

February 18, 2021

**TO:** All Bidders under **ITB No. 21-101341, Uninterruptible Power Supply Systems (Inspection, Maintenance, and Repair) (Annual Contract with 2 Options to Renew)**

**FROM:** Department of Purchasing and Contracting, DeKalb County, Georgia

**ADDENDUM NO. # 1**

**Invitation to Bid (ITB) No.: 21-101341, Uninterruptible Power Supply Systems (Inspection, Maintenance, and Repair) (Annual Contract with 2 Options to Renew)** is hereby amended as follows:

1. We have received questions pertaining to this ITB. The questions and their resulting answer appear below:

A. **Question:** On page 22 under Minimum Qualification Requirement, it states that “Vendor must be authorized by the manufacturer to carry out warranty repairs on all of the UPS systems listed in the Pricing Sheets and must submit documents in support of this requirement.” I need to know how strict you are on this since I believe your current contract holder does not have this qualification. The reason I know this is you have the following equipment manufacturers within your scope:

- Eaton (Formally Powerware) – Uses in-house technicians and does not authorize any 3<sup>rd</sup> party service.
- Toshiba – Does use 3<sup>rd</sup> Party service organization, but cannot be authorized for both Mitsubishi and Toshiba.
- Mitsubishi - Does use 3<sup>rd</sup> Party service organization, but cannot be authorized for both Mitsubishi and Toshiba.
- Vertiv (Formally Liebert) - Uses in-house technicians and does not authorize any 3<sup>rd</sup> party service.
- PowerVar

I want to ensure you get quality service so we actually represent the manufacturers (OEM) in all these cases, which means we are typically higher priced when competing against 3<sup>rd</sup> party; however, there is no 3<sup>rd</sup> party that can meet these requirements. That is why we are seeking clarification.

**Answer:** The requirement to be authorized by the manufacturer to carry out warranty repairs on all of the UPS systems listed in the Pricing Sheets has been revised.

Bidder shall note and complete the following revision for Minimum Specifications, paragraph I, on page 22 of the ITB:

**Change from:**

Vendor must be authorized by the manufacturer to carry out warranty repairs on all of the UPS systems listed in the Pricing Sheets and must submit documents in support of this requirement.

**Change to:**

Vendor can provide repairs and services on existing UPS equipment within DeKalb County, without explicit authorization from the OEM, as most all of our UPS units are out of warranty at present time. However, if a new UPS equipment is purchased and installed, the Vendor will be required to get an authorization letter from the OEM that will up hold all warranty repairs and services per OEM Compliance.

- B. **Question:** You requested on page 22 under Schedule of Work that “Service shall include full coverage on all UPS system parts and labor for installation/repair of parts (including batteries).” When you say “include batteries” does that include the actual batteries, labor, or both? If batteries are included, can you supply the battery model numbers as well? They are not all listed on the scope.

**Answer:** What the bid includes is the labor cost for the installation and repair of batteries and not the purchase of actual batteries; and if purchase and replacements are needed, the vendor will be asked to provide a separate quote. Please see answer to Question F, for further details.

- C. **Question:** Toshiba’s policy is the service company that performs startup of the UPS systems is “locked” in as the service organization for that UPS unit. They get “first right of refusal” when an end-user asks for service or a contract. The only way for an end-user to get another organization to service the UPS systems is to supply a letter stating you want “XYZ” to service your equipment. That letter would go back to Toshiba and your service account would be moved to the new service vendor. Are you willing to supply that letter to the winning vendor?

**Answer:** If needed, we can provide a letter of acknowledgement.

- D. **Question:** Also, we are confused by the terminology used in the bid. In several places, it conflicts with regards to scope and we want to ensure we understand your objectives. The bid mentions coverage of parts and labor; however, the pricing breakdown is asking for individual pricing of the PM services and battery replacements. It then asks for hourly rates. Does this imply that any parts needed for the PM should be included, but any repairs (both parts and labor) will need to be quoted and is considered outside the scope of this contract

**Answer:** Yes, any part needed for Preventive maintenance (PM) work should be included, as PM work has a predetermined set point amount for Semi-annual and Annual Inspections, which includes service and labor cost. Upon completion of PM work scheduling, if additional repairs and replacements are needed, the vendor will be asked to submit a separate quote for such services.

