



ADDENDUM #2

TO ITB #20-05 HVAC Repair and Preventative Maintenance

June 26, 2020

This addendum is provided to answers to questions submitted. And notify Consultants that the Bid Opening is changed to **July 1, 2020 at 10:00am.**

1. Is there water access on the roof of each building where the condensing units are located?
 - a. **All water access is on ground level.**

2. Is there water access at the condenser for the Fire Station?
 - a. **Yes there is water access on ground level at the fire department.**

3. Are the Air Handlers direct drive? If not, could you provide a belt list?
 - a. **The Marina, Fire Department and 2 units at the rec center are Direct Drive, all others are belt driven.**
 - b. **Belt List - City Hall 10 - A39, Rec Center - AHU #1 1- A39**

4. What is the model and serial numbers of the AHU/CU #6 at the Fire Department?
 - a. **AHU- Model NO. FB4CNP018- Serial NO. 2419F44375**
 - b. **CU- Model NO. 24ACC418A300 – Serial NO. 1719E00579**

5. What is the filter quantity and sizes required for AHU #6 at the Fire Department?
 - a. **3 filters – 20 X 20 X 1**

6. Where are the units located at the Marina.
 - a. **The units are outside mounted on the elevated slab/patio. They are easily accessible by a 6ft ladder or from the patio.**

7. Who is the incumbent?
 - a. **The City was previously in contract with Harper for HVAC repairs and preventative maintenance.**

8. On the annual scope (#3, b, vi.), Would you like both the supply and return air dampers of each air handling unit lubricated and adjusted
 - a. **This item will be removed from the annual scope. Please see attached sheet for updated scope.**

9. On the annual scope (#3, b, vii.), how would you like us to “Check pressurization of building for any issues?” Generally, this would be checked through a controls system. If you do not have a controls system we can access, do you have a Magnehelic set up to test pressure or do you have any static pressure transducers?
 - a. **This item will be removed from the annual scope. Please see attached sheet for updated scope.**

10. Are there any forms that must be filled out upon completion of inspection?
 - a. **There is not a standard form provided by the City. However per the ITB Scope of Service “Reports for each site and the status of the equipment will be given to the Public Works Director after each visit.”**
The report shall be, at a minimum, a completed form which states the services completed, which units were inspected/serviced, and any notes or comments that are pertinent.

11. Do technicians need to get badged in order to maneuver around facilities?
 - a. **Badges are not required, however due to the unknowns of COVID, technicians will be required to follow all check-in procedures at each location (temperature, mask, hand sanitizing, etc.).**

12. Do technicians have to be escorted in order to maneuver around facilities?
 - a. **Technicians are not required to be escorted, however they will need a City Employee to unlock the doors to access the units in some of the buildings.**

13. Is there a check in process that a technician must undergo at any of the four facilities before starting inspections?
 - a. **See response to Question 11 & 12**

14. Is there an area to store filters onsite?
 - a. **No storage onsite**

15. Are we able to throw dirty filters in the City’s dumpsters?
 - a. **No dumping**

16. Are there any parking fees?
 - a. **Parking fees are waived while performing contracted work for the City.**



Invitation to Bid #20-05

HVAC Repair and Preventative Maintenance

Bids due by July 1, 2020

At ~~3:00pm~~ 10:00am: City Hall

300 Municipal Drive

Madeira Beach, FL 33708

CONTACT:

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a. **PM I. 3x per year “Quarterly” Maintenance and inspection scope of work**

- i. Supply and install pleated pre-filters in all air handling units (see filter schedule).
- ii. Inspect fan assembly
- iii. Verify proper pulley alignment and check and tighten belts, where applicable.
- iv. Inspect coils for cleanliness and integrity
- v. Check motor operating conditions
- vi. Inspect electrical connections and contactors
- vii. Inspect safeties for proper mounting and operation
- viii. Clean drain pan and check condensate lines for proper drainage & install pan treatment
- ix. Inspect unit cabinet for proper integrity
- x. Measure temperature across the coil under operating conditions
- xi. Provide a report of findings and possible deficiencies

b. **PM II. 1x per year “Annual” Maintenance and inspection scope of work**

- i. All task listed above
- ii. Clean condenser and evaporator coils
- iii. Replace belts in all belt driven equipment
- iv. Lubricate fan and motor bearings per manufacturer’s recommendation
- v. Tighten all nuts and bolts loosened by vibration
- ~~vi. Lubricate and adjust associated dampers~~
- ~~vii. Check pressurization of building for any issues.~~

NOTE: Contractor is responsible for supplying the filters, refrigerant, oils, grease, lubricants, coil cleaners, cleaning supplies, belts and all other materials required to complete each PM). Reports for each site and the status of the equipment will be given to the Public Works Director after each visit.

4. **GENERAL REPAIRS:** Bidders are required to provide pricing for standard labor hours and weekend, holiday, afterhours labor hours for the performance of repairs that are necessary to ensure that the heating, ventilating, and air conditioning systems operate in accordance with the manufacturer’s specifications. It is expected that the general repair service will be available 24 hours a day, 7 days a week, year round. Bidders must also provide a mark-up percentage factor that they would apply to their cost of parts in determining the City’s cost for those parts necessary for repair. General Repair estimates are to include time and material charges and must be approved in advance by the City.
5. **TASK ORDERS:** Task orders will be issued for each HVAC repair, installation and preventive maintenance and repair project under the Agreement. Each task order will contain the scope and/or specifications for the project. Upon request by the City, Successful Bidder shall provide a quote for the project.
6. **WORK ESTIMATES:** Upon request by the City, Successful Bidder shall provide estimates on HVAC work, for budgetary purposes, at no additional cost to the City. For such quotes, the City of Madeira Beach will provide drawings and detailed requirements, as necessary.