

January 30, 2020

QUESTIONS AND ANSWERS

SET # 2

TO : All Prospective Bidders
FROM : Navie Kaur, Contracts Administrator
SUBJECT : Set #2 - Contract M19137
Office Space & Cubicle Maintenance, Moving Services, & Furniture Systems Purchases

Question 3: On the Bid Form 01-"Schedule of Quantities and Prices" bid form page(s) @ 5A "Special Conditions" "Bonding & Insurance," what does "Minimum Bid of \$2,000.00" mean? Are the bidders expected to enter a dollar amount in the 5A block under the "Total" column for such Bonding & Insurance? That may be difficult to do if our insurance company has to determine (request premiums) based on liability coverage premiums beyond typical (usage of trade) limits.

Answer 3: VTA contract's insurance exhibit includes language at the beginning which states "The cost of such insurance must be included in contract price". Contractors must include the cost of all required insurance within the total price they quote to VTA at the time of bid submission. It's just like any other corporate overhead item. This is the only way to make contractors' insurance costs subject to competitive price discipline.

Questions 4: There are few different parts of question 4 below:

Bid Form 5 - Supplemental Contractor and Subcontractor Information Form Says:
"All firms fill this out: All firms bidding on prime contracts and bidding or quoting subcontractors are required to complete this form for the identified contract name and number. The form must be copied by the prime Bidder and distributed to all subcontractors. Prime Firm will then complete and sign the form in the final section below and submit the information to VTA.

Was this firm selected for a subcontract or purchase for this contract?

Yes

No

The guidance is to "answer yes or no". If I'm filling out the form for the prime bidder, I'm uncertain if yes or no is the answer. Can you advise? Do we skip it?

This question is referring to your subcontractors (if you have any). If you don't have any subcontractor, please mark "No."

Also on that same form the "State License #:" Guidance is: California State License Board Number

Can you confirm that it is the contractor's license you want there?

If the form is for Prime Bidder's information, then please enter the license of the prime bidder. If the subcontractor is filling it out, then the license information is required for the subcontractor.

Bid Form 1 page 6 D

It is clear that the racial question only needs to be answered if we answer "yes" to the first part. If we answer "no" do we need to respond to the gender question nested underneath or do we skip that as well?

Yes, it is a separate question so you must identify the gender of the owner.

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.

If the bidder is a corporation do you need a full list of principles or just the legal name of corporation, President and Secretary?

Per the instructions, "If Bidder or other interested person is a corporation, give legal name of corporation, and names of the President and Secretary."

If you have any questions, please do not hesitate to contact me at (408)952-4125



Sincerely,
Navie Kaur
Construction Contracts Administrator