February 20, 2020

QUESTIONS AND ANSWERS

SET # 3

TO   **:** All Prospective Bidders
FROM   **:** Navie Kaur, Contracts Administrator
SUBJECT   **:** Set #3 - Contract M19137
Office Space & Cubicle Maintenance, Moving Services, & Furniture Systems Purchases

Note: please note the contractor's question is in black font color and VTA's response is in green font color.

Question 4: Lines 3A requests Lead and Installer Labor overtime/weekends/holiday/ emergency calls.
There really are 3 categories in this request.
All work is bid on an hourly basis that includes all of the vendor's overhead costs that are not listed on the bid form.

Overtime, which is over 8 hours per day or over 40 hours in a week is rated @ time and ½
We rarely do overtime, if we do it will be up to the vendor to determine how many regular hours and how many overtime hours were worked on a given task and bill accordingly.

Weekends…..**Saturday** is time and ½ and **Sundays** are 2x time
The work will never occur on a Sunday unless in extra-ordinary situations. In such cases a fixed price proposal may be requested in lieu of on-call work, otherwise it will be up to the contractor to determine how many overtime hours are to be billed for the given task.

Holidays are 2x time
Again, this only really occurs in extra-ordinary situations. In such cases a fixed price proposal may be requested in lieu of on-call work, otherwise it will be up to the contractor to determine how many overtime hours are to be billed for the given task.

Emergency calls can be at straight time if requested during the week.
It will be up to the contractor to bill correctly; emergency calls can be negotiated between the VTA Project Manager and the contractor.

Could you reformat the question to comply with the above? If this is a request to reformat Bid Form 1 to conform to these questions the, then we cannot reformat Bid Form 1.

If you have any questions, please do not hesitate to contact me at (408)952-4125

Sincerely,
Navie Kaur
Construction Contracts Administrator