

**ADDENDUM NUMBER TWO**  
**TO**  
**JPL REQUEST FOR PROPOSAL (RFP) NUMBER SCO-552785**  
**FOR**  
**FACILITIES MAINTENANCE AND OPERATIONS SERVICES AT JPL**  
**SEPTEMBER 18, 2002**

*Except as specifically modified herein, this RFP remains unchanged.*

*Proposers are reminded that receipt of this Addendum must be acknowledged on Attachment A-1 to the RFP*

*Questions received through Tuesday, September 17<sup>th</sup>, 2002 are addressed in this Addendum. If an answer to a question has not yet been developed, the question is so noted. Updated information on the site visit is also provided.*

1. Are all transformers in use or in storage been tested and marked as PCB or Non PCB?

*There are three (03) working transformers that are known to be PCB contaminated. These have been identified and bear equipment numbers T 2148; T 2149 and T 2222.*

2. Is there a JPL Plan to remove all PCB transformers and when?

*The PCB contaminated transformers contain between 50 ppm and 500 ppm of PCB. The M&OS Contractor shall maintain and test these transformers regularly to prevent leaks and degradation.*

3. Attachment 16, Para j states: actual disposal of packaged hazardous waste will be done by others. Is the contractor required to package the waste? If now who does it? Define "others" as referenced above. Does others include the contractor or is JPL paying and having another contractor come on and dispose of the waste?

*The M&OS Contractor shall package in an approved manner, any waste generated on-site and deliver it to the Hazardous Waste Collection Facility located on-site and operated and managed by JPL's Environmental Affairs Office.*

4. Is there a cut-off date for submitting questions?

*There is not an official cut-off date for questions at this time. However, JPL cannot guarantee a response for questions received very late in the proposal cycle. Proposals are due on November 04, 2002 at 3:00 p.m. Pacific Standard Time.*

5. Does JPL have specific goals to obtain for the SB/SDB Subcontracting Plan (i.e., SB-25%, SDB-10%, WOB-5%, HZB-5%) or is it up to the proposer to determine a goal basis?

*JPL is an Operating Division of California Institute of Technology, a private institution. JPL has specific goals for SB/SDB/WOB/HZB participation mandated in its prime contract with NASA. However, the Prime Contract does not require JPL to mandate specific percentage goals for its subcontracts, and JPL does not do so. The Proposer is responsible for developing its own goals with respect to lower tier subcontractor participation.*

6. Cover Letter, Page 2, Bottom Part: Subject area: Subcontracting - I do not see the requirement for Veteran Owned or Service Disable Veteran Owned Business requirement in the subcontracting plan. Was this an oversight and will they be added?

*A response will be forthcoming in a subsequent Addendum to the RFP.*

7. Attachment 32. Environmental Management Support:

General Requirements: Will you post or make the link available to the current JPL Environmental Compliance Program? If not is it available in the library and can I review it on the day of the site visit?

*JPL Environmental Compliance Program is based on following the federal, state and local regulations on environmental stewardship. Federal, State and Local regulations are available at the respective Agency web sites.*

8. Attachment 32. Environmental Management Support:

d.(2) Air Quality Compliance: How many Air quality permits are in effect now? How many are expected to be requested to be processed each year?

*There is a single Title V/RECLAIM Facility Permit issued by the SCAQMD. Permits may be amended 0 - 2 times per year.*

9. Attachment 32. Environmental Management Support:

e. Hazardous Materials: Are all areas/bldgs identified on a plan that contain Asbestos, PCB's, CFC's, radioactive material? Where can this document be viewed?

*Known sites containing asbestos or asbestos containing materials are catalogued on an internal web site. There are thirteen print volumes that may be viewed by making prior arrangements with Steve Ogle. See Answer to Question 1 for information on PCB containing transformers. All equipment rooms containing CFC-charged liquid chillers are equipped with Chillgard Refrigerant Monitors. Radioactive material is tracked by the Radiation Safety Officer and an internal database on the source locations is maintained.*

10. Is the contractor required to respond to HazMat Spills caused either by contractor or government personnel? If so how many calls over the last 3 years? Is the contractor required to have their own spill response equipment or is that government provided?

