



Finance Department / Purchasing Division

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February 19, 2016

Via E-mail

ADDENDUM NO. 1

REQUEST FOR PROPOSAL NO. 2016-127

Ames Transit Agency Mobile Video Security System

Proposal Due Date: March 1, 2016, 2:00 PM

To: All Plan Holders of Record

This Addendum is issued to clarify, revise, add to, or delete information in the original Bidding Documents and forms a part of the Contract Documents. Acknowledge receipt of this Addendum in the space provided on the Proposal Form. Failure to do so may subject bidder to disqualification. The bidder has the singular responsibility to make this Addendum available to sub-bidders that are not plan holders of record.

Change / Clarification / Addition:

(Questions & City of Ames Responses)

1. Can you please confirm that a total of 6 buses require removal of existing equipment?
Currently 6 buses will need to have old systems removed.
2. Does ATA request that facility infrastructure equipment and installation be quoted?
Bidders may disregard the facility wireless access point hardware and installation portion of the RFP. The City's IT department will handle this portion of the project. Bidders are still asked to provide a cost for equipping the video recorder with any additional required hardware to connect to a wireless access point.
 - a. If yes, do all buses return daily to the 1700 University Blvd address?
 - i. Please provide addresses of any additional locations that will require connectivity.
 - ii. Is there currently a wireless infrastructure in place at the location(s)?
 - iii. If yes, please advise what brand and type of APs are installed and the frequency range in which they operate.
 - b. If available, please supply a network map where APs are located along with a list and location of associated equipment.
 - c. Shall proposers include a quotation for server hardware as well?
3. It appears there is no separate contract DBE goal for this project, is this correct?
Ames Transit Agency's current fiscal year goal for DBE's is 0.2%. Bidders should make a good faith effort to meet this percentage for project.
4. Assuming there is no separate contract DBE goal for this project, please confirm evidence of good faith efforts to contract with a DBE is not required.
A good faith effort needs to be attempted to meet the desired 0.2% DBE participation.

5. Do all vehicles have existing interior enclosures in which the new video recorder can be installed? If enclosures are present, can you provide the dimensions of the available space inside the enclosures and pictures if possible? If an enclosure is not present in a vehicle, can you provide dimensions of the available space where Ames desires the recorder to be installed, and if possible digital pictures of the space.

The vehicles included in the RFP initial installation do not have enclosures for securing hardware. The hardware will be mounted on the modesty panel behind the operator's seat. The mounting area behind the operator's seat is approximately 6"x12"x24". Other mounting locations will be considered at the request of the bidder. Most of the units listed for installation are Gillig Phantoms, attached picture is of a Gillig Phantom's operator area with the proposed video recording device mounting location.



6. The pricing form in the RFP contains a line item "Wireless Connectivity Cost per Bus" under "Additional System Capabilities." What type of wireless connectivity does Ames want? Does Ames want on-board cellular to allow connectivity to the video recorder anywhere the bus travels? Or does Ames want wireless capabilities only at the bus garage to allow access to the video recorder when the buses are at the garage? Or does Ames want both?

Ames Transit is looking for facility connectivity only at this time. Cellular service is not required in the proposal. If the system being proposed has an upcharge for including the wifi hardware, the cost should be written on this line.

7. The pricing form in the RFP contains a line item "Wireless Connection to Facility" under "Additional System Capabilities." Does Ames Transit Agency presently have facility wireless infrastructure sufficient to cover the areas at the bus garage where the transit vehicles are located, including wireless access points networked to a central switch networked to a location inside the facility where a central video

server can be located? If wireless infrastructure is present, what is the present wireless including brand/make, model, and type (i.e., 802.11 n, 802.11 ac, etc.)?

Disregard this section. Ames Transit's IT department will complete this portion of the RFP. Bidders are only asked to equip the buses with necessary hardware to connect to a wireless access point.

