



**ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD**

Lighting the Way ~ Rejoicing in Our Journey

**ASBESTOS, MOULD INSPECTION AND AIR QUALITY
MANAGEMENT SERVICES
TENDER # 014**

**ADDENDUM #1
QUESTIONS & ANSWERS**

**TENDER - DATE OF RETURN:
TUESDAY, DECEMBER 3, 2013 AT 4:00:00PM, LOCAL TIME**

Mailing Address:
Mr. Tony Prizio
Purchasing Department
St. Clair Catholic District School Board
420 Creek Street
Wallaceburg, ON
N8A 4C4

ADDENDUM, QUESTIONS & ANSWERS

ADDENDUM #1

A1. SECTION 2.3 IMPORTANT DATES:

2.3.4 Return Date and Time: Thursday, November 28, 2013 2:00:00 PM

Changed to:

Return Date and Time: Tuesday, December 3, 2013 4:00:00 PM

A2. SECTION 2.2 RETURN LOCATION

2.2.5 Faxed or e-mailed submissions will be accepted only on the express conditions that the proponent assumes all risks for any breach of confidentiality and that the proposal is received in good and complete order prior to the due date.

Changed to:

Submissions received by electronic transmission (i.e. faxed or e-mail) will not be accepted.

A3. SECTION 2.4 QUESTIONS/REGISTRATIONS/ADDENDA

2.4.3 Should any questions raised by a bidder necessitate an addendum to this tender document, the addendum will be sent to all bidders that have responded to this tender.

Changed to:

Should any questions raised by a bidder necessitate an addendum to this tender document, the addendum will be posted on the board's site www.st-clair.net under Bid Opportunities and www.biddingo.com. Each Respondent shall be responsible for verifying before submitting its response that it has received all addenda that may have been issued.

A4. 9.0 APPENDICES

APPENDIX A PRICING - revised (attached)

Added: Unit Pricing for

VOC detection by PID (Photoionization Detector)

VOC detection by EPA Method TO-17

REMOVED : "Total Site Price"

A5. Reply to questions received. See questions and answers below

QUESTIONS AND ANSWERS

1. QUESTION: Could you please provide me with the full legal name and address of St. Clair Catholic District School Board in order to complete the WSIB clearance Certificate. I am uncertain if the ones on the tender document are the appropriate ones.

ANSWER: The information in the tender is correct - Full legal name and address:

**St. Clair Catholic District School Board
420 Creek St. Wallaceburg, ON
N8A 4C4**

2. QUESTION: Appendix A (Pricing) requires a price/building. Does this price include bulk samples (asbestos and/or mould) and if so, does the SCCDSB have a number of samples/building to be collected for equal evaluation?

ANSWER: There is no need to perform a samples/building annually, we require the successful proponent to visually inspect and update their annual inspections to capture any and all removals performed during the year.

3. QUESTION: Could you be more specific on the type of VOC sampling requested under "Analytical Services-VOC (Indoor Air Quality)" i.e PIDs

**ANSWER: VOC detection by PID (Photoionization Detector) is acceptable
VOC detection by EPA Method TO-17 is acceptable**

4. QUESTION: We understand that the School Board is asking for unit rates to perform indoor air VOC testing, but we did not see any details regarding compound lists or methods. Do you know if these types of projects use a generic VOC list and sampling technique?

ANSWER: See answer 3 for VOC method of testing. The total volatile organic compounds (TVOCs) list is: Ethanol, Pentane, Acetic Acid, Alcohols, Aldehydes, Aliphatic Hydrocarbons, Alkenes/Conjugated Dienes, Aromatic Hydrocarbons, Chlorofluorocarbons, Esters, Halogenated Compounds, Ketones, Light Hydrocarbons, Organic Acids, Siloxanes/Silanes and Terpenes/Terpenoids.

5. QUESTION Can SCCDSB provide asbestos assessment reports to bidders (or the executive summaries) for each building to ensure we are aware of approximately how long each reassessment will take?

ANSWER: The Board has attached 2 Secondary School abatement reports (Ursuline College & St. Christopher) along with 4 Elementary School Abatement Reports (St. Peter Canisius, St. Elizabeth, St. Agnes and Holy Trinity).

6. QUESTION Asbestos/Mould Assessments may take place during normal working hours (daytime) between May 1st and August 31?

