

10/9/2014

ADDENDUM NO. 3
to the
Iowa Department of Transportation
Highway Helper Services
Proposal No.: 12359

****** Revised Letting Date: October 22, 2014 at 1:00 P.M. ******

To all bidders:

This Addendum is issued to incorporate the following additions, deletions, corrections, and clarifications to the Specifications and is hereby made a part of the Contract Documents. This Addendum shall supersede, modify and/or change all statements or drawings to the contrary in the Plans and Specifications and shall take precedence over these documents.

Add:

Cost Proposal with all three service areas tied as a single proposal per attached. Vendors may submit proposals as separate service areas and/or tied service areas. The Iowa Department of Transportation will choose which option best meets the needs of the Department.

Change:

Revised Cost Proposal documents with the increased Highway Helper Operations Vehicle-Hours for each location per attached.

2.4 Procurement Timetable

The project deadlines have been moved as noted as noted below and per the attached revised Procurement Timetable.

- | | |
|--|------------------------|
| • Vendors' Questions due | 10/13/14 |
| • DOT Response to Vendors' Questions Issued | 10/15/14 |
| • Closing Date for Receipt of Proposals | 10/22/14 |
| • Evaluation of Proposals and Notify Short Listed Vendors | 10/28/14 thru 10/30/14 |
| • Vendor Presentations and Q & A (By invitation only) | 11/12/14 thru 11/14/14 |
| • Announce Successful Vendor | 11/19/14 |
| • Estimated Completion of Contract Documentation and Execution of Contract | 12/10/14 |

1.1 General and 3.3.1 Commencement of Highway Helper Services

The vendor shall begin full Highway Helper Services on all routes in all Service Areas on May 1, 2015.

6.2 Contract Period

The term of the contract is estimated to be from 12/10/14 to 4/30/18.

All Bidders must sign and return this Addendum Acknowledgement Form with your bid and/or acknowledge this Addendum in the Schedule of Prices. Failure to do so may subject the Bidder to disqualification. If you have already submitted your bid, this Addendum may be faxed/e-mailed to Purchasing (information below) prior to the scheduled letting.

Bidder is responsible to confirm Purchasing has received the signed addendum. The Bidder has the singular responsibility to make this Addendum available to all sub-bidders.

Company Name

Signature

Sincerely,



Mary Zimmerman, Senior Purchasing Officer
Iowa Department of Transportation
Purchasing Section
Phone No. 515-239-1298 Fax No. 515-239-1538
mary.zimmerman@dot.iowa.gov

Procurement Timetable (REVISED)

The following dates are set forth for informational and planning purposes. However, the Department reserves the right to change the dates. All time listed is Central Time.

Event/Dates	Section Reference	Date/Time
Issue RFP	cover	09/05/14
Vendors' Pre-Bid Meeting Attendance is mandatory!	2.5	09/15/14 1:00 P.M. & 10/01/14 1:00 P.M.
DOT Response from Vendor's Pre-Bid Meeting Questions	2.5	09/24/14 10/09/14
Vendor Questions, Requests for Clarification, & Changes <i>(no later than)</i>	2.2/2.6	10/03/14 10/13/14 1:00 P.M.
DOT Response to Questions Issued <i>(no later than)</i>	2.2/2.6	10/08/14 10/15/14
Number of Bid Responses 1 original Cost and Bid Proposal		7
Bid Opening/Proposal Due	2.8/2.9	10/15/14 10/22/14 1:00 P.M.
Shorted-listed Vendor Presentation <i>(by invitation only)</i>	2.24/ 5.3.1	11/04-06/14 11/12-14/14
Announce Intent to Award	2.24	11/12/14 11/19/14
Completion of Contract Negotiations & Execution of the Contract	2.26	12/03/14 12/10/14
Contract Begins	Bid Response/ 6.2	12/03/14 12/10/14
Contract Length Start Date --- End Date --- Renewals	6.2	Start: 11/24/14 12/10/14 End: 03/31/18 04/30/18 Two 1-Year Renewals Possible

Iowa Department of Transportation
 Schedule of Prices - Cost Proposal Form (Revised)

Proposal: 12359

Project Description: Highway Helper Services Contract - Des Moines Metropolitan Area

Letting Date: October 15, 2014

Bid Item	Item Description	Unit	Quantity	Unit Cost	Total Cost
Highway Helper Contract Start Up Tasks					
1	Requirements Document	Lump Sum	1	\$	\$
2	Standard Operating Procedures Development	Lump Sum	1	\$	\$
3	Performance Measurement Plan	Lump Sum	1	\$	\$
4	Highway Helper Management Plan	Lump Sum	1	\$	\$
5	Highway Helper Training Plan	Lump Sum	1	\$	\$
6	Initial Highway Helper Operator Training	Lump Sum	1	\$	\$
7	Initial Admin Costs	Lump Sum	1	\$	\$
TOTAL (Highway Helper Contract Start Up Tasks)					\$
Highway Helper Management and Operations					
8	Highway Helper Management	Months	36	\$	\$
9	Highway Helper Operations	Vehicle - Hours	50,700	\$	\$
10	Highway Helper Fixed Costs	Months	36	\$	\$
11	Consumables	Actual Cost			
12	Highway Helper Operator Trainee	Hours	480	\$	\$
TOTAL (Highway Helper Management and Operations)					\$
HIGHWAY HELPER SERVICES CONTRACT TOTAL (Des Moines Metro)* =					\$

* TOTAL shall represent cost for all services provided by Vendor on this project.

