



March 12, 2024

ADDENDUM #1
BL034-24 Purchase and Installation of Washer and Dryers

ATTACHMENTS:

- A1. Revised Specifications - Changes are in red font.
- A2. Revised Bid Schedule
- A3. Appendix C: Invoicing Requirements

This addendum should be signed in the space provided below and returned with your bid.
Failure to do so may result in your bid being deemed non-responsive.

Thank you.

Michael Milstein
Purchasing Associate II

REVISED SPECIFICATIONS

I. SCOPE OF WORK

- A. Performance of preventative maintenance procedures as outlined. A trained service representative shall visit a site, as requested by GCDWR, as many times as needed in a year on previously determined dates and times to perform preventive maintenance work. All work will be performed in a safe and professional manner and the work area will be left in a neat and clean condition.
- B. Performance of repairs, parts, and materials on an as needed basis. Repairs shall be performed only with the authorization of an authorized GCDWR representative. Should any repair work be performed without authorization, payment will not be authorized.

II. REQUIREMENTS

A. Parts, Response Times, and Labor Rates

1. Parts Pricing: Contractor shall indicate costs for all **repair and replacement** parts supplied on the invoice. **This includes lubricant used for refilling gear cases.** Price listed should be cost plus percentage of mark up (not to exceed 10%). Please indicate the percentage of markup above cost on the bid schedule. Special delivery or overnight emergency shipping will be paid upon submission of proof of charges. Contractors should also include, upon request, a copy of their supplier's invoices for review to verify the percentage above cost charged for all materials supplied.
2. Delivery of Parts: Parts shall be shipped F.O.B. Destination, unless the parts are OEM and are not locally available or when there is an emergency, and the contractor will incur additional charges for expediting order on an emergency basis.
3. Response Time:
 - a. Emergency: Be able to respond to any location stated in this solicitation, or added at a future time, within two (2) hours to facilitate necessary repairs with the proper tools and equipment for assessing and servicing the hoist or crane. Proximity of offices and facilities must be within 2 hours of any GC facility listed within.
 - b. Routine Request: Be able to respond to the requested location within 24 hours of the request for service.
4. Labor Rates: Contractor shall include labor rates for repairs. These quotes shall cover regular working hours and overtime rates. ~~Rates shall include only actual time on site.~~ **If parts must be ordered and it is necessary for the contractor to return at a later date to install the parts, the contractor should plan to schedule this visit during normal working hours. In this situation, overtime should not be used to install parts unless it is an emergency repair.**
5. **Rental Equipment: Contractor shall have the equipment necessary to perform the services requested in this contract. Contractor may be reimbursed for the rental of specialized equipment that may be necessary to provide services in special situations. The contractor must get pre-approval from the GCDWR representative before renting the equipment. This is not to be used to replace unavailable contractor owned equipment. The contractor will be required to submit invoices to GCDWR to be verified. If verified, then GCDWR will reimburse the contractor for the amount the vehicle was**

rented. There will be no mark-up associated with any rental equipment.

6. Travel costs for scheduled quarterly, semi-annual, and annual maintenance should be included in the unit cost indicated on the bid schedule. Travel costs for repairs or other requested services may be charged at the technician's hourly rate indicated on the bid schedule. The time for travel costs shall not exceed 2 hours per round trip. Travel time shall be documented on the invoice.

B. Kick-off Meeting

Upon award of the contract and issuance of the award letter the Gwinnett County Department of Water Resources will provide the contractor with a list of GCDWR representatives for each area covered in this contract. The contractor shall meet with the representatives to review the requirements and expectations of the contract and develop a schedule for the site visits and services.

C. Maintenance

The contractor shall perform preventative maintenance and service on each crane and hoist unit within this bid request and may be asked to provide corrective maintenance. A detailed service report shall be provided following each preventative maintenance service visit, which meets the minimum requirements of the example form provided in Appendix A.

1. Quarterly Maintenance

The services shown below shall be performed on a quarterly basis by the contractor:

- Inspect and lubricate hoist cable. Verify cable properly seats in drum grooves.
- Check gear case oil level.
- Inspect brakes and verify proper operation, check level of hydraulic fluid in master cylinder.
- Inspect general condition of all contactor points, auxiliary contact points on all contactors, relays, switches, limit switches, and controllers.
- Verify electrical system operation.
- Check manual controls for proper operation.
- Check for cracks or deformation in the hook.
- Check hook and throat opening, record hook throat opening.
- Inspect latch on hook.
- Verify hook swivels freely.
- Check all bearings for noisy operation.
- Inspect and test load brake.
- Check supporting structure and trolley for loose suspension or support bolts, axle nuts, etc.
- Ensure all capacity and safety labeling are accurate.

2. Semi-Annual Maintenance

The services shown below shall be performed on a semi-annual basis by the contractor:

- All quarterly items.
- Lubricate all motors.
- Check wheel, compare diameters of drivers.
- Inspect gearbox gearing for uneven wear of the gear teeth.
- Inspect motor brake for excessive or uneven disc wear.
- Inspect wheels, bumpers, and guards.

