



COSUMNES COMMUNITY SERVICES DISTRICT

8820 Elk Grove Blvd, Elk Grove, CA 95624

PROJECT NAME

Heating-Ventilation-Air Conditioning (HVAC) Maintenance and Repairs

Bid #DA-22-011

ADDENDUM NO. 2

Issued July 26, 2021

TO ALL PROSPECTIVE BIDDERS:

All prospective bidders are hereby advised of the following changes or clarifications to the contract specifications. Please incorporate the following revisions or clarifications as part of the Request for Proposal documents for the subject project.

ADDITIONAL INFORMATION AND POINTS OF CLARIFICATION:

1. Exhibit B Bullet #7: Our expectation is that the condenser coils be cleaned a minimum of one time annually using a commercial chemical coil cleaning solution and then softly rinsed with clean water. Care should be taken not to damage the coils. Evaporator coils should be inspected annually and cleaned as needed preferably with non-caustic products. Condensate drains to be verified as clear as indicated in Bullet #15
2. Exhibit B Bullet #9: Our expectation is that the amp draw of the motors be recorded after it is checked.
3. Exhibit B Bullet #17: Our expectation is that the coil split be recorded after it is checked.

4. Exhibit D: Add item #18 as follows: Provide the qualifications of the primary and back-up field technicians who will be assigned to perform the maintenance for the District.
5. Exhibit D: Add item #19 as follows: What will your approach to HVAC maintenance be?
6. Exhibit E: Add question #2a as follows: Detail any other charges the District will be billed for as on-call services (i.e., Truck charge, Environmental charge, COVID-19 charge, etc.).
7. During the first year we would like a status assessment of each unit within two weeks of the unit being serviced that details any recommendations for work that is over and above the contract specs. This could include repairs or replacements.
8. We will entertain solicitations from the successful bidder regarding ways to better control multiple thermostats in one building; i.e. A Wi-Fi, cloud-based platform.

SUBMITTED QUESTIONS WITH CORRESPONDING ANSWERS:

- 1) **Question:** Will we have access to digital file so that answers will not have to be handwritten?
Answer: Bid Sheet and Site Location file included in RFP is in Excel format. Answers for Exhibits D and E can be submitted as separate attachments that are clearly labeled.
- 2) **Question:** Which address should be used as additionally insured on the certificate of insurance?
Answer: Cosumnes Community Services District, 8820 Elk Grove Blvd, Elk Grove, CA. 95624.
- 3) **Question:** How are proposals evaluated? Will a percentage be assigned to each question for ranking?
Answer: Please refer to section 8 of the RFP.
- 4) **Question:** Will walk-through appointments be available before bids are due?
Answer: No. The walk through during the pre-bid meeting on 7/20/21 should serve as a representative sample of CCSD facilities.
- 5) **Question:** Include the add-on control issues separately when submitting? Can an appointment be made to view sites to determine the add-on features?
Answer: Use answers to questions in Exhibit D to explain experience with controls monitoring. Specifically Question #12. Controls systems being used are at the Administration Main Office and the Fire Headquarters Facility and are identified in the HVAC bid sheet and the site location file included in the RFP. Proposals that deal solely with BACnet controls and not mechanical maintenance and repairs are acceptable and will be considered as a “stand alone” bid. No appointments can be made at this time.

- 6) **Question:** Are there extension ladders at every site (Fire Stations)?
Answer: Fixed ladders or portable stairs are available at most locations; however, some locations will require a 6' or 8' step ladder.
- 7) **Question:** What control upgrades do you foresee? Wi-Fi options? What is your timeline on these options?
Answer: The District envisions relatively inexpensive, Wi-Fi connected thermostats that can be set, controlled, and monitored remotely from desktop computers and smart phones. Proposals can be submitted as they are prepared by the selected contractor with a deadline of March 2022.
- 8) **Question:** Will someone go with tech on first appointment to show locations of all equipment and units?
Answer: Yes.
- 9) **Question:** What is the process and qualifications for the mechanics assigned to this account?
Answer: Please refer to Exhibit A of the RFP.
- 10) **Question:** Exhibit B - Periodic Maintenance Service Schedule (pages 13-14) states "Prior to beginning any repair or replacement, Contractor will troubleshoot the system to diagnose the system's problems. The District shall not incur any extra charge for this diagnostic service". Please elaborate on this. Does this apply to service calls?
Answer: Service and troubleshooting of the mechanical workings of the HVAC unit that are understood to be included as a part of the annual service are not to be billed as extra work. This does not apply to service calls which can be billed separately based on bid pricing.
- 11) **Question:** May we submit additional pages in our proposal to thoroughly explain our responses to Exhibit D - Contractor Questionnaire and References?
Answer: Yes, additional pages that are clearly labeled as such are acceptable.

END OF ADDENDUM