



Addendum III

SUBJECT: Request for Competitive Sealed Proposals – Annual Contract for Preventative Maintenance and Repair of HVAC System - SAPL (RFCSP 23-054, RFX # 6100015963) Scheduled to Open: April 28, 2023; Date of Issue: February 22, 2023

FROM: Jennifer Johnson, Procurement Administrator

DATE: April 19, 2023

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED
REQUEST FOR COMPETITIVE SEALED PROPOSALS**

**THE ABOVE-MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS
FOLLOWS:**

1. **MODIFY:** The deadline for proposal submission has been changed to Friday, May 5, 2023, 2:00 PM Central Time.
2. **MODIFY:** Attachment B – Revised Price Schedule, is hereby amended to add Cody location (line 27) to Item 1: Preventative Maintenance as per Scope of Work/Specification.
3. **MODIFY:** 004-Scope of Services, 4.8, Specific Requirements, f Cooling Tower, g Chillers and h Variable Frequency Drive (VFD), is here by added as follows

f. Cooling Tower

- Check metering orifices in the bottom of the hot water basin.
- Check cold water basin, suction screens, float valves, and makeup water controls.
- Check operation of gear box and oil levels.
- Check fan operation and operating controls.
- Check flow control valves.
- Inspect fan motor monthly, lube quarterly
- Check belts, belt tension, and adjust.
- Check sheaves alignment.
- Check bearings and lubricate.
- Inspect Cooling Tower fill and hot water basin nozzles.
- Check operation of vibration switch.
- Log operation of equipment. Provide copy to CDDR

g. Chillers

- Make complete operating log and record operating temperatures, pressure, voltages, and amperages.
- Check operating controls.
- Inspect Purge (if applicable).
- Check compressor oil levels, pressure and temperature.
- Inspect starter, voltage, current.
- Review operating log with operator, instruct and advise troubleshooting techniques.
- Log operation of equipment. Provide copy to CDDR

- h. Variable Frequency Drive (VFD)
- Examine contactors for pitting or overheating.
 - Check and tighten all connections as needed.
 - Check all safety controls.
 - Check air filters.
 - Test operation of control relays start-stop sequence.
 - Check holding coils for armature breakdown.
 - Check cooling fans.
 - Spray out dust with aerosol (key board cleaner).
 - Review program set points for accuracy.

4. MODIFY: 004-Scope of Services, 4.9, Filter Requirements, is hereby amended as follows

The Awarded Vendor is responsible for providing and installing filters at all library locations on a monthly basis, unless otherwise noted. All Energy Recovery Ventilator (ERV) units and any HVAC units that rely on 50% or more outside air, for proper operation, must have filters replaced monthly. It is the contractor's responsibility to identify all such units and perform the service.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, INSTRUCTIONS FOR RESPONDENTS
RESTRICTIONS ON COMMUNICATIONS

Question 1: As stated in 4.9, Filter requirements, the respondent shall replace filters monthly at all library locations that have Energy Recovery Ventilators (ERV) units and any HVAC units that rely on 50% or more outside air so can the city provide a list of locations that have ERV units and HVAC units?

Response: The city has not identified units that rely on 50% or more outside air. It is the respondent's responsibility to identify all such units and perform the required service. The RFCSP has been revised accordingly. Please see item 4 above.

Question 2: The revised Equipment list has a Cody Facility but the Cody facility is not on the price schedule, so is the Cody facility part of this contract?

Response: Yes, Cody facility is part of this contract. RFCSP has been revised accordingly. Please refer to Item 2 above.

Question 3: For the cooling tower, is the contractor only responsible for ensuring that there is chemical feeding the towers?

Response: No, the respondent shall perform preventative maintenance as described in the scope of work. Along with the minimum expected service level, the respondent shall develop a preventative maintenance schedule for the HVAC units including ventilation systems as recommended by the manufacturer, American Society of Heating, Refrigeration, and Air Conditioning Engineer (ASHRAE) standard 180-2012, best practices of trade and other applicable sources. The RFCSP has been revised accordingly. Please refer to Item 3 above.

Question 4: As per scope of work, City requires high-capacity pleated filters but can the respondent propose standard pleated filters to save money since filters are changed monthly?

Response: Respondent may propose the standard pleated filters instead of high capacity only if it meets or exceeds equipment Manufacturer recommendation and achieves city's preventative maintenance requirement for that equipment.

Question 5: As per scope of work, city requires high capacity MERV 9/9A, but can the respondent propose MERV 10 high capacity filter which has an initial resistance of 0.20inWg?

Response: Respondent may propose MERV 10 high capacity filters only if it meets or exceeds equipment Manufacturer recommendation, and achieves city's preventative maintenance requirement for that equipment.

Question 6: Does the city want all the MERV 15 filters to be changed monthly as those filters are not changed out monthly?

Response: As per revised filter list – Attachment L, the City has requested MERV 14 to be change monthly at certain locations. However, if Respondent feels that equipment does not require monthly filter changes, then Respondent may propose Alternate Pricing in addition to the requested pricing for City's consideration at City's sole discretion. For any Alternate Pricing, Respondent shall indicate the alternate proposed frequency and provide an explanation describing why the less frequent changes are sufficient, how they meet the equipment manufacturer's recommendations, etc.



Jennifer Johnson
Procurement Administrator
Finance Department – Purchasing Division

JJ/js