



# County of Fairfax, Virginia

## ADDENDUM

DATE: May 12, 2025

### ADDENDUM NO. 1

**TO:** ALL PROSPECTIVE OFFERORS  
**REFERENCE:** RFP 2000004164  
**TITLE:** HVAC and Plumbing Maintenance and Repair  
**DUE DATE/TIME:** May 30, 2025 @ 11:00 A.M.

The referenced request for proposal is amended as follows:

**Some questions received will be answered in another addendum.**

Q1. Does the County have cost proposal sheet that needs to be completed for this proposal?

**A1. There is not a pricing schedule provided, offerors should submit pricing per the requirements listed in the RFP Special Provisions, Section 11.**

Q2. 11. COST PROPOSAL INSTRUCTIONS: 11.1. A. Preventive Maintenance: 2. Pricing for materials. Is this for all materials used for all the equipment listed on the asset list per inspection, per month or per year? Or is this material mark-up?

**A2. We recommend providing material mark-up(s).**

Q3. 3.All costs for Preventive Maintenance shall include any parts, tools, equipment, labor, administrative, and overhead costs necessary to perform the work. Are you requesting pricing per inspection, per month or per year?

**A3. This is not a request for a third pricing, this is a statement that the pricing for 11.1.A.1 and 11.1.A.2 should include these costs.**

Q4. Should we submit PM pricing for every location listed on the asset list separately or as a total price?

**A4. This is a time and materials contract request.**

Q5. B.Other or Additional Work: 2.Pricing for use of Rental Equipment. There are different types of rental equipment that may be required for the contract. Are you requesting the mark-up amount per rental?

**A5. This determination should be made by the vendor submitting pricing, it is a business decision.**

Q6. 3.Pricing for use of Materials. Which materials is this referring to and are you requesting the mark-up percentage?

**A6. Any and all materials that may be required to complete required work as outlined in the RFP. See response to question 5.**

Q7. 4. Pricing for use of Subcontractors. Since there could be different types of sub contractors are you requesting the mark-up percentage per subcontractor?

**Q7. Yes.**

Q8. 5.Pricing for all other Task and Requirements as outlined herein must be included in the Cost proposal. Is this for hourly rates or material mark-up or both for other task?

**A8. We are requesting both.**

Q9. Can you provide the format for how the pricing will need to be submitted or a pricing sheet that has the items listed more information on the task?

**A9. See response to question 1**

Q10. Is the PM inspection frequency to be priced as quarterly?

**A10. This is a time and materials contract request; it is a business decision.**

Q11. Will Fairfax County supply the rate sheet required for submission with this bid? I see that a PDF will be due at the time of submission, but I don't believe it's included with the attached materials. Thank you in advance for your time and consideration

**A11. See response to question 1.**

Q12. Will there be a rate sheet supplied with this bid? I see that a PDF will be due at the time of submission, but I don't believe it's included with the attached materials.

**A12. See response to question 1.**

All other terms and conditions remain the same.

DocuSigned by:  
  
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Cynthia Parker, VCA  
Contract Specialist

**THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:**

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Name of Firm

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(Date)

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(Signature)

**A SIGNED COPY OF THIS ADDENDUM MUST BE RETURNED PRIOR TO DUE DATE/TIME OR MUST ACCOMPANY PROPOSAL BY WAY OF UPLOAD TO FAIRFAX COUNTY'S PROCUREMENT PORTAL AT [HTTPS://FAIRFAXCOUNTY.BONFIREHUB.COM](https://fairfaxcounty.bonfirehub.com).**

**NOTE: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL RFP DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.**