*Per Attachment 32, the M&OS Contractor or its subcontractors on site shall clean up any hazardous material spills that result from the performance of the Contractor's responsibilities under this contract. The M&OS Contractor will not be responsible for hazardous material spills caused by others.*

11. Does the government or contractor required to dispose of Government Generated Hazardous Waste? How many Hazardous Waste Generation and Accumulation Points are on JPL?

*All hazardous waste generated on site by the M&OS Contractor in performing work under this contract shall be packaged in an approved manner and delivered to the JPL Hazardous Waste Disposal Facility located at Building 305.*

12. Attachment 32. Environmental Management Support:

h. (ODC's) What is JPL's current ODC inventory (i.e. types and quantities)? And annual inventory report for the last 3 years?

*A response will be forthcoming in a subsequent Addendum to the RFP.*

13. Attachment 32. Environmental Management Support:

j(1) Recycling: What are the current items recycled at JPL? Can you post the current recycling program policies?

*Here is some general data regarding the JPL recycling program:*

#### ***BLUE or WHITE RECYCLING BIN***

*Office or hallway BLUE or WHITE recycling bins should be used for white paper only. This includes all computer paper, white paper, envelopes (with or without plastic windows), adding machine tape, Director Office memos, and ruled pad paper. Please do not put any colored paper, food, binder clips or paper clips into these paper-recycling bins.*

#### ***BOOKS & OTHER BOUND MATERIAL***

*These should be boxed up and sent to Building 261.*

#### ***CARDBOARD AND JIT BOXES***

*All cardboard boxes should be flattened, labeled "Recycle", and placed near blue or white recycling bins for pickup. Please do not put cardboard boxes into the trash bins or cans.*

#### ***NEWSPAPER RECYCLING***

*White, clearly marked "Newspaper Recycling" bins are in place at all cafeteria areas.*

#### ***TONER CARTRIDGE RECYCLING***

*Please write "Recycle" on used toner cartridge boxes, place them near blue recycling bins for pick up. TONER CARTRIDGES are considered HAZARDOUS WASTE and may NOT be dumped into the rubbish bins or office rubbish containers. Please contact EAO to arrange pick-up of damaged or leaking toner cartridges.*

#### ***FLORESCENT LIGHT BULBS***

*All florescent bulbs are recycled as hazardous waste.*

#### ***DRY CELL OR ALKALINE BATTERIES***

*These batteries are handled as hazardous waste and should not be thrown into rubbish bins or office rubbish containers. Batteries that are not leaking should be delivered to Building 305. Please contact EAO to arrange pick-up of leaking batteries.*

**WOODEN PALLETS**

*Should be sent to Building 261.*

**SCRAP METAL**

*Please contact EAO to arrange pick-up.*

14. Are there any oil pits that the contractor is responsible for cleaning and monitoring?

*JPL has no oil pits. However, there is one UST which contains diesel fuel located at Building 230 which the contractor shall monitor and coordinate all testing activities through the EAO.*

*There are also one 10,000-gallon diesel fuel AST and one 500-gallon lube oil AST at this location that the contractor will monitor and coordinate all testing with the EAO.*

15. What is the current policy on used oil? Is there a program in place at JPL?

*All waste oil is disposed through the JPL Hazardous Waste Disposal Facility.*

16. Please post current and past workload data for Attachment 32. Appendixes 11.1 and 12.1 only show Asbestos Abatement.

*Current workload is limited to packaging the M&OS Contractor-generated hazardous waste and delivering to the JPL Hazardous Waste Disposal Facility. This waste can be burnt out fluorescent lamps and ballasts, waste oil, waste solvents, paints, glycols, lead-acid batteries etc.*

17. Will the landscape maintenance people be required to vacate their current staging area?

*JPL will only provide on-site facilities shown in Appendix 36.1 of the RFP for use by the M&OS Contractor and its agents and sub-contractors.*

18. The 400 backlog Trouble Calls in paragraph 2.2.8.2.2 of the Specimen Contract are not defined. Can information be provided as to the scope of those Trouble Calls so that we can bid them properly and help facilitate planning for their completion?

*This is an estimate of the number of Trouble Calls that may be called in the final week of the incumbent Contractor's performance period and that may not be completed by September 16, 2003. It is difficult to forecast the scope of work of these calls.*

19. Can we have access to historical Maximo data to assist in determining scope of effort?

*JPL is considering this request and will communicate a decision in a subsequent Addendum.*

20. Will CalTech further define the requirements or goals for the SB/SDB/WO/HUBZone percentage of contract or subcontract value?

