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**REQUEST FOR PROPOSALS #22-13
Welding and Repair Services
University of Southern Maine
ADDENDUM #1**

A mandatory pre-proposal meeting was held March 26, 2013 from 9:00 a.m. to 9:45 a.m. in the conference room at 30 University Way, Gorham, Maine. A copy of the meeting sign-in sheet is attached. Below are the meeting notes.

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

1. RFP Review

- a. Dan Gearan provided an overview of the RFP process, how it will be managed by the Office of Strategic Procurement.
- b. Dan highlighted specific parts of the RFP and called attention to the proposal requirements.

2. Sunday and holiday rate question

- a. The question was taken under advisement for consideration by the Office of Strategic Procurement. **The University's response is:**

In their response to the RFP, bidders shall state what they would charge of Sundays and Holidays. Bidders shall also provide a list of the holidays that they would charge the premium.

3. Owner Supplied Materials

- a. The University stocks and supplies most materials for repairs (pipe, insulation, valves, expansion joints). The University will supply these materials when practical. Materials requested by the University and supplied by the Contractor will be paid for per the RFP as cost plus the contract mark-up, with the appropriate documentation.

4. System Description

- a. Bob King provided a system description. Approximately 26 confined space pits, a tunnel and the system normal operating pressure of 175 psi with a temperature of 300 degrees.
- b. A brief description of the typical repairs and complexity of the system was given.
- c. Two current repair projects for this summer were described:
 - i. Russell Hall pipe replacement
 - ii. Hill Gym pipe replacement with expansion joints

- d. Typically there is a two week shutdown at the end of May each year. Breaks usually show up after a shutdown. We have averaged two breaks a year for the last few years.
- e. This year the system will be down for the whole summer for boiler replacements.

5. Safety Practices

- a. Ed Polito described the volatility of the system and the complexity of shutting down, repairing, refilling and restarting the system. Safety is a primary concern.

6. Response Time

- a. This system provides heat and hot water to 1500 residents. It is critical that the system is not allowed to be down for more than 4 hours at any period of time. As the temperatures get colder this time becomes shorter.
- b. About 2 hours has been a typical response time for emergency repairs. But, as stated earlier, this time becomes shorter in colder temperatures. The system takes time to come back up to temperature once it has been down. This can be several hours so care must be taken to avoid shutting down the system.

7. Non-Working Staff

- a. A question was raised as to how non-working staff were compensated. Safety personnel and Project Supervisors were examples. The RFP recognizes welders and helpers/technicians. The size of these repairs typically does not require a dedicated supervisor or safety person. These types of staff need to be built into the hourly rates of the Welders and Helpers.
- b. Larger projects may require additional personnel like this but they would be bid separately from this contract.

8. Web Site Issue

- a. A problem accessing the web site was mentioned. **Any problems or questions with the web sites should be directed to Hal Wells at hcwells@maine.edu**



Hal Wells
University of Maine System
Assistant Director of Strategic Procurement

March 27, 2013