I hereby certify that this proposal meets or exceeds the minimum requirements including specifications and addendums.

Authorized Signature: _____ Date: _____

Company Name: _____ Fed. Tax ID No.: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone No: _____

E-Mail: _____ Cell No: _____

Iowa Department of Transportation
 Schedule of Prices - Cost Proposal Form (Revised)
 Proposal: 12359
 Project Description: Highway Helper Services Contract - Cedar Rapids-Iowa City Metropolitan Area
 Letting Date: October 15, 2014

Bid Item	Item Description	Unit	Quantity	Unit Cost	Total Cost
Highway Helper Contract Start Up Tasks					
1	Requirements Document	Lump Sum	1	\$	\$
2	Standard Operating Procedures Development	Lump Sum	1	\$	\$
3	Performance Measurement Plan	Lump Sum	1	\$	\$
4	Highway Helper Management Plan	Lump Sum	1	\$	\$
5	Highway Helper Training Plan	Lump Sum	1	\$	\$
6	Initial Highway Helper Operator Training	Lump Sum	1	\$	\$
7	Initial Admin Costs	Lump Sum	1	\$	\$
TOTAL (Highway Helper Contract Start Up Tasks)					\$
Highway Helper Management and Operations					
8	Highway Helper Management	Months	36	\$	\$
9	Highway Helper Operations	Vehicle - Hours	50,700	\$	\$
10	Highway Helper Fixed Costs	Months	36	\$	\$
11	Consumables	Actual Cost			
12	Highway Helper Operator Trainee	Hours	480	\$	\$
TOTAL (Highway Helper Management and Operations)					\$
HIGHWAY HELPER SERVICES CONTRACT TOTAL (Cedar Rapids-Iowa City)* =					\$

* TOTAL shall represent cost for all services provided by Vendor on this project.

I hereby certify that this proposal meets or exceeds the minimum requirements including specifications and addendums.

Authorized Signature: _____ Date: _____

Company Name: _____ Fed. Tax ID No.: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone No: _____

E-Mail: _____ Cell No: _____

Iowa Department of Transportation
 Schedule of Prices - Cost Proposal Form (Revised)
 Proposal: 12359
 Project Description: Highway Helper Services Contract - Council Bluffs Metropolitan Area
 Letting Date: October 15, 2014

Bid Item	Item Description	Unit	Quantity	Unit Cost	Total Cost
Highway Helper Contract Start Up Tasks					
1	Requirements Document	Lump Sum	1	\$	\$
2	Standard Operating Procedures Development	Lump Sum	1	\$	\$
3	Performance Measurement Plan	Lump Sum	1	\$	\$
4	Highway Helper Management Plan	Lump Sum	1	\$	\$
5	Highway Helper Training Plan	Lump Sum	1	\$	\$
6	Initial Highway Helper Operator Training	Lump Sum	1	\$	\$
7	Initial Admin Costs	Lump Sum	1	\$	\$
TOTAL (Highway Helper Contract Start Up Tasks)					\$
Highway Helper Management and Operations					
8	Highway Helper Management	Months	36	\$	\$
9	Highway Helper Operations	Vehicle - Hours	20,280	\$	\$
10	Highway Helper Fixed Costs	Months	36	\$	\$
11	Consumables	Actual Cost			
12	Highway Helper Operator Trainee	Hours	240	\$	\$
TOTAL (Highway Helper Management and Operations)					\$
HIGHWAY HELPER SERVICES CONTRACT TOTAL (Council Bluffs Metro)* =					\$

* TOTAL shall represent cost for all services provided by Vendor on this project.

I hereby certify that this proposal meets or exceeds the minimum requirements including specifications and addendums.

