ADDENDUM NO. 1  DATE:  August 11, 2017

REVISIONS TO:
Request for Proposals Specification No. PG17-0108F
Cushman No. 2 Powerhouse 12.6 KV Bus A & B Upgrade

NOTICE TO ALL PROPOSERS:

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

REVISIONS TO THE SUBMITTAL DEADLINE:

The submittal deadline remains the same – August 29, 2017.

REVISIONS TO THE SPECIAL PROVISIONS:

Replace Special Provisions Section Page 3 with attached revised page: Revise Bid Open date listed in proposed schedule to reflect actual bid open date of August 29, 2017.

NOTE: Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked RFP Specification No. PG17-0108F Addendum No.1. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

Patsy Best, Procurement and Payables Manager
Finance/Purchasing Division

Cc:  David Wagner, Generation/Production Engineering
     Ram Veeraraghavan, Generation/Production Engineering
8. **WORKING DAYS**

Working days are weekly Monday through Friday, with the exception of City observed holidays as listed in Section 1.24 of the Standard Terms and Conditions.

9. **QUALIFICATION OF CONTRACTORS**

Respondents are required to submit, on the attached Contractor’s Record of Prior Contracts form, a minimum of three (3) references for the supply of similar equipment and services including date(s), amount of Contracts, company names, contact persons, phone numbers, and email addresses.

10. **SHOP VISITS**

The City reserves the right to visit the manufacturing facility either before manufacturing begins or during the manufacturing of the City’s equipment. Respondents shall identify the location of the manufacturing facility in their bids.

11. **EVALUATION OF BIDS**

The award of this Contract will not be based on cost alone as other factors and features are equally important.

All other elements or factors, whether or not specifically provided for in this RFP, which would affect the final cost to and the benefits to be derived by the City will be considered in determining the award of the Contract. In addition, the bid evaluation factors set forth in the Tacoma Municipal Code, Section 1.06.262 may be considered by the City. The conclusive award decision will be based on the best interests of the City. The City’s decision as to which proposal and Contractor best meets the City’s need will be final.

In addition to Standard Terms and Conditions Section 1.20, the following factors will be used in bid evaluation:

A. Total evaluated cost of ownership 35%

B. Contractors responsibility based on, but not limited to: 25%
   1. References, judgment, experience, efficiency and stability
   2. Quality of performance of previous Contracts and services
   3. Ability to provide local after sales support

C. Ability to meet City’s delivery schedule 15%

D. Compliance with the Specification and completeness of Proposal 25%

As part of the bid evaluation process, Respondents may be invited to participate in interviews and subsequent negotiations at the City’s office in Tacoma, WA. Respondent’s cost to participate in these interviews and negotiations shall be borne by the Respondent.

12. **DELIVERY DATE / EXCEPTIONS**

A. As part of the bid proposal, the Contractor shall include a detailed schedule for the overall project. The schedule shall include the major milestones; including submittal of preliminary design drawings for City review, submittal of manufacturing drawings for City review, any site visits, FAT, delivery of equipment to Site, and field services.

The proposed schedule for the project is listed below:

1. Pre-Bid Site Visit: August 8, 2017
2. Bid Open: September 5, August 29, 2017