*See the answer to Question 5.*

21. Where can I locate the NAICS code for this opportunity to determine our SB status?

*A response will be forthcoming in a subsequent Addendum to the RFP.*

22. Where can I find attachment B-6(g) for the Subcontracting Plan requirements?

*The requested attachment is actually a provision within the JPL General Provisions (GPs) for Fixed Price, Non R&D Contracts. These GPs can be accessed at the bottom of the web page. The provision entitled "Utilization of Small, Small Disadvantaged, and Women-Owned Small Business Concerns" is the "attachment" referred to in paragraph (g) of RFP Attachment B-6.*

23. For Attachment A-3, does the proposer need to include our approved consent letter with our proposal or will it be approved upon award to use Government property? (Ref. Attachment 36 for proposers use during the contract).

*Attachment A-3 refers to two kinds of property: (a) Government property furnished from sources other than JPL and (b) Government property requested from JPL in addition to that property already enumerated in the Specimen Contract Attachments, including Attachment 36. A proposer who proposes to use, in the performance of work at JPL, Government property secured from other Government sites must include in the proposal evidence that it has permission from the other Government entity to move that property to JPL.*

24. There are also still some JPL documents that are referenced that we have to comply with - but they have not been provided, nor can I seem to find them - for example: JPL Environmental Affairs Office policies, JPL emergency response procedures, JPL Center Energy and Water Conservation Five Year Plan. Obviously we can't tell you what we're going to do for you without the requirement.

*JPL Environmental Affairs Office complies with all appropriate federal, state and local regulations relating to handling, storing and disposing of hazardous materials and wastes.*

*Due to security considerations, the JPL Emergency Preparedness Plan is not available for public dissemination at this time.*

*The JPL Center Energy Efficiency and Water Conservation Five Year Plan is provided as Appendix 29.1 in the RFP Attachments.*

25. Will cameras be permitted on the site visit on September 24<sup>th</sup> and 25<sup>th</sup>?

*Due to security considerations, cameras or recording devices will not be permitted at the site visit.*

26. Will access to various resources, including the Technical Library, be permitted?

*The answer to Question 19 also applies to other resources, including but not limited to the Technical Library. Additional access to JPL resources, if permitted, will be scheduled so as to provide an equal opportunity for all prospective proposers to participate.*

27. The email announcing the posting of the final RFP contained the following comment:

*"The Final RFP supersedes all previous communication, including the Draft RFP."*

*With this in mind, what about the previous communications of questions and answers based on the Draft RFP? Are they not valid? Which are and which are not? Should we resubmit previously answered questions based on the final RFP?*

*While the final RFP is in many respects the same as the draft RFP, there are some significant changes in the final RFP including but not limited to:*

- *the Mandatory Qualification Criterion;*
- *the method of source selection;*
- *the manner in which costs associated with repairs under \$7,000 are accounted for;*
- *the level of detail provided with respect to the JPL Facility in many of the Specimen Contract Attachments and Exhibits.*

*The purpose of the disclaimer was to make it clear to all proposers that, in developing proposals, reliance should be placed on the final RFP. Questions previously submitted and answered should be resubmitted only if, in the proposer's opinion, (a) they remained unanswered in the final RFP or (b) the answer previously provided runs counter to the information contained in the RFP. JPL will review and answer such questions as part of the Addendum process.*

The following additional information is provided relative to the site visit:

- (a) Most proposers preferred that the site visit be conducted in one day. However, JPL received requests to visit over 50 specific buildings and equipment sites. Accordingly, we plan to conduct the site visit on BOTH September 24<sup>th</sup> and September 25<sup>th</sup>.
- (b) Proposers are reminded to bring appropriate identification to the JPL main gate to facilitate processing.
- (c) Proposers are reminded that the site visit will start PROMPTLY at 8:00 A.M. After a very short discussion to address ground rules for the visit, we will leave on the tour. **DON'T BE LATE - WE WILL NOT WAIT.**
- (d) Proposers are again reminded to wear comfortable clothes and good walking shoes. The site is large (156 acres) and hilly.