

Department of Procurement Services - City of Chicago

March 8, 2019

Addendum No. 4

To

REQUEST FOR PROPOSAL (“RFP”)

For

**PARTS, LABOR, REPAIR, MAINTENANCE ACCESSORIES AND SUPPLIES
TO OPERATE CITY OWNED HELICOPTERS**

Specification No. 870601

For which Proposals are scheduled to be received no later than 4:00 PM., Central Time on March 22, 2019 (pursuant to the Addendum 3 advertised February 19, 2019) in the Department of Procurement Services, Bid & Bond Room (Room 103 of City Hall).

The following revisions/changes will be incorporated in the above referenced RFP document. All other provisions and requirements as originally set forth remain in full force and are binding.

**Respondent must acknowledge receipt of this Addendum No. 4 in its Proposal AND
should complete and return the attached Acknowledgment by email to:**

joseph.chan@cityofchicago.org

Attn: Joseph Chan, Sr. Procurement Specialist

This document contains:

- I. Three Revisions to the RFP; and**
- II. Answers to 54 Questions Submitted for Clarification of the RFP; and**
- III. Addendum Receipt Acknowledgment.**

The information contained in this Addendum No.4 is incorporated by reference into the original Request for Proposal (RFP) issued on November 19, 2018.

March 8, 2019

ADDENDUM NO. 4

FOR

**REQUEST FOR PROPOSAL (RFP) FOR
PARTS, LABOR, REPAIR, MAINTENANCE ACCESSORIES AND SUPPLIES
TO OPERATE CITY OWNED HELICOPTERS**

SPECIFICATION NO. 870601

For which proposals are due in the Department of Procurement Services, Bid & Bond Room, Room 103, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602, at 4:00 p.m., Central Time March 22, 2019.

The following revisions/changes will be incorporated in the above-referenced Request for Proposal. All other provisions and requirements as originally set forth remain in full force and are binding.

**RESPONDENT SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE COVER
LETTER SUBMITTED WITH YOUR PROPOSAL.**

SECTION I: THREE REVISIONS TO THE RFP

Revision # 1

Exhibit 1, Scope of Services, General – Repair & Maintenance of City of Chicago Helicopters, Paragraph 2 is deleted in its entirety and replaced with the following:

The Contractor will have service personnel available, at the standard rate, Monday through Friday for eight (8) hours per day with the exception of City of Chicago legal holidays. Normal hours of operation are 07:00hr to 15:00hr. The Contractor will have service personnel available on Saturdays, Sundays, and City of Chicago legal holidays in the event that emergency services are required. City of Chicago legal holidays and all day Saturday and Sunday repairs will be paid at an overtime rate as stated on the proposal page. The Contractor shall be capable of responding to calls for non-emergency service within a 24 hour period.

Revision # 2

Exhibit 1, Scope of Services is amended to include the following section following **Required Services**:

Character of Workers

The Contractor will employ only competent and efficient employees and whenever, in the opinion of the Commissioner, any employee is careless, incompetent, obstructs the progress of the work, acts contrary to instructions or conducts themselves improperly, the Contractor will, upon the request of the Commissioner remove the employee from the work and will not employ such employee again for the work under this Contract, except with the written consent of the Commissioner. The Contractor will not permit any person to enter any part of a City facility or property while under the influence of intoxicating liquors or controlled substances. **The Contractor will not permit obnoxious behavior or possession or consumption of alcoholic beverages or drugs anywhere on the site of any work to be performed under this Contract.**

The Commissioner has authority to request the Contractor to remove any worker who proves to be incompetent or negligent in his/her duties.

Revision # 3

Exhibit 7, Contract Insurance Requirements and Insurance Certificate, Aviation Liability/Aviation Hull – (when applicable) is deleted in its entirety and replaced with the following:

Aviation Liability/Aviation Hull – (when applicable)

When any aircraft equipment that is being maintained and/or repaired is used in connection with work or services performed hereunder, Contractor must provide Aviation Liability Insurance with limits of not less than \$10,000,000 per occurrence for bodily injury and property damage liability and Helicopter Hull coverage limits of \$3,000,000 for Group A and \$10,000,000 for Group B per helicopter if applicable. Coverage must include the following: Hangarkeepers Legal Liability, Products Liability and Completed Operations Liability. The City of Chicago is to be named as an additional insured.

