

ORANGE COUNTY

NORTH CAROLINA

IMPORTANT BID ADDENDUM 1: ANSWERS TO QUESTIONS

November 22, 2019 RFP# 5276

TO CONDUCT AN ORGANIZATIONAL AND OPERATIONAL REVIEW OF THE ASSET MANAGEMENT SERVICES DEPARTMENT

Reference	Vendor Question
<p>RFP Section: Requirements & Proposal Contents (Pages 1-2) & Process & Basis for Selection (Item 7, Page 4)</p>	<p>Can Orange County provide a scoring matrix that will be used for the evaluation of proposals and includes weighting factors for each of the proposal content requirements?</p> <p>Answer:</p> <ol style="list-style-type: none"> 1. An overview of the proposed methodology- Maximum-20 points 2. Names of the key personnel to be assigned with resumes outlining qualifications and experience Maximum-10 points 3. Relevant experience of key personnel and the firm in conducting organizational and operational reviews of the nature set out herein Maximum-10 points 4. Project schedule with relevant milestone dates identified Maximum-20 points 5. Project costing which shall include an upset limit (fees and disbursements) including the hourly rates for the assigned staff. Attach cost proposal to the original in a separate sealed envelope Maximum-20 points 6. Proposals shall include a statement that Consultant meets each qualification as outlined in this request for proposal Maximum-10 points 7. Five business references are required, with at least 3 of the references being comparably sized government. References must include: company or organization name, contact, address, phone number, length of time associated with your organization and a brief description of the services provided. Maximum-10 points
<p>-RFP Section: Scope of Services – Page 4 – Item 1</p>	<ol style="list-style-type: none"> 1. Confirming that the over encompassing responsibilities of the Asset Management Services Department only includes the Divisions listed on the Current Organizational Structure shown on page 7?

Answer: Yes

2. Are the assets that the Asset Management Services Group is responsible for, only Facilities assets? Does the facility assets include the Solid Waste and Recycling Facilities?

Answer : AMS is not responsible for any other Solid Waste facilities such as the landfill, convenience centers, etc.

3. Currently what are the asset responsibilities of this group? Can a list be provided of the assets that the AM Services Department is responsible for?

Answer: See 2013 Orange County Facility Report. It details maintenance and custodial responsibilities for each facility:

<http://orangecountync.gov/474/Reports>

RFP Section: Scope of Services –
Page 4 – Item 2

Are current procedures and systems documented? Does the Asset Management Services group track data utilizing AM Systems software, CMMS, etc. If so what software system(s) are currently being utilized?

Answer: Yes. TMA is currently used.

FOR CLARIFICATION PURPOSES:

Responses to this Request for Proposal should be returned no later than 2:00 PM on or before Monday, December 2th, 2019, to the Orange County Purchasing Agent, as identified earlier in this document.

STATE OF NORTH CAROLINA

AFFIDAVIT

ORANGE COUNTY

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 201__.

Signature of Affiant
Print or Type Name: _____

State of North Carolina, _____ County

Signed and sworn to (or affirmed) before me, this the ____ day of _____, 20__.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

Section I:	General Government and Administration
Policy 10.0:	Living Wage Contractor Policy
Reviewed by:	County Attorney/County Manager
Approved by:	County Manager
Original Effective Date:	July 1, 2017
Revisions:	

Policy Statement

It is the policy of Orange County to ensure its employees, and all individuals who provide services for Orange County, are paid a living wage.

Purpose

To encourage all vendors and contractors to pay a living wage to all employees who perform work pursuant to a contract with Orange County.

Applicability

Applies to all Orange County contracts and purchases.

Policy

10.1 Living Wage

10.1.1 Orange County is committed to providing its employees with a living wage and encourages all contractors and vendors doing business with Orange County to pursue the same goal. Orange County's living wage is \$14.95 per hour. To the extent possible, Orange County recommends that contractors and vendors seeking to do business with Orange County provide a living wage to their employees.

10.1.2 Prior to final execution of a contract with Orange County all contractors and vendors seeking to do business with Orange County shall submit to the County's representative a statement indicating whether those employees who will perform work on the Orange County contract are paid at least the living wage amount set out above. If such employees do not make at least the living wage amount set out above the contractor or vendor shall indicate in the statement the actual amount paid to such employees. For bid projects this statement should be submitted as part of the bid packet.

This policy may be reviewed annually and updated as needed by the Manager's Office