ANSWER: Yes

7. QUESTION What is the square footage for St. Christopher Secondary School?

ANSWER: **198, 321 square feet.**

8. QUESTION Are scope of work documents required for Mould abatement Level 1,2,3?

ANSWER: **No**

9. QUESTION Can we use instantaneous monitors for VOCs instead of Sorbent Tube Samples?

ANSWER: **Yes, see answer 3.**

10. QUESTION Page 5, 2.2.5

If we submit the proposal by email by the deadline, do you require the hard copy to follow?

ANSWER: **PER A2. Changed to:
Submissions received by electronic transmission (i.e. faxed or e-mail) will not be accepted.**

11. QUESTION Page 5, 2.3.4 –

Return Date of Nov 28 at 2pm, is there any way this deadline can be extended since we will only be receiving the addenda on Nov 26, two days before?

ANSWER: **PER A1. Changed to:
Return Date and Time: Tuesday, December 3, 2013 4:00:00 PM**

12. QUESTION Page 6, 4.1.4

What format are existing reports and drawings available in (i.e. PDF, Word, AutoCAD)?

ANSWER: **Existing reports are in pdf format. School floor plans are available in AutoCAD and pdf format.**

13. QUESTION Page 6, 4.1.4

An updated condition report is required in PDF, will the Board require hard copies or electronic copies on CD/USB Key?

ANSWER: **The Board will accept electronic copies of the updated condition reports.**

14. QUESTION Page 7, 4.1.6
How will access be provided to the schools (i.e. keys, staff, security) and will we be able to access multiple schools (one after the other) in one day?

ANSWER: The Board will assign a FOB to the successful proponent that will allow them to access the facility at any time.

15. QUESTION Page 10, 5.6.2
For clarity, is the WSIB Clearance Certificate required with our proposal or on contract award?

ANSWER: WSIB Clearance Certificate to be submitted with proposal.

16. QUESTION Page 12, 6.2.2
Is a list of pending/ongoing legal claims required with the proposal or at the request of the Board at a later date?

ANSWER: Included with the proposal

17. QUESTION Page 16
Appendix A – St Christopher Secondary is listed in the “All Asbestos Free” section but is not listed anywhere else in Appendix A, please provide address and building area.

ANSWER: The Board has consolidated its two secondary schools in Sarnia into one. St. Christopher Catholic Secondary School (Rapids Parkway) is currently closed and under construction. It will re-open in September of 2014 with its new school name St. Patrick’s Catholic High School. The current St. Patrick’s Catholic High School (East Street) will be closed permanently in July of 2014.

18. QUESTION Page 16
the second table in Appendix A (Projects shall be invoiced on a time and materials basis...) – What is meant by Total Site Price under the hourly rates/travel time?

ANSWER: A revised Appendix A has been included and the request for total site pricing has been removed

19. QUESTION Page 17
the third table in Appendix A – VOC (Indoor Air Quality Samples) – What sort of analysis is required? Spot measurements of total VOCs with handheld instrument or SUMMA canister 8 hr sampling and full analysis?

ANSWER: See answer 3.

20. QUESTION Can you please tell me if the St. Clair Catholic District School Board requires separate reports for each school, i.e., a standalone Asbestos Reassessment Report and a standalone Mould Assessment Report, or will they be combined – one complete report for each location?

ANSWER: The Board requires one document titled Abatement Assessment Report that covers both mould and asbestos.

21. QUESTION How would you like the pricing presented for the scope of work documents (specifications), and inspection costs. The table provided seems to only provide a cost for the reassessment and mould assessment portion of the scope of work?

ANSWER: Proponents to provide a price per school in the column titled price provided in appendix A.

22. QUESTION Will you require scope of work documents and inspection costs for mould remediation as well (Level 1, 2, and 3)?

ANSWER: No

23. QUESTION Could you please clarify the assessment requirements for St Christopher Catholic Secondary. We understand the school is being renovated, but will it be included in mould assessments? If yes, is it possible to have the projected size in order to provide an estimate.

ANSWER: In Appendix A, St. Patrick's High School represents the expanded St. Christopher Secondary School.

24. QUESTION Does the St. Clair Catholic District School Board (SCCDSB) have hard copies and/or electronic copies of the current/previous asbestos survey reports for each school? Will these be shared with the successful bidder?

ANSWER: See answer to question 5 above.

25. QUESTION Does the SCCDSB have an electronic database in which asbestos/mould survey data is currently kept? If so, will the successful bidder have access to the database? If so, does the database store asbestos/mould survey data on a 'room by room' basis? If not, will the successful bidder be required to create/use a database system to store the survey data?

ANSWER: No the Board does not have an electronic database. The successful bidder will not be required to create a database, they will be required to review and confirm all existing abatement reports are a true and accurate representation of the facility.

26. QUESTION Does the SCCDSB have computer-aided design (CAD) drawings for each school? Will the SCCDSB make CAD drawings available to the successful bidder prior to the 2014 assessments?

ANSWER: Yes the Board has AutoCAD drawings of all its schools and will make them available if required.

27. QUESTION In what format will the successful bidder be required to present asbestos distribution drawings in the reports? For example, does the SCCDSB require that survey drawings are presented in colour or in black and white? What level of detail with respect to mapping-out asbestos distribution is being requested?

ANSWER: Current abatement reports contain charts and the floor plan is used for reference purposes only. Black and White is acceptable.

28. QUESTION Does the SCCDSB require reports to be delivered in electronic format or paper copies? If paper, how many copies of each report?

ANSWER: The Board prefers electronic format over paper.

29. QUESTION How does the SCCDSB want the successful bidder to report on mould assessments? For example, is it acceptable to present one letter report for all of the schools at the end of the assessments, listing priority response actions/risk categories?

ANSWER: Mould needs to be visually inspected and reported on for all schools annually. The Board will not accept one letter for all our schools.

30. QUESTION How does the SCCDSB want the successful bidder to report on any site management and direction of abatement contractors?

ANSWER: The Board looks to the successful proponent as a consultant who will be able to test, provide a written report and perform follow-up inspection and documentation to confirm the issue was handled properly.

31. QUESTION In regards to Section 9.0 Agreement of Terms, is it possible for the successful Proponent to suggest alternative terms and conditions without being disqualified?

ANSWER: All proponents are required to bid the work as specified in the contract documents and if their pricing contents conditions, their bid will be rejected and disqualified. Any such changes to the terms and conditions need to be noted separately and not included in the base bid.

32. QUESTION Are asbestos laboratories considered Subcontractors under Section 5.1.12?

ANSWER: Yes.

33. QUESTION Can you please clarify if an hourly rate or a KM rate is required in the Cost Sheet for "TRAVEL TIME"?

ANSWER: The travel rate should be the vehicle cost per kilometer and does not include the person's hourly rate to drive the vehicle.

34. QUESTION Can you please explain what the definition of "TOTAL SITE PRICE" refers to in the 2nd Table in Appendix A – Pricing? Does this column refer to the total Price to survey all the Sites outlined in the 1st Table?

ANSWER: Total Site Price is the addition of all the individual school prices.

35. QUESTION Can a percentage be provided for a "Miscellaneous Mark-Ups for Lab Fees" or does a dollar value need to be provided as outlined in 2nd Table?

ANSWER: The Board is willing to accept 10% mark-up on Lab Fees and shipping costs.

36. QUESTION Will the Board be providing electronic and or hard copy of the existing Asbestos Assessment Reports and AutoCAD copies of the existing drawings to the successful Proponent?

ANSWER: See answer to question 5 above.

37. QUESTION Are the previous asbestos surveys available for review by proponents prior to submitting a proposal? As I'm sure you can appreciate, the level of effort and time required to re-assess known asbestos-containing materials is highly dependent on the quantity and locations of the materials.

ANSWER: See answer to question 5 above.

38. QUESTION Can you provide further detail as to the expected level of effort of the annual mould assessment work? The RFP states a “physical inspection for mould assessment”. Does this include an inspection above ceiling tiles, but not behind fixed surfaces (drywall, etc.)?

ANSWER: The Board uses a Moisture Inspection Form to visually review all schools. The form is enclosed for your reference we expect the annual inspection would cover all items identified on the attachment titled “Moisture Inspection Form”

39. QUESTION Is there a specific reporting format the SCCSB requires? If so, can you provide some detail of expectations?

ANSWER: See answer to question 5 above.

40. QUESTION Can the inspection work be completed during normal business hours (i.e. Mon-Fri 8am-5pm) or must it be done during non-school hours?

ANSWER: Yes

This concludes the addendum #1.