Authorized Signature: _____ Date: _____

Company Name: _____ Fed. Tax ID No.: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone No: _____

E-Mail: _____ Cell No: _____

Iowa Department of Transportation
 Schedule of Prices - **TIED** Cost Proposal Form (**Revised**)

Proposal: 12359

Project Description: Highway Helper Services Contract - Des Moines Metropolitan Area

Letting Date: October 15, 2014

Bid Item	Item Description	Unit	Quantity	Unit Cost	Total Cost
Highway Helper Contract Start Up Tasks					
1	Requirements Document	Lump Sum	1	\$	\$
2	Standard Operating Procedures Development	Lump Sum	1	\$	\$
3	Performance Measurement Plan	Lump Sum	1	\$	\$
4	Highway Helper Management Plan	Lump Sum	1	\$	\$
5	Highway Helper Training Plan	Lump Sum	1	\$	\$
6	Initial Highway Helper Operator Training	Lump Sum	1	\$	\$
7	Initial Admin Costs	Lump Sum	1	\$	\$
TOTAL (Highway Helper Contract Start Up Tasks)					\$
Highway Helper Management and Operations					
8	Highway Helper Management	Months	36	\$	\$
9	Highway Helper Operations	Vehicle - Hours	50,700	\$	\$
10	Highway Helper Fixed Costs	Months	36	\$	\$
11	Consumables	Actual Cost			
12	Highway Helper Operator Trainee	Hours	480	\$	\$
TOTAL (Highway Helper Management and Operations)					\$
HIGHWAY HELPER SERVICES CONTRACT TOTAL (Des Moines Metro)* =					\$
HIGHWAY HELPER SERVICES CONTRACT TOTAL (Cedar Rapids-Iowa City)* =					\$
HIGHWAY HELPER SERVICES CONTRACT TOTAL (Council Bluffs Metro)* =					\$
HIGHWAY HELPER SERVICES TIED CONTRACTS TOTAL (DM & CR-IC & CB)* =					\$

* TOTAL shall represent cost for all services provided by Vendor on this project.

I hereby certify that this proposal meets or exceeds the minimum requirements including specifications and addendums.

Authorized Signature: _____

Date: _____

Company Name: _____

Fed. Tax ID No.: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Contact Person: _____

Phone No: _____

E-Mail: _____

Cell No: _____

FAX No: _____

Iowa Department of Transportation
 Schedule of Prices - **TIED** Cost Proposal Form (**Revised**)

Proposal: 12359

Project Description: Highway Helper Services Contract - Cedar Rapids-Iowa City Metropolitan Area

Letting Date: October 15, 2014

Bid Item	Item Description	Unit	Quantity	Unit Cost	Total Cost
Highway Helper Contract Start Up Tasks					
1	Requirements Document	Lump Sum	1	\$	\$
2	Standard Operating Procedures Development	Lump Sum	1	\$	\$
3	Performance Measurement Plan	Lump Sum	1	\$	\$
4	Highway Helper Management Plan	Lump Sum	1	\$	\$
5	Highway Helper Training Plan	Lump Sum	1	\$	\$
6	Initial Highway Helper Operator Training	Lump Sum	1	\$	\$
7	Initial Admin Costs	Lump Sum	1	\$	\$
TOTAL (Highway Helper Contract Start Up Tasks)					\$
Highway Helper Management and Operations					
8	Highway Helper Management	Months	36	\$	\$
9	Highway Helper Operations	Vehicle - Hours	50,700	\$	\$
10	Highway Helper Fixed Costs	Months	36	\$	\$
11	Consumables	Actual Cost			
12	Highway Helper Operator Trainee	Hours	480	\$	\$
TOTAL (Highway Helper Management and Operations)					\$
HIGHWAY HELPER SERVICES CONTRACT TOTAL (Cedar Rapids-Iowa City)* =					\$

* TOTAL shall represent cost for all services provided by Vendor on this project.

Iowa Department of Transportation

Schedule of Prices - **TIED** Cost Proposal Form (**Revised**)

Proposal: 12359

Project Description: Highway Helper Services Contract - Council Bluffs Metropolitan Area

Letting Date: October 15, 2014

Bid Item	Item Description	Unit	Quantity	Unit Cost	Total Cost
Highway Helper Contract Start Up Tasks					
1	Requirements Document	Lump Sum	1	\$	\$
2	Standard Operating Procedures Development	Lump Sum	1	\$	\$
3	Performance Measurement Plan	Lump Sum	1	\$	\$
4	Highway Helper Management Plan	Lump Sum	1	\$	\$
5	Highway Helper Training Plan	Lump Sum	1	\$	\$
6	Initial Highway Helper Operator Training	Lump Sum	1	\$	\$
7	Initial Admin Costs	Lump Sum	1	\$	\$
TOTAL (Highway Helper Contract Start Up Tasks)					\$
Highway Helper Management and Operations					
8	Highway Helper Management	Months	36	\$	\$
9	Highway Helper Operations	Vehicle - Hours	20,280	\$	\$
10	Highway Helper Fixed Costs	Months	36	\$	\$
11	Consumables	Actual Cost			
12	Highway Helper Operator Trainee	Hours	240	\$	\$
TOTAL (Highway Helper Management and Operations)					\$
HIGHWAY HELPER SERVICES CONTRACT TOTAL (Council Bluffs Metro)* =					\$

* TOTAL shall represent cost for all services provided by Vendor on this project.