SECTION III: Answers to 54 Questions Submitted for Clarification of the RFP

Question 1: All that is required for a mechanic to legally work on any aircraft is an FAA Airframe & Powerplant license. There are many factors to consider with additional experience or certifications. For example, factory training can be beneficial but if it was many years ago it may not be as beneficial or relevant, 5 years minimum experience for models can be beneficial but again if the experience was 10 years ago it is not as relevant either. Inspection Authorization should only be required for one technician, not all technicians as it is an FAA certification and is industry standard for a repair station to have limited Inspectors on staff.

One description of required mechanics qualifications in the document would help the Respondent identify if they can meet the requirements. It would make sense for the City to require licensed airframe and powerplant mechanics and to have a preference toward mechanics with recent experience on the particular airframes whether its factory training or in the field experience.

A. Given this information, what is the City's requirements for mechanic qualifications?

Answer: 5 years' experience with the models the City currently have and will be required to be repaired as stated in Exhibit 1, Scope of Services, General Repair and Maintenance of City of Chicago Helicopters, page 27 of the RFP document.

B. What are the actual requirements for personnel availability during normal operations hours?

Answer: During normal operations; 07:00 to 15:00.

C. What is the required call in time during normal operations hours?

Answer: 24 hours for non-emergencies, and 2 hours for emergencies.

D. What is the requirements for personnel availability outside of normal operations hours?

Answer: Only in the event of a requirement for emergency repairs, within 2 hours.

E. What is the required time to respond to a work order outside of normal operations hours?

Answer: Only in the event of a requirement for emergency repairs, within 2 hours.

F. What is the required on-site response time after acknowledging a work order outside of normal operations hours?

Answer: Only in the event of a requirement for emergency repairs, within 2 hours.

Question 2:

The RFP also stated that "work generally can be performed, timely, by one mechanic to maintain City of Chicago aircraft." To meet the requirements of 24/7 on call coverage and a two hour or less call in time would require a repair station located in close proximity (less than 2-hour drive), and a repair station with multiple mechanics on staff to cover the 24/7 on call and 2-hour response time requirements. Given this information, please clarify the personnel and response time requirements.

A. What does it mean to have personnel available Monday through Friday for eight hours per day?

Answer: The city isn't requiring the vendor to supply a technician to be at the helicopter hanger every day for 8 hours a day. The tech will only be needed when services are required as specified in the RFP.

B. Do you require a mechanic on premise during this time?

Answer: No.

C. Do you require a mechanic to be staffed on stand-by during this time?

Answer: No.

D. The document reads individuals will be available 24 hours a day and are required to perform work within two hours of notification.

Answer: Two-hour response time is required in the event of a requirement for emergency repairs.

Question 3: The RFP requirements state "The Respondent will be required to be a Bell certified manufacturer parts center." There is no such classification. What does exist is a Bell Service Center. As a Bell Service Center, the Service center is bound by contract to only purchase parts directly from the OEM/Bell. This restricts the contractor from purchasing parts that meet or exceed OEM/Bell standards from other sources, limiting the ability for the City to get parts at lower cost and to get parts which the OEM/Bell may not have in stock. As an example, a Bell 206 left hand windscreen from a Bell Service Center is \$3900.00 USD approx. This same part can be purchased from Aeronautical Industries for \$900.00 USD approximately which is the same or better than the part from the Bell Service Center. A Bell Service center is not allowed to purchase this part from Aeronautical Industries. It would be beneficial to the City to have an FAA Part 145 repair station, rather than a Bell Service Center, as it would enable parts purchasing from multiple sources, significant cost savings, as well as the repair station being located in close proximity to the aircraft for more frequent and thorough inspections and maintenance of the aircraft. Given these factors does the City require the vendor to be a Bell Service Center?

Answer: Yes

Question 4: The value of aircraft group A is different and significantly less than aircraft group B.

A. Will there be different Hull liability requirements for group A helicopters and group B helicopters?

*Answer: Group A - Hull liability insurance requirement limit is confirmed at \$3,000,000.
Group B - Hull liability insurance requirement limit is confirmed to remain \$10,000,000.*

B. Is the \$10,000,000 Hull Value a set number by the City or is this liability number supposed to be based on the value of the aircraft being maintained by the contractor?

Answer: The Hull value of \$10,000,000 was originally based on the most valuable of the City helicopters that will be in the care, custody and control of Contractor during maintenance. Based on the splitting of the contract into two groupings, the above revision for Group A has been made.

Question 5: It is industry standard for the contractor to be responsible for damage caused by neglect on the contractor's behalf. In these instances, the contractor would fix the issue at its expense and/or the contractors Hangar Keeper and Products Liability coverage would cover the expenses to repair the damaged aircraft. A replacement aircraft of the same type with comparable equipment is not readily available for rent. If a similar aircraft was identified which the City pilots were rated to operate it would take significant time to outfit the aircraft with comparable equipment and get the aircraft through FAA conformity and capable of flying for the City. This process would take months at a minimum.

- A. If this requirement remains in the RFP what happens if no comparable replacement aircraft is available to rent?**

Answer: The Contractor will work with the City of Chicago to find the most compatible aircraft that will fit the needs of the end user department.

- B. What is the time frame in which a replacement aircraft would need to be provided to the City?**

Answer: This will be based on the severity of the damage to the City of Chicago aircraft and the turn-around time.

- C. If a replacement aircraft is secured who is responsible for the replacement aircraft costs as the City would have still incurred the cost of operating its own aircraft if it were available?**

Answer: The cost of the aircraft will be the responsibility of the Contractor. Any damage incurred by City to the replacement aircraft during that time will be the City's responsibility.

- D. How are these costs reconciled?**

Answer: Maintenance costs will be as stated in the contract.

Question 6: Maintenance contractors are providers of maintenance services, not flight services. Contractors may or may not have pilots on staff and rarely operate customer aircraft. It is typical for the customer to do an acceptance of the aircraft after major work is completed and for client to pilot their helicopter for maintenance check flights. The contractor can operate the City aircraft if several parameters are met. The contractor would need to have its pilots checked out and signed off by the City of Chicago to operate its aircraft.

- A. What are the pilot minimum hours, training, and qualifications required to operate City owned aircraft?**

Answer: Group A: Commercial Rotary Pilots License, 2nd class medical, 100 hour in type training or Bell training in 206 Helicopter.

Group B: Commercial Rotary Pilots License, 2nd class medical, Bell 412 initial Flight Safety Course and Recurrent annual course.

- B. The City would have to name all contractor pilots as additionally insured under the City's insurance policy as the City of Chicago is the primary policy holder on the aircraft. Will the City of Chicago and its insurance underwriters name the contractor pilots as additionally insured on their policy?**

Answer: The language found in The Aviation Liability insurance requirement is written on an if or when applicable basis. If Contractor or any of their subcontractors would need to operate such aircraft during maintenance or in the event they might to be required to deliver or pick up the aircraft, then they would be required to provide their own Aviation Liability insurance. The City of Chicago would not name or include contractors under the City's coverage.

C. Will flights conducted by contractor pilots be operated under public use regulations and exempt from FAA oversight?

Answer: No, under FAA regulations.

D. If not, what FAA regulations will flight operations be held to?

Answer: FAA FAR part 91

E. Who at the City will be responsible for aircraft operations while piloted by contractor pilots?

Answer: The pilot would be the responsibility of the contractor. The need for a pilot will be only when a helicopter needs to be moved for maintenance or repair or when doing a flight check (road test) for flight issues of the helicopter. The City pilots may not be available at all times to fly the helicopters.

F. Will the City of Chicago provide its aircraft to the contractor for contractor pilot's recurrent training and check rides?

Answer: No, the City will not provide its aircraft for the Contractor Pilot's training and check rides.

Question 7: What inspection program are the helicopters maintained under in regards to FAA FAR 91.409? There are multiple options, this dictates the inspection schedule and is needed for an accurate bid. The statement in the RFP on page 24 is not an FAA requirement, they are requirements set forth by the manufacturer which may or may not be part of the FAA inspection schedule based on which schedule is being used. FAA FAR 91.409 (e) states the following:" the owner or operator of a turbine-powered rotorcraft may elect to use the inspection provisions of §91.409(a), (b), (c), or (d) in lieu of an inspection option of §91.409(f)."

Answer: Group A: FAR part 91.409 A but Bell does not require an annual under their Maintenance program which comes from their Maintenance Manual.

Group B: FAR part 91.409 A

Question 8: To properly maintain an aircraft, especially aircraft operated low to the ground and in close proximity to people and crowds, the aircraft must be inspected and looked over regularly. It is industry standard to have a licensed Aircraft and Powerplant mechanic inspect an aircraft every single day that it is operated. Simply following the minimum requirements of an FAA inspection schedule does not necessarily mean the aircraft are being maintained to the highest standards. Aircraft with specialty equipment, being operated in the danger zone of the height velocity diagram, over water, and being operated a high volume of flight hours per year require additional maintenance and inspections in order to maximize safety and maintain the aircraft to the highest possible standards. Therefore, identifying the inspection program, the aircraft is currently on as well as reviewing several other important documents, records, and items is necessary for the contractor to identify the actual maintenance requirements of the aircraft and accurately bid the contract.

This being said will the contractor be given access to:

- A. The aircraft records, inspection status, component life limits and status sheets which would indicate what maintenance is being forecasted for the next few years, which depending on where the life of the ship sits could be substantial?**

Answer: The City will provide data at the time of contract award.

- B. The physical aircraft to know the condition of the aircraft which is extremely if not mandatory before taking responsibility of the Airworthiness of an aircraft and safety of the pilots and crews?**

Answer: All of our helicopters are being maintained to FAA and manufacturer standards.

- C. The City of Chicago Helicopter Unit at 3954 E Foreman Dr. Chicago, IL. 60617 which provides an accurate view of the City's facilities which is where the bid requires the majority of work be accomplished?**

Answer: The site visit was advertised and occurred on Dec 19, 2018.

- D. The City of Chicago's parts and tools inventory list for each aircraft model?**

Answer: The City will provide data at the time of contract award.

- E. The expected number of flight hours flown annually on each aircraft?**

*Answer: Bell 206 B3 – 800 hrs. estimated
Bell 206 L4 – 950 hrs. estimated
#1 Bell 412 EP – 300 hrs. estimated
#2 Bell 412 EP – 300 hrs. estimated*

Question 9: During Pre-Proposal Conference the City stated current contractors would not have preference in bid evaluation. However, the current contractors have access to all the information stated above. This access to pertinent information provides the current contractor with a large advantage over other contractors attempting to submit an accurate and competitive bid. Knowing where the aircraft stands in its life cycle, previous issues and current issues the aircraft have, what parts and tools are available at the City's location, and access to the aircraft records and status sheets are just a few of the major advantages the current contractors have over other bidders. Therefore will you make all of the information and access requested above (A, B, C, and D) available to all bidders?

Answer: No additional information will be provided. The City deems the information provided in the RFP document, Site Visit and Addenda sufficient to submit a proposal.

Question 10: Will a Chicago based business be given preference over other businesses?

Answer: It depends upon whether or not a Respondent applies for the local preference or other incentives outlined in Exhibit 10 of the RFP by completing the applicable affidavit(s) and whether or not the Respondent meets the eligibility standards described as applicable for the respective incentive(s). Refer to page 14, Section V.B.8., Schedule of Compensation / Cost Proposal of the RFP.

Question 11: If an addendum to the RFP is required, when will this addendum be issued? If an addendum is issued will the final bid submittal date be changed?

Answer: This Addendum 4 to answer questions submitted by December 7, 2018. The new proposal due date will be March 22, 2019.

Question 12: Who is charged with maintaining consumables onsite in regards to; proper storage, combustible cabinets, expiration dates, and purchasing?

Answer: City of Chicago.

Question 13: Who is charged with maintaining, organizing and cleaning hangar facility?

Answer: City of Chicago, but the technician working on a unit must be responsible for ensuring that their work area is clean after any repairs.

Question 14: Is there a current inventory of City owned tools and equipment which can be used by the vendor for helicopter maintenance? Can you provide the inventory list of City owned tools which require calibration and/or certification?

Answer: The City will provide data at the time of contract award.

Question 15: During the walk through there appeared to be older manuals on the hangar floor for the Bell 206 aircraft, are those current manuals? Who is charged with the subscription, access, and maintenance of current aircraft manuals?

Answer: The City has on-line subscriptions with the manufacturer, to which the technicians will have access.

Question 16: Is there a current inventory of City owned parts for the aircraft and where are they stored? Is the storage unit locked and climate controlled? Who is charged with it's security and upkeep? Are all parts properly tagged per FAA regulations?

Answer: The City has limited inventory of parts, which are properly tagged.

Question 17: Are past maintenance entries and log books available for review to include past invoices for each aircraft?

Answer: The City will provide information at the time of contract award.

Question 18: Will the City be visiting vendor facilities to evaluate vendors capabilities?

Answer: Yes, the City may elect to do so. Refer to Section VII Selection Process, Phase III – Site Visit and/or Oral Presentation in the RFP.

Question 19: Will the City provide copies of the current aircraft registrations and airworthiness certificates for each aircraft?

Answer: Yes, the City will provide current aircraft registrations and airworthiness certificates for each aircraft at the time of contract award.

Question 20: Do the City aircraft operate under an FAA approved MEL program? If so can the City please provide the MEL program for each aircraft?

Answer: No, the City does not operate under the MEL program.

Question 21: Can the City provide the annual direct operating cost for each of the City owned aircraft for each of the last 5 years?

Answer: Information will not be provided as it is not required to submit a proposal.

Question 22: Are there designated areas in the City hangar for maintenance space vs storage and other spaces?

Answer: Yes.

Question 23: Will the City provide current Airworthiness Directives and Service Bulletins for each aircraft?

Answer: No.

Question 24: When was the last 12-year inspection completed on each aircraft?

Answer: No 12-year inspection has been done on either aircraft. Inspections are done according to the manufacturer's recommended schedules.

Question 25: Has the FAA inspected the City facility and deemed it to be in compliance with FAA regulations for a helicopter maintenance facility?

Answer: Yes.

Question 26: Access to all log books and aircraft information is necessary to determine if the aircraft have been maintained by properly licensed mechanics with calibrated tools and certified parts in accordance with FAA and manufacturer regulations. If the vendor is not given access to everything necessary to determine the aircraft status and airworthiness and the vendor is awarded the contract and subsequently discovers the aircraft are not airworthy or there are material discrepancies can the vendor terminate the contract with the City?

Answer: No. The Contractor cannot terminate the contract. The City intends to work with the Contractor to resolve any problems and does not anticipate such outcome. Refer to Exhibit 9, City of Chicago Sample Professional Services Agreement, Section 3.5 Events of Default and Termination and Section 3.5.6., Early Termination.

Question 27: Is the Respondent required to be a Bell Service Center? If so, is that an automatic disqualifier?

Answer: Yes, Respondents are required to be a Bell Service Center.

Question 28: Is the City looking for a full-time mechanic to be stationed at the City facility or be available for on-call basis?

Answer: No, the technician will be utilized on an on-call basis.

Question 29: Does the City have a time frame goal in awarding the contract (i.e. 6 months, 3 months, by the end of calendar year, etc.)? What does ASAP mean to the City?

Answer: The City intends to award a contract as soon as possible.

Question 30: Are the contract extensions decided at time of contract or at end of 5 years?

Answer: Contract extensions are decided towards the end of the original term of the contract.

Question 31: Will a mechanic be needed every day?

Answer: No; a mechanic will be needed on an as-needed basis.

Question 32: Can an additional listing be added if Respondent can offer discounts on other than OEM parts?

Answer: The City will only accept OEM parts. If OEM parts are not available, then aftermarket will be accepted with the approval of 2FM.

Question 33: For OEM parts offered at a discount off list price, is the manufacturer's suggested list price sufficient proof of the Respondents cost?

Answer: Yes, please provide cataloged pricing along with the discount being offered.

Question 34: Will all questions submitted be shown to everyone or will the Respondent only see responses to their particular questions?

Answer: All questions and answers will be provided in the form of an Addendum to registered RFP document holders, attendees at the Pre-Proposal Conference and posted on the City's Department of Procurement Services website.

https://www.chicago.gov/city/en/depts/dps/provdrs/contract/svcs/current_bid_opportunities.html

Question 35: How long after Dec 7, 2018 questions submittal deadline will the answers be provided as the answers will affect RFP submittal and the deadline of February 1, 2019?

Answer: The posting of the answers in the Addendum is dependent on the complexity and number of questions to be addressed. Addendum 3 was posted on February 19, 2019, extending the proposal due date to March 22, 2019.

Question 36: Can we visit your maintenance facility to help provide an accurate bid?

Answer: Yes, the site visit to the maintenance facility was held on December 19, 2018. No more site visits are planned.

Question 37: Is there any idea of the timeline after Feb 1, 2019 submittal for review and decision? Weeks? Months?

Answer: All proposals will be evaluated, and Respondents notified in writing after the evaluation and selection process is completed.

Question 38: Can Respondents have access to the current contract for Group A aircraft. It is not available online only Group B aircraft contract is available?

Answer: Only Group B contract is available. Respondents can view the contract on the City of Chicago's Department of Procurement Services' website. The contract's current vendor for Group B is Rotorcraft, Contract (PO) Number 32516. Respondents can view a scan copy of the current contract posted on the City's website. Go to: www.cityofchicago.org/Procurement, select Contract Administration drop down list, click Awarded Contracts, click blue button (Get Started Online), Click City of Chicago (Vendors, Contracts, Disclosures, Bid Tabulations and Payments), input "32516" into the Contract (PO)# box, click Search button, select Contract (PO) #32516 pdf.

Question 39: If no Respondents meet the RFP requirements or after question /issues with RFP are submitted and there are changes needed to the contract will the City amend or change the RFP/contract?

*Answer: Any changes to the RFP will be done via an Addendum and provided to registered RFP document holders, attendees at the Pre-Proposal Conference and posted on the City's Department of Procurement Services website.
https://www.chicago.gov/city/en/depts/dps/provdrs/contract/svcs/current_bid_opportunities.html.*

Question 40: The contract requires the Respondent to have a call-in time of 2 hours or less, 24 hours a day, 7 days a week. Is this a disqualifier?

Answer: The 24/7 response time is needed in most cases that require that the helicopter is returned into service as quick as possible.

Question 41: Would the City prefer a single or a combined proposal?

Answer: The City has no preference regarding a single or combined proposal. Note that Respondents are not required to submit a proposal for both Groups. The City expects Respondents to adhere to the instruction in Section V. Preparing Proposals.

Question 42: Is the City looking for a single or multiple mechanics?

Answer: The City would prefer that Respondent send the same dedicated technician for the repairs, but if multiple mechanics are needed, that will be acceptable to the City.

Question 43: Would the mechanics be required to work on both models?

Answer: Mechanics will only be required to work on the Group that the company was awarded. If the company is awarded both Groups, then yes, the mechanics will be required to work on both models.

Question 44: How recent does the Bell training need to be?

Answer: The training should be the most current from the manufacturer.

Question 45: IA is referenced as Integrated Airman Certification. Does the City mean Inspection Authorization? Would each mechanic be required to have one?

Answer: Inspection Authorization. No.

Question 46: Does the City mean Bell Helicopter Customer Service Facility instead of Bell Certified Manufacturer Parts Center?

Answer: Correct, a Bell Helicopter Customer Service Facility.

Question 47: Can the requirement for a pilot be subcontracted?

Answer: Yes, as long as the pilot is experienced with the operation of the helicopter that they will be flying and is current on all required FAA requirements.

Question 48: When will contract begin?

Answer: The contract will begin upon award by the City.

Question 49: Is there a requirement to have a FAA drug/alcohol testing program?

Answer: The City of Chicago requires that all vendor employees be clear and free of any controlled substance. See Revision 2.

Question 50: Much of the pricing will vary such as discounts off list, cost plus mark-up, freight in/out. Will a stated discount /markup structure satisfy this requirement?

Answer: Yes.

Question 51: Is there an ability for a cost adjustment after teardown evaluation (i.e. engine/component)? Cost can change.

Answer: Yes, the City expects a quote for the initial request for service. Once the release is given and the work starts and more work is needed, the Contractor must provide a revised quote and the release will be modified to cover the additional work.

Question 52: Will there be an "on call" policy – for two-hour response time. Please note different time periods for response are stated on page 28 and Section K page 31.

Answer: The Contractor shall be capable of providing emergency repairs, 24 hours per day anywhere in the City of Chicago with two (2) hour notice. These are the requirements for emergency repairs.

Question 53: Section H- If additional mechanics are required will their travel time, airfare, per diem, hotel, etc. be compensated?

*Answer: Yes, if Contractor needs an additional mechanic, it must provide a quote for their services. That member must follow the City of Chicago's rules on travel and the Contractor will be reimbursed. The City of Chicago Travel Guidelines may be downloaded from the Internet at:
<http://www.cityofchicago.org/Forms>. The direct link is:
http://www.cityofchicago.org/content/dam/city/depts/dps/ContractAdministration/Forms/CityofChicago_TravelGuidelines.pdf.*

Question 54: In the RFP, page 32; Does this mean that a mechanic will not be needed every day?

Answer: A mechanic will be required on an as needed basis.

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**

**SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER**

CITY OF CHICAGO - DEPARTMENT OF PROCUREMENT SERVICES

March 8, 2019

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to

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For

**PARTS, LABOR, REPAIR, MAINTENANCE ACCESSORIES AND SUPPLIES
TO OPERATE CITY OWNED HELICOPTERS**

SPECIFICATION NO. 870601

Consisting of Sections I – III including this Acknowledgment.

III. ADDENDUM RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Addendum No.4 to the RFP named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

Signature of Authorized Individual

Title

Name of Authorized Individual (Type or Print)

Company Name

Business Telephone Number

**Complete and Return this Acknowledgment by email to: joseph.chan@cityofchicago.org
Attn: Joseph Chan, Sr. Procurement Specialist**