

Procurement Department

4 County Complex Court, Woodbridge, Virginia 22195-2266 · Fax (703) 335-7954

Date June 9, 2026

IFB SA 2629– Building Repair and Maintenance Services

Addendum #1

THIS SOLICITATION IS HEREBY AMENDED AS FOLLOWS:

SECTION 3.1 Contract Prices, C is revised as follows: Additionally, the Contractor may be required to provide emergency repair services within four (4) hours. The Contractor will be paid a fee of \$500.00 per Emergency Response Request in addition to the firm fixed hourly rates.

Acknowledgement: Bidders/Offerors submitting a bid response for the above named solicitation shall take note of the following changes, additions, deletions, clarification, etc., in the Contract Documents, which shall become a part of and have precedence over anything shown or described in the Contract Documents, and as such shall be taken into consideration and be included in the Bidder/Offeror’s response. All other terms and conditions of the Invitation for Bid (or Request for Proposals) shall remain unchanged.

Bidders/Offerors must acknowledge receipt of this amendment by signing and returning this addendum with the bid/proposal response prior to the bid/proposal deadline.

Authorized Signature

Date

Name Printed

Title

Company Name

Direct all inquiries to procurement@pwwater.org

Questions and Responses

- 1. Question:** Please confirm the complete list of trades, disciplines, and service categories included in Attachment A – Scope of Work.
Response: Please see attachment A Scope of Work section 2 a through o.
- 2. Question:** Are contractors responsible for providing all materials, or will certain materials be supplied by Prince William Water under specific work orders?
Response: Yes, the Contractor is responsible for providing all materials. See Attachment A Scope of Work Section 1. a, additionally review 3.1 Contract Prices and ATTACHMENT B PRICING SCHEDULE.
- 3. Question:** Are permits, inspections, and code compliance the responsibility of the contractor for all assigned work?
Response: Yes, the Contractor is responsible for permits, inspections, and code compliance. Please review General Requirement of ATTACHMENT A SCOPE OF WORK/SPECIFICATIONS.
- 4. Question:** Will any design, engineering, or stamped drawings be required, or is the contractor's role limited to repair and maintenance execution?
Response: Yes, Certain projects, especially major renovation projects, may require professionally engineered and stamped drawings to meet permitting and regulatory requirements
- 5. Question:** Are there any facility specific access requirements, security clearances, or safety certifications required for contractor personnel?
Response: Safety certifications are not required for this contract. Contractors are required to sign in with Security and obtain a visitor badge before accessing the facility. For long-term projects, contractor-specific badges may be issued. Refer to Section 4.52, Contractor Security Responsibilities for additional information.
Appropriate personal protective equipment (PPE) must be worn at all times while on site, including, but not limited to, hard hats, safety glasses, and work boots. Contractors should consult the PWW Project Manager before scheduling personnel to work on site, as PPE requirements may change based on current site conditions or project-specific needs.
- 6. Question:** What is the standard process and timeline for issuing work orders after a service request is made?
Response: Please see section 3.7 Method of ordering/Allocation of work
- 7. Question:** Will work orders be issued as time-and-materials, fixed-price, or hourly not-to-exceed tasks?
Response: Please see section 3.7 B. Method of ordering/Allocation of work
- 8. Question:** Is there an estimated annual volume of work orders or anticipated workload to help bidders plan staffing and pricing?
Response: No estimated volume of work – Most projects will be on an as needed basis. Please review ATTACHMENT A SCOPE OF WORK/SPECIFICATIONS - General Requirement F.

- 9. Question:** What performance metrics or service-level expectations will be used to evaluate contractor performance throughout the contract term?
Response: Multiple performance metrics will be used throughout the contract to evaluate work performance. Some of these metrics are outlined in various sections of the contract, including Section 3.12, Final Inspections, and Section 4.54, Inspection of Work.
- 10. Question:** Is there a minimum SWaM subcontracting percentage goal associated with this solicitation?
Response: Please refer to ATTACHMENT D PRINCE WILLIAM WATER SWAM BUSINESS GOAL
No, there is no minimum SWaM subcontracting percentage goal associated with this solicitation. SWaM participation is encouraged and viewed positively; however, it is not a mandatory requirement or a condition of award.
- 11. Question:** Should subcontractor forms (Forms B and C) be submitted with the bid or only after award?
Response: These forms must be included in your Bid package and submitted in a Sealed Envelope for your bid to be considered responsive.
- 12. Question:** Are subcontractors permitted for all service categories, or must certain trades be self-performed by the prime contractor?
Response: Subcontractors are permitted under this contract for the service categories identified in the Scope of Work.
- 13. Question:** Is a wet signature required on the original bid submission, or will a digital/electronic signature be accepted?
Response: Both wet signatures and digital signatures are acceptable unless otherwise specified in the solicitation documents.
- 14. Question:** Should addenda be acknowledged on a specific form, or is listing them on the IFB Submission Form sufficient?
Response: Each addendum includes an acknowledgment section for bidders to confirm receipt and review of all changes. Please also refer to Section 5.6, Bidder's Responsibility/Clarification and Addenda, for additional requirements.
- 15. Question:** Will Prince William Water accept hand-delivered bids outside of the Procurement Department if the building has controlled access?
Response: It is acceptable; however, the bidder shall bear full responsibility for ensuring that the bid is received by the Procurement Department and properly time-stamped by the specified deadline.
- 16. Question:** Will the MS Teams bid opening link be provided automatically to all bidders who submit questions, or only upon request?
Response: A Microsoft Teams link for the bid opening will be provided upon request.
- 17. Question:** Is there an annual or total contract spending cap for this requirements contract?
Response: See response to Question#8

- 18. Question:** What is the process for negotiating and approving change orders under this contract?
Response: Please refer to Section 4.20 Modifications or Changes to the Contract of the Contract Agreement.
- 19. Question:** Will background checks be required for contractor personnel working on Prince William Water property?
Response: Please refer to Section 4.52 Contractor's Security Responsibilities, H & I.
- 20. Question:** Are any facilities considered restricted or high-security, requiring special access protocols?
Response: Please refer to question #5.
- 21. Question:** Will site visits be offered during the work order bids?
Response: Yes, please see 3.7. Method of Ordering/Allocation of Work, A.
- 22. Question:** In the last contract/incumbent history, could you please share the total emergency calls placed per year, or an annual average amount of calls placed?
Response: – Very few emergency calls are anticipated. No emergency calls to date.
- 23. Question:** If this opportunity results in multiple awardees, how will service calls be placed between awardees, for instance, on a rotation?
Response: Please see section 3.7 Method of ordering/Allocation of work

End of Addendum Number One