E. **Question:** We do not have an authorized letter from the Original Equipment Manufacturer (OEM), but we can certainly provide the labor for the warranty parts that are sent from the OEM. We also have access to parts in our warehouse for non-warranty units. Would we be rejected?

**Answer:** No, the requirement to provide an authorized letter from the OEM has been revised. Please refer to Question A and see revised document checklist- Attachment A, attached hereto.

F. **Question:** We are an independent provider, all our techs come from years of experience. However, we are not the OEM. Does this disqualify us?

**Answer:** No, independent providers are welcome to submit a bid. Please refer to the answer to Question A, for further details.

G. **Question:** Who is bidding on this project per the bid LSBE meeting?

**Answer:** Below is a link to the attendance sheet for the LSBE meetings for this ITB:

[https://www.dekalbcountyga.gov/sites/default/files/users/user316/DeKalb%20First%20Meeting\\_02-10-2021.pdf](https://www.dekalbcountyga.gov/sites/default/files/users/user316/DeKalb%20First%20Meeting_02-10-2021.pdf)

[https://www.dekalbcountyga.gov/sites/default/files/users/user316/DeKalb%20First%20Meeting\\_02-03-2021.pdf](https://www.dekalbcountyga.gov/sites/default/files/users/user316/DeKalb%20First%20Meeting_02-03-2021.pdf).

H. **Question:** We are not an LSBE firm, does this disqualify us from participating in this bid?

**Answer:** Not being a LSBE certified firm does not disqualify you from participating. What it implies is that you will have to seek LSBE participation i.e. subcontract with a current LSBE firm, to meet the County's LSBE participation benchmark (which is at least 20% of the contract amount); or document and demonstrate Good Faith Efforts in accordance with the "Checklist for Good Faith Efforts" portion of the ITB (pg. 52 if you are unable to secure LSBE participation or meet the County's LSBE participation benchmark.

For further information on seeking LSBE participation, please refer to **pages 41-56** of the ITB.

I. **Question:** Please confirm that all the UPS units to be covered are made by the manufacturer APC?

**Answer:** No, the UPS units have various manufacturers. Please refer to the Price Schedule on Pages 31-39 of the ITB for a comprehensive list of the manufacturers.

2. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this ITB. Please sign and return this addendum. You may contact Lola Awonusi, Procurement Technician, at [oawonusi@dekalbcountyga.gov](mailto:oawonusi@dekalbcountyga.gov) before the proposals are due to confirm the number of addenda issued.

3. All other conditions remain in full force and effect.

  
Omolola Awonusi (Feb 18, 2021 09:34 EST)

Lola Awonusi  
Procurement Technician  
Department of Purchasing and Contracting



### ACKNOWLEDGMENT

#### ITB No. No. 21-101341, Uninterruptible Power Supply Systems (Inspection, Maintenance, and Repair) (Annual Contract with 2 Options to Renew)

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

The above Addendum #1 is hereby acknowledged:

\_\_\_\_\_  
(NAME OF FIRM)

\_\_\_\_\_  
(Name and Signature)

\_\_\_\_\_  
(Title)

**REVISED**  
**ATTACHMENT A**

**REQUIRED DOCUMENTS CHECKLIST**

Bidder shall complete and submit the following documents with their bid:

Bid Page No.	Title	Check This Box If Included With Bid
41	Bid Acknowledgement Form*	
43	Required Documents Checklist	
44	Contractor Reference and Release Form*	
45	Subcontractor Reference and Release Form, if applicable**	
47	Contractor Affidavit*	
48	Subcontractor Affidavit, if applicable**	
49-57	LSBE - Exhibits A and/or B of Attachment G*	
58	First Source Jobs Acknowledgement Form	
60	New Employee Tracking Form	
63	List of key personnel including names, titles and qualifications for the vendor and sub-contractors, if applicable.	

Bidder shall also submit a **copy** of the following required documents with the bid:

	State Certifications and Licenses within AC and DC voltages and Battery control systems.	

**\*If these mandatory forms are not completed and submitted with the bid, the bidder will be deemed non-responsive.**

**\*\*These forms are applicable if a subcontractor will be utilized to fulfill the requirements of this contract. If these forms are applicable, they must be completed and submitted along with the bid. Failure to submit these forms, if applicable, will result in the bidder being deemed non-responsive.**

I, the undersigned, acknowledge that I have included the requested documents as listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature