



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
PTR14023

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BETH COLLINS 304-558-2157

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF PUBLIC TRANSIT
 BUILDING 5, ROOM 906
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0432 304-558-0428

DATE PRINTED
05/28/2014

BID OPENING DATE: 06/10/2014 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.01						
THIS ADDENDUM IS ISSUED TO MODIFY THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	EA		961-20		
DEVELOPMENT OF A SAFETY & TRAINING PROGRAM						
***** THIS IS THE END OF RFQ PTR14023 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: PTR14023

Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation:

This addendum is issued to provide answers to vendor submitted questions.

The bid opening will remain June 10, 2014 at 1:30 PM, EST.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Request for Clarification - West Virginia PTR14023 Safety and Training RFQ

1. For Task 3.2.1.2,
 - a. Is the technical assistance separate from the development of the TAS/SGR/TAM? **Yes**
If so, is the technical assistance to be provided to the DOT and should the hourly technical assistance rate be included in the unit price of "one plan" as listed on the Bid Form #1? **YES**
 - b. Is the plan discussed in this task to become a template? **YES** And, if it is, how is this different from 3.2.1.1? **If any recipient needs technical assistance in completing 3.2.1.2, it would be provided for under 3.2.1.1.**
 - c. Is this a statewide plan that would encompass the work in 3.2.1.1 but also address the DOT's requirements? **YES** If so, how is this different from 3.2.1.13? **3.2.1.1 is the recipient plan and 3.2.1.13 is the statewide plan.**
 - d. Does the DOT hold title to all FTA-financed vehicles and facilities? **The DOT does not hold titles to facilities but it does to vehicles.**
2. For Task 3.2.1.4, can you confirm that these are desk reviews and not on-site reviews? **These are desk reviews.**
3. For Task 3.2.1.6, should the bidder include the cost of renting a facility and providing refreshments for the one day workshop? **NO**
4. For Task 3.2.1.9, if statewide training includes outside vendors, does the DOT expect bidders to be responsible for logistics of securing those vendors? **YES**
 - a. If there is a fee associated with the outside vendor, does the DOT expect this contract to include the cost of paying fees charged by the outside vendor? **YES**
 - b. How many days does the DOT envision each statewide training to last? **One Day**
 - c. How many people does the DOT expect will attend each training? (A range of expected attendance will help with budgeting.) **30 – 40 individuals**
5. For Task 3.2.1.10A, the SPIDER plan update,
 - a. Is the update to consist mainly of bringing the plan into compliance with MAP-21 and FTA's safety requirements, or are their other revisions anticipated? **Both types of revisions are anticipated.**
 - b. This task also includes possible safety reviews to ensure compliance with MAP-21, etc. We assume these are to be on-site reviews. Can we also assume there could be as many as 18 consistent with Task 3.2.1.3? **YES**
6. For Task 2.2.1.10B, Printing/Production of updated SPIDER handbook; the quantity is listed as "1" on the Bid Form; should this be "125"? **NO**
7. For Task 3.2.1.14,
 - a. What level of interaction for this application do you anticipate? The cost difference between a basic, passive level of interaction and a more involved, complex interaction could be considerable. **Passive level of interaction**
 - b. The quantity is listed at 125; is this to be on CD or flash drive in addition to being on-line? **YES** If on-line, would the DOT host this? **YES**

8. Will the bidder be responsible for securing the location of the workshops where locations have not been specified or will DPT assist with the process? The Division will assist. If so, should the cost of renting those facilities be included in the contract? **NO**
9. What is the not to exceed budget amount for this project? **The Division is unable to provide this information.**

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: PTR14023

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012