allowance – Background Checks	Fixed Bid		<b>\$8,508.54</b>
5A	Special Conditions	Bonding & Insurance	Minimum Bid <b>\$2000</b>		
<b>TOTAL OPTION YEAR 4</b>				<b>\$</b>	

<b>TOTAL BID PRICE</b>				<b>\$</b>
Base Year 1 + Option Year 1 + Option Year 2+ Option Year 3 + Option Year 4				

**BID FORM 1 (continued)**

**Signature Page**

**A. ENTER FULL AND CORRECT NAME OF BIDDER:**

Firm Name: \_\_\_\_\_

**B. ENTER BUSINESS ADDRESS**

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**C. CALIFORNIA CONTRACTOR'S LICENSE**

Number: \_\_\_\_\_

Class: \_\_\_\_\_

Expires: \_\_\_\_\_

**D. BIDDER INFORMATION**

Is this firm at least 51% owned by minorities or women?	<input type="checkbox"/> Yes <input type="checkbox"/> No (check one)
If yes, check the following primary ownership group:	<input type="checkbox"/> Asian Pacific <input type="checkbox"/> Asian Indian <input type="checkbox"/> Native American <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian <input type="checkbox"/> Other _____
Check gender of owner(s):	<input type="checkbox"/> Male <input type="checkbox"/> Female

**E. LIST PRINCIPALS**

The names of all persons as principals interested in the foregoing bid are as follows:

(IMPORTANT NOTICE: If Bidder or other interested person is a corporation, give legal name of corporation, and names of the President and Secretary thereof; if a partnership, give name of the firm, also names of all individual partners composing firm; if Bidder or other interested person is an individual, give first and last names in full. If a Bidder is a joint venture, supply the above information for each joint venture partner.) Attach additional pages if needed.

\_\_\_\_\_  
\_\_\_\_\_

**F. SIGN AND DATE**

The person signing this Bid Form for the Bidder certifies that he or she is authorized by the Bidder to do so and that the Bidder is bound contractually by that signature.

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_