Hayward Unified School District

Purchasing Department
24411 Amador Street, Hayward, CA 94544

BID # 26.010
Bid Name/Project: Fire Alarm Inspections and Repairs - Districtwide Maintenance Services

Addenda# 1 - 5/15/26

(Total of 4 pages including attachments)

CLARIFICATIONS

1. Section Exhibit B
   a **REMOVE**: "26.010 Exhibit B Remove Document(s) in its entirety"
   b **REPLACE WITH**: "26.010 Revised by Addenda 1 5/15/26 Exhibit B"
2. Section Bid Form
   c **REMOVE**: "26.010 Bid Form Remove Document(s) in its entirety"
   d **REPLACE WITH**: "26.010 Revised by Addenda 1 5/15/26 Bid Form"

REQUEST FOR INFORMATION/OTHER

1. **Question: After-Hours / Overtime Service Rates** During the pre-bid meeting, it was mentioned that certain campuses or system access may be better suited for after-hours work. The bid form currently provides only Regular Hourly Repair Rates and Emergency Hourly Repair Rates.
   Response: See Revised Exhibit B

2. **Question:** Should after-hours, overtime, weekend, or holiday work be billed under the Emergency Hourly Rate?
   Response: See Revised Exhibit B

3. **Question:** Or does the District intend for after-hours labor to be billed at the standard hourly repair rate?
   Response: Labor should be billed based on the time shift options listed

4. **Question: Minimum Billable Service Time** Please clarify whether the District permits a minimum billable onsite service duration for dispatched repair calls, particularly for after-hours or emergency responses.

   Response: Repair calls should be a minimum of 1 hour billable, after hour/ emergency responses have a minimum of 4 billable hours.

5. **Question:** Would the District accept a standard four (4) hour minimum for onsite dispatches?

Response: No

6. **Question: Device Lists / System Documentation -** Will the awarded contractor(s) be provided:

   - Current device inventory lists per campus
   - Existing fire alarm plans/as-builts
   - Panel programming backups
   - Sequence of operations documentation
   - Previous inspection reports and deficiency records

   Response: All documents that the district has including prior reports will be shared along with any work relating to the project to redesign systems at 15 sites.

7. **Question: Access Coordination / Keys / Escorts** Please clarify how site access will be coordinated for service calls, including:

   - Key access or Knox access availability
   - Requirement for District escorts
   - Procedures for after-hours campus entry
   - Responsibility for delays caused by inability to access secured areas or locked rooms

   Response: The district will either provide a site key or an escort for site visits, we will provide procedures on how to access the site depending on the time of day and school calendar.

8. **Question: Billable Waiting Time** If technicians are onsite and delayed waiting for:

   - District staff
   - Campus personnel
   - Security access
   - Monitoring company coordination
   - Fire department reset authorization
   - Elevator vendor or HVAC vendor coordination

   Will that waiting/coordination time be considered billable labor time?

   Response: Yes, that would be billable hours if the meeting has been coordinated in advance.

9. **Question/Response: Central Station / Monitoring Coordination** Please clarify the expected contractor responsibility related to:

   - Placing systems on test Required
   - Coordinating with monitoring providers No
   - False alarm reset coordination Required
   - Required communication with central station vendors Required
   - Documentation required before restoring systems to service Required

10. **Question/Response: Documentation / Drawings / Reporting Expectations** During the meeting there was discussion regarding additional documentation,

drawings, and system records. Please clarify whether the following are considered billable services outside standard inspection pricing:

- Creation or updating of as-built drawings Yes
- Device mapping Yes
- Panel programming documentation Yes
- CAD drafting Yes
- Labeling corrections Yes
- Inventory verification Yes
- Deficiency reporting beyond standard inspection forms Yes

11. **Question: Remote / Offsite Technical Support** Please clarify whether remote troubleshooting, offsite programming review, report preparation, coordination calls, and administrative support are considered billable labor under the contract.
Response: Remote troubleshooting, offsite programming review would be billable

12. **Question/Response: Obsolete or Unsupported Systems Several systems appear to vary in age and manufacturer.** Please clarify how the District would like contractors to handle:

- Obsolete or unsupported fire alarm equipment Provide recommendations
- Panels with unavailable replacement parts Provide recommendations
- Systems where programming software or passwords are unavailable Reset to default and re-program

13. **Question/Response: Scope Boundary for Repairs vs. Improvements** Please confirm whether the awarded contractor is expected to perform:
- Break/fix repairs only Yes
- Minor replacements Yes
- System upgrades Yes
- Full panel replacements No
- Design/build modernization work No

14. **Question/Response: Inspection Deficiency Repairs** If deficiencies are identified during annual inspections:
- Will repairs require separate approval prior to correction? No
- Is there a spending threshold requiring written authorization? Yes
- Should repair proposals be submitted time-and-materials or lump sum? Time & Material

15. **Question: Existing Manufacturer Standards** Please clarify whether the District has any formal written manufacturer or platform standards for future repairs or replacement work.
Response: This is in development.

16. **Question:** I noticed that of the 15 schools listed, only Park Elementary shows devices. Will an updated addendum be issued to list the field devices for the remaining schools?
    Response: The information provided is what is currently known.

17. **Question:** Can you please confirm whether the fire alarm report is required to be uploaded to The Compliance Engine?
    Response: No, it merely needs to be submitted to the district