



ENGINEERING DIVISION

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ADDENDUM NO. 1

MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT FOR HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT FOR CITY BUILDINGS

INVITATION FOR INFORMAL BID (IFIB)
DUE DATE: THURSDAY, MAY 28, 2015 2:00 PM.

TO ALL PROSPECTIVE BIDDERS

DATE: May 21, 2015

Addendum No. 1 for the above project consists of the following:

1. This acknowledgement form (see important notice below)
2. Bid walk through questions and further clarification on equipment and installation.

NOTICE: THIS FORM MUST BE SIGNED AND RETURNED WITH EACH ONE OF YOUR BIDS. FAILURE TO INCLUDE OR ACKNOWLEDGE A CLARIFICATION MAY RESULT IN THE BID BEING REJECTED AS NOT RESPONSIVE.

Ruben Nino, Assistant Public Works Director

CONTRACTOR: _____

SIGNATURE OF
BIDDER: _____

DATE: _____



MULTI-YEAR PREVENTATIVE MAINTENANCE CONTRACT FOR HEATING,
VENTILATION AND AIR CONDITIONING EQUIPMENT FOR CITY BUILDINGS
ADDENDUM #1 - May 21, 2015

The following information is provided to answer questions raised by potential bidders.

1. Q: What does the warranty cover for the new chillers at the Administration building and Library and for how long?

A: The chiller manufacturer's warranty shall be for parts and labor for a period of one year from date of equipment start-up and compressors only for a period of five years minimum. The warranty shall include parts and labor costs for the repair or replacement of parts found to be defective in material or workmanship. Chillers have an extended 5 year parts, labor and refrigerant warranty.

2. Q: Is a C-4 license required to work on the boilers?

A: A C-4 license is not required to perform the periodic preventative maintenance on the boilers.

3. Q: Are only a SMARTD certified technicians allowed to work on the new smart chillers?

A: Yes

4. Q: Please provide model numbers for the chillers located in the Main Library and Administration buildings.

A: *Administration Bldg: Model # AC028.1BG06.F8AGDB.A004AA.E10*
Main Library: Model # AC054.2BG06.F3AEHA.A008AA.E10

5. Q: Please identify where the (3) three Q Keen exhaust fans are located at the Onetta Harris Community Center.

<u>DESCRIPTION</u>	<u>MODEL #</u>	<u>SERIAL#</u>	<u>FILTERS</u>
1. Q Keen Exhaust Fan (new)	CSP252	3P218	N/A
2. Q Keen Exhaust Fan (new)	CSP252	N/A	N/A
3. Q Keen Exhaust Fan (new)	CSP252	N/A	N/A

A: #2 & #3 exhaust fans are abandoned and no longer in service. #1 exhaust fan is above the hallway ceiling in front of the men and women's public restrooms.

6. Q: Within the bid documentation there are endorsements for insurance policies. Do these documents need to be signed and provided by the insurers?

A: Not required with bid

7. Is a copy of Certificate of Insurance required to be submitted with bid?

A: No, insurance can be submitted after contractor is selected, but before starting work.

8. Is a bond required for this bid?

A: No bonds are required.

9. Statement from page 32:

“Contractor shall repair or replace failed or worn moving parts (such as: bearings, motor rotors, motor starters, seals, gears, burners, actuators, controls and switches). Prior to beginning any repair or replacement, Contractor will troubleshoot the system to diagnose the system's problems. The City shall not incur any extra charge for this service. Contractor shall itemize the equipment list covered under repair or replaceable. If HVAC Equipment is not repairable, contractor will replace with an equivalent type that has been approved by the City. “

Statement from page 35:

“Contractor shall respond to indoor temperature complaints and provide expeditious correction and record complaints and corrections at all City buildings.”

Q: Do these statements mean that it is your intention for the bidders fixed prices to include preventative maintenance as well as service calls during normal business hours as well as the parts and labor for repairs?

A: Yes

10. Is the only service to be performed on a quarterly basis on the boilers would be to inspect the gaskets for leaks?

A: Yes

11. Can you provide a list with the drive belts to add to the equipment list?

A: No list for drive belts was being provided in this RFP. It is the responsibility of the bidding contractors to estimate that and include those costs in their proposal.

12. Per Page 38 of the RFP – Frequency shall be yearly (1/yr) unless noted otherwise

- Chiller with reciprocating compressors
- Visually inspect equipment condition and operation
- Check for unusual vibration, noise, excessive temperatures and refrigerant leaks
- Check unit voltage and record
- Check condenser pressure and record
- Check evaporator pressure and record
- Check oil sump sight glass
- Record chilled water outlet temperature
- Check condenser water inlet
- Check condenser water outlet temperature
- Check compressor starter contacts for abnormal wear

Based on the language on page 38, there is no quarterly service to be performed on these chillers. Is this correct?

A: There is no quarterly service to be performed on any chillers or other HVAC equipment with reciprocating compressors however the reciprocating compressors are to be maintained as mentioned in Attachment B, Item #2 (Reciprocating Compressors). As well there is no quarterly service to be performed on any chillers or other HVAC equipment with scroll compressors however these scroll compressors are to receive the same periodic maintenance and service frequency as do the reciprocating compressors mentioned in Attachment B, Item #2 (Reciprocating Compressors).

13. For the 2 new Smardt Chillers, what is the periodic maintenance service schedule for them and what tasks are to be performed?

A: Contractor shall follow the maintenance schedule, frequency and tasks as recommended by the Smardt Chiller manufacturer.

14. As this contract is structured to be similar to a Guaranteed or All-Inclusive Service Agreement, how are bidders/ participants to know that the equipment that they are taking ownership of and the maintenance responsibilities for are functional, serviceable, maintainable as well as in general, good operating order?

A: Once the lowest and responsible bidder is awarded the contract, they will be asked to perform their first annual preventative maintenance on all equipment covered in the contract and to be completed within one month. This will have allowed the contractor to determine hands on the condition of equipment. Equipment found to be unserviceable shall be documented, building by building, noting deficiencies found, recommended corrections and estimates for those corrections, and how long it would take to complete those corrections. This should then be submitted to the City for it to review and determine merit of the concern, and whether repairs, upgrades, or replacements should be considered. The city would also have the option to remove said equipment from being covered within this service maintenance contract or to have it repaired by any contractor chosen by the City.

15. Q: Would you provide the quantity and size of the filters for the 6 heat pumps at MCC Main Building?

A: The quantity would be 8 EA – 18x22x1
2 EA – 12x24x2

16. Q: Would you provide the quantity and size of the filters for the MCC Basement/Facilities?

A: There are no filters