8. The pricing form in the RFP contains a line item "Additional Annual Software Licensing for wireless software" under "Additional System Capabilities." What wireless features and functionality does Ames want in the software? Does Ames have any specific expectations/requirements for the software?
Some vendors require additional licensing fees when using software that is capable of connecting wirelessly to the bus. Ames Transit desires software that will perform automatic downloads when requested by staff when a bus would come back to the garage after service.
9. Terms & Conditions, Pg. 2, Section I references two documents – the Assurance of Compliance with COA's Affirmative Action Program and the Employee Utilization Report. Please provide these documents so we can review them. One document (attached)
10. Terms & Conditions, Pg. 3, Section XI references a "cost opinion" in the first sentence of the section – what does that term mean?
'Cost Opinion' means if the cost of a project does not meet the project's budget, the City of Ames can change the specification of the proposal. Any cost that would be incurred by a bidder as a result of the changes would not be billable to the City of Ames.
11. Terms & Conditions, Pg. 3, Section XI contains an incomplete sentence, which begins with "Services required to correct errors" – please provide the complete sentence/paragraph.
While this statement is not a complete sentence, it means that if it is discovered that the proposal has an error, has omitted a portion or does not meet the specification, the awarded firm will not be compensated for changes.
12. Terms & Conditions, Pg. 3, Section XI – please explain the second paragraph. What exactly is COA proposing that the lowest responsive, responsible bidder be required to pay for – its own additional bid response, or the creation of new bid documents for COA?
If bids are collected and none on the bids meet the budget, the City of Ames can change the bid requirement and request new bids be submitted. The City of Ames will not compensate any bidder for the cost incurred during the previous bid submissions.
13. Under Vendor Provided Services, the Project Requirements reference 2 training groups, including a maintenance overview and a video retrieval/review. What does "training group" mean?
There are 2 groups of personnel requiring training. They can both be trained on the same day. There will be 10 maintenance employees in one group and 3-5 operations employees in the other group.
14. FTA Required Contract Clauses, Federal Changes – Please provide the Master Agreement referenced in this section. The provided link doesn't work.
<http://www.fta.dot.gov/documents/18-Master.pdf>
15. Federal Transit Administration Required Contract Clauses, Termination – This section differs from the termination section found on Pg. 4 (e.g., the 15 day notice period and the successful bidder's right to terminate for COA's failure to perform are only mentioned on Pg. 4). Should these termination terms and conditions simply be read together? Please clarify.
The Federal Transit Administration Required Contract Clauses takes precedence over the City of Ames clauses.

16. Regarding the RFP, it is unclear to me if there is an existing access point infra-structure already present in your building or if the RFP is asking vendors to provide on in their bid? If you are asking vendors to provide this service, will submissions be disqualified if a vendor does not provide or bid on this element of the proposal?
Disregard this portion of the RFP. The City of Ames IT department will install the wireless access points.
17. With regards to the two viewing stations, our company will not warranty anything what we do not manufacture, and we would prefer not to bid on this element of the RFP, provided that it does not disqualify our submission. In other words, if we do not bid on the viewing stations, will our bid be disqualified?
If the hardware needed to connect a hard drive to a computer is standard electronic equipment that can be purchased from an electronics store, the bidder does not have to supply a viewing station. If a bidder is not supplying a viewing station, a detailed listing of all the required hardware needs to be supplied with the bid submission.
18. I have been searching for a DBE contractor to work with on this project if awarded. I have exhausted efforts to locate a DBE contractor for janitorial services to clean the buses after installation, which is the part of the project that we feel most comfortable in subcontracting. Do you know of anyone locally that would be appropriate? If not, how should we complete the form?
A DBE goal has been set for 0.2%. If a bidder can't meet this requirement, they need to state that they have made a good faith effort to try to include a DBE. All DBE contractors used need to be listed in the bidder's response.
19. Your bid states that all local, state or federal laws prevail. Please advise if the Bacon-Davis Act for Prevailing Wage is applicable.
Davis-Bacon Act does not apply to this contract.
20. If the Bacon-Davis Act for Prevailing Wage is applicable, please provide the Prevailing Wage rate for the installation of the systems on this job.
Not Applicable.
21. What hours are available for performing installations? Please check all that are permitted?
Monday – Friday: 6AM-11PM, Saturday – Sunday: 8AM-11PM. Buses rotated in and out for installation.
22. The RFP document indicates that removal of an existing system will be required. What removal process is preferred?
☒ **Cut at the DVR and tuck the wires/cables so they are hidden (least labor intensive).**
☐ Remove the DVR, cameras and all cabling and wiring for reuse (most labor intensive).
23. Is disposal of the removed system required by the bidder?
No, Ames Transit will provide a disposal location.
24. Are we permitted to dispose of the removed systems in your supplied dumpster?
Ames Transit will coordinate this with the selected bidder.
25. Are we permitted to dispose of the installed systems' packing materials in your supplied dumpster?
Yes.
26. The "Training" section of the RFP states, "Training includes maintenance procedures, installation, disk retrieval, video playback and data transfer." Does the city want its staff trained in the installation and removal of the camera system?
Ames Transit personnel need an overview of the installation and removal process.

27. Which of the following is available from the agency to aid in the delivery of the equipment - at the location in which it will be delivered?

- ☐ Dock ☐ Pallet jack ☒ Forklift ☐ None

28. Does the Agency have space to store the equipment awaiting the installation?

✓ ☒ Yes

☐ No. The vendor will be required to provide off-site storage awaiting installation.

☐ No. The vendor will be required to provide on-site storage awaiting installation.

29. According to page 1 of the RFP, "Respondents are to submit one (1) original along with four (4) copies or an electronic version (.pdf) to be e-mailed or on CD, DVD or Flash Drive. Electronic submittals are preferred." Please clarify whether the electronic version is intended to be in lieu of the five (5) hard copies.

One (1) original is to be delivered or mailed. An electronic copy may be submitted in lieu of four (4) physical copies.

30. Is it the intent of the City of Ames to replace the existing camera systems in the entire fleet over the contract period?

The City of Ames will replace camera systems as funding allows.

31. In the three (3) scenarios outlined in Appendix 3, please explain what is being recorded and when it is being recorded.

All cameras would be recording when every the system is active. The viewing screen is used to help the operator perform their job safely and efficiently.

32. Please clarify when the Certificate of Insurance should be submitted?

Certificate of Insurance is to be submitted upon contract execution.

33. Is there a DBE requirement for this job?

0.2% is the goal for this contract.

34. Do you want pricing for the viewing stations themselves included in the Initial Purchase price or does the city already have those stations and only want spare part pricing?

The initial RFP needs to include 2 docking stations, which are broken out on a separate line of the bid. If a vendor does not want to break the price of these out, they can indicate that 2 docking stations are included in the camera system pricing for the initial 25 complete units. The proposal is also requesting pricing on additional docking stations and software licensing under 'Spare Parts' section of the RFP.

Bidder shall indicate receipt of this addendum on the bid form, and/or return this form with the bid.

Company name of bidder _____

Authorized signature _____

Printed name and title _____

City of Ames, Iowa
By Mike Adair, CPPB



Special Conditions Affirmative Action Compliance

The City of Ames Affirmative Action Program states that, “all contractors, subcontractors, vendors, and suppliers doing business on a non-emergency basis with the City or any agency of the City, under which the contract value of said business between the City and Contractor equals or exceeds twenty-five thousand dollars (\$25,000.00), shall place on file with the City a statement of Nondiscrimination Policy which is satisfactory to the Affirmative Action Officer of the City”.

In order to comply with the aforementioned, the enclosed statement, “Assurance of Compliance with the City of Ames, Iowa, Affirmative Action Program”, must be completed, signed by an official who is authorized and empowered to sign for and enter into binding agreements on behalf of the company.

The statement must be returned to Bob Kindred, Contract Administration Officer, City of Ames, Iowa, identifying the Invitation to Bid to which it pertains. The forms need not be returned with the bid, but must be approved prior to execution of the successful bidder’s contract. An approved Affirmative Action Compliance form is valid for all City of Ames projects bid by that firm for a period of one year from the date of approval.

Questions on this requirement should be addressed to Bob Kindred, Assistant City Manager, City of Ames, 515 Clark Avenue, Ames, Iowa 50010. E-mail: bkindred@city.ames.ia.us or phone (515) 239-5202.

Name of Firm: _____

Street Address: _____

City, State, & Zip: _____

Authorized Official: _____

Printed Name: _____

Phone Number: _____

Date: _____

Approved by: _____

Date: _____

For City of Ames
Use Only

Part I. Assurance of Compliance with the City of Ames, Iowa affirmative Action Program

Please supply the name of submitting firm in the blank space below:

_____ HEREBY AGREES THAT it will comply with all requirements imposed by or pursuant to the regulations of the City of Ames Affirmative Action Program, to the end that, in accordance with Titles VI and VII of the Civil Rights Act of 1964 and other applicable State and Federal laws, orders, and regulations, no person shall, on the grounds of race, sex, color, creed, national origin, ancestry, religion, age, or disability, be subjected to discrimination in relation to any contract or activity for which _____ receives City funds and Hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

_____ recognizes and agrees that such City funds will be granted in reliance with the agreements made in this assurance, and that the City shall have the right to seek judicial enforcement of this assurance and/or place its own sanctions when necessary. This assurance is binding on _____, its' successors, transferees, and assignees, and the person or persons whose signature appears below are authorized to sign this assurance on behalf of _____.

Part II.

A. Type of Business: _____

B. Equal Employment Opportunity Officer: _____
(leave blank if none is employed by the firm)

C. Do you have an adopted Equal Employment Opportunity Statement/ Affirmative Action Plan?
_____ Yes _____ No

D. If yes, how is this disseminated to employees?
_____ Handbook _____ Training Sessions _____ Orientation
_____ Other (specify) _____

E. Do you actively recruit? Physically/mentally handicapped: _____ Yes _____ No
Veterans: _____ Yes _____ No

F. List any recruitment sources used to reach protected groups.

G. Do you have a current Federal EEO-1 Report on file? _____ Yes _____ No



Employment Utilization Report (See instructions on back)

YOU MAY SUBMIT A COPY OF YOUR CURRENT EEO-1 REPORT IN LIEU OF THIS PAGE

Date Prepared: _____
 Company Name: _____
 Address: _____
 City: _____ Zip Code: _____

Telephone Number: _____
 Signature: _____
 Date Signed: _____

Firms are to complete columns 1 –8 only

1	2			3		4		5		6		7		8		9			10
Job Title and/or Classification	Total of all employees by job title or classification			White (not of Hispanic origin)		Black (not of Hispanic origin)		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native		Total number of Ethnic Minorities		Ethnic Minority %			Total Female %
	M	F	TOTAL	M	F	M	F	M	F	M	F	M	F	M	F	M	F	TOTAL	
	M	F	TOTAL	M	F	M	F	M	F	M	F	M	F	M	F	M	F	TOTAL	
	M	F	TOTAL	M	F	M	F	M	F	M	F	M	F	M	F	M	F	TOTAL	
	M	F	TOTAL	M	F	M	F	M	F	M	F	M	F	M	F	M	F	TOTAL	
	M	F	TOTAL	M	F	M	F	M	F	M	F	M	F	M	F	M	F	TOTAL	
	M	F	TOTAL	M	F	M	F	M	F	M	F	M	F	M	F	M	F	TOTAL	

Instructions for Filling out employment utilization report chart

Firms are to complete columns 1 through 8 and the information in the upper left and right hand corners.

Column 1	Enter the Title and/or Job Classification of employees (one line per title and/or classification. Firms may use broad categories such as “Administrative”, “Professional”, “Technical”, “Clerical”, and “Laborer”.
Column 2	Enter the total number of males, females, and total males plus females in the job title and/or classification.
Column 3	Enter the total number of male and total number of female employees in the job title and/or classification who are White (but not of Hispanic origin).
Column 4	Enter the total number of male and total number of female employees in the job title and/or classification who are Black (but not of Hispanic origin).
Column 5	Enter the total number of male and total number of female employees in the job title and/or classification who are Hispanic.
Column 6	Enter the total number of male and total number of female employees in the job title and/or classification who are Asian or Pacific Islanders.
Column 7	Enter the total number of male and total number of female employees in the job title and/or classification who are American Indian or Alaskan Native.
Column 8	Add columns 4 –7 to determine the total number of male and total number of female ethnic minorities. Use separate totals for males and females.
Column 9 & 10	Will be completed by the City of Ames.