

**ADDENDUM #1**  
Issued March 5, 2020  
RFP #20-20  
Flagging Services

This Addendum forms part of the original document marked “**RFP 20-20 Flagging Services**”.

**Question 1:**

*If our firm is not selected for the City of Portsmouth flagging contract how do we obtain approval from the city to work for private companies on private projects? Are we allowed to negotiate billing rates with private companies on private projects? Or are we bound by the billing rate in place with the selected flagging company.*

**Answer:**

If you are not selected, you are not bound by the provisions of the contract and thus you would be free to charge whatever you want to others. You would however need to submit the same materials required in this RFP package to Public Works for review and approval. If approved, you would be held to the same standards as outlined in the RFP. But you won't be able to work for the City or on City projects.

**Question 2:**

*If our firm is selected for the City of Portsmouth flagging contract how are billing rates adjusted for higher Davis-Bacon prevailing wage rates. For example, D.E.S projects usually carry a higher Davis-Bacon pay rate than what would normally be paid to flaggers on the non-rated work.*

**Answer:**

Davis-Bacon wage rates would apply and would overrule the RFP price and flagger's normal pay. The City would pay the wage rates owed to the flagger per the Federal requirement plus whatever your administrative costs were. Fill in the amount on the RFP Price Proposal form under 'Davis Bacon rate' as an upcharge on the normal rate, ie, if it costs you \$4.00 more to hire and maintain the flagger than the Davis Bacon rate because administrative and profit costs, you would write in 'additional \$4.00 per hour for administrative and profit'. Copies of the flagger's payroll sheets will be required when billing non-standard rates.

**Question 3:**

*If our firm is selected for the City of Portsmouth flagging contract are we expected to invoice only the submitted "Flat Rate" for emergency and holiday work? Or are we allowed to submit premium rates for emergencies and holidays on the RFP Form Page 5, "Criteria/Cost"?*

**Answer:**

Holidays can be billed at a premium rate as long the employee received the higher rate for that day. Fill in the holiday rate on the RFP Price Proposal form, ie, if it costs you \$7.00 more an hour because it was Memorial Day, you would write in 'Holiday pay will be an additional \$7.00 per hour'. Copies of the flagger's payroll sheets will be required when billing non-standard rates.

Emergencies will be dealt with differently. If you receive a call from the City during the weekend or after 5PM on a business day for an immediate flagger(s) needed, describe the added costs separately on the RFP Price Proposal form in the spaces provided. You need to provide additional costs for both administration charge per occurrence and an hourly up-charge for the flagger(s) as appropriate. Copies of the flagger's payroll sheets will be required when billing non-standard rates.

**Use the new Price Proposal form attached to this addendum, it supersedes the original in the RFP document.**

**Proposers are to acknowledge Addendum 1 within their proposals by using the updated form. Failure to do so may subject a Proposer to disqualification.**

End of Addendum 1

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
FLAGGING SERVICES  
PRICE PROPOSAL IN ACCORDANCE WITH  
RFP #20-20**

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Flat Rate per hour, which includes, per hour after 40 hours (Same flagger on same site or project): \$ \_\_\_\_\_

Rate in written words: \_\_\_\_\_

**Please also specify rates/costs for the circumstances below, if there is no change to standard rate, write 'zero':**

Davis Bacon Project administrative fee above Federal wage Rate: \$ \_\_\_\_\_

Holiday Wage Rate: \_\_\_\_\_ \$ \_\_\_\_\_

Emergency Wage Rate: \_\_\_\_\_ \$ \_\_\_\_\_

Emergency Administrative Cost per occurrence: \_\_\_\_\_ \$ \_\_\_\_\_

**If there are additional rates or charges not listed, please specify criteria and cost associated:**

Criteria/Cost \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number