3. Annual Maintenance

The services below shall be performed on an annual basis by the contractor:

- All monthly and semi-annual items.
- Drain and flush all gear cases. Refill with clean, fresh proper lubricant.
- Check fitted bolts by removal and inspection for evidence of shearing action.
- Check drive shaft alignment at couplings.
- ~~Check hook for cracks using magnetic particle or other suitable crack detection methods.~~
- Check load limiting device.
- Check all wiring and terminal connections for tightness.
- Inspect rope sheaves and drums for excessive wear.
- Check bearing lubrication, repack with grease if necessary.

4. Load Testing

Perform load testing on the cranes whenever work or repairs are performed on the crane/hoist, which impacts the lifting system of the unit (winch, brake, cable, etc.).

D. Work Hours for Maintenance

Work under this agreement shall be performed during normal working hours on regular working days of the trade unless approved by the GCDWR representative. Normal working hours are 7:00 a.m. to 3:30 p.m. Monday through Friday.

E. General Service Requirements

The following items are considered general services and are to be included in/with all services provided:

1. Provide the required equipment, including ladders, man-lifts, harnesses, and other safety equipment necessary for accessing the cranes and hoists for all service visits.
2. Provide all tools and materials for performing inspections, preventative maintenance, and corrective maintenance on all of the cranes within GCDWR's facilities.
3. Provide pick-up and delivery.
4. Perform onsite repairs and servicing.
5. Provide warranty on all parts and labor.
6. Perform and document complete visual inspections of all hoist/cranes and attached components.
7. Contact GCDWR representative prior to performing maintenance. Repair parts will be paid for at the contractor's cost-plus mark-up indicated on the bid schedule. Invoices for repairs must be accompanied with the contractor's parts invoice.
8. Adhere to all safety and lockout/tagout procedures.
9. Clean and lubricate all chains, ropes, gears and moving parts.

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID MAY RESULT IN BID BEING REJECTED.

BL034-24

REVISED BID SCHEDULE

Page 9R

Item #	Description	Est. Annual Quantity	Unit Price	Total Cost
Quarterly Hoist and Crane Maintenance				
1	10-ton Capacity & Larger	10	\$	\$
2	5 – 10-ton Capacity	40	\$	\$
3	Less Than 5-ton Capacity	70	\$	\$
4	Jib Crane	2	\$	\$
Semi-Annual Hoist and Crane Maintenance				
5	10-ton Capacity & Larger	10	\$	\$
6	5 – 10-ton Capacity	40	\$	\$
7	Less Than 5-ton Capacity	70	\$	\$
8	Jib Crane	2	\$	\$
Annual Hoist and Crane Maintenance				
9	10-ton Capacity & Larger	10	\$	\$
10	5 – 10-ton Capacity	40	\$	\$
11	Less Than 5-ton Capacity	70	\$	\$
12	Jib Crane	2	\$	\$
Load Test				
13	10-ton Capacity & Larger	10	\$	\$
14	5 – 10-ton Capacity	40	\$	\$
15	Less Than 5-ton Capacity	70	\$	\$
Labor Rates and Parts Mark-Up for Repairs				
16	Technician – Repair during normal hours Monday – Friday, 7:00 a.m. to 3:30 p.m.	300 hours	\$	\$
17	Technician –Repair after hours Monday – Friday, After 5:00 PM, Weekends & Holidays	30 hours	\$	\$
18	State percentage of mark up above cost for repair or replacement parts (not to exceed 10%)	\$40,000	%	\$
TOTAL				\$

COMPANY NAME: _____



GWINNETT COUNTY
DEPARTMENT OF WATER RESOURCES
VENDOR INVOICE REQUIREMENTS

The following requirements are The Department of Water Resources specific guidelines for content, approval, and submission of vendor invoices. Guidelines may vary per Gwinnett County department, please consult your department representative for specific questions.

REQUIRED INVOICE FIELDS

- Company name and/or payee which matches the vendor record on file with Gwinnett County
- Company Address
- Address of location where goods or services were provided
- Invoice date
- Invoice number (each invoice should have a unique invoice number)
- Purchase Order number
- Total dollar amount of invoice
- Itemized list of goods/services provided
 - Description
 - Quantity
 - Unit price/labor rate
 - Total per line item
 - Manufacturer name/number (if applicable)

If invoice includes materials within an agreed upon cost plus markup, then supporting documentation verifying the costs should be included with the invoice.

INVOICE APPROVAL AND SUBMISSION

Prior to submitting the invoice to our Accounts Payable section for payment, the invoice should be submitted to the County Water Resources representative that ordered the goods or services for their review. The County representative should review the invoice for accuracy and conformity to this document. Once the County representative has reviewed and approved the invoice, it should be submitted to the Accounts Payable section of the Department of Financial Services of Gwinnett County for payment.

PAYMENT SUBMITTAL

The preferred method of delivery of invoices to Accounts Payable is through email at disbursements@gwinnettcountry.com

If you submit invoices electronically to the above email, do not mail or hand deliver hard copies of invoices. Doing so will slow down the processing of your invoices.