



ADDENDUM I

SUBJECT: Informal Invitation For Bid ("IFB") NO.: 6100016319 – Annual Contract For Preventative HVAC Maintenance & Repair Services - CCDO, Scheduled to Open: December 21, 2022; Date of Issue: December 2, 2022

FROM: Denise Gómez Esquivel, C.P.M., CPPB
Procurement Administrator

DATE: December 19, 2022

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED INFORMAL INVITATION FOR BID

THE ABOVE MENTIONED INFORMAL INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

1. **CHANGE:** The bid opening date is hereby extended to **Wednesday, January 11, 2023 at 10:00 a.m., Central Time.**
2. **ADDED:** Section 004 – SPECIFICATIONS / SCOPE OF SERVICE, Item 4.8.6 is hereby added to read as follows:

4.8.6 One-Time Cleaning Service:

The following services shall be performed within 30 days of date contract is awarded:

- 4.8.6.1. All Rooftop Chiller Systems will have coils professionally cleaned in accordance with manufacturer's specifications.
- 4.8.6.2 The DOAS System located on the second floor will have coils professionally cleaned in accordance with manufacturer's specifications.
- 4.8.6.3 For all one-time work requested herein the following protocols are to be maintained:
 - a. Turn off Unit
 - b. Remove Panels (for rooftop unit panels are to be placed in a means not to damage the roofing systems)
 - c. Wash Coils
 - d. Reinstall Panels
 - e. Turn on Unit and check that all systems are working properly
 - f. Report any issues found to City Representative

3. REVISED: ATTACHMENT A – PRICE SCHEDULE is hereby revised to add Item 3 and retitled as **ATTACHMENT A – PRICE SCHEDULE REV 1.**

Item	Description	Estimated Quantity (A)	Estimated Cost Each (B)	Extended Total (C) (A x B = C)
3	ONE-TIME CLEANING SERVICE The following services shall be performed within 30 days of date contract is awarded: 1. All Rooftop Chiller Systems will have coils professionally cleaned in accordance with manufacturer's specifications. 2 The DOAS System located on the second floor will have coils professionally cleaned in accordance with manufacturer's specifications. 3 For all one-time work requested herein the following protocols are to be maintained: a. Turn off Unit b. Remove Panels (for rooftop unit panels are to be placed in a means not to damage the roofing systems) c. Wash Coils d. Reinstall Panels e. Turn on Unit and check that all systems are working properly f. Report any issues found to City Representative	1	\$ _____	\$ _____



_____ for
Denise Gómez Esquivel, C.P.M., CPPB
Procurement Administrator
Finance Department – Procurement Division

Acknowledged and Agreed:

Date _____

Company Name _____

Address _____

City, State, Zip Code _____

Signature