



**City of San Antonio**

**ADDENDUM I**

SUBJECT: Informal Invitation for Bid (IFB) for Annual Contract for HVAC Scheduled Preventive Maintenance at Stinson Municipal Airport (#6100005394) Scheduled to Open: February 24, 2015; Date of Issue: February 9, 2015

FROM: Kimberly R. Coleman,  
Procurement Manager

DATE: February 19, 2015

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

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

A. The IFB opening date is hereby extended to **Tuesday, March 3, 2015, 10:00 a.m. CENTRAL TIME**

B. Section 004 - SPECIFICATIONS/SCOPE OF SERVICES, Item 3.2 is amended to add:

Contractor shall report troubleshooting problems found during the PMs to the City. If requested by City, Contractor shall provide an estimate of the work to be accomplished. This contract is non-exclusive and the City reserves the right to obtain estimates from other sources for repairs.

C. Section 004 - SPECIFICATIONS/SCOPE OF SERVICES, Item 3 is amended to add:

- 3.10. Contractor shall provide pleated type air conditioning filters, with an Average Efficiency 25-30%
- 3.10.1. Pleat design to aid in reducing pressure drop and energy costs
- 3.10.2. Frame made of a heavy duty moisture resistant material
- 3.10.3. Diagonal and horizontal support bonded to media on both sides

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003- RESTRICTION ON COMMUNICATIONS:**

- 1. Question 1: How much is contract value for last year's HVAC Maintenance?  
Answer: Stinson has never been on a maintenance contract. Maintenance was conducted by Stinson maintenance staff.

2. Question 2: There is no specification on the type of filters to be used. Is the contractor to provide whatever filter he/she deems acceptable?

Answer: See C above. Sizes include:

- 20x20x2
- 20x20x1
- 20x25x2
- 20x25x1
- 21x20x1
- 16x25x2

3. Question 3: We understand that repairs are not included in this contract. For troubleshooting problems, found during the PM, is there a provision for an hourly labor rate so the contractor can provide an accurate quote for repairs/services that may be needed? Page 9, 3.2 states "When necessary, the Contractor will provide a quote for additional work, repairs, or services which are not included in this agreement."

Answer: See B Above.



Kimberly R. Coleman  
Procurement Manager  
Finance Department, Purchasing Division  
KRC//mb

NOTE: Bidders must complete and sign below and submit this Addendum I with their bid.

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature