

# COUNTY OF BERKS

## Purchasing Department

Berks County Services Center, 633 Court Street, Reading, PA 19601

Tel: 610-478-6168 Fax: 610-898-7404

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*Kelly A. Laubach, CPPB, Director of Contracts and Procurement*

### NOTICE TO BIDDERS

#### Amendment #2 Issued on April 22 2025

#### Re: Invitation to Bid #25-07-MZ, Personal Emergency Response Systems

This Amendment should consist of a total of 3 pages. If you have not received this Amendment in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.

The County hereby amends the above noted Invitation to Bid (ITB) as indicated herein. All other details of the ITB remain unchanged. Language that is underlined denotes that which has been added. Language that has been stricken denotes that which is hereby removed.

Where conflict exists between these responses and information in the original ITB package, the responses shall prevail.

A pre-bid conference was held on April 7, 2025 at 2:30 P.M. via Microsoft Teams. The following individuals and companies were represented at the meeting:

<u>Name</u>	<u>Entity</u>
Todd Reinert	County of Berks
George Rodrigues	County of Berks
Mansoor Zaki	County of Berks
Matt Couillard	Staar Alert
Tawnya Scott	Connect America
Deborah Ungar	Response Alert
Rebeka Cakici	LifeStation, Inc
Carla Santos	Connect America
Alexi Chumley	MedScope America LLC
Jessica Watts	LifeStation Medical Alert
Mitchell Cabin	Connected Caregiver
Victoria James	Response link

Several key points were reviewed by the Purchasing Department at the beginning of the pre-bid meeting. They were:

1. As per Section One, Clause 1.5., an amendment will be issued to respond to any and all questions and clarifications submitted and/or identified as needed by the County. Questions answered, or responses not set forth in an amendment shall not be valid and binding upon the County.
2. As per Section One, Clause 1.5., submit all questions in writing to the County point of contact, as detailed therein.

3. Section One, Clause 1.3., The deadline for receipt of Bids. The County Controller's time clock shall be considered the official time. There will be no exceptions to Bid Deadline.
4. As per Section One, Clause 1.5.4., a Bid that contains exceptions or offers substitute products not previously approved by the County may result in the County rejecting the Bid as a non-responsive Bid.
6. Attachment H, Clause 9, Insurance – Please review carefully with your agency/broker to ensure you meet or exceed all the limits and the endorsements identified therein.
7. Review Attachment A, the second page of the Bid Form. There is a listing of documents that must be submitted with each bid. Use this listing as a checklist to ensure you have a compliant bid submission.
8. Sign up for notifications on the Purchasing page of [www.berkspa.gov](http://www.berkspa.gov).

Following is a list of questions asked at the pre-bid conference or submitted in writing and the County's response to each question. **The responses to these questions form an integral part of the Invitation to Bid (ITB) package and these responses may alter a Bidder's responsibilities in submitting a bid.** Where conflict exists between these responses and information in the original ITB package, the responses shall prevail.

#### **Section One – Instructions to Bidders**

- Q1** Our company does not have any vehicles and therefore cannot obtain auto insurance coverage. Would this disqualify us from consideration?
- A1** As per Section One, Instruction to Bidders, Clause 2.7, all Bidders must provide with their Bid a sample certificate of insurance evidencing, at minimum, the insurance coverage types and levels set forth in the ITB.

#### **Section One – Instructions to Bidders**

- Q2** Will only one contractor be selected for this award? If so, will all current clients be transferred to the awarded contractor?
- A2** As per Section One, Instruction to Bidders, Clause 3.1, the County reserves the right to award a single contract for the total requirement of the ITB or award multiple contracts on a group or line-item basis in any combination that best serves the interest of the County. The County's intent is to award multiple contracts for this ITB.

#### **Section One – Instructions to Bidders**

- Q3** Are providers allowed to include a standard 3% annual rate increase in accordance with the Older Americans Act Title III guidelines?
- A3** As per Section One, Instruction to Bidders, Clause 4.3, the successful Bidders are required to hold the Bid prices fixed and firm for a period of three (3) years from the commencement date of the Agreement. Any annual price increases would be subject to available funding provided in the Area Agency on Aging Block Grant. Bids containing references to possible escalation of prices during the term of the Agreement will be rejected as conditioned Bids.

#### **Attachment H - Form of Agreement and General Conditions**

- Q4** What is the anticipated start date and duration of the contract?
- A4** As per Attachment H, Section 3.1, this Agreement shall be effective July 1, 2025 through June 30, 2028 unless terminated or extended in accordance with the terms and conditions of this Agreement.

## **Section Two – Technical Specifications**

**Q5** Will the number of clients remain the same, or is it expected to increase or decrease?

**A5** Section Two, Clause 5.1.3, the actual number of units of service and the number of consumers to be served will vary from month to month based on Berks County Area Agency on Aging (BCAAA) consumers' activity/status. and Section Two, Clause 5.1.4, the final decision-making authority to initiate, continue, terminate, increase, or decrease service shall rest solely with the BCAA.

### **Clarification 6**

#### **Section Two – Technical Specifications**

5.1.7 In the event the current vendor is no longer under contract with the County, consumers will be required to return their existing units to that vendor. The newly awarded vendor shall furnish replacement units to those consumers.

### **Clarification 7**

#### **Section Two – Technical Specifications**

5.2.9 In-person installation of units is preferred; however, it is not mandatory. If in-person installation cannot be performed, the vendor must supply clear instructions and offer telephone-based troubleshooting support.

Should you have any questions regarding this Amendment, please contact Mansoor Zaki, Procurement Manager, via phone at (610) 478-6168 ext. 6274 or via email at [Mzaki@berkspa.gov](mailto:Mzaki